

ACADEMIC SENATE MINUTES

DATE: December 3, 2015

PRESENT: Tom Dell Patricia Vettel-Becker
A.J. Otjen Cindy Dell
Francisco Saldivar Susan Gilbertz
James Barron Andrew Sullivan
Vern Gagnon Kelly Shumway
Paul Pope Stephen Coffman
Baudry Metangmo (student) Diane Duin (ex-officio)
Christine Shearer (ex-officio) Barbara Wheeling (ex-officio)
Mary Susan Fishbaugh (ex-officio) Matt Redinger (ex-officio)

ABSENT: Sarah Keller*
Clifford Coppersmith (ex-officio) Robert Hoar (ex-officio)*
Terrie Iverson (ex-officio) Joe Oravec (ex-officio)
* *excused*

GUESTS: Jeff Rosenberry David Craig
Kevin Nemeth Michael Barber
Mark Nook

PRESIDING: Susan Gilbertz, Chair

Susan Gilbertz called the meeting to order at 3:40 p.m. in the Chancellor's Conference Room.

The minutes of November 12 were accepted as presented.

I. CHANCELLOR REPORT

Dr. Nook stated that they have updated policy 702.3 Salary Salvage and Vacancy Savings to include all the changes suggested by the Senate. (Copy attached to these minutes.) These are administrative policies so there is no *approval* of them. However, input and feedback is always important. We also have a number of business practices, policies, and procedures that are now posted on the website, and that posting was done in response to

auditor's questions about where policies could be found. Dr. Nook also noted that policy 702.3 states that the policy was "approved by Trudy Collins, University Budget Director." That will be revised to "responsible party" since that more accurately describes the situation.

Chancellor Nook brought up an issue with the current Emeritus Policy, specifically the procedure outlined. He requested that the procedures be clear so they can be applied consistently. Rather than using the term "department," the policy uses the term "administrative unit." Is that the same thing as a department? Or college? It was noted that the CBA uses the term "administrative unit," but it was cited that many years ago Eastern Montana College had divisions and "administrative unit" may have carried over from that time. It was further noted that in the last few years there have been multiple departmental changes at City College.

It was cited that the process outlined in the Emeritus Policy spans an entire year, and it set up to allow for Regent approval in time for Commencement in the spring. Really, an emeritus nomination can happen at any time.

Dr. Nook also noted that the policy is not clear about who exactly can nominate someone. Is it only faculty?

⇒ Motion by Francisco Saldivar, seconded by Cindy Dell that for the purposes of the Emeritus Policy, **an administrative unit will be considered a department.**

⇒ Motion carried.

⇒ Motion by Cindy Dell, seconded by A.J. Otjen that **any person making an emeritus nomination be a contract faculty member.**

⇒ Motion carried.

II. PROVOST REPORT

Dr. Hoar is out of town this week.

III. COMMITTEE/OTHER REPORTS

Michael Barber, Chief Information Officer: I.T. Report

Dr. Barber stated that I.T. currently has 85 projects happening. Many of the projects involve MSU-Bozeman, as well as cross-campus departments in Administrative Services and Student Affairs. I.T. is divided up into three areas: eLearning, I.T., and Institutional Research. As part of his job as CIO, Dr. Barber is always perusing new technology for any of those three areas. Mobile is becoming more and more important, and includes classroom technology that ties to the internet.

Projects include:

- Moving away from SurveyMonkey and to Qualtrics, which will be integrated into our active directory and training is available from Qualtrics.
- Faculty activity tool choices: Digital Measures or Sedona. Uses include building faculty bio, organizing papers.
- Learning management system for online courses: the MSU system has signed an agreement for two more years of D2L, but we are looking for different options as well.
- Box is out and working on personal shares at this time.
- Customer relationship management contract has been signed with Radius by Hobsons. Student Affairs will be tracking new students and also at-risk students.
- In Institutional Research, NSSE and CCSSE will be happening again this year. Working on the problem of the same courses being chosen at City College over and over.
- Office 365 implementation is underway. All email is moving and there should be no interruptions except on mobile devices where login will be needed. This will include copies of Office 2016 for home use. This also means spam protection changes, and during the transition more email spam may come in.
- WebEx is out and we have a site license so all students can use it.
- Northwest Gigapop is eventually coming, though it's been promised for years. It will be 10 gigs to Bozeman and once it's up and running we will set up redundant systems for MSUB.
- TEAL classroom is up and running, but need faculty to teach in it.
- Library will be joining a new consortium of public libraries across Montana, including all university libraries.

