



'Jacket Leadership Team Meeting Minutes
April 9, 2024 2:00 – 3:30 p.m.

Please share all information from today's meeting with the stakeholder group you represent

Meeting began at 2:00 p.m.

Gracious Space Discussion

Dr. Kim Hayworth, Vice Chancellor for Student Access and Success, led discussion on the last chapter of *Gracious Space* and review of the book.

Event Review

Chancellor Hicswa addressed feedback she has received after the lockdown on April 2. She provided the following overview of the events in the order they occurred:

- University Police received a report that a student had made threats online of committing a shooting.
- Both campuses went into lockdown and secured in place.
- A notification was sent which included an inadvertent pre-recorded “shots fired” voice message over university phones.
- A clarification was issued that shots had not been fired.
- The suspect was located and detained off campus by Billings Police. In their investigation the evidence showed that there was no threat.
- An all-clear was issued within 68 minutes.

Chancellor Hicswa expressed appreciation for the feedback she has received and thanked the Incident Response team.

May Board of Regents Meeting

Chancellor Hicswa announced that at the upcoming Board of Regents Meeting the Regents will approve tenure for faculty members and consider items to authorize the planning for the new art building and for temporary art instruction spaces.

Policy Review

Hospitality Policy (second reading)

The Hospitality Policy was reviewed for a second reading. Vern Gagnon, Interim Dean of City College, moved and Tami Haaland, Dean of the College of Liberal Arts and Social Sciences, seconded a motion to approve the policy. The motion passed.

Donated Sick Leave Policy (second reading)

The Donated Sick Leave Policy was discussed. There were questions about the process for initiating requests for sick leave donation, including who is authorized to begin the process and how to maintain confidentiality. Paula Highlander, Director of Human Resources, explained that the Sick Leave Policy contains this information and should be consulted. Separate discussion continued during the policy draft review. Dr. Kim Hayworth, Vice Chancellor for Student Access and Success, moved and Leslie Weldon, Vice Chancellor for Administration and Finance, seconded the motion. The motion passed with three votes in opposition.

Non-Allowable Expenditures Policy (first reading)

The policy, which includes updated language about gift cards, was discussed. The second reading of the policy is scheduled for the August meeting.

Budget Presentation

Heather Hanna, Assistant Vice Chancellor of Finance, presented on the FY '24 Budget vs. Actuals. She reviewed the relationship between spending authority and revenue.

Announcements

- Commencement May 4 10:00 a.m. in MetraPark Interstate Arena
- 'Jacket Leadership Team will not meet during the months of May, June, and July
- Our next meeting is August 12, 2024

Meeting concluded at 3:34 p.m.

Notes by Natalie Preston

Policy Number: 203.0

Policy: ~~University~~ Hospitality & Entertainment

Effective Date: 3/2013

Revision Date: ~~11/2022~~ PENDING Approval through JLT

Approved by: Business Services Director

POLICY:

I. ~~University Hospitality & Entertainment::Entertainment:~~

A. Introduction:

1. In accordance with the [MUS Policy and Procedures, Section 205.4](#), expenses for official hospitality, community relations and public relations may be paid by a unit when those activities are directly related to the unit.

B. Definitions:

1. An official guest is a person, not otherwise employed or compensated by the campus, who is present on the campus to render a service on the campus, or at the invitation of the campus, or as a guest of the campus.
2. Light refreshments ~~means~~mean a non-alcoholic beverage and/or pastries, vegetable trays, fruit plates, or items of a similar nature.

- C. Those authorized to approve hospitality must determine that the activity is directly related to an objective of the unit and evaluate the importance of the event in terms of cost versus benefits and alternatives that would be equally effective. If the hospitality is to benefit persons from outside the unit, the department may pay for the meal expenses of its guest and ~~one~~two official hosts from the University.

1. Candidate Expenses

- a. Must be in compliance with the Policy on ~~Faculty-Academic Recruitment Travel & Entertainment.~~
- b. Must be in compliance with the Policy on Administrative Recruitment ~~Travel & Entertainment.~~
- c. Exceptions must be pre-approved by the appropriate Vice Chancellor or designee.

