

**BUDGET MANAGEMENT TEAM**

**MINUTES**

MAY 26, 2020

Virtual Meeting

**BMT MEMBERS:**

- **Sandra Bauman**, Acting Dean/CEO
- **Vacant**, Assistant Dean of Admin. Affairs
- **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
- **Mary Twardos**, HR Recruitment Specialist
- **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**

- Pre-Reads: Perkins Grant Recommendations, R & R Equip. List +5K
- **Minutes** from 5/12/2020 approved. Add poll to chat to approve minutes.
- Note: BMT did not meet on 5/19/2020

**OLD BUSINESS:**

**TOPIC: Discuss Bi-Weekly BMT Meetings, Alternating with Directors (Sandy Bauman)**

**Determination:** BMT will meet bi-weekly starting June 9, 2020.

**TOPIC: Fire and Rescue Professional Development Budget (Tammy Burke)**

ITEM: Fire and Rescue does not need any PD funds. Chief Stimpson's Fire Department will cover the required Professional Development costs.

**TOPIC: Adjunct Budget for Fire & Rescue (Tammy Burke)**

ITEM: The F&R adjunct budget should be significantly less in FY21. Will meet again to determine final number.

ITEM: EMT honorarium pay will be less because the tentative plan is for Continuing Ed to offer the course. The EMT course may be a pre-requisite to the program in the future.

ITEM: Adjunct Brian Roberts is paid an hourly rate versus the adjunct rate. Since his schedule is posted a year in advance, HC can schedule the courses the students need to complete the degree.

**Recommendation:** Change his pay from hourly to the adjunct rate if possible. Check his classification first, then inform UM the notice for change and create Letter of Offer.

**ACTION ITEM: Check Brian Roberts's classification and complete process to move him from hourly to adjunct rate. (Tammy Burke & Mary Twardos)**

**TOPIC: Crane Update (Tammy Burke)**

ITEM: The concrete work is complete and cures for 30 days. The crane will be installed mid to late June.

ITEM: The concrete contract is signed. 25% remaining balance is due early July.

**TOPIC: Perkins Grant Recommendations (Tammy Burke)**

ITEM: Equipment totaling up to \$150K will be replaced. The costs will be split between Perkins and the Academic Equipment Fee Pot. Three large pieces of equipment have to be replaced.

ITEM: The Career Connections position will be funded through the Perkins Grant.

ITEM: The 25K Cisco Router cost will be split between three funds. 15K from the Cisco Student Fee pot. 5K from the Perkins Grant. Up to 10K from the Academic Equipment fee pot. (The Cisco Fee pot balance is 19K)

ITEM: Revisit the cost of the Cisco Router using GrizMart and Michael Crook before purchase.

**ACTION ITEM: Send the three equipment proposals for the equipment purchase to Sandy Bauman for vote by Academic Equipment Fee Pot committee. Total amount is \$85,923. (Tammy Burke – Trades & Robyn Kiesling - Cisco)**

**TOPIC: HAAS & Snap On Equipment Purchase (Tammy Burke)**

ITEM: Use GrizMart for purchases, even if the vendor has sole source status.

ITEM: HAAS gives HC a 15% discount on the purchase and includes the warranty at no cost.

ITEM: In the past, the administration did not encourage faculty to solicit industry partners to purchase equipment. Has there been a change in thinking?

**Recommendation: Allow faculty to solicit funding and grants from industry partners to purchase equipment for the Trades program. Use the HC Foundation to allow business to give a “gift in kind”.**

**TOPIC: Replacement and Renewal Plan Discussion (Susan Briggs)**

ITEM: The R&R inventories all equipment >5K owned by HC. It lists the date of purchase, cost of item, maintenance dates and costs, and replacement dates. The business office keeps an asset tracking list for fiscal purposes.

ITEM: The list helps plan the future costs to replace equipment through the Equipment Fee Pot on a replacement calendar rotation. The list also helps HC determine if the Academic Equipment Fee pot will have enough funds to cover future replacement costs.

ITEM: It is very important that each department keep current inventories for equipment over 5K (major assets) and under 5K (minor assets). Tag or engrave all items. Tags available from the Business Office.

ITEM: Student fees can be raised this year. HC will ask for an increase in the Tech fee and the Library fee to cover Trails Consortium.

**TOPIC: Cares Monies Dispersal and Guidelines and Restrictions of Phase II (Sandy Bauman for Valerie Curtin)**

ITEM: Twelve students will receive the first disbursement.

ITEM: The Department of Education relaxed some the disbursement restrictions.

**NEW BUSINESS:**

**TOPIC: Fire & Rescue Future Move to APC Campus**

ITEM: Fire & Rescue will eventually occupy the construction space at the APC by Fall 2021 or sooner.

ITEM: John Rutherford is working with the state to sell surplus items campus wide.

ITEM: Remodel construction costs involve electrical, ventilation, and garage door replacement. 20-25K estimated cost of construction. Include cost to remodel vacated space in Donaldson.

ITEM: Start by asking facilities to plan project and submit estimates to Kevin and UM engineer if it is under 20K.

ITEM: Funding could come out of the building fee, but most of the building fee funds are earmarked for debt service payments.

ITEM: Advising and expanded student space may move into the vacated F&R space. The Polycom system in DON 119 will move to APC 208. DON 204 will be a distance-learning classroom.