

BUDGET MANAGEMENT TEAM MINUTES
MONDAY, JUNE 17, 2024 AT 2:00 P.M.
DON Lecture Hall Meeting

BMT MEMBERS:

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| <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Cari Schwen, Exec. Director of Fiscal Services (CHAIR) • <input checked="" type="checkbox"/> Sandra Bauman, Dean/CEO • <input checked="" type="checkbox"/> Jessie Pate, Director of IR & Effectiveness • <input checked="" type="checkbox"/> Kelley Turner, Exec. Director of Operations • <input checked="" type="checkbox"/> Abigail Rausch, Director of Marketing & Communication • <input checked="" type="checkbox"/> Mel Ewing, CIO | <ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Jeri Bucy, Director of CEC • <input checked="" type="checkbox"/> Robyn Kiesling, Exec. Dir. Gen Ed & Transfer • <input checked="" type="checkbox"/> Stephanie Hunthausen, Exec. Dir CTE & DE • <input type="checkbox"/> Valerie Curtin, Exec. Dir. Compliance/FA • <input type="checkbox"/> Sarah Dellwo, Exec. Dir. Enrollment • <input type="checkbox"/> Larry Taylor, Anatomy & Physiology Instructor • <input checked="" type="checkbox"/> Patricia Pierson, Librarian • <input checked="" type="checkbox"/> Melanie Heintz, Executive Assistant Office Manager (recorder) |
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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 of Minutes/Notes

Budget Discussion

- **ECS: Vote to approve -**
 - Two additional individuals need to be added.
- **Discuss K12 position needs: Tabled**
 - Pathway position - Stephanie, the amount has been reduced for the Perkins grant reductions. Sustainable position, shared position, manually processing all dual credit work, the grant does not want to fund positions.
 - Funding of 50% of funding was built into the budget. HC was funding half of the position. 58% of Perkin’s grant is funding the Dual Enrollment position. Stephanie will work up a position and the budget needed to fund the position.
 - Change the manual to an online system.
- **Budget reduction for FY25:**
 - Based on revenue
 - A shortfall of 130 thousand
 - 70 thousand deficient
 - Moving data lines to computer fees
 - 36 thousand to annual fixed costs
- **Additional Ideas:** 15-20% of a maintenance position. Access fee pot usage is available. 92 hundred to pay for 20% maintenance of a position. Tech budget move 10 thousand to budget adjustment – Cari will check with the commissioner's office. 10% of maintenance from the Student Fund. Courseleaf will be coming out of the reserve. Annual implementation from the reserve, or computer fee Use computer fees to fund a computer faculty member – Cari will be requesting.