

**Facility Administration Collaborative Committee**  
**Thursday, September 10, 2020**  
**2:00-3:30 PM SUB Banquet A & B**

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**Minutes**

Present: Dr. Rolf Groseth, Dr. Melinda Arnold, Dr. Christine Shearer, Dr Vicki Trier, Dr. Joy Honea, Susan Simmers, Dr. Jennifer Lynn, Dr. Kimberly Hayworth, Dr. Natalie Bohlmann, Dr. Suzette Nynas, Dr. Scott Butterfield, and Dr. Kurt Toenjes as representative of the COVID Incident Task Force.

Approval of August 27, 2020 Minutes Pending.

Order of Business:

- COVID Discussion: Kurt Toenjes, member COVID Incident Task Force

Provost Arnold started the meeting by mentioning MSU Billings hired Dave Nordel as the COVID Emergency Management Planner. Dave brings with him Military experience, a Nursing degree, and service as the Emergency Director for St. Vincent Healthcare in Billings until his recent retirement.

Dave Nordel has implemented an Incident Command Structure for MSU Billings.

MSU Billings has received \$1.6 Million to assist in Contact Tracing, Testing, and COVID related Training.

Kurt Toenjes, member of the COVID Incident Task Force, added the COVID Incident Task Force will be hosting a weekly Town Hall on Thursdays @ 4:00 PM starting September 17<sup>th</sup>. Yellowstone Public Health (Riverstone) is the Health Agency MSU-B reports to. Public guidelines state there are two times a person should be tested.

- 1.) If the person is Symptomatic.
- 2.) If the person has had close contact with an individual within the time the individual tested positive for COVID.

Dr. Toenjes also offered the following points:

176 COVID tests are conducted through Riverstone daily, generated directly by the capacity of their ability to Contact Trace.

COVID case numbers are plateauing in Yellowstone County.

Currently, HIPPA compliance within and mandated by Yellowstone County prevents numbers being publicly released directly relating to the MSU Billings Campus. Other Universities within the state of Montana may be reporting their numbers, but we are bound by the county through Riverstone Health. Dr. Nynas offered the option of HIPPA releases. Dr. Toenjes replied at this point we do not have the ability to manage with HIPPA releases. Contact Tracing is the number one priority. Chancellor Groseth added that MSU Billings will continue to operate and comply with the rules already established by the county but will also keep the conversation going.

The Task Force is looking into the possibility of deputizing a member for the purpose of having the ability to Contact Trace. MSU-B is considering utilizing a portion of the \$1.6 Million Grant to hire 2 Contact Tracers that would receive training through Riverstone Health.

COVID is a very fluid situation, ever evolving and changing. Privacy is of utmost importance.

Questions can be emailed to [COVID.questions@msubillings.edu](mailto:COVID.questions@msubillings.edu).

- Commencement:

Joy Honea has had nearly two dozen faculty ask if they can be excused if attendance at Commencement is required, highlighting such short notice given with the November 21, 2020 date.

Provost Arnold noted the date was picked, as Metra just recently and unexpectedly had a Concert Cancellation for the November 21, 2020 date. To comply with COVID requirements, MSU-B will work through Metra to follow the guidelines used by School District 2 earlier this year, and other guidelines from Riverstone, in addition to providing two ceremonies. To the point of Faculty attending, the Provost added MSU Billings will follow the Commencement guidelines as has been done in the past.

Dr. Honea urged the consideration of attendance for Faculty being optional rather than mandatory.

Jennifer Lynn suggested pre-recorded messages from Faculty be played as an alternative to mandatory attendance.

Chancellor Groseth offered that processes are in place and should therefore be utilized.

Natalie Bohlmann added the message needs to get out to ensure that everyone knows the Commencement Ceremonies will provide for Social Distancing and Safety. Provost Arnold will ask Cheri Johannes and the Commence committee for an update to be sent to Faculty with the specifics. Joy Honea asked that the information be sent ASAP.

- Suspension of Professional Development Funds/Tenure-Track Faculty Scholarships:

Joy Honea asked about a member of Faculty asking about whether scholarship funding requirements for travel Costs relating to presenting at a conference, could be the same as they were prior to COVID. Provost Arnold replied:

The CBA does not guarantee availability of professional development.

