

BUDGET MANAGEMENT TEAM MINUTES
MONDAY, APRIL 15, 2024 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
- **Jeri Bucy**, Director of 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
- **Larry Taylor**, Anatomy & Physiology Instructor
- ~~Patricia Pierson~~, Librarian
- **Melanie Heintz**, 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 March 18, 2024, Minutes Review and Approved

Budget Discussion

- **Electronic Communication Services (ECS) Allowances**
https://helenacollege.edu/campus_facilities/policiesprocedures/default.aspx
- **Policy 500.1**
 1. Melanie will make the form fillable and send it to Cari for distribution.
 - Sandy will relay the message to Debra Rapaport, and Debra will need to speak to her Administrative Associate. Robyn will need to speak with her Administrative Associate about the usage of ECS.
 - Discussion on New Employees to Add:
 - New Maintenance Staff, Crisis & Emergency Management, Director of Occupational Therapy Assisting Program, Student Life, Regional Director of Small Business Development Center, Director of Community Education Center, Director of eLearning & Faculty Development, and Director of Montana Motorcycle Rider Safety Program.
- **Electronic Communication Services (ECS)**
- **7/1/24 – 6/30/25**
 - Due June 1, 2024
- **For Any department that wishes to continue or add ECS to their employee (budget) the processes will need to be followed**
 1. Read policy 500.1
 2. Complete form
 3. Attach documents
 4. Retrieve signatures (employee, supervisor, budget committee, then to HR for distribution to UM HR to add to their payroll)
- **Substitute Faculty Rep for Summer?** Larry noted he would be absent for one meeting in the summer.
- **Personnel Budgets FY25**
- **Operating Budgets FY25**