

**BUDGET COUNCIL MINUTES**  
**MONDAY, DEC 8, 2:30 P.M.**  
**DON LECTURE HALL MEETING**

*Table 1: Budget Council Members*

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

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**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.*

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## **Mastermind Discussion Agenda**

### **Discuss position request process and documentation.**

- The Budget Council discussed the following position request forms:
  - Position Request Evaluation Procedure
  - Position Request
  - Position Request Evaluation (Rubric)
- Summary:
  - BC discussed new forms to help departments request new or substantially changed positions. The forms included a procedure, request, and evaluation rubric. The council members provided feedback that will help refine the process while making it transparent and easy to follow.
    - Amy volunteered to help refine the rubric.
    - Jessie volunteered to help clean up the other 2 documents.
    - The goal is to have a clean draft by January that can go to Cabinet for review.