

DBUDGET MANAGEMENT TEAM MINUTES
MONDAY, OCTOBER 14, 2024, AT 2:00 P.M.
DON Lecture Hall Meeting

BMT 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)

BMT Mission: *Develop a responsible and realistic budget model based on the strategic plan of Helena College, and linked to data of enrollment and student success.*

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

Note: Cari is out of the office. Sandy Bauman Dean/CEO will chair the meeting.

The review of the previous minutes was deferred until the next meeting.

The new membership will discuss the mission and goals to develop bylaws for this decision-making body. (SB)

- **Purpose Discussion:**
 - Responsible and realistic budget planning.
 - Determine the best source of funding for approved purchases, fee pots, general funds, grants, etc.
 - Layer of accountability to the spending process through broad representation.
 - Make financial decisions to support the needs of MUS, the campus, and the community using data and available information.
 - Incorporate assessment of institutional data in resource allocation.
 - Develop a long-range financial plan.
 - Develop a process for sharing information with the campus for transparency.
 - Incorporate feedback from stakeholders.
 - Support the strategic initiatives of the college.
- **Title Discussion:**
 - Use the word *council* in the title or name.
 - Suggestions: Budget Council or Financial Planning Council
- **Resource:**
 - A tool kit is available to higher education institutions to create data-informed budgeting.
 - NACUBO Student Success Hub
 - <https://nacubostudentsuccess.org/>
 - NACUBO: National Association of College and University Business Officers

- **Next meeting;**
 - Educate the group about the funding sources and the budget.
 - Demonstrate the new toolkit.

 - **Future Task:**
 - Roll out the budget template to the departments in November. In the past, there was a section for long-range planning. Discuss whether long-range planning will be included in the budget template.
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Mission Statement generated by Co-Pilot:

The mission of our committee is to ensure responsible and realistic budget planning that aligns with the strategic goals of the MUS, our campus, and the broader community. We are committed to:

- *Identifying the best sources of funding for purchases and projects, ensuring financial sustainability.*
- *Adding a layer of accountability to spending processes through broad stakeholder representation to enhance transparency and trust.*
- *Making data-driven financial decisions that support the diverse needs of our institution and community.*
- *Incorporating assessment and institutional data in resource allocation to optimize the use of available resources.*
- *Developing a comprehensive long-range financial plan that anticipates future challenges and opportunities.*
- *Creating an effective process for sharing information with the stakeholder groups each member represents, ensuring inclusivity and engagement.*
- *Incorporating feedback from stakeholders into our decision-making processes to reflect the collective interests and insights of our community.*

We strive to uphold these principles to foster a culture of financial integrity and collaborative governance, ultimately contributing to the sustained growth and success of our institution.