

BUDGET COUNCIL MINUTES
MONDAY, NOVEMBER 25, 2024, AT 2:00 P.M.
DON Lecture Hall Meeting

BMT MEMBERS:

- **Cari Schwen**, Exec. Director of Fiscal Services (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Jessie Pate**, Director of IR & Effectiveness
- **Jason Grimmis**, Director of Crisis & Emerg. Resp
- **Amy Kong**, Director of eLearning & Fac. Dev.
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Tod Dumas**, Aviation Instructor
- **Larry Taylor**, Anatomy & Physiology Instructor
- **Patricia Pierson**, Librarian
- **Paige Payne**, Executive Assistant (recorder)

BMT Mission: *The Budget Council utilizes broad stakeholder representation to carry out responsible and realistic budget planning that aligns with the strategic goals of our campus and the Montana University System. We strive to foster a culture of financial integrity and collaborative governance, ultimately contributing to the sustained growth and success of our institution.*

Helena College Mission: *Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.*

Mastermind Discussion Agenda

Note – No meeting on 11/11/24 due to holiday.

Review of 10/28/24 Minutes

- Post by Wednesday

Mission & Bylaws Review

- The group reviewed and discussed the draft.
- Question: Is community is part of BMT’s mission?
 - Remove *community* from the mission statement.
- Jessie Pate combined the original 7 bylaws to create four bylaws.
 - Remove *community and allocate resources* in the first bullet.
 - Remove *community* from the 3rd bullet.
- DECISION: The budget committee approved the changes.

Final:

Mission: The Budget Council utilizes broad stakeholder representation to carry out responsible and realistic budget planning that aligns with the strategic goals of our campus and the Montana University System. We strive to foster a culture of financial integrity and collaborative governance, ultimately contributing to the sustained growth and success of our institution.

Objectives

- Incorporate assessment and institutional data into financial decisions that support the diverse needs of our institution.
- Develop a comprehensive long-range financial plan that anticipates future challenges and opportunities.
- Promote transparency, inclusivity, and accountability in budget processes to educate and engage the entire campus community in sound resource allocation and financial planning.
- Ensure financial stability by identifying the best sources of funding for purchases and projects.

New Name

- **Budget Council**
 - The name will be changed on the website and announced in the MMM.

Spring Projects Priorities

- The council discussed creating a scoring rubric by the December 9 meeting to prioritize the projects on campus that need replacement or repair. (R & R)
 - If the spring revenue comes in as expected and there are carry-forward funds, the Budget Council will use the scoring rubric to prioritize the projects.
 - A form/application will be distributed to the departments before the end of the term. The deadline to submit the R&R projects is March 2025.
 - The items that are not funded now can be added to the future list.

Fees

- Course, lab, & program fees are due in December.
 - Increases can happen over both years of the biennium.
- Fees will be reviewed by BC to determine the impact on students. The increase is only 3% or \$12.56.
 - 5% is acceptable if a fee needs to be carried forward if the reason can be justified.
- The new templates are pinned to the top.
 - A consolidated program fee is easier for students to understand versus multiple class fees.
 - Mid-march target for students to review/approve and final report to OCHE by April 3.

Tuition in the Next Biennium:

- The resident tuition rate may be raised 3% by the BOR.
- The non-resident rate will be raised 3% based on our budget and justifications.

Update on Governor's Budget

- Present law adjustment is 32.2K split out to all of the campuses.
- There is a 2% increase pay plan. \$1 per hour or a 2% increase. They fund ½ of the hourly rate but not the benefits. There is going to be an increase in the amount the campus has to pay for the benefits. No word on whether the employee has to pay an increase.
- 12free, Montana 10, and Banner were not included in the Governor's Budget. OCHE will work during legislature to try and fund these initiatives. Banner is 260K per year which the college would have to fund for the cloud-based system. MUS has pledged to help HC cover the cost.

FY26 Budget templates (Documents – General – Budgets – FY26 Budgets – HC Budget Workbook Combined)

- Cari reviewed the templates with the group.