

BUDGET COUNCIL MINUTES
MONDAY, FEBRUARY 9, 2026
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 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

Finalize Position Request Document Review

- As the forms get used, they may have to be edited.
 - Changes:
 - Summary and overview of position added
 - Moved instructions to the top
 - Signature lines added
 - Review cycle:
 - New positions: the forms need to be submitted by January of the first year of the biennium, to be included in the April snapshot.
 - If the request cannot be completed in the cycle due to unforeseen circumstances, the author is asked to provide a funding plan for interim periods.
 - Reclassifications and vacancies will be reviewed as needed.
 - Vacancies that do not need to go through role description reclassification will be submitted to the Dean’s Cabinet for approval.
- Motion by Tod Dumas to accept as proposed. Seconded by Amy Kong. Approved

Timeline for budgets to be done by June 20.

- The due dates for smaller budgets are March 4 before the faculty leave.
- Due dates for supervisors with multiple budgets are March 18.
- The Budget Council will meet weekly to approve the budgets if needed.

Budget Workshops

- Cari Schwen will offer budget workshops over the next three weeks.
- Tod Dumas will facilitate at APC on February 18 or March 3/4 in the afternoon.
- Sandy will help if needed on the Donaldson Campus.

Summary:

The position request forms were finalized. The review cycle is as follows:

- New positions:
- The forms need to be submitted by January of the first year of the biennium to be included in the April snapshot.
- If the request cannot be completed in the cycle due to unforeseen circumstances, the author is asked to provide a funding plan for interim.
- Reclassifications and vacancies will be reviewed as needed.
- Vacancies that do not need to go through role description reclassification will be submitted to the Dean's Cabinet for approval.

Timeline for 2027 Budgets:

- The due date for smaller budgets is March 4 before the faculty leave.
- The due date for supervisors with multiple budgets is March 18.