



BUDGET MANAGEMENT TEAM

MINUTES

APRIL 14, 2020

Virtual Meeting

BMT MEMBERS:

- **Laura Vosejпка**, Dean/CEO
- **Sandra Bauman**, Associate Dean of Academic & Student Affairs
- **Vacant**, Assistant Dean of Admin. Affairs
- **Vacant**, Institutional Researcher
- **Cari Schwen**, Accounting Manager
- **Vacant**, Institutional Researcher
- **Donna Breitbart**, Director of Marketing & Development
- **Mike Hausler**, Director of Information Technology
- **Mary Lannert**, Director of Community Engagement & Workforce Development
- **Vacant**, Director of Human Resources
- **Robyn Kiesling**, Division Chair of Gen Ed & Transfer
- **Tammy Burke**, Division Chair of Trades & Technology
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)
- **Susan Briggs**, Consultant
- **Terrie Iverson**, Consultant

Helena College Mission: Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community.

PRE-READS, MINUTES, NOTES

Supporting Documents in TEAMS – None

Minutes from 4/7/2020 approved.

Attending: Val Curtin, Director of Financial Aid.

ACTION REGISTER REVIEW:

TOPIC: Adjunct 2021 Budget Recommendations (Sandy Bauman & Robyn Kiesling)

ITEM: 10K cut from the adjunct budget. Includes online courses.

ITEM: Recommendations to cut courses with less than 10 students enrolled.

ITEM: Combine 100 & 200 level courses and stage learning.

ITEM: Computer-Aided Tech is a problem because the enrollment is low.

ITEM: Currently, CT courses are offered every semester and do not fully fill. Academics is going to review the schedule to offer the classes in a scheduled rotation. For the upcoming year, any changes will negatively affect students. Low enrollment is 4 to 8 students per class.

ITEM: Revisit the budget and verify that Fire & Rescue adjunct costs are included in the overall budget.

ITEM: All full-time faculty have a course back-up plan if the original course does not have 10 students. The faculty will pick up a course assigned to an adjunct.

ITEM: Instead of offering two 200 level literature courses, offer one. Otherwise, both courses could be cancelled due to low enrollment.

ACTION ITEM: Report back to BMT on the amount of money designated in the adjunct budget for Fire & Rescue. Is it included in the AY 21 adjunct budget? Will there be a savings due to Fire & Rescue restructuring?

Person Responsible: Tammy Burke

ACTION ITEM: Assign cutoff date to cancel a class. Look at CBA to check notification timeline.

Person Responsible: Sandy B., Robyn K., Tammy B.

TOPIC: Professional Development Budget H0110 (Mary Lannert)

ITEM: Mary will contact Great Falls and Tom Gallagher at Missoula College.

ITEM: Compare policies and meet with the PD Committee to recommend cuts and policy.

ITEM: A possible area to cut 25K

ACTION ITEM: Report recommendations to Laura and BMT.

NEW BUSINESS:

TOPIC: Year End Spending (Cari Schwen)

ITEM: Deadline for bid requisitions is May 1, 2020. Tammy has one more bid to collect for the construction portion of the crane project and is aware of the deadline. She will submit bids to UM soon. Cari needs the bid for the crane before May 1, 2020.

ITEM: Deadline for submitting GrizMart Vendor, ProCard transactions, invoices, and term contracts is May 31, 2020. (Under \$5000)

ITEM: Various budget balances carry forward or are transferred out to the Regents Reserve accounts.

ITEM: There is a misconception about spending down an account before the next fiscal year.

ACTION ITEM: Post deadlines on the budget drive and upload a copy in BM Team. **Completed.**

ACTION ITEM: Laura will draft a note to the campus about year-end spend down, clarifying that leftover funds will not revert back to the state, but to the institution, left-over money will not impact next year's budget requests, and any reserves will cushion the budget in case there is a tuition shortfall. **Completed 4/15/2020.**

Persons Responsible: Laura V. and Terri I

TOPIC: Committee Budgets

ACTION ITEM: Request AY 21 budget from the committees for the record. Faculty Senate, Staff Senate, Quality of Work Life, and Diversity.

Person Responsible: Paige Payne

TOPIC: APC Request to Purchase Metal Supply for AY 21

ITEM: The cost of material is \$8000 out of the materials fee pot H60530.

ITEM: If a supply is purchased for an upcoming fiscal year in the current fiscal year and the monies are drawn from a state budget, the purchase is flagged for the next year expenses.

ACTION ITEM: Check the fee pot guidelines before the metal is purchased.

Person Responsible: Susan Briggs and Tammy Burke.

TOPIC: AY 21 Budget Update

ITEM: 120K deficit minus the 10K adjunct savings equals 110K to gap.

ITEM: Revisit the Fire & Rescue hiring status and adjunct positions and search for savings.

ITEM: Possible cuts to travel budgets and Professional Development budget.



TOPIC: Open Position Hiring Strategies for Budget Savings.

ITEM: Possible savings if the CFO, IR, and HR open lines are shared with a specific affiliate combined to meet HC needs. (CFO, IR, HR)

ACTION ITEM: Review HC's open line role descriptions, identifying the key components of each role. Think outside the box on how the positions can be filled, combined, and shared. It may be a temporary position, new position with components pulled from each role, or possibly duties added to an existing position. The documents are in BM Team files: "Open Line Role Descriptions" Folder.

Person Responsible: BMT