

**BUDGET MANAGEMENT TEAM**

**MINUTES**

Don 125 – 11/20/2018

**BUDGET MANAGEMENT TEAM:**

- Russ Fillner (Chair), Assistant Dean of Fiscal & Plant
- Summer Marston (Recorder), Administrative Associate to the Dean/CEO
- Kirk Lacy, Interim Dean/CEO
- Barb McAlmond, Director of Marketing
- Jeff Block, Director of Information Technology
- Mary Lannert, Director of Continuing Education
- ~~Mike Brown, Institutional Researcher~~
- Robyn Kiesling, Division Chair of Gen Ed & Transfer
- ~~Sandra Bauman, Associate Dean of Academic & Student Affairs~~
- Tammy Burke, Division Chair of Trades & Technology
- Therese Collette, Director of Human Resources

**ALSO IN ATTENDANCE:**

- Bryon Steinwand
- Emmett Coon
- John Hartman
- Beau Howard

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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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The following topics were discussed with each program:

- Meeting purpose to review historic expenditures for FY16, FY17, and current expenditures for FY18.
- Include everything needed in budget requests, regardless of prior year budget. Review prior year expenditures to ensure the budget is an accurate portrayal. Budget requests due in January; adjustments may be made before finalizing. Strategic Enrollment Planning (SEP) may cover some additional expenditures suggested through SEP process.
- Current unrestricted funds (CUR) are allocated per biennium; fee pot money can be carried over indefinitely. Faculty should spend out of both CUR and fee pots. Some purchases may be moved from fee pots to CUR at the end of the biennium; work towards improved communication.
- Discussed fees, requests for new fees, and increase of current fees going into the new biennium. BOR wary of shifting cost to students that the college used to bear. Try to limit fee increases to 3%.
- Governor Bullock may budget additional funding for the MUS in exchange for no increases in tuition.

## **GEN ED DIVISION BUDGETS**

### **Computer Technology**

Computer Hardware Maintenance overage (\$2,742) due to yearly CISCO Maintenance for switches. Jeff processed with CISCO Program fees H60170; currently \$19,853.70 in the fee pot. CT will require a budget mod for FY19 for CISCO maintenance; add to CT budget going forward. Russ will determine why student fees are not showing up in H60170. Robyn will work with faculty to determine if fee adjustments are needed. New security class next fall will need NetLab that will likely require a fee; Tammy suggested using Perkins initially as CT is career and technical and use course fees after Perkins funding runs out. Received donation of servers. Older lab routers need replaced; bring newer routers into second year and move the current into first year. Russ stated this could be funded through the equipment fee pot. Discussed Don 118; only one course in Fall 2019. May become CT lab, either open or

classroom. CT students would like an open lab; would need access to CISCO and someone to monitor (perhaps a work study).

### Science

Left \$4,477.90 unexpended. Beau helped reduce costs; FY19 trending well below budgeted. Labs are well maintained. Planning for equipment maintenance. Waste disposal has increased. Warranty will increase every year. Jen looking to replace models. Computer interface boxes becoming obsolete and are no longer supported. More of a want than a need, but additional capabilities would be beneficial; possibility fund through Perkins. Science will require a budget mod for FY19 for explosion-proof refrigerator; safety issue as regular thermostat sparks for certain chemicals. Cost approximately \$2,500. Tabletop dishwasher would help with chemistry glassware. Montana Learning Center donating equipment, materials, and consumables; John will help allocate to Access to Success and Helena schools. Fee pots can be used to purchase supplies as well as consumables. Fees will likely remain unchanged at this time.

