BUDGET COUNCIL MINUTES
MONDAY, OCTOBER 12, 2026
DON 204 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 ...
- ☒ **Sarah Dellwo,** Exec. Director of Enrollment
- ☒ **Anna Spoja,** Business Instructor
- ☐ **Robyn Kiesling,** Exec. Dir. of Gen Ed & Transfer
- ☐ **Tod Dumas,** Aviation Instructor
- ☐ **Parker, Michaela,** Director of OTA Program
- ☒ **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 Agenda

Broader discussion around new position and reclassification process.

- Reclassification, career ladder, and in-range progression of salary increases affect the personnel budget. However, there is no sign-off process to approve these increases, confirm that departmental funds are available, or ensure fairness across college departments.
- Discussion Outcomes
    - Provide training to directors who manage a budget on how to interpret the employee budget line.
    - Insert into the process through HR, an explanation or the reason for the increase and where the funds will come from in their budget line.
        - Cari would sign off or bring to the BC for approval.
    - The topic will go to the hiring process work group.

Follow up on Fee Sheets after Academics meeting

- Revising the fee sheets.
    - Fee sheets out at the end of the week.
    - It will be Excel based.

Items to review for our next meeting:

- Send your feedback to Cari.
    - PowerPoint: Understanding Our Funds
    - PDF: BC Update 10.3.2