

BUDGET COUNCIL MINUTES
MONDAY, MARCH 10, 2025, AT 2:30 P.M.
DON Lecture Hall Meeting

BC MEMBERS:

- **Cari Schwen**, Exec. Director of FS (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Jessie Pate**, Director of IR & Effectiveness
- **Jason Grimmis**, Director of Crisis & ER
- **Amy Kong**, Director of eLearning & FD
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed/Transfer
- **Tod Dumas**, Aviation Instructor
- **Larry Taylor**, Anatomy & Physiology
- **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

2/24/25 Minutes will be posted on Wednesday.

Vote on Fees:

- The Cabinet approved the proposed fees.
- **BC Vote:** Larry Taylor motioned to approve the mandatory fees. Amy Kong seconded the motion. Approved unanimously.
- Next step is to take the fees to the ASHC for approval then the information will be posted in the student newsletter.

Review budget timeline/expectations for March-May (FY26 Operating Budget Projections)

- Departmental budgets due March 17, 2025.
- Enter data to the master sheet (CS) by March 24, 2025.
- BMT will review budget requests, revenue projections, and aggregated personnel March 24 – April 28 on your own time. The faculty may not be available in May.
- Budgets sent to Cabinet for review May 5, 2025.
- Tuition and Fees voted on at BOR May 22, 2025.
- Budgets loaded into Axiom by June 30, 2025. (CS)
- Budgets balanced and initial amendments processed through August 1, 2025.
- Budgets formalized/approved at BOR Sept. 18. 2025.

Quick Overview of ECD Allowance:

- Electronic communication services are wireless, cellular, and satellite phones; personal device assistants (PDA); tablet PC's; and home internet services. Reimbursement of such services will be authorized ONLY when the job responsibilities require the employee to be accessible.
- Authorization and approval of such expenditures shall reside with the Budget Council. Review and renewal of such expenditures must occur annually. Prior to the approval of any request for reimbursement of electronic service payments, the job responsibilities of the individual will be thoroughly reviewed to ensure the electronic services selected are warranted and will safeguard sensitive College information.
- Payment for electronic communication services can be made through a Taxable Allowance to qualified employees.

Q2 Budget Update (Financial Snapshot 2.28.25)

- Cari reviewed the financial snapshot with the Budget Council.

Revenue Projections FY26

- Two sets of projections
 - 3% increase and a 0% in tuition.
 - There is a 60K difference between the projections.
- Unknowns: If HC will have to absorb the cost of using Banner. Northwestern Energy increases.

Student Computer Fee Budget Committee

We conducted a Computer Fee Budget Committee meeting as follows:

Time: 14 Mar 2025 @ 1200 p.m.

In attendance:

1. *Melvin Ewing (Staff, Chair)*
2. *Ed Benasky (Staff)*
3. *Cole Wagner (Staff)*
4. *Daniel Katzbeck (Student)*
5. *Isabella Williamson (Student)*
6. *Drew Anderson (Student)*

We discussed our one agenda item what was the approval of the spend of \$7000 per year for the next three years for the purchase of 7 laptop computers each year (for a total of \$21,000 for 21 new laptops).

- *Isabella mentioned how her computer died and she needed to use one of the older laptops checked out from the library and while it worked okay, she was in favor of upgrading those machines.*
- *Drew asked if we thought \$1000 per computer would be enough for the next few years due to inflation and we discussed how currently the machines were \$800 so we budgeted in some extra to help.*
- *Daniel asked about our currently balance and what the income was this year into that feepot to be sure we could cover it over the next 3 years. I gave him the current numbers and he was satisfied.*
- *Daniel also stipulated that after the 3 years, we should reevaluate to ensure the program was working and then bring it back for another vote at that time.*

Determination:

- *After some other general discussion we held a vote and it passed unanimously (6-0) to approve \$7000 per year for the next 3 years to purchase 7 new laptops for student use through the library.*
- *At the end of 3 years we need to reevaluate and if we wish to continue the program it needs to come before the committee for approval once more.*

The meeting was adjourned.