



BUDGET MANAGEMENT TEAM
MINUTES
MARCH 31, 2020
Virtual Meeting

BMT MEMBERS:

- **Laura Vosejpk**, Dean/CEO
- **Sandra Bauman**, Associate Dean of Academic & Student Affairs
- **Vacant**, Assistant Dean of Admin. Affairs
- **Vacant**, Institutional Researcher
- **Cari Schwen**, Accounting Manager
- **Vacant**, Institutional Researcher
- **Donna Breitbart**, Director of Marketing & Development
- **Mike Hausler**, Director of Information Technology
- **Mary Lannert**, Director of Community Engagement & Workforce Development
- **Vacant**, Director of Human Resources
- **Robyn Kiesling**, Division Chair of Gen Ed & Transfer
- **Tammy Burke**, Division Chair of Trades & Technology
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)
- **Susan Briggs**, Consultant
- **Terrie Iverson**, Consultant

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.

PRE-READS, MINUTES, NOTES

Supporting Documents in TEAMS – Files

- Updated Fee Pot Balances in Fee Pot Report folder

Minutes from 3/3/2020 approved.

Note: BMT did not meet 3/10/2020, 3/17/2020, or 3/24/2020, due to the COVID-19 crisis.

ACTION REGISTER REVIEW:

TOPIC: Salmon Lake Endowment

ITEM: Is the process completed?

ACTION ITEM: Complete final journal entry.

PERSON RESPONSIBLE: Cari Schwen

Action Update: Delayed due to accounting snags. Contacting Susan Briggs and UM.

TOPIC: ECSI Update

ITEM: The business office has implemented the workflows.

ITEM: Because UM postponed the Banner update due to COVID-19, the technical side of the process is on hold. Mike is in contact with UM for a timeline. UM has the codes for the upgrade.

ITEM: The ECSI contract is on hold for three months. Next payment due June 1, 2020.

ACTION ITEM: Follow-up with UM.

PERSON RESPONSIBLE: Mike Hausler

TOPIC: APC Crane Update

ITEM: Three bids for the crane and installation obtained through the RFP process.

ITEM: The cost to prep the site include cutting the concrete, installing the bolts, pouring the floor, and providing three-phase power to the site are not included in the three bids. Three-phase power is already available for service in the Diesel Lab. The estimated cost is under \$5000.

RECOMMENDATION: Move forward to purchase the crane and contract installation with a purchase order.

ACTION ITEM: Obtain bids from licensed contractor to prep the site and install electrical connections.

PERSON RESPONSIBLE: Tammy Burke

TOPIC: Budget Overview

ITEM: Currently the budget has a 150K deficit.

ITEM: Departments cut 10%, but added in new requests. It is difficult to clearly define the cuts.

ITEM: There will be carryover savings because the buildings are at minimum use.

ACTION ITEM: At the next BMT on April 7, decide status of new budget requests. Requests will be approved, denied, split, or put on hold, then assigned to the state budget, or to a fee pot.

NEW BUSINESS

TOPIC: Adjunct and Faculty Course Cancellations

ITEM: The HC adjunct costs are large compared to the enrollment.

ITEM: At what point is a class canceled due to low numbers?

ITEM: Possible area for budget cuts.

ACTION ITEM: Create a formula or guideline for canceling classes with low enrollment and contingency course plan for faculty if a course is canceled. Strategize running simultaneous sections.

PERSONS RESPONSIBLE: Robyn Kiesling, Sandy Bauman and Laura Vosejka.

TOPIC: APC Budget and Future Planning

ITEM: Not all APC departments cut 10%. Some were able to cut more than 10 % and some less.

ITEM: The change in the Fire and Rescue program could save \$100,000.

ITEM: Fall enrollment numbers are uncertain, especially if fall classes have to be online.

ITEM: Create a contingency plan in the event fall classes are online and spring semester in the labs.

ITEM: Create a budget to match the contingency plan.

ACTION ITEM: Schedule meeting to discuss APC plan and budget.

PERSONS RESPONSIBLE: Sandy Bauman, Tammy Burke, and Laura Vosejka

TOPIC: Faculty Contract

ITEM: Despite the accelerated semester, the faculty contract ends two days after graduation.

ITEM: If graduation is canceled, a date will need to be established to mark the end of the contract.

ITEM: Welding is 100% hands on. Determine how to make-up what the welding faculty are being compensated for now. Summer labs?

ACTION ITEM: Discuss faculty contract after graduation announcement.

TOPIC: Future Gen Ed Curriculum

ITEM: All summer courses will be offered online. Hybrid courses were converted to online.

ITEM: Most Fall Gen Ed courses are not online. Fall registration starts April 13, 2020. Online fees are in jeopardy if courses are advertised as a face-to-face course then changed to online due to COVID-19. The online fees cover Moodle and other overhead costs. On the other hand, online students are not charged other mandatory fees.

ACTION ITEM: Discuss with the other 2-year affiliates at the next call. What are they planning for in the Fall?

PERSON RESPONSIBLE: Laura Vosejпка

Action in Progress: Call on Thursday, April 2, 2020

TOPIC: Future Staffing

ITEM: Open APC bookstore line; DeLouis Ball has accepted a new position, starting April 15, 2020.

ITEM: Hiring Moratorium currently in place due to COVID-19.

ITEM: HC has permission to hire some positions and not others.

ITEM: Open positions: Institutional Researcher, Human Resources, CFO, and others.

ITEM: Institutional Researcher is a priority because of accreditation and assessment.

ITEM: Is it possible to pay a stipend to employees for extra duties?

ACTION ITEM: What is the future staffing plan for vacant open lines?

TOPIC: Home Town Start Initiative

ITEM: The initiative encourages students to enroll in courses tied to HC and UM at HC, allowing the student to stay local.

ACTION ITEM: Discuss initiative: Team members are Sandy Bauman, Laura Vosejпка, Sarah Dellwo, Val Curtin and UM representatives. **Action in Progress: Meeting on Friday, April 3, 2020**

TOPIC: Stimulus Package from the Federal Government

ITEM: MUS will be allotted 27M. HC will receive 793K. The allotment to HC was based on Student FTE's and Pell FTE's.

ITEM: 50% of the monies are designated to support student's financial or equipment needs.

ITEM: 50% of the monies will support the campus institutional costs. The activity code – COVI19 that will be attached to each activity to track spending. Lap top purchases, online course costs, and student refunds are eligible.

ACTION ITEM: After Thursday's call, meet to discuss logistics and time periods.

PERSONS RESPONSIBLE: Team members are Susan Briggs, Terrie Iverson, Valerie Curtin, and Laura Vosejпка.

ACTION ITEM: Upload CARE's document in Teams. **Action in Progress: Call on Thursday, April 2, 2020.**

PERSON RESPONSIBLE: Susan Briggs and Paige

TOPIC: Rental Property Status

ITEM: The red house is rented. The brown house is being remodeled. The other houses are unoccupied.

ITEM: The small white house is earmarked for a Health & Wellness Center. The project is on hold due to the virus.

ACTION ITEM: Revisit the possibility of selling the properties if HC can keep the proceeds.

PERSON RESPONSIBLE: Laura Vosejпка

TOPIC: Alcohol at Events

ITEM: A faculty member sponsored an event, served wine, and requested a reimbursement.

ITEM: Prior approval of the event was not sought and an entertainment form approving the alcohol at the event was not completed.

ITEM: The event checklist is available on the employee portal. The checklist is a detailed guideline for all events.

FUTURE ACTION ITEM: Send out a reminder to the campus when events are allowed on campus in the fall.

PERSON RESPONSIBLE: Donna Breitbart