

**BUDGET MANAGEMENT TEAM  
MINUTES**

Airport Campus Lecture Hall – 11/28/2018

**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 HR~~

**ALSO IN ATTENDANCE:**

- Dave Jones
- Glen Zeigler
- Phillip Holcombe
- Derrick Hauer
- Rick Purcell
- Matthew Moyer
- Art Warner
- Tod Dumas
- Wesley Walker

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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.
- Tammy will review program budgets quarterly; contact Business Office with questions.
- 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.

## TRADES & TECHNOLOGY

### Welding

Faculty were unsure of the status of their budget; would have pre-purchased consumables if they had known. Tariffs have affected consumables cost, causing issues for FY19. If additional funds are needed to finish the year, they will submit budget mods. Discussed gas cylinder rent; paid out of both CUR and fee pots.

### Machining

Over-expended FY18 budgeted due to unanticipated repair costs.

### Diesel

FY18 actual slightly over budgeted CUR; under-expended fee pots. Printer and ink expenses were not budget under that account code; budgeted under consumables. However, as it is a certain type of an item, must be accounted for under ink account code. Most printing goes through IT, but some areas have special print needs. FY19 current year

budget is about 40% expended. Discussed the trainers and Perkins-related purchases. Must be ordered/under contract prior to end of window; do not have to have delivered yet, though.

### **Aviation**

Almost \$10,000 unexpended in prior year; approximately \$7,000 was budgeted to purchase an engine that Tod was unable to find one at the time. Budgeted \$18,000 for turbine engine this year; may be unable to find one and have unexpended funds again. Overhaulers will pull together parts from rejected engines for educational purposes; new turbine engines are about \$250,000-500,000. Paid \$60,000 for trainers. Looked into getting PT-6 through surplus, but was unable to. No place to put a big aircraft; hinders receipt of donations. The FedEx plane is not very accessible for use. FY19 on track. Anticipate it should be close to budgeted aside from difficulty purchasing engines. Discussed virtual reality. Difficult to accurately measure in a simulator; need the hands-on, tactile portion.

### **Automotive**

FY18 actual overspent CUR, but under-expended fee pot; overall \$5,000 unexpended from budgeted. FY19 will be under-expended as first year classes budgeted for this year were not taught. FY20 will be very difficult to project there is only one faculty member. Discussed zero-base budgeting. Now paying for ASE certifications. Difficult to project; based on the number of students that go through it. Receive software updated for each student certified Snap-on; unsure the methodology to determine how many. Discussed the Ford Escape issues.

### **Fire & Rescue**

FY18 CUR over-expended by almost \$1500; fee pots underspent. Ended up with about \$7,000 unexpended. One fee pot not listed; when that fee pot is considered; CUR was underspent. Some things may have been coded incorrectly. FY19 on track; typically try to purchase materials in January and February when OSB, sheetrock, etc. are at their lowest cost. Will be expenditures for EMT class, as well. Missoula may have increased expenditures for bunker gear; students rent it, so will have some recompensed cost. After 10 years, unable to utilize for live fire. Fee pot leveled out as students have been getting gear elsewhere. Students purchase own boots, gloves, and hoods. Could use fee pot to purchase gear, but would essentially wipe it out. Laundry out of CUR. Looking to expand to additional sites; would increase IT cost. Looking into a full-time faculty as one of the current instructors may be leaving.