



**MONTANA**  
STATE UNIVERSITY  
**BILLINGS**  
‘Jacket Leadership Team Meeting Minutes

August 15, 2023

**Meeting began at 2:00 p.m.**

**Introduction of New Members-**

Chancellor Hicswa introduced Dr. Ann Beste-Guldborg, Dean of the College of Education, and Justin Rife, Interim Facilities Director. She welcomed President David Russell of Associated Students of Montana State University Billings (ASMSUB). A student representative from ASMSUB will attend ‘Jacket Leadership Team (JLT) meetings going forward.

**Policy Process-**

Dr. Hicswa reviewed the need to systematize policy creation and review and organize policies. The current process is to submit policy ideas to the supervisory Vice Chancellor who will review and present to the Chancellor’s Cabinet. Once the Cabinet has reviewed, the policy draft shall be given a first reading at a ‘Jacket Leadership Team meeting. JLT members are encouraged to discuss the proposed policy with their teams, then return additional feedback to their supervisory Vice Chancellor. The policy will then be presented for a second reading at a subsequent JLT meeting. Dr. Hicswa responded to questions regarding the difference between policy and procedure.

***Gracious Space* Shared Reading-**

Dr. Hicswa introduced and distributed the book *Gracious Space* by Patricia M. Hughes. JLT will read the book throughout the semester and discuss sections at JLT meetings. Members interested in facilitating a discussion session should email Natalie Preston.

**Campus Communication-**

Chancellor Hicswa reminded the team to share announcements and discussion from JLT meetings with their direct reports. One of the purposes for this group is to disseminate information. Natalie will distribute meeting minutes within two weeks, and they will be posted to the website.

### **FY '24 Budget-**

Assistant Vice Chancellor of Finance Heather Hanna provided a brief budget update. Her teams in the Budget Office and Financial Services have submitted reports to OCHE, which are currently being reviewed. The Board of Regents will review the budget for approval at their September meeting. Dr. Hicswa complimented Ms. Hanna and her team for closely monitoring revenue and its budget impact. Dr. Hicswa also stated that the Governor and Montana Legislature made a record investment in higher education this past session.

### **McDonald Hall-**

Chancellor Hicswa announced that the College of Business has nearly vacated McDonald Hall. This move will result in significant cost savings for the university and allow the Foundation to lease the space to another business in the community to generate revenue. The move of the College of Business into the current College of Education building will facilitate exciting collaborative partnership potential.

### **Alcohol Sole Source Vendor-**

Dean of Students Kathy Kotecki proposed a sole source vendor for events when alcohol is served on campus. Under the current process, there is inconsistency, but a streamlined single vendor would simplify event planning and ensure that proper insurance and other documents are in order. Athletic Director Mike Bazemore shared the process he used in completing an RFP for the beer garden at home sporting events.

### **I-9 Process Update for New Hires-**

Director of Human Resources, Paula Highlander, announced that digitizing all new-hire paperwork has been beneficial to both HR and campus departments. However, the United States Citizenship and Immigration Services (USCIS) no longer accepts the I-9 from digitally as a result of ending their COVID protocol. Paula outlined the options for correct I-9 completion and submission for new employees, including students. The physically signed document must be in the HR office by the employee's third work day.

### **Copier Lease Update-**

Director of Business Services, Barb Shafer, announced that there has been a reduction of the number of leased print and copy machines on campus. The elimination of some equipment was determined after usage analysis, and will result in significant cost savings. She distributed information on how to print to specific printers from any location and where print and copy machines are located.

## **Parking-**

Chancellor Hicswa announced that some changes will affect parking on campus. Leasing McDonald Hall to an outside business will make it necessary to include parking spaces, for an additional fee, in the building lease terms. The University is also working to partner with Intermountain Health who needs parking spaces during the construction of their new hospital, located across Poly Drive. The campus lots selected for these uses are those that least impact students; spaces will be leased to non-MSUB parties in the Virginia lot, the north Apsaruke lot, north row of the east Poly lot, and the third and fifth levels of the parking garage. The cost of a parking permit will increase at the start of the academic year to offset maintenance expenses for the lots on campus, totaling over one million square feet.

## **Signage Project Update-**

Dr. Hicswa instructed everyone to make Cara Virostko in University Communications and Marketing aware of any missing or incorrect signs. There should be no previous logos in use on campus. Work is underway to replace the signs at City College that still bear a former logo. Wayfinding signage will be added to campus based on architectural standards.

## **Sodexo Update-**

Vice Chancellor for Administration and Finance, Leslie Weldon, announced that Nathan Trent, General Manager of campus dining partner Sodexo, is working to update menus for catering events and campus dining. Ms. Weldon reminded everyone that our contract must cover Sodexo's operating costs, so it is not beneficial to negotiate lower prices. We will pay their cost of operations regardless. Discussion followed regarding limiting catering expenditures to save budget dollars. She encouraged staff and faculty to take advantage of meal plans and said that meal plans will be marketed to new tenants of McDonald Hall as well. Dean of Students Kathy Kotecki added that she is working with Sodexo to expand offerings in Jazzman's Café located in the Liberal Arts Building.

## **Closing Announcements:**

Provost Sep Eskandari announced that a new name must be determined for the building that houses the College of Education, College of Business, Center for Teaching and Learning, Disability Support Services, the Military and Veterans Success Center, and Institute for Neurodiversity. The Commemorative Tributes Committee will meet to discuss an appropriate new name for the building and make a recommendation to be

reviewed by the campus. The Chancellor will then make a formal recommendation to MSU President Waded Cruzado. The building name will require approval by the Board of Regents.

Meeting adjourned at 3:30 p.m.

Minutes by Natalie Preston