

BUDGET MANAGEMENT TEAM MINUTES
MONDAY, JULY 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~~
- ~~**Vacant**, 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 of Notes for June 5 & 17, 2024: The minutes have been reviewed and will be posted on 7/16/24 evening.

Budget Discussion

- **FY24 wrap-up:** Extended to Tuesday, July 16 at noon.
 - Cari reviewed balances, revenue, bond payments, surpluses, and shortages. Permission was granted to use the Plant Reserves to cover the lighting bond.
 - **Excess revenue: Reserves vs. Carry forward (approx. \$310,000)**
 - **If we carry forward, we could still pay the bond, but I must route through the plant reserve first**
 - **Construction coverage – Plant fund or excess revenue**
 - Cari made a motion based on data to request authority for a total of \$200,000 with \$154,233.86 to Cosmetology with the remainder to carry forward if approved by OCHE to cover the remaining \$100,000 from Plant Reserve not increased by bond.
 - Vote: The motion was seconded and passed after all questions and materials were reviewed (Robyn voted for this option per Cari)
- **FY25 Budgets review spreadsheets In FY25 Budget Folder**
 - **General discussion of the fund types (4A-4M)**
 - 95% of budgets have been completed
 - Many reports have been added to the BMT Teams folder for review
 - Instructional costs percentage is strongly recommended to be at 70%
 - Current unrestricted funds are broken down by budget
 - **Banner Cloud funds**
 - UM has not clarified an official amount, but close to \$490,128.00 for implementation