

BUDGET COUNCIL MINUTES
MONDAY, DECEMBER 09, 2024, AT 2:00 P.M.
DON Lecture Hall Meeting

BC MEMBERS:

- **Cari Schwen**, Exec. Director of Fiscal Services (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Jessie Pate**, Director of IR & Effectiveness
- **Jason Grimmis**, Director of Crisis & Emerg. Resp
- **Amy Kong**, Director of eLearning & Fac. Dev.
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Tod Dumas**, Aviation Instructor
- **Larry Taylor**, Anatomy & Physiology Instructor
- **Patricia Pierson**, Librarian
- **Paige Payne**, Executive Assistant (recorder)

BC Mission: *The Budget Council utilizes broad stakeholder representation to carry out responsible and realistic budget planning that aligns with the strategic goals of our campus and the Montana University System. We strive to foster a culture of financial integrity and collaborative governance, ultimately contributing to the sustained growth and success of our institution.*

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

11/25/24 Minutes will be posted Wednesday

Cost of Attendance (COA) Review

- The COA covers the total costs for students; in-state, out-of-state, WUE, living at home, etc.
- Financial Aid (FA) compiles the data to create the cost of attendance. It is posted on the web, catalog, and in the student FA information.
- The BC reviews the data to approve or make recommendations.

Funding Request:

Filters for the Welding Shop:

- Requesting \$8300 to replace 60 filters. Welding will create a replacement plan for a 2 to 3-year replacement schedule. There are 72 filters in total. Twelve filters were replaced last year.

Funding source discussion:

- Identify the budget line for the current replacement and the future replacement schedule.
- Safety and the efficiency of the system are important considerations.
- Approved:
 - Determination: 60 filters will be replaced now using the welding and academic equipment fee pots.
 - Fee pot split: Welding 33% Academic Equipment 67%
 - Long-term plan: Stat a cleaning cycle to wash the filters, replace the 12 filters that were installed in 2023/24 in 2026, and then plan to replace a percentage each year out of the welding fee pot.

Automotive Exhaust Hoses and Reels:

- The cost to replace both the exhaust hoses and reels is 20K +.
- Safety is the biggest concern. If only 4 are replaced, only half of the shop can be used.
- Approved: Split the cost between the Automotive fee pot and the Academic Equipment fee pot.
 - Determine if facilities can install the parts.

Emails to the Academic Equipment Committee:

I hope this email finds you all well and preparing for the winter break! Today I have two requests for you to consider. I'll send two separate emails to make it easier to track responses.

Request number one is to use up to \$15,000 to replace the 8 exhaust hoses and reels in the Automotive program. The total cost for this project is approximately \$22,000. The Budget Council met today and recommended that 1/3 of the cost come from the Automotive program fee pot, and 2/3 come from this fee pot. Here is a description of why this equipment is necessary:

1. *This is a significant safety concern. These are exhaust hoses that have degraded and need to be replaced to ensure appropriate venting of fumes within the automotive shop.*
2. *The exhaust hoses are necessary to run the program equipment in order to provide program instruction.*
3. *The replacement hoses are compatible with the current ducting system, exhaust fan, and mounting hardware, so no additional equipment is required.*
4. *The lifespan of these hoses is about 10 years. Going forward, the program will establish a replacement cycle to ensure all 8 hoses do not need to be replaced in the same year.*

There is currently just over \$298,000 in this fee pot. If this expense is approved, the balance will be over \$283,000.

The second request is for the Welding program. This is a request to approve up to \$6000 to replace the air filters in the welding shop. The total cost of this project is \$9000, and the Budget Council recommended that 1/3 of the expense be covered out of the welding fee pot, and the other 2/3 be covered out of this fee pot.

1. *The filters are necessary to remove the welding particulate from the air when the welding booths are in use.*
2. *This is important for clean air quality and student safety.*
3. *The equipment will not run efficiently without clean filters.*
4. *There are a total of 72 filters, and 60 of them need to be replaced immediately. 12 were replaced last year.*
5. *These filters need to be replaced every 3 years, and the program will develop a schedule to replace 24 each year.*

As mentioned in the previous request, there is currently \$298,000 in this fee pot. If you were to approve both requests, the balance would be \$277,000.

Other requests: Nursing beds in the nursing department will need to be purchased which will cost less than \$20K.

- Funding source: Academic Equipment fee pot.

The next meeting will be in January due to the holiday.