

Advisory Council Minutes

Date: August 31, 2023

Time: 4:00 p.m.

Present: Gregory D. Kegel, Jennifer Brown, Carol Reifschneider, Corey Kopp, Beth Durodoye, Carmen Lunak, Christian Oberquell, Dan Ulmen, Jaime Duke, Jennifer Anderson, Jodi Kueffler, Joseph Todd, Linda Osterman, Lourdes Caven, Marianne Hoppe, Mark Seiffert, Steven Don, Suzanne Hunger

April 20, 2023 Minutes

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

Policy Review

Policy #202 Officials to Act in Place of Chancellor

Chancellor Gregory Kegel presented Policy #202 Officials to Act in Place of Chancellor, which updated review dates and titles of administrative officials to act in place of Chancellor. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #411 Appeals for Holds on Student Registration

Provost Jennifer Brown presented Policy #411 Appeals for Holds on Student Registration, which updated review dates and responsible party. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #804.15 Contingent Revolving Fund Checks

Chancellor Kegel presented Policy #804.15 Contingent Revolving Fund Checks, which updated review dates and responsible party. Following discussion, a motion was made and seconded to accept the revised policy. Said motion carried.

Policy #804.16 Short-Term Loans

Chancellor Kegel presented Policy #804.16 Short-Term Loans, which updated review dates and responsible party. Following discussion, a motion was made and seconded to accept the revised policy. Said motion carried.

Policy #804.20 Rapid Invoice Processing

Chancellor Kegel presented Policy #804.20 Rapid Invoice Processing, which updated the review dates and responsible party. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #807.1 Payment or Expense Reimbursement for University Employees by Affiliated Organizations

Dr. Carol Reifschneider presented Policy #807.1 Payment or Expense Reimbursement for University Employees by Affiliated Organizations, which updated review dates, responsible party, definitions, and

clarification of duplicate payments and personal expenses. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #807.2 Acceptance and Processing Gifts

Dr. Carol Reifschneider presented Policy #807.2 Acceptance and Processing Gifts, which updated the review dates, responsible party definitions, and added clauses concerning Converted-to-Cash Gifts, Gifts made by University Employees to University and Honoraria as Gifts. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #850.1 Personal Services Accounting Grants & Contracts

Dr. Carol Reifschneider presented Policy #850.1 Personal Services Accounting Grants & Contracts, which updated the review dates and responsible party. Following discussion, a motion was made and seconded to accept the revised policy. Said motion carried.

Policy #903.2 Unauthorized Use of Property or Facilities

Chancellor Kegel presented Policy #903.2 Unauthorized Use of Property or Facilities, which updated the review dates and responsible party. Following discussion, a motion was made and seconded to accept the revised policy. Said motion carried.

Policy #903.5 Control of University-Owned Property

Dr. Carol Reifschneider presented Policy #903.5 Control of University-Owned Property. The proposed changes to this policy included updating review date, responsible party and links to Montana Operations Manual (MOM) 335 Capital Assets. Following discussion, a motion was made to approve the proposed changes. Said motion was seconded and carried.

Policy #904.1 Hiring Security Guards for Concerts, Athletic Events, Book Buy Back, etc.

Mr. Dan Ulmen presented Policy #904.1 Hiring Security Guards for Concerts, Athletic Events, Book Buy Back, etc., which updated the review dates, responsible party and link to statute. Following discussion, a motion was made and seconded to accept the proposed changes. Said motion carried.

Policy #1001.6 Mobile Communications Device

Dr. Carol Reifschneider presented Policy #1001.6 Mobile Communications Device. The proposed changes to this policy included updating review dates, responsible person, along with updating the form. Following discussion, a motion was made and seconded to accept proposed change. Said motion carried.

Policy #1003.1 Alcoholic Beverages

Chancellor Kegel presented Policy #1003.1 Alcoholic Beverages, which updated the review date. Following discussion, a motion was made and seconded to accept the proposed change. Said motion carried.

Policy #1003.7 AED Policies and Procedures

Dean Corey Kopp presented new Policy #1003.7 AED Policies and Procedures. Following discussion, a motion was made to accept the policy with added revisions. Said motion was seconded and carried.

Updates/Announcements

Chancellor Kegel introduced and welcomed our new Provost, Dr. Jennifer Brown, to campus.

Chancellor Kegel thanked Dr. Carol Reifschneider for helping us through a difficult time and doing an absolute great job helping us.

Mr. Steven Don shared he will be working double duty as the Interim Dean of the College of Technical Sciences while still fulfilling his duties as the Chair.

Chancellor Kegel thanked Dan Ulmen and the grounds crew for their hard work keeping the campus looking nice.

Dr. Mark Seiffert thanked the bargaining team, administration, and faculty for the most congenial, productive, professional bargaining he had seen in 30 years.

Dr. Joseph Todd commented how the semester was off to a good start and how winning the football game this past weekend had everyone excited.

Chancellor Kegel commented he is reviewing the student numbers and watching for the addition of dual enrollment and related training to the final count.

Dean Beth Durodoye announced it was Ms. Debra Bradley's last day and while we are sad to see her go, we are happy for her to begin her retirement.

Next Meeting: September 28, 2023 at 4:00 p.m.

Meeting adjourned at 5:02 p.m.