It was noted that almost all of I.T.'s functions are driven budgetarily by student fees. Dr. Barber thanked the Senate and said his door is always open for questions and conversation.

Jeff Rosenberry, Interim Associate Dean of Students: Community Involvement Potential Partnerships

Mr. Rosenberry noted over the last 12 years MSUB has mainly partnered with the American Cancer Society in their Relay for Life event. This includes developing a team made up of students, faculty, and staff and fundraising, which amounts to over \$100,000. However, at Chancellor's Nook's call to action in service to our community and at the request of the University Advancement Council, we would like some feedback about what other opportunities MSUB should join, perhaps on a rotating basis with Relay for Life. The Staff Senate and ASMSUB are also being asked. Through this kind of community support, we make connections with prospective students. This activity is not limited to fundraising, but also how classwork can support these agencies and build partnerships. Any input can be forwarded to Mr. Rosenberry.

IV. ITEMS – SECOND READING

Item 98 POLS 530 Financial Management and Analysis in Nonprofits. New course.

Item 98.a POLS 531 Nonprofit Resource Development and Marketing. New course.

Item 98.b POLS 532 Nonprofit Governance and Leadership. New course.

Item 98.c POLS 533 Influences and Impact of Nonprofits. New course.

Item 98.d Certificate in Nonprofit Administration & Leadership (graduate). New program.

⇒ Motion by Cindy Dell, seconded by Jim Barron to **approve Items 98 through 98.d on second reading.**

The College of Business discussed these courses and they have no further input.

Paul Pope noted that the MPA will officially be put into moratorium, so there will be no conflict of interest with these courses.

⇒ Motion carried.

V. ITEM – FIRST READING

Item 27 University Honors Program. Changes to graduate with honors designation.

David Craig, Director of the Honors Program, first noted that the Honors Minor had its first reading at the BOR meeting two weeks ago and all went well. It is headed for approval in March, 2016. Dr. Craig also spoke with Cheri Johannes, Registrar, about implementing the Minor and awarding it for students who have earned the credits, and that will be workable for Spring 2016 if the Minor is approved.

The proposal today is to help students into the Honors Program. Many of the students nominated for the program are junior and seniors, and they do not have enough time to earn the number of credits required to receive the Honors designation. This proposal will allow students who come into the program having already earned 45 or more credits to earn 15 credits of Honors courses plus take the capstone course (or another capstone that meets requirements) and receive the Honors designation. Dr. Craig noted that students who take the Honors Minor will get both the minor and the Honors designation (University Honors Scholar) on their transcripts. The Honors designation is in addition to the Latin designations.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **approve Item 27 on first reading.**

⇒ Motion carried.

⇒ Motion by Kelly Shumway, seconded by Paul Pope to **waive second reading of Item 27.**

⇒ Motion carried.

VI. DISCUSSION/ACTION ITEMS

A. Letter to Administration: Discussion in Program Deletion/Moratoriums in 2015

It was noted that the Senate has not been well informed, that the M.Ed. in Early Childhood was deleted at the BOR level before the deletion paperwork ever came to Senate.

Matt Redinger, Vice Provost, noted that he made a mistake due to some confusion in January, 2015, about whether the M.Ed. would be withdrawn from moratorium. The M.Ed. was also part of the Academic Prioritization Process.

It was agreed that the letter need not be sent since the deletion paperwork was sent to the BOR early by mistake.

