

ACADEMIC SENATE MINUTES**DATE:** March 20, 2025

PRESENT: Suzette Nynas
Josh Hill
Debra Schoenfeld
Susan Gregory
John Pannell
Paul Pope
Sarah Keller
Vern Gagnon (ex-officio)
Sue Balter-Reitz (ex-officio)
Eileen Wright (ex-officio)

Matt Queen
Jennifer Scroggins
Heather Thompson-Bahm
Kari Dahle-Huff
Austin Bennett
Melissa Boehm
Susan Gilbertz (ex-officio)
Richard Beer (ex-officio)
Kim Hayworth (ex-officio)

ABSENT: Lamiya Husen (student)*
Kurt Toenjes (ex-officio)*
Melanie Reaves (ex-officio)
Sam Boerboom (ex-officio)
* *excused*

Vikash Kumar (student)
Tami Haaland (ex-officio)
Leslie Weldon (ex-officio)*

GUESTS: Bryan Grove
Kathleen Thatcher
Heather Hanna
Jana Marcette

Stephanie Cowen
Cheri Johannes
Malia Soyland

PRESIDING: Suzette Nynas, Chair

Suzette Nynas called the meeting to order at 3:42 p.m. in the North Conference Room of the City College Health Science Building.

I. ANNOUNCEMENTS

None

II. ACCEPTANCE OF MINUTES

The minutes of February 20 were accepted as presented.

III. PROVOST & VICE CHANCELLOR REPORTS

Provost Beer noted that he came within a day of calling off the COLS 108 The College Experience project because of so much uncertainty with staffing it. He then happened to speak with the Chair of the Gen Ed Committee, who informed him that the CTL actually received more proposals for the course than we actually need.

Vice Chancellor for Student Access & Success Kim Hayworth

Vice Chancellor Hayworth reported Preview Day is today, with 300 people attending on both campuses. This is the largest Preview Day she has been a part of.

- Career & Employment Services is holding their Networking Mix & Mingle event March 26. Student learn the essential skills like hand shakes, elevator pitches, and how to network. The RSVP date has passed but there are still spots available.
- ASMSUB elections are Friday, March 28, and current President Vikash Kumar is running unopposed. The student government has been noticeably more engaged under his leadership.
- The Native American Achievement Center's Elder in Residence program continues next week with one more visit.
- Financial Aid will be holding FAFSA help sessions virtually, to emphasize that help is available anytime.
- Housing will be rolling out a loyalty program. Students who stay in the residence halls beyond their first two semesters will save 5% on their second year, 7% on their third year, and 10% on their fourth year.
- The Pow Wow is April 4 & 5. The event is free and open to the public.

Vice Chancellor for Administration & Finance Leslie Weldon

Vice Chancellor Weldon is unable to attend today's meeting, but her report is attached to these minutes.

IV. OTHER REPORTS

AI Subcommittee

The Committee has generated a policy for the Senate's review at the next meeting.

Bylaws Subcommittee

The Committee will meet next week to discuss the proposed bylaws for the Honors Curriculum Committee, and will bring a draft to the next meeting.

Budget Report

Heather Hanna, Assistant Vice Chancellor of Finance

Ms. Hanna's report is attached to these minutes.

Among the topics discussed was Graduate Studies. It was suggested that our graduate enrollment may have dropped due to the change in leadership of the program from a full-time director to a director split with Honors to a part-time faculty leader. It was noted that the State of Montana changed the certification requirements to become a teacher, leading to an enormous drop in graduate enrollments. The Provost noted MSUB has several graduate programs with single-digit enrollment and he believes those are not strong, sustainable programs. It was responded that faculty struggle to recruit students with all their other responsibilities, and it's also difficult to get programs' webpages updated, resulting in outdated information about graduate programs published on the web.

Ms. Hanna also noted that the \$450,000 deficit reported at an earlier Senate meeting was in error. While graduate enrollment is down more than expected, resulting in a revenue drop of \$450,000, MSUB will be able to add funds into our reserves this year, mainly due to vacancy savings. There is not a deficit for FY25.

The Senate also discussed the idea of capping tuition waivers. Some waivers are BOR mandated, but we have the ability to choose how much to offer students with other waivers. It's basically a cost we are eating, and a threshold should be set.