2. Unallowable Entertainment and Hospitality Expenses

- a. ~~Alcoholic Beverages~~ Beverages and food items containing alcohol, CBD, or any controlled substance.
- b. Sponsorships or entry fees (i.e. Golf Tournaments or Wine Festival).
- ~~b.c.~~ Purchase of food items/supplies to be prepared for consumption and does not meet the appropriate health standards proscribed by applicable municipal, state, and federal laws and regulations.

- D. If a department plans to pay for food or light refreshments and the cost ~~will exceed~~exceeds \$50.00, a Hospitality Form must be completed and approved prior to the time the expense is incurred.
~~UNIVERSITY FUNDS CANNOT BE USED TO PURCHASE ALCOHOLIC BEVERAGES.~~

- E. University policy prohibits expenditure of funds for food or entertainment except for educational expenses including workshops, seminars and conferences where the food is included as part of the cost. Exempt are student government and agency fund accounts with prior approval from Vice Chancellors or Chancellor. Agency funds do not require hospitality approval form.

~~F. Accountable plans must be used for any department charged meals.~~

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~~University~~ Hospitality & Entertainment

- ~~F.~~ Charge Accounts & Guest Passes through Sodexo
 - ~~a.~~1. Names and Purpose of the charge must be submitted with the Banner Payment Authorization for payment.
 - 2. UCard's are not allowed to be used.

- G. Meetings between students and faculty or administrators are held, only the cost of light refreshments may be defrayed.

- H. To be reimbursable, food or entertainment expenses which exceed an aggregate \$50.00 must be approved prior to the event.

- I. Expenses relating to recruitment of prospective students are not considered entertainment and are not included in this policy. These expenses are part of a unit's normal function and as such may be approved by the appropriate department chair, director or dean. Hospitality forms are not required for recruitment expenditures.

- J. Grant and contract funds may be expended only if specifically authorized in the grant or contract, and only to the extent and for the purpose(s) authorized by the grant or contract.

- K. The Business Office may not honor reimbursement requests not accompanied by the hospitality approval form when the amount request exceeds \$50.00.

41X.X Donated Sick Leave

Adopted:

Revised: 10/01/2023

1) Introduction and Purpose

~~This policy implements Section 2-18-618(9), MCA and (Refer to BOR Policy 901.7.1);~~

~~This policy establishes Sick Leave Fund by establishing~~ the structure, eligibility requirements, and procedures ~~used for direct and sick leave fund grants~~ to allow eligible employees to share accumulated sick leave with other eligible employees who have exhausted their accumulated leave.

2) Definitions

For purposes of this policy, the following definitions apply:

a. Extensive Illness or Accident-

~~a.~~ An illness, injury, disability, disability period, or quarantine that incapacitates an employee for ten (10) or more consecutive days.

b. Pregnancy or Childbirth-Related Health Condition

~~b.~~ --These conditions are defined in the Maternity and Parental Leave policy.

c. Immediate Family Member

~~e.~~ Immediate family member includes equals the employee's spouse and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.

3) Eligibility to Receive Sick Leave Grants

a. To be eligible to receive donated sick leave, the receiving employee must:

- i. Be a current employee of Montana State University Billings;
- ii. Have completed the ninety (90)-day qualifying period to use sick leave;
- iii. Suffer from an extensive illness or accident, or a pregnancy or childbirth related health condition which results in absence from work of at least ten (10) consecutive working days, or when a member of the employee's immediate family is suffering from an extensive illness or accident that requires the attendance of the employee until professional or other assistance can be obtained;
- iv. Exhaust all personally accrued sick leave, annual leave, and compensatory time;
- v. ~~When requested,~~ provide the University Human Resources with a physician's certification of extensive illness or accident or childbirth related health condition;
- vi. ~~And obtain~~ Obtain approval from supervisor ~~the department head/director or dean,~~

~~or, for non-academic units, the appropriate vice president, to receive a donation of a specific amount of sick leave from other employees.~~

b. Employees are not eligible if:

- i. They are on a leave of absence without pay for reasons unrelated to the extensive illness of accident; or
- ii. On a layoff or in a no-pay status; or
- iii. Eligible to receive workers' compensation wage loss benefits.

