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.

Supporting Documents:
1. Fee Pot Balance Spreadsheet
2. Meeting Structure PDF

Minutes Approved.

OLD BUSINESS

Action Register Review

**TOPIC: Starfish Proposal**

**DISCUSSION:**
- ITEM: One year contract $48,950.
- ITEM: Discounted two-year contract saves $3950. Total cost is $93,500 for two years. 45K first year and 48.5K second year.
- ITEM: Funding source is the Academic and Student Affairs budget line.

**ACTION ITEM:** Determine if Starfish aligns with Pathways, recommend training needs, and/or recommend an alternative software and timeline.

PERSON RESPONSIBLE: Sandy Bauman, Robyn Kiesling

REPORT DEADLINE: Next meeting

CONTRACT DEADLINE: Start procurement by May 1, 2020. Starfish contract deadline is July 1, 2020

**TOPIC: APC Crane**

**DISCUSSION & OUTCOME:**
- ITEM: Structural engineers recommend a floor mount instead of a wall mount due to lack of wall structural integrity.
- ITEM: Floor mount crane cost is $25,000 plus construction costs to install crane.
- ITEM: Funding from Academic Equipment fee pot that requires approval from the Academic Equipment committee.

**ACTION ITEM:** Pursue alternative bid to upgrade the structural integrity of the wall for wall-mounted crane.

PERSON RESPONSIBLE: Tammy Burke

DEADLINE: Next meeting
TOPIC: ESCI Webinar on Thursday, January 30, 2020

DISCUSSION, AGREEMENTS, OUTCOMES:

ACTION ITEM: Provide summary of findings and provide recommendations in a one-sheet report to BMT.
  
  ITEM: Start the program or renegotiate the contract.
  
  PERSON RESPONSIBLE: Mike Hausler
  
  DEADLINE: Next meeting

NEW BUSINESS

TOPIC: Fee Pot Balance Spreadsheet

DISCUSSION, AGREEMENTS, OUTCOMES:

  ITEM: Spreadsheet provides balances and dates of the fee pot inception. Concentrate on the pink shaded line items.
  
  ITEM: Fee pot monies are designated funds. Transfers allowed within the designation and to student related accounts.

ACTION ITEM: Update Fee Pot spreadsheet monthly in the BM Teams
  
  PERSON RESPONSIBLE: Susan Briggs

ACTION ITEM: Create list of fee pot signing designations.
  
  Person Responsible: Unassigned

TOPIC: Files within BM Teams

DISCUSSION, AGREEMENTS, OUTCOMES:

  ITEM: Rename files for consistency
  
  ITEM: Create a folder for each meeting.

ACTION ITEM: Update files in BM teams
  
  PERSON RESPONSIBLE: Paige Payne
  
  DEADLINE: Next meeting

TOPIC: Continuing Ed Fee Pot

DISCUSSION, AGREEMENTS, OUTCOMES:

  ITEM: Continuing Ed is 30K in the red. The current year’s budget is covering deficit.
  
  !Note: The e-Learning fee pot is in the red, not the Continuing Ed fee pot/budget.

ACTION ITEM: Reconcile the Continuing Ed fee pot. Move or restructure the budget. Report findings.
  
  PERSON RESPONSIBLE: Mary Lannert and Susan Briggs/Terrie Iverson
  
  DEADLINE: Not assigned.

ACTION ITEM: Reconcile the eLearning fee pot.
  
  Person RESPONSIBLE: Sandy Bauman, Amy Kong, Susan Briggs
  
  DEADLINE: Not assigned

TOPIC: Budget Development

DISCUSSION, AGREEMENTS, OUTCOMES:

  ITEM: Continue to create future budgets at 10% reduction.
  
  ITEM: Include a prioritized wish list of items if fee pot monies are available.

  PERSON RESPONSIBLE: Budget Managers
  
  DEADLINE: February 2020
TOPIC: BOR Mandatory and Student Fee Policies
ACTION ITEM: Upload BOR policy in BM Teams
   PERSON RESPONSIBLE: Paige Payne
   DEADLINE: Next meeting

TOPIC: General Fund Report
ACTION ITEM: Email general fund report out to HC Budget Managers monthly.
   PERSON RESPONSIBLE: Cari Schwen