

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, NOVEMBER 24, 2020
Virtual Meeting

BMT MEMBERS:

- **Michael Reid**, Assistant Dean of Administrative Affairs (CHAIR)
- **Sandra Bauman**, Acting Dean/CEO
- **Cari Schwen**, Director of Bus. Services
- **Jessie Pate**, Director of IR & Effectiveness
- **Donna Breitbart**, Director of Marketing & Communication
- **Mike Hausler**, Director of Information Technology Services
- **John Rutherford**, Director Facilities & Main.
- **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
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Susan Briggs**, Consultant
- **Terrie Iverson**, Consultant
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Reads:

- Fee Pot Spreadsheets – Budget Update, Fee Inventory
- BMT Minutes 10/27/2020

Mastermind Discussion Agenda

FY21 Revenue/Budget Update

- The enrollment contingency will cover the shortfall of 42K.
- Winter term revenue will be included in the spring revenue. 800K is budgeted for spring.
- Any unforeseen costs, which were not built into the budget, will need to be covered by the contingency as well. This could become a concern if there are a lot of unforeseen issues.

Spring 2021 Enrollment Projection

- Last month the enrollment was 671.
- Enrollment for spring is 34% lower. Applications are up for spring at 21%. More time to enroll this year because of the later start to the spring semester.

FY22 Enrollment Projection

- Fall 2021 has an extra 100 applications because of the MUS portal. The portal allows HC to connect more frequently with prospective students.

Planning for 2022-2023 Biennium

- A \$37M increase is proposed in the Governor's Budget for the MUS. Only \$22 Million (the present law adjustment portion) will impact HC which calculates out to approximately a 2.2% increase. Plan on a flat budget plus inflation as the best case scenario. HC will create a budget with a 5% reduction and build up depending on the final numbers.

Course Fee Review/Request Process

- Approved submissions are due 2/15/2021.
- All non-mandatory course fees must be submitted, even if there are not changes.
- Mandatory fees are regulated by MUS/BOR. The increase will probably be limited to 3% across all fees.
- Sandy would like to increase the Wellness fee above 3%.
- Students can request an increase or change to student driven fees at any time.
- A college can only ask every other year unless it has an exception.
- The cost of metal has risen and the fee window may be considered depending on the current price of metal.

COVID-19 Update on Funds

- The mitigation fund has to be expended by December 30. 75% of the fund remains. Materials like scrubbers, sanitation wipes, UV sanitation, masks, etc. can be stockpiled. The funds can be used for anything that is used to mitigate the virus including personnel, logistics, or equipment.
- **ACTION:** Reconsider the auto scanners for trades and consider purchasing study pods for the Student Center. Provide a justification for each item and request an assessment of the request from Shauna Lyons. Move forward based on Shauna's recommendation. .
- Second disbursement of the mitigation fee is not expected.
- MUS is requesting a gap analysis to determine what the impact of the loss of the mitigations funds second semester to Helena College. (Loss of extra custodians, sanitizing, etc.)

Review/Approve CARES Fund Requests

- No new requests.

Budget Allocation Process/Methodology (continued discussion)

- Mike Reid is finalizing a simplified process/method for building the budget at the beginning of the year.
- The goal is to clean up the budget.
- There are extra funds for emergency situations.
- Welding is in need of re-plumbing a lab for gas blending equipment. There is a loan/financing option. In the end the installation will have a return on the investment.
- The State LRBP process allocates funds for deferred maintenance. The pipe is not up to code and the cost to replace may fall under this category.
- **ACTION:** Tammy Burke and Mike Reid will discuss options.