

BUDGET COUNCIL MINUTES
MONDAY, FEBRUARY 24, 2025, AT 2:30 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)

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.*

Mastermind Discussion Agenda

The 2/10/25 Minutes will be posted on the BC webpage on Wednesday.

Mandatory Fees & Course Fees

- The \$30 registration fee cannot be changed.
- The SUB fee needs a boost because the payments outweigh the input.
- The BC recommends the fee schedule below to the Cabinet for approval, then it will be submitted to ASHC for approval:

Campus Fee	FY25	FY26	FY27	FY25 TO FY26		FY26 TO FY27	
				\$\$	%	\$\$	%
Academic Facility Fee	35.00	36.00	39.00	1.00	2.9%	3.00	8.3%
ASHC Fee	35.00	35.00	35.00	-	0.0%	-	0.0%
Building Maintenance Fee	54.00	59.00	62.00	5.00	9.3%	3.00	5.1%
Computer & Technology Fee	110.00	116.00	121.50	6.00	5.5%	5.50	4.7%
Equipment Fee	51.00	51.00	51.00	-	0.0%	-	0.0%
Library Fee	25.50	26.00	28.00	0.50	2.0%	2.00	7.7%
Registration	30.00	30.00	30.00	-	0.0%	-	0.0%
Student Union Building Fee	78.00	78.75	78.75	0.75	1.0%	-	0.0%
Student Wellness Fee	19.00	19.00	19.00	-	0.0%	-	0.0%
Grand Total	437.50	450.75	464.25	13.25	3.0%	13.50	3.0%

Technology 2.0 Fee not included due to this being a required change approved by the BOR

Budget

- Cari will project revenue with a 3% tuition increase and a 0% tuition increase.
 - Personnel costs are set unless they are new personnel lines or if the adjuncts' pay is increased. Personnel costs are backed out of revenue projection.
 - Helena College's appropriation should be announced by March 12.
- Revenue projections:
 - The Budget Council (BC) recommends a conservative approach. Cari will use the 2025 actuals to project the 2026 projections instead of the three-year average.
 - Departments are asked to provide current unrestricted budgets by March 14.
 - Fees are due mid-April.
 - The BC will review all of the departmental budgets, then send the recommendations to the Cabinet for review. The BC will make the final approval of the budget.

Mandatory Fees

- The trades may be impacted by the tariffs, which will increase the metal costs.
- No comments on the mandatory fee.

Student Laptop Replacement Cycle and Purchase

- The BC reviewed the memo and discussed the replacement cycle for the laptops for student use.
 - There are 20 laptops on each campus in the charging units. The ones on the APC are newer models and are not checked out as often. 9 are missing.
 - Cycle some of the newer laptops from APC over to DON. Keep 20 at each campus.
 - Filter the older ones to the K-12 program.
 - IT recommended that HC purchase a less expensive laptop and start a replacement cycle every 4 years.
 - Purchase 7 per year for 3 years. Request approval from the student committee. \$7K per year.
 - Purchase out of the computer fee pot that has a balance of 202K. Estimate \$900-\$1000 each.
 - Note: There is a \$800 fee for not returning a laptop. It has never been collected. In the future the fee will be prorated in accordance to its age and use. Sentinel One can turn an un-returned laptop into a brick so the student cannot use it which may incentivize them to return it to the LLH.

Motion: Tod Dumas made a motion to purchase 7 laptops at \$1000 per year for 3 years. Jessie Pate seconded the motion. Mel will form and ask a student committee for approval to purchase the laptops out of the computer fee pot.