B. Old Courses Clean-Up: Report

The list of courses that had not been offered in five years was sent out in Spring 2015 and again at the beginning of Fall 2015. Out of 70 courses, a response was received on 19. The Senate College Representatives were asked to contact their colleagues and clear up the remaining courses. Deletion forms do need to be processed, but they will be treated as consent items by both UCC and Senate.

The meeting adjourned at 4:58 p.m.

rjrm

Policy Number: 702.3

Policy: Salary Salvage and Vacancy Savings

Effective Date: July 1, 1990

Revision Date: ~~January 9, 2014~~ December 3, 2015

Approved by: Trudy Collins, University Budget Director

PROCEDURE

- I. ~~Requests for use of~~ Contract Faculty salary salvage (General Fund only) ~~may include:~~
 - A. Permanent salary salvage may be used to establish the budgeted salary for a new faculty hire if the replacement salary is greater than the base budget salary line for the vacant position.
 - B. Permanent salary salvage may be used to fund mandatory increases of budgeted salary lines (e.g. unfunded salary increases, promotion, and terminal degree attainment).
 - C. Current year salary salvage may be used to employ part-time faculty for the number of credit hours that would have been assigned to the terminating employee or open position ~~line~~.
 - D. Current year salary salvage may be used to supplement the budget line for employer paid termination benefits.
 - E. Current year salary salvage may be used to fund corrections of budgeted salary lines.
 - F. Permanent or current year salary savings may be reallocated to other budget lines as designated by the Provost or Executive Budget Council.
 - G. Current year salary salvage may be used to fund university reserves for retirement, enrollment and scholarships in accordance with the Montana University System Board of Regents (BOR) policies 901.10, 901.13 and 901.15 and as designated by the Executive Budget Council.
- II. ~~Requests for use of~~ Classified, Professional and Administrative salary salvage (General Fund only) ~~may include:~~
 - A. Permanent salary salvage may be used to establish the budgeted salary for a new staff hire if the replacement salary is greater than the base budget salary line for the vacant position.
 - B. Permanent salary salvage may be used to fund longevity increases that occur during the fiscal year.
 - C. Permanent salary salvage may be used to fund ~~increases mandated~~ mandatory increases of budgeted salary lines (e.g. unfunded salary increases and increases per the Montana University System Achievement Program).
 - D. Permanent or current year salary salvage may be reallocated to other budget lines as designated by the appropriate Vice Chancellor or the Executive Budget Council.
 - E. Current year salary salvage may be used to fund a reasonable overlapping training period for a new hire.
 - F. Current year salary salvage may be used to supplement the budgeted line for employer paid termination benefits.

Policy Number: 702.3

Salary Salvage and Vacancy Savings

- G. Current year salary salvage may be used to fund temporary staffing up to the number of hours the position remains vacant through either
 - 1. Hiring temporary employees.
 - 2. Contracting services with an employment agency.
 - H. Current year salary salvage may be used to fund corrections of budgeted salary lines.
 - I. Current year salary salvage may be used to fund replacement staffing to cover an extended sick leave.
 - J. Current year salary salvage may be used to fund university reserves for retirement, enrollment and scholarships in accordance with BOR policies and as designated by the Executive budget Council.
- III. Salary salvage occurring in budgets that are funded from one-time-only (OTO) appropriations will be reallocated within the OTO budget.

REFERENCES

Advancement Council Proposal

Re: Office for Community Involvement Facilitated Community Engagement Program

Compiled by Interim Dean of Students, Kathy Kotecki & Interim Associate Dean of Students, Jeff Rosenberry

For nearly 12 years Montana State University Billings has had an ongoing partnership with the American Cancer Society and the Yellowstone County Relay For Life. This relationship has come primarily in the form of the annual development of MSUB team which participates in all aspects of the event itself. Additional support has been through the raising of funds that are directly donated to the ACS for research and services.

