



BUDGET MANAGEMENT TEAM MINUTES
JULY 21, 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
- 7/7/2020 Minutes Approved

OLD BUSINESS

Signing Authority for Indexes and Fee Pots:

- Delete H06010 Carpentry
- Add Mary Twardos to H08110, Professional Development. Karina Moulton will sign for PD application. Mary Twardos will track Professional Development requests earmarked for departments and sign related purchase orders.
- Change H08040 Department Chairs to Trades Budget, Tammy Burke is authorized signer.
- Next meeting: Discuss relocating Parking Fees and Fines, H70045, to Facilities and Business Office.
- Create an index for Project 10.
- Pathways H50091: Stephanie Hunthausen is authorized signer and Tammy B. is secondary. Remove Sandy B. from list.

eLearning CARES Request IPADS for Robots

- BMT approved three IPADS plus \$200-\$250 for cases for three Swivl Robots. There is a total of five Swivl Robots ordered. Two will be at APC and three at Donaldson. No extra charges are associated with the robots, charging, and the bandwidth will work with HC system. First come, first serve, check out protocol by class period. All courses are live stream or recorded. Amy will work with IT on logistics.

- **Determination:** Request approved to purchase three IPADS plus cases for three Swivl Robots. \$200-\$250 added to request for cases. Total Approved: \$927 plus \$200-\$250 for cases.
- In the future, follow procurement rule, purchase through GrizMart, and consolidate orders.

eLearning CARES Request for 10 Hotspots for Students.

- One – year contract \$5098.70 through Verizon. Total cost=5098.70 plus \$100.
- Will HC have to take-over TRIO Hot Spots if TRIO grant is not renewed? The contract ends Sept. 16, 2020.
- If a student does not have cell service, the Hot Spots will not work.
- If the CARES funds end in April 21, 2020. IT or eLearning will cover \$400/month for May, June, and July.
- **Determination:** Approved request to contract with Verizon for 10 Hotspots plus cases for students. Total amount approved: \$70 to \$100 extra for cases. IT/eLearning will incur monthly costs after CARES funds expire.
- Note: Faculty will be surveying student’s internet needs on the first day of class.

eLearning CARES Request for Webcam, Mic, Mini Voice Amplifiers (E-Vote 7/28/2020)

- Request for the purchase of the following equipment for instructors: 10 Webcams, 22 Lapel Mics, and 35 Mini Voice Amplifiers = \$3005.1.
- **Determination: Unanimously approved by e-vote on 7/28/2020.**

Bookstore CARES Request for Infusion of Funds E-Vote

- Request for funds to cover lost revenue from COVID related closures.
- Request from Business Office.
- Amount requested is \$30,000.
- The funds will assure that the Bookstore is solvent at the start of fall term.
- **Determination: Unanimously approved by e-vote 7/29/2020**

N95 Report (Sandy Bauman)

- N95 masks are only for health care workers. Cloth face coverings are the best protection for employees.
- If a student is unable to wear a face covering due to a documented medical reason, the student works through Kim Feig for an accommodation.
- If an employee or faculty is unable to wear a face covering due to a documented medical reason, the employee works with HR for an accommodation.
- The CDC reports that there are no adverse effects from wearing a face covering for an extended time in a bottle.
- Faculty will wear face shields and maintain a minimum 6-foot safe distance. Faculty may need microphones to project their voices.
- **TASK:** The full-face shield fogs up safety glasses. Sandy will inquire with the Health Department if the Pretyzoom Anti-Fog Transparent Sanitary masks are acceptable for the Trades faculty.

Recommendation: Cari will order 40 more face shields for ADA requests and breakage. Use Student services index initially.

Access to Success & ABE (Sandy B)

- A2S will follow HC guidelines.
- ABE is requesting a dedicated classroom to keep distancing requirements.

CARES Kits Update (John R & Donna B)

- 760 Bottles are filled with hand sanitizer.
- Cloths are ordered.
- Pouches are ordered. The pouches are 8.5" by 6".
- Update: Original pouches were not in stock and a different style, sized 10" x 7", were ordered. Expected arrival is July 31.

Signage Update (Donna B.)

- Most of the signs are ordered.
- Contact maintenance to place directional arrows.
- Larger signs are still in design.
- Proof CARES Kit literature by legal.

Airport Campus Clean – Up Update

- Equipment tagged by faculty for surplus. Record serial numbers for the Business Office.
- All vehicles can be driven to the Surplus site.
- Roll-offs ordered from Tri-county and Pacific for refuse and metal.
- Sheet metal program equipment stays for the current program.
- The Donaldson campus will be cleaning out surplus equipment, including the plotter in DON 118.

Professional vs. Dean's Waiver Update (Val C)

- Due to savings in the FA department, HC is able to move 60K into designated fund to the HC grant. 30K will be designated this year for professional judgements to help students.
- The Dean's Scholarship was budgeted at 46K in 2019 and 15K was used. The fund is also used for tuition disputes.
- The Boeing Scholarship is in arrears. Boeing did not fund as promised.
- **TASK:** SEP Committee will discuss the Dean's scholarship idea and give recommendations to create a full tuition waiver scholarship. (It cannot be used for HC Stars)
Possible ideas: Tuition waivers to homeschool students, Skills USA winners, merit scholarship to top student at Helena's three high schools, or pick a program a year to grow enrollment.