

BUDGET COUNCIL MINUTES  
MONDAY, JANUARY 13, 2025, AT 2:00 P.M.  
DON Lecture Hall Meeting

BC 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)

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**BC 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.*

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### Mastermind Discussion Agenda

The 12/9/24 Minutes will be posted on the BC webpage on Wednesday.

**Cost of Attendance Report** - Deferred until the Jan. 27 meeting.

### Nursing Bed Funding Request

- Requesting five new beds for the nursing department through GrizMart.
- There is 21K in Nursing equipment/replacement fee pot. They have the authority to spend \$5500. Nursing will build a replacement plan to replace two beds per year going forward.
  - The mannikens will need maintenance/replacement/repair in the spring.
- Proposal: Nursing is requesting \$15,575.80 for five beds. Recommend to use \$5000 out of the H60501 equipment & replacement fee pot and up to \$15K from the academic equipment fee for the balance.
  - Approved unanimously.
- Determine if there is a shipping cost. If the shipping is over \$4,474.20, the request needs to come back to the committee.
- Other recommendation: If nursing edits the language in the course fee description to include equipment the course fee can be used for equipment.

### Fee Request Form: Review and Revise (Academics Leadership)

- Most of the requests are submitted.
- The course fee request form is difficult to complete and some of the prompts are obsolete. The group discussed re-designing the form into a Microsoft form.
  - Add a section to capture the communications between the faculty/administrators to track approval.

### **Non-Mandatory Fees (NMF)**

- BC reviewed the NMF spreadsheet.
- She is asking for the group to review the numbers in green.
- Tod noticed that there is a sheet metal fee for a class on the spreadsheet that hadn't been taught for 6 + years.

**Mandatory fees will be discussed next meeting.**

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**January 14, 2025:**

*Hello Committee,*

*Welcome back! I hope you all had a very nice winter break. Today I am bringing forward a request from our nursing department. Nursing is our single biggest academic program with a capacity for 80 RN students and 16 LPN students. There are also many students in the pipeline who are completing their prerequisite courses.*

*This request is for up to \$15,000 to purchase five new hospital beds for the program. There are 10 beds total, which were all purchased in 2015 and are reaching the end of life. The Director of Nursing has a plan to utilize the Nursing Program Fee pot going forward to buy a few new beds per year on a rotating basis to avoid the need to utilize this fee pot for a major expense in the future. The purchase now will set the program up well to begin a replacement cycle that is sustainable.*

*The Budget Council met yesterday and voted to use \$5000 of the Nursing Program Fee pot to cover a portion of this expense, which leaves about \$15,000 to cover the additional expenses plus shipping.*

*Here is the justification and academic need for the equipment, provided by the nursing director:*

*This purchase will replace 5 of the current beds (2 are not fully functioning). The current beds were purchased in 2015 and are used extensively every day during school time and are starting to have multiple electronic issues. Our maintenance team is helping with maintenance, but they will need replacement as they do not work in a consistent manner.*

*The fully functional hospital beds are an integral part of the nursing skills labs in the first semester and are also used for simulation and other lab days across the curriculum. These are used by both RN and LPN students. Using the hospital bed allows the student to practice making beds and changing linens while the bed is occupied, a frequently used skill in bedside nursing. Additionally, the functional beds allow students to learn and visualize a variety of therapeutic positions (Fowlers, Semi-fowlers, supine, prone, Trendelenburg, etc.) all of which are used in daily bedside nursing. Learning proper positioning is also important in preventing patients from developing skin ulcerations from pressure. The students also learn the techniques of repositioning a patient in bed and assisting a patient in and out of bed in a safe manner.*

*Having fully functional hospital beds adds realism to our skills labs and hands-on activities allowing the students to learn how to operate hospital beds in a safe learning environment of the skills lab before going into the actual clinical setting.*

***Please send me your vote on whether or not you approve the use of up to \$15,000 to purchase 5 new hospital beds for the nursing program by 5 pm on Monday, January 20. Let me know if you have any questions.***

*Thanks!*

***Sandra Bauman, Ed.D | Dean/CEO***

