

BUDGET COUNCIL MINUTES MONDAY, SEPTEMBER 14, 2026

Table 1: Budget Council Members

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| <ul style="list-style-type: none">• ☒ Cari Schwen, Exec. Director of Fiscal Services• (CHAIR)• ☒ Sandra Bauman, Dean/CEO• ☒ Jessie Pate, Director of IR & Effectiveness• ☒ Jason Grimmis, Dir. of Crisis & Emerg. Resp• ☒ Sarah Dellwo, Exec. Director of Enrollment | <ul style="list-style-type: none">• ☒ Stephanie Hunthausen, Exec. Dir. Of CTE & DE• ☒ Tod Dumas, Aviation Instructor• ☒ Michaela Parker, Director of OTA• ☐ Patricia Pierson, Librarian• ☒ Anna Spoja, Business Instructor• ☒ 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.

Mastermind Discussion Agenda

Review/Recap position request forms for new members.

- The Budget Council reviewed the new position or reclassification procedure documents.
 - Request funding for new/reclassified positions.
 - Allocation for personnel is primarily funded by the general fund appropriation.
- Submit new positions mid to late fall 2027 to be submitted in April 2028.
 - Reclassification can be submitted at any time.
- BC reviews the request; a recommendation is made to Cabinet; the Cabinet has the final approval.

Biennial Fee Discussion

- The Budget Council will review the master fee report to determine the fee requests for the new biennium.
 - Departments will complete the forms if they want to increase or decrease fees.
 - The master report will help BC analyze the fees, balances, and use to determine future fees increases and decreases. Some salaries can come out of the fee pots to free up the CUR funds.
 - Some of the fees have stricter spending guidelines than others.
 - Look at the documents in the Biennial fee folder for the details.
 - Mandatory fees can be increased by 3% of the aggregate.
 - Process The Dean/CEO approves the requests; ASHC student government reviews the fee request and writes a letter of support. The Dean's approval and ASHC letter of support are included in the fee request to OCHE.
- Request form discussion:
 - The collated data from each form must be entered manually by fiscal services.
 - Recommendations:

- Make the form fillable.
- Determine if you can use a Microsoft form. Cannot use it as a workflow system.
- Provide the descriptive language for different categories.
- Look at the steps and update the workflow.
- Cari will join the next Academic meeting to discuss the forms.

Revenue Update:

Summer tuition came in at \$184,605 which was \$32,634 over budget, up 17.7%!

Fall tuition is on target to hit \$1,063,927 which is (\$33,955) under budget or down 3.2%. There are still a few more DE students trickling in, but overall DE headcount is down about 110 students from last fall (approx. \$32,000)