

BUDGET MANAGEMENT TEAM
MINUTES
January 21, 2020
Donaldson Campus 003

- ☒ **Laura Vosejka, (Chair)**, Dean/CEO
- ☒ **Terrie Iverson**, Consultant
- ☒ **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
- ☒ **Brooks Robertson**, Organizational Advisor to the Dean/CEO
- ☒ **Susan Briggs**, Consultant
- ☒ **Paige Payne (Recorder)**, Executive Assistant to the Dean/CEO

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.

Note: Minutes reviewed prior and approved unanimously. Technology problems connecting with Mike Brown and three off-site by conference phone. Mike Hausler is going to check into a call-in number for the offsite participants. TRIO Director, Ann Willcockson, attended the meeting to present the TRIO grant budget.

Supporting Documents:

1. TRIO Grant and Budget (in BM Teams)

OLD BUSINESS

TOPIC: Committee Budget Spreadsheet:

DISCUSSION: Create a spreadsheet with the name of the committee, the chair and administrative report, signing designation, budget information, reporting line, budget recommendations for upcoming budget, and a process for requesting funds.

ACTION ITEM: Schedule meeting to discuss and create the Committee spreadsheet.

PERSON RESPONSIBLE: Sandy Bauman, Val Curtin, and Therese Collette, and review by Laura Vosejka

DEADLINE: Report at next meeting on January 28, 2020.

TOPIC: ESCI, Touch Net Bridge, and Banner

DISCUSSION: 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

DEADLINE: After ESCI presentation

Action in Progress: ESCI presentation scheduled the week of Jan 27-31.

TOPIC: APC Signage Lighting

OUTCOME: The cost to provide electricity to the 8' x 20' APC sign is \$1700 plus installation and the cost of the sign for a total of \$4600.

ACTION ITEM: Request an additional estimate to repair the ground sign and an estimate to add a dimming switch in the APC lecture hall.

PERSON RESPONSIBLE: Donna Breitbart and Facilities

DEADLINE: Report at next meeting on January 28, 2020

TOPIC: Diesel Engine Crane

DISCUSSION: 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

OUTCOMES: The determination to decide the funding source and process for the APC bookstore position is still in progress.

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

ACTION ITEM: Update BMT at the next meeting.

NEW BUSINESS

TOPIC: APC and Donaldson Inventory and Surplus

DISCUSSION: Campus clean up at the end of the semester and inventory surplus items.

ACTION ITEM: Provide the surplus sale and/or garage sale specifications to BMT (Val Curtin)

Action Completed: Val Curtin and Terrie Iverson provided the website links and surplus information in an email on January 21, 2020. Email and documents in BM Teams

Future Action ITEM: Create a planning group that includes Mary Lannert to review specifications and create a plan of action to determine costs and schedule the cleanup and sale. (BMT)

TOPIC: Future Marketing Budget

DISCUSSION: Last year, individual departments and units earmarked marketing monies. The funds were transferred into the overall marketing budget. Donna asked each unit/department to meet with her to form a spending plan.

OUTCOME: If the unit or department did not meet with Donna, funds for special marketing projects may not be available this current year.

ACTION ITEM: Discuss the marketing budget process for the upcoming budget.

ITEM: Determine whether to earmark monies and move into marketing or provide a marketing line item in each individual budget.

ITEM: Take into consideration SEP project marketing needs and other initiatives.

PERSON RESPONSIBLE: BMT

TOPIC: Consultants

ACTION ITEM: Set up drop in hours when the consultants are on campus. Both are available by phone. Determine best way to broadcast information.

ITEM: Susan Briggs on campus Jan. 27-29. Susan and Terrie on campus February 11-12

PERSON RESPONSIBLE: Paige and Consultants.

TOPIC: TRIO Grant Budget

DISCUSSION, AGREEMENTS, OUTCOMES: Financial Literacy & Wellness position may be hard to fill because of the wide range of skills needed. There is 200K left to spend down in TRIO salaries by August 31, 2020.

ACTION ITEM: Estimate the salary costs between now and August 31, 2020 and report surplus to determine how to spend any surplus by Aug. 31, 2020.

PERSON RESPONSIBLE: Therese Collette, Business Office, Ann Willcockson

DEADLINE: Report at the next meeting on January 28, 2020

TOPIC: Fee Pot Fund Balance

ACTION ITEM: Susan Briggs will email out a list of current fee pot fund balances.

TOPIC: Project 10

DISCUSSION: The budget for Project 10 is due by Feb. 5, 2020.

PERSON RESPONSIBLE: Sandy Bauman

ACTION ITEM: Update at next BMT meeting.