



'Jacket Leadership Team Meeting Minutes
April 14, 2026, 2:00 – 3:30 p.m.

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.

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

INFORMATION

Process Reimagine and Redesign

Lee Vartanian, Provost and Vice Chancellor for Academic Affairs, provided an update on the Process Reimagine and Redesign (PRR) project. Meeting invitations are being added to calendars; please attend all meetings that your schedule allows and invite coworkers to attend based on subject. Contact Provost Vartanian with any questions about the PRR.

Insurance Overview

Mary Lachenbruch, Executive Director of Insurance and Benefits for the Office of the Commissioner of Higher Education (OCHE), joined the meeting remotely to provide an overview of changes to the health plan. Paula Highlander, Director of Human Resources, and Joy Honea, Faculty Association President, helped in negotiating for MSUB employee benefits. Annual enrollment will begin on April 27 and go through May 15, and the Office of Human Resources can provide assistance with enrollment in the employee health plan if needed.

UIT Enterprise Data Governance Update

Joann Stryker, Director of Institutional Research, provided an update on the four-campus data governance work being led by Montana State University. Feedback on the policy linked in the info sheet distributed with the meeting agenda (See attachment) is requested by April 20.

Tuition and Fee Change Requests

Barb Burows, Director of Business Services, announced that it is time to review the current inventory of student fees and, when appropriate and justified, request changes, additions, and deletions for the next biennium. Changes to fees need to be approved by the appropriate Vice Chancellor and Chancellor prior to submission. To accommodate the process and timeline, all requests for changes, additions, or deletions to new or current student fees must be submitted to the Business Services Director no later than October 1, 2026.

General guidelines for the Board of Regents (BOR) policy 940.12.1 can be found at <https://mus.edu/borpol/bor900/940-12-1.pdf> and <https://mus.edu/borpol/bor900/940-3.pdf>. Tuition and fees are approved by the BOR each biennium.

ASMSUB (Student Government) will be notified of the proposed fee changes and provided with a formal presentation. Final University approval will be provided by the Chancellor before being submitted to the BOR. Any fee proposal for a new fee or to increase a current fee greater than 2% must be justified and documented. Mandatory Fees are held strictly to an aggregated 3% increase, and the University may determine the need across the Mandatory Fees and adjust as needed. Tuition increases are determined for the MUS system as a whole.

Commencement

Commencement will be held on Saturday, May 2, at 10:00 a.m. Cheri Johannes, Registrar, announced that students who need regalia for Commencement should contact the campus store immediately. If a student has not yet submitted their application to graduate and intends to, they should contact Karen Mikelson in the Registrar's Office immediately. Faculty and staff participating in the Commencement ceremony should arrive at the staging room in MetraPark Interstate Arena by 9:00 a.m. Other events are being held concurrently but there will be shuttles available from the upper parking areas.

Strategic Planning Update

Suzette Nynas, Academic Senate Chair, announced that Kaleidoscope Group has completed strategic planning listening sessions and are analyzing the data. If anyone was unable to attend or has additional feedback, please fill out the Qualtrics survey distributed via email to all faculty and staff. The finalized strategic plan will be shared during the August 27 State of the University Address and the Board of Regents meeting that will be hosted on campus on September 24. Kathleen Thatcher, Director of Assessment and Accreditation, can be contacted for questions.

Artificial Intelligence (AI) Directive

Chancellor Hicswa reviewed the AI Directive from Commissioner Christian distributed to university faculty and staff on April 9. Discussion followed.

Campus Safety Resources and Training

Brandon Gatlin, Chief of University Police, announced that the Emergency Notification System (ENS) will be tested on Wednesday, April 23. Chief Gatlin reminded everyone how to locate the AEDs on campus. He reminded the team that building action plan updates need to be completed as soon as possible.

TRIO and Educational Opportunity Council (EOC) Grant Updates

Laura Gittings-Carlson provided an update on TRIO and EOC grants. Contact Laura if interested in more information.

