



Chancellor's Cabinet Meeting Minutes December 3, 2024 2:00 p.m. – 4:00 p.m.

In Attendance: Chancellor Stefani Hicswa, Richard Beer, Kim Hayworth, Leslie Weldon, Krista Montague, Kathleen Thatcher, Kathy Kotecki, Suzette Nynas, Mike Bazemore, Shiloh Skillen-Robison, Paula Highlander, and Natalie Preston

INFORMATION

Chancellor Hicswa announced that the third annual Holiday Lighting Ceremony will be held on the south steps of the administration building on Thursday, December 5 at 5:00 p.m. Family and the community are all invited.

The Holiday Party will be in the Glacier Room on Thursday, December 12 from 5:00 to 7:00 p.m., sponsored by the Foundation. Appetizers and beverages will be served. Staff Senate is hosting a cookie baking contest and stocking decorating contest that will both be featured during the party. Stockings will be raffled with proceeds benefitting the Yellowjacket Emergency Pantry.

The week of December 25-29 is meeting-free week. Employees are encouraged to take time off around the holidays if they are able.

There will be no Cabinet meeting on December 17. The next Cabinet meeting is scheduled for January 7, 2025.

POLICY

Tuition Waiver Policy

Paula Highlander, Director of Human Resources, presented the most recent draft of the Tuition Waiver Policy that was edited by the subject matter expert group. The policy aligns with the Board of Regents Policy that pertains to tuition waivers for staff, faculty, and dependents. Discussion followed. Natalie Preston, Executive Assistant to the Chancellor, documented Cabinet members' suggested edits and will work with Jana Marcette, Interim Director of Strategic Initiatives, to update the policy draft before the December 'Jacket Leadership Team meeting.

Non-Allowable Expenditures Policy

Cabinet members reviewed the Non-Allowable Expenditures Policy draft. Discussion followed. Natalie Preston documented Cabinet members' suggested edits and will work with Jana Marcette to update the policy draft.

DISCUSSION

Operational Plan

Cabinet members reviewed the Operational Plan and updated the status of the items. Natalie Preston will distribute the updated version to Cabinet members.

Notes by Natalie Preston

UPDATES

Department Updates *(Reprinted as Submitted)*

Suzette Nynas, Chair of Academic Senate

In addition to curricular changes we are continuing work on an AI policy. Two Academic Senate Bylaw modifications (electronic voting and term limits) were approved by Senate and have been sent to full faculty vote. Academic Senate Executive Committee meet and approved the plan of study template but need to determine where these will be house and how we will ensure updates will be made as curriculum changes. We are working to discover more information about a course rotation template. Today in Senate, (11/14) we will be finalizing the administrator evaluations and discussing the Emeritus faculty nomination process as well as the rights, responsibilities and privileges of emeritus faculty. The College Experience Course is making its way through the Curricular process, and I hope to have an update by early December to share with the Cabinet.

Shiloh Skillen-Robison, Interim Director of University Communications and Marketing

Two finalists visited campus for the Director of UCAM position recently. The committee met on Friday to discuss and will be supplying the Chancellor with strengths and weaknesses for each based on campus feedback.

UCAM and Admissions are working through updating communications materials to potential students and will begin looking at comm flows to align messaging across all channels (social media, printed materials, e-mail communications, etc.)

Past materials regarding Wayfinding signs are being gathered in preparation of resuming progress on this project.

Leslie Weldon, Vice Chancellor for Administration and Finance

The Art Faculty, Dean and Facilities have been meeting with the architects. The footprint of the building is designed. Architects will share rendition soon so fundraising can begin.

The Budget team is working on mid-year projections for FY25.

LAD auditors are in Bozeman and are auditing the four campuses' financials.

Working with Yellowstone Public Radio and Friends on the annual CPB audit.

The Budget Advisory Council is nearly formed. Waiting for a couple of additions before the Chancellor charges the committee.

The team in Business Services is testing Nelnet for automated Installment Payment plans for students. The new process will allow students to set up and manage their payment plan through MyInfo. MSUB will assist/manage students internally that are waiting on Financial Aid etc. Planning for the new legislative session and the new biennium of funding.

LA Building

- 8th floor Asian ladybug infestation – minimized but team is continuing to address and clean up
- Electrical issues

Over the long weekend, water leaked from a hose attached to a utility sink. (Faucet was on/hose was off) Water leaked through walls and caused damage to our electrical boxes. One box was able to be dried out, the other two needed new fuses and breakers. LA building is back and fully functioning..

