



BUDGET MANAGEMENT TEAM

MINUTES

APRIL 7, 2020

Virtual Meeting

BMT MEMBERS:

- **Laura Vosejпка**, 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 – AY 21 WORKING BUDGET

Minutes from 3/31/2020 approved. Change ESCI to ECSI.

Attending: Val Curtin, Director of Financial Aid.

ACTION REGISTER REVIEW:

TOPIC: APC Crane Purchase and Installation

- ITEM: The construction portion of the project is \$1850 for the electrical work and \$13,200 for the concrete work. The total is \$15,050. The installation process will go to bid through UM.
- ITEM: Tammy will contact Dena Griffin at UM's Physical Plant at UM. UM's engineer will review the installation specifications for approval and provide rules and regulations for install. Dena Griffin, 406-243-6061, dena.griffin@mso.umt.edu
- ITEM: It is possible to run two bids. One for the crane through UM and a separate bid for the construction of the grounds through Dena Griffin or the State A & E group.
- ITEM: The Equipment Fee Pot committee approved 37.5K for the project. The Crane Project total is now over 40K. The balance of the fee pot is \$400,000.

RECOMMENDATION: Request 55K approval from the Equipment Committee to cover the cost of the crane, installation, and incidentals.

ACTION ITEM: Email the equipment committee. Request the committee to approve 55K for the purchase of the crane and installation through e-vote.

PERSON RESPONSIBLE: Sandy Bauman

ACTION ITEM: Contact Dena Griffin and UM. Submit bids for approval. Allow UM to direct and guide.

PERSON RESPONSIBLE: Tammy Burke

AY 2021 BUDGET WORKBOOK REVIEW:

TOPIC: Discussion Notes:

- ITEM: Eliminate Phil Holcombe line. Welding Index: H6030. Salary w/o benefits is \$40,193.
- ITEM: HC is required to have disabilities services person. Plan to be announced.
- ITEM: Cisco Routers are in Emmet's lab – student side.
- ITEM: Reduce Relocation budget to \$2500.
- ITEM: Determine if part-time employee/student costs should be budgeted in AY21. Costs incurred through 12 different indexes in AY 20, but not budgeted.
- ITEM: EVERFI default prevention budget is \$6400. Actual line item may be less due to COVID-19 monies reducing debt.
- ITEM: Library overspent the Library fee balance by \$22,000. \$22,000 will be added back into the state budget.
- ITEM: Revisit salary increases in relation to the total amount budgeted.
- ITEM: Fire and Rescue program changes are included in the operational budget.
- ITEM: Retail services is not part of this budget. (Bookstores)
- ITEM: Tuition is budgeted at \$2 Million. Unknown enrollment numbers in the fall.
- ITEM: Hiring moratorium due to unknown student enrollment. Open to rational justification.
- ITEM: Shared open lines may allow budget savings.
- ITEM: FEMA funds available. Email Laura and Cari with possible requests.

TOPIC: Adjunct Budget

- ITEM: Possible savings because Fire and Rescue will not be using adjuncts in Fall 2020.
- ITEM: Adjunct salaries are in line 19. 237K is the current balance. Originally, \$373K was budgeted and as it is spent, it is transferred to cover the expenditures.

ACTION ITEM: Schedule a meeting to discuss adjunct budget line and cuts.

PERSONS RESPONSIBLE: Susan Briggs, Sandy Bauman, Robyn Kiesling, and Tammy Burke

TOPIC: Professional Development Budget H0110

- ITEM: AY 20 budget is \$81,000.
- ITEM: Currently \$40K used for PD. Spring conferences and travel were cancelled due to the COVID outbreak, reducing expenditures. Out of the 81K, The PD committee was allotted \$25,000.
- ITEM: Create a 1, 2, 3, guideline to approve PD requests.
- ITEM: One rating: Required to function, certification, compliance, core themes, strategic plans, Pathways and outcome related.
- ITEM: Two: Conference to stay current but not required.
- ITEM: Three: Optional if money allows. Possibly the participant to share cost.
- ITEM: Look at common structure of professional development levels at 2-year schools.
- ITEM: The Perkins grant has a PD budget H0110.
- ITEM: Request Foundation funds to attend Professional Development events.

RECOMMENDATION: Look at current budget and review new asks. Rank requests using the 1, 2, 3 guidelines. Possibly remove all or part the 25K amount earmarked for the committee. Look for cuts in this budget and make recommendations.

ACTION ITEM: The PD committee will review the budget, application process, and make recommendations to BMT.

PERSON RESPONSIBLE: Mary Lannert, Laura Vosejпка, and PD committee.

TOPIC: Purchase of SAN Software

ITEM: Contract cost is \$37,000.

ITEM: Identify funding index and source.

RECOMMENDATION: Use H70600 – Reversion fee pot fund.

TOPIC: ECSI Update

ITEM: Two servers built for infrastructure. Software uploaded this week.

ITEM: ECSI and project team notified.

ITEM: Testing will proceed through UM.

TOPIC: Perkins Grant & Salary

ITEM: 66% of the Career Connections salary out of Perkins Grant in AY 21

ITEM: 25% of K-12 salary out of Perkins Grant in AY 21.

ITEM: Problem: May have to reduce percentages to meet the Perkins guidelines.