BUDGET COUNCIL MINUTES
TUESDAY, MAY 27, 2025, AT 4:00 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)

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

Surplus Funds Priorities Discussion:
- Jessie created a table with items from the last meeting – FY26 & FY27 Additional Budget Requests (found in BC Teams files), including estimated amounts & timelines, type of funding (one time, recurring, etc). Additional items were added or clarified after discussion and prioritized by year.
  - Card Swipe Setup (28)
  - Website Redesign (26)
  - Pay off lighting bond (25/26)
  - Mailchimp Replacement (26)
- Hubspot; Sandy was worried about a possible delay; Mel said that UM IT now knows that this is critical for HC, and we can't have a gap between Mailchimp and Hubspot.
  - Smart Scheduling Software (28)
  - Move positions out of fee pots (26/27)
    - Cari discussed the importance of having our FTEs out of fee pots so our FTEs are recorded as they really are. This would involve some of Cari's & Val's staff, facilities & IT staff.
  - Collections contract with Meadow (26)
  - PD for New Faculty (26)
  - Courseleaf Phase 2 (27)
    - Degree Works needs to be implemented first, with Courseleaf CLSS
- 1.5 FTE if TRIO Grant is not renewed (26)
- This is unknown, but the current budget has cut TRIO funding.
  - Course Evaluation Platform (26)
  - OTA Construction – Lab
    - Grant could help pay for this
  - Dashboard Development with Trivium
    - Jessie & Cari met with them to discuss dashboard creation. This is a one-time fee to create the programming used. GF College used Trivium for their dashboard creation. Mel wondered whether we could use GF as a template for our own dashboards. Eliazar (not sure of spelling)

offered to share files with Jessie, so this is a possibility. Jessie has reached out recently and is waiting to hear back. She can share files with Mel.
- o Campus Signage and Mapping
- Includes updated logos/color palettes, and accessibility. Robyn commented that this and new videos/photos for the website all work together with the website redesign and possibly a mascot. There was discussion of coordinating all these and spreading cost over time.
    - o New photos/videos for Website
    - o PD for Officers, Committees, Foundation
        - ▪ Montana Nonprofit Association offers training that may work for this.
    - o Mascot
- Discussion about how GF mascot has helped to sell more merchandise, and how this may pay for the cost of the designer over time. Robyn suggested involving the college in asking for ideas, voting for the top 3, and submitting the top 3 to the designer. Tod suggested getting students or art classes involved in designing. Robyn stressed that there would need to be parameters for the designs.
    - o Breakroom Remodel/Construction (26)
        - ▪ Includes construction only
    - o Breakroom Furniture (26/27)
        - ▪ Would include appliances and furniture
    - o Web Designer – Shared? (27)
        - ▪ Western isn't interested so this would be with Tech
    - o DON Lecture Hall Remodel (future)

Cari will work all this up and have a budget for the next meeting.