



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

Meeting facilitated by Vice Chancellor Leslie Weldon

Gracious Space Discussion

Director of Grants and Sponsored Programs Cindy Bell and Director of Assessment and Accreditation Kathleen Thatcher led interactive discussion on the topic of communication as explored by pages 73-84.

Policy Process Update

Vice Chancellor for Administration and Finance Leslie Weldon reviewed the process for proposing and approving university policy.

Donated Sick Leave Policy

The group reviewed and discussed the Donated Sick Leave Policy draft for the second reading, but had questions for Human Resources Director Paula Highlander to research, so the policy was not approved. It will be reviewed at the next 'Jacket Leadership Team meeting.

Hospitality Policy

Barb Burows, Director of Business Services, presented the draft of the Hospitality Policy. The group will read that policy for the second time at the next 'Jacket Leadership Team meeting.

FY 25 Strategic Resource Reallocation Update

Vice Chancellor Weldon reported that the Strategic Resource Reallocation listening sessions have been well attended. She appreciates all of the input she has received about how to increase revenue, efficiency, and reduce costs.

Accreditation Update

Kathleen Thatcher provided an overview of the seven-year cycle for accreditation with the Northwest Commission on Colleges and Universities. She is currently working to prepare the report for the year-six visit that will focus on Standard Two and will be helpful in preparing for the comprehensive year-seven visit.

MSUB Data Standards Update

Data Governance Council Representatives shared the following links to updated information:
The data stewardship policy is located on the IT Policies webpage.

IT Policies webpage:

<https://www.msubillings.edu/it/policies/index.htm>

The overarching data stewardship policy is maintained by MSU.

MSU Enterprise Data Stewardship Policy:

https://www.montana.edu/policy/enterprise_it/data_stewardship.html

MSUB has just updated our data stewardship standards which is housed under the MSU policy.

MSUB Data Stewardship Standards:

<https://www.msubillings.edu/it/policies/documents/stewardshipstandards.pdf>

MSUB has a Data Governance Council which has developed a process for data project approvals found on the DGC intranet site.

MSUB Data Governance Intranet:

<https://www.msubillings.edu/intranet/data-governance-council/index.htm>

'Jacket Giving Day March 20

MSUB Foundation CEO Krista Montague announced that 'Jacket Giving Day is March 20. She will email details about the campus projects for which the event will raise funds.

Freedom of Information Act (FOIA) Presentation

Guest Kellie Peterson, Legal Counsel for Montana State University, joined the team virtually to present on best practices for public documents. She provided information on types of correspondence that are subject to the federal FOI Act, and the state public records law.

Meeting adjourned at 3:25 p.m.

Notes by Natalie Preston