POLICY

Unallowable Expenditures (second reading) *see attachment*

'Jacket Leadership Team members reviewed the Unallowable Expenditures policy draft and had no additional feedback. There was a motion to pass the policy, the motion was seconded, members voted and the motion carried. The policy will be updated on the university website.

'Jacket Leadership Team does not meet in the summer. The next meeting is August 11, 2026.

Updates/Announcements (reprinted as submitted)

Sunny Day Real Bird, Director of American Indian Outreach

2026 Governor's Tribal Relations Report, Call for Submissions:

MSU Billings is preparing its contribution to the 2026 Governor's Tribal Relations Report. This report highlights efforts supporting American Indian student success and strengthening relationships with tribal nations and will be shared with Governor Greg Gianforte, statewide leaders, and the Montana University System.

Submissions should be limited to one paragraph (4–5 sentences) and focus on tribal partnerships, collaboration with tribal colleges or communities, and any laws, policies, or procedural changes impacting Native students.

Contributors are asked to submit entries in a Word document (no PDFs), clearly labeled, and to include high-resolution photos with captions when available.

An email with submission details and the Box folder link will be sent out shortly.

Barb Burows, Director of Business Services

Preparation for Fall 2027 Student Fee Change Requests

It's time for departments to begin planning any student fee change requests for Fall 2027. Please work with your respective Vice Chancellor from now through the summer to review potential changes and prepare your proposals.

The formal collection and submission process for fee change requests will begin in late September or early October 2026.

The student fee guidelines—including fee types, timelines, and the full process—are available on the Business Services Tuition page.

https://www.msubillings.edu/intranet/boffice/Fee_Guidelines.htm

Joann Stryker, Director of Institutional Research

Lingya Ma's last day on campus will be April 17; she is heading to New York and getting married. Please join us in wishing her well!

Three institutional assessment administrations are finishing up – Please help encourage participation!

University Campus Freshmen and Senior students have been invited to participate in the [National Survey of Student Engagement \(NSSE\)](#). As of 4/8, the response rate is 34% (92 of 272) for freshmen and 33% (156 of 476) for seniors. Reminder 3 will be going out Thursday, April 16th. Fun fact: 72% of the responses were made through a link posted within Canvas. A huge thank you to Nick Drzycimski in CTL for making this happen!

All degree seeking students at City College have been invited to participate in the [Community College Survey of Student Engagement \(CCSSE\)](#). As of 4/8, the response rate is 25% (219 of 886). Reminder 3 will be going out Thursday, April 16th. The link to the survey is: <https://www.ccsse.org/msubillings>

The fourth year of the [Positive Influences Survey](#) is wrapping up. Please encourage students graduating in spring 2026 to participate. This is a great focus on MSUB positives and a nice way for students to say thank you to the MSUB faculty and staff who have helped them reach graduation. The link to the survey is: https://msubillings.co1.qualtrics.com/jfe/form/SV_eK8VAVyPbKRZw34

Data Change. If you notice changes in cohort populations for retention and graduation rate calculations and datasets for outreach efforts, these are due to the removal of post-baccalaureate students from the population being tracked. If you have any questions, please reach out to irdata@msubillings.edu.

MSUB Spring 2026 Course Evaluations start Monday, April 13th and will be available for students to complete until 11:59 PM on April 26th.

Friday, March 27th, the 2025-26 IPEDS federal reporting cycle was completed for MSUB. Woot! Woot! This year included the very large lift of the new ACTS reports, seven years of admission and completion information. The MSUB ACTS Reporting Team did an amazing job! Kudos to Zach Delger (Institutional Research), Jaki Penninger and Cheri Johannes (Registrar's Office), Chrissy Wulf and Julie Pettitt (Admissions), Barb Burows (Business Services), Justin Beach (Financial Aid), Stephanie Cowen (City College), Joe Daysen (MSU Financial Aid Module Team Lead), and Nate Fromelt (MSU Enterprise Services Group Lead)

Programmer). It was my honor to work with these individuals over the course of many weeks this semester to prepare and submit the ACTS reports. What a fantastic example of what we can do together!!!!