4) Use of Donated Sick Leave

If the employee meets the eligibility requirements and the donation of sick leave is approved, the employee may use the donated sick leave. ~~University Human Resources will add the~~ Donated sick leave shall be added to the employee's sick leave balance on an as-needed basis at the end of each pay period. Employees may receive a maximum of 240 hours of donated sick leave during any twelve (12)-month period, calculated from the first day the employee uses donated sick leave. The maximum allowable leave for part-time employees shall be prorated according to FTE status.

5) Eligibility to Contribute Sick Leave

An employee may make a voluntary donation of sick leave by direct grant or to the sick leave pool, if the employee:

- a. Is a current employee of Montana State University Billings;
- b. Has completed the ninety (90)-day qualifying period to use sick leave; and
- c. Has a minimum balance of forty (40) hours of sick leave after donation. The minimum balance for part-time employees is prorated according to their FTE.

The maximum amount of sick leave an employee may contribute to another employee is forty (40) hours in any twelve (12)-month period. All contributions are voluntary and irrecoverable.

6) Approval

The employee's supervisor must approve sick leave hours before the employee can use donated leave. Following supervisor's approval, Human Resources and Payroll shall manage the use of donated leave.

~~The university provides no funds to the department for the hours of sick leave that are donated or received through this program. The department employing the recipient of sick leave donations will pay all costs for the use of that sick leave. Therefore, the department head/director and dean/vice president must approve the donation of any sick leave before the employee may use the donated leave. A department head/director and dean/vice president may choose not to accept some or all sick leave donations by indicating the amount of leave accepted and denied on the form submitted to University Human Resources.~~

7) Prohibited uses of Donated Sick Leave

- a. An employee may not use donated sick leave until all other accrued leave has been

exhausted. If an employee has leave available that accrued while the employee was using donated sick leave, the accrued leave must be exhausted before using any additional donated sick leave.

- b. An employee may not use leave retroactively to a previous pay period in which the employee was in a leave-without-pay status and had not yet become eligible to receive a sick leave donation. Applying donated sick leave to time spent in a leave--without--pay status in the same pay period that the employee becomes eligible is not considered retroactive use of sick leave.
- c. ~~Donated sick leave is not eligible for payout at MSUB will not cash out donated sick leave at termination of employment under Section 2-18-618, MCA.~~ On termination of employment, University Human Resources will remove the unused credits from the employee's account and return them to the contributing employee or fund.

8) **Donated Sick Leave Form**

- a. Employees wishing to donate or receive donated sick leave will need to complete the Donated Sick Leave Form, obtain the necessary approvals, and submit the completed form to **Montana State University Billings Payroll Department**. Upon approval, University Payroll will deduct the donated leave from the contributor's sick leave and credit the sick leave to the recipient in the order the Donated Sick Leave Forms are received, on an as-needed basis. Contact Human Resources at 406-657-2278 or hr@msubillings.edu to obtain the Donated Sick Leave Form.
- b. An employee may choose not to accept donated sick leave, or may not need all hours donated, or may have exceeded the maximum donation allowed. In such cases, donations will not be deducted from the donor's sick leave balance. If used by the recipient employee, sick leave donations will appear as leave used in the donating employee's records on MyInfo.

History

Revised & Adopted XX/XX/20XX

Revised & Adopted 10/01/2023

Policy Number: 205.0
Policy: Non-Allowable Expenditures
Effective Date: 3/2013
Revision Date: 3/2013
Approved by: Business Services Director

POLICY:

I. Personal or Other Expenses:

A. The University [Purchasing Manual](#) states that "...purchases for personal use are not allowed." Personal expenditures are not allowable for reimbursement, regardless of the funding source. Below are some examples that University Business Services considers to be personal or other unallowable departmental expenditures, and as such are not reimbursable.

