

**BUDGET MANAGEMENT TEAM
MINUTES**

Don 102 O – 10/30/2018

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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 checked="" 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 checked="" type="checkbox"/> Sandra Bauman, Associate Dean of Academic & Student Affairs</p> <p><input 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.

FY20 Budget Process

Reviewed the FY20 Budget Process sheet with the instructions for submitting budgets. Timeline includes completion of the FY18 program assessment, development of FY19 assessment plan, review of FY18 budget outcomes, and evaluation of tuition and fees for potential adjustments. Goals for this budget cycle include development of a process for funding special projects, development of a quarterly budget feedback process, and budget linkage to the Foundation.

Required by law to submit balanced budget. When HC's budget is finalized, it becomes part of an overall MUS budget that goes to the BOR for approval. Becomes state law, part of our appropriation, and is our authorized spending for the year. Dean/CEO has historically been responsible for final approval and sign-off. BMT will determine if that is or is not going to continue as the process; Budget Management Team will oversee the process with the Dean/CEO continuing as approving authority. Budget is generally finalized in May or June.

Budget requests are submitted in the **Employees → Finance → 2019-2020 AY Budget → Original Budget Submissions**. Word document provides justification. Spreadsheet lists FY16, FY17, FY18 actual, FY19 approved, FY20 requested to build budget for FY20; justification; core theme to tie to; history of requests for enhancements/long term. Budgets with fee pots have fees included in prior year expenses. The **UMDW FYE** pivot table spreadsheet in **2019-2020 AY Budget** folder is based on FYE data for all indexes shows over/under. Filter of index codes shows breakdown of budgeted vs actual; select multiple index codes to include fee pot information. Budget managers will be asked to review this information prior to meetings with BMT. Budget manager meeting discussion items will include review of FY18, current status of FY19, info on creation of FY20, and potential adjustments of tuition and fees. Notes can be made on the spreadsheet during the meetings to gather FY18 assessment information. Russ will email budget managers explaining the FY20 Budget process. Additional questions can be directed to Russ.

Meetings with Budget Managers:

- **November 20th** – Don (w/ Sandy) or APC faculty (w/ Mike)
- **November 27th** – Don (w/ Sandy) or APC faculty (w/ Mike)
- **December 4th** – Committees qwl, safety, diversity, PD, senates, (should IDEA have budget for accreditation, or in IR budget), other budget managers (plant, IT, administration)
- **December 18th** – all joint directors, allot timing for each director so they can come in just for their part (half on 20th, half on 27th) Sara, Val, Matt, Jeff, Patrick, Amy, Mike, Sandy, Della, Jan, Josh, Maia, Barb, Ann W., Sandy's ASA
- **December 30th** – Finalize personnel searched to start in January.

Budget Modification Requests

Budget Management Team discussed the budget mod process. In the past, budget mods were signed by the requester (budget manager) and the Associate/Assistant dean over that area, sent to leadership for discussion, and signed by the Dean/CEO. Budget mod will now be sent to Russ by the BMT member over that area, and Russ will place it on the BMT agenda for discussion. BMT will determine how to handle the budget mod request – increase and pull from contingency, increase and find an alternative source (Salmon Lake Lodge, etc.), or require funds to be reallocated in existing budget. Russ will provide the current balance of contingency fund at future meetings.

The following budget mod requests were discussed:

1. **Administration** – Increase requested for SEP books for workgroup members. BMT approved funding from contingency.
2. **eLearning** – Training cost for Quality Matters was dropped from budget; requesting increase to put back in budget. BMT approved funding via fee pot.
3. **Disability Services** – Kim Caldwell (PD and should be PD index) and Kris Fife (not PD) attended a training (\$1,600). Budget over-expended by \$1,800. Russ will work with Therese to apply the PD index; Sandy will have Kris fill out a budget mod request. BMT tabled for next meeting.

BMT discussed the following upcoming budget mods:

1. Faculty member's visa (this fiscal year). Neither HR nor Academics budgeted for it. Therese will submit a budget mod for the next meeting.
2. Diesel program was recognized for an award that qualified them for half-price equipment (Western Star and Freightliner simulators) and the vendor will cover the other half (will cost HC \$12,000). Deadline for approval is tomorrow. Maintenance will need to be budgeted. Equipment fee pot balance is currently \$388,000. SEP data indicates this would be sound investment. BMT expressed no concerns or objections; approved. Sandy will have Tammy complete sole-source documentation; budget mod form will be done at a later date.

Fee Pots

Spreadsheet shows breakout. Russ reviewed the spreadsheet with BMT members explaining where HC can pull money for different purchases. Fee pot spreadsheet will be placed in a BMT folder viewable by BMT members.

- Russ will send data showing status of FY18 (including fee pots to view combined expenditures) for review at the next meeting
Discussed above.
- Russ will email budget managers explaining the FY20 Budget process.
- Therese will submit a budget mod for the faculty member's visa for the next meeting.
- Sandy will have Tammy complete sole-source documentation for Diesel; budget mod form will be submitted to BMT at a later date.
- Fee pot spreadsheet will be placed in a BMT folder viewable by BMT members.