



# Montana State University – Great Falls

## Policy and Procedures Manual

SUBJECT: Governance and Organization  
Policy 104.1 College Planning, Budget and Analysis Committee  
Effective: January 2008      Revised: Jan 2011

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### **I. General**

The College measures mission achievement through the assessment of institutional effectiveness. To achieve institutional effectiveness, resource allocation and planning must be linked. The College fully realizes the interrelation of its fiscal, physical and human resources, and the importance of assigning these to the work of the institution. The College Planning, Budget and Analysis Committee (CPBAC), a group of individuals representing all major constituencies on campus, is institutionalized to ensure the work needed to achieve the College's mission is on target, tracked, and appropriately funded.

### **II. Charge**

Therefore, CPBAC is charged with providing shared governance throughout the budgeting, planning and assessment process by (1) communicating the process to the campus stakeholders and constituencies, (2) gathering and interpreting institutional data to evaluate performance and effectiveness at the institution, division and departmental levels, (3) leading the development and aggregation of budget projections, strategic and annual (operational) plans and (4) working with the College's leadership to allocate resources strategically to improve overall institutional effectiveness and achieve the priorities set forth by the strategic plan.

Within this capacity, the CPBAC will strive to meet the following objectives:

1. Assess institutional effectiveness data on an annual basis and make recommendations to the membership and Dean's Cabinet for areas of opportunity or concern to be addressed;
2. Facilitate the development of annual budget projections;
3. Facilitate the development of annual division and department goals and objectives geared at addressing the areas of opportunity or concern;
4. In concert with the Dean's Cabinet, facilitate the strategic planning process of the College;
5. Collect, aggregate and evaluate annual budget projections and requests, as well as division/departmental goals and objectives, to assess the appropriateness and need of such;
6. Recommend to the Dean's Cabinet annual institutional budgets and work plans as identified in the division/department annual goals and objectives;
7. Consider requests for new allocation of fiscal, physical and human resources not falling within the annual budget, planning and analysis process and make recommendations to the Dean's Cabinet on the approval of such;
8. Educate the campus community on the budget and planning processes; and
9. Communicate processes and results of various CPBAC activities, meetings and recommendations to all constituencies of the College.

### **III. Membership**

The CPBAC is comprised of representatives of all units of the College and provides comprehensive input into the areas of budget, planning and analysis. By virtue of the positions within the College's organizational hierarchy and structure, the majority of CPBAC's membership is permanent. The Faculty Senate Chair will participate by virtue of his/her appointment, and the Senate will make the appointment of the additional representative. The professional and classified staff-at large positions will be nominated from within those areas and appointed by the Dean. The Membership is comprised of both voting and non-voting ex-officio members and includes the following individuals:



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### **Members (Voting)**

- 1.) Associate Dean of Administration & Finance/CFO
- 2.) Associate Dean/CAO
- 3.) Assistant Dean of Student Services
- 4.) Health Sciences Division Director
- 5.) Business & Technology Division Director
- 6.) Arts & Sciences Division Director
- 7.) Executive Director of Human Resources
- 8.) Executive Director of College Relations
- 9.) Executive Director of Institution Research and Planning
- 10.) Chief Technology Officer
- 11.) College Librarian
- 12.) Student Government President
- 13.) Faculty Senate Chair
- 14.) Faculty Senate Representative
- 15.) Professional Staff at-large
- 16.) Classified Staff at-large