1. Cash

a. Cash may not be charged the University Purchasing Card and transferred to a personal One Card.

2. Gifts, ~~Gift Cards~~ or Awards

a. Given for graduation, birthday, leaving MSUB employment, service of work completed, Secretary's Week, awards to students outside the Financial Aid process, weddings, showers, etc.

3. Gift Cards

-

- a. University funds, including those held in agency accounts, may not be used to purchase gift cards redeemable for cash ~~to compensate individuals for work or services, for reimbursement of expenses, or as gifts.~~
- b. All payments for work or services must be paid through Payroll or Accounts Payable, as applicable.

~~3.4.~~Flowers

a. Given as a gift, for a funeral, or for office. Purchase of flowers may be allowable if they are business related with approval from University Business Services.

~~4.5.~~Cards

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a. Purchased for greetings, birthday, wedding, "going away" or retirement, funeral, etc

~~5.6.~~ Parking Decal and personal fines

a. Parking Decal is a personal expense as discussed in MSUB's Parking Regulations at <http://www.msubillings.edu/police/parkinginfo.htm> Fines incurred are also considered personal expenses.

b. The purchase of temporary parking hangtags may be allowed if they are for a visitor from another state agency, candidate for a position, workshop attendees, visiting dignitaries, etc.

~~6.7.~~ Graduation Regalia and other clothing (non-uniform)

a. Graduation regalia-- cap, gown, and hood-- are all personal expenses whether they are for a student or Faculty.

b. Certain clothing may be purchased if it will be consumed in the course of completing a research project.

~~7.8.~~ Office treats

- a. Purchase of treats for office personnel is not an allowable expenditure.
- b. Retirement, Going Away, or other personal office events.

~~8.9.~~ Office Supplies

- a. Coffee, plates, napkins, tissue, etc. Any items consumed by employees is not allowed.

~~9.10.~~ Donations

- a. Donations are not allowed to any organization including charitable organizations.
- b. Exceptions are donations from student club accounts.

II. Drugs and Alcohol

- A. Purchase of drugs and alcohol or any substance, material or service, which violates policy, law or regulations pertaining to ~~Montana State University Billings MSUB~~ is not allowed with the following exceptions: Drugs may be purchased for medical purposes through the Student Health Service or for a sponsored research project. Alcohol may be purchased for approved events if the Alcohol Request Form

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| has been completed and approved. See the MSUB Alcohol Policy.

*** Non-Allowable reimbursements are not limited to this list.

Fiscal Year 2024 Budget to Actual As of 4/3/24

Presented by Heather Hanna



BOR Approved Changes in FY24

○ Revenue

○ Tuition

○ The Board of Regents approved an increase in tuition revenue:

- **Resident** undergraduate and graduate tuition increases of 4% in FY24 and FY25.
- **Non-resident** undergraduate and graduate tuition increases of 6% in FY24 and FY25.
- **WUE and WICHE/WRGP** student tuition increases of 4% in FY24 and FY25.

○ Housing Room & Board

○ Increased 8% in FY24

○ Increase 5% in FY25



BOR Approved Changes in FY24

◊ Parking

◊ Increases on permit rates and parking fines.

Annual Parking Permit	194-104-R0521	125.00	150.00	25.00	20%
Academic Parking Permit	194-104-R0521	100.00	125.00	25.00	25%
Semester Parking Permit	194-104-R0521	60.00	75.00	15.00	25%
Summer Parking Permit	194-104-R0521	45.00	50.00	5.00	11%
Daily Parking Permit	194-104-R0521	2.00	5.00	3.00	150%
Hourly Pay N' Display	167-102-R0515	1.00	2.00	1.00	100%
Resereved (Faculty&Staff)	175-103-R0517	225.00	250.00	25.00	11%
Parking Fines	194-104-R0521	35.00	40.00	5.00	14%

◊ Expense

◊ RMTD Insurance Premium Holiday – universities will not pay for property & casual insurance.



