

**BUDGET MANAGEMENT TEAM  
MINUTES**

Don 120 (Art Room) – 12/18/2018

**BUDGET MANAGEMENT TEAM:**

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

- Amy Kong
- Ann Willcockson
- Della Dubbe
- Kris Fife

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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 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.

## BUDGETS

### Financial Aid

Budgeted \$15,300, expended \$14,337.91. Did not send two people to NASFA conference do to spending freeze. Used some of this funding to pay forward NASFA institutional membership dues. Discussed \$30,000 for need-based Helena College grant; very important, especially as state no longer provides need-based aid. Spent \$28,983.20 on need-based aid in FY18; FY20 budget request will include it. Discussed delinquent borrower notifications. No longer done through GSL; HC currently spends \$400-500 notifications every month – personnel, paper, postage. In contact with a vendor who will send multiple letters, emails, and texts specified to individual students (will include amounts of each loan serviced) for \$1,000/year. Look into tying in with Business Office debt recovery service.

### Veteran Services

Not in attendance. Small budget; expended about two-thirds in FY18. Russ will follow up with Tammy.

### **Recruitment**

Budgeted \$17,620, expended \$17,211.28. Budgeted for unanticipated expenses due to rural school visits. Discussed unspent \$8,000 budgeted for printing. Combined evaluator and recruitment positions to make two evaluator/recruitment positions. Area in transition making budgeting difficult for FY19 and FY20; will be informed by SEP. CRM is the most pressing item to fund; possibly piggyback with UM.

### **Registrar**

Budgeted \$8,057, expended \$7,540.27. Shredding rolled over into this year; likely to increase due to combined shredding of other materials and management changes in shredding company. ACRO dues decreased (charged for each application submitted and flat fee for service). Some budgeted expenditures paid out of Student Affairs.

### **Student Services**

Budgeted \$12,463, expended \$91,245.07. Overage largely due to Starfish and software maintenance (used CUR funds as IT fees were expended). Budget Starfish (approximately \$50,000/year) in Student Affairs index at this time; will determine what index to use going forward at a later date. Required Title IX training contributed to overage; Tammy and Sandy will go this year (requesting PD funds). Printing of student handbook should have been budgeted higher. This area will be in transition for a while. Sandy working to determine what professional memberships and trainings should be part of this budget.

### **Academics**

Budgeted \$21,700, expended \$22,647.20. Overage largely due to increased NWCCU change fees. NWCCU revamped change policy this year; may be less expensive going forward. Department of Education paying more attention to number of credits in programs; need BOR and NWCCU approval prior to Department of Education submission. Department of Education activity resulting in numerous requests for information to NWCCU. NWCCU will not charge for credit changes over 15% (\$1000 if over 15%). May move to Institutional Research; Mike Brown is the Accreditation Liaison Officer. Books and reference materials currently under-budgeted; increase in future budgets.

### **Orientation**

Orientation expenses varied over the years. Marketing has paid for some materials given out. Institution looking into more meaningful orientation; committee needs to be reworked.

### **Graduation**

Higher expenditures over the last couple years due to change in venue. Brought in \$7,241 from graduation fee; expended \$9,731.47. Discussed graduation fees; some institutions do not charge. HC charges less than many 4-year institutions, comparable or more than 2-year institutions. Recently adjusted to \$35 for first degree and \$8 for additional degrees. Biggest expenses include fairgrounds site rental/equipment and printing diplomas.

### **Learning Center**

Budgeted \$9,740, expended \$10,897 (not including personnel). Hoonuit currently underutilized; will use more in the future. Budgets includes SmartThinking. Sandy will create an ad hoc group to determine software needs going forward. Discussed realignment with org chart to streamline.

### **Retention & Advising**

Budgeted \$1,945, expended \$6,975.69. Largest expense (\$6,100) for RNL for CSI to allow reporting through Starfish; intended to charge to Perkins; exceeded the cutoff date. Perkins 5 does not allow payment for testing. Learning Center and Retention & Advising are separate budgets as they were once separate areas.

### **Institutional Research & Support**

Increased expenditures for air travel due to Mike's move; expect similar for FY19. Tableau budgeted through IR currently; was not initially. Budget includes two engagement surveys.

### **Disability Services**

Budgeted \$16,932, expended \$7,011.76. Budgeted high to ensure funds for counselling; billed for usage. Doing differently going forward; will not have that excess overage. Contracting with counselor to be on campus; students are utilizing more. Now goes through payroll; need personnel budget. TRIO counselor paid set amount yearly. Counseling and wellness should be combined. Assistive technology expenditures depends on student need; budget high to ensure funds are available. Some expenditures may increase or decrease with changes going into FY20.

### **Library**

Budgeted \$37,623, expended \$38,566.53. Books and Reference Materials will decrease. First year databases partially funded from H01070, not fee pot. Discussed possible increase of Library fee to cover dwindling fee pot; keep a reserve, but not excessive. Library fee currently \$1.50/cr or \$18 max per student. Fee was initially for hard copy collection; later adjusted to allow for more digital resources.

### **Marketing**

Bought down at end of FY18. Renegotiated advertising, radio budget underspent, digital advertising campaign did not start until July 1 and expended from FY19. Discussed a possible budget for institutional events going forward (WOW, IDD, etc.) SEP will inform this discussion. Over-expended promotional items due to HC employee jackets. Discussed recruiter clothing allowance. May look into providing HC gear to employees at a discounted price; discussed trades and maintenance clothing. Discuss marketing involvement with HC Foundation in the spring.

### **TRIO**

Supplemental budget to fund travel (exceeds what the grant can fund and grant does not cover meals). FY20 is grant application year; increased expenditures (grant writing and travel). TRIO staff cannot write the grant. Mike Brown wrote the grant last time; personnel discussions have included a possible grant writer.

### **Online Education**

Last year was Amy's first time utilizing this budget; software maintenance may be for Blackboard and Moodle and likely paid once per semester. Amy will request documentation from the Business Office.

## **ADDITIONAL DISCUSSION**

- HC suggests what fees can be spent on with BOR approval. Fees may be requested to possibly cover salary.
- Discussed iPad program and if it should be funded by through the Library, TRIO, or IT. Older iPads no longer support Word and TEAS test; currently have twelve that support TEAS. Useful to a certain number of students. Consider what index to use. Directors are discussing if students should be required to have a laptop or tablet upon entry; could be rolled into financial aid.
- Russ stated budget owners should include everything they feel HC should be doing, even if they are not sure if it should be in their budget to ensure these things are not overlooked.
- Discussed research and planning for library learning commons. Research needed to make an informed decision.
- Next BMT meeting will focus on fees and reflect on meeting cycle just completed. During BOR meeting; combine BMT and Cabinet.