### **Ex-Officio Members (Non-Voting)**

1. Dean/CEO – Chair
2. Registrar
3. Budget Officer

### **IV. Meetings**

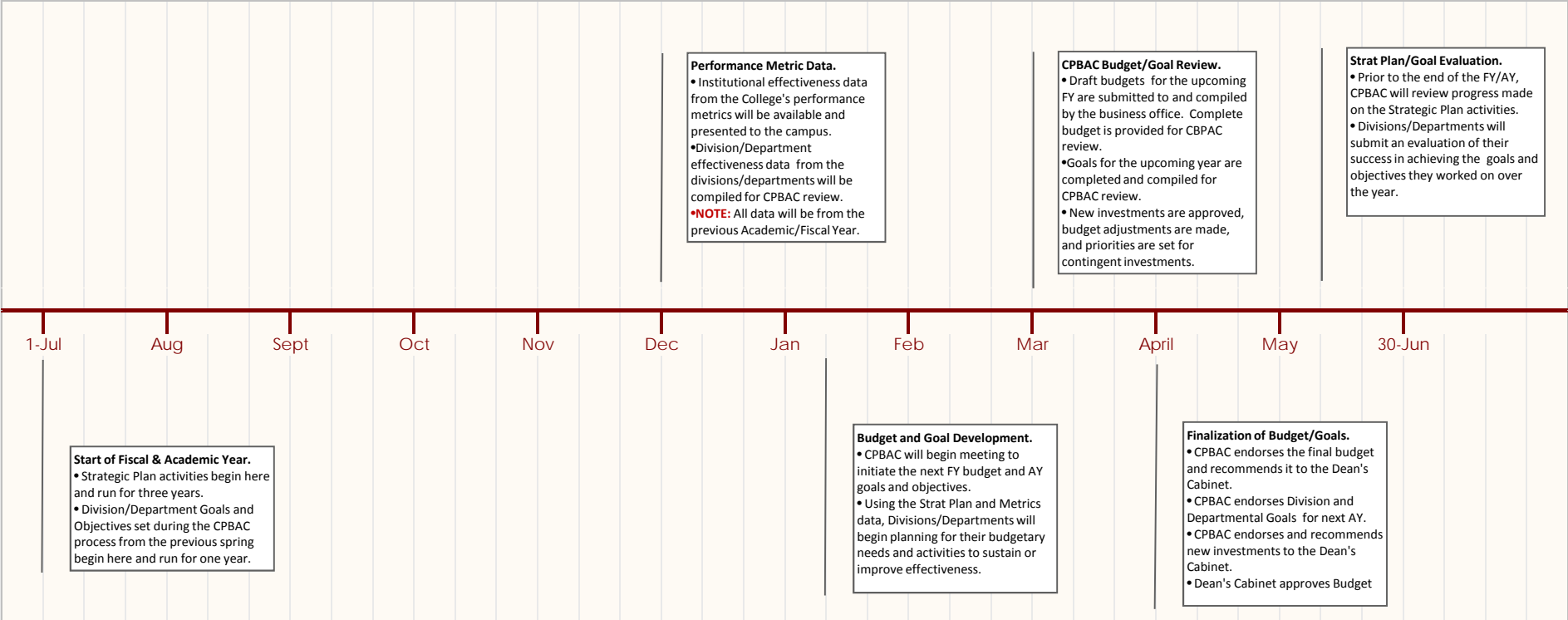
The CPBAC will meet as needed throughout the year, but at least four (4) times. Meetings will focus on the budget, planning and analysis process, to entertain requests for the new allocation of resources, or to discuss campus-wide issues pertaining to resources and/or progress on the strategic and annual plans. CPBAC business can be conducted via electronic mediums such as Televideo or email in some instances. In accordance with open meeting laws and to honor transparency, CPBAC meetings are open to the campus community and public.

CPBAC meetings and business will follow to Robert's Rules of Order. A quorum of no less than 2/3 of the voting membership must be present to act on any action item before CPBAC. Action items are those including, but not limited to significant resource allocations (e.g. annual budget), allocation of new resources and/or institutional changes. A simple majority is required for passage of a motion. In some instances of significant action (e.g. annual budget approval) action items may be moved to the Dean's Cabinet for final ratification.

### **V. Institutional Budget, Planning & Analysis Process**

The following is an outline of the College's budget, planning and analysis process. It integrates the strategic and annual planning activities, and budget development/resource allocation processes to achieve the College's mission and promote overall institutional effectiveness.

# MSU-Great Falls CPBAC Process Timeline



<< Implementation of Strategic Plan activities, Division and Departmental Goals and Objectives activities ----- >>  
 << Data Collection & Compilation ---->>  
 << Annual Budget, Planning, and Analysis activities ----- >>  
 << Strategic Plan Development (every 3 years) ----- >>