

BUDGET COUNCIL MINUTES
MONDAY, OCT. 13, AT 2:30 P.M.
DON LECTURE HALL MEETING

Table 1: Budget Council Members

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| • ☒ Cari Schwen , Exec. Director of Fiscal Services (CHAIR) | • ☒ Robyn Kiesling , Exec. Dir. Gen Ed & Transfer |
| • ☒ Sandra Bauman , Dean/CEO | • ☒ Tod Dumas , Aviation Instructor |
| • ☒ Jessie Pate , Director of IR & Effectiveness | • ☐ Larry Taylor , Anatomy & Physiology Instructor |
| • ☐ Jason Grimmis , Director of Crisis & Emerg. Resp. | • ☒ Patricia Pierson , Librarian |
| • ☒ Amy Kong , Director of eLearning & Fac. Dev. | • ☒ Paige Payne , Executive Assistant (recorder) |
| • ☐ Mel Ewing , CIO | |

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

Feedback Loop

- Recapture the meeting with a summary of the meeting for each member to share with their constituents.
 - Lack of awareness of what happens in the Budget Council.
 - All have a responsibility to share information with their constituents.
 - Identify the gaps in understanding.
 - The summary will be part of the Staff Senate standing agenda.

Biennial Budget Opportunities

- The biennial budget is difficult to understand.
 - In June, any money left over can be moved forward to the next year.
 - Identify the needs now for the second year. It is more difficult in the second year.
 - It is possible to earmark funds for a project in the second year.
- How can we create opportunities to save funds for specific projects?
- How can we tie this into program reviews and annual plans?
- How do we create equity in “surplus” funding?

Review 3-year Template:

- Reviewed the 3-year template.
 - Narrative next to the columns, by three-digit account code.
 - Keep space for notes below.
 - Where do personnel live in the template?
 - Build in the formula for benefits.
 - Include a row for projected personnel costs per index.
 - Add multiple choices to the designation drop-down.

- Is it easier to budget in the broader categories (62299) (General Supplies)?
 - Yes, hide the individual accounts.
 - Include an inflation calculator and a graph of inflation.
 - Bring the fee budgets into the template because there are two halves of the whole budget.
 - Locate the notes for fees and for unrestricted budget numbers in separate areas.
 - Do a trial run for usability before it is rolled out to divisions.
 - Include a guide and definitions, and a glossary of terms.
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Recap for Feedback Loop & MMM

In our meeting, we had a collaborative review of the 3-year budget forecast template.

- The template will ask departments to request a budget for one year and forecast a budget for two additional years.
- Committee members with multiple areas will pilot the template before rolling it out campus-wide.
- To increase the success of the new budget model committee, members will begin developing a budget guide.
 - Trish Pierson and Cari Schwen will start by developing a definition list (required, fixed, etc.).

We also discussed biennial budgets:

- Biennial budgets come from the legislative appropriation, and we treat each year slightly differently
 - HC can potentially use year one biennial surplus funds towards projects.
 - At the end of year one, we are allowed to carry forward surplus funds, whereas at the end of year two, we have to move funds into the reserve.

Committee members were reminded of their responsibility to report out to their stakeholder groups and ask for questions.