FY24 General Fund Budget Forecast

General Fund	FY22 Actual	FY23 Actual	FY24 Budget	FY24 Actuals 4.3.24	FY24 projections	FY24 Forecast	% of Total	Variance fav(unfav)
REVENUES								
Tuition & Fees	14,713,080	14,753,406	15,263,457	14,882,893	-	14,882,893	46.76%	(380,564)
Discounting, Scholarships and Waivers	(2,602,233)	(2,830,173)	(2,929,497)	(2,651,532)	(267,844)	(2,919,376)	-8.33%	10,121
State Funding	23,786,441	24,827,668	25,556,699	19,365,603	6,690,175	26,055,778	60.85%	499,079
Other Revenue	132,421	725,469	72,836	229,061	300,000	529,061	0.72%	456,225
NET REVENUES	36,029,709	37,476,370	37,963,496	31,826,025	6,722,331	38,548,356	100%	584,861
EXPENDITURES AND DEBT PAYMENTS								
Personnel Expenses	27,106,873	29,678,159	32,464,711	22,441,320	16,900,000	32,464,711	77.88%	(0)
Non-personnel Expenses	7,435,992	7,635,750	7,111,275	5,874,261	1,385,929	7,260,190	20.39%	(148,915)
Debt Payments	663,737	651,390	651,980	497,824	154,156	651,980	1.73%	-
TOTAL EXPENDITURES AND DEBT PAYMENTS	35,206,602	37,965,298	40,227,966	28,813,405	18,440,085	40,376,881	100%	(148,915)
OPERATING INFLOWS (OUTFLOWS)	823,107	(488,929)	(2,264,470)	3,012,620	(11,717,754)	(1,828,525)	-	435,946

Does not include vacancy savings.

Forecasted GF deficit:	-\$1.8M
Vacancy Savings projection:	\$1.5M
Projected need from Reserves	\$300K

General Fund Tuition FY24

Description	LVL_1_ACCT_TITLE	FY2024 Budget	FY2024 Actuals After	Variance (Fav)
			Spring Census *	Unfav
Undergraduate	Resident Tuition	(7,154,155)	(6,996,115)	158,039
Undergraduate	Non-resident Tuition	(1,553,441)	(1,766,167)	(212,726)
Undergraduate	WUE Tuition	(1,287,536)	(1,212,519)	75,017
Undergraduate		(9,995,132)	(9,974,802)	20,330
Graduate	Resident Tuition	(1,569,814)	(1,276,804)	293,009
Graduate	Non-resident Tuition	(314,672)	(222,214)	92,458
Graduate	WGRP Tuition	(194,479)	(130,213)	64,265
Graduate		(2,078,964)	(1,629,231)	449,732
City College	Resident Tuition	(1,868,672)	(1,947,158)	(78,487)
City College	Non-resident Tuition	(173,646)	(252,989)	(79,343)
City College	WUE Tuition	(140,427)	(101,207)	39,220
City College	Dual Enrollment	(489,332)	(533,513)	(44,181)
City College		(2,672,076)	(2,834,867)	(162,791)
Tuition Total		(14,746,172)	(14,438,900)	307,272
Program Fees	Program Tuition & Fees	(155,425)	(104,400)	51,025
Total General Fund Tuition & Fee Revenue		(14,901,597)	(14,543,300)	358,297
Other Revenue	Other Misc. Fee Revenue	(361,860)	(339,593)	22,267
		(15,263,457)	(14,882,893)	380,564

*Note: Balances may change slightly between now and FYE 6/30/24.

Scholarship & Waivers Comparison

FY23 Actuals to FY24 Budget			
	FY2024 Budget	FY2024 Actual as of 4.3.24	Variance Fav (Unfav)
Scholarships			
Adult Learner	63,000	33,821	29,179
Athletics	275,616	275,616	-
Montana 10	85,000	81,571	3,429
Sprint	24,000	148,147	(124,147)
Student Access	75,305	44,646	30,659
Student Support	42,205	22,605	19,600
Yellowjacket Excellence	214,240	214,000	240
Misc. scholarships	53,024	73,741	(20,717)
Total Scholarships	832,390	894,147	(61,757)
Waivers			
American Indian	500,000	507,652	(7,652)
Athletic	960,203	944,583	15,620
Faculty & Staff	100,000	81,374	18,626
Graduate	63,000	61,359	1,641
MT Trailhead	246,483	238,500	7,983
National Guard Waiver	41,600	59,436	(17,836)
Other	185,821	132,325	53,496
Total Waivers	2,097,107	2,025,230	71,877
Total Discounting, Scholarships & Waivers	2,929,497	2,919,376	10,121

Athletics scholarship expense is not determined until the end of the Fiscal Year.