Paula Highlander, Director of Human Resources

Important Benefit Information (see attached letter)

The Montana University System (MUS) Choices Annual Enrollment for FY2027 begins on April 27, 2026 and ends on May 15, 2026 at 10:59 pm (MST).

The Annual Enrollment (AE) letters and the pre-recorded AE presentations/slides are posted on the *Choices* website on Monday, April 6th at www.choices.mus.edu.

Information in the letter (attached) and on the website outlines changes for the FY 2027 benefits to begin on July 1, 2026.

TODAY and TOMORROW (4/14-4/15)- Well Check 6:30- 10:30 AM- www.my.itstartswithme.com

Kim Hayworth, Vice Chancellor for Student Access and Success

FALL 2026 ENROLLMENT

The April 3, 2026, Weekly Enrollment Report reflects great progress in registering returning new transfers and readmits for fall 2026. Let's reach as many of our returning students as possible before the end of the academic year. Stingers Up!

PROFESSIONAL DEVELOPMENT OPPORTUNITY

Dare to Lead, May 18-19, in the Glacier Room, cost is \$400 for two-day workshop. Contact Kim Hayworth for more information.

FINANCIAL AID

1200 students were notified of their fall 2026 financial aid offers on March 27, 2026. This is four days earlier than 2025! Announcing aid offers is a strategic recruitment and retention priority for the Office of Financial Aid and Scholarships. Well done, Team FA!

MONGOOSE TEXTING PLATFORM

SAS in collaboration with IT and approved by the Executive Team, has developed a set of Mongoose Platform Usage Guidelines (see attachment). These guidelines will help maintain best practice use of the texting platform as well as effectively steward the limited number of area user permissions. The platform offers the ability to send texts to prospective and current students. A Mongoose Training for new, prospective, and current users is scheduled for April 15 from 3-3:30 pm. Please let Kim Hayworth know if you would like to participate.

ADMISSIONS

Spring Preview Day was Friday, March 27 on both City College and University Campuses. We welcomed over 300 prospective students and guests. THANK YOU to the entire campus community for rolling out the red carpet for our guests. Guests had over 30 sessions in order to "choose their own adventure" according to their interests and needs.

BPS Ninth Grade Day – on March 31 and April 10, 2026, Admissions hosted two BPS ninth grade days.

Students enjoyed demos from Dr. Matt Queen and Dr. Dan Wilhem, drone demos, and at City College they toured the Tech Building where faculty hosted demos from Rad Tech, business, and industry programs.

Also on March 31, 2026, City College hosted approximately 300 students and teachers in conjunction with Future Health Professionals (HOSA) MT chapter. Students participated in demos and tours of the City College health programs.

Fall 2026 Registration and Orientation dates are on the calendar and RSVP platforms are live!

NATIVE AMERICAN ACHIEVEMENT CENTER

Final Elder in Residence April 13-17

April 13th from 3-4pm in COE 122, open to all of campus. See NAAC webpage for full schedule.

Theda New Breast will be presenting on Historical Trauma to Cultural Strength: Supporting Native Student Success in COE 122.

Theda is a nationally recognized leader in Indigenous health, cultural resilience, and healing. With over 40 years of experience, she has led international work on historical trauma, mental health, and community healing, and is a founding member of the Native Wellness Institute.

The Tribal ID Campaign will continue through spring 2026

Amber West Martin, Director of Academic Support Center

Academic Support Center has been busy. Our current snapshot of usage to this date:

Spring 2026: 1,833 check-ins

Spring 2025: 1,339 check-ins

Students are using the ASC more this spring 2026 as compared to this date spring 2025!

