



'Jacket Leadership Team Meeting Minutes

April 11, 2023

Meeting began at 2:00 p.m.

Chancellor Hicswa began the meeting with an announcement regarding the summer schedule for 'Jacket Leadership Team (JLT) meetings. JLT will not meet during the months of June and July and will resume in August with the regular schedule of meeting on the second Tuesday of each month at 2:00. The first meeting of the '23-'24 academic year will be August 8th, 2023.

Introduction of New Members:

ROTC Director Jacob Pancheau announced that ROTC has a new recruiter named Joshua Baird.

ChatGPT:

Dr. Paul Pope (guest to 'JLT and faculty member of the Department of Social Sciences and Cultural Studies) spoke on the faculty's responses to AI software such as ChatGPT. He reported that while technology is rapidly evolving, faculty are usually able to distinguish software-generated work from that produced by students due to the limitations of artificial intelligence. Turnitin.com has created a tool for detecting AI generated work, but it has not yet been tested by MSUB faculty.

Faculty Association President Dr. Joy Honea added that faculty must employ pedagogical approaches that work with these types of emerging technologies, rather than focus solely on guarding against their use by students.

Space Analysis Task Force:

Provost Sep Eskandari has charged a Space Analysis Task Force with making recommendations for how to relocate the College of Business in order to vacate McDonald Hall to reduce costs. The Office of the Commissioner of Higher Education (OCHE) requested that Chancellor Hicswa make a request to have the Art Annex demolished through the Long-Range Building Plan (LRBP). This has not yet been approved by the legislature.

Legislative Session Update:

Director of University Communications and Marketing Maureen Brakke gave an overview of the week's Legislative Session activity. The LRBP hearing has not yet been scheduled. House Bill 517, which is proposed legislation for a state constitutional amendment that would impact the governing authority of the Board of Regents over the Montana University System, has a hearing scheduled for Wednesday, April 12th in the senate judiciary committee. The bill needs the support of 100 legislators to appear on the ballot in 2024. The bill that updates the state employee pay plan was transmitted to Governor Gianforte and he is expected to sign it soon.

Annual Leave and Sick Leave:

Chancellor Hicswa encouraged everyone to use vacation and sick time as needed. The MUS policy on annual leave is that once an employee has accrued double the hours they accrue annually based on their length of employment, they surrender unused annual leave. It is important to plan ahead for vacation. To be able to

best serve our students, we should all take time away periodically. Director of Human Resources Paula Highlander confirmed that employees who have been employed for 1-10 years may accrue up to 120 hours of leave, therefore if they exceed 240 hours, they may lose some of it. Employees with 10-15 years of service may accrue up to 144 hours, employees with 15-20 years of service may accrue up to 168 hours of leave, and those with 20 or more years of service may accrue up to 192 hours of annual leave.

Sick Leave is not surrendered if it is accrued in excess, but can be paid to the employee at the time of their retirement at one quarter of the total hours.

Dual Factor Authentication for Students:

Chief Information Officer Brett Weisz announced that “Duo”, the system the MUS uses for dual factor authentication for employees logging in to campus website areas with protected information, will be rolled out for students during the upcoming fall semester. October 11th is the planned date, and there will be a period for self-enrollment.

“Buzz” Bot:

Brett Weisz introduced a new chat bot that can be added to the MSUB website for frequently asked questions (FAQ). The bot will respond to questions asked in different ways and improve its ability to answer over time with its use of machine learning. The chat bot will also provide analytics about the types of questions frequently asked. It will not serve as a replacement for employees who are able to answer complex questions or speak about information that is not on the website.

Emergency Response Planning:

Chief of University Police Brandon Gatlin has been working to create incident management processes. Throughout the COVID pandemic we used the incident command model (ICS) to work through emergencies. The ICS model includes points people such as the incident commander, policy group, communications group, and safety officer. The incident management team will continue with a similar model. The team will focus on common risks and emergencies specific to higher education. A hazard vulnerability assessment tool will be used at the first tabletop exercise, with the goal of holding these exercises annually.

MSUB Pow Wow:

Vice Chancellor for Student Access and Success Dr. Kim Hayworth announced that the annual Pow Wow will be on April 21st and 22nd. There will be Grand Entries Friday at 6pm and Saturday at 12:00. The event is free and open to the public. Volunteers are needed and there is a sign-up form on the Native American Achievement Center page of the MSUB website.

Campus Vibrancy Strategic Plan Committee Update:

Director of the Center for Engagement (CFE) Dillon Deffinbaugh gave an overview of recent progress made by the team charged with fostering a vibrant campus atmosphere as prescribed by the Strategic Plan. Alyssa Radue and Aaron Murrish are the committee co-chairs, and work with campus housing, the CFE, recreation, and community and national partners to enhance students’ experience.

With the goal of improving programming all over campus, an events coordination planning calendar has been created in Outlook and shared with event planners. Used for planning purposes, the calendar does not replace EMS or the Master Calendar, but will aid departments in coordinating planning efforts for programming and events.

Announcements:

Director of Grants and Sponsored Programs Cindy Bell announced that the 10th annual student Research and Creativity Symposium will be held on April 21st and will feature keynote speaker Dr. Jennifer Lynn from the History Department. Fifty-one students have registered, and the event organizers are looking for volunteers to judge students' work.

Vice Chancellor Hayworth announced that the Student Leadership Recognition Program will be held on April 12th.

Registrar Dr. Cheri Johannes announced that volunteers are needed to assist with Commencement.

Chancellor Hicswa announced "the Buzzies" awards for student athletes will be held on Monday, April 24th in Petro Theater.

Beginning Saturday, April 15th and through May 8th, Scheel's will feature a "pop-up" store where MSUB gear will be available for purchase.

The MSUB Foundation and Alumni will be hosting the annual Wine and Food Festival May 18th, 19th, and 20th to raise funds for student scholarships and other campus initiatives. Tickets to each event are available for sale on their website msubfoundation.com.

Meeting concluded at 3:30 pm.

Minutes by Natalie Preston.