### Gen Ed

Over by \$2,247.40 due to moving and relocation expenses. Background checks should go through HR. Robyn will bring forward budget mods to hire four new faculty in the spring. Discussed if relocation and background checks should be in HR or Academics. Russ explained NACUBO codes that break down spending by Instruction, Academic Support, Student Services, Institutional Support (includes HR), and O&M. Aim to have 75% of spending split among Instruction, Academic Support, and Student Services with 50% or more spending for Instruction. HC generally between 47-49% for Instruction. HR will handle logistics, but will work with supervisor to submit a budget mod to BMT to fund through that department. PTK should have its own budget rather than Gen Ed; PTK fee pot balance currently at \$2,741.87. Nude models new to budget for FY19. Budgeted \$1,000 for discretionary fund to support faculty and \$2,000 for faculty business cards. Discussed purchase of chairs for faculty; should not be budgeted in individual budgets. Work with HR and have Leah Tietz from OCHE do an ergonomic assessment (Leah will also help fit the chair); if not ergonomic recommendation, purchase chairs from building fee pot. Schedule faculty ergonomic assessments prior to winter break to get the new chairs for start of spring. Discussed whiteboard paint or removable sheets. Computers in every classroom; faculty not using computer cart due to issues. Jeff will work with faculty using computer cards to address issues. Discussed solutions for where to put computers, running electricity, how much open lab space is needed, etc. Most CT students have their own computers; CT classroom computers are under-utilized. Discussed requiring computers for CT; work with Registrar's office and Financial Aid. Amy Kong is looking into technology that supports both faculty and students (like TurnItIn) and faculty professional development (Quality Matters) for full-time and adjunct faculty; determine where to budget it going forward. Robyn will submit budget mods for Elementary Ed Math and Elementary Ed Health for supplies; cover by fee pot. John Hartman will bring Project SEED budget request forward for ACS.

### Office Technology

All spent on coding and legal books unable to get from the publisher. No anticipated budget implications for legal studies. Almost fully online; faculty will be compensated for building course shells.

### Accounting and Business

Open faculty line for hire in FY19. Costs down; current FY19 is lower. Nothing spent at this time, most is training (generally ends up getting moved) with some printing.

### Interior Space Planning & Design

No budget going forward. Likely will be underspent for FY19. One class in Fall 2019, but no full-time faculty. Julie cannot teach it due to benefits issue; will be taught by an adjunct. Planning to move FT faculty line to art.

## BUDGET MODS

### Fire & Rescue

Short \$14,000. Mod requested for H60420 for Aircraft Rescue & Firefighting facilities rental training. If pulled from the fee pot, would use it almost entirely. F&R uses four fee pots – EMT, protective services, ARFF training, and mask rental. Students pay ARF fee and earn live fire certification; expenditure depends on number of students. FY19 ARFF almost double of FY18; Russ will look into it.

## OTHER DISCUSSION

### Instructional Department Heads H08040

Initially created years ago for Kevin Brockbank, Division Chair budget now used for Tammy travel, etc. Rolls into Instructional. Discussed possible Trades budget for fuel and other consumables utilized by many programs; Tammy's expenses could go in there rather than H08040.

### Director of K-12 partnerships position (Dual Enrollment)

New position; could be either Instruction or Academic Support.

### FY19 Projection Document

Overall revenue and expenditures for the year; much will be expended by the end of the year. Personnel available through UMDW (61 codes). Historically, leadership managed personnel budgets; bringing in budget managers. Russ created a spreadsheet for planning personnel going forward. Auxiliary such as bookstore / retail sales, rental properties, grants (Perkins, BSP, TRIO) are not included unless a portion is funded by current unrestricted. Some continuing ed included, but not everything (SBDC). Master fee report lists all fee pots (equipment, building, course). Student scholarships endowments not included. Skills USA provides automotive scholarships for high school students; was paid with license plate revenue, now waivers. Many "scholarships" are Dean's waivers; recipients have 2-3 years to use. Discussed UMH license plate with old logo. Current HC license plate may receive support. Forward updating license plates to HC Foundation for discussion. Tammy will bring forward Automotive budget mod for NATEF accreditation. Historically, budget mods went to leadership; discussed if BMT would approve all reallocations or only those over a certain dollar amount, similar to purchases. Budget mods requesting additional funds will come to BMT. Dean Lacy requested BMT members look in the Employees → Finance → Budget Managers Group (only BMT can view) to see what other resources may be helpful.

## DELIVERABLES

- CT will require a budget mod for FY19 for CISCO maintenance.
- Russ will determine why student fees are not showing up in H60170.
- Robyn will work with faculty to determine if fee adjustments are needed.
- Science will require a budget mod for FY19 for explosion-proof refrigerator.
- Robyn will bring forward budget mods to hire four new faculty in the spring.
- Schedule faculty ergonomic assessments prior to winter break to get the new chairs for start of spring.
- Jeff will work with faculty using computer cards to address issues.
- Robyn will submit budget mods for Elementary Ed Math and Elementary Ed Health for supplies.
- FY19 ARFF almost double of FY18; Russ will look into it.
- Forward updating license plates to HC Foundation for discussion.
- Tammy will bring forward Automotive budget mod for NATEF accreditation.