

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, SEPTEMBER 26, AT NOON
DON Lecture Hall Meeting

BMT MEMBERS:

- **Cari Schwen**, Exec. Director of Fiscal Services (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Jessie Pate**, Director of IR & Effectiveness
- **Kelley Turner**, Exec. Director of Operations
- **Abigail Rausch**, Director of Marketing & Communication
- **John Rutherford**, Director Facilities & Main.
- **Mel Ewing**, CIO
- **Ryan Loomis**, Director CEC/SBDC
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Stephanie Hunthausen**, Exec. Dir CTE & DE
- **Valerie Curtin**, Exec. Dir. Compliance/FA
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Melanie Heinitz**, Executive Assistant Office Manager (recorder)

Mastermind Discussion

Approve August 2023, Minutes

Correction to the minutes: Sandy was in attendance, Sandy motioned to approve the minutes as amended, and Kelley seconded the motion. Motion passes

Diesel Toolkit Purchase Discussion (CS, SH)

- Students purchase tools to work within the classroom and for work-based learning experiences. Students purchase tools and use them in the workplace.
- Dual Credit Students have no financial aid for tools. This purchase would allow high school students to consider the diesel program as an option.
- Loanable tools: Snap-on Tools, high quality, storage spot for each tool within the case.
- The amount theft: \$32,447.04
- There are Snap-on tools for checkout currently. There is a specialty checkout system.
- Inventory is needed on a regular basis and at the end of each semester, and cameras could be added to watch tools. Stephanie will report how the inventory system is carried out.
- We have a term contract with Snap-on
- Four diesel toolkit sets are requested.
- Approval with contingencies: marking all tools, a daily/weekly review of tools, and looking at other tool options.
- Fee Pot Academic Equipment budget checked for balance and reported at the next meeting.
- Before April 2024 submit a budget request.

Sandy made a motion to approve two sets of Snap-on tools for classroom use with the expectation of regular inventory Kelley seconded the motion. Approved

ECS Approval

- **Melanie Heinitz & Paige Ferro \$300 per year/\$25/month.**
Melanie's ECS request per guidelines cannot exceed the actual cost of the phone line. The phone line is \$20.00 a month, so it is recommended to reduce Melanie's to \$240 per year/\$20.00/per month

Robyn made a motion to approve the two ECS approvals with the adjustment of Melanie's line, Jessie seconded the motion. Approved

Budget Discussion (CS)

- **Update on Fall Revenue**
All revenues report: We are currently balanced. Mailing of Dual Credit bills on Friday, October 27, 2023.
- **Annual Plan Goals**
 - Cari will revamp the budget model and add more data.
 - Spending guidance and rules for Fee Pots needed for new BTM members.

- Reviewing of fees to stay solvent, and address loss and prevention.
 - Planning and forecasting budgets.
- **Volunteers for data-driven model**
 - Budgeting and Forecasting Online Conference: The use of data is a tool, not a weapon. Break-even point for students.
 - Two programs are needed to assess our effectiveness. Looking at the profit centers and cost centers. The two program volunteer models are: Machining and Accounting & Business
- **New meeting day/time (M – after 1:30; Tu – 1:00-2:00 or after 3:45; W – 10:00-11:00; Th – after 3:45)**
 - Once a month meeting
 - Cari will send out a Doodle poll to determine a time to meet
- **Faculty/Staff Reps – New Members**
 - Larry Taylor – Faculty position
 - Empty – Staff position

Addendums:

1) Diesel Toolkits:



Quote Submit To: Snap-on Industrial
 A Division of IDSC Holdings LLC
 PO BO 9004

Quote Number: TFPQ-32680-03 Crystal Lake, IL 60014-9004
 Quote Date: 8/4/2023 877-740-1900

Quote Expiration: 10/3/2023

Project Name: DIESEL STUDENT SETS

Delivery To: 200834967

Contact Name: HELENA COLLEGE - UNIV OF MONTANA

Email: 2300 AIRPORT ROAD

Phone Number: HELENA MT 59601

Customer Number: 200834967

Customer Name: HELENA COLLEGE - UNIV OF MONTANA

Bill To:

Terms:

Sales Rep: RUBOTTOM, GLEN I
 406-594-0274
 Glen.Rubottom@snapon.com

Total Weight	1249.6324
SubTotal	\$32447.04
Freight	\$0.00
Tax Total	\$0.00
Total	\$32447.04

2) CUR Revenue Snapshot 9.26.2023

Fall Snapshot FY24					9.25.23
Row Labels	Sum of CALC_PTD_BUDGET	Sum of CALC_PTD_ACTUAL	Difference		
2024	\$ 1,057,912.00	\$ 999,362.47	\$(58,549.53)		
Application Fee	300.00	120.00	(180.00)		
Deferred Payment Fee	1,590.00	870.00	(720.00)		
Late Installment Fee	600.00	135.00	(465.00)		
Late Registration Fee	400.00	160.00	(240.00)		
Non-Resident COT Fall	46,991.00	47,361.40	370.40		
Other Income	19,423.00	-	(19,423.00)		
Pooled Investment Income	50,000.00	30,689.67	(19,310.33)		
Registration Fee Fall	19,800.00	20,370.00	570.00		
Resident COT Fall	893,293.00	864,395.42	(28,897.58)		
Single Admissions File Fee	280.00	40.00	(240.00)		
Transcript Fee	4,299.00	152.00	(4,147.00)		
WUE Lower Division Fall	20,936.00	35,068.98	14,132.98		
Grand Total	\$ 1,057,912.00	\$ 999,362.47	\$(58,549.53)		
Row Labels	Sum of CALC_PTD_BUDGET	Sum of CALC_PTD_ACTUAL	Difference		
2024	\$ 981,020.00	\$ 967,195.80	\$(13,824.20)		
Non-Resident COT Fall	46,991.00	47,361.40	370.40		
Registration Fee Fall	19,800.00	20,370.00	570.00		
Resident COT Fall	893,293.00	864,395.42	(28,897.58)		
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