Academic Year 2026: 4,615 check-ins

Academic Year 2025: 3,489 check-ins

Students have been using the ASC more this academic year than in spring 2025 and previous semesters! This is great!

As summer approaches and we prepare for the new fall semester, we have a couple of asks:

We love recommendations for students you think would make great tutors, supplementary instruction leads, and peer navigators!

Also, how may an ASC staff member help your class? Would you like a study group lead, embedded tutor, SI, or will tutoring suffice? Let's figure it out, the ASC is here to help!

The 2nd Navigate360 Progress Report Campaign launched on April 6. Responses are appreciated by April 19.

The 2nd Navigate360 Enrollment Census Campaign for International students in Hyflex classes also launched on April 6. Responses are appreciated as soon as possible. Thank you, faculty, for your partnership!

The wind-down of AY26 has begun! Thank you to all of our colleagues for their consistent support and engagement.

Jerry Girard, Director of Student Health Services

The next Mental Health First Aid training is scheduled for the afternoons of May 12-13 in SUB Beartooth.

1:00-5:00 pm both days and email RSVP Jerr Girard if interested.

The search for a new SHS Counseling Director will be launched very soon. Please feel free to reach out to Jerry Girard or Medical Director, Emilee Kidd if you have questions, comments, or feedback.

Be on the lookout for Spring Programming from Wellness Coordinator, Sydney Norwood and the HEROES team as the Spring '26 semester wraps up.

Have a great homestretch everybody and thanks for the amazing leadership y'all provide for MSUB.

Eileen Wright, Library Director

The Library had a chance to honor our amazing staff at our 3rd Annual Library Awards. We celebrate all the hard work the staff does year-round, From creating and implementing processes to evaluate electronic resources

to being a creative force and having a hand in processing our physical materials, this year's winners were Cindy Hagen and Jessica Torgerson Lundin.

Integral to the library's success, we are so lucky to have two such hardworking, dedicated, and spectacular individuals on our team. We don't know what we'd do without them. So, if you see them around campus, please take a moment to congratulate them.

Tracy McLuskie, Director of Disability Support Services

UPDATES:

- Thank you to all donors who supported the DSS Jacket Giving Day Renovation Project! Renovation work is anticipated to begin following the conclusion of final exams.
- Greg Gerard has announced his upcoming retirement, with his last day on Friday, April 24. He has been with DSS since 2015, helping support students in both of our campus offices throughout his time with the department. We wish him all the best in his new chapter.
- DSS has a work-study position (15 hours/week) in the university office, extending through the next academic year. The position is posted on CareerLink, and interested students may submit their resume to Tracy via email.

SNAPSHOT OF STUDENT SERVICES USAGE from March 7 – April 10:

- Students Registered with DSS: 269
- Student Appointments Conducted: 17
 - City College campus: 7
 - University campus: 10
 - Virtual and walk-in support provided as needed
- Exam Room Bookings (both DSS offices): 116
 - City College campus: 71*
 - University campus: 45**

* Includes MSU Great Falls students utilizing the City College office for exam proctoring.

** One Montana Technical University student utilized the university campus office for placement testing.

205.0	Unallowable and Restricted Expenditures
Subject	Accounts Payable
Revised	12/2025
Effective Date	03/2013
Review Date/s:	04/2026
Responsible Party	Business Services, Financial Services & Payroll

1. INTRODUCTION AND PURPOSE

The following is a list of restricted and unallowable charges for official university business. Purchases made on sponsored programs or indirect costs (IDC) funds or student club accounts may have additional considerations. Questions about an expense not listed should be directed to department coordinators, supervisors, the Office of Grants and Sponsored Programs, or a Business Services representative.

