

**BUDGET MANAGEMENT TEAM
MINUTES**

Don 120 (Art Room) – 12/04/2018

BUDGET MANAGEMENT TEAM:

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| <ul style="list-style-type: none">☒ 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 | <ul style="list-style-type: none">☒ 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 |
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ALSO IN ATTENDANCE:

- **Cari Schwen**, Staff Senate
- **Nathan Munn**, Faculty Senate
- **Mary Ann George**, Quality Work Life
- **Kim Feig**, Diversity & Inclusion Committee
- **Maia Zelenak**, Business Office
- **Matt Schmidt**, Facilities and Maintenance

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 following topics were discussed with meeting attendees:

- 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. Budget managers 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.

SENATE BUDGETS

Staff
Community service activities cut due to \$200 budget reduction; focus mostly on campus events. Dean Lacy encouraged Staff Senate to request funding for things that would contribute to the Strategic Plan and Core Themes/Indicators. Cabinet must ensure holistic equality for all employees. Nothing spent yet for FY19. Will submit a budget mod for updates to the break room. Plan to increase FY20 by 20% for community service activities.

Faculty
Main overage due to BOR meetings; would have liked to attend more, but could not due to class coverage. Would like some PD on campus. Will likely request less in FY20.

COMMITTEE BUDGETS

Quality Work Life

Primary budget line item is for fall and spring luncheons. Difficult to accurately budget; end up underspending because budget request estimates high. Honorarium funds employee recognition award. FY19 budget less than FY18, but on target. May request a budget mod if needed. FY20 will be similar to FY19, but may request additional funding for FY20 to help improve the quality of life on campus. Healthy snacks purchased through MUS wellness funds; have not submitted grant proposal yet this year.

Diversity & Inclusion Committee

Additional spending via private donations. Budgeted \$1,400 for FY19; little expended, but have not programmed spring yet. Speakers paid \$50. Looking into PD. Still using enhancements in the budget process; will become more conversational taking ROI into account. Committee interested in funding scholarships. HC has a scholarship fund for need-based aid. Other options include something similar to Dean's waivers, look into a fundraiser or scholarship with the HC Foundation, or look for a public entity who might be willing will provide a scholarship.

Professional Development

Not funded in FY18. Russ will determine why \$750 was charged to PD when there was no budget for it.

Safety

Historically funded through Operations & Maintenance.

NURSING

Overall, \$12,412.69 unexpended, much due to utilization of TAACCCT IV funding. Initially couldn't spend on supplies; were told could have supply expenditures up to \$5,000. Was difficult to budget for new curriculum which is now in place; biggest expenditure for supplies. FY20 should be budgeted more accurately. Sandy requests expenditure from prior year for TEAS test. ATI had a set fee, but cost often change. Did not change this year; student fee looking good. May have departmental changes in FY20 with new curriculum; students increased from 52 to 72 and essentially went from 4 semesters to 6. When mannequins were purchased, came with a 5-year warranty; will be a charge in a couple years, but some companies may start leasing (would include warranty, education, etc.). Discussed coordination with Carroll and Baucus grant (student wellness education).

ADMINISTRATION

Most of the overages due to Dean transition (rent, travel and meeting costs). Supplies currently over-expended; summer will submit a budget mod.

BUSINESS OFFICE

Overage primarily due to purging old files and travel to ensure compliance with rules and regulations. Old safe completely failed, was replaced with the current which requires battery replacement every 10 days. Discussed shredding and if it could be paid through centralized; currently department-by-department.

O&M PLANT

Unforeseen construction costs were not budgeted. Supplies and tools over-expends every year (parts, repairs, etc.). CenturyLink for phones in elevators. Safety & Security utilized for safety committee; should be budgeted in Safety Committee going forward. Need to charge work order items to associated budgets, not facilities. Software maintenance budgeted higher; were discussing going to a higher level but waiting until Missoula has theirs in place. Ink should be budgeted under shared services; not a specialized printer. Still due to pay energy bonds.

INFORMATION TECHNOLOGY

Under budget by approximately \$27,000; some expenditures not showing in this index yet (conferencing units – may have been paid through TAACCCT IV grant). Other items paid for through fee pots. Discussed fee pot expenditures; will look at during next week's meeting (similar to how academic program budgets were presented). Contract fees for CISCO and Microsoft maintenance. Adobe software went from 60 licenses down to 20. Looking at possible fee adjustments to fund more IT services and less equipment. Computer carts need updated, but may shift if we start requiring students to have their own computers. Will have discussions with faculty regarding technology that supports them in the classroom; discussed much during faculty forums. Discussed software HC purchases for student learning; some are changing to cloud-based. Discussed equipping classrooms (tables with outlets, power sources in floors, etc.) Fee pot purchases are always approved by ASHC.

