

BUDGET MANAGEMENT TEAM
MINUTES
February 4, 2020
Donaldson Campus 003

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| <input checked="" type="checkbox"/> Laura Vosejka, (Chair) Dean/CEO | |
| <input checked="" type="checkbox"/> Terrie Iverson , Consultant (via phone) | |
| <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"/> Cari Schwen , Interim Accounting Manager |
| <input type="checkbox"/> Therese Collette , Director of Human Resources | <input checked="" type="checkbox"/> Brooks Robertson , Consultant to the Dean/CEO |
| <input checked="" type="checkbox"/> Mary Lannert , Director of Continuing Ed. & Workforce Development | <input checked="" type="checkbox"/> Susan Briggs , Consultant (via phone) |
| <input checked="" type="checkbox"/> Mike Brown , Institutional Researcher | <input checked="" type="checkbox"/> Paige Payne (Recorder) , Executive Assistant to the Dean/CEO |
| <input checked="" type="checkbox"/> Robyn Kiesling , Division Chair of Gen Ed & Transfer | |
| <input checked="" type="checkbox"/> Sandra Bauman , Associate Dean of Academic & Student Affairs | |

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.

Supporting Documents:

1. Project 10 Proposed Budget
2. Recommendation Memo Template
3. Parking Issues

Minutes Approved.

OLD BUSINESS

Action Register Review:

TOPIC: ESCI Follow-Up (Laura Vosejka)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: HC has a contract with ESCI.

ITEM: Laura and Mike will meet to discuss ESCI presentation and move forward.

ITEM: Mike was out of the office during the day of the ESCI presentation due to illness.

NEW BUSINESS

TOPIC: Project 10 Budget Review (Sandy Bauman)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: Purpose of Project 10 is to improve student retention and completion.

ITEM: Number of participants (up to 30 students), salaries and other costs estimated.

ITEM: Salary estimated for an adjunct to cover the full-time faculty's courses. (3-credits) and a percentage of the salary of the project's Retention Specialist and the Director of Student Success & Retention.

ITEM: Gift cards are a requirement of the grant. OCHE is working on a process to distribute gift cards for gas and food within guidelines.

OUTCOME: Move \$3637 in the contingency line to events, book stipends and gift cards for summer students.

OUTCOME: Ask if the budget line items can be moved to other lines.

ACTION ITEM: Send Project 10 budget proposal and questions to OCHE for approval

PERSON RESPONSIBLE: Sandy Bauman

Deadline: February 7, 2020

ACTION ITEM: Contact UM for assistance to expand the use of the current HC card to include:

- Identification
- Ability to load money on the card for purchases on campus.
- Ability to track attendance at events with a swipe.

- *PERSON RESPONSIBLE: Susan Briggs*
DEADLINE: Not assigned

TOPIC: Recommendation Memo Template (Brooks Robertson)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: A proposal template for equipment, large purchases, repair requests, and emergency requests.

ITEM: Provides a consistent format.

ITEM: The departments can use the form for priority wish list items and other budget requests.

OUTCOME: Provide a section for Strategic Plan justification.

OUTCOME: Add funding source information section.

ACTION ITEM: Brooks and Terrie will meet to review the language in the memo and add suggestions.

PERSON RESPONSIBLE: Brooks Robertson and Terrie Iverson

DEADLINE: Next meeting on February 11, 2020

TOPIC: Parking issue and Permits (Laura Vosejka)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: Some cars parked in the permit only parking areas do not have parking permits or parked illegally in the walk areas and handicapped spots.

ITEM: APC has a work-study student who checks permits and writes tickets. Parking permits are not checked at the Donaldson campus because the work-study position is not filled.

ITEM: The permit area on the main campus is around the north and east side of the main building and the back parking lot off Townsend Avenue. The entire property at the APC requires a parking permit.

ITEM: Part of Mary Twardos' salary is paid out of the parking fee pot. Mary does not issue parking tickets.

ITEM: Is it possible to task ticketing to Melissa Mousel at the front desk? Ask Melissa to track peak and low visitor traffic at the Welcome Center.

ITEM: Request escort data. How many times per week is the maintenance crew asked to escort a student/faculty to their car?

ITEM: The discussion explored the idea of dropping the permits, but the fees from the permits are used for salary, lighting improvements, snow removal, and parking lot upgrades.

ITEM: Because parking lots are considered auxiliary, some parking lot improvements can be funded through the building fees. Explore this option with Susan Briggs.

ITEM: The discussion explored a mandatory fee to all student and faculty. If the mandatory fee is recommended by BMT, the fee request would go through BOR channels.

ITEM: This is a safety issue.

ACTION ITEM: A sub-group will explore parking permits and parking options and make a recommendation to BMT.

PERSON RESPONSIBLE: Laura Vosejka, Brooks Robertson, and Tammy Burke

DEADLINE: Not assigned.

TOPIC: Central Office Supply Ordering and Sharing (Dean's Office)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: The Academic and Student Affairs supply line expenditures are tracked and the funds are required to be kept separate.

ACTION ITEM: Ask the other Admins on campus if it is possible to share extra supplies and discuss the pros and cons of a central office supply idea.

PERSON RESPONSIBLE: Paige Payne

DEADLINE: Next meeting on February 11, 2020.

TOPIC: Budget Update (Consultants)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: Susan and Terrie will be available by phone to answer questions though out the week. Inform directors and joint directors to direct questions to the consultants and not the Business Office. Budgets are due on 2/11/2020.

ITEM: Susan and Terrie will be on campus February 11-13, 2020 and Susan on February 24-26, 2020.

TOPIC: HC Procurement Agent (Cari Schwen)

OUTCOME:

EM: Bob Hlynosky will assist HC as the procurement agent for items over 5K. Email: bob.hlynosky@mso.umt.edu

TOPIC: APC Crane (Tammy Burke)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: Tammy Burke asked permission to start RFP process to install crane at the APC.

ITEM: The new crane will be mounted in the floor and not on the wall. The wall cannot be strengthened structurally to meet the load requirement.

ITEM: The crane was flagged for replacement two years ago and recently by State inspectors.

ITEM: The State Inspectors want the current cranes tested for weight bearing load capacity and the results tacked to the cranes.

ITEM: Susan Briggs suggested that HC contact Krebsbach to start an IFB process through UM. UM Facilities is able to bypass the RFP process and contract the work sooner. The process flow chart is in the consultant's office.

ACTION ITEM: *Laura and Tammy will meet to discuss the details. Laura and Tammy will contact UM Kevin Krebsbach to start IFB process immediately. Tammy Burke will present recommendation proposal at the next meeting.*

PERSON RESPONSIBLE: *Laura Vosejpka, Tammy Burke, Cari Schwen, and Susan Briggs.*

DEADLINE: *As soon as possible.*

TOPIC: APC Repairs on hold until Crane issue resolved. (Tammy Burke)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: The ventilation system in welding needs repair. The system is leaking, loud and the intake/outtake venting is undersized.

ITEM: The women's bathroom toilet.

ITEM: Sound panels in the lecture hall.

ITEM: Install power source to the exterior lighting.