2. UNALLOWABLE EXPENSES

Unallowable expenditures include, but are not limited to:

- A. Airfare - seat upgrades unless ADA approved. ADA declaration documentation must be provided.
- B. Cash - cash withdrawals or non-travel cash advances.
- C. Donations or Sponsorships - contributions or donations, including financial donations or gift components when registering for a conference, or “rounding up” at a merchant to donate to a cause or organization. Donations from student club accounts are allowable.
- D. Fuel – fuel expenses for personal vehicles – must request mileage reimbursement on travel expense report.
- E. Personal items and office supplies –personal use related office supplies (coffee, plates, napkins, tissue, etc.), gifts (greeting cards, flowers, retirement gifts) and other products that are intended for employee consumption or use.
- F. Memberships or entry fees - memberships such as Costco or Amazon where MSUB has corporate programs or entry fees such as golf tournaments or Wine Festival.
- G. Services - services provided by an MSUB employee. Payment should occur through the Payroll Office.
- H. Transactions - dividing transactions to circumvent purchasing thresholds. See General Purchasing Guidelines.

3. RESTRICTED EXPENSES

Restricted expenses include, but are not limited to:

- A. Alcohol and Drugs - purchase of drugs and alcohol or any substance, material or service, which violates policy, law or regulations is not allowed with the following exceptions:
 - 1. Alcohol and Drugs including marijuana- see the [Campus Alcohol and Drug Policy](#).
 - 2. Drugs - may be purchased for medical purposes or for a sponsored research project registered with the State of MT and the Federal DEA.
 - 3. Tobacco - see the [Tobacco Free Campus Policy](#).
- B. Clothing (non-uniform) - certain clothing may be purchased if it is required and utilized for protective personal equipment (PPE), research, or education (e.g., scrubs, lab coats, etc.). If

purchased on sponsored program funds, include justification. Clothing items such as MSUB-branded shirts for events where employees represent the university may be allowable under specific conditions and are subject to a taxable threshold. See Restricted and Unallowable Policy Procedure.

- C. Gifts - gifts must serve official university business and are subject to additional requirements.
 - 1. Purchase of gift cards or gift certificates including from agency accounts is not allowed except for gift cards or certificates used for research or survey participants which are subject to additional requirements. See Restricted and Unallowable Expenditures Policy Procedure.
 - 2. Gifts purchased as raffle prizes need to follow the Raffle Prizes Policy.
- D. Graduation Regalia - regalia for faculty and other campus leaders who participate in graduation may be provided by the University when approved by the applicable vice-chancellor/chancellor.
- E. Equipment - Equipment with a trade-in. Contact Financial Services Office.
- F. Moving / Relocation Expenses or Allowances - relocation allowances when approved by the applicable vice-chancellor/chancellor are taxable and paid through payroll.
- G. Parking Permits and Citations - long term MSUB parking permits for privately owned vehicles and payment of parking citations are not allowed with the following exceptions:
 - 1. Parking permits can be purchased for university-owned, State of Montana, or government vehicles.
 - 2. Short-term parking permits can be purchased for visitors on official business only. See Restricted and Unallowable Expenditures Policy Procedure.
 - 3. When grant funded, which is subject to additional requirements. Contact Sponsored Programs for guidance.
- H. Hospitality for Official Guests - expenses for official hospitality, community relations and public relations are allowed only when those activities are directly related to the unit in accordance with MUS Policy and Procedures Section 205.4. If the hospitality is to benefit academic or administrative candidates the academic and administrative recruitment policies and procedures must be followed.
 - 1. Food or Light Refreshments –expenses for food or light refreshments are restricted. Those authorized to approve hospitality must determine that the activity is directly related to an objective of the unit and evaluate the importance of the event in terms of cost versus benefits and alternatives that would be equally effective. If the total cost for food or light refreshments, including setup/takedown, will exceed the threshold set by BOR policy 205.4, a Hospitality Form must be approved prior to the time the expense is incurred, and reimbursement requests must be accompanied by the Hospitality Form (See Unallowable and Restricted Expenses Procedure). On-campus events must utilize the University contracted food service vendor, for exceptions see the Unallowable and Restricted Expenses Procedure and Hospitality Approval Form. Light refreshments are defined as non-alcoholic beverages and/or prepared items like sandwiches, pastries, vegetable trays, fruit plates, or items of a similar nature. Expenses for food or light refreshments are restricted to the following activities:
 - a. Educational expenses including workshops, seminars and conferences where food is included as part of the cost.
 - b. Expenses from student government and agency fund accounts with prior approval from Vice Chancellors or Chancellor.
 - c. For meetings between students and faculty or administrators, only the cost of light refreshments may be defrayed.
 - d. Grant or contract activities when specifically authorized in the grant or contact.