HUMAN RESOURCES

Utilized free sites for in-state employment ads in FY18. Received OCHE reimbursement to cover \$12,000 dean search. FY19 will be under-expended due to UM collaboration for employment searches; may do a budget mod to reallocate for campus trainings. Committees looking into PD should work with HR. Dean and Academic Dean searches posted small ads that routed to HC website for cost savings. Discussed bringing top faculty candidates to campus prior to hiring. Holding off on hiring the payroll person until the HR review is complete; may also be affected by system payroll automation. Cost savings may be reallocated for running searches.

PROFESSIONAL DEVELOPMENT

No PD budget in FY18. Requests for professional development should be encouraged; required trainings should be put into individual budgets. FY19 UMDW balance does not yet show travel that has occurred. Approximately \$10,000-15,000 left for spring.

COMMUNITY ED

Initially 25% of Mary's salary was paid out of CUF; changed mid-year to pay more. Remaining CE earned through courses and activities. Budget based on less revenue than received. Difficult to budget supplies; unsure how some was coded. CE made a profit in FY19.

CENTRALIZED

Budget for insurance, warrant writing, audits, postage & mailing, internet, long-distance, credit card charges (charge against the fee pot), letterhead and envelopes. Software maintenance higher than anticipated; UM charges. Russ will check the Missoula cost share to determine why there is such an increase in Centralized software maintenance.

COPY & PRINT

Budget for all photocopiers, maintenance, supplies, shared network printers, paper. Budgeted \$26,000; expended \$20,000. New copiers have saved money on maintenance.

BUDGET MODS

Budget mod requests for additional funding will be routed through the BMT.

- Request for TurnItIn (helps faculty check for plagiarism; easier than Moodle for marking). Price based on annual subscription. Had previously, but was cut when eLearning went away. Online fee pot designated for infrastructure, generally accepted to be campus-wide software. Do not pay from IT fee pot; for every course, not only online. Jeff will work it into IT budget going forward. Budget mod approved; pay out of IT budget.
- Request for additional \$31,300 in Administration for SEP consulting. Budget mod approve; pay out of H70270 Salmon Lake funds.
- SEP books budget mod previously approved.
- Quality Matters budget mod previously approved.

- Request for additional \$2,400 in H30020 Community Ed for VISTA. Continuing the VISTA was discussed, but not moved to CE budget. Cannot move general fund authority into CE. Initially billed through academics; pay through CE until January. Previously approved.
- Diesel budget mod previously approved.
- Request for additional \$1,000 in H08010 Gen Ed for employee lump sum bonus (cost saving in Science budget). Funding for the bonus approved; bill through Gen Ed.
- Request for additional \$4,000 in H08010 Gen Ed for to expand faculty interviews. Expenses associated with personnel prior to hire billed through HR; HR will budget going forward. Pay through Gen Ed this year as this is being piloted. If HC wants to adopt this practice, budget out of HR. Budget mod approved; fund through Gen Ed.
- Request for additional \$400 for purchased Elementary Ed Math supplies; would decimate the fee pot. Budget mod approved; fund through Gen Ed.
- Request for additional \$500 for unpurchased Elementary Ed Phys Ed supplies. Budget mod approved; fund through Gen Ed.
- Request for additional \$2896.60 in H03020 Computer Tech for CISCO maintenance (IT processed payment). Computer Tech will include in future budgets. Budget mod approved; pay from CISCO fee pot.
- Request for additional \$3,270 in H01017 Human Resources for faculty VISA (employer required to pay for it). Budget mod approved; pay out of contingency.
- Budget mod for H08510 Fire and Rescue for ARFF training previously approved.

Going forward, budget mods will be sent to Russ and the BMT and placed on BMT agenda. Dean Lacy will sign if approved. Russ will put together a running roster of budget mods for the fiscal year to help foster communication.

DELIVERABLES

- Russ will determine why \$750 was charged to PD when there was no budget for it.
- Russ will check the Missoula cost share to determine why there is such an increase in Centralized software maintenance.
- Russ will put together a running roster of budget mods for the fiscal year to help foster communication.