



## **‘Jacket Leadership Team Meeting Minutes August 12, 2025, 2:00 – 3:30 p.m.**

*Please share all information from today’s meeting with the stakeholder group you represent.*

### **Did You Know?**

In Fall 2024 84.4% of University Campus students and 67.3% of City College students (Dual Enrollment excluded) took at least one online/hyflex course.

### **Information/ Discussion**

#### **Purpose and Membership**

As the first ‘Jacket Leadership Team meeting of the academic year, and the first with new Provost Lee Vartanian in attendance, each person stated their name, department, and length of time at MSUB in their current or previous roles. Chancellor Hicswa read the purpose statement of ‘Jacket Leadership Team. “The ‘Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success.”

#### **Meeting Format and Agenda Items**

To renew focus on the purpose of Jacket Leadership Team meetings, the group will discuss meeting agendas and formats at a future meeting this fall.

#### **Commitments**

Chancellor Hicswa announced that Dan Carter, Director of University Communications & Marketing, will chair a small work group with the goal of determining the “commitments” of being a member of ‘Jacket Leadership Team. The committee will gather ideas from ‘Jacket Leadership Team members, for example wearing nametags or not working on email during meetings. The committee will present the results of this feedback at the October 14 meeting. Contact Dan if you would like to be in this work group.

#### **Welcome Week (August 31-September 7)**

Residence Halls reopen for student move-in on Sunday, August 31. Contact Codie Wahrman, Associate Dean of Students, to volunteer to help students move into residence halls.

Fall Kick Off will be held on Tuesday, September 2 for new students.

#### **State of the University Address (August 21)**

Chancellor Hicswa announced that the State of the University Address is on Thursday, August 21 and will feature a keynote speaker. Dr. Scott Finnie, a faculty member with whom she serves on the Northwest Commission on Colleges and Universities (NWCCU) Board, will give the address. The event begins at 8:30 and is immediately followed by the “Where in the Hive” information fair. From 2:00 to 3:00, the virtual “Know the Nest” event will take place and features 10 presenters from different areas of campus. At 4:00, the Chancellor will host an open house at the Chancellor’s Residence. Families are welcome.

### **Year 7 EIE Visit (October 8-10)**

Kathleen Thatcher, Director of Assessment and Accreditation, announced that she submitted MSUB's Evaluation of Institutional Effectiveness (EIE) Report to the Northwest Commission on Colleges and Universities last week. This was the comprehensive report for the university's seven-year accreditation cycle. Kathleen is building the agenda for the Year 7 visit in cooperation with the chair of the evaluation team. Kathleen highlighted the importance of attending appropriate meetings during the visit. Kathleen reminded the team that the reviewers are peer evaluators who provide a helpful outside perspective. Chancellor Hicswa reminded the group to encourage students to attend sessions. It is important for the review team to hear from our students.

### **Presentation**

#### **MSUB Brand and Marketing Materials – Dan Carter and Shiloh Skillen-Robison**

Dan Carter, Director of University Communications & Marketing, provided an overview of branding and its importance to the university. Shiloh Skillen-Robison, Associate Director of University Communications and Marketing, and Hollie West, Associate Athletic Director for Marketing and Events, presented on updates to MSUB branding, the institutional and athletic logos, and their proper use. They also showed images of brand extensions, marks, and stamps, and explained scenarios. Use questions and branded item ordering requests should be directed to the University Communications and Marketing office.

### **Updates/Announcements (*reprinted as submitted*)**

#### **Vern Gagnon, Dean of City College**

I would like to welcome Mr. Peter Buchanan to MSUB and City College as the Director of Workforce Development and Community Education. His office is located at City College and on June 16, 2025, he assumed the responsibility of non-credit and workforce training for City College and MSUB.

#### **Kathleen Thatcher, Director of Assessment and Accreditation**

MSUB will host the NWCCU Year 7 visit October 8-10, 2025. Please be available during those dates. If you are asked to attend a meeting with the review team, it is important that you show up. Agenda and visit details are coming soon. In the meantime, reach out to Kathleen Thatcher to schedule visit preparation meetings for your department or program.

The Paramedic program at City College will host their re-accreditation visit December 4-5, 2025. Please welcome the review team if you see them!

