

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, AUGUST 15, AT NOON
Virtual 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
- **John Rutherford**, Director Facilities & Main.
- **Mel Ewing**, CIO
- **Ryan Loomis**, Director CEC/SBDC
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Stephanie Hunthausen**, Exec. Dir CTE & DE
- **Valerie Curtin**, Exec. Dir. Compliance/FA
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

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

Approve July 25, 2023, Minutes

Minutes approved. Valerie seconded the motion. Who moved to approve? Information missing from the recording.

Budget Discussion (CS)

- Meetings will be moved to one hour once a month on Tuesdays in person at noon.
- Cari will start building FY25 budgets in February. Part of it will be identifying replacement schedules and future projects. The planning will increase yearly incrementally. By 2028, the LRBP for each department will be projected 10 years out.
 - A template, request scoring form, and a workshop are in the planning stages.

Tool Request Discussion. (The complete summary is provided below the minutes.)

- Buy four complete tool kits by the third block in October.
- Cari is asking BMT to approve the request today or postpone the decision until September when Stephanie can attend.
- Suggested funding source:
 - Academic fee pot. The total balance is \$304K.
 - This year's spending authority is \$100K. The spending balance is \$73K; some of the funds are earmarked for Cosmetology.
 - Diesel has a balance of \$15K in their fee pot. They purchase other training equipment (manifold) from the Fee pot.
 - Ask Diesel or any other trade to pay for a portion of the cost of the tool kits.
- Future purchasing is dependent on the program and needs. Machining will request the same type of purchase.
- One of the biggest problems is the ability to inventory and secure the tools.
 - The kits need to be tagged or engraved with nestled trays to identify if a tool is missing, and the instructor needs to inventory the toolboxes frequently.
 - Add mandatory inventory quarterly review.
 - Purchase tools in a distinct color if possible.

Concerns:

- Auto added tool kits so students could use their own tools at their internship while attending classes at HC.
- Will approving the purchase start a snowball effect? On the other hand, if the program becomes self-sufficient, it is worth investing in the tools.

Decision:

- Wait until the next meeting in September so Stephanie can speak about the inventory problems and the need to purchase the tools.
- Also consider the program, not every program needs tools when they are hired, only in the classroom for instruction.
- Use BMT to set considerations, procedures, and expectations for purchases.

Tool purchases for Diesel and Machining with Academic Equipment funds (SH/CS)

The diesel department would like to buy 4 complete diesel tool sets. We would like to request that the money for this request comes from the academic equipment fee pot.

This request is being made for the following reasons:

- *The automotive program purchased 15 tool sets 2 years ago and this has been a very successful purchase. Automotive students can use their own personal tool sets in their work-based learning experiences throughout the year, and use the classroom tools for classroom hands-on activities. They don't have to transport tools back and forth, and all students are able to use high-quality tools as they learn in the classrooms and labs.*
- *Diesel would like to replicate the same experience as automotive, but because diesel tool sets are so expensive, they are only requesting 4 sets that students can share. Students are still expected to purchase their own tools, but for a variety of reasons, some students don't have all of their tools purchased by the first semester and first year of classes. This will allow some flexibility as they are acquiring tools and also for some students who may need certain tools at their place of employment.*
- *In addition, this year, the diesel program has 5 students who were originally enrolled in the automotive program. These students switched to diesel when the first year of automotive was canceled. Many of them had already purchased the required auto tools. Diesel would like to accommodate these students so that they don't have to buy an entirely new set of tools. Through a combination of buying a few additional diesel-specific tools and the loanable tool sets, these students will be able to transition from automotive to diesel more easily.*
- *The last reason for the request is that we have one full-time high school student enrolled in the diesel program this year. Originally this student was registered for automotive and was planning to use a loanable set of tools until she qualifies for financial aid next year and can purchase her tools using grants and loans. As we enroll more full-time high school students in our trades programs, many programs (such as automotive and machining) are trying to acquire the tools necessary for these students to be successful in year one of the program so that they can use financial aid in the program's second year to buy their own tools. Diesel would like to provide the same opportunity.*

Cost from SnapOn

Total Weight	1249.6324
SubTotal	\$32447.04
Freight	\$0.00
Tax Total	\$0.00
Total	\$32,447.04 + freight