



**'Jacket Leadership Team Meeting Minutes
November 12, 2024 2:00 – 3:30 p.m.**

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

Meeting began at 2:02 p.m.

Information

Chancellor Hicswa welcomed the new faculty department chairs who have been added to the 'Jacket Leadership Team; Kat Pfau, Jennifer Scroggins, and Carl Castles. Interim Provost Richard Beer will be on campus tomorrow through the end of the week. There are four upcoming Provost Search Listening Sessions for the search committee to gather faculty and staff input in the search process.

Student Location Policy

Kathleen Thatcher, Director of Assessment and Accreditation, explained the reason for the creation of a Student Location Policy and ways that the policy will assist other institutional procedures. Discussion followed.

New Changes to Policy Process

Chancellor Hicswa announced that Jana Marcette will be assisting with 'Jacket Leadership Team policy work. While maintaining the current policy revision and approval process, a step will be added to include subject matter experts to review each policy draft.

Presentation

FY25 Budget – Heather Hanna, Assistant Vice Chancellor of Finance

Heather Hanna, Assistant Vice Chancellor of Finance, presented the attached PowerPoint on the FY25 Budget. She provided an overview and details of the spending authority reduction and its goals and outcomes, as well as the impact of enrollment and campus housing. She provided further detail on long-term budgetary planning and upcoming improvements expected for the fiscal health of the university.

Table Discussion and Reports

Tuition and Fee Biennium Requests – Barb Burows, Director of Business Services provided overview of the current process for requesting and using fees and fee funds. Table discussion followed. The activity resulted in suggestions for the fee process, including the creation of a user-friendly fee summary, the creation of an FAQ sheet, and for departments to plan for fee requests in the spring in preparation for the following year.

Policy

Tuition Waiver Policy

Jana Marcette, Interim Director of Strategic Initiatives, gave a quick overview of the changes to the policy draft. Paula Highlander, Director of Human Resources, explained the follow-up research she has done based on the questions raised in Cabinet on faculty/staff tuition waivers and clarified some of the decisions that can be made at the campus level vs. those that are dictated by the Office of the Commissioner of Higher Education. Dr.

Hicswa asked the group to give feedback on the policy draft to Jana so she can take it back to the subject matter experts group and return with an updated draft at the December meeting.

Meeting ended at 3:30 p.m.

Notes by Natalie Preston

Updates/Announcements (*reprinted as submitted*)

Barb Burows, Director of Business Services

I have an informational item on automated Payment Plans for students going live Spring 25.

Cara Virostko, Chair of Staff Senate

Staff Senate will be running a Holiday Raffle and Cookie Contest again at the Christmas Party, so keep your eyes peeled for an email with details!

Paula Highlander, Director of Human Resources

Reminder- the HR office has snow cleats available for check out.

Floating Holiday needs to be used on or before December 31, 2024.

New information on the Tuition Waiver (Dependent and Staff/Faculty) will be posted soon (after approval) for the Spring 2025 semester.

Flu shots unfortunately were not available at the Well Check due to a staffing issue. If you still need to get your flu shot, please contact your BCBSMT In-Network provider to schedule your vaccination or use your Navitus pharmacy card at any In-Network pharmacy to receive your vaccination at no out-of-pocket cost to you

Shane Grantham, Director of the Military and Veterans' Success Center

MSUB earned the FY24 Best for Vets ranking, moving up from 59 to 40 in the Nation, with additional rankings including #1 in Montana and #2 in the Northwest. See link: [2024 Colleges – Military Times: Best for Vets](#)

Kathleen Thatcher, Director of Assessment and Accreditation

Institutional accreditation update: Mark your calendars! The NWCCU Year 7 comprehensive visit will take place October 8-10, 2025. The corresponding EIE report will be due to the NWCCU on August 1, 2025. A draft of the EIE report is in the works. Please be timely when responding to requests related to our upcoming accreditation work. Curricular and co-curricular program assessment will be a focus of the year 7 visit, along with our use of Student Achievement data for decision-making (where appropriate). We are awaiting final feedback from the NWCCU for the Year 6 PRFR report. This feedback will likely come in November/December.

Program-level accreditation update: The Nursing program at City College hosted a re-accreditation visit in October. While we await official findings, we feel confident the review was successful. Thank you to everyone who participated and supported our Nursing program during their review! The College of Education will have their virtual re-accreditation visit April 9-11, 2025 with CAEP, which will also include a state accreditation review. If you are asked to participate in a meeting with the review team, please be sure to attend the meeting, prepared to discuss your work with the College of Education faculty and/or students.

Eileen Wright, Library Director

Stuff the Pantry Competitive Food Drive!

The Library's YEP Extension, in partnership with the Yellowjacket Pantry, focuses on ready-to-go and quick meals for students facing food insecurity and is open all hours the library is open.

This is where we need your help to keep up with the rising demand. The library is hosting our first-ever **Stuff the Pantry Competitive Food Drive!**

From **November 18th to November 22nd**, the Library will accept donations of quick, ready-to-go, microwaveable meals, such as mac & cheese, ramen cup noodles, soup cups, oatmeal, etc. Work with your department to donate the most food (by weight) during the week, and you could win a dozen crumble cookies for your department (we're talking full-sized – not the mini ones).

Please drop off your donations at the Ask Here desk on the second floor, fill out a donation form, and let us know which department you want your donations to count towards.

Brett Weisz, Chief Information Officer

- Rolled out a new service desk system at <https://servicedesk.msubillings.edu>
- Completed the removal of local administrator rights from all staff departments.
- Implemented [eduroam](#) wireless network.

Vern Gagnon, Dean of City College

City College will be hosting a "College is Possible" event in conjunction with our Sibanye-Stillwater workforce reduction response event, on the City College campus Tuesday, November 19, 2024, from 11:00am until 6:30pm. If you would like to participate as a vendor/presenter, contact Julie Pettit or Stephanie Cowen. All are welcome to stop by and join in the conversation.