

BUDGET MANAGEMENT TEAM MINUTES
MONDAY, JUNE 5, 2024 AT 10:30 A.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)~~

Attendance not complete

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 May 20, 2024, Minutes

Budget Discussion

- **165,000 thousand over the draft budget,**
 - Cari reviewed the revenue and budgets. The budget must be uploaded, entered, and balanced by the end of June for UM.
 - A motion to take 20,000 out of the scholarship reserve to cover the HC scholarship. The option of using excess revenue first then the reserve.
 - Write off bad debt expenses, by using current unrestricted.
 - We need a debt collection agency to assist with bad debt collection.
 - Records to substantiate the older bad debt will be accessible after HVAC is complete as they are all in storage.
 - Cari requested all review printouts, and if there are blank blocks identified as indexes that are no longer in use, please note them. Cari will terminate and remove them from the budgets.
 - Budgets reviewed and resubmitted by Friday, June 14 to Cari, each budget should work towards a seven percent additional reduction.
 - Individuals responsible for Fee budget need to provide Fee budget estimates are due July 17.
- **Next Meeting: July 17, 2024**