BUDGET MANAGEMENT TEAM
MINUTES
Tuesday, December 3, 2019
Donaldson 003

- ☒ Laura Vosejpka, (Chair) Dean/CEO
- ☒ Sandra Bauman, Associate Dean of Academic & Student Affairs
- ☒ Valerie Curtin, Acting Assistant Dean of Administrative Affairs
- ☐ Michael Brown, Institutional Researcher (via videoconference)
- ☒ Donna Breibart, Director of Marketing & Development
- ☒ Maia Zelenak, Accounting Manager
- ☒ Mike Hauser, Director of Information Technology
- ☒ Mary Lannert, Director of Community Engagement & Workforce Development
- ☒ Therese Collette, Director of Human Resources
- ☒ Robyn Kiesling, Division Chair of General Education
- ☐ Tammy Burke, Division Chair of Trades
- ☒ Paige Payne, Administrative Assistant to the Dean/CEO (recorder)

Helena College Mission: Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community.

DISCUSSION:

Bookstore:
- Book buyback next week.
- Trade program shirt inventory:
  - How does purchasing know what sizes to order and to keep in stock?
  - FUTURE ACTION: Ask the shirt size when the student registers for a trades program.
- The bookstore is having a difficult time keeping the nursing scrubs in stock.
  - ACTION: Investigate how to put the cost of the nursing scrubs into the program fee 2022/23
  - ACTION: Interim answer to inventory by requesting scrub sizes at the time of registration.
- Sale rack with HR items next week.
- Val will request H-reports from both bookstores.

Security camera and emergency phone:
- The Safety Committee is discussing the lighting, emergency phones, and cameras in the parking lots.
- ACTION: Ask OCHE to provide a safety analysis. Contact Ron Muffick or Brock Tessman.
  - RMTD possible assist with the analysis also.

Food Pantry:
- Closable pantry or add hours.
- The food is for the HC students not the public.
- The food pantry needs to be accessible to the students and private.
- ACTION: Follow up with Ann Willcockson regarding what traffic looks like and possibly request to increase the donations from Food Pantry.

Facilities use:
- Great Falls College charges include room, IT, and set-up in the fees. Charges are not broken out. One universal fee.
  - What are we going to charge for the Master Hunter Course? What is the group offering to pay?
- ACTION: Contact MSU Bozeman to find out how much they are charging/Extended studies/Brian (Procurement)
  - Possible have IT on-call/standby.
  - Renting to outside entities has to make a profit.
  - Make a decision about the MHC and update the facility use policy for the future.
- Tiered charge system if the group needs equipment.
- Study to review what needs are from the community and how bringing in outside entities affects current students/employees.
- Possible have an outside entity offer a discounted rate to our students and employees.

**Space Analysis Group**

- Instructional space is priority. The assistant registrar monitors the space priority.
- Lecture Hall
  - A double lecture will be offered in the LH spring semester. The instructors will conduct separate labs
    - 3 days per week in the morning.
    - CBA – count it as a class and one-half.
  - A&P and Chemistry will also hold classes in the Lecture Hall in the spring.
- Should Facilities lead the Space Analysis Group? The group is comprised of Academics, Continuing Education, ACCESS, and ABE.
  - Utilization Study
    - Robyn and Sandy are going to meet over the break to schedule classes for next year using collected data.
  - The group met to discuss emergency problems, the testing center, quiet space and nursing space.
  - Occupancy for each room should be part of the space analysis.
  - Master Plan.
    - Provide the data to Laura.
- Guided pathways will change the way things are scheduled.
  - Most classrooms are the same size and are scheduled according to size of class.
  - Access is scheduled separately because of the HS schedule and teacher supplies.
- Update now to serve immediate requests and re-evaluate after master space analysis
  - Determine who owns the room.
  - Determine rates.
  - Space use policy – look at other institutions
- Kevin from UM
  - Long range building plan discussion.
    - Use UM’s plan.
  - Give MUS a HC vision plan.
  - Architect will be on campus. Ask him for ideas on the future needs.
    - How can we double nursing, diesel, fire, and other programs?
    - What is missing?
    - Possibly loop the bookstore into the student center remodel.

**Budget Lunch and Learn**

- Fee pot is the first topic.
  - Maia will schedule the first one in January.
  - Bring a laptop.
- Student Participation on committees.
  - Identify 10 students to add to the committee list.
Salmon Lake Fund
- The fund is invested and currently earning interest per Susan Briggs.
- $12,000 is earmarked for the HC Stars scholarships and the rest will be invested in an endowment, possibly through UM.

Susan Briggs and Terrie Iverson:
- Susan, Terrie and Val will meet to project future budgets.
- Terrie is looking into Sandy Bauman’s salary that is connected to two budgets, but it is currently drawn out of one budget and why payroll changes did not get updated.

Miscellaneous Items
- Staffing and hiring
  - Clarify the process and communicate it by using the budget justification form.
- Fee pots:
  - ACTION: Assign signers.

Clubs and Budgets:
- Work with ASHC to generate a fundraising packet with clear guidelines.
  - Clubs do not need 503c status to be a part of ASHC and the college.
  - Any donation to a club is not tax deductible.
  - Raffles will be discouraged
  - Provide a guideline for selling items to raise funds.
  - ACTION: Donna attend the next ASHC meeting with club leaders.

The 80 Year Celebration is Tuesday, December 11, 2019 at the APC at 6 p.m.
- The event is for Foundation fundraising.
- Create an event to show-case student work in the spring and match scholarship donors to recipients.