BUDGET MANAGEMENT TEAM
MINUTES
APRIL 7, 2020
Virtual Meeting

BMT MEMBERS:
- ☒ Laura Vosejpka, Dean/CEO
- ☒ Sandra Bauman, Associate Dean of Academic & Student Affairs
- ☐ Vacant, Assistant Dean of Admin. Affairs
- ☐ Vacant, Institutional Researcher
- ☒ Cari Schwen, Accounting Manager
- ☒ Donna Breitbart, Director of Marketing & Development
- ☒ Mike Hauser, Director of Information Technology
- ☒ Mary Lannert, Director of Community Engagement & Workforce Development
- ☐ Vacant, Director of Human Resources
- ☒ Robyn Kiesling, Division Chair of Gen Ed & Transfer
- ☒ Tammy Burke, Division Chair of Trades & Technology
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)
- ☒ Susan Briggs, Consultant
- ☒ Terrie Iverson, Consultant

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.

PRE-READS, MINUTES, NOTES
Supporting Documents in TEAMS – AY 21 WORKING BUDGET
Minutes from 3/31/2020 approved. Change ESCI to ECSI.
Attending: Val Curtin, Director of Financial Aid.

ACTION REGISTER REVIEW:

TOPIC: APC Crane Purchase and Installation

ITEM: The construction portion of the project is $1850 for the electrical work and $13,200 for the concrete work. The total is $15,050. The installation process will go to bid through UM.

ITEM: Tammy will contact Dena Griffin at UM’s Physical Plant at UM. UM’s engineer will review the installation specifications for approval and provide rules and regulations for install. Dena Griffin, 406-243-6061, dena.griffin@mso.umt.edu

ITEM: It is possible to run two bids. One for the crane through UM and a separate bid for the construction of the grounds through Dena Griffin or the State A & E group.

ITEM: The Equipment Fee Pot committee approved 37.5K for the project. The Crane Project total is now over 40K. The balance of the fee pot is $400,000.

RECOMMENDATION: Request 55K approval from the Equipment Committee to cover the cost of the crane, installation, and incidentals.

ACTION ITEM: Email the equipment committee. Request the committee to approve 55K for the purchase of the crane and installation through e-vote.
PERSON RESPONSIBLE: Sandy Bauman

ACTION ITEM: Contact Dena Griffin and UM. Submit bids for approval. Allow UM to direct and guide.
PERSON RESPONSIBLE: Tammy Burke
AY 2021 BUDGET WORKBOOK REVIEW:

**TOPIC: Discussion Notes:**

ITEM: Eliminate Phil Holcombe line. Welding Index: H6030. Salary w/o benefits is $40,193.
ITEM: HC is required to have disabilities services person. Plan to be announced.
ITEM: Cisco Routers are in Emmet’s lab – student side.
ITEM: Reduce Relocation budget to $2500.
ITEM: Determine if part-time employee/student costs should be budgeted in AY21. Costs incurred through 12 different indexes in AY 20, but not budgeted.
ITEM: EVERFI default prevention budget is $6400. Actual line item may be less due to COVID-19 monies reducing debt.
ITEM: Library overspent the Library fee balance by $22,000. $22,000 will be added back into the state budget.
ITEM: Revisit salary increases in relation to the total amount budgeted.
ITEM: Fire and Rescue program changes are included in the operational budget.
ITEM: Retail services is not part of this budget. (Bookstores)
ITEM: Tuition is budgeted at $2 Million. Unknown enrollment numbers in the fall.
ITEM: Hiring moratorium due to unknown student enrollment. Open to rational justification.
ITEM: Shared open lines may allow budget savings.
ITEM: FEMA funds available. Email Laura and Cari with possible requests.

**TOPIC: Adjunct Budget**

ITEM: Possible savings because Fire and Rescue will not be using adjuncts in Fall 2020.
ITEM: Adjunct salaries are in line 19. 237K is the current balance. Originally, $373K was budgeted and as it is spent, it is transferred to cover the expenditures.

**ACTION ITEM:** Schedule a meeting to discuss adjunct budget line and cuts.

**PERSONS RESPONSIBLE:** Susan Briggs, Sandy Bauman, Robyn Kiesling, and Tammy Burke

**TOPIC: Professional Development Budget H0110**

ITEM: AY 20 budget is $81,000.
ITEM: Currently $40K used for PD. Spring conferences and travel were cancelled due to the COVID outbreak, reducing expenditures. Out of the 81K, The PD committee was allotted $25,000.
ITEM: Create a 1, 2, 3, guideline to approve PD requests.
ITEM: One rating: Required to function, certification, compliance, core themes, strategic plans, Pathways and outcome related.
ITEM: Two: Conference to stay current but not required.
ITEM: Three: Optional if money allows. Possibly the participant to share cost.
ITEM: Look at common structure of professional development levels at 2-year schools.
ITEM: The Perkins grant has a PD budget H0110.
ITEM: Request Foundation funds to attend Professional Development events.

**RECOMMENDATION:** Look at current budget and review new asks. Rank requests using the 1, 2, 3 guidelines. Possibly remove all or part the 25K amount earmarked for the committee. Look for cuts in this budget and make recommendations.
ACTION ITEM: The PD committee will review the budget, application process, and make recommendations to BMT.
PERSON RESPONSIBLE: Mary Lannert, Laura Vosejpka, and PD committee.

TOPIC: Purchase of SAN Software
ITEM: Contract cost is $37,000.
ITEM: Identify funding index and source.
RECOMMENDATION: Use H70600 – Reversion fee pot fund.

TOPIC: ECSI Update
ITEM: Two servers built for infrastructure. Software uploaded this week.
ITEM: ECSI and project team notified.
ITEM: Testing will proceed through UM.

TOPIC: Perkins Grant & Salary
ITEM: 66% of the Career Connections salary out of Perkins Grant in AY 21
ITEM: 25% of K-12 salary out of Perkins Grant in AY 21.
ITEM: Problem: May have to reduce percentages to meet the Perkins guidelines.