



May 9, 2023

Meeting began at 2:00 p.m.

Introduction of New Members:

Chancellor Hicswa announced that the MSUB Foundation and Alumni has hired Jennifer Mercer to be Director of Donor Development. The administration and finance division welcomes Project Manager Justin Beach. Greg Gerard is filling in as Interim Director of Disability Support Services after former Director Trudy Collins' recent retirement. Chancellor Hicswa announced that Professor Anna Talafuse will be acting director of University Communications and Marketing while Maureen Brakke is on leave until the beginning of June.

Legislative Session Recap:

The Legislative Session will likely be remembered as a contentious one, but the passage of the Governor's budget positioned the Montana University System (MUS) well financially. The proposed raise for state employees, including university employees, passed but must be ratified by the affected collective bargaining units. Appropriations legislation provided funding for 28 repair projects across the MUS, including funding for the repair of the Physical Education building roof and demolition of the Art Annex at MSUB. The Sprint Degree program received one-time funding, as did an extensive cyber security initiative.

Governor's Tribal Nation Report Update:

Director of the Native American Achievement Center (NAAC), Sunny Day Real Bird, spoke about the Governor's annual Tribal Nations Report. In accordance with state law, Montana's Governor reports on the accomplishments of the State and the Indian Nations of Montana.

Campus Store Update:

Vice Chancellor for Administration and Finance Leslie Weldon announced that she has been exploring using Barnes and Noble as a sole source vendor to overtake operation of the campus store 'Jackets and Company. If this change occurs, it will be in mid to late July.

Stay Interview Process:

Director of Human Resources Paula Highlander introduced stay interviews which are recommended by Human Resources best practices. Some supervisors who serve on the Chancellor's Cabinet are piloting this process and will report on their experiences at a later date. This may become a campus-wide practice with a rollout sometime between the annual performance reviews regularly conducted at each fiscal year end.

Human Resources Recruitment:

Paula Highlander reminded the group of some important points with regards to new employee recruitment, due to increased rates in applications associated with job postings. Search committees should be sure to inform Daisy Collins in HR when a posting closes, and whether or not candidates are selected to move forward. When providing dinner for candidates, committees should remember that all interactions, including social ones during which other family members may be present, are part of the interview process. Even conversation about family for example could become potentially discriminatory. Additionally, if airline tickets to bring a candidate to campus exceed \$800, their purchase must be approved by the appropriate Vice Chancellor. Many of the documents for recruitment have been digitized and revised and are available on the intranet. Please use updated links and allow 24-48 hours for HR to process documents submitted.

Retention of Records:

Chancellor Hicswa asked everyone to use the schedule (linked below) from the Office of the Commissioner of Higher Education (OCHE) and destroy records that no longer need to be retained. The Directive from OCHE (also linked below) applies to both paper and electronic records.

Retention Schedule:

<https://mus.edu/che/directives/GeneralRecordRetentionSchedule.pdf>

Directive:

<https://mus.edu/che/directives/general-record-retention-schedule.html>

Campus Communication:

Chancellor Hicswa reminded the team that 'Jacket Leadership Team doesn't discuss confidential information; everything shared in meetings should be disseminated to the rest of campus. Any materials from the meetings should be forwarded and shared, and everyone may use the 'Jacket Leadership Team email distribution list.

Planning Calendar:

Director of the Center for Engagement Dillon Deffinbaugh introduced the “Events Calendar” his team has created. This is a shared calendar in Outlook to which employees who plan events have access. It does not take the place of the Master Calendar, but is intended to make planning and programming more collaborative and effective, as well as encourage earlier planning.

Credit Momentum (Take 30):

Retention Director Katie Moffat gave an overview of the plan to encourage students to take on a credit load of 30 credits per academic year. She provided data showing that while student credit hour averages have decreased since 2018 (perhaps due to COVID) studies show that a shorter time to degree completion is cost saving for students and does not result in lower grade point averages as is sometimes believed. MSUB will do a soft launch of the “Take 30” Initiative in conjunction with the Fast Pass registrations for incoming fall 2023 students. She acknowledged that there is no one-size-fits-all model for students, and they are gathering student feedback and developing marketing materials.

United Way Volunteer Event:

Vice Chancellor for Student Access and Success Dr. Kim Hayworth announced the Day of Action sponsored by United Way will be held in Dover Park on June 21st. There will be two projects in the afternoon for which volunteers are needed.

Research Facility Use Policy Draft: *First Reading*

Chancellor Hicswa led discussion on the draft of the Research Facility Use Policy. The group voted to discuss and possibly waive the second reading. There was a motion to waive the second reading in order to proceed with a vote on the proposed policy, with the option to revisit it at a future meeting if needed. The policy includes how to cooperate with outside entities, so concerns were raised about being able to consider the implications of agreements with outside groups. Registrar Cheri Johannes voiced her concern that classroom space may be adversely affected. Provost Eskandari said that instructional space analysis needs to be annual and always current to be ready to cite when making decisions based on a policy like this. Kathleen Thatcher moved to approve the policy in its current form, Vern Gagnon seconded the motion. The group voted and passed the policy with three people in opposition.