

BUDGET MANAGEMENT TEAM
MINUTES
Tuesday, September 24, 2020
Donaldson Campus 003

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| <p><input checked="" type="checkbox"/> Val Curtin, (Chair) Acting Asst. Dean for Admin. Affairs</p> <p><input checked="" type="checkbox"/> Laura Vosejpka, Dean/CEO</p> <p><input checked="" type="checkbox"/> Donna Breitbart, Marketing & Development Director</p> <p><input type="checkbox"/> Vacant, Director of Information Technology</p> <p><input checked="" type="checkbox"/> Therese Collette, Director of Human Resources</p> <p><input checked="" type="checkbox"/> Mary Lannert, Director of Continuing Ed. & Workforce Development</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 checked="" type="checkbox"/> Tammy Burke, Division Chair of Trades & Technology</p> <p><input checked="" type="checkbox"/> Maia Zelenak, Accounting Manager</p> <p><input checked="" type="checkbox"/> Paige Payne (Recorder), Executive Assistant to the Dean/CEO</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.

Business Office Consultants:

Terrie Iverson and Susan Briggs

Group Discussion with Susan Briggs and Terrie Iverson.

- Employee Wellness is a separate index and funded by HC.
 - Student Wellness should be a separate index funded by fees.
 - H0, H1, H2, H3, H4, have different designations. Check actual balance through Trial Balance.
- Budget Authority means you can spend up to the amount funded or approved authority in a funded account.
 - Spending more requires a budget amendment. View the amount budgeted by OCHE in the Operating Fund.
- Offer Budget 101 and fiscal year end training.
- Fee pots are based on student fees and therefore fluctuate.
 - The consultants and BMT look at historical information to determine the approval of extra expenses.
- Process to request a budget is due in January.
 - Mike Brown does a mid-term review of the work-plan to hold each unit accountable to budget fiscal responsibility. Each unit is asked to review their monthly budget report.
- A budget amendment adds money to the existing index and must be approved by the Commissioner's office.
- Code food at a meeting as a meeting expense when guests are served refreshments.

Review FY 20 Budget Strategies. (See Supplemental Documents)

- July 1 to June 30 is the fiscal year.
- Payroll needs assistance to verify funds, indexes, and percentages.
- Performance Based Funding may be available for FY21.
- Grant for 1, 2, FREE Dual enrollment reimbursement is not guaranteed after FY 20.
 - Reimbursed 170K for a 180K spend.
- Shortfall due to lower enrollment FY 20 and FY21.
 - Right now down 75K, but this number will change and there is a contingency.
- Fee increases or new fees are requested in YR 2021 at the Biennium for up to 3% increase. Students can ask any year.
 - HC has the lowest fees and tuition in the state.
- We will monitor the pace of spend and each budget manager is responsible of the details.
- Signing authority: Items under 5K needs one signature, Items over 5K to 10 K need two signatures.

- Grizmart is used as vendor and PO is used for tracking expenses and purchases.
- Need a process or procedure for items that were not billed in time of the fiscal year end.
 - Create a purchase order to track the PO so it can be paid through A or B accrual system for the correct fiscal year.
- Bookstore at APC is a retail operation.
 - Anything that the student is going to purchase should go through the bookstore. Supplies need to be inventoried and reported.
 - The APC Bookstore will do the ordering and add the upcharge to cover the position which is a purchasing position. Add levels: i.e. any purchase over 10K – the upcharge is negotiable.
- Request for Proposal (RFP):
 - Quotes are uploaded into GrizMart to show comparison and quotes are done directly through GrizMart.
 - The State sends out the request for bid. 5K to 25K need three quotes. Above 25K is done directly through GrizMart. Open purchase orders are acceptable.
- The Director starts request for Proposals (RFP).
 - The State will take over and send it out for bid.
 - Directors can request a sole brand.
 - If the cost rolls over the fiscal year, the cost is accrued.
- Employee hiring:
 - Justify to cabinet to hire using the position using the justification form created by HR.
 - Use analysis for a school this size.

Budget Comparison:

- It is a working document that can change. Currently the budget is 158K in the negative.
- Request two budget plans: the current and a 5% reduction plan based on previous year.
- We need to preplan the use of unspent year-end money for beneficial items to offset the next year's expenses. Funds will carry over this coming year. (Biennium)
- Look at the metrics printed by BOR.

Perkins V Grant:

- The guidelines have changed and will impact who will be eligible for the funding.
- High wage, high skill, and high demand criteria.
- Helena WINS has done the legwork.

Follow-up Item: Provide Budget Training

- Budget 101
- Fiscal Year End
- Purchasing
- Require the training for anyone attached to an index.
- Extend invitation to other 2-Year Affiliates.
- UMDW training.