BUDGET MANAGEMENT TEAM MINUTES
WEDNESDAY, JANUARY 5, 2021
Virtual Meeting

BMT MEMBERS:

- ☒ **Tricia Fiscus**, Asst. Dean of Admin. Affairs (CHAIR)
- ☒ **Sandra Bauman,** Dean/CEO
- ☒ **Cari Schwen,** Director of Bus. & Retail Services
- ☒ **Jessie Pate,** Director of IR & Effectiveness
- ☒ **Donna Breitbart,** Director of Marketing, Communication, and Alumni Relations
- ☒ **John Rutherford,** Director Facilities

- ☒ **Ryan Loomis,** Director CEC/SBDC
- ☒ **Mary Twardos,** Human Resources Generalist
- ☒ **Robyn Kiesling,** Exec. Dir. Gen Ed & Transfer
- ☒ **Tammy Burke,** Exec. Dir CTE
- ☒ **Valerie Curtin,** Exec. Dir. Compliance/FA
- ☒ **Sarah Dellwo,** Exec. Dir. Enrollment
- ☒ **Paige Payne,** Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion Agenda

October 27, 2021 minutes approved.

C**ARES/CRRSAA update. See chart**.
- Only two projects are completed. All funds must be spent by May 12, 2022.
- 200K is left unallocated. The unallocated funds will cover bad debt, loss from debt, and COVID related losses which puts funds back into HC's general fund. There may be enough funds to cover spring bad debt also.

Facilities Update (JR)
- APC Automatic Gate
  - Funding provided by RMTD up to 16K. The gate will be installed in March.
- APC Parking Area Repair
  - The funding was not approved by ARPA. Facilities is waiting for LRBP approval which includes lighting for the parking area.
- East Parking Lot Donaldson
  - Facilities is requesting funding from RMTD in May 2022 and other parking funds are available. The cost is between 75-100K. The exit gate will be a trolley gate which is less expensive. The estimates Includes bollards to stop drive-overs.

RMTD Meeting
- There is a potential for more savings.
  - If 5% of the campus participates in an auto safe program, RMTD passes on a savings.
  - If 50% of the campus participates in a cyber-class (50%), RMTD passes on a savings.
  - In the past, it was difficult to access the cyber class. Tricia is looking into offering the course through Vector.

ARPA Request (Cosmetology Remodel and Nursing Simulation Lab)

- The HC proposal is one of eight up for consideration.
  - HC may have to partner with external businesses to finance some of the project.
  - Cosmetology Partnerships: Cost Cutters and a HC Foundation fundraiser.
  - Nursing partnerships: Benefis and St. Peters.
  - Other ideas: The Chamber of Commerce and Helena WINS, Job Service, CTI, and the City of Helena have ARPA funds and may be able to match.

HEERF Funds Table

	Project	Progress	Completed	
1	CRM Retention	In the RFP Process. The team met with Vendors on Nov. 15 to answer questions. Important Point. The contract must be completely paid out by May 12. Request extension. Provide vendor and timeline. Year one is implementation through CARES. The next year will be paid out of budget.	In progress. DB & SD	
2	Temporary Custodian	Temporary Custodians are being hired as they are available through May 12, 2022	Ongoing.	
3	DocuSign Contract		Completed	
4	APC Electrical Project		Completed	
5	Director of Student Life Salary	Budget and salary moved to HEERF funds until May 12, 2022	Ongoing.	
6	Electronic Access Campus Wide	Fine tuning the infrastructure needs are relative to the attendance readers and the commensurate subscription fees. Will then begin the RFP/purchasing process. The goal is to begin installing at the end of Spring Semester	Purchasing and materials have been ordered. Cost of project is $270K. Invoice needed for half of the materials. Doesn't include labor. When materials are delivered, the balance can be paid. See about labor when materials delivered.	
7	Remote Classroom Technology	Currently in the process of discussing the type of technology needed and where it should be installed. Plan to decide what needs to be purchased in the next month or so.	(RK) Smart board expansion. Waiting on TEST providing a bid. Install was included in the bid. Cari felt TEST did not provide good support, but they replaced any boards with problems. HC needs to stay with the same technology. 200K allocated to do as many classrooms as the money will cover. Depends on quote. Seven is the goal. Includes one at APC. Nine completed. Cannot be completed by May 12th. Possible to request an extension. Need a quote first.	

8	Virtual Cadaver	Currently in the research phase. Hope to obtain more information on what to purchase in the next month or so.	(RK) The model has been identified. Working with the BO to complete the order.	
9	IT Tech for SMART Classrooms	Jeremy Benge has been hired he is located mostly at the Airport campus. This position will be funded through May 12, 2022 with these funds. From May 12 to June 30th will be funded by temporary funds put in the IT index. This position will need to get on the list of priorities for funding in the FY2023 budget.	Mike Hausler. In progress until May 12	
10	Student Bad Debt	Business Office is getting this applied to the Student Accounts	Applied to Student Accounts. Working on fall term estimation phases. Student portion could cover some the bad debt and institutional fund side will cover the balance. FA will send out a second email.	
11	Web Site Conversion	Currently with IT looking at the technical requirements. IT hopes to have this completed at the end of this week (November 12th)	A project fund is going to cover this, not HEERF funds.	
12	Cosmetology Construction Plan	The project is on the agenda for the Board of Regents' meeting in November.	This will not be covered by HEERF funds. ARPA and other funding.	

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