

BUDGET COUNCIL MINUTES
MONDAY, Nov. 11, 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

Definition Discussion

- Required and fixed costs are different.
- Fixed is not subject to any changes in staffing or enrollment, but it has variables.
 - Examples: Utilities, internet, and insurance costs are fixed. The institution has little control over the costs going up.
- Required costs are what the institution budgets based on enrollment and student numbers.
 - Required (essential vs nice to have categories)
 - Example: Some items like Timely could be eliminated to pare down the budget.

Shauna Lyons, MUS Director of Budget and Planning, Guest Speaker 2:45 p.m.

Shauna Lyons PowerPoint Presentation Highlights

- Allocation process from the Legislative process to HC.
 - Present Law Adjustment (PLA) Categories
 - Annualization of Pay Plan
 - Health insurance and other personnel costs
 - Higher Education specific increases. (Library, utilities, journals, IT maintenance, contracts, compliance/safety, and termination costs)
 - Statewide Agency Operating Increases
 - New space O & M costs.
 - Pay plan in HB13
 - Funding is HB2

Pay Plan Allocation Process & Questions

- MUS takes a snapshot in October and April to determine how many permanent employees are working from the current unrestricted.
- How do we plan for new employees and employees who are paid out of fee pots?
 - Include the new/planned position in the snapshot.
 - Provide documentation of vacant/planned positions.
 - Move the fee pot salaried employees incrementally so they are included in the snapshots.
 - The move should be scheduled over time, not all at once.
- Tenure and promotion/merit increases are added in January. The information is due in June and part of the allocation under Health and other.
- Adjuncts do not count. Pooled positions do count. Shauna will check on Mel Ewing's status. HC is not getting credit for paying a portion of his salary. *Update – Shauna has adjusted the formula to include adjunct positions.
- Does employee classification matter?
 - Yes, it does impact the calculation.
- Better to change stipends and split the funding between the sources.

Takeaways:

- HC is not gaining all the pay plan increase it could.
- Position management is going to become more strategic to capture pay plan gains.
 - Move the fee pot salaried employees incrementally so they are included in the snapshots.

BOR Instructional Targets

- Instruction costs should comprise 50% of total expenditures
 - Helena College's instructional costs are 45%, which is very close to the target and fine.
- The BOR target is 70% for instruction plus academic support plus student services.
 - Helena College is at 75%
- Helena College's expenditure per student is 66% of peer group median.

Montana 10

- Helena College was denied OTO funding and does not have the recommended Foundation funding support or a scholarship reserve.
 - Shauna will review the funding request.

Staffing Metrics

- Student to faculty ratio:
 - HC is budgeted for 16 students to one instructor. Our peers have a 13:1 ratio.
- The personal services percentage share of the HC budget is 78%. HECA benchmark is 75%.