

**Budget Advisory Council
Meeting Minutes
Monday, September 22, 2025
3:00 pm – 4:00 pm
Chancellor's Conference Room, MCM 209**

Members Present: Leslie Weldon, Lee Vartanian, Kim Hayworth, Heather Hanna, Joann Stryker, Vern Gagnon, Jennifer Scroggins, Suzette Nynas, Craig McKenzie, Nicole Bookheimer, Tim Hofferber, Kurt Toenjes, Joy Honea, Craig Mckenzie

Absent: Brett Weisz

1. Call to Order

3pm

2. Approval of Minutes

Approve minutes from August 25, 2025. Motion: Vern, Second: Lee

3. University Information/Announcements

A. Facility requests for the next biennium will be presented to MSU October 1st.

B. Please complete MyMSUB Training (the new version of MyInfo)

<https://www.msubillings.edu/ucam/mymsub.htm>

Tuesday, September 23	10:00 am	Microsoft Teams
Wednesday, September 24	10:00 am	Microsoft Teams
Friday, September 26	10:00 am	Open Lab - COE Room 421
Tuesday, September 30	2:00 pm	Microsoft Teams
Thursday, October 2	8:30-11:30 am	Open Lab - COE Room 421
Thursday, October 2	2:30-4:30 pm	Open Lab - COE Room 421
Friday, October 3	8:30-11:30 am	Open Lab - COE Room 421
Friday, October 3	2:30-4:30 pm	Open Lab - COE Room 421

Timesheet Approvers

MyMSUB Upgrade - Timesheet Approvers

Training Date	Time	Location
Monday, October 6	2:00 pm	Microsoft Teams

C. FY 26 Budget Review

- a. The 1-2 Free allocation that we received is for FY26 and it is \$372,145. In FY27, we should receive \$325K - \$375K

- b. The total budget submitted to OCHE for FY26 is \$81.4M, which is an overall increase of \$289K from the FY25 actuals for all funds, which came in at \$81.1M.
- c. The FY26 General Fund budgeted net revenues are \$42.51M and budgeted expenses are \$42.48M, so we are budgeting a transfer to the reserves of approximately \$27K.
- d. The FY26 budgeted tuition revenue has increased slightly by \$160K, to account for the tuition increases for City College and the university campus.
- e. The budget modeling reflected a 3% reduction in undergraduate and a 12.5% reduction in graduate enrollment. The state funding budget for FY26 is much higher than FY25 due to an increase in state appropriation, millage, and 1-2 Free is also now included in the base appropriation.
- f. The FY26 personnel budget in the general fund is higher than FY25 actuals by \$3.9M and is approximately 83% of the budget. The non-personnel budget is higher by \$737K.
- g. Overall, in FY25 we were able to make a net transfer of \$2.4M from the general fund to the reserves, but approximately \$370K of this is restricted for 1-2 Free. This brings the reserve balance to almost \$11M.

4. Action Items

None

5. Public Comment/Member Feedback

6. Training and Data Review

Justin Rife: Long Range Building and Planning/Deferred Maintenance

Discussed Deferred Maintenance

Shared LRBP Presentation to MSU

Million square feet of building – 110 acres, 40 rentals

Deficiency Report – each building (less than 10% excellent condition

Students and instructional space come first

Bundling Roofs – all 5

Hail Claim 2019 – Kirk Barfus Roof Replacement 40

YSHB

State A&E backlogged on projects

OCHE trying to raise limits on Capital Development

200 million dollars of deferred maintenance

Reserved

Safety & Maintenance Coordinators

Communication – who pays, additional conversations

Conversation – biggest impact on student experience or accreditation

3 elevators and roofs – combine our debt with MSU bond debt

Next Meeting:

Heather Hanna: FY25 General Fund Budget to Actual Review

Heather Hanna: FY25 General Fund Budget to Actual Division/Department Comparison

Next Meeting
Monday, October 27, 2025
3:00 – 4:00 pm
CCR, McMullen Hall Room 209