

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, JANUARY 26, 2021
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 Generalist
 - **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
 - **Tammy Burke**, Exec. Dir CTE
 - **Valerie Curtin**, Exec. Dir. Compliance/FA
 - **Sarah Dellwo**, Exec. Dir. Enrollment
 - **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)
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Mastermind Discussion Agenda

Approve October 2020 & December 2020 Minutes

- Tammy B. motioned to approve October 2020 minutes. Seconded by Sandy B. Approved
- Robyn motioned to approve December 2020 minutes. Seconded by Tammy B. Approved.

FY21 Revenue/Budget Update

- As of January 25, 2021, the spring shortfall is 163K. The number will change when Financial Aid is disbursed and when the dual enrollment students are calculated.
 - It will be interesting to see if the spring shortfall will be close to the fall number and what impact the winter term has on the spring revenue.
 - Mike estimates the overall shortfall will be close to 100K.
 - The planned contingency should cover the shortfall if everyone lives within their budgets.

BMT Membership Discussion

- The current mission of the BMT is to develop a responsible and realistic budget recommendation to the Cabinet. Should BMT continue to be a recommending body to the Cabinet or a decision-making body?

Discussion Points:

- Of the 14 BMT members, nine are Cabinet members or 64%.
- If BMT continues as a recommending body, should membership be a more representative body to make recommendations?
 - UMW includes one official cabinet member and UM's did not include a Cabinet members (based on several years ago).
 - It may be beneficial to add additional representation so more understand how the budget works.
 - Each unit/department is represented on the board and has an opportunity to ask questions or make recommendations to any member of the Cabinet and BMT members regarding the

budget. The Dean meets with the Staff Senate President and the Staff Senate every other month, the ASHC Executive Officers bi-monthly, and the Faculty President bi-monthly.

- Offer an open forum town hall on the budget to keep the campus engaged and informed every semester.
- If BMT continues as a recommendation committee, it adds more items to the Cabinet and Cabinet has a variety of upcoming projects to complete. If Cabinet has to make decisions for BMT, the group will be overwhelmed.
- Recommendation: Make the BMT a decision making body instead of a recommending body. Update and continually communicate to the campus. Add an avenue for the campus to give input.
 - Ask Cabinet to make a formal resolution at the meeting on Wednesday, January 27, 2021 to make the BMT a decision making body.

FY22 Enrollment Projection

- Overview:
 - Submitted applications are up 13% from last spring.
 - There is an increase of 9% of completed applications.
 - It is the first spring in 4 years that HC has experienced an uptick in applications versus a trending line downwards.
 - 77% of eligible fall students registered for the spring semester.
 - Fall registration is up compared to last year. HC has a consistent communication plan to keep in touch now through ApplyMontana.
- The 2020 fall end-of-term (EOT) enrollment was 665.

BIENNIUM

- Governor Gianforte amended the proposed MUS allocation from 37MM to 11MM.
 - The upcoming budget reduction is either 7% in operating or a combination of restructuring personnel and a reduction in operating.
- Fee request updates are due Feb. 16 instead of Feb 15 which is a holiday.
 - It is 3% comprehensive increase. Each fee can be increased by 3% if needed.
 - Any new fee above 3% must be presented to the Regents.
 - HC currently charges an online course fee in the amount of \$35 per credit and \$17.50 per credit for hybrid courses.
 - Sandy would like to propose to change the online fee to a learning technology fee and charge all students a standard fee per credit by rolling all the tech fees (IT fee, computer, and online fees) into one fee per credit and charge the same amount to all students.
 - The change will make it easier to manage and for students to understand.
 - The fee will have to be approved by the Regents, but it is a strategy the Regents like to approve.
- The next tuition increase will impact the shortfall.
 - 2-year colleges need to coordinate the amount requested for tuition increase.

