

**BUDGET MANAGEMENT TEAM
MINUTES**

Don 102 O – 10/02/2018

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| <p><input checked="" type="checkbox"/> Russ Fillner (Chair), Assistant Dean of Fiscal & Plant</p> <p><input checked="" type="checkbox"/> Summer Marston (Recorder), Administrative Associate to the Dean/CEO</p> <p><input checked="" type="checkbox"/> Kirk Lacy, Interim Dean/CEO</p> <p><input type="checkbox"/> Barb McAlmond, Director of Marketing</p> <p><input checked="" type="checkbox"/> Jeff Block, Director of Information Technology</p> | <p><input checked="" type="checkbox"/> Mary Lannert, Director of Continuing Education</p> <p><input checked="" type="checkbox"/> Mike Brown, Institutional Researcher</p> <p><input checked="" type="checkbox"/> Robyn Kiesling, Division Chair of Gen Ed & Transfer</p> <p><input type="checkbox"/> Sandra Bauman, Associate Dean of Academic & Student Affairs</p> <p><input checked="" type="checkbox"/> Tammy Burke, Division Chair of Trades & Technology</p> |
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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.

The Budget Management Team will consist Cabinet (Summer will get Barb McAlmond added to the meeting invites) and Division Chairs who oversee multiple budgets. The BMT will meet every other week; subgroups will be asked to join in a rotation. BMT tasks include development of annual budgets, review of prior budgets, status of current year budgets, the budget modification process, program assessment with goals (Mike will have Bryon add BMT added to the database), review all grants, and review course fees (Russ will send the list of current course fees out to budget managers). Discussions will include current unrestricted funds, scholarship funds and endowments, and long-range planning. Minutes will be posted on the web.

The BMT reviewed the timeline from last year and determined a timeline for FY20.

October 16 & 30

Russ will send data showing status of FY18 (including fee pots to view combined expenditures) for review at the next meeting

- Assessment (create goals for FY19)
- FY18 actual (including Personnel), over/under for 11/20 meeting
- Fees for 18/19 biennium
- Enhancements/Long-term

November 20

- Bring groups to discuss over/under and finish in December (4th and 18th) if not completed in November
- Joint Directors (preface at 11/1 Cabinet)

December 4

- Committees (Diversity, QWL, Safety, Professional Development) to discuss over/under get direction for budget creation in December (preface at 10/25 cabinet)

December 18

(right after grades are due, budgets due 1/25)

- Faculty Gen Ed / Transfer to discuss over/under get direction for budget creation in December (preface at Division meeting)

- Faculty Trades / Tech to discuss over/under get direction for budget creation in December (preface at Division meeting)

Fall meetings will be shorter provide information and to review access/instructions for UMDW. Over/under discussions will include completed FY17 and FY18, approved FY19, and requested FY20. Encourage budget managers to think ahead and look 5 years out, realistically request enhancements, discuss enhancements vs. long-term, new technology.

Budget Management Team Goals:

1. Foundation Linkage
2. Internal Grant process
3. Budget feedback to managers quarterly

Plan to have budgets complete by May to load into the system when it is open.

DELIVERABLES

- Summer will get Barb McAlmond added to the meeting invites
- Mike will have Bryon add BMT added to the database
- Russ will send the list of current course fees out to budget managers
- Russ will send data showing status of FY18 (including fee pots to view combined expenditures) for review at the next meeting