2. Purchase of food items or food supplies to be prepared for consumption is not allowed with the following exceptions:
 - a. Student field trips that include meal preparation as part of the course syllabus or function of the trip
 - b. Student groups may purchase grocery or prepared items in place of per diem.
3. Recruitment of Prospective Students – expenses relating to recruitment of prospective students are not considered entertainment. These expenses are part of a unit's normal function and as such may be approved by the appropriate department chair, director or dean. Hospitality forms are not required for recruitment expenditures.

1) Enterprise Data Request Process

Updates include:

- Content changes for clearer purpose
- Transfer of process oversight to UDA
- Updated website guidance and instructions on the form and process
- Refined questions
- Expanded security consideration in process

<https://www.montana.edu/datagovernance/data-requests/index.html>

2a) Classifications - Proposed

Classification	Definition	Examples
Public	Approved for public release or already publicly available	Press releases, public website content, campus map, job postings, finalized policies, published research data
Low Risk	Internal data with minimal risk if exposed; not approved for public release	Draft communications, internal planning documents, internal operational communications, research documentation without IP value
Medium Risk	Unauthorized access could moderately impact operations, assets, or reputation	Student/Employee IDs (GIDs, NetIDs), IT system details (IP addresses, hostnames), course evaluations, FERPA-protected student records, unpublished research with IP value
High Risk	Unauthorized access could cause significant financial or legal harm	SSNs and PII, financial account numbers, driver's license numbers, passport/visa numbers, health insurance IDs, tax information, sensitive research requiring protection
Specialized Risk	Requires additional compliance, security, or training beyond High Risk	Controlled Unclassified Information (CUI), HIPAA-protected data, PCI data, classified information

3) Data Gov Policy

Purpose

- Data as an asset
- University owns data - not an individual, unit, or department
- Define institutional data (i.e. Research Data)
- Reinforces responsibilities for data governance
- Enabled through UIT standards and compliance

Data Gov Policy

- MUS policy
- State/Fed
- Definition / Ownership



UIT Enterprise Data Standards & Procedures

- Data Enterprise Request Process
- Identifies Responsible Data Leaders
- Data responsibilities
- Data conflict resolution
- Explore data process
- Classification / Storage / Reporting / Disposal / GID
- Edify IDW



**Campus Data Gov Efforts
(Councils)**

UIT Enterprise Data Standards and Procedures – Steering Committee

Co-Chair:

- Justin van Almelo, UIT ACIO
- Luke Schalewski, UIT CDO

UIT Security Representative:

- John Williams, UIT CSIO (or delegate)

Campus Affiliates (2 members):

- IR Lead and CIOs (or delegate)



Looking ahead





MONTANA UNIVERSITY SYSTEM
OFFICE OF THE COMMISSIONER OF HIGHER EDUCATION
Benefits Department

560 N. Park Ave., 4th Floor ♦ PO Box 203203 ♦ Helena, Montana 59620-3203
 (877) 501-1722 ♦ Fax (406) 449-9170

April 13, 2026

Montana University System Benefit Plan Employee Members
IMPORTANT: 2026 Annual Enrollment Benefit Plan and Premium Changes

The Montana University System **Choices** Benefit Plan (MUS Plan) is your self-insured employer sponsored Plan covering over 16,000 MUS employees, retirees, COBRA enrollees and dependents. The MUS Plan, funded by a combination of contributions as determined by the Montana Legislature and Plan member premiums, is responsible for providing quality, essential health care coverage for you and your eligible dependents in accordance with state and federal laws.

