

**BUDGET MANAGEMENT TEAM  
MINUTES**  
Tuesday, October 8, 2019  
Donaldson Campus

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| <input type="checkbox"/> <b>Val Curtin, (Chair)</b> Acting Asst. Dean for Admin. Affairs                     | <input checked="" type="checkbox"/> <b>Mike Brown</b> , Institutional Researcher                        |
| <input checked="" type="checkbox"/> <b>Laura Vosejpka</b> , Dean/CEO   | <input checked="" type="checkbox"/> <b>Robyn Kiesling</b> , Division Chair of Gen Ed & Transfer         |
| <input checked="" type="checkbox"/> <b>Donna Breitbart</b> , Marketing & Development Director                | <input checked="" type="checkbox"/> <b>Sandra Bauman</b> , Associate Dean of Academic & Student Affairs |
| <input type="checkbox"/> <b>Mike Hausler</b> , Director of Information Technology                            | <input checked="" type="checkbox"/> <b>Tammy Burke</b> , Division Chair of Trades & Technology          |
| <input checked="" type="checkbox"/> <b>Therese Collette</b> , Director of Human Resources                    | <input checked="" type="checkbox"/> <b>Paige Payne (Recorder)</b> , Executive Assistant to the Dean/CEO |
| <input checked="" type="checkbox"/> <b>Mary Lannert</b> , Director of Continuing Ed. & Workforce Development |   |

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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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### **Budget Training**

- UMDW Training and Budget Training:
  - There is a manual provided by MUS online.
  - Schedule a Hand's-on sessions.
    - Use next joint directors meeting as "Train the Trainer" session on November 6<sup>th</sup>. (45 minutes)
  - Use the buddy system, "Train the trainers" and provide cheat sheets.
  - Create a survey using Qualtrics after the training. "What training do you need next?"
  - Ensure everyone has UMDW by end of October. ACTION: Sandy Bauman, re: Directors.
  - Consider offering three session: 1) Level one introduction 2) Level two intermediate training 3) Advanced tricks and tips.
- Encourage fiscal responsibility. Check fund balances first before an item is ordered.
- Note: All budget categories have been generalized by now.

### **Tie Budget to the Strategic Plan Discussion Points (Mike Brown)**

- Justify how we prioritize the budget and the connection to the strategic plan.
  - All resources have to make a direct connection to the Strategic Plan
    - Prioritize the costs to prepare for cuts.
    - Budget managers need to have an idea where they are in the budget at any given time.
    - Pre-identify big-ticket items for the future if there is a windfall.
    - Schedule quarterly budget checks that monitor the rate and percentage of spending.
    - Attach the budget to the strategic objectives instead of core themes. This attaches dollars to actions.
    - Create a sub-group to check the 3-year plan.
- Equipment List
  - Tammy Burke will be chair of team to create a step-by-step equipment purchase check list that includes costs, maintenance, space, installations, software, etc.
- Future Budget Process
  - Robyn K., Tammy B., and Mary L., will create content for the budgeting process due in January 2020.

### **Grant Sign Off:**

- The BMT will review grant proposals.
  - Grant proposal and guidelines are on the website.
  - Is there a place to post pending or developing grant information?

- Is there a grant priority list or long-term strategy?
  - Jan Clinard sends out opportunities to the campus.
- TRIO grant is the next item that is coming up.
- Free grant serves sent out by LV.

### **Professional Development (PD) and Marketing Budgets**

- PD and Marketing budgets are moved into separate budgets.
  - Donna will plan her budget expenditures based on her meetings with each unit or department.
    - Each department provided a number in their budget last year and the amount was moved to the Marketing budget.
- Professional Development Committee may be dissolved after this year.
  - The BMT will be the body to approve the upcoming applications.
  - Pathways will be a priority.
- Three Bucket Spending Strategy:
  - Large Strategic Fund: Strategic PD fund owned and approved by BMT tied to the strategic plan.
  - Certification Fund: Set aside funds for certifications and instructions that go back into individual budget.
  - Small pot of discretionary funds open to the campus requested quarterly and handled by Therese to BMT.
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### **New Hire Approval**

- Is the campus at a hiring freeze level?
- Make a decision about personnel before the budgets are due. HC is personnel heavy.
  - Note: BMT holds all open lines.
  - Monday Morning Memo will feature a paragraph on the state of the state of the finances by Thanksgiving.
  - Transparency on future hiring and filling open spots and the process.
- Position Justification Form
  - HR has created a position justification form for new hire requests.
  - The information will help the BMT assess if the hire is justified.
    - The form requests information on budget, indexes, office space, facilities, equipment, and other items.

### **ACTION ITEMS:**

1. Follow up with trainings available from Susan and Terrie.
2. Create a consistent hiring message (re: “freeze”) (Laura)
3. Create a special “budget” version of the MMM prior to Thanksgiving.