

**BUDGET MANAGEMENT TEAM  
MINUTES**

Don 125 (Lecture Hall) – 10/16/2018

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| <ul style="list-style-type: none"><li>☒ <b>Russ Fillner (Chair)</b>, Assistant Dean of Fiscal &amp; Plant</li><li>☒ <b>Summer Marston (Recorder)</b>, Administrative Associate to the Dean/CEO</li><li>☒ <b>Barb McAlmond</b>, Director of Marketing</li><li>☒ <b>Jeff Block</b>, Director of Information Technology</li><li>☒ <b>Kim Haughee</b>, Faculty Representative</li><li>☒ <b>Kirk Lacy</b>, Interim Dean/CEO</li></ul> | <ul style="list-style-type: none"><li>☒ <b>Mary Lannert</b>, Director of Continuing Education</li><li>☐ <del>Mike Brown</del>, Institutional Researcher</li><li>☒ <b>Robyn Kiesling</b>, Division Chair of Gen Ed &amp; Transfer</li><li>☒ <b>Sandra Bauman</b>, Associate Dean of Academic &amp; Student Affairs</li><li>☒ <b>Tammy Burke</b>, Division Chair of Trades &amp; Technology</li></ul> |
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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.*

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This joint meeting between Cabinet and the Budget Management Team, as well as the next, will be utilized to review the prior year and assess the current year before meeting with budget owners. Attendees reviewed a spreadsheet Russ utilizes to track current year; information as of the end of September (first quarter).

#### **Fees for 18/19 biennium**

Attendees reviewed the spreadsheet for discussion. Fees are to supplement, but not to pay full cost of the consumable. BOR is hesitant to raise fees much more than 1-2%. The group was instructed to review fees for needed adjustments. Russ reviewed the Inventory and Validation of Fees for FY18 and FY19. The percentage increase is determined by OCHE; different institutions receive different increases. Received approximately 5% increase last biennium; mandatory fees (fees every student who takes 1 or more credits) were held at 0% increase. OCHE may allow increased mandatory fees this cycle. Looking at possible raises for Student Government fee and Computer fee. BMT will look at how Student Wellness fee pot will be utilized; written broadly to be used for purchasing supplies, hiring an employee, etc. Non-mandatory fees are fees for service (application, late fee, check return fee, etc.); looking at possible continuing ed fee for CDL, graduation fee, orientation fee. Removed former e-commerce fee to encourage people to utilize online payment. Designated fees are for either a program or a course. Program fees only charged if enrolled in that program, regardless of courses taken; have been moving towards course fees. BMT members will review fees with their areas and to double-check course numbers for courses that should have fees attached by the end of the semester. The last tab of the spreadsheet shows an estimated cost of enrollment; Val built in tuition and fee increases for the FAFSA based on suggestions from Russ.

#### **Personnel Budget discussion**

The following positions were discussed:

- Accounting & Business – looking for full-time instructors for Fall 2019. Starting hiring process at the end of December, post in January, interviews in Feb-March.
- Computer Technology – may need to be a budget item to sponsor a green card for current faculty member; in first year of a two-year visa. Position is full-time tenure-track.
- Automotive – may not fill. Will discuss growing the existing program or piloting a new program with the Program Advisory Board in November, link back to SEP, then plan accordingly. Current instructor will finish 2<sup>nd</sup> year students this year, then may teach 1<sup>st</sup> year students next year and 2<sup>nd</sup> year the following year.
- Aviation – discussed moving open Automotive faculty line to Aviation; 92-credit program and really needs three instructors. Have adjuncts, but full-time would provide consistency. Summer courses are off contract; credit limit pertains to fall/spring.

- ISPD – faculty line will move to Art for FY20.
- Machine Tool – open line for night welding; night cohort enrollment has been up and down. Discussed either committing and promoting or letting go of night. Could combine with Machining to earn an AAS in just over a year at night. Discuss Machine Tool program further following SEP situational analysis.
- Physics/calculus (Gen Ed) – vacant line will be posted for FY20; hasn't been funded for several years.
- Communications – current faculty on a 1-yr contract.
- Fire & Rescue – unsure if the current model is sustainable; Sandy is working with Mike Wiederhold. Hoping for at least a half-time admin support position.
- Director of K-12 Partnerships – dual credit is 1/3 of total enrollment. Would be a full director; looking at job descriptions.
- Parts specialist – supporting retail activity; may be able to utilize that half-time line for F&R admin support.
- Institutional Researcher – looking to change to Director of Institutional Effectiveness and Accreditation.
- Continuing Ed – 25% of Mary's salary is currently paid with CE dollars.
- Summer temp positions – not currently funded; look at funding in the future.
- Financial Aid – has been requesting an additional position for about 7 years.
- TRIO – 0.1% of director salary paid with general fund to cover committee work and other areas of the institution due to specificity of TRIO grant.
- Marketing - will be requesting a coordinator position next fall; recruiter was shifted to admissions.
- Student Support – currently looking at reorganization; bring back to next budget planning.

#### **OLD BUSINESS**

- **Summer will get Barb McAlmond added to the meeting invites**  
Done.
- **Mike will have Bryon add BMT added to the database**  
Added.
- **Russ will send the list of current course fees out to budget managers**  
Done.
- **Russ will send data showing status of FY18 (including fee pots to view combined expenditures) for review at the next meeting**  
Ongoing. FY18 actual (including Personnel) over/under not sent yet, but will be prior to the next meeting.