Over the past few years, the MUS Plan has experienced significant increases in health care costs and Plan benefits utilization. These increases are driving necessary Plan changes for the upcoming Plan Year (July 1, 2026 – June 30, 2027). Beginning July 1, 2026, the MUS Plan will implement Medical and Prescription Drug Plan benefit adjustments and premium increases (as referenced below). Additionally, for FY27, there will be a \$27/month increase to the State employer contribution toward your **Choices** benefit elections (currently \$1,080/month, increasing to \$1,107/month).

Employee Medical Plan premium changes (9.75% aggregate increase) are as follows:

Tier	Premium through June 30, 2026	Premium as of July 1, 2026
Employee/Survivor Only	\$756/month	\$830/month
Employee + Spouse	\$1,302/month	\$1,429/month
Employee/Survivor + Child(ren)	\$1,101/month	\$1,208/month
Employee + Family	\$1,547/month	\$1,698/month

Employee Medical Plan benefit changes are as follows:

Benefit Description	Benefit through June 30, 2026	Benefit as of July 1, 2026
Deductible		
In-Network Deductible	\$1,000 (individual) / \$2,500 (family)	\$1,250 (individual) / \$3,125 (family)
Deductible (separate)	\$1,000 (individual) / \$2,750 (family)	\$1,250 (individual) / \$3,125 (family)
Out-of-Pocket (OOP) Maximums		
In-Network OOP	\$4,500 (individual) / \$11,250 (family)	\$5,600 (individual) / \$14,000 (family)
Out-of-Network OOP (separate)	\$6,750 (individual) / \$16,875 (family)	\$8,450 (individual) / \$21,100 (family)
Copayments		
Primary Care Physician (PCP) Office Visit	\$25/visit	\$30/visit
Specialist Office Visit	\$40/visit	\$50/visit
Federally Qualified Health Center (FQHC) Visit	\$10/visit	\$15/visit
MDLIVE Virtual Visit	\$10/visit	\$15/visit

Employee Prescription Drug Plan benefit changes are as follows:

Benefit Description	Benefit through June 30, 2026	Benefit as of July 1, 2026
Out-of-Pocket (OOP) Maximums		
Rx OOP	\$2,150 (individual) / \$4,300 (family)	\$2,400 (individual) / \$6,000 (family)
Copayments		
Tier \$0 (preventive)	\$0 copay/month	No change
Tier 1 (generic)	\$15/month or \$30/90 days	\$20/month or \$40/90 days
Tier 2 (preferred brand)	\$50/month or \$100/90 days	\$60/month or \$120/90 days
Tier 3 (non-preferred brand) (does not apply to OOP)	50% coinsurance	No change
Tier 4 (specialty)	\$200 copay/month	\$250 copay/month

~ NEW ~ The MUS Plan will be changing to a new Flexible Spending Account (FSA) claims administrator (TBD) for the upcoming Plan Year. We are currently in the final phase of the procurement process, after experiencing unanticipated delays. Watch for more information coming soon!

