



BUDGET MANAGEMENT TEAM MINUTES
JULY 7, 2020
VIRTUAL MEETING

BMT MEMBERS:

- **Sandra Bauman**, Acting Dean/CEO
- **Vacant**, Associate Dean of Academic & Student Affairs
- **Cari Schwen**, Director of Bus. Services
- **Jessie Pate**, IR & Effectiveness
- **Donna Breitbart**, Director of Marketing & Communication
- **Mike Hausler**, Director of Information Technology Services
- **Terrie Iverson**, Consultant
- **Ryan Loomis**, Director CEWD/SBDC
- **Mary Twardos**, Human Resources Specialist
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Tammy Burke**, Exec. Dir CTE
- **Valerie Curtin**, Exec. Dir. Compliance/FA
- **Susan Briggs**, Consultant
- **John Rutherford**, Director Facilities & Main.
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

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: Committee Signature Authority Spreadsheet
- 6/23/2020 Minutes Approved

ACTION REGISTER/OLD BUSINESS

Committee Signing Authority (SB)

- Sandy Bauman will update the list for review at the next meeting.

Replacement & Renewal List (SB)

- September 1, 2020 is the deadline to complete the lists. Departments are waiting for the faculty to return to complete.

HC Club Fundraising Fiscal Policy (Donna and Robyn)

- Fall project for AHSC.

Outage Insurance Claim (Mike H.)

- The servers on the drives recovered. The three UPS batteries were outdated when they failed. There was not a justification to submit a claim for damage or loss.

Professional vs. Dean's Waivers Discussion (Val C.)

- Valerie will meet with Terrie and Susan to discuss and report at the next meeting.

NEW BUSINESS

1. Prioritization of CARES Funds Requests

Departmental Outside Requests

- The deadline for CARES funds requests from departments is Friday, July 10, 2020.
- BMT will meet on Tuesday, July 14, 2020, to review and prioritize the requests.
- To date, 106K is available as match.
- Facilities will build the Plexiglas shields by request using CARES request form.

**2. Budget Determination between Institutional CARES Needs vs Departmental CARES needs.
(Cari Schwen)**

- MUS is creating an all system procurement/universal vendor for the campuses.

Institutional Discussion

- Cari Schwen ordered National Stockpile PPE through OCHE. Cari will contract UM for delivery date.
- N95 masks ordered for fall term = 5094 count. Requested date is August 1, 2020.
- The N95 protects the wearer from the environmental germ. The cloth face covering protects the environment from the wearer's germs.
- Faculty will use face shields and staff will use cloth/paper masks.
- Cares Kit costs are an institutional cost. Spray bottles for desks are costly. If students forget the desk cleaner, the desk will not be cleaned. Instead, provide two bottles of cleaning solution and wipes in each class plus signage. The number of face-to-face classes are less this year.
- Lysol spray kills COVID. Aerosols may linger and need time to dry.
- Tammy Burke is handling the APC signs, traffic flow, and APC student center configuration.
- Donna B. will contact Cherise H., Cari S., and Mike H. to determine both Bookstores, Business Office and IT traffic and signage.
- Ten hand sanitizer stations are ordered and some bottle refill stations will need to be made or ordered.
- Robyn K. will meet with maintenance to mock-up the student center set-up. There will be one chair per table to determine count for signage.
- **Task:** Sandy will meet with Craig Crawford about A2S's disinfecting plan and report back
- **Recommendation:** Centralize ordering for signage. Donna is overseeing the inventory and ordering of the institutional needs and follow-up with each area to ensure a holistic plan. Order spreadsheet is MS Teams. John R. is overseeing the implementation of the signs. If a sign is taken down after the initial order, the sign can be printed internally.
- **Determination on hold:** Order extra Specialized N95 masks and gloves for labs out of science fee pot and save COVID fund for other expenses. Reserve any excess masks and gloves for spring.
- **Determination on hold:** Instead of ordering N95 masks with COVID funds for students who cannot be 6 feet away from each other due to the nature of the course, order reusable respirator masks or add the mask as a requirement on the tool list. Welding will not require masks because of safety reasons and helmets.

- **Coordination** - Donna B., John R., and Mike H., are working together to confirm the overall campus plan then Mike H. will provide a graphic floor map for traffic flow and signage.

Classroom

- Amy K., Sandy S., Robyn K., and Tammy B. will order signage for classrooms and create an inventory for classroom traffic flow and occupancy.
- There is extra storage in the rental houses.

Cares Kit Distribution Discussion

- TRIO or new students will receive an orientation packet by mail. A CARES kit will be included with the packet. (Extra reserved for new spring students)
- The face-to-face students will pick up their CARES kit at the Welcome Center.
- The online students will receive an email to pick up their CARES kit at the Welcome Center in the event they come to campus.

Discussion Take-Away

1. Donna will present the total signage package and BMT will prioritize the list.
2. Kit content report.
3. Sanitizer and Cleaning Supplies are institutional costs.
4. Donna will coordinate with the bookstore, IT, and business office for signage.
5. Student Center – Robyn & Maintenance will meet to set up.
6. Student Center APC – Tammy
7. Contact Drenda at Health Department’s opinion on N95 masks. What is best for students?

(Note: John Rutherford left at 10:30 a.m. to meet a contractor)

CFO Announcement

- UMW’s Mike Reid will join HC’s staff on September 1, 2020 in a shared-role model.
- UMW is going to hire a Human Resource Generalist and HC will cover the salary.
- HC is working on a MOU with UMW for the details of the arrangement.

Vehicle Garage Sale & APC Clean Up

- The 1972 Dodge Flatbed and Fire Ladder Truck are not running. Is there a budget to cover towing to the auction site? The other vehicles possibly included in the auction: Brown Freightliner, Ambulance and second Fire Truck.
- Provide Cari with the make, model, and VIN of all vehicles to pull titles to check the status of each vehicle. The flatbed is not titled to HC. One of the firetrucks has a joint title.
- APC needs a large roll-off garbage dumpster from Tri-County to clean up the APC yard. Tammy will call Pacific about hauling the scrap metal.
- The cost for the extra dumpster and towing is not budgeted.
- Garage sales do not make any money for the campus so it is better to have surplus haul off the items to auction online.



- Tammy is in contact with the faculty to cull the construction lab equipment for surplus. When completed, Tammy will provide a list to Cari to update the asset list. Equipment purchased by Perkins are Federal property.
- **ACTION:** Report findings of title search and Pacific Steel at the next meeting. (Tammy B, Cari Schwen)
- **ACTION:** Sandy B. will follow up with John Rutherford about the cleanup at APC.

Governor Fund Payroll Reimbursement:

- The future emphasis will be on payroll hours spent on transitioning face-to-face learning to remote classroom learning. D
- Cari will post the spreadsheet.