



**‘Jacket Leadership Team Meeting Minutes
December 10, 2024 2:00 – 3:30 p.m.**

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

INFORMATION

Chancellor Hicswa reminded everyone that December 25-29 is meeting-free week. Campus will remain open during this time, but employees are encouraged to take days off around holidays if they are able.

Chancellor Hicswa reminded everyone of the campus holiday party on December 12 from 5:00 – 7:00 p.m. in the Glacier Room.

UCAM Director Search Update

Dr. Hicswa announced that Dan Carter is the new Director of University Communications and Marketing. Dan worked at MSUB previously as Director of University Relations. He will begin in this role January 6.

Provost Search Update

Dean of the College of Health Professions and Science Kurt Toenjes announced on behalf of the search committee that they have narrowed the pool of applicants to seven semi-finalists who have been invited for virtual interviews. Virtual interviews will be scheduled soon.

POLICY

Tuition Waivers Policy

Interim Director of Strategic Academic Initiatives Jana Marcette and Director of Human Resources Paula Highlander presented an updated draft of the Tuition Waivers Policy. The current draft simplifies the previous policy. The most significant changes are that the credit limit was removed, and the waiver for employee tuition extends to waive some fees. Discussion followed. Kathleen Thatcher moved to approve the policy, Kurt Toenjes seconded the motion. The motion passed.

PRESENTATION

Retention and Graduation Plan

Vice Chancellor for Student Access and Success Kim Hayworth and Retention Director Katharine Moffat reviewed the informational document they shared with the meeting agenda (see attached). The document shows points of focus from the Retention and Graduation Plan (<https://www.msubillings.edu/chancellor/pdf/retention-and-graduation-plan.pdf>). Initiative leads from each point of focus provided brief overview of their progress.

Table Discussion and Reports

Kim Hayworth and Katie Moffat facilitated a table exercise on retention and graduation strategies. Table groups reported the ideas they discussed.

Updates/Announcements (*reprinted as submitted*)

Jerry Girard, Director of Student Health Services

There are two opportunities to join one of my Mental Health First Aid trainings during the upcoming semester break. Each 8-hour training will happen in two 4-hour sessions and the schedule looks like this:

Adult Mental Health First Aid

December 17-18

8:00 am – 12:00 pm both days in LA 205

Adult Mental Health First Aid

January 13-14

1:00 pm – 5:00 pm both days in PE 122

Both trainings are free and open to all students, staff, faculty, and friends. Anybody who is interested in either training just needs to email RSVP me at: jerry.girard@msubillings.edu

If anybody would like to learn more about MHFA they can reach out to me with questions and or check out this link: <https://www.mentalhealthfirstaid.org/take-a-course/what-you-learn/>

Jana Marcette, Interim Director of Strategic Initiatives

The FVT-GE federal data reporting compliance project is ramping up. This has been a significant workload for the registrar's and IR offices, and is going to be a massive amount of work for financial aid and business services over the next five weeks.

The First-Day Complete textbook rental project has two parallel paths currently. One path is exploring alternatives to First Day Complete, and one path is finalizing the course and program exclusion requests.

Dillon Deffinbaugh, Director of the Center for Engagement

Forward any internal or external requests to use campus spaces or to start a student organization to CFE staff.

Departments may not book any classroom spaces during finals week through CFE; direct requests to Heather Eggum. Departments and student organizations may request space use at any time using Virtual EMS (<https://ems.msubillings.edu/virtualems/>) or by contacting CFE. Colton Adams will provide training or access support as needed.

Brett Weisz, Chief Information Officer

We've had 93% of employees complete their annual KnowBe4 training. Removal of local administrator rights for faculty will begin on December 12th at City College. The other colleges will be scheduled in January.

Julie Pettitt, Executive Director of Admissions

- McMullen 1st floor teams are hosting the 3rd Annual Potluck/Brunch on Dec 19th from 8:30-10am. Anyone who wishes to meet the staff from Admissions/Advising/Registrar/FA are welcome to stop by and say hello!
- Jan 9th is the [Spring orientation](#) event from 1-4pm, held at both the University and City College campuses
- Montana 10 continues to encourage faculty and staff to refer students to the program. Eligibility requirements include: Montana residents who started at MSUB between Fall 2023 and the present, and are Pell-eligible

Krista Montague, MSUB Foundation CEO

The Campus Drive is well underway, and everyone should have received the attached information earlier this fall. To date, a total of 37 MSUB faculty and staff members have contributed a gift this fiscal year and we have three new payroll deduct commitments through campus drive. THANK YOU! We are truly grateful for every gift, no matter the size, as it helps advance our mission of supporting MSUB through philanthropy, stewardship, and engagement. Your generosity not only strengthens our efforts but also inspires our donors and community to join us in giving back, building a shared sense of purpose and commitment. Currently, overall faculty and staff giving is 18% lower compared to this same time last year.

You can direct your gift to any program or area that is most meaningful to you, and we encourage you to consider making a contribution that is significant to you and your family this academic year—each and every gift makes a difference.

As always, we welcome you to stop by the Foundation & Alumni house for a cup of coffee and a conversation—we're here to support the campus community. On Giving Tuesday, December 3, we were excited to raise \$21,000 total.

We hope to see you at our Annual Holiday Open House on December 11 as well. Stop by anytime between 4pm and 7pm before heading to the gym for the women's basketball game vs. Rocky.

Kathleen Thatcher, Director of Assessment and Accreditation

MSUB's Year 7 accreditation visit will take place October 8-10, 2025. Please mark these dates on your calendar. All students, faculty, and staff will be asked to participate.