



## **'Jacket Leadership Team Meeting Minutes February 13, 2024 at 2:00 p.m.**

**Meeting began at 2:03 p.m.**

### ***Gracious Space Discussion***

Kurt Toenjes, Dean of the College of Health Professions and Science, led discussion on pages 65-71 of *Gracious Space* on the theme of trust.

### **Annual Cybersecurity Training Reminder**

Chancellor Hicswa announced that 56% of faculty and staff have completed the required annual cybersecurity training. She reminded everyone to ensure their constituents complete the training.

### **Retention of Records and OCHE Directive**

Dr. Hicswa reminded the team to set departmental procedures for regular disposal of records following the schedule guidelines in the directive from the Office of the Commissioner of Higher Education (OCHE).

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

### **Healthy Minds Survey**

Dr. Hicswa announced that the Healthy Minds Survey was distributed to faculty and staff on Monday, February 5 and will be open until February 16. Encourage everyone to complete it; the answers will be kept confidential.

### **Enrollment and Budget Update**

Vice Chancellor for Student Access and Success Kim Hayworth presented information on the latest MSU Billings enrollment data, as well as anticipated national enrollment trends. Dr. Hayworth also highlighted new processes implemented to reduce the number of students dropped due to financial barriers. Assistant Vice Chancellor of Finance Heather Hanna explained the effect anticipated enrollment will have on the budget; she expects \$350,000 less in general funding, and \$150,000 less in performance based funding.

### **Strategic Resource Reallocation Listening Sessions**

Vice Chancellor for Administration and Finance Leslie Weldon summarized our strategic resource reallocation work to ensure that our spending authority does not exceed our revenue. By increasing transparency, efficiency, and consistency in the budgeting process, Leslie hopes to eliminate the future need to draw on reserves. These have been campus-wide efforts involving all budget managers. Additionally, V.C. Weldon and Chancellor Hicswa will hold Listening Sessions to gather feedback from everyone on campus about how we can work together toward these goals. Upcoming sessions are:

Thursday, February 15 **8:00 to 9:00** in Banquet A and B

Wednesday, February 21 **1:30 to 2:30** in Banquet A and B

Monday, February 26 **9:00 to 10:00** in Health Sciences 119

Thursday, February 29 **1:30 to 2:30** in Health Sciences 103

## **Giving**

Faculty member and former Executive Director of the Education Foundation Anne Cole presented on building a culture of philanthropy. She discussed both fundraising and employee giving.

## **'Jacket Giving Day**

MSUB Foundation CEO Krista Montague and guest Nick Schmidt, Director of Annual Giving and Athletic Advancement, announced the sixth annual 'Jacket Giving Day. This dedicated fundraising effort will feature 24 campus projects and will begin with a kick-off event in the SUB atrium on March 20. Giving back to fundraising efforts shows employee investment in our university and helps increase interest from the community.

## **Financial Aid Update**

Justin Beach, Interim Director of Financial Aid, gave an overview of the impacts of the changes to the Free Application for Federal Student Aid (FAFSA). The new FAFSA implementation has had multiple delays, affecting delivery of information to schools. Financial Aid is hosting FAFSA completion workshops in the Student Union each Tuesday from 4:00 to 6:00 p.m.

## **Student Satisfaction Survey**

Director of Institutional Research Joann Stryker announced that the Student Satisfaction Survey will launch Tuesday, February 20. Vice Chancellor Hayworth will email all faculty, staff, and students with information about the survey. Please ask students to participate, as the survey provides useful data. Lingya Ma from Institutional Research will email more information on the survey to 'Jacket Leadership Team.

## **Announcement**

The Faculty Excellence Awards are on February 20, 2024, at 5:00 p.m.

## **Meeting concluded at 3:30 p.m.**

Notes by Natalie Preston