A complete **Sprint** budget was not available to the Budget Office at the time the FY25 budget was due, thus the large variance.



FY25 Performance Funding Allocation Summary

Campus	3 Year Average Resident FTE	Percent of 3 Year Resident MUS FTE	Eligible Performance Funding Amount	Overall Index Score	Performance Funding Allocation	% of Eligible Performance Funding Recieved	Unallocated Performance Funding Amount
City College	568	2.7%	\$412,078	1,050	\$412,078	100%	\$0
Gallatin College	377	1.8%	\$273,143	1,126	\$273,143	100%	\$0
Great Falls College	785	3.8%	\$569,403	969	\$380,545	67%	\$188,858
Helena College	639	3.1%	\$463,224	1,092	\$463,224	100%	\$0
Highlands College	275	1.3%	\$199,056	1,084	\$199,056	100%	\$0
Missoula College	857	4.1%	\$621,493	1,065	\$621,493	100%	\$0
MSU Billings	1,994	9.6%	\$1,445,671	962	\$531,806	37%	\$913,865
MSU Bozeman	7,597	36.7%	\$5,507,042	1,056	\$5,507,042	100%	\$0
MSU Northern	758	3.7%	\$549,431	1,076	\$549,431	100%	\$0
MT Tech	1,262	6.1%	\$914,559	994	\$771,603	84%	\$142,956
UM Missoula	4,694	22.7%	\$3,402,579	997	\$2,468,809	73%	\$933,770
UM Western	886	4.3%	\$642,322	1,006	\$630,804	98%	\$11,518
Total	20,692	100.0%	\$15,000,000		\$12,809,033		\$2,190,967

Be Brave. Be Bold. *Become.*



FY25 Performance Funding 3-Year History

	FY23				FY24				FY25			
	Eligible amount	Allocation	% of eligible amount received	Unallocated amount	Eligible amount	Allocation	% of eligible amount received	Unallocated amount	Eligible amount	Allocation	% of eligible amount received	Unallocated amount
MSU Billings	1,457,013	867,552	60%	589,461	1,454,822	689,348	47%	765,474	1,445,671	531,806	37%	913,865
City College	385,641	192,342	50%	193,299	400,772	400,772	100%	-	412,078	412,078	100%	-
Total	1,842,654	1,059,894		782,760	1,855,594	1,090,120		765,474	1,857,749	943,884		913,865

GF lost PF revenue from FY24 to FY25: **-\$148,401**



Projected Reserve Balance

Reserves	FY20 Ending Balance	FY21 Ending Balance	FY22 Ending Balance	FY23 Ending Balance
Retirement Reserve	-	180,276	180,276	150,276
Operating Reserve - General Fund	1,171,518	4,113,987	4,997,153	5,029,306
Operating Reserve - Montana 10*		224,959	391,374	662,525
Scholarship Reserves	532,060	1,807,279	2,289,385	1,424,988
Facilities Deferred Maintenance	-	140,000	250,000	550,000
TOTAL RESERVES	1,703,578	6,466,501	8,108,188	7,817,094

FY23 Ending Reserve Balance	7,817,094
<i>FY24 Projected Use of Reserves</i>	(300,000)
Projected Balance at 6/30/24	7,517,094

*Funds are restricted for MT 10 use only

NOTE: In FY23, \$662,524 was transferred from the Scholarship reserve to the Operating Reserve for MT 10
 Operating reserve includes FY24 Dual enrollment funds that OCHE sent early in FY23



Questions?

Be Brave. Be Bold. *Become.*

