



BUDGET MANAGEMENT TEAM
MINUTES
APRIL 28, 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 – Committee Budget Requests

Minutes from 4/21/2020 approved.

In Attendance: Val Curtin, Director of Financial Aid.

Note: Complete and update the Action Register.

ACTION REGISTER REVIEW:

TOPIC: Approve Committee Budget Requests

- ITEM: QWL requested \$4260
- ITEM: Staff Senate requested \$670
- ITEM: Faculty Senate requested \$550
- ITEM: Diversity requested \$1000

Recommendation: BMT approved the committee budgets upon Terrie Iverson’s recommendation.

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

- ITEM: All bids submitted to UM. HC will notify the contractors.
- ITEM: The North Carolina crane bid included installation. The North Carolina Company is rebidding.
- ITEM: Will the crane be installed prior to the first scheduled Diesel class?
- ITEM: Provide contract date timeline to Deena at UM for payment works.

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

ACTION ITEM: Follow-up report on the date of first scheduled diesel class and timing of the crane installation.

Person Responsible: Tammy Burke

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

ITEM: Tammy Burke, Sandy Bauman, Mary Lannert and Ann Willcockson met on April 22, to discuss the K-12 and Career Connections positions and Perkins Grant funding.

ITEM: K-12 position funding recommendation: 50% Pathway Grant and 50% HC

ITEM: Career Connections funding recommendation: 100% Perkins Grant funded. (50% of Grant)

ITEM: Grant is due on June 15, 2020. Planning to submit by May 31, 2020.

ACTION ITEM: Analyze the positions in conjunction with Continuing Ed positions. Combine for efficiency and eliminate overlap. Identify what type or staff classification each position is in the HR system. Submit a position and funding proposal in writing to the Dean.

Persons Responsible: Mary L. Tammy B., Robyn Kiesling

NEW BUSINESS:

TOPIC: Federal CARES Monies

ITEM: According to the statute, 50% of the money is required to go directly to the students for COVID related issues.

ITEM: The DOE is recommending extra regulations before an institution can disperse funds to students, limiting HC's ability to disperse the funds.

ITEM: Other CARES Act funds can be used to cover institutional losses from March 13 forward and, for example, offer free courses in the summer under certain guidelines.

ITEM: When is the right time to contact undecided students?

TOPIC: Biennium Budget Due Friday, May 1, 2020

ITEM: HC will submit on Wednesday, April 29, 2020

TOPIC: Institutional Research Reporting

ITEM: Who is reporting the 15th-day enrollment report and year-end reports to OCHE?

ACTION ITEM: Discuss reporting and IR duty assignments. Retired MSU-Billings CIO is available as a consultant.

Persons Responsible: Laura V., Sandy B.