#### **Eileen Wright, Library Director**

Please join the library for the opening of our new Graphic Novel & Manga Collection. It is located on the 2<sup>nd</sup> floor of the library, right in front of the red phone booth area. We will be having a grand opening ceremony on September 8<sup>th</sup> at 11:45am.

#### **Julie Pettitt, Executive Director of Undergraduate Admissions**

The Annual Fall Kickoff is just around the corner!  
Tuesday, September 2<sup>nd</sup> from 11-2 pm University Campus.

All staff and faculty should have an outlook invite and the link to reserve their event tee if they are working the event. Deadlines to reserve their tee is August 28. Questions about the event can be directed to Crystal Honeycutt or Julie Pettitt.

The Annual College and Career Fair is September 16. Please expect heavy traffic by foot and in the parking garage and rimrock lots from 8am-noon. Each year, nearly 2k high school students attend and this is the LARGEST fair in the state. Interested in volunteering and connecting with our future Yellowjackets? Please email Crystal Honeycutt! We need all the help we can get!

### **Jana Marcette, Interim Director of Strategic Academic Initiatives**

We have three OneMSU Policies going through revision currently, the Jacket Leadership policy committee met and identified some key knowledge holders to give feedback. If anyone wants to give additional feedback or comments, please let Jana know within the next week, feedback for the Conflict of Interest and Student Accommodations will be going back to Bozeman soon. The working group for Reporting Violations will start revisions in September.

[Conflict of Interest](#)

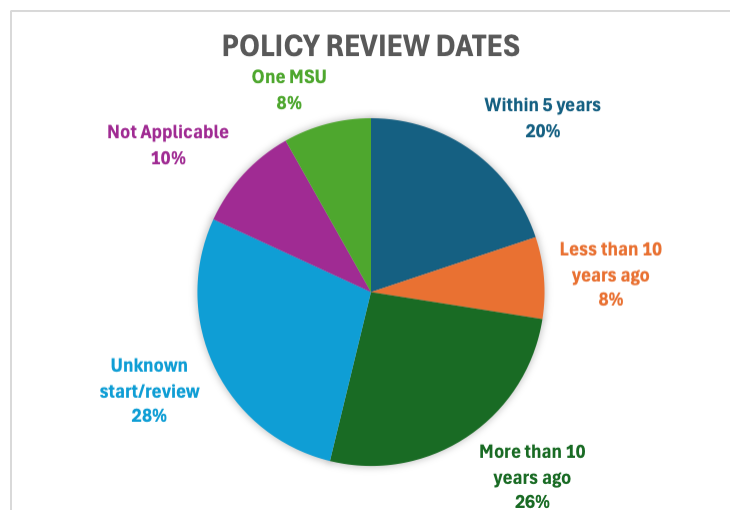
[Student Accommodations and Appeals](#)

[Reporting Suspected Legal, Regulatory or Policy Violations](#)

Also, the Discrimination, Harassment and Retaliation policies are now the [Equal Opportunity, Non-Discrimination and Harassment One MSU Policy](#).

For the policy directory, the Human Resources policy directory page is updated and live on our website. We will be working with each policy holder unit to update the other sections between now and April 24th. These updates also bring us into ADA compliance.

We have 171 policies posted on 6 different templates. 20% of them have been created or reviewed in the past 5 years. We will be working with policy owners to develop a rotation that allows each policy to be reviewed every 5 years.



### **Amber West Martin, Director of Academic Support Center**

The ASC is excited to welcome Precious McKenzie as our new Associate Director of Tutoring! Precious has a PhD., MFA, written over 50 books, and brings over 20 years of teaching and writing experience. She has spent this summer diving into all things ASC and MSUB. Precious is looking forward to connecting with you, learning about your areas, and finding new ways to collaborate. Please join us in welcoming Precious to the MSUB community.

**Justin Beach, Director of Financial Aid**

MyMSU Billings Banner 9 Implementation

- Project Implementation started in January
  - Project teams have been working to test and configure the upgrade.
- A communication plan is being developed to start awareness in September of the upcoming change.
- Oct 1 is the anticipated switch over date from MyInfo to MyMSU Billings.