Budget Allocation Process/Methodology (Discussion)

- Mary Twardos and Mike Reid will complete payroll and benefits.
- Each budget manager is budgeting the departmental/unit operating dollars only.
 - The starting point is based on FY21 budget minus 7% which equals 1.7MM.
 - The 3-year actual average is 1.7MM which still gives the college more money than it has spent over the past 3 years. (Historical amount spent)
 - The spreadsheet will recalculate as budgets are entered.
 - Each manager lumps the total into general fund ending in 99. Access UMDW for the exact transaction. (**Note:** UMDW is going to be replaced by a new budget software named Axiom next year.)
 - Check for missing indexes.
 - Professional development is created by Sandy. She will reach out to each department.
 - Departments have a fear that if they do not budget all of the allocated funds they will never get it back. It is not use it or lose, but use it wisely.
 - Mike can break out each unit from the overall spreadsheet.
 - Instructions are uploaded into file.
- Process Discussion:
 - Where is the adjunct budget for Gen Ed with multiple indexes?
 - Adjuncts are funded in salary line in personnel and pulled from operating.
 - What was budgeted for Adjuncts in FY 21 is still available for budget in FY 22 and in personnel, not operating.
 - Adjunct indexes range from H09200 to H09299.
 - H09215, H09213, and H09201 are Gen Ed adjunct indexes. Funded in one and charged to another to track it.
 - The Fire and Rescue index under “Protective Services” is H09212.
 - The Aviation adjunct index is H09205.
 - Tammy and Robyn will work with Mike on adjuncts and tie restricted fees into operating.
 - Mike is concerned about Valerie’s budget. Previously, her 3-year average was 60K and the amount allocated for 2022 is 18K. This budget needs to be examined and cleaned up.

COVID-19 Update on Funds

- More COVID funds are available and the college has until December 31, 2021 to spend the award.
- 342K in student relief and 1MM towards institutional support for the CARES Act.

Review/Approve CARES Fund Requests

- A CARES request from Nursing will be emailed for a vote later today.

Dean’s Waiver Discussion

- Request to use Dean’s Waiver funds for merit scholarships to mirror the HC Stars scholarships.
 - Twelve scholarship for \$1000/year each.
 - Strategic with the Dean’s Waivers.
 - Decide whether the scholarship is one or two years.
 - The HC Grant funds are tied to the Dean’s waiver too.

- **Action:** Donna will meet with Mike to discuss the scholarship idea. Mike needs to see the whole picture and get the history before a decision can be made. Waivers are dealt with differently at HC vs. UMW.

CARES REQUEST 2021 January/February Record

K-12 Cares Request

- K-12 Request for classroom upgrades for remote learning in the estimated amount of \$28,500 was approved BMT by e-vote on 1/11/2021.
- 5 additional TVs and mounts for mirroring images from the SMART board screens (5 @ \$1,500 = \$7,500)
- 7 cameras to be connected to Microsoft Teams to stream classroom images (7 @ \$3,000 = \$21,000)
- Estimated Cost: \$28,500
- (The majority of the project is funded by the GEER grant. This additional funding will allow us to outfit six Helena College classrooms with the technology required for remote instruction)

Nursing PPE Cares Request 1/27/2021

- The nursing departments is requesting \$265 to cover the cost of 100 full face shields with foam strap.
- Students are required by St. Peters to wear a mask and full face shield at all times in clinicals starting 2/8/2021.
- BMT approved the purchase by e-vote on 1/27/2021.

Nursing Equipment Request 2/4/2021

- BMT approved the Nursing equipment request by e-vote on 2/4/2021, in the amount of \$22,000 plus shipping on two items.
- Defibrillator - \$2250
- OB Mannequin - \$9000
- Headwall Training Units - \$6000 + shipping
- Mobile Separation Screens - \$4000 + shipping

Hotspots 2/10/2021

The Hotspot Cares request was approved on 2/10/2021 by BMT by e-vote.

The total estimated cost is \$2849.24

- 6 Hotspots
- Device Fee (one time) - $\$29.99 \times 6 = \mathbf{\$179.94}$
- 11-month service fee (until Dec 2021) = $\$39.99 \times 11 \times 6 = \mathbf{\$2,639.34}$
- Carrying case = $\$9.99 (2\text{-pack}) \times 3 = \mathbf{\$29.97}$
- There is a good chance that we can reactivate the six jetpacks we have; they are in very good condition. That would eliminate the \$179.94 device fee. (Della D.)
- See email for sustainability plan after Dec. 31, 2021.

Web Cams plus Equipment 2/10/2021

The request for Web Cams, Mics, and USB Ext. Mics was approved on 2/10/2021 by BMT e-vote.

- Webcams - 5 for total of 322.85.
- Lapel Mic 10 for total of 389.90.
- USB Ext. Mic total \$199.50.
- Total amount is \$912.23

