

BUDGET MANAGEMENT TEAM
MINUTES
January 14, 2020
Lecture Hall, Donaldson Campus

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| <input checked="" type="checkbox"/> Laura Vosejka, (Chair) Dean/CEO | <input checked="" type="checkbox"/> Terrie Iverson , Consultant |
| <input checked="" type="checkbox"/> Maia Zelenak , Accounting Manger | <input checked="" type="checkbox"/> Sandra Bauman , Associate Dean of Academic & Student Affairs |
| <input checked="" type="checkbox"/> Donna Breitbart , Marketing & Development Director | <input checked="" type="checkbox"/> Tammy Burke , Division Chair of Trades & Technology |
| <input checked="" type="checkbox"/> Mike Hausler , Director of Information Technology | <input checked="" type="checkbox"/> Brooks Robertson , Organizational Advisor to the Dean/CEO |
| <input checked="" type="checkbox"/> Therese Collette , Director of Human Resources | <input checked="" type="checkbox"/> Susan Briggs , Consultant |
| <input checked="" type="checkbox"/> Mary Lannert , Director of Continuing Ed. & Workforce Development | <input checked="" type="checkbox"/> Paige Payne (Recorder) , Executive Assistant to the Dean/CEO |
| <input checked="" type="checkbox"/> Mike Brown , Institutional Researcher | |
| <input checked="" type="checkbox"/> Robyn Kiesling , Division Chair of Gen Ed & Transfer | |

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.

Topic: Budget Process

Supporting Documents in Dean's Cabinet TEAMS:

1. FY 21 Budget Book 1 Spreadsheet
2. Helena College Budget WORD Doc.
3. Professional Development Report

OLD BUSINESS

TOPIC & OUTCOME: Endowment progress.

OUTCOME: Susan Briggs will continue the endowment process after Maia Zelenak's departure.

TOPIC: Upload committee budget spreadsheet into BM Team.

DISCUSSION, AGREEMENTS, OUTCOMES:

- Spreadsheet to include the name of committee, budget balance, budget manager, and signing designation for committees with and without budgets.

ACTION ITEM: Upload spreadsheet with information

PERSON RESPONSIBLE: Valerie Curtin, Susan Briggs

DEADLINE: January 28, 2020 meeting.

TOPIC: ESCI, Touch Net Bridge, and Banner

DISCUSSION, AGREEMENTS, OUTCOMES: The contract with ESCI is a two-year contract and HC is not able to use the services due to incompatible systems.

ACTION ITEMS: Mike H. will follow up on Touch Net Bridge with Banner to for ESCI access

PERSON RESPONSIBLE: Mike Hausler & staff

DEADLINE: Next meeting on January 21

NEW BUSINESS

TOPIC: BMT Action Register

DISCUSSION, AGREEMENTS, OUTCOMES: Adjust the Action Register for easier use and clearer outcomes.

ACTION ITEM: Edit Action Register

ITEM: Add blocker column, color-coding, status categories and priority status.

PERSON RESPONSIBLE: Paige & Brooks

DEADLINE: Thursday, January 16

Action Completed: Thursday, January 16, 2020

TOPIC: APC Signage Lighting

DISCUSSION, AGREEMENTS, OUTCOMES: Current sign is not illuminated. Future signage need electrical source for exterior and floor signs.

ACTION ITEM: Procure electrical bid for signage at APC

ITEM: Obtain two bids.

PERSON RESPONSIBLE: Donna Breitbart and Facilities

DEADLINE: Next meeting on Jan. 21

TOPIC: Diesel Engine Crane

DISCUSSION, AGREEMENTS, OUTCOMES: The current engine crane cannot safely lift the new engines due to size and weight increase. Priority safety issue.

Outcome: Move forward to fund crane and installation. Funding source is the academic equipment fund.

ACTION ITEM: Procure bids for wall mounted vs. floor-mounted crane and the cost of installation. (Tammy B, Tommi H)

ACTION ITEMS: Tammy Burke will contact a structural engineering and move forward.

ACTION ITEM: Sandy Bauman will convene the Academic Equipment committee comprised of faculty, staff and students for approval.

DEADLINE: As soon as possible

TOPIC: APC Bookstore Salary

DISCUSSION, AGREEMENTS, OUTCOMES: Currently, 15% of the APC budgets fund the APC bookstore position. Is this going to continue in the next budget? What is the process?

ACTION ITEM: Determine funding source and process for the APC bookstore position.

PERSON RESPONSIBLE: Consultants, Val Curtin, Tammy Burke, Laura Vosejпка, Brooks Robertson

DEADLINE: Friday, January 17

TOPIC: Budget Process by Consultants

DISCUSSION, AGREEMENTS, OUTCOMES: FY 21 Budget Book I and Helena College Budget documents discussed. The 5% reduction increased to 10%.

ACTION ITEM: All general fund budgets reviewed and presented to BMT

PERSON RESPONSIBLE: HC Budget Managers

DEADLINE: February 11, 2020

TOPIC: Enrollment Trend Data

DISCUSSION, AGREEMENTS, OUTCOMES: Look at enrollment trends for upcoming budget.

ACTION ITEM: Provide Susan Briggs enrollment trend data for the past 5 years.

PERSON RESPONSIBLE: Mike Brown

DEADLINE: Friday, Jan. 17, 2020