

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, SEPTEMBER 29, 2021
Virtual Meeting

BMT MEMBERS:

- Terrie Iverson, Consultant(CHAIR)
- Sandra Bauman, Dean/CEO
- Cari Schwen, Director of Bus. Services
- Jessie Pate, Director of IR & Effectiveness
- Donna Breitbart, Director of Marketing & Communication
- Mike Hausler, Director of Information Technology Services
- John Rutherford, Director Facilities & Main.
- Ryan Loomis, Director CEC/SBDC
- Mary Twardos, Human Resources Generalist
- Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- Tammy Burke, Exec. Dir CTE
- Valerie Curtin, Exec. Dir. Compliance/FA
- Sarah Dellwo, Exec. Dir. Enrollment
- Paige Payne, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion

Minutes:

- **The September 1, 2021 minutes were approved via email vote.**

Media Arts Lab Fee Pot Request (RK)

- General Ed is requesting 60K for the Media Arts Lab with Apple Technology.
- The Media Arts Lab is essential to adding media arts into the curriculum.
 - Web design, marketing, and graphic design.
 - Media Arts transfer pathway to a four-year institution.
 - DON118 will be repurposed. (Robyn will work with Facilities/IT to ensure that the room can handle the electrical & IT needs)
 - There are funds in the proposal to support an IT Moodle technician.
- Robyn recommends using the computer fee pot as the source of funding. The balance of the fee pot is 228K minus 40k for eSports and 24K for Maxient. The fee pot brings in 50K yearly.

DETERMINATION: BMT approved the request in the amount of 60K. The purchase has to be approved by the Computer Fee Pot committee that is made up of students and staff/faculty. The committee is chaired by Mike Hausler.

Website (DB)

- The estimate for the Website is close to 250K.
 - Donna is requesting a budget figure from BMT to move forward with the process.
 - There is a lack of response from UM in HC's request for the templates of their front-end screens.
 - If UM agrees, there are huge cost savings.
 - When creating the RFP, break out the section/modules to allow some flexibility to choose the essential needs within the budgeted amount.
 - There will be ongoing maintenance costs.

- Annual maintenance, IT support, and web development.

DETERMINATION: The budget for the website is 200k. Funding: Lost Revenue account.

CRRSAA requests. (TI)

- Notes:
 - Cari will request lost revenue funds early in 2022.
 - The following requests are approved and still outstanding or ongoing:
 - CRM – 50K
 - Temporary Custodian – 60K to December 31, 2021.
 - DocuSign Contract - \$2000
 - APC Electrical Project - \$1600
- The balance of the fund for today's request is close to 1,100,009M minus the amounts above equal approximately \$999,244.
 - 800K was approved. (\$808,975)
 - Approximately 200K held back in reserve.
- The following requests (\$179,555) are on hold and will be revisited in December to determine if the funds held back in reserve are still available. The requests are not essential, but would enhance the Diesel and Auto programs:
 1. NC3 Diesel Scanner Trainers (\$57,575)
 2. Eight Fault Insertion Tools (\$11,800)
 3. Four Diesel Specialty Tool Kits ((\$32,350)
 4. Meter Training Certificate Kit (\$8,389)
 5. Five Computers for Diesel Lab (\$12,047)
 6. NC3 Torque Trainers (\$17,786)
 7. Allison tools, set of two (\$9850)
 8. Auto Work Stations (\$49,120)
- The following requests were not approved:
 1. LLH Sound Abatement – the project does not meet the criteria.
 2. LLH Laptops – The items are regular work equipment and do not meet the criteria.
 3. NC3 Battery Trainers will not be considered.
 4. Nursing Simulation Lab – CRRSAA funds cannot be used for capital improvement projects. Recommendation: Ask nursing to request equipment for the clinicals and labs. Any request would come out of the reserve.
- The following requests were approved:
 1. **Director of Student Life Salary (\$49, 120)** covers 2/3 of her salary from July 2021 to June 2022, including benefits. A student wellness priority and the position supports student mental health. (Note: Date changed to July 1, 2021, to **May 21, 2022**. CRRSAA funds are guaranteed until May 21. 2022) Sandy Bauman
 2. **Electronic Access Campus Wide (\$298,683)** continues contact tracing directive from MUS. John Rutherford.
 3. **Temporary and 1 FTE Custodian (\$58,240)** extends the previous request from January 1 to December 31, 2022. (Request modified to January 1 to May 21, 2022)
 4. **Remote Classroom Technology (\$200,000)** upgrades four more classrooms with remote technology. One room at the APC and three on the Donaldson campus. Robyn Kiesling

