

BUDGET MANAGEMENT TEAM MINUTES
MONDAY, DECEMBER 18, AT 2:00 P.M.
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)

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

Approval November 20, 2023, Minutes

- Jessie made a motion to accept the minutes as amended, Kelley seconded the motion. All in favor, none opposed, none abstained: motion carried.

Budget Discussion

Fee Pot requests: Current \$14, 500.00 authority to use from the Fee Pot committee.

- Welding: two welders requested. Welding is capped at 15 and this would be an additional welding spot for a student. We could add one additional student to the current capped amount. \$7,950.00 for one welder. There is a space for the welder with gas hook-ups. We have an obligation to provide the course for the student. We will request two welders from the Fee Pot committee for \$16,000.00. The second-year group welder needs repair.
- Cosmetology cost: \$12,500.00 for supplies noted. \$13,500.00 will be requested as freight is not included.

Cari will ask for permission from the commissioner for an increase in budgetary authority to access additional funds in the Fee Pot, but the students will only be voting on the \$14,500.00 at this time for usage.

Discussion on products. Asking for \$13,500.00 to complete. Sandy will need to email students today, students must approve by Thursday by noon or they will be passed by the majority of votes. Robyn will be happy to answer questions from the students. Cc Robyn (answer questions) and Cari (watch for votes) Me find the emails for the Fee Pot Student emails.

Personnel Data: Departmental Budgets to each director.

Positions are tied to departments, not persons. Review indexes and determine the Department Personnel Budgets

The position for the Emergency will be a percentage split between several entities

The motorcycle position will be covered by Legislative Funding and tuition revenue in CEC.

Build a position model for the budget.

Cari discussed and showed program models for Aviation. There was an example from Great Falls College to show the break-even formula.

Data for programs that are going through a review will have the information going forward.