



BUDGET MANAGEMENT TEAM
MINUTES
APRIL 21, 2020
Virtual Meeting

BMT MEMBERS:

- **Laura Vosejka**, 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 – Role Descriptions

Minutes from 4/14/2020 approved.

In Attendance: Val Curtin, Director of Financial Aid.

Note: Complete and update the Action Register.

ACTION REGISTER REVIEW:

TOPIC: Open Position Hiring Strategies

ITEM: The Cabinet will review the role descriptions and propose hiring strategies/processes to the Budget Management Team to move forward.

TOPIC: Professional Development (PD) Budget H0110 (Mary Lannert)

ITEM: Other 2-year colleges assign professional development funds to each department's budget.

ITEM: Mary met with the Professional Development committee on Friday, 4/17/2020.

Recommendation: Use the PD committee to review future PD requests and applications.

Recommendation: Utilize existing PD tools like Skill Path subscriptions and others like it.

Recommendation: Categorize budget requests and awards.

1) Essential trainings to support accreditation, CBA requirements, or college initiatives.

(HC would pay for total cost of training if approved by the Prof. Dev. Committee)

2) Scholarly lectures and presentation support. (A portion or allotment of the training cost covered if approved through the PD committee)

3) A request to attend a professional meeting or workshop. (Amount of monetary support up to the discretion of the PD Committee within award guidelines)

ITEM: Reports required to the committee upon completion of any training.

ITEM: Last year, the PD funds were moved to a separate index for tracking purposes. Each departments PD Budget requests entered into a spreadsheet.

Recommendations: Move PD funds back into the departmental budgets. The amount will be based on the priority list derived from AY 2020 list. Revert earmarked 25K to AY 21 budget to cover gap.

ACTION ITEM: Review spreadsheet from AY20 and prioritize development training per accreditation, CBA requirements, new initiative support, and other requests to formulate a PD budget for AY21.

Person Responsible: Terrie Iverson

TOPIC: APC Crane Purchase and Installation (Tammy Burke & Sandy Bauman)

ITEM: UM approved low bids and the crane and installation requisitions will be uploaded in GrizMart today. The installation engineering is required to go through the State A. & E. process.

ITEM: The Equipment Fee Pot committee approved 37.5K for the project. The Crane Project total is now over 40K. The work cannot start until contracts are signed.

RECOMMENDATION from 4/7/2020: Request 55K approval from the Equipment Committee to cover the cost of the crane, installation, and incidentals.

Report: The Equipment Fee Pot committee requested more information and documentation. They were reluctant to approve 55K when the projected estimate is \$41,705.

ACTION ITEM: Email the equipment committee and request the committee to approve \$41,705 plus a 20% contingency for the purchase of the crane and installation through e-vote.

PERSON RESPONSIBLE: Sandy Bauman

Action Completed: Committee approved 50K by e-vote on 4/21/2020

TOPIC: Fire and Rescue Adjunct Budget (Tammy Burke)

ITEM: Report back to BMT on the amount of money designated in the adjunct budget for Fire & Rescue.

ITEM: F/R adjunct budget is difficult to project, because the adjuncts are contract professionals, paid by the hour. Their schedules do not always fit the class schedules and back-up instructors are contracted to cover gaps. Tammy needs help from the future director to determine the cost, but feels confident that the budget will be less than last years. Tammy estimates the budget at 25K.

TOPIC: Purchase of SAN Software Update (Mike Hausler)

ITEM: Contract cost is 37K. Reversion fee pot H70600.

ITEM: The software is purchased.

ITEM: Mike is working with UM to draft the MOU between HC and UM.

TOPIC: ECSI Update (Mike Hausler)

ITEM: The project is on hold until UM completes the UC4 update on Friday, 4/24/2020. The UC4 application runs scheduled jobs for Banner.

NEW BUSINESS:

TOPIC: Travel Cancellations

ITEM: Currently, there is \$38,643 in the PD account because events and travel were canceled due to COVID 19.

ITEM: HC received refunds on registrations, motels, and some flights. The total pre-paid amount will be moved into next year's expenses.

ACTION ITEM: Provide a list to Terrie Iverson of prepaid expenses for AY21 budget. (Cari Schwen)

ITEM: If the flight was pre-paid and non-refundable or transferable, and if the employee will not be employed at HC in AY 21, they may be required to reimburse the state because the flight is non-transferable. It is possible to deduct the amount out of the last paycheck. To be determined on a case-by-case basis.

TOPIC: Fall 2020 Classes

ITEM: MUS created a Task force to study and make Fall 2020 recommendations.

ITEM: Courses may be face-to-face or a hybrid of face-to-face and online.

ITEM: Laura feels that HC could provide hybrid courses through careful planning and scheduling by using both campus spaces to offer smaller classes within strict guidelines. Options include a face-to-face course one day of the week and an online offering the second day of the week.

ITEM: The Cares Act monies can help offset laptop and technology needs.

ACTION ITEM: Project IT purchases and scheduling changes to accommodate possible hybrid fall schedule.

Person Responsible: IT: Mike Hausler Scheduling: Not assigned.

TOPIC: Perkins Grant Funding and Budget for K-12 and Career Connections Positions

ITEM: Fifty percent of the Perkins grant can be budgeted for salaries.

ACTION ITEM: Schedule a meeting to discuss K-12 and Career Connections salaries and budget.

Persons Responsible: Sandy B. Mary L. Tammy B.

Action Completed: 4/22/2020

TOPIC: Summer Tuition Discount Trend (Susan Briggs)

ITEM: Montana Tech and UM are discounting summer tuition to offset the online fee. (Discount is approximately \$187/student)

ITEM: Colleges are preparing budgets with an additional 5%, 10% and 15% cut in preparation to a possible fall tuition deficit.