5. **Virtual Cadaver (\$75,000)** supports the remote Anatomy and Physiology students. Robyn Kiesling.
6. **IT Tech for SMART Classrooms, (\$70,000)** will support the staff and the upgraded technology in the classrooms due to the increased remote learning format. COVID funds will cover the salary and benefits this year, then the position will be budgeted next year. (\$70,000 is an estimate) **Update:** Terrie and Cari discussed moving \$10,000 to the IT index to get Mike started on his hire while we waited for BMT approval to use CARES funding. Now that Mike has BMT approval, and has not hired anyone, Terrie and Cari propose the following: Setup the temp hire using the approved CRRSAA funds as outlined. Mike was granted a 1-year temp-hire but the CRRSAA funds will run out in May 2022 and at that time we switch him over to the \$10,000 established in H01080.
7. **Student Bad Debt (\$57,914)** will help students clear their bad debt at HC. Valerie Curtin

Record of emails sent out on Tuesday, October 5, 2021:

Dear Sandy Bauman,

The CRRSAA request for the **Salary for the Director of Life** was approved on September 29, 2021, by BMT for \$49,120 to cover 2/3 of the salary from July 2021 to May 21, 2022. (Funds are available until May 21, 2022. This may be extended to cover June 2022)

Salary estimate is \$34,667 and benefits \$14,453. Please start the process to change the percentages on the following indexes in the UM payroll system.

Replace H60025 and H01030 with H4003M.

- Please contact Human Resources and the Business office for assistance.
- Use Index H4003M and include activity code COVI-19 on the paperwork.
- Provide a copy of the signed request and this approval email.

Cc: Valerie Curtin, Mary Twardos, Cari Schwen, Emily Schuff, Terrie Iverson

Dear John Rutherford,

The **Electronic Access** CRRSAA request was approved on September 29, 2021, by BMT up to \$298,683 to continue the expansion of the electronic access campus-wide for contact tracing in conjunction with the MUS directive.

- This purchase must go through the Business office.
- Use Index H4003M and include COVI-19 on the PO and/or paperwork.
- Provide a copy of the signed request and this approval email.

Dear John Rutherford,

The continuation of the **1 FTE Custodian and Temporary Custodian** CRRSAA request was approved on September 29, 2021, by BMT for \$58,240 extending the previous approval. Dates: January 1, 2022, to December 31, 2022.

- Please contact the Business office for assistance.
- Use Index H4003M and include COVI-19 on the PO and/or paperwork.
- Provide a copy of the signed request and this approval email.

Cc: Mary Twardos

Dear Robyn Kiesling,

The **Classroom Remote Technology** CRRSAA request was approved on September 29, 2021, by BMT for \$200,000 to continue the expansion of remote technology allowing for social distancing and accommodate remote learning due to the pandemic. Four classrooms on the Donaldson campus and an Auto lab on the APC campus will be upgraded.

- This purchase must go through the Business office.
- Use Index H4003P and include COVI-19 on the PO and/or paperwork.
- Provide a copy of the signed request and this approval email.

Cc: Amy Kong

Dear Robyn Kiesling,

The **Virtual Cadaver** CRRSAA request was approved on September 29, 2021, by BMT for \$75,000 to promote social distancing and remote delivery due to COVID restrictions.

- This purchase must go through the Business office.
- The item will go out for bid.
- Use Index H40036 and include COVI-19 on the PO and/or paperwork.
- Provide a copy of the signed request and this approval email.

Dear Mike Hausler,

The **Temporary Information Tech Position** CRRSAA request was approved on September 29, 2021, by BMT in the amount of up to 70,000 to accommodate the increased technology support needs of the faculty, staff, and students due to the upgraded remote learning capabilities at both Helena College campuses.

- Please contact Human Resources and the Business office for assistance.
- Use Index **H4003P** and include COVI-19 on the paperwork.
- Provide a copy of the signed request and this approval email.
- Funds are available for this position through May 21, 2022.

Cc: Mary Twardos, Terrie Iverson, Cari Schwen

Dear Valerie Curtin,

The **Outstanding Student Balance** CRRSAA request was approved on September 29, 2021, by BMT in the amount of up to 57,914.

- Please contact the Business office for assistance.
- Use Index H4003M and include COVI-19 on the PO and/or paperwork.
- Provide a copy of the signed request and this approval email.

Dear Debra Rapaport,

The **Nursing Simulation Lab** CRRSAA request was not approved on September 29, 2021, by BMT because the COVID 19 funds cannot be used for capital improvement projects.

Instead, BMT recommends you request equipment that supports remote learning and social distancing, like additional manikins. Provide COVID-related justification.

Please use the attached form and include accurate estimates, shipping, and any other costs. (Electrical etc.) The next BMT meeting is scheduled for October 13th.



Dear Della Dubbe,

The Budget Management Team did not approve your requests for sound abatement and three laptops. The CRRSAA guidelines do not allow for capital improvements and the laptops fall into regular work equipment requests.

Please contact Robyn with questions or concerns.