

BUDGET MANAGEMENT TEAM MINUTES
MONDAY, MARCH 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
- ~~Vacant~~, Director CEC
- **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

No meeting: 1/15/24 holiday, 2/19/24 holiday.

Approval December 18, 2023, Minutes

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

Budget Discussion

- Financial Aid Cost of Attendance (COA) Explanation:
 - Living Wage Calculator - calculation for Lewis & Clark County, MT.
 - The Internet was re-adjusted for a full year
 - Housing costs went down
 - Comparison from College Board
 - Loan fee still needs to be added
 - Next meeting vote on the COA
- FY25 Budget projections review
 - Three years of actual working on the fourth
 - Operating cost
 - Restricted: Perkins
 - Fee Pots: lower amounts (CARES)
 - Revenues
 - Out of designated, Bond Debt, Reserves
 - Equipment Fee Pot
 - Master Budget Build will be sent out to all Team members
 - Fixed Costs: Live in the Facilities – Program Areas
 - Aware of fixed costs in the program
 - Possibly add another category: Maxient, Affiliate Cost share LMS, NWCCU, OETC, Banner
 - Moodle backup paid for one year

- Revenues: Investment Income – Discretionary spending
- Enrollment for Dual Credit
- Three-year average projected budget
- Personnel Budget – Use Payroll for area:
 - Number of positions in the area
 - Note New Employees
 - Check Position number
 - MMRS – Program Specific Funds
- Fee Pot Information will be added
- Bond Payments – Bond Restructure
- ECD Allowances – next meeting discussion