

OBUDGET MANAGEMENT TEAM MINUTES

MONDAY, MAY 20, 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 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

Review April 15, 2024, Minutes

Budget Discussion

- ECD Allowances: The last date to turn in an ECD request is June 1, 2024, to Cari Schwen.
- Discussion/meeting on funding of Banner for FY2025
- Fee Pots for FY25 budget and Bonds
 - K&L bonds will be paid off this year
 - 2017 and 2019 electrical bonds
 - Restructuring bonds – linked to the Cosmetology Salon generating business
 - Energy Bond
 - Rental income feeds into the auxiliary
 - Subfee to wipe out lighting bonds (sub fees are for paying down bonds)
 - Inter-cap Bond: \$182,500
 - Surplus revenues to pay down bonds
 - Signage for both campuses – Abby's budget
 - Furniture for APC
 - DON 122 – Mobile electrical – John
- Budget Spreadsheets completed by May 31st. – Direction sent by email. All individual files are in Teams.
- **Valerie's cost of attendance for FY2425 went out for a vote by Teams and pasted.**
- **Current Unrestricted – FY25 Budgets**
 - **Banner - (Budget \$250,000 from reserve)** Offer a counteroffer to UM
 - **Questions**
 - **Budget sheets for FY26**
 - Balances of Budgets – Mid-month meeting – June 3, Cari will email a meeting invitation.