VIII. DISCUSSION/ACTION ITEMS

A. Plan of Study Template Project

Jana Marcette, Interim Director of Strategic Academic Initiatives

Kathleen Thatcher, Bryan Grove, Stephanie Cowen

As part of the Retention and Graduation initiative, gathering and publishing plans of study and course rotations were identified as priorities for students. However, we wish to avoid recreating the whole process again, as it's already been done twice. The Senate Executive Committee decided this was under the purview of Senate, and agreed on the template to be piloted. Some miscommunications lead to multiple people working on this project, but it has been agreed that Advising will house the plan of study documents. This way both the catalog pages and the department webpages can link to the same documents. The template has been reviewed for ADA compliance.

Ideally, we would have plans of study prepared and posted to the Advising page for summer orientations. They will be added to the 2026-27 catalog. The Senate will discuss the project and timeline at the next meeting.

The meeting adjourned at 5:12 p.m.

rjrm

Academic Senate

March 20, 2025

Administration and Finance

Schedule for Food Service RFP Process:

March 10th interested parties were required to come to campus and receive general information about the campus. Only one vendor participated.

EVENT DATE

RFP Issue Date	February 28
Pre-Proposal Walk Through (mandatory)	March 10th
Deadline for Receipt of Questions	March 17th
Deadline for Posting of Responses	March 24th
RFP Response Due Date	April 7th
Optional ** Presentation	April 14th
Intended Date of Award	April 21st

MSU Bozeman posted RFP for Vending & Pour Rights

RMTD has identified trees that need to come down. The trees to the west and east of the north McMullen entrance have shifted and need to be taken down.

Will be meeting with the community to discuss our pool usage, rates and condition of pool in April

Business Services

Tuition & Fee Schedules submitted to MSU/OCHE

Presented Tuition & Fee Schedules to ASMSUB

Facilities

Veterans Lounge at City College complete

LI 231 online at the end of the week

Finance

Budget

FY26 Budget workbook meetings

March 1, 2025	FY2026 Budget workbooks and position budget workbooks distributed to Box folders
Week of March 17, 2025	Budget office will schedule individual meetings with each department via Webex
March 31st, 2025	FY 2026 Budget workbooks due to Budget office and Chancellor or Vice Chancellor
April 2025	Chancellor and Vice Chancellor FY 2026 Budget workbook review and approval
April 30, 2025	Final FY 2026 Budget workbook submissions due to Budget office
May 2025	Budget office enters all data into Axiom (MSU Budget System)
June 2025	Budget office reconciliation and balancing.
July 1, 2025	Budget data entry deadline for Budget office
July & August 2025	Budget office completes OCHE data requests and reports
September 2025	OCHE approves Final FY2026 Budget

FY26 tuition and fees forecasting

Finance

IPEDS due April 2nd

FYE Schedule

Insurance Reimbursements

Financial Statement Review

Space Rentals & Administrative Assessments

KEMC Audit IFB

Payroll

Sending the final reminder for the Excess Leave approval letters this week.

Payroll will be holding a training for Academic Coordinators and Deans on the payroll process for Faculty

Summer Session contracts - **April 16th**

Continued collaboration across campuses on the Ellucian Experience

Payroll continues to work on securing out-of-state business licenses and setting up workers compensation and unemployment for PT faculty hires outside of Montana

Human Resources

Spring Well Checks are scheduled for February 27 and April 15th and 16th.

IT

McMullen 305 had its technology upgraded over spring break.

The four MSU campuses have been experiencing email delivery issues to @gmail.com addresses. We're continuing to troubleshoot and evaluate options. Please report any deliverability issues to Brett Weisz.

Fiscal Year 2025 Budget to Actual Mid-Year Review

Presented by Heather Hanna



Legislative updates affecting the 27 Biennium Budget

- OCHE/MUS Budget - Section E

- HB13 - State Employee Pay Plan

- Increase the base pay for eligible employees by \$1 hour or 2.5%, whichever is greater, each year of the 2027 biennium.



Changes affecting the 27 Biennium Budget

○Revenue

○Tuition

- No known increases at this time. If so, it may be only around 2-3%.

