

Advisory Council Minutes

Date: January 26, 2023

Time: 4:00 p.m.

Present: Gregory D. Kegel, Carol Reifschneider, Maura Gatch, Darci Hertz, Corey Kopp, Cindy Small, Dave Krueger, Debra Bradley, Eddie Harmon, Jaime Duke, Jennifer Anderson, Jodi Kueffler, Joseph Todd, Marianne Hoppe, Morgaine Milligin, Steven Don, Valerie Guyant

December 1, 2022 Minutes

A motion was made to accept the minutes as presented. Said motion was seconded and carried.

Policy Review

Policy #604 Student Employment

Vice Chancellor Maura Gatch presented Policy #604 Student Employment, which updated review dates, language concerning workload limitations, distribution of payroll checks and hiring non-students in student positions. A motion was made to accept the proposed changes as presented. Said motion was seconded and approved.

Policy #306 Budget Advisory Committee

Vice Chancellor Darci Hertz presented Policy #306 Budget Advisory Committee, which updated review dates, committee members, and their titles. A motion was made to accept the proposed changes as presented. Said motion was seconded and carried.

Policy #804.2 Faculty & Staff Tuition Waivers

Vice Chancellor Darci Hertz presented Policy #804.2 Faculty & Staff Tuition Waivers, which was revised to update review dates, responsible party titles, and clarify which employees the policy pertains too. Following discussion, a motion was made to accept the proposed changes. Said motion was seconded and approved.

Policy #804.3 Course Fees

Vice Chancellor Darci Hertz presented Policy #804.3 Course Fees, which updated the review dates and responsible party title. A motion was made and seconded to accept the changes as presented. Said motion carried.

Policy #840.16 Agency Requisitions & Purchase Orders

Vice Chancellor Darci Hertz presented Policy #840.16 Agency Requisitions & Purchase Orders. Proposed changes were made to update review dates, responsible party title, minimum amounts for requests for purchase, and clarification for purchases related to information technology. Following discussion, a motion was made and seconded to accept the proposed changes. Said motion carried.

Policy #840.17 Capital Purchases

Vice Chancellor Darci Hertz presented Policy #840.17 Capital Purchases, which updated the review dates and responsible party title. A motion was made and seconded to accept the changes as presented. Said motion carried.

Policy #1004.1 Mail

Vice Chancellor Darci Hertz presented Policy #1004.1 Mail, which updated review dates, responsible party title, and the department mail is handled through. Following discussion, a motion was made and seconded to accept the proposed changes. Said motion carried.

Announcements

Chancellor Kegel reminded everyone of the importance of continuing to review policies to keep them up to date.

Chancellor Kegel encouraged everyone to continue to think about how their role plays a key part in the goals of the campus strategic plan.

Chancellor Kegel explained the campus continues to work toward completing the nine initiatives the Strategic Advancement Team identified to see our campus grow. The Aurora Complex and Equine Center were both part of the initial initiatives that were identified and we are making progress to see those initiatives realized.

Ms. Morgaine Milligin reported ASMSUN representatives will partake in Montana Economic Developers Association (MEDA) Rotunda Day at the Capitol next month.

Ms. Milligin encouraged any students with financial requests to attend conferences or trainings should contact ASMSUN for assistance.

Ms. Milligin announced the Half-Court Shot winners this year will receive \$100 gift card from Books 'N Beans.

Vice Chancellor Maura Gatch announced the Career Fair is set for February 9, 2023.

Vice Chancellor Gatch explained how well All "N" Day worked last year for drop-in advising and are looking to do that again.

Vice Chancellor Darci Hertz shared the Business Office will have limited services on Monday, January 30, 2023, while staff partake in training. Full services will be available after 2:30 p.m. that day.

Dean Corey Kopp announced upcoming Trivia Night with Dr. Casey Donovan on Friday, January 27th, snowshoeing at Bear Paw Ski Hill on Saturday, January 28th, and curling at Havre Ice Dome on Friday, February 3, 2023.

Associate Professor Joseph Todd reported the College of Arts, Science & Education is wrapping up searches in English, Psychology, and General Science/Biology.

Ms. Cindy Small shared that Professor Jay Howland and Dr. Lindsey Brandt-Bennett built a new scholarship program to allow all current students to automatically be submitted for consideration of scholarships they qualify for. She further announced the Awards Day is set for March 31, 2023.

Interim Provost Carol Reifschneider reported she is working on intents to plan for submission to Office of the Commissioner of Higher Education.

Interim Provost Reifschneider encouraged everyone to attend upcoming Brown Bag Lectures.

Dean Dave Krueger announced the advisory board meetings are scheduled for the semester.

Interim Dean Jaime Duke reported they are revising the BSN classes to be more rigorous to meet the Accreditation Commission for Education in Nursing (ACEN) standards.

Ms. Jennifer Anderson reported the Education department is preparing for accreditation.

Ms. Debra Bradley reported the Graduate Studies department is preparing for accreditation.

Next Meeting: February 23, 2023 at 4:00 p.m.

Meeting adjourned at 4:49 p.m.