

**BUDGET MANAGEMENT TEAM  
MINUTES**  
Tuesday, November 19, 2019  
Donaldson Campus 003

- Val Curtin, (Chair)** Acting Asst. Dean for Admin. Affairs
- Laura Vosejпка**, 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

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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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**Facilities and Maintenance:**

- **Clocks:**
  - Clocks are not synchronized yet. Tommi is in contact with the manufacturer.

**Bookstore:**

- The bookstore will sell the surplus coats and T-shirts at a discount. When an item sells the money will be transferred through a journal entry to account in the Dean's index to offset birthday gift card costs.
- H-reports needed from the bookstore.

**PEO Holiday:**

- Overall, the PEO Holiday event went well.
  - The alarms were disabled.
  - Custodian Jeff Olson covered the event.
  - The doors locked automatically after hours and had to be propped open.

**Event Check List:**

- All forms for events are on the website in the employee portal page under marketing.

**Food Pantry:**

- The food pantry shelves were stripped this weekend.
  - Either lock the cabinet or move shelves on the weekend.
    - Ensure areas are locked when outside groups are on-campus or not in usage.
    - Suggestion: Add a camera to the food pantry area.
    - Ask Tommi the make-up of the individuals on campus on Saturdays.

**Facilities Use:**

- The event fits into HC mission.
  - Waiting to hear from Tommi regarding Sundays. When Tommi replies, the contract can move forward.
  - Sandy will inquire with Carmen Roberts at GFC to compare facility use charges.
- Helena College will be closed on Saturday, November 30, 2019. Ask if the custodian can work Nov. 25 to avoid overtime.

**Facility Use Policy 600.7:**

- 600.7 needs to be updated to reflect cost of living and charges, IT, and other services.

- The master space analysis is needed before the policy can be updated.

**Master Space Analysis Committee:**

- Testing Center Noise Solution:
  - Starting spring semester 2020 DON 112 will be moved to 132.
    - DON 132 is a computer lab that is underused. The computers will be moved out and stored.
      - The students are able to use the computer labs in DON 119 and 139. The two computer labs are meeting the needs of the students.
    - DON 112 will be a quiet study room. Signage and tables will be added. Della's group will monitor the room to ensure a quiet atmosphere.
    - The change will enable a more conducive environment for the testing center.
  - The changes to DON 112 will be announced in the student newsletter and signage will be provided.

**ACTION**

- The committee is seeking to move towards a master classroom schedule with common start times for classes and classroom space.
- Plan for space usage:
  - Compare CE courses, academic courses, and events.
  - What classroom is most utilized and why?
  - What time of day utilized and how many at a time?
  - Who wants space?
- Lecture Hall at the APC.
  - The rooms needs an upgraded sound system, a quieter air handler, and updated Internet Technology.

**Inventory of Software and Subscriptions;**

- APC: Master list of software is being developed.
- Academics has provided the information.

**Signature Designation:**

- Verify the number of signatures for fund thresholds.
  - Guidelines are on the website under business office.
  - Update guidelines.
  - Create a master list.

**Budget:**

- Update fee pot guidelines and offer a training on the fee pots.
  - Who has authority to sign to approve expenditures for the fee pots and indexes?
  - Create a master list.
- Schedule lunch and learns soon:
  - **ACTION:** Send out a survey and ask the staff what topic is a priority.
    - Fees and fee pots
    - Purchase orders
    - Bids
    - Signing authority and guidelines
- Budget Managers are asked to email a budget discrepancy ticket to Maia by December 2, 2019.
  - Compare totals and look at personnel, grants, and expenditures.
  - Terri Iverson is reviewing and correcting discrepancies.
  - Ask for a time line for completion.

**Student Center Remodels:**

- Val will meet with the architect on Friday, November 22, 2019.

**Student Participation on Committees to Approve Expenditures:**

- What is the process if the students do not approve the upcoming license cost that comes out of the student fee pot, especially when they will not attend the committee meeting?
  - Seven students have volunteered for the Computer Fee and Equipment Fee committees. The APC will provide student names also.
- Before the items are purchased for IT, Mike Hausler will review the approved budget and assess the current needs of the college against the approved budget to avoid purchasing unneeded items.

**Employees:**

- Cabinet will have a conversation about hiring and make a recommendation to the BMT.
  - Short term and long-term solutions and hiring the right people for the right place.
    - Cross train positions.

**Testing Center**

- The testing center coordinator is researching other programs for testing center and working on the National Accreditation for the testing center.

**Letterhead and Envelopes:**

- Marika and Melissa are creating a list of items based on the input from other admins on campus.
  - Val Curtin will provide index and account balance information to Donna.
  - Donna Breitbart will order the supplies.

**Alternative to Mailings:**

- Use Banner communications.
- Use Regroup to send out recruiting robocalls.

**Regroup: Emergency vs. Non-emergency Utilization**

- The Safety Committee will define “what is an emergency?”
- Marketing/Communication will monitor non-emergency utilization.
  - Example: Use the system for Robocalls.

**Salmon Lake Fund: ACTION**

- Endow Salmon Lake fund and use the interest for the SEP scholarships.
  - Maia will research how to get the process started.
  - Laura will follow up with UM Investments.

**Director of Financial Aid:**

- Valerie Curtin will return to the Director of Financial Aid position. The current Interim Director of FA has accepted employment elsewhere.
- The Assistant Dean of Administrative Affairs position will be advertised.
- **Business Office:**
  - Terrie Iverson and Susan Briggs will step in as consultants to the BO and to the BMT committee.
  - The Business Office will report to Laura Vosejпка in the interim.
  - The Biennium budget year is complex. The target date is June 30, 2020 for all budgets to be completed.

**Payroll redistributions by HR:**

- Adjunct budgets to be redistributed towards end of semester.
- HR is currently redistributing payroll.