

BUDGET MANAGEMENT TEAM MINUTES
MONDAY, SEPTEMBER 16, 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 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

- **Minutes:**
 - The 8/19/24 minutes were reviewed.
- **Guest:**
 - Tod Dumas, Aviation, will be a new member starting in October 2024.
- **Budget Discussion**
 - **Budget update**
 - 74.6% of fall revenue estimate (83% at this time last year). With DE Cari Schwen is hopeful HC will make revenue. Currently, HC is approximately \$258,000 short in revenue. Dual enrollment estimates are \$190,000.
 - **Procurement reminders.**
 - Follow the guidelines set out by UM in GrizMart.
 - **Captioning Software – Deferred at this time.**
 - **Furniture (Welcome Center)**
 - HC would like to purchase wider seat chairs or possibly a loveseat. Prefer two chairs with a surface washable fabric, one with arms and one without arms.
 - Vote to approve up to \$3,000 in funds for chairs in the Welcome Center passes. Funds will come from the SUB Fee. The vote passed.
 - New tables for the student center:
 - Half rounds with wheels, foldable, and lock together.
 - Order 8 half rounds to make 4 full tables.
 - **UM October 16, 2024 Budget Seminar**
 - Mel Ewing, Sandra Bauman, and Robyn Kiesling are interested in attending.
 - **OCHE Presentation?**
 - Open up to BMT, DCAC, and Cabinet members. Ask Shauna Lyons if she is available to present and inquire if she can come back to talk to the campus at the start of the next term.

- Course/Program Fees: Discuss best practices as the departments start to review new and current fee requests.
 - How much is reasonable to reserve for major expenses?
- **FY26 Budget Preparation**
 - The online course fee needs to be adjusted.
 - Revisit Academic facility and equipment fees.
 - Wellness fee.
 - Course Fees – Are they collecting the appropriate amounts?
 - Need to show data to justify increases/decreases.
 - Site visits from NWCCU (1 visit w/ 2 people) .
 - Facility vehicles/equipment.
 - OTA personnel/equipment.
- **Professional Development –**
 - Should it be included in department budgets or should it be in PD? Need a better plan to move forward on developing the PD budgets in FY26.