

BUDGET COUNCIL MINUTES
MONDAY, OCT. 27, AT 2:30 P.M.
DON LECTURE HALL MEETING

BUDGET COUNCIL 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

Shauna Lyons November 10, 2025

- **Shauna Lyons, MUS Director of Budget & Planning**, will attend the BC meeting that will be combined with the Cabinet meeting. Tentatively, the Budget Council will meet at 2:45 p.m. The Cabinet will join the meeting also.
- She will address personnel planning and **the** appropriations process used to set budgets.

Machining Fee Pot Request

- HAAS machine and vendors included. HAAS is the sole source and sole brand. Included Ed discount.
- VF-2 with HAAS COBOT - \$129,414.75 (see quote in the files)
 - H50604 (Boeing special projects): \$57,300 (must spend the Boeing by end of Dec. 2025)
 - H60530 (Machining program fee pot): \$33,314.75 (83K balance) (They will need 3 new manual mills plus tooling kits machines at \$90K). Spring students will bring in more to a fee pot. On hold.
 - Academic Equipment (AE) fee pot: \$38,800 (\$321K balance)
 - Electrical in place.
 - Advisory board recommended the COBOT addition
 - Installation and testing control training included.

Motion: Tod Dumas motioned to approve the funding for the HAAS Machine. Larry Taylor seconded the motion. Approved pending the student Academic Equipment Fee committee approval to spend out of the AE fee pot.

Science Fee Pot Request

- Autoclave for science labs for \$6,500 (see quote in files). \$5,999.95 cost + shipping
- Request to use the Academic Equipment (AE) fee pot: \$6,500
 - 16 -liter capacity is a better buy and use of resources. The previous autoclave was refurbished, and Robyn would not like to purchase a refurbished model.
 - Equipment fee is \$321K minus \$38,800 for HAAS purchase.
 - Reason to use only the Academic Equipment fee pot:

- There will be a new chemistry instructor next year, and the Student Lab fee will be needed for new equipment.
- Additional information is needed before it is approved.
 - What is the warranty on the item? If needed, add an extended warranty and provide the cost.
 - Ask Phil Sawatzki if the 24 liters would be more beneficial.
 - Determination: The 16-liter autoclave is sufficient.

Motion: Larry Taylor motioned to approve \$6500 from the AE fee pot. Jason seconded the motion. Approved pending student Academic Fee Pot Committee approval. The cost of an extended warranty will be added if necessary.

Academic Fee Pot Committee Approval Follow-up.

From: Bauman, Sandra

Sent: Thursday, November 13, 2025 2:53 PM

To: HC Finance <HCFinance@HelenaCollege.edu>; Kiesling, Robyn <Robyn.Kiesling@HelenaCollege.edu>; Carr, Kylie <Kylie.Carr@helenacollege.edu>

Subject: FW: Science autoclave purchase request

Here is the third yes vote (of 5 students on committee), so this purchase has been approved by the committee.

Kylie/Robyn – please use the academic equipment fee index for the order, and attach this email to the PO. If you aren't completing a paper PO, please ask Beau how he would like to handle the documentation of successful approval from the committee.

From: Bauman, Sandra

Sent: Saturday, November 15, 2025 1:44 PM

To: HC Finance <HCFinance@HelenaCollege.edu>; Hunthausen, Stephanie <Stephanie.Hunthausen@helenacollege.edu>; Mousel, Melissa <Melissa.Mousel@HelenaCollege.edu>

Subject: FW: Machining request for use of funds from Academic Equipment Fee

Here is the third yes vote (of 5 person committee) so we can consider this approved by the group.

Please use the academic equipment fee index for \$38,800 of this purchase and include this email as verification.

Position Request Process

- Cari is creating a process, rubric, and request form for personnel requests.
 - The drafts will be available after the Shauna Lyons meeting.
 - Sandy will chair the November 24 meeting and discuss the process, rubric, and the request form.

Budget Template Updates

- Cari edited the 3-year template per the suggestions from the last meeting.
 - Year one-request, year 2-plan, and year 3-forecasting definitions include.
 - Inflation calculator and graphs included.
 - A personnel benefit calculator is included. PERS is 1% less than TIA-Crefff.
 - Designations: Assign a number to each designation. Provide extra room on the side for narratives and use the numbers to identify the designator if one item has multiple designators.
 - Definitions will be located on the tools tab.
 - As the budget template gets used, there will be more edits.
 - Cari will offer workshops when it is released.