

BUDGET MANAGEMENT TEAM
MINUTES
Tuesday, December 3, 2019
Donaldson 003

- **Laura Vosejpka, (Chair)** Dean/CEO
- **Sandra Bauman**, Associate Dean of Academic & Student Affairs
- **Valerie Curtin**, Acting Assistant Dean of Administrative Affairs
- **Michael Brown**, Institutional Researcher (via videoconference)
- **Donna Breitbart**, Director of Marketing & Development
- **Maia Zelenak**, Accounting Manager
- **Mike Hausler**, Director of Information Technology
- **Mary Lannert**, Director of Community Engagement & Workforce Development
- **Therese Collette**, Director of Human Resources
- **Robyn Kiesling**, Division Chair of General Education
- **Tammy Burke**, Division Chair of Trades
- **Paige Payne**, Administrative Assistant to the Dean/CEO (recorder)

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.

DISCUSSION:

Bookstore:

- Book buyback next week.
- Trade program shirt inventory:
 - How does purchasing know what sizes to order and to keep in stock?
 - **FUTURE ACTION:** Ask the shirt size when the student registers for a trades program.
- The bookstore is having a difficult time keeping the nursing scrubs in stock.
 - **ACTION:** Investigate how to put the cost of the nursing scrubs into the program fee 2022/23
 - **ACTION:** Interim answer to inventory by requesting scrub sizes at the time of registration.
- Sale rack with HR items next week.
- Val will request H-reports from both bookstores.

Security camera and emergency phone:

- The Safety Committee is discussing the lighting, emergency phones, and cameras in the parking lots.
- **ACTION:** Ask OCHE to provide a safety analysis. Contact Ron Muffick or Brock Tessman.
 - RMTD possible assist with the analysis also.

Food Pantry:

- Closable pantry or add hours.
- The food is for the HC students not the public.
- The food pantry needs to be accessible to the students and private.
- **ACTION:** Follow up with Ann Willcockson regarding what traffic looks like and possibly request to increase the donations from Food Pantry.

Facilities use:

- Great Falls College charges include room, IT, and set-up in the fees. Charges are not broken out. One universal fee.
 - What are we going to charge for the Master Hunter Course? What is the group offering to pay?
- **ACTION:** Contact MSU Bozeman to find out how much they are charging/Extended studies/Brian (Procurement)
 - Possible have IT on-call/standby.
 - Renting to outside entities has to make a profit.
 - Make a decision about the MHC and update the facility use policy for the future.

- Tiered charge system if the group needs equipment.
- Study to review what needs are from the community and how bringing in outside entities affects current students/employees.
- Possible have an outside entity offer a discounted rate to our students and employees.

Space Analysis Group

- Instructional space is priority. The assistant registrar monitors the space priority.
- Lecture Hall
 - A double lecture will be offered in the LH spring semester. The instructors will conduct separate labs
 - 3 days per week in the morning.
 - CBA – count it as a class and one-half.
 - A&P and Chemistry will also hold classes in the Lecture Hall in the spring.
- Should Facilities lead the Space Analysis Group? The group is comprised of Academics, Continuing Education, ACCESS, and ABE.
 - Utilization Study
 - Robyn and Sandy are going to meet over the break to schedule classes for next year using collected data.
 - The group met to discuss emergency problems, the testing center, quiet space and nursing space.
 - Occupancy for each room should be part of the space analysis.
 - Master Plan.
 - Provide the data to Laura.
- Guided pathways will change the way things are scheduled.
 - Most classrooms are the same size and are scheduled according to size of class.
 - Access is scheduled separately because of the HS schedule and teacher supplies.
- Update now to serve immediate requests and re-evaluate after master space analysis
 - Determine who owns the room.
 - Determine rates.
 - Space use policy – look at other institutions
- Kevin from UM
 - Long range building plan discussion.
 - Use UM’s plan.
 - Give MUS a HC vision plan.
 - Architect will be on campus. Ask him for ideas on the future needs.
 - How can we double nursing, diesel, fire, and other programs?
 - What is missing?
 - Possibly loop the bookstore into the student center remodel.

Budget Lunch and Learn

- Fee pot is the first topic.
 - Maia will schedule the first one in January.
 - Bring a laptop.
- Student Participation on committees.
 - Identify 10 students to add to the committee list.

Salmon Lake Fund

- The fund is invested and currently earning interest per Susan Briggs.
- \$12,000 is earmarked for the HC Stars scholarships and the rest will be invested in an endowment, possibly through UM.

Susan Briggs and Terrie Iverson:

- Susan, Terrie and Val will meet to project future budgets.
- Terrie is looking into Sandy Bauman's salary that is connected to two budgets, but it is currently drawn out of one budget and why payroll changes did not get updated.
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Miscellaneous Items

- Staffing and hiring
 - Clarify the process and communicate it by using the budget justification form.
- Fee pots:
 - **ACTION:** Assign signers.

Clubs and Budgets:

- Work with ASHC to generate a fundraising packet with clear guidelines.
 - Clubs do not need 503c status to be a part of ASHC and the college.
 - Any donation to a club is not tax deductible.
 - Raffles will be discouraged
 - Provide a guideline for selling items to raise funds.
 - **ACTION:** Donna attend the next ASHC meeting with club leaders.

The 80 Year Celebration is Tuesday, December 11, 2019 at the APC at 6 p.m.

- The event is for Foundation fundraising.
- Create an event to show-case student work in the spring and match scholarship donors to recipients.