The committee reviewed the minutes from the previous week, October 29, 2019, and assigned action items.

**Human Resource:**

**Birthday Gift Cards:**
- Therese has surplus coats and T-shirts in random sizes.
- Suggestion: donate the items to the bookstore to sell them and move proceeds to the Dean’s budget to cover employee birthday costs.
- Suggestion: Sell at a discounted price to employees.
- **ACTION:** Provide the sizes and description of the items for the MMM. Ask the bookstore and the business office if this transaction is possible. (Therese C. and Maia Z.)

**PEO Holiday Option:**

**Event checklist:**
- Donna and Mary will review it and provide the checklist to Robyn to the PEO.
- Robyn will contact PEO with the charge or in kind donation for a scholarship, which is a tax deduction. Scholarships money to women PCE grant.
- Welding could provide an auction items. Christy will provide cost.
- **ACTION:** Robyn requests that the alarms are disabled and the Facilities personnel is finalized.
- **ACTION:** Provide a shared folder that houses all the forms.
  - Event checklist, marketing form, contract for external group.

**Master Hunter Course**
- **ACTION:** When does HC required to answer the group? (Val Curtin)
- **ACTION:** How much do other venues charge the Master Hunter Course organization?

**Master Space Analysis is meeting on Friday.**

**Thanksgiving Weekend Campus Closure:**
- Helena College will not be open on Saturday, Nov. 30, 2019. The custodian will work on the following Monday. The use numbers are small on Saturdays.

**Library:**
- Displaced group list is not available yet.
IT

- Inventory software and subscriptions:
  - HC will share licensing costs for Solid Works with UM.
  - Tammy will compile the Airport list of software and subscriptions.
  - Gen Ed faculty, CT and Business and Accounting have responded with their items.
  - **ACTION:** Create a Faculty licensing software team to input the data in an excel spreadsheet and house the information in MS Teams. Who is doing this?

APC Procurement:

- Val Curtin is evaluating the process.

UMDW

- Lunch and Learn will be set up soon.
- Purchase power and signatory procedure for budget authority specified.
  - **ACTION:** A document will be created for the Business Office. Who is doing this?
- The funds for the equipment were budgeted but are not reflected in UMDW
  - Where is the money for the welding piece of equipment?
- The approved budget is not matching to what is uploaded into Banner/UMDW.
- The quarterly review process will catch discrepancies.
- In the future, the BMT needs to check the approved sub-budget against what is in UMDW.
- **ACTION:** Ask budget managers to send a ticket to request a review if there are discrepancies by November 19, 2019 to the Business Office. Compare totals and look at personnel, grants, and expenditures.
- Business Office Ticket: Employee portal, business services, business services inquiry form.
  
  [http://helenacollege.edu/businessservices/business_services_inquiries.aspx](http://helenacollege.edu/businessservices/business_services_inquiries.aspx)
- Jan Clinard is paid from Mike Brown’s budget.
- Pay for the equipment from the welding general funds. Then decide to journal the expenditures to the correct fund.
  - **ACTION:** Laura requested a Budget report emailed to the budget managers showing the percentages. (Maia)
- Does the BMT need to require a quarterly check?

Projected Budget Meeting with UM

- 3-year cycle budgeting will be implemented.

Student Center

- **ACTION:** Follow up with Seth Bodnar to meet with Kevin the architect to start the Student Center remodel.
  (Laura and Val Curtin)

Student Participation on Committees to Approve Expenditures

- **ACTION:** Sandy will send out an email today to faculty for names of students.
- Equipment Fee and Computer Fee committees.

Relocation Funds

- Depends on Laura’s tax situation.
- Robyn’s budget is over budgeted until the relocation cost for an employee is redistributed.