



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: July 2008

I. General

Institutional effectiveness is the underpinning measure of the College's mission. The College fully realizes the interrelation of the College's fiscal, physical and human resources, the importance of assigning these to the work of the institution and assessing the effectiveness of said work. The College Planning, Budget and Analysis Committee, 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, the College Planning, Budget and Analysis Committee (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 operational goals and objectives, and (4) working with the College's leadership to allocate resources strategically to improve overall institutional effectiveness and achieve the goals 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 that do not fall 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 curricular and co-curricular 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 CPBAC's membership is permanent and includes the following individuals:

- 1.) Dean/CEO (chair)



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: July 2008

- 2.) Associate Dean of Administration & Finance/CFO (co-chair)
- 3.) Associate Dean/CAO
- 4.) Assistant Dean of Student Services
- 5.) Assistant Dean of Bozeman Operations
- 6.) Health Sciences Interim Division Director
- 7.) Business & Technology Interim Division Director
- 8.) Health Science Department Representatives
- 9.) Business & Technology Department Chairs
- 10.) Arts & Sciences Department Chairs
- 11.) Executive Director of Human Resources
- 12.) Executive Director of College Relations
- 13.) Director of Technology Facilitated Learning
- 14.) Director of Outreach
- 15.) Chief Technology Officer
- 16.) College Controller
- 17.) College Budget Officer
- 18.) College Registrar
- 19.) College Librarian
- 20.) Student Government President

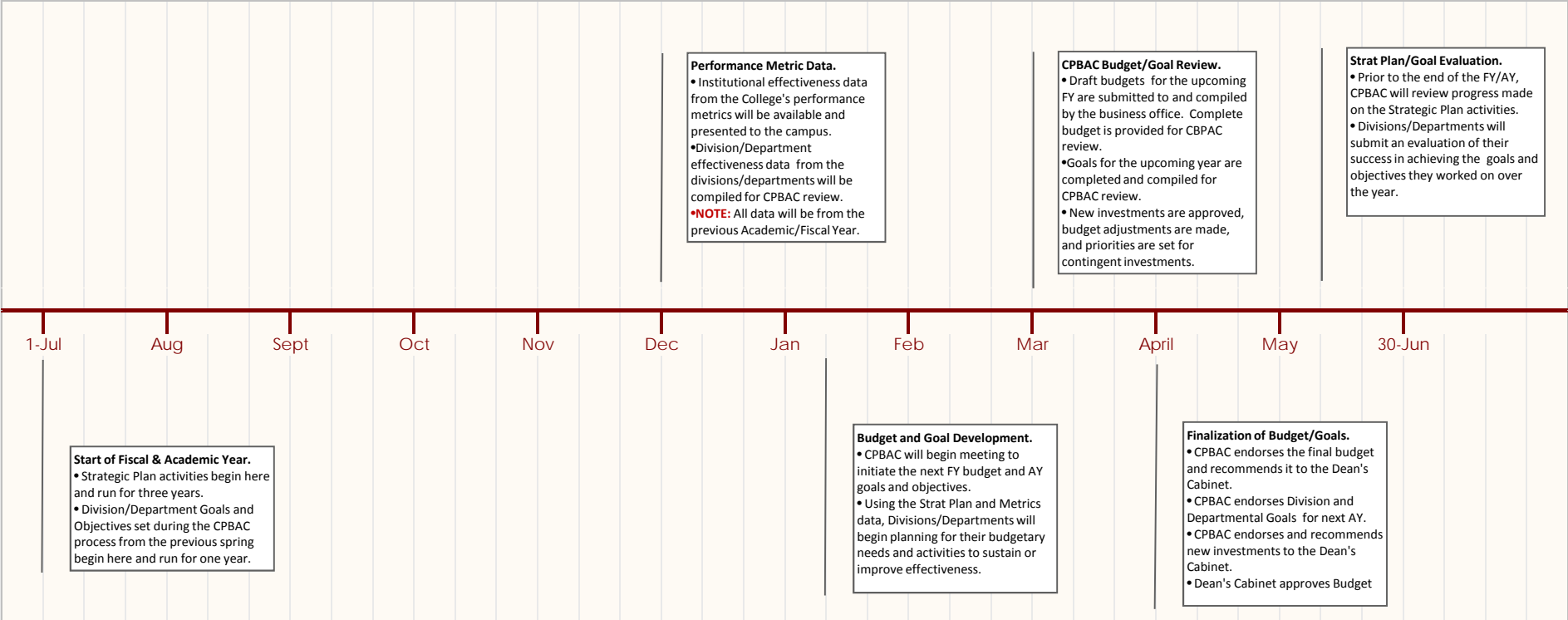
IV. Meetings

The CPBAC will meet a minimum of four (4) times per year. However, additional meetings are likely to be scheduled throughout the year to 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 division/departmental goals and objectives. CPBAC business can be conducted via electronic mediums such as Televideo or email in some instances. All items brought forward to CPBAC are considered on a consensus basis and recommendations are moved to the Dean's Cabinet for final approval.

V. Institutional Budget, Planning & Analysis Process

The following is an outline of the College's budget, planning and analysis process. It integrates the strategic planning activities, annual goals and objectives, 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) ----- >>