

CPBAC Action Item Submission Process

The College Planning, Budget and Analysis Committee, or CPBAC, is charged with making decisions regarding the overall governance and new resource allocation for MSU-Great Falls. As such, the CPBAC must review, discuss, debate all items of this nature and take formal action on them to direct the institution. Institutional departments and divisions wishing to submit an action item to CPBAC should follow the process as outlined below.

Step One

Approximately three weeks prior to a CPBAC meeting, an email will be sent from the Executive Assistant to the Dean requesting agenda items. The email will include a due date for agenda items, specifically action items. In addition, the email will let the members know when supporting materials for items will be due.

Step Two

One week prior to the meeting send the item via email to the Executive Assistant to the Dean. The action item should include:

1. the name of your item
2. a brief description of the item including specifically what you are asking CPBAC to do
3. who, and how much time you will need to present the item, and
4. a note if supporting materials will be included for CPBAC to review prior to the meeting.

If you are submitting a request for a position, a justification for the position needs to be completed and turned in one week prior to the meeting. The justification can be obtained from Human Resources, who can also assist you in completing the form.

Step Three

Submit any supporting material to the Executive Assistant to the Dean by the assigned due date.

Step Four

An agenda and all supporting materials will be sent out to the CPBAC members and posted on the CPBAC webpage at least three days prior to the meeting.

Since materials are sent out prior to the meeting, it is important to have all supporting materials turned in on time. The reason is to allow CPBAC members time to review the material prior to the meeting instead of during it.

Step Five

Come to the meeting prepared to discuss and answer any questions regarding this topic. CPBAC will entertain the item and give you ample time to present. When presentation and discussion is complete, CPBAC will take action on the item.