

BUDGET MANAGEMENT TEAM
MINUTES
Tuesday, September 3, 2019
Donaldson Campus 003

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| <p><input checked="" type="checkbox"/> Val Curtin, (Chair) Acting Asst. Dean for Admin. Affairs</p> <p><input type="checkbox"/> Laura Vosejпка, Dean/CEO</p> <p><input 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.

Power Cords for New HP laptops:

- Background: Lacking enough power cords for the new HP laptops for faculty. Ten laptops were ordered with only 10 power cords. Faculty need two cords—one that stays at their desks in the docking station, and one for the classroom/travel.
- Discussion Points.
 - More ordered? (IT)
 - Request update list specifying what type of computer and date of update.
 - Request IT to order two cords per laptop as SOP.
 - Plan for new employees.
 - Overarching Technology plan for each department. Rotation?
 - What does a request look like for each position? Desktop and laptop?

Helena Education Foundation Great Conversations Fundraiser: Newsletter & Leader

- Background: The event is on Wednesday, November 20, 2019 at the Great Northern Hotel at 835 Great Northern Blvd., in Helena, starting at 6:30 p.m.
 - The Dean's budget paid for several people to attend in the past. \$30 to \$50 per guest,
 - **ACTION ITEM** for Dean Vosejпка: Who does the Dean recommend to invite? (The Dean's cabinet, managers, and past directors have been invited in the past.)
 - Kim Feig, Virginia Reeves, and Brooks Robertson are hosting tables at the event.
 - Robyn Kiesling is on the planning committee.
 - Send out invitations by November 6th, at least two weeks before the event.

Accommodations Chairs for Classrooms and Labs:

- Background: Kris Fife is the disability director. She has a student in 2 labs (there are 3 labs) that need an accommodation chairs. Chris will need to order two to three chair immediately, provide assurance the chair will meet the needs of the student and future students, and set up storage arrangement through Facilities.
 - Funding for the chairs may come out of Equipment or Academic Facility Fees.
 - Kris will meet with Maia Zelenak to check Grizmart.
 - The chairs will be included in Kris' inventory of accommodation tools.

Staff Stand-Up Desks and Ergonomic Keyboards:

- Background: Two standing desk station are requested and ergonomic assessments will be done.
 - The money to cover cost is not in the budget.
 - Funding possibilities include Safety Smart Money (SSM). Currently parking lot cameras and staff first aid training will be paid out of SS.,
 - In the past, standing desks were paid out of 70017-maintenance fee.
 - **Recommendation:** Move Cameras/Lighting costs to parking fee fund and use SSM.
 - **ACTION:** Two standup desks approved for purchase on 9/13/19 by BMT for Paige Payne and Kylie Parker. \$379 & \$280 using SSM.

Trades Program Cost Share:

- Background: Last year, a general fund index for shop towels, laundry and gasoline was created for the trades to cost share expenses. The index was set up mid-year without a budget and the expenditures rolled into the unrestricted fund 44 org. Money was not budgeted this year either. What fund source will pay for the expenditures this year?
 - Possible fund source is under centralized supplies.
 - Consider purchasing a washer and dryer for both campuses. Ask Facilities to advise the cost and availability for venting, water supply, gray water, electrical hook-ups, and space. Other departments would use the washer and dryer also. Create a feasibility study.
 - Decide when more information is available.

Donated Bookstore Gift Certificates:

- Background: Every semester for the past four years, previous bookstore manager donated bookstore gift certificates for the Library Research Prize winners in the amount of \$75 for first place and \$50 for second place. The library is requesting the certificates this year also.
 - Each department normally covers their own prizes.
 - **ACTION:** Sandy will peak with Della to see if the library has funds to cover the gift cards. If not, the bookstore will donate the gift certificates.
 - In the future, the library will cover the cost moving forward.

Counseling:

- Background: MOU's with Intermountain Counseling Services and PureView Health Center have been reviewed by legal and are being reviewed by Intermountain Counseling Services and PureView Health Center.
 - Intermountain Counseling and PureView will bill the student's insurance and the balance due will be billed out to Helena College and paid out of the Wellness Fee pot.
 - Medically related services do not need to go through procurement.

Budget Modification Discussion: Discuss in two weeks upon BOR approval.

Assets and Inventory Tags:

- Helena College is required to inventory assets.
- A capital asset is over \$5000.
- IT tracks the computer equipment.
- Cari is splitting the lists by department to aid each department update the inventory list.
- Metal and stick- on tags have been purchased to identify each item.
- Each department can inventory smaller items also.

Book Insurance Monies:

- Background: Answer books in the faculty area were stolen last spring. The insurance company is reimbursing HC \$1325.
 - Identify the fund that will receive the funds.
 - Academic Affairs budget has a line item for faculty books.
 - Academic equipment fee pot is a possibility.

Payroll Indexes, Percentages and Adjunct Pay:

- Payroll and HR requests that each director checks their employee's index and percentages. Send the information to HR.
- Should the adjuncts be paid out of general fee instead of online fee? The Online fee pot does not track and is in the negative.
 - **ACTION:** Valerie will follow up.

Signature Authority for Certain Indexes and Fee Pots:

- Who can sign for certain indexes and fee pots?
- Designate who can sign purchases for up to \$5K, \$5K to \$10K, and over \$10K.
- Clarify the procedure in writing.

Academic Facility Fee Update:

- \$60K for FY20. Podiums came out of this fund \$47,543.
- \$60K for FY21.
- Ask committee how to prioritize the purchases for FY20. Add facilities and IT directors to the group when needed. What is the update technology plan by IT academics?

Donated Items Procedure:

- Review the donated items procedure and add in legal. Some items are not worth accepting and cost HC to install.

No meeting next week – BOR meeting at Montana Tech.