

BUDGET MANAGEMENT TEAM MINUTES
WEDNESDAY, APRIL 13, 2022 & 5/24/2022 UM VEHICLE PURCHASE APPROVAL
Virtual Meeting

BMT MEMBERS:

- **Tricia Fiscus**, Asst. Dean of Admin. Affairs (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Cari Schwen**, Director of Bus. Services
- **Jessie Pate**, Director of IR & Effectiveness
- **Donna Breitbart**, Dir of Marketing & Comm
- **John Rutherford**, Director Facilities & Main.
- **Mike Hausler**, Director of Information Tech
- **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)

Minutes:

- Sandy Bauman moved to approve minutes from 3/30/2022. The minutes were approved.

Budget Building Note: Revenue estimates are estimates and are subject to change.

- All spreadsheets with departmental indexes have been distributed.
 - Flat budget numbers were pulled from Axiom.
- The unrestricted operational budget will reload as it was entered last year unless the distribution is changed by the budget authority and team.
 - The total is the same, but the distributions can be different.
- Salaries will be adjusted by 2% and added to each budget by the BO.
 - The 3% tuition increase covers the 2% salary increase.
- Professional Development (PD) budget will be put back into the individual budgets. Pooled money will stay in the PD budget.
 - HC will have to be able to track the PD in Vector for strategic plan data.
 - The best way to track PD is by assigning an activity code for PD.
 - Write *Professional Development* on the PO and use the assigned activity code.
 - Jessie Pate needs PD in her budget. Jessie will note that she needs a PD budget.
 - Pre-plan the PD in the future so all funds are used for PD.
 - Can the PD funds be used for other things?
 - Create a checkpoint in the fiscal year to look at balances and needs.
- Student Life has an inadequate budget. Because of the budget flat amount, Valerie may have to move funds within her budget amount.
 - H01030 was used last year + PD.
 - Note any lines items that are over budget
- CRM funding and Starfish are listed in the IT budget.
 - Should it be moved to enrollment or marketing?
 - Make a note in each budget for discussion.
 - It is more complicated and usually budgeted from a fee pot.
- Budgets are due in three weeks on May 4, 2022
- Fee Pots will have to be budgeted soon.



E-Vote on Vehicle Purchase from UM was approved by the Budget Management Team on 5/25/2022.

From: Fiscus, Tricia <tricia.fiscus@helenacollege.edu>

Sent: Tuesday, May 24, 2022 9:23 AM

To: Schwen, Cari <Cari.Schwen@HelenaCollege.edu>; Bauman, Sandra <Sandra.Bauman@HelenaCollege.edu>; Curtin, Valerie <Valerie.Curtin@HelenaCollege.edu>; Dellwo, Sarah <Sarah.Dellwo@HelenaCollege.edu>; Loomis, Ryan <Ryan.Loomis@HelenaCollege.edu>; Kiesling, Robyn <Robyn.Kiesling@HelenaCollege.edu>; Payne, Paige <Paige.Payne@HelenaCollege.edu>; Rutherford, John <John.Rutherford@HelenaCollege.edu>; Pate, Jessie <Jessie.Pate@HelenaCollege.edu>

Subject: Vehicle purchase - BMT

Dear BMT,

An opportunity to purchase a campus vehicle has come up but we needed to act quickly. UM has decided to sell their fleet of vehicles and instead contract with Enterprise for their vehicle needs. They have given the affiliate campuses first crack at purchasing their inventory before opening it up on surplus auction. The vehicle held by facilities for bank runs, store trips, intercampus travel etc. is very old and not terribly reliable. We had previously pursued rotating through the vehicles held by the APC for the auto program in order to keep the batteries charged and the vehicles in good order. I was informed last week that these cars could be a safety hazard.

We secured a 2020 AWD Chevy Equinox from UM to be used by employees of the campus for intercampus travel, business related shopping, bank runs, BOR meetings, recruiting tours in the local area and possibly even the 3 week long tours they do in September. This would help reduce our personal vehicle mileage and motor pool costs considerably. When employees travel in their own vehicles they are not covered by the state insurance in the event of an accident. Living in Montana many of us prefer an AWD vehicle when the weather turns. This would allow us to have an AWD option available for safer travel. We anticipate the car will pay for itself in 12-18 months.

This opportunity allows to forgo all of the normal procurement hassles associated with this kind of purchase. I literally create a 2 line document transferring the funds and we are done. We have sufficient funds available in our indirect cost pool, thanks in part to the new Global Initiative grant. We had to move quickly in order to take advantage of this rare opportunity.

Thank you,

Tricia Fiscus | Assistant Dean of Administrative Affairs