

BUDGET MANAGEMENT TEAM
MINUTES
Tuesday, November 5, 2019
Donaldson Campus

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

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.

The committee reviewed the minutes from the previous week, October 29, 2019, and assigned action items.

Human Resource:

Birthday Gift Cards:

- Therese has surplus coats and T-shirts in random sizes.
- Suggestion: donate the items to the bookstore to sell them and move proceeds to the Dean's budget to cover employee birthday costs.
- Suggestion: Sell at a discounted price to employees.
- **ACTION:** Provide the sizes and description of the items for the MMM. Ask the bookstore and the business office if this transaction is possible. (Therese C. and Maia Z.)

PEO Holiday Option:

Event checklist:

- Donna and Mary will review it and provide the checklist to Robyn to the PEO.
- Robyn will contact PEO with the charge or in kind donation for a scholarship, which is a tax deduction. Scholarships money to women PCE grant.
- Welding could provide an auction items. Christy will provide cost.
- **ACTION:** Robyn requests that the alarms are disabled and the Facilities personnel is finalized.
- **ACTION:** Provide a shared folder that houses all the forms.
 - Event checklist, marketing form, contract for external group.

Master Hunter Course

- **ACTION:** When does HC required to answer the group? (Val Curtin)
- **ACTION:** How much do other venues charge the Master Hunter Course organization?

Master Space Analysis is meeting on Friday.

Thanksgiving Weekend Campus Closure:

- Helena College will not be open on Saturday, Nov. 30, 2019. The custodian will work on the following Monday. The use numbers are small on Saturdays.

Library:

- Displaced group list is not available yet.

IT

- Inventory software and subscriptions:
 - HC will share licensing costs for Solid Works with UM.
 - Tammy will compile the Airport list of software and subscriptions.
 - Gen Ed faculty, CT and Business and Accounting have responded with their items.
 - **ACTION:** Create a Faculty licensing software team to input the data in an excel spreadsheet and house the information in MS Teams. Who is doing this?

APC Procurement:

- Val Curtin is evaluating the process.

UMDW

- Lunch and Learn will be set up soon.
- Purchase power and signatory procedure for budget authority specified.
 - **ACTION:** A document will be created for the Business Office. Who is doing this?
- The funds for the equipment were budgeted but are not reflected in UMDW
 - Where is the money for the welding piece of equipment?
- The approved budget is not matching to what is uploaded into Banner/UMDW.
- The quarterly review process will catch discrepancies.
- In the future, the BMT needs to check the approved sub-budget against what is in UMDW.
- **ACTION:** Ask budget managers to send a ticket to request a review if there are discrepancies by November 19, 2019 to the Business Office. Compare totals and look at personnel, grants, and expenditures.
- Business Office Ticket: Employee portal, business services, business services inquiry form.
http://helenacollege.edu/businessservices/business_services_inquiries.aspx
- Jan Clinard is paid from Mike Brown's budget.
- Pay for the equipment from the welding general funds. Then decide to journal the expenditures to the correct fund.
- **ACTION:** Laura requested a Budget report emailed to the budget managers showing the percentages. (Maia)
- Does the BMT need to require a quarterly check?

Projected Budget Meeting with UM

- 3-year cycle budgeting will be implemented.

Student Center

- **ACTION:** Follow up with Seth Bodnar to meet with Kevin the architect to start the Student Center remodel. (Laura and Val Curtin)

Student Participation on Committees to Approve Expenditures

- **ACTION:** Sandy will send out an email today to faculty for names of students.
- Equipment Fee and Computer Fee committees.

Relocation Funds

- Depends on Laura's tax situation.
- Robyn's budget is over budgeted until the relocation cost for an employee is redistributed.