



**'Jacket Leadership Team Meeting Minutes
October 11, 2022**

Census Report:

Vice Chancellor for Student Access and Success Kim Hayworth reported on the recently completed census report. Enrollment has decreased slightly compared to last fall, but has increased among groups who were targeted for recruitment and retention. These strategic increases are due to intentional work being done by directors and staff. For example, new freshman enrollment is up

<https://www.msubillings.edu/news/article.asp?id=22365#enrollment-up-in-key-areas-for-msu-billings>

Recruitment Funnel Presentation:

Director of Undergraduate New Student Services (NSS) Julie Pettit and Director of Admissions Ed Brown presented on the processes developed by Admissions and New Student Services that are being used to recruit and track prospective students using technology and software in addition to more traditional methods such as high school visits and classroom presentations. Please direct questions about connecting with prospective students to Julie in NSS.

Staffing Changes:

Chancellor Stefani Hicswa announced that Vice Chancellor of Administration and Finance Susan Simmers accepted a position at another institution in Illinois, and her last day at MSUB was Friday, October 7th. Project Manager Leslie Weldon has been appointed Interim VCAF and began in her new role on Monday, October 10th.

It was also announced that University Police will now report to the Office for Student Access and Success reflecting their community policing model to better serve students.

Department Restructuring Announcement:

Director Sara Whittle announced that the Upward Bound and Talent Search department has taken on a third grant funded program, Educational Opportunity Center, funded by the Department of Education. Since staff, program work and offices are shared, she and her team have combined all three to the new Office of Educational Access. The office's primary focus is first generation and low income students, but may have programs and assistance open to other students as well.

Talent Search will be hosting the "Shatter the Glass" event for high school juniors and seniors who identify as female on October 21st. (A separate event for high school students identifying as male will be held during spring semester.) Please welcome these students as it is the first opportunity many of them will have to visit a college campus.

Campus Notification of Candidate Presentations:

Director of Human Resources Paula Highlander announced new guidelines for candidates' visits to campus to ensure consistent messaging. Candidates invited to campus for positions of Directors, Deans, Vice Chancellors or Chancellor ('Jacket Leadership Team level) will have their presentations publicized to campus by the Human Resources Department. Other candidates invited to campus, for example Program Coordinators or Associate level positions, will have their campus visits announced by the hiring department, who will have discretion of who to invite.

Relationships with Students Policy Draft, First Reading:

Director of Human Resources Paula Highlander presented the draft of a new policy proposed to protect students and employees from complications of power differentials should they choose to enter a relationship. The group discussed concerns that are not yet addressed by the policy and made suggestions for procedures. Further proposed changes should be submitted to Chancellor Hicswa or Paula Highlander.

Banner Data Migration:

Zach Delger provided an informational overview about the recent migration of the Banner database from its former housing at the MSU Campus to the cloud. This change required manual work by staff at the Bozeman campus and Office of the Commissioner of Higher Education and went successfully.

Important Dates and Meeting-free Days:

Chancellor Hicswa announced that the all-campus Holiday Party will be held on Thursday, December 15th in the Glacier Room.

October 20th and 21st, and December 26th-January 2nd will be meeting-free days, unless a meeting is already scheduled and cannot be moved. She reminded the group that Election Day, November 8th, Veteran's Day, November 11th, Thanksgiving Day and the Friday after are all days in November when university offices are closed and no classes will be held.