

**BUDGET COUNCIL MINUTES**  
**MONDAY, DEC 22, 2:30 P.M.**  
**DON LECTURE HALL MEETING**

Table 1: Budget Council Members

- **Cari Schwen**, Exec. Director of Fiscal Services (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Jessie Pate**, Director of IR & Effectiveness
- **Jason Grummis**, 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)

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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 revisions.

- Reviewed the procedure in full. Reviewed half of the form before time ran out.
- Some questions have arisen concerning the role of Budget Council in adding/reclassifying position versus larger questions of procedure and due diligence.
  - Example: What are the downstream effects of adding or reclassifying a position, e.g., duties of others in the department. Is this BC's responsibility to deal with or someone else?
- ACTIONS:
  - Members will provide input into a review cycle for requests, based on hiring needs in their area.
  - Members will review the rest of the form and the full rubric, provide comments by the end of this week.
- Jessie will update accordingly for final approval at the next meeting.