During the fall 2015 University Convocation Chancellor Nook gave a call to action for MSUB students, staff and faculty to be "stewards of place" and engage in the highest capacity within the local and regional aspects of community. Noting this call to action and at the request of the MSUB Advancement Council, the Office for Community Involvement is providing a refined list of criteria and community partners who should be considered for future support through coordinated and facilitated programs by the OCI staff.

Criteria for selection includes, but is not limited to:

- Community partners who work with a large youth population, pertaining to possible future recruitment opportunities for MSUB enrollment initiatives.
- Community partners who are registered through the United Way volunteer center.
- Community partners who have a financial or volunteer need of support.
- Community partners who may provide opportunity for MSUB exposure through support.
- Community partners who may provide a connection to academic colleges.

In evaluating the above noted criteria, the Office for Community Involvement has identified a list of 10 community partners who meet this criteria for consideration by the Advancement Council for further questions or selection. We have provided examples of potentials programs which could be developed in partnership with the agencies but would look forward to opportunities for brainstorming and dialogue with Academic Colleges and Campus Departments.

Agencies:

Alliance Volunteer Program (entity within the Adult Resource Alliance)

The Adult Resource Alliance (formerly the Yellowstone County Council on Aging) assists seniors to remain independent in their homes as long as it is safe for them to do so. The Alliance Volunteer Program connects seniors to volunteer opportunities in the community to keep them active and engaged.

- Engage participants in Service Saturdays and other OCI programming
- Engage participants in service learning opportunities
- Host senior volunteers during campus events and activities (welcoming, greeting, athletic events, etc.)
- Provide educational opportunities for seniors through Extended Campus

American Cancer Society – Relay For Life

Current program of support on an annual basis, but not currently registered as an agency with the United Way volunteer center.

- Funding support for annual relay for life event
- Campus programming related to awareness of ACS programs
- Service Learning course opportunities within City College Medical programs and CAHP

Big Brothers, Big Sisters of Yellowstone County

Jeff Rosenberry, Interim Associate Dean of Students

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Habitat for Humanity Mid-Yellowstone Valley is an ecumenical Christian housing ministry which forms partnerships with volunteers who share the vision of eliminating poverty housing worldwide. We are an affiliate of Habitat for Humanity International, a Christian housing ministry founded in 1976, which seeks to eliminate poverty housing from the world and to make decent shelter a matter of conscience and action.

- Creation of "MSUB Build Days" or MSUB build project that is supported through service learning opportunities from appropriate majors
- Provide opportunities and connections to families that College is Possible (welcome home basket in houses as they are built from MSUB)

Head Start

Increase the potential of eligible children to succeed in school by enhancing their overall development strengthen parent-child relationships and support families' progress toward their goals.

- Utilize Education majors to create a rotating workshop series that allows for growth and development of participants (i.e. Development of a tutoring program)
- Creation of "MSUB Reading Program"
- Facilitation of programming at MSUB events (ie. Sporting events, community events, etc)

Tumbleweed Runaway Program

Our mission is to address the immediate needs of runaway, homeless, and at-risk youth and their families. Tumbleweed provides counseling services, temporary shelter, mediation, advocacy, independent living, street outreach, and referral to community resources.

- Development of leadership workshop series that is facilitated by current LEAD @ MSUB students for youth in the program
- Volunteer opportunities for students, faculty and staff to be a part of the outreach efforts to students within the community
- Facilitation of programming at MSUB events (ie. Sporting events, community events, etc)

Yellowstone Boys & Girls Ranch

Yellowstone Boys & Girls Ranch is a non-profit, fully accredited, comprehensive mental health services organization providing psychiatric residential and community based treatment for emotionally disturbed youth.

- Creation of a student, staff, faculty mentoring program
- Incorporate Outdoor Adventure Leadership service learning opportunities through on campus adventure course

Your Feedback Is Important:

- Based on the proposal is there a community organization you think should be a focus for fundraising and university involvement in the future?
 - o How do you see your curriculum being able to support the community organization you noted above?