

BUDGET MANAGEMENT TEAM MINUTES

TUESDAY, JULY 7, 2021

Virtual Meeting

BMT MEMBERS:

- Terrie Iverson, Consultant(CHAIR)
- Sandra Bauman, 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 CEC/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)

Note: BMT did not meet in May or June 2021.

Mastermind Discussion

The April Minutes were approved unanimously.

ECS Electronic Communication Service Requests

- The initial requests were approved. The forms will be mailed to Terrie Iverson for signature, then submitted to UM HR. BMT will review and approve Mike Hausler, Rick Oderman, Kathy Mortimore, and Anna Ebert's forms by email when they are submitted.

Update: Per UM Legal: The requests that were above the recommended amount per policy were adjusted to match Policy 500.1 recommendations. Basic Usage is \$15, Low usage is \$25, High Usage is \$40 and Data is \$45. Ryan Loomis is the only employee to receive the data allowance due to his job description and SBDC grant requirements.

Loss Revenue Approval (CS)

- Option A: Lost revenue includes summer differed is 394K loss
 - Calculated lost over AY20-21 15% decline in resident tuition and in AY19-20 7% decline
 - Option A adjusts for the declines and not a true reflection of COVID's impact.
- Option B: 5-year average of the decline and calculates a more accurate loss due to COVID.
 - \$342K loss revenue in tuition and mandatory fees due to COVID (Adjusts for natural decline in enrollment)
 - \$500K loss revenue to date.
- The funds will come from HEERF III funds.
 - Goes into the FY 21 designated fund and then moved to into FY 22 general fund with the Commissioners permission.
 - OCHE has outlined the process.
- **BMT Approved Option B**

Discussion of FY21 Closeout (TI)

The amount left over from FY21 is 750K, but the final payroll has not been deducted yet. The leftover funds will go into reserve accounts. Each facilities project must have an estimate so the consultants can set up each fund.

- Facilities reserves:
 - Priority: Boilers need to be repaired or replaced. Cost estimate by John.
 - One out of three boilers are running. 75K will replace 2 boilers.
 - Facilities has a claim into RMTD.
 - If the third boiler has to totally replaced the cost will be higher if RMTD denies the claim.
 - Currently, the boilers do not meet the requirements of having the ability to condition the water used in the system.
 - Requesting a budget to cover a tree maintenance contract for \$3500 either through the building access fee or closeout funds.
 - Painting (\$2200 per room or an estimate of \$2/sq. foot)
 - John will provide an estimate to complete painting both campuses
 - Tammy would like the diesel and welding lab washed/power sprayed by Klean King instead of painting the labs. John will provide a cost estimate.
 - Replace the Fire Alarm Monitoring control system at both campuses. Johnson Controls holds a proprietary agreement with HC and charges exorbitant fees. Service calls and monitoring is very expensive.
 - John Rutherford would like to replace the Johnson Control system.
 - The current estimate is 50K to 75K.
 - Monitoring contract can be negotiated.
 - Call outs costs can be negotiated.
 - A significant savings over the course of the next five years.
 - Process – Request for Proposals
 - Complete Electronic Access and Security Upgrades
 - Create a five year plan to add electronic access to all doors on both campuses.
 - The Airport Campus and Donaldson's second floor.
 - John will provide a cost estimate.
 - Replenish the Academic Equipment & Facilities Fee pot. (Table and chairs for classrooms, and welders)
 - Remodel the Fire Bay for classroom instructional space. Start with the cost of the Architect to plan the remodel. Guestimate is 50K
 - Budget \$5000 for the remodel of 102B. (Dean's office/conference room area)
 - Budget 25K for the electrical for the Diesel Lab. (202A & 119)
- Use the loss revenue funds to build a new Helena College Website.
- Build up the scholarship Reserve
- Build up the enrollment Reserve

Future Steps in the Process:

- The amount of funds in reserve will be determined first.
- The funds from the HEERF III reimbursement for loss revenue will be available for some of the projects listed above also.
- After all the cost estimates are provided to Terrie Iverson, Dean Bauman will make the final decision.
- The decisions will be announced at the next meeting.

Discussion of FY22 Issues

Outstanding Grants:

- FFA Aviation Grant for \$500K. It has not been awarded yet and highly competitive.
- The HAAS Foundation Grant is usually \$10,000 and used for scholarships and special projects.
- The Boeing Grant is \$7500 and used for scholarships and special projects.
- Business Services provided copies of the Perkins and Pathways Grants

Adjuncts

- When a Trades instructor is out on annual or sick leave, an adjunct usually fills in as the substitute instructor.
- Tammy would like reassurance that there is enough funds in the adjunct budget to cover the extra cost if an adjunct covers a class as a substitute.
- Overall, the F&ES will not use as many adjuncts as in the past.
- Aviation will use number of adjuncts as last year.

Open Positions

- Facilities Custodian
- Other positions verified by email.

CRRSSA Funding Requests

- Outstanding requests will be reviewed mid-August.