

BUDGET MANAGEMENT TEAM
MINUTES
February 18, 2020
Donaldson Campus 003

- Laura Vosejka, (Chair)** Dean/CEO
- Terrie Iverson**, Consultant (via phone)
- 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
- Cari Schwen**, Interim Accounting Manager
- Brooks Robertson**, Consultant to the Dean/CEO
- Susan Briggs**, Consultant (via phone)
- 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.

Supporting Documents:

1. Starfish Proposal Documents
2. Welding Plate Roller Budget Proposal – Tammy Burke

Minutes Approved.

OLD BUSINESS

Action Register Review:

TOPIC: Parking Permits and Ticketing (Brooks Robertson)

RECOMMENDATION:

- ITEM: Start ticketing on the Donaldson campus and keep the current policy.
- ITEM: Students and staff are aware of the permit parking areas. The map and instructions clearly delineate the parking areas.
- ITEM: Faculty are guaranteed parking in the CBA agreement
- ITEM: Possibly assign personnel to ticket at least one time per week at random times.

TOPIC: ECSI Kick-Off

OUTCOME: ECSI will kick off on Friday, February 21, 2020

- ITEM: UM helped HC configure the software bridge for HC to use the system that is a collections retention service.

TOPIC: APC Crane Purchase and Installation (Tammy Burke)

- ITEM: Tammy asked permission to move forward with the lowest bid from Billings.
- OUTCOME: Tammy will contact HC purchasing agent, Bob Hlynosky to move forward and Kevin Krebsbach will be included in the communication.

TOPIC: Starfish Report (Sandy Bauman)

- RECOMMENDATION: Contract with Starfish for two-years to take advantage of the discounted first year and the guaranteed cost for the second year.

ITEM: Within the two-year period, HC will evaluate a switch to UM's EAB software. EAB has more components, but is expensive. There would be a phasing out and phasing in period where both systems would be operating, adding a cost burden. There may be a discount offered to HC through UM.

ACTION ITEM: Contact Starfish representative and schedule Starfish trainings for the faculty to increase use.

FUTURE ACTION ITEM: Investigate EAB cost, discount, and shared services with UM.

Person RESPONSIBLE: Sandy Bauman

Note: Every seven years, software sole source vendors are re-assessed/rebid.

NEW BUSINESS

TOPIC: Fee Pots (Susan Briggs)

DISCUSSION: Coverall and Towel Fee Pots:

SUGGESTION: Use the funds for other issues within the designated funds or divide between the trade fee pots.

ACTION ITEM: Make decision whether to use the coverall/towel fee pot funds for other issues within the designated funds or divide between the trade fee pots.

Person RESPONSIBLE: BMT

Deadline: Next meeting.

DISCUSSION: Fee Pots in General:

RECOMMENDATION: Spend down class fee pots yearly. Keep a reasonable balance; 1.5 years of the average collected.

RECOMMENDATION: Mandatory fee pots should maintain a healthy balance and are building towards the future. (i.e. IT, Facilities).

TOPIC: APC Facilities Maintenance and Repair (Tammy Burke)

ITEM: APC classroom and shop lighting is poor, the APC lecture Hall needs sound panels and new classroom chairs needed. Prioritize the repairs.

ITEM: Funds for replacement and repairs available through the Plant R&R Fund and Academic Facilities fee pot.

ITEM: The space committee (Brooks Robertson) will submit improvement report to the Dean on 2/21/2020 for the upcoming academic year.

TOPIC: Trade Budgets

ITEM: The trade budgets in UMDW do not match expenses.

ACTION ITEM: Request detailed report from Janice Colpitt to compare budgets and receipts.

PERSON RESPONSIBLE: Tammy Burke

Deadline: As soon as possible.

TOPIC: 15K Welding Plate Roller Budget Proposal (Tammy Burke)

ITEM: The welding plate roller purchased at the beginning of the AY for safety reasons. 15K cost was approved for purchase as an enhancement. The funds were not allocated in the final budget.

RECOMMENDATION: Use the academic equipment fee pot to cover costs. Provide proposal to the Academic Equipment Fee committee chaired by Sandy Bauman for approval.

Topic: 18K Diesel Consumable Budgeted Costs.

ITEM: 18K approved in the initial budget proposal and moved to the equipment fee line. The money is not in the fund for this item. H05080

ACTION ITEM: Investigate the Diesel consumable budget shortfall and propose solution.

PERSON RESPONSIBLE: Terrie Iverson

ITEM Update: Email on 2/20/2020. Possibly use H01038 Deaf Services, there is a budget of 25k for sign Language Interpreters. Does the total amount of Diesel consumables 18K have to be funded?

TOPIC: Gen Ed Equipment Proposals (Robyn Kiesling)

ITEM: Four Gen Ed equipment AY 21 proposals uploaded in BM Teams.

ACTION ITEM: BMT will review, prioritize, and make a recommendation for the funding source.

Sources: Academic Equipment Fee pot or the Fiscal AY21 Operating budget.

Person RESPONSIBLE: Robyn Kiesling

Deadline: Next meeting.

TOPIC: NWCCU AY21 Fee Increase (Michael Brown)

DISCUSSION, AGREEMENTS, OUTCOME:

ITEM: Dues will increase to 9K.

ITEM: The dues includes 10 free changes.

ITEM: Sandy Bauman will adjust her budget.

TOPIC: Budget Modification Process (Cari Schwen)

ITEM: When a budget modification is processed, a notification will not be emailed out. Check UMDW to verify.