- Learned something when Dean of Students emailed students --- Google is throttling email sent to students through the Student ListServ causing delays. IT is evaluating options to alleviate the issue

Holiday Lighting Ceremony

- Join in the holiday kick off and enjoy some cider or hot chocolate – bring family!
- Thursday, December 5, 5:15 pm – southside of McMullen Hall
- Music student will play holiday tunes on the piano

Information Technology

- Rolled out a new service desk system at <https://servicedesk.msubillings.edu>
- Completed the removal of local administrator rights from all staff departments
- Implemented [eduroam](#) wireless network
- KnowBe4 training currently sits at 89% completed

Parking

No updates to report. Working on the Intermountain Health lease. MSUB plans to lease 350 spots (170 Virginia Lot, 55 parking garage, NE poly 45, North Apsaruke 45 and 35 on the fourth/fifth floor of the parking garage). If you have any questions or concerns, please let me know.

RFPs

- Food Service – work continues with goal to send to MSU in the next 3 weeks
- Pour Rights – team continues to work on a draft. Goal is to release by the beginning of next year

Kim Hayworth, Vice Chancellor for Student Access and Success

Admissions sponsored a couple events at City College on Nov. 19th.

- College is Possible for the general public from 11 a – 6:30 pm

- Sibanye Stillwater Mine event for displaced workers. The Sibanye Stillwater event included support services including Job Service of Billings, TRIO, Office of Financial Aid, and MSUB Human Resources.

MSUB was represented at a Sibanye Stillwater Mine displaced workers event in Columbus, MT Nov. 12-15. Justin Beach and Laura Gittings-Carlson represented MSUB.

Student Health Services days of service at City College have been changed from T-W-TH to T/TH to address high student demand on the University Campus and very low demand for services on the CC campus. This is in effect until the end of fall 2024 semester. The SHS team is working on a clinical and staff utilization plan for spring 2025.

CFE/Yellowjacket Pantry gave out 80 Thanksgiving meals to students! A big thanks to Community Engagement Coordinator Parker Scott, who found sponsors to provide the turkeys through a local radio station and the MT Food Bank.

The **FAFSA** and **MSUB General Scholarship Application** opens officially on December 1, 2024.

Kathy Kotecki, Dean of Student Engagement

Housing: Codie has been facilitating focus groups with students, faculty and staff to gather input and ideas to integrate into our Housing Occupancy plan as we strive to increase our occupancy numbers for Fall 2025. We are also in the middle of facilitating our annual quality of life survey with our residence hall students to get their feedback on their living, dining and campus experience.

CFE: They are sponsoring Holiday meal boxes again this year for students to ensure they have a meal for Thanksgiving. Application deadline was Friday, November 15th and students who applied will be able to pick up their meal box the week of Thanksgiving.

Student Health Services: They are very busy with counseling appointments as we are experiencing a lot of stressed students this time of year. We have made a change in days of operation at City College due to very low demand and a higher need on the University Campus. They will now be open Tuesdays and Thursdays and will be closed on Wednesdays, allowing us to have our Family Nurse Practitioner on the University Campus that day to help serve students.

Krista Montague, MSUB Foundation & Alumni CEO

Fundraising to date total is \$2,764,388. Recent gift of \$250K received from C. Ueland, half for Science and half for Athletics. Inaugural Scholarship Reception is tonight (Nov 19). Reminder Cabinet is invited to attend. 5:30pm to 7:00pm in the Glacier Room. We have 44 RVSP's and

12 students on scholarships attending. Foundation Holiday Open House is December 11th from 4pm to 7pm. Please plan to stop by.

Kathleen Thatcher, Director of Assessment and Accreditation

Institutional accreditation update: Mark your calendars! The NWCCU Year 7 comprehensive visit will take place October 8-10, 2025. The corresponding EIE report will be due to the NWCCU on August 1, 2025. A draft of the EIE report is in the works. Please be timely when responding to requests related to our upcoming accreditation work. Curricular and co-curricular program assessment will be a focus of the year 7 visit, along with our use of [Student Achievement data](#) for decision-making (where appropriate). We are awaiting final feedback from the NWCCU for the Year 6 PRFR report. This feedback will likely come in November/December.

Program-level accreditation update: The Nursing program at City College hosted a re-accreditation visit in October. While we await official findings, we feel confident the review was successful. Thank you to everyone who participated and supported our Nursing program during their review! The College of Education will have their virtual re-accreditation visit April 9-11, 2025 with CAEP, which will also include a state accreditation review. If you are asked to participate in a meeting with the review team, please be sure to attend the meeting, prepared to discuss your work with the College of Education faculty and/or students.