○Expense

- No more RMTD Insurance Holiday
 - Add back to the General Fund Budget
 - approximately \$600K

Does not include
vacancy savings



FY25 General Fund Mid-Year Budget Forecast

General Fund	FY24 Actual	FY25 Budget	FY25 Forecast	% of Total	Variance Fav (Unfav)
REVENUES					
Tuition & Fees	14,973,725	15,568,699	15,049,267	38.2%	(519,432)
Discounting, Scholarships and Waivers	(2,819,212)	(2,971,054)	(2,887,041)	-7.3%	84,013
State Funding	26,525,355	26,668,882	27,058,427	68.7%	389,545
Other Revenue	163,428	127,387	190,503	0.5%	63,116
NET REVENUES	38,843,296	39,393,913	39,411,156	100.0%	17,243
EXPENDITURES AND DEBT PAYMENTS					
Personnel Expenses	30,221,841	32,845,994	32,845,994	81.8%	-
Non-personnel Expenses	6,650,940	6,330,725	6,688,410	16.6%	(357,686)
Debt Payments	651,265	637,073	637,073	1.6%	-
TOTAL EXPENDITURES AND DEBT PAYMENTS	37,524,046	39,813,791	40,171,477	100%	(357,686)
OPERATING INFLOWS (OUTFLOWS)	1,319,250	(419,878)	(760,321)	-	(340,443)

Does not include
vacancy savings

Forecasted GF Deficit:	(760,321)
Vacancy Savings Projection:	1,041,832
Projected Transfer to Reserves	281,511

Personnel Allocation to GF Operating Budget

General Fund	FY22	FY23	FY24	FY25
Personnel Expenses				
Budget	79.077%	79.100%	80.702%	82.499%
Actual	76.994%	78.172%	80.540%	81.764%

General Fund Budget Allocation

Chancellor/Vice Chancellor	FY2022 Base Budget	FY2022 % Allocation	FY2023 Base Budget	FY2023 % Allocation	FY 2024 Base Budget	FY2024 % Allocation	FY2025 Base Budget	FY2025 % Allocation
Chancellor	1,165,738	4.2%	1,122,161	3.9%	1,120,216	3.8%	1,079,573	3.7%
Athletics	2,059,724	7.4%	2,074,780	7.2%	2,015,609	6.8%	2,081,700	7.1%
Provost	16,014,098	57.6%	16,758,854	57.9%	17,369,560	58.7%	17,124,213	58.3%
VCAF	5,553,132	20.0%	5,775,445	19.9%	5,775,544	19.5%	5,657,228	19.3%
VCSAS	3,019,035	10.9%	3,221,428	11.1%	3,315,239	11.2%	3,418,835	11.6%
Grand Total	27,811,728	100.0%	28,952,668	100.0%	29,596,169	100.0%	29,361,548	100.0%

Includes personnel and non-personnel.

Does not include non-division specific indexes such as OTO initiatives, data processing, salary salvage, benefits, scholarships & waivers, utilities or transfer expense.



Mid-Year Tuition Summary

Category	Sum of 2025 Base Budget	Sum of 2025 Both Ledgers	Variance Fav (Unfav)	% of Base Budget	% of Budget Variance
Tuition-Undergraduate - University Campus	9,218,420	9,102,012	(116,408)	61.1%	25.8%
Tuition-Graduate - University Campus	1,720,370	1,364,571	(355,803)	11.4%	78.9%
Tuition-WUE - University Campus	1,241,435	1,248,530	7,096	8.2%	-1.6%
Tuition - City College	2,798,729	2,781,650	(17,079)	18.6%	3.8%
Tuition - WUE - City College	102,550	133,902	31,352	0.7%	-7.0%
Tuition Total	15,081,504	14,630,665	(450,843)	100%	100%

