

BUDGET MANAGEMENT TEAM
MINUTES
March 3, 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 type="checkbox"/> Sandra Bauman , Associate Dean of Academic & Student Affairs |
| <input checked="" type="checkbox"/> Mike Hausler , Director of Information Technology | <input checked="" type="checkbox"/> Tammy Burke , Division Chair of Trades & Technology |
| <input type="checkbox"/> Vacant , Director of Human Resources | <input checked="" type="checkbox"/> Cari Schwen , Interim Accounting Manager |
| <input checked="" type="checkbox"/> Mary Lannert , Director of Continuing Ed. & Workforce Development | <input checked="" type="checkbox"/> Susan Briggs , Consultant (via phone) |
| <input type="checkbox"/> Vacant , Director of Institutional Effectiveness | <input checked="" type="checkbox"/> Paige Payne (Recorder) , Executive Assistant to the Dean/CEO |
| <input 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.

Supporting Documents in TEAMS – Files – Recommendation Folder

- Recommendation SAN_FY20 (Mike Hausler)
- Tabletop Incubator, Analytical Balance, Microscope, and Physics Lab Equipment Recommendations (Robyn Kiesling)
- Gen Ed Lab Equipment List (Robyn Kiesling)

NOTES:

Minutes from 2/18/2020 approved.

ACTION REGISTER REVIEW

Action Register Review:

TOPIC: Academic Equipment Fee Committee Approvals on 2/28/2020

RECOMMENDATION: Crane approved for up to 38K for the Diesel program.

RECOMMENDATION: Plate Roller approved for up to \$15,000 for the Welding program.

ITEM: The committee, made up of two faculty and three students, met on 2/28/2020.

ITEM: One student attended, the information was emailed to the other student members and they did not send any concerns forward. (Sandy Bauman)

TOPIC: CFO Update

ITEM: Laura is in negotiations with UM Western.

NEW BUSINESS

TOPIC: Recommendation Storage Area Network (SAN) FY20 (Mike Hausler)

RECOMMENDATION: Request for to start the process to procure SAN_FY20 through UM is approved.

ITEM: The current back-up system has reached a critical point for failure. The system is outdated. Each time HC loses a drive, HC loses data.

OPTION 1: If HC purchases a 5-year SAN system, the cost is 35K (20TB, currently HC has 13TB of storage) Hidden costs include training and 24/7 support at a high level. In the event the system crashes, the internal data would be immediately accessible.

OPTION 2: If HC moves to transfer SAN ownership and maintenance to UM, the cost is 47K, increasing HC data storage to 32TB. The advantage is that UM has the technical expertise to service HC and the maintenance agreement is part of the cost. UM adequately supports other HC services with Banner. If the system crashed, HC

would not have immediate internal data until UM fixes the problem. To avoid the immediate loss of data, HC can add a secondary virtual rollover connection through Spectrum at \$240/month. (Recommended)

ACTION ITEM #1: Provide list of systems that were damaged in the power outage to Laura and Cari. (Mike Hausler)

ACTION ITEM #2: Contact HC/MUS insurance. Will the HC insurance cover the cost of the damage to HC SAN system caused during the power outage in the fall to help fund the new system? (Laura Vosejпка, Cari Schwen)

ACTION ITEM #3: What are the payment options? Monthly, Quarterly, Yearly, or Full payment. (Mike Hausler)

ACTION ITEM #4: Draft a one-page priority list of IT items. Prioritize the importance to HC, associated risk and accreditation needs. (Mike Hausler) Deadline: Friday, March 7, 2020.

ACTION ITEM #5: Schedule a meeting to discuss funding when more information is available – see actions above. (Susan Briggs, Laura Vosejпка, Terrie Iverson, Cari Schwen)

ACTION ITEM #6: Draft a MOU and include language to protect HC if the system is not meeting the HC IT needs.

TOPIC: Recommendation: Tabletop Microbiological Incubator (Robyn Kiesling)

RECOMMENDATION: \$1300 approved to purchase incubator.

ITEM: Item will be used in the long term and provide ability to add more sections.

ACTION ITEM: Submit to the Academic Fee Pot committee for funding consideration.

ACTION ITEM: Provide balance in Fee pot.

PERSON RESPONSIBLE: Robyn Kiesling

TOPIC: Recommendation: Microscopes

RECOMMENDATION: Approved to purchase up to \$4900

ITEM: Currently, some of the microscopes are not functional.

ACTION ITEM: Submit to the Academic Fee Pot committee for funding consideration.

ACTION ITEM: Provide balance in Fee pot.

PERSON RESPONSIBLE: Robyn Kiesling

TOPIC: Recommendation: Analytical Lab Balances

RECOMMENDATION: Service the three existing analytical lab balances. Purchase not approved at this time. Provide reason five analytical lab balances are needed.

PERSON RESPONSIBLE: Robyn Kiesling

TOPIC: Recommendation: Physics Lab Equipment

RECOMMENDATION: Purchase is not approved at this time.

ACTION ITEM: More information requested (Robyn Kiesling):

- Expected growth and direction of the program.
- Does the computer interface with the equipment?
- MUS transfer pathway of the program.
- Articulations: identify where students can transfer.
- Research the equipment Tech or Carroll College has in their labs.

ACTION ITEM: Upload GenEd Lab Equipment Priority Spreadsheet.

PERSON RESPONSIBLE: Robyn Kiesling

Action Completed: Document uploaded in TEAMS in Recommendation Folder on 3/3/2020

TOPIC: HAAS Equipment Inquiry

ITEM: The manufacturing lab has two HAAS mills that will need to be replaced soon. The upgrade could allow HC trades to offer a HAAS Certification.

ITEM: The cost of the HAAS Mini Mill II and TRT 100/s Mini is approximately 120K each (includes a discount and warranty)

ITEM: The Perkins grant does not have the funds to purchase the items.

ITEM: Pursue NSF Grant to purchase equipment.

ACTION ITEM: Pursue buying used equipment and industry matches.

ACTION ITEM: Provide a prioritized 5-year list of future APC equipment replacement schedule for all trades.

PERSON RESPONSIBLE: Tammy Burke

DEADLINE: Next meeting.