

# **YEAR SIX, STANDARD TWO, POLICIES, REGULATIONS, AND FINANCIAL REVIEW (PRFR