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 – Professional Development Budget Requests
Minutes from 4/28/2020 approved.
In Attendance: Val Curtin, Director of Financial Aid and Mary Twardos.
Note: BMT did not meet on 5/5/2020

OLD BUSINESS:

TOPIC: Professional Development Budget Discussion

Level 1 Priority: Essential training to support accreditation, CBA requirements, or college initiatives.
Level 2 Priority: Scholarly lectures and presentation support.
Level 3 Priority: A request to attend professional meeting or workshops to enhance personal growth.

ITEM: Seven employees have plane ticket vouchers totaling $4500 to attend conferences or workshops in FY21 because of the COVID cancellations in FY 20.
ITEM: Current budget balance is $40,000 due to cancelled events.
ITEM: Tammy is meeting with the new Fire and Rescue Director to determine the PD for F/R.
ITEM: The FY 21 budget is still in the negative. Any reduction in budgets will help.
ITEM: Our mission fulfillment requires that HC targets 5% of the Academic Operating budget to professional development. FY20 targets 6.7%.

ACTION ITEM: Correct the language in HC Core Theme document. The fund calculation for professional development is 5% of the Academic Operating budget minus personnel costs. (Paige Payne)
ACTION ITEM: Professional Development budget for Fire and Rescue report.
Person Responsible: Tammy Burke

Recommendation: Move Business Office requests to level 2. The requested PD may move to level 1.
Recommendation: Add an amount for professional development or cash for the recipients of the HC Professional Excellence Award and earmark it in the Dean’s budget. Offer either cash award ($500) or professional development ($1000) to recipients. Total amount $2000. Professional development funds will not be as readily available next fiscal year and tightly controlled.

NEW BUSINESS:

TOPIC: Perkins Grant Prioritization
ITEM: Perkins grant is 142K. Total requests equaled 258K. Survey results will help the committee prioritize, determine, and recommend funding.
ITEM: Machining lathe is 90K and a priority, but ¼ of the Perkins grant. Tammy is exploring the idea of requesting matching funds from equipment or professional development to purchase the item.

ACTION ITEM: Present results of the Perkins recommendations at the next BMT.
Person Responsible: Tammy Burke

TOPIC: Equipment Renewal and Replacement Plan
ITEM: The R & R plan tracks, by department, when an item was purchased, amount of purchase, status, expected life, and expected replacement date. The information ties to the fee pots, (equipment, computer and IT) in order to manage the fee pots.

ACTION ITEM: Inquire about an R&R list template. Start process. (Paige Payne)

TOPIC: Emergency Grant Money to Student Update
ITEM: It will be difficult to disperse the total amount of money because of the restrictions on the money and HC campus structure. As time passes, it is harder to tie the money to COVID related losses.
ITEM: Valerie is waiting on the HC plan approval from OCHE.
ITEM: Student response is low. Text the students a reminder after the plan is approved.
ITEM: $2500 left is the emergency SOG fund and $3000 in the ASHC aid fund.
ITEM: 50% of the emergency CARES grant has to go to students.
ITEM: Route students who ask for an advance on their financial aid for a computer to Val.

ACTION ITEM: Meet with welding instructors about fall planning and preloading AutoCAD software on upgraded laptops. Possibly use federal money (CARES Act) to purchase needed upgraded laptops.
Person Responsible: Tammy Burke and Mike Hauler

ACTION ITEM: Part of the disruption will result in fall hybrid courses and all students will need a laptop. Is it possible to award funds to all students for technology? Determine amount each student could receive based on funds available and grant restrictions.
ACTION ITEM: Review the guidelines the second CARES act and report restrictions to distribute the funds. The amount is 35K.
Persons Responsible: Val Curtin

ACTION ITEM: Send a reminder text to students to apply for COVID funds after emergency grant plan approved including the students who borrowed laptops.
Persons Responsible: Donna Breitbart and Mike Hausler
Note: Chart of Accounts and revenue codes created to disperse and track money.

TOPIC: COVID Related Budget
ITEM: A COVID related budget will track additional expenses, losses, and future expenses due to changes. Cleaning crew expense calculation, extra laptops, and other expenses and funding source. The MUS Fall Taskforce will make recommendations in this area. In process.
ITEM: The Montana state specific grant can supplement HC food pantry.

TOPIC: Enrollment Numbers
ITEM: Currently the enrollment numbers are lagging. The budget is predicated on enrollment. Monitor the numbers to determine when to make a push to contact unregistered students.
ITEM: The budget is lean already. MUS is asking institutions to make budgets at 10%, 15% and 18% reduction.

TOPIC: HC Stars Scholarships
ITEM: Capital High School – Five applications.
ITEM: Helena High School – Four applications.
ITEM: Committee will determine recipients.