

University Advisory Council
October 27, 2016

Attendees: Rachel Dean, Sue Solomon, Becky Toth, Jennifer Anderson, Debra Bradley, Vicki Gist, Lanny Wilke, Kelsey Harding, Ligia Arango, Carol Reifschneider, Cindy Small, Kristi Peterson, Jim Potter, Jim Bennett, Chris Wendland, Sherry Kegel

Policy Review

305-2 Technology Council

Marianne reviewed the changes, vetted by the Technology council. Question regarding how the student computer use fee expenditures are approved; this is not the committee that vets that fee. This committee does not overrule the decisions of the student computer use fee committee. Has a broader scope; opportunity to share what ITS is doing and discuss technology needs across the campus.

Some confusion because there are multiple committees on campus that are titled very similarly.

Kristi Peterson moved to approve, second by Debra Bradley. All in favor.

804.2 Faculty & Staff Tuition Waivers

Minor changes.

Policy covers only staff and faculty, separate policy for dependents due to differing qualifications.

Sherry Kegel moved to approve, second by Cindy Smith. All in favor.

804.3 Course Fee Policy

Errors in dates fixed/updated. Vetted by budget advisory committee.

Discussion on process to document getting rid of a course fee.

Lanny moved to approve, second by Kristi Peterson. All in favor.

805 Employee Check Out

Delete and repost as procedure, as it is not a policy.

Alisha moved to delete, second by Debra Bradley. All in favor.

820.1 Educational Materials and Facilities

Delete policy as irrelevant, does not reference anything current or covered by other policies.

Kristi moved to delete, second by Sherry. All in favor.

1001.3 Non-Employees in the Work Place

Removing reference to volunteer policy that no longer exists.

Debra move to approve, Jennifer moved to approve. All in favor.

1001.4 Copying and Use of Computer Software

Complete rewrite of an outdated policy. Take note of last paragraph regarding not installing university software on a personal computer.

Brian moved to approve, second by Kristi. All in favor.

1001.5 Password Policy

Minor changes and updated references to current technology.

Alisha moved to approve, second by Debra. All in favor.

1001.10 Hiring and Recruitment

Clarification of current processes

Question regarding process for position justification – working on a clarified procedure. Input is welcome. Discussion regarding points of confusion on the hiring process: how justifications are approved, how applicants are screened and interviewed, and who is the hiring authority.

Changed the process to reflect a recommendation by the search committee and the candidate hiring by the hiring authority.

Kristi moved to approve, second by Debra. All in favor.

NEW Prior Learning Assessment

Change made at UAC goes against BOR policy 301.19 that indicates students must be enrolled in order to start the PLA process. Currently working on the procedure and fee schedule, which is not finalized at the state level yet. How faculty will be trained will be outlined in procedures. Remove “via challenge exam or portfolio assessment” to alleviate confusion.

Alisha moved to approved, second by Debra. All in favor.

Round Table/Announcements

Chancellor showed the Advanced Fuels center video showed at the Research Tour in Bozeman and Missoula, and very favorably received.

Brian – appreciates the hard work on accreditation, already working to implement their suggestions

Sherry – “Take Back the Night” presentation happening this evening for students regarding different aspects of sexual violence and ways to prevent it, including bystander intervention. Appreciate the coaches who have gotten involved. Blood drive happening on November 9th.

Jim Potter – new athletic website is up and running. Rest of the athletic posters are being finalized and heading to the printer. Been working on a lot of video projects for presentations around the state.

Cindy Smith – attended OneMSU in Great Falls, lots of good conversation and information. Working with students and parents to fill out FAFSA, sending them to SSS and Little River. New student scholarship application is out, continuing application coming out in a few weeks.

Kristi Peterson – enjoyed OneMSU, seeing the four campuses come together. Recommend taking a tour of Great Falls College. Particularly liked white board walls. High school counselor update presented yesterday by Maura Gatch, admissions specialist. Northern is the “college of the month” at Rocky Boy in November, will be visiting multiple times with various representatives from campus. Ambassadors are keeping very busy, carving pumpkins at Timber Creek on Sunday. Now opening selection for three additional ambassadors. Recruiters are now on the road, new Hobsons Radius tool is now up and running: very clean and easy online application. Continuing to move and grow with it.

Vicki – changes in library hours to accommodate holidays in November. Expanding hours for pre-finals and finals week. Have been working on shared software implementation across the state with a go live date Friday of finals week. Catalog will become a search box that will search multiple resources at once.

Ligia – Working on placement changes into math courses.

Chris Wendland – FY16 financial statements currently being audited in Bozeman.

Sue – starting the process of formulating formal mission statement for the bookstore. Getting geared up for buyback and spring semester.

Becky – Homecoming dinner a success, offering a Halloween-themed dinner on Monday. Student Senate clubs doing a kids event 6pm in the ballroom.

Jim Bennett – Accepted a \$661k donation to create a new scholarship endowment, and working on a planned gift. Working on two estate settlements. Hosted a group of major donors over homecoming week, working to make that a tradition and meaningful way to say thank you.

Lanny Wilke – Receiving lots of visits from students looking to be advised into spring classes.

Jennifer – working toward OPI accreditation happening in April. Working to recognize classified staff in the NNN.

Debra – 52 members in the union. Dues are going up \$.65 in January. Next meeting in December.

Carol – OneMSU very interesting. Took three MSUN biology students to participate in a panel on retention. Spoke to the benefits of working in peer groups and developing study groups, as well as having a faculty mentor. Going next week to Bozeman along with Charles, Kirk, and Valerie to discuss changing of math structure, also will be the case with writing. Reworking foundational courses which are viewed as “gatekeepers” for success of GenEd. Chancellor’s Lecture Series happening next week. Working on rural educator committee for MUS system

Kelsey – working on FLSA changes, updating

Alisha – pre-registration opens on Halloween. Grad applications due Nov 14. Doing a small graduation ceremony for fall grads.

Rachel – shared what MAT is doing both on-campus and beyond

Greg – Northwest visit went extremely well, working on implementing their recommendations. Have been working hard to overcome issues the last few years, now need a deliberate strategy. Working to have departments put together “mini” strategies that can be compiled into a master strategic plan that aligns us with the commission’s objectives. Scheduling “turf” meetings around campus: meet you where

you are. Wants to see what is being done around campus in a relatively informal way, talk and answer questions about campus business and beyond, including One University business that the Chancellor attends in Bozeman. Auto building is down, and new foundation is being laid.

Meeting adjourned 4:58pm