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.

**Topic: Budget Process**

Supporting Documents in Dean’s Cabinet TEAMs:
1. FY 21 Budget Book 1 Spreadsheet
2. Helena College Budget WORD Doc.
3. Professional Development Report

**OLD BUSINESS**

**TOPIC & OUTCOME: Endowment progress.**

OUTCOME: Susan Briggs will continue the endowment process after Maia Zelenak’s departure.

**TOPIC: Upload committee budget spreadsheet into BM Team.**

DISCUSSION, AGREEMENTS, OUTCOMES:
- Spreadsheet to include the name of committee, budget balance, budget manager, and signing designation for committees with and without budgets.

**ACTION ITEM:** Upload spreadsheet with information

PERSON RESPONSIBLE: Valerie Curtin, Susan Briggs
DEADLINE: January 28, 2020 meeting.

**TOPIC: ESCI, Touch Net Bridge, and Banner**

DISCUSSION, AGREEMENTS, OUTCOMES: The contract with ESCI is a two-year contract and HC is not able to use the services due to incompatible systems.

**ACTION ITEMS:** Mike H. will follow up on Touch Net Bridge with Banner to for ESCI access

PERSON RESPONSIBLE: Mike Hausler & staff
DEADLINE: Next meeting on January 21

**NEW BUSINESS**

**TOPIC: BMT Action Register**

DISCUSSION, AGREEMENTS, OUTCOMES: Adjust the Action Register for easier use and clearer outcomes.

**ACTION ITEM:** Edit Action Register

ITEM: Add blocker column, color-coding, status categories and priority status.

PERSON RESPONSIBLE: Paige & Brooks
DEADLINE: Thursday, January 16
Action Completed: Thursday, January 16, 2020

**TOPIC: APC Signage Lighting**
DISCUSSION, AGREEMENTS, OUTCOMES: Current sign is not illuminated. Future signage need electrical source for exterior and floor signs.

**ACTION ITEM**: Procure electrical bid for signage at APC
- ITEM: Obtain two bids.
- PERSON RESPONSIBLE: Donna Breitbart and Facilities
- DEADLINE: Next meeting on Jan. 21

**TOPIC: Diesel Engine Crane**
DISCUSSION, AGREEMENTS, OUTCOMES: The current engine crane cannot safely lift the new engines due to size and weight increase. Priority safety issue.
Outcome: Move forward to fund crane and installation. Funding source is the academic equipment fund.

**ACTION ITEM**: Procure bids for wall mounted vs. floor-mounted crane and the cost of installation. (Tammy B, Tommi H)

**ACTION ITEMS**: Tammy Burke will contact a structural engineering and move forward.

**ACTION ITEM**: Sandy Bauman will convene the Academic Equipment committee comprised of faculty, staff and students for approval.
- DEADLINE: As soon as possible

**TOPIC: APC Bookstore Salary**
DISCUSSION, AGREEMENTS, OUTCOMES: Currently, 15% of the APC budgets fund the APC bookstore position. Is this going to continue in the next budget? What is the process?

**ACTION ITEM**: Determine funding source and process for the APC bookstore position.
- PERSON RESPONSIBLE: Consultants, Val Curtin, Tammy Burke, Laura Vosejpka, Brooks Robertson
- DEADLINE: Friday, January 17

**TOPIC: Budget Process by Consultants**
DISCUSSION, AGREEMENTS, OUTCOMES: FY 21 Budget Book I and Helena College Budget documents discussed. The 5% reduction increased to 10%.

**ACTION ITEM**: All general fund budgets reviewed and presented to BMT
- PERSON RESPONSIBLE: HC Budget Managers
- DEADLINE: February 11, 2020

**TOPIC: Enrollment Trend Data**
DISCUSSION, AGREEMENTS, OUTCOMES: Look at enrollment trends for upcoming budget.

**ACTION ITEM**: Provide Susan Briggs enrollment trend data for the past 5 years.
- PERSON RESPONSIBLE: Mike Brown
- DEADLINE: Friday, Jan. 17, 2020