The FSA updates are outlined below and will be effective July 1, 2026 – June 30, 2027:

- FSA enrollees will receive new debit cards from the new FSA claims administrator at no cost to the participant.
- If you do not enroll in an FSA during the FY27 Annual Enrollment period and have unused FSA funds with HealthEquity/WageWorks that are not expended by June 30, 2026, any remaining unused funds will be forfeited.
- Any health FSA rollover amounts from HealthEquity/WageWorks will be available the new FSA claims administrator for use by November 1, 2026.
- All FSA claims incurred during FY26 (July 1, 2025 – June 30, 2026) **must** be received by HealthEquity/WageWorks by September 30, 2026 to be eligible for reimbursement, **no exceptions can be made on late claims submissions.**
- All FSA claims incurred during FY27 (July 1, 2025 – June 30, 2027) **must** be received by the new FSA claims administrator by September 30, 2028 to be eligible for reimbursement, **no exceptions can be made on late claims submissions.**

Employee Flexible Spending Account benefit changes are as follows:

Benefit Description	Benefit through June 30, 2026	Benefit as of July 1, 2026
FSA Maximums		
HCFSAs/LPFSA contribution	\$3,300	\$3,400
HCFSAs/LPFSA rollover	\$660	\$680
DCFSA contribution	\$5,000	\$7,500

Please note: You **must** re-enroll each Plan Year (\$120 minimum) in a HCFSAs/LPFSA and/or DCFSA to continue participation or for any unused Health Care FSA contribution amounts to rollover into the next Plan Year or they will be forfeited (“use it – or – lose it”). **Do not elect more than you will need to cover expenses incurred by you and your dependents during the upcoming Plan Year.**

The 2026-2027 MUS **Choices** Annual Enrollment period is **April 27 – May 15, 2026**.

The FY27 MUS **Choices** Employee Annual Enrollment Benefits Presentation is available on-demand on the MUS **Choices** website. The pre-recorded video presentation and slides can be accessed online at choices.mus.edu at your convenience.

What do you need to do?

- (1) Visit choices.mus.edu to view the FY27 MUS **Choices** Employee Annual Enrollment Benefits Presentation.
- (2) If you want to make benefit changes to your MUS Employee coverages for FY27, you **must** make your changes in the MUS online benefits enrollment system, Benefitsolver, by 10:59 p.m. (MST) on **May 15, 2026**. Visit choices.mus.edu, click on the applicable campus login button, review your benefit plan options, covered dependents, beneficiaries, and complete your Annual Enrollment benefit elections.
- (3) If you do not want to make any changes to your current MUS Employee coverages, you and your covered dependents will **automatically** be re-enrolled in your current elections, except for a Flexible Spending Account, which **must** be re-elected each Plan Year to continue participation.

If you have questions or need additional information, contact your campus HR/Benefits Representative or the MUS Benefits office at 1-877-501-1722.

Mongoose Usage Guidelines

Mongoose is a texting platform that can be used to communicate with prospective and current students. Because MSUB has a limited number of access channels, below is brief set of guidelines for areas interested in requesting access. These guidelines are intended to help ensure the platform is used effectively, consistently, and in ways that meaningfully support student engagement, and align with institutional goals.

Best practices for Mongoose use:

- Texting should be used **regularly** (monthly or ongoing) as part of an engagement or communication strategy, not solely for one-time, semesterly, or bi-annual messages.
 - If an area does not need to send regular messages, temporary use of another areas' channel can be arranged for special messaging campaigns.
- Messages should be timely, relevant, and actionable, supporting nudges, reminders, and two-way communication rather than duplicating long-form email content.
- Texting should complement and reinforce—not replace—existing communication channels.
- Messages in the platform should be considered high priority and responses should be timely as it offers opportunity for two-way messaging vs a one-way notification.

Appropriate target audiences:

- Mongoose is best suited for communications with current students, prospective students, and other audiences who have opted in and benefit from short, time-sensitive outreach.
- Use with faculty or staff should be limited and intentional, aligned with operational or engagement needs.

Ownership and management expectations:

- Any department, college, administrative unit, or individual requesting a Mongoose texting line must designate a clearly identified owner responsible for:
 - Managing user access to the phone number
 - Ensuring staff are trained in appropriate use
 - Monitoring activity and maintaining continuity when staffing changes occur

- Importing contacts and training staff/faculty within the department how to use the platform

Clear ownership is essential to maintain message quality, compliance, and a positive recipient experience.