

BUDGET MANAGEMENT TEAM
MINUTES
Tuesday, October 29, 2019
Donaldson Campus

Val Curtin, (Chair) Acting Asst. Dean for Admin. Affairs
 Laura Vosejpka, Dean/CEO
 Donna Breitbart, Marketing & Development Director
 Mike Hausler, Director of Information Technology
 Therese Collette, Director of Human Resources
 Mary Lannert, Director of Continuing Ed. & Workforce Development

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
 Paige Payne (Recorder), Executive Assistant to the Dean/CEO

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.

- **PEO Holiday Auction** – November 16, 2019, from 10 a.m. to 10 p.m.
 - How much is HC going to charge PEO to use the facilities on November 16, 2019?
 - Will the cost include maintenance personnel and cleanup?
 - Who will be on call?
 - What are the IT requirements?
 - Is there an event checklist?
 - Facility Use Policy 600.7 is outdated.
 - Write in the contract the facility charge or *charge in kind*. (Scholarship donation or event access)
 - **ACTION:** Mary Lannert and Donna Breitbart will meet to review the event checklist.
- **Montana Master Hunter Course:**
 - April 4-5th, 18-19th and 25-26th (Saturdays and Sundays)
 - Look at policy first, estimate costs for maintenance, IT, and personnel overtime issue.
 - Maintenance requires a 2-week notice to change schedules
 - Create an IT on-call procedure to cover emergencies.
 - Do a financial analysis on the fees.
 - Discuss at next meeting.
- **Master Space Analysis Work Group:**
 - Mary L, Sandy B., Tammy B., Robyn K., Tommi H., Valerie C., and Mike H. will meet to evaluate the non-negotiable spaces and the active learning spaces on both campuses.
- **Saturday, November 30, 2019:**
 - Is the campus open on Saturday, November 30, 2019 after Thanksgiving?
 - Inquire with Tommi H. in Facilities on personnel and student use.
 - **ACTION:** Valerie will report on use.
- **Lewis and Clark Library:**
 - Helena's Public Library is under remodel and will send groups to use the facilities at HC.
 - **ACTION:** Ask the Lewis and Clark Library for a list of the groups who are displaced to determine who will be charged for using HC space.
 - Availability is an issue. Use the APC for space also.

- **IT Procurement Policy & Procedures:**
 - APC trade software cannot be shared or purchased through UM. The software is needed for accreditation. Trades/vendor/industry specific software for the IT procurement piece will pass through UM, not normal procurement through finance.
 - **ACTION:** Inventory of Software and subscriptions. Faculty need to take stock of current programs and use.
 - **ACTION:** Solid Works is used at UM and Tech. Look into extending the licensing to HC.
 - When an employee creates an account for a subscriptions owned by HC, they should use a general HC email for the login, not their personal HC email address.
- **Airport Campus Procurement:**
 - The current employee is overwhelmed and needs assistance.
 - Streamline the process and allow the faculty to order parts and supplies.
 - **ACTION:** Valerie will meet with employee and report back.
- **Category Budget – UMDW:**
 - Budgets at APC are not matching the overall budget.
 - Offer a training on fee pots because the funds are not shown in the index.
 - Offer a lunch and learn at noon once a month for UMDW Budget training.
 - Create a Business Office ticket procedure similar to the IT Help Desk ticket procedure.
- **Projected Budget Meeting with UM:**
 - Val met with UM to set up projected budgeting.
 - Add a column to tie the budgets into the strategic planning goals.
 - Prioritize items.
- **Roof Repair:**
 - The roof repair will be performed in the spring when the temperatures are more favorable.
- **Student Centers – Commissioners approved \$300k to remodel the student centers.**
 - Kevin at UM will meet with the architect.
 - Look at other student centers on other campuses.
 - Include student input into the process.
- **Student participation on fee pot committees is lacking:**
 - Faculty will help identify students who will participate.
- **Birthday Gift Card Costs:**
 - Bookstore \$5 cards costs are charged to H01010 Administration.
 - Continue to send the gift cards through end of December.
 - Dean's Office will follow up.
- **Funding for Laura's Relocation:**
 - What index was designated to cover the cost?
 - The cost comes out of H01010 and then a budget modification is submitted and the cost will be transferred to non-discretionary funds.