Mastermind Discussion

Questions/Comments on area updates?

- Ann will cover Deb’s Wellness responsibilities after Feb. 3, 2021. Deb Micu will train incoming TRIO wellness staff. The updates will be announced in the HRM and MMM.

Approve Minutes from 1/20/2021

- Edit the following before posting: The date mentioned in the CRRSAA reflects the conversation on 1/26/2021. The correct deadline to spend CRRSAA funds is one year from the date HC received the funds.

Discuss charge to change BMT from recommending body to decision-making body. (SB)

- **Decision:** Add language to the mission that the Cabinet is part of the BMT and all Cabinet members will be part of the BMT committee. BMT will become a sub-committee of cabinet. BMT will make binding decisions in relation to the budget. Not all members of BMT are necessarily cabinet.
- The change in the process will be announced to the campus in the MMM.
  - The message will include the announcement of a “State of the College” budget forum at the end of every semester.
  - Every area/unit has representation through the managers to give input to the BMT.
  - Provide the [link](#) to the BMT minutes on the webpage.
  - Add a monthly *Money Matters* column to the MMM. Include different topics like spending authority, procurement, Biennium funding, and random tidbits about different departmental offerings.
Discuss CRRSAA/Cares Request Form & Strategy to Prioritize Spending (SB)

- A text box was added to the existing form to provide a space to add a strategy to the request. The form will be fillable.
- The date to submit the first round of requests is February 9th. The Cabinet suggested pushing back the date to February 12 or 19 to allow the campus time to make a request.
- Currently, BMT approves all requests by e-vote/email or during the monthly BMT meeting. Mike Reid suggested the following change in procedure:
  - Each request should include as much information as possible to provide enough information to determine if the request fits the spending guidelines and how to prioritize the request. After the initial request, there may need to be a clarification of the services involved.
  - Give each cabinet member a threshold (10K) to approve requests to allow BMT to concentrate on bigger ticket items.

- **Determination:**
  - Mike Reid will finalize the form.
  - The date for the first request is February 19, 2021.
  - Requests over 10K will be reviewed by BMT and require a narrative explaining the strategic reason for the request.
  - All subscriptions require a narrative explaining the plan to sustain the cost.
  - Requests under 10K will be submitted to the corresponding cabinet member and require a narrative explaining the strategic reason for the request.
  - Sandy Bauman will relay the details in the MMM.
- Note: Some funds are left over from the original allocation to the institution. (HEERF I)

Possible Mural Project (RK)

- Art Department would like to paint a mural on one of the walls on the Donaldson campus. The mural would be painted by art students and supervised by Seth Roby.
- Qualified students will be paid through work study. If they do not qualify for work study, Robyn has some funds in a temporary hire fund. (If the work is in the summer, the work study students must be registered for the fall semester)
- Unused Showcase funds will cover the materials.
- The Art hallway is first choice for the location of the mural. The display case will be moved to a different area. The wall behind the refrigerator in the staff breakroom is the second choice.
- The theme is “Helena.”
- A mural at the Airport Campus is tentatively scheduled for next year.
CRRSAA Grant Distribution Plan for Students (VC)

- 30K left over from previous funds (HEERF) and 342K is available now.
- There are fewer limitations this time around (includes 30K). FA no longer needs to tie the cost of attendance to campus disruption due to COVID.
- Valerie C. is concerned that her office will not be able to fully disburse the different pots of funds. (HEERF, CRRSAA, Work Study, and SEOG Grant)
- Valerie C. proposes the following disbursement of the CRRSAA funds: Award 85% of the total funds in the spring and 15% in the summer to avoid the risks of losing any unspent funds in the fall.
- Spring 2021:
  - 70% of the spring funds will be automatically awarded to students based upon EFC in a three- or four-tiered approach if they applied for their FASFA. Dollar amount will be determined.
  - The remaining amount (30%) will be utilized for applications and students who have needs that pop up.
  - Any funds not awarded in the spring and summer will be used for the fall.
- Work study fund has not been utilized.
  - The students are not responding to emails that work study funds are available.
  - Suggestions: Send a postcard to parents to generate awareness.
  - Aviation needs to clean up Aviation area and would like to pay the students through the work study. Tammy will send a job description and request for funds to pay students if the student meets eligibility.
- Val has SEOG grant funds for student emergency too. FA can award without an application but prefers a paper trail with justification for auditing purposes.
- Final Report:
  - Out of three semesters, (spring, summer, fall 2020), 545 students were eligible for aid. HC awarded 304 students and disbursed $309,356. The average was $1017 per student. Of the 304 awarded, 253 are still enrolled, 27 completed, and nine dropped. The withdrawal rate was under 3%. SUCCESS!
- Note to remind faculty to complete “Never Attended” surveys.
- Financial Aid will be disbursed next week.