

BUDGET COUNCIL MINUTES
MONDAY, MAY 11, 2026
DON LECTURE HALL MEETING

Table 1: Budget Council Members

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| <ul style="list-style-type: none">• <input checked="" type="checkbox"/> Cari Schwen, Exec. Director of Fiscal Services (CHAIR)• <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO• <input checked="" type="checkbox"/> Jessie Pate, Director of IR & Effectiveness• <input checked="" type="checkbox"/> Jason Grimmis, Director of Crisis & Emerg. Resp• <input checked="" type="checkbox"/> Amy Kong, Director of eLearning (ends in Aug.)• <input type="checkbox"/> Vacant | <ul style="list-style-type: none">• <input checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer• <input type="checkbox"/> Tod Dumas, Aviation Instructor• <input type="checkbox"/> Vacant• <input checked="" type="checkbox"/> Patricia Pierson, Librarian• <input checked="" type="checkbox"/> 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.*

Mastermind Discussion Agenda

Budget Reductions

- Personnel costs. \$8.1M
- The current OTA employees are included in unrestricted.
 - Instructors are paid out of the OTA grant.
- There will be carry over funds. Hoping for \$100K
 - Recommendation: Move some of the positions back to fee pots. Reducing personnel total by \$50K
 - Re-evaluate the revenue projections because the numbers are increasing.
 - Increase Summer FTE from 80 to 90
 - Not increasing fall and spring.
- Line items that can be shifted to a fee pot:
 - Access fee pot balance is \$187K. It increases by \$17K per year.
 - ATS, Johnson Controls, Fires Protection Service can potentially be moved to the access fee pot.
 - There will be a cost to parking fees to the City of Helena for exclusive use of streets for parking.
 - The KONE elevator contract has expired. It will be renewed and can potentially be moved to an access fee pot.
 - Bonds are paid out of STIP, UC fees, and current unrestricted.
 - Move some of supplies for cleaning and electricity/power costs into:
 - Plant Repair & Maintenance, Equipment Fees, Access Fees, or Academic Facilities Fee pots.
 - Can charge a percentage of the power costs to facility use fee.
 - Facility reserve funds can cover the cost (\$17,500) of a new snowplow if the grant does not cover it.
 - Recommendations:
 - Reduce supply line in Operations budget to \$35,900.

- Reduce Contracted Services to \$60,000 and use fee pots for other contracted services as they arise.
- Reduce travel in H01010.
- Financial Aid:
 - Reduce travel to \$2100
 - Reduce other expenses to \$4700
- Marketing
 - Reduce Professional Development travel to \$2000
- Library
 - Increased \$1000, can cut back down from 23K to 22K and take the difference out of a fee pot.

Summary:

The Budget Council reviewed budget requests and assumptions for FY27. We decided to increase the summer revenue estimate by 10 FTE based on current enrollment updates; no changes were made to fall or spring. We did not receive any voluntary budget reductions from departments. Budget Council began reviewing departmental requests and identifying expenses that can be either cut or moved to a fee pot. We are looking to reduce the FY27 budget by over \$400,000, so we need to operate lean. We have currently identified \$260,000. Departments will be notified of cuts once they are approved by the BC.