



BUDGET MANAGEMENT TEAM AGENDA

MONDAY, November 20, 2023 AT 2:00

P.M. DON Lecture Hall Meeting Minutes

BMT MEMBERS:

In attendance:

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

BMT Mission: *Develop a responsible and realistic budget model based on the strategic plan of Helena College and linked to data of enrollment and student success.*

Helena College Mission: *Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.*

Mastermind Discussion Agenda Minutes

- o No October meeting
- o Minutes September 26, 2023
- o Valerie made a motion to accept the minutes as amended, and John seconded the motion. All in favor, none opposed, none abstained: motion carried.

Budget Discussion:

Reallocating funding for Trio grant writer

- o Discussion

Funding for the Nursing Sink in Sim lab (Academic Fee)

- o \$5,000 was requested for a sink, through the student fund – Academic Equipment

- Jessie made a motion to accept the 5,000 requested for a sink for the Nursing Sim Lab, Valerie seconded the motion. All in favor, none opposed, none abstained: motion carried.

Fee pot balances

- Report back online, Fee Pot > Master Budget (every two weeks) > Equipment Fees \$294,454.12

Update on data

- Discussion

Adding members

- A staff member has not volunteered, we don't have an opt-in policy.
- Contribution Margins next meeting.

FY25 budget requests

- Build a template. Scoring long-term requests. Building a rubric. Kelley will assist, and Sarah will review as needed. By late February budgets are out. Projected revenue and projected personnel. Distribution of funds. Spreadsheet in Teams to add to for funds needed.
- Projected shared IT position to help with cybersecurity.
- Projected LMS position

Process for long-term planning

- Requests
- Scoring
- Monthly Report that UM runs: viewing ability through Cari as she gets the report from UM. It will be added to the Teams file by Cari. Reporting totals are done on a combined basis.