Mid-Year Tuition Detail

Montana State University Billings Tuition History						
Tuition Description	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 Actuals	2025 Variance Fav (Unfav)
University Campus Res Undergrad Tuition	6,917,821	7,154,155	6,997,744	7,178,331	7,328,909	150,578
University Campus Non Res Undergrad and Post Bac	1,473,796	1,553,441	1,756,212	2,040,089	1,773,103	(266,987)
University Campus Res Graduate Tuition	1,531,658	1,569,814	1,281,089	1,347,943	1,152,918	(195,025)
University Campus Non-Res Graduate Tuition	490,460	509,150	352,427	372,428	211,653	(160,775)
University Campus WUE	1,237,352	1,287,536	1,212,519	1,241,435	1,248,530	7,096
City College WUE	135,110	140,427	101,207	102,550	133,902	31,352
City College Resident	2,279,381	2,358,003	2,480,230	2,543,004	2,529,629	(13,375)
City College Non-Resident	169,310	173,646	248,964	255,724	252,021	(3,704)
Total	14,234,887	14,746,172	14,430,393	15,081,504	14,630,665	(450,840)
Percentage Change from Prior Year	Budget Variance					
University Campus Res Undergrad Tuition	1.0%	3.4%	1.2%	2.6%	4.7%	2.1%
University Campus Non Res Undergrad and Post Bac	-7.8%	5.4%	19.2%	16.2%	1.0%	-13.1%
University Campus Res Graduate Tuition	5.3%	2.5%	-16.4%	5.2%	-10.0%	-14.5%
University Campus Non-Res Graduate Tuition	14.0%	3.8%	-28.1%	5.7%	-39.9%	-43.2%
University Campus WUE	-6.9%	4.1%	-2.0%	2.4%	3.0%	0.6%
City College WUE	-4.3%	3.9%	-25.1%	1.3%	32.3%	30.6%
City College Resident	1.7%	3.4%	8.8%	2.5%	2.0%	-0.5%
City College Non-Resident	14.8%	2.6%	47.0%	2.7%	1.2%	-1.4%



Scholarship & Waivers Comparison

FY25 Budget to Actuals				
	FY2024 Budget	FY2025 Budget	FY2025 Projection	Variance Fav(Unfav)
Scholarships				
Adult Learner/Persistence	63,000	43,000	38,267	4,733
Athletics	275,616	275,616	275,616	-
Montana 10	85,000	93,000	46,792	46,208
Sprint	24,000	160,000	60,642	99,358
Student Access	75,305	75,305	41,416	33,889
Yellowjacket Excellence	214,240	214,240	214,240	-
Other	95,229	95,205	84,666	10,539
Total Scholarships	832,390	956,366	761,640	194,726
Waivers				
American Indian	500,000	515,000	577,065	(62,065)
Athletic	960,203	970,203	1,037,835	(67,632)
Faculty & Staff/Dependent	100,000	113,020	154,254	(41,234)
Graduate	64,050	64,050	49,500	14,550
MT National Guard	41,600	60,000	68,523	(8,523)
MT Trailhead	246,483	188,500	131,875	56,625
2nd Chance Pell	-	-	10,676	(10,676)
Other	184,771	103,915	95,674	8,241
Total Waivers	2,097,107	2,014,688	2,125,401	(110,713)
Total Discounting, Scholarships & Waivers	2,929,497	2,971,054	2,887,041	84,013

Be Brave. Be Bold. *Become.*



Projected Reserve Balance

Reserves	FY21 Ending Balance	FY22 Ending Balance	FY23 Ending Balance	FY24 Ending Balance
Retirement Reserve	180,276	180,276	150,276	200,276
Operating Reserve - General Fund	4,113,987	4,997,153	5,029,306	5,596,147
Operating Reserve - Montana 10*	224,959	391,374	662,525	751,284
Scholarship Reserves	1,807,279	2,289,385	1,424,988	1,474,704
Facilities Deferred Maintenance	224,616	334,818	637,098	540,426
TOTAL RESERVES	6,551,117	8,193,006	7,904,193	8,562,837

FY24 Ending Reserve Balance 8,562,837

FY25 Projected Transfer to Reserves 281,511

Projected Balance at 6/30/25 8,844,348

*Funds are restricted for MT 10 use only



University Debt

Annual Debt Service						
	FY24	FY25	FY26	FY27	FY28 & Beyond	Total
General Fund						
DEQ	61,817	46,910	46,910	46,910	-	202,547
Lease	590,163	590,163	8,820	8,680	29,400	1,227,226
Total	651,980	637,073	55,730	55,590	29,400	1,429,773
Designated						
Library & LA Boilers	64,715	46,560	47,010	46,703	428,273	633,261
Leases	83,080	81,316	81,353	81,391	16,291	343,430
	147,795	127,876	128,363	128,094	444,564	976,691
Auxiliary						
Bond	928,838	920,191	927,123	-	-	2,776,152
Intercap	111,598	322,556	314,430	306,422	2,032,063	3,087,069
Total	1,040,436	1,242,747	1,241,553	306,422	2,032,063	5,863,221
Grand Total	1,840,212	2,007,696	1,425,645	490,106	2,506,027	8,269,686

Auxiliary Bond Debt will be paid off in FY26! This will free up almost \$1M per year in pledged debt service.



Questions?

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