MSU-B currently has a Travel Ban. MSU Billings is currently following MSU's guidelines which are up for review before year end.

No Funds are available.

Regarding how this impacts faculty evaluations: This is not a FACC management issue. It is a DRTC/URTC issue for discussion.

Suzette Nynas suggested FACC request an amendment from the DRTC or URTC.

Susan Simmers added all funds for travel have been swept. \$300k in contingency funding available, and is

reserved for travel related to Recruiting and Athletics. Dr. Honea asked if the funding will be replaced next Fiscal Year. Susan Simmers replied MSU-B has \$1.4 million less in revenue currently due to a 10% decrease in enrollment. To balance the budget, cutbacks have been made. Rather than dipping into reserves, expense reductions have been implemented. Joy Honea asked what the timeline is for making decisions regarding expense reductions for Fiscal Year 22. Susan said there is not a current timeline. New processes will be implemented. The Provost added this year has been a hard situation

- Hyflex Course Design:



HyFlex Course  
Design.pdf



HyFlex Course  
Design II.pdf

Chancellor Groseth asked for an outline of HyFlex. Dr. Honea offered the following points:

HyFlex is a blend of Online and Face to Face.

Two Models of HyFlex exist – Synchronous, and Asynchronous. MSU-B uses the Asynchronous model.

Offers students the flexibility to move from Face to Face to Online.

Dr. Honea added the pilot group of Faculty trained in HyFlex found it is a great deal of work in the development stage but not in the teaching portion. That was the rationale for compensating faculty for the development of HyFlex courses. Faculty in the pilot group received compensation for their HyFlex development. Dr. Honea advocated for extra compensation to Faculty for HyFlex course development.

Training will be offered to Faculty during the Intersession for Spring HyFlex Courses. During Spring Semester, HyFlex training will be offered to Faculty for Fall.

Joy Honea advocated for a way to verify a course as HyFlex so Faculty can receive compensation.

A conversation ensued as to clarification regarding compensation for HyFlex Development vs. teaching a HyFlex course. Per Dr. Honea, Provost Arnold stated on December 2, 2019 it was determined a \$2,000.00 Stipend would be paid to Faculty members for HyFlex development for each new course, not for teaching a HyFlex course. Provost Arnold added further the current financial situation does not allow for payment for every new HyFlex course. The Provost asked that Faculty work with MSU -B due to the current financial situation.

Keith Edgerton asked if anyone knows if students want HyFlex. Provost Arnold replied yes. Further, the College of Business is required to offer Face to Face courses and HyFlex meets that requirement. Dr. Honea offered that a recent survey indicates yes.

Susan Simmers inquired as to how many courses are being talked about regarding Stipends for Faculty. Joy Honea replied that there are 27 faculty members currently approved to teach HyFlex.

A conversation ensued as to the likelihood of pay raises and cuts. Susan Simmers offered any raises or cuts will be Decided by OCHE. It will not be a campus decision. There is funding available through legislation with 60% of raises coming for the legislative funds, and 40% coming from MSU-Billings.

Keith Edgerton suggested a budget committee be convened.

Susan offered that Census Week is a time when numbers can be put to the budget and it can then be seen where

things actually stand in comparison to the numbers budgeted. Overall, numbers are down from last year by \$1.4 Million, of which \$50k can no longer be collected due to One App.

Natalie Bohlmann posed that Faculty has been giving plenty over the years and it would be hard to ask that they give even more due to deficits and smaller budgets. Provost Arnold mentioned she merely wants to have the conversation. Susan added MSU-B was making a turn around until COVID. Joy Honea added that Faculty gave up \$1.2 in faculty lines.

Dr. Bohlmann brought up Digital Measures' effects on one of four Faculty members going up for promotions. Her concern was that the individual's files were emptied out during the refiguring of Digital Measures, and that the decision to reconfigure was made without notifying Faculty of the implications of streamlining. Provost Arnold offered to talk with Brett Weisz to see what can be done regarding Rank and Tenure and the upcoming deadline for uploading.

Online Advising "Degree Works" is going offline. Cheri Johannes is PDFing everything from Degree Works and will get copies sent out. Faculty will have everything they need to Advise. The Provost will check with Cheri to see if the students will also have what they need.

Meeting Adjourned 3:15 PM

Next Meeting Thursday September 24, 2:00 PM