

Bylaws Budget Council

Budget Council

Updated 08.29.25

MISSION STATEMENT:

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.

PURPOSE:

The purpose of the Budget Council is to incorporate assessment and institutional data into financial decisions that support the diverse needs of our institution. To develop a comprehensive long-range financial plan that anticipates future challenges and opportunities. To promote transparency, inclusivity, and accountability in budget processes to educate and engage the entire campus community in sound resource allocation and financial planning. Lastly, to ensure financial stability by identifying the best sources of funding for purchases and projects.

MEMBERSHIP:

This standing committee is comprised of permanent members, yearly rotating members from the Dean's Cabinet, and term limit members.

Permanent Members

- Executive Assistant (recorder)
- Dean/CEO
- Executive Director of Fiscal Services (Chair)
- Director of Institutional Research & Effectiveness

Yearly Rotating Members:

- Executive Director of Educational division
- One other cabinet member

Term Limit Members – Two years as it requires a budget cycle to learn the complexities of making budget decisions.

- Two Directors who are not on the Cabinet
- Two Faculty, one from each General Education and one from Trades or Tech
- One Staff
- One Student

The Executive Director of Fiscal Services is the chair of the council and directs the agenda. The Executive Assistant maintains the records and minutes. Participation is determined by job duties and positions to ensure the campus as a whole is represented. The members are expected to relay the information from the meetings to their departments and constituents. All members of the group are expected to actively participate in the discussion, review pre-reads, budgets and make decisions based on the information.

MEETINGS:

Meetings are held on the second and fourth Monday of each month. If a meeting must be cancelled, the chair will determine whether to reschedule or wait to meet until next meeting. This determination will be made based on the time sensitivity of the agenda items. A special meeting may be called if there is sufficient urgency to discuss a topic that requires input of the group.

DECISIONS:

This is a decision-making council. The members are expected to make motions and approve or disapprove budget and fiscal decisions. Examples are mandatory and non-mandatory fees, budgets, purchases, and funding sources based on proposals, assessment, and institutional data. In most cases, Cabinet will be provided a review period for the approved item during which they can send questions to the Budget Council. The Budget Council will address any concerns that are raised prior to approving final budgets.

The Budget Council chair will provide quarterly updates to Cabinet and the Campus Coordinating Committee. In addition, the chair, or a designee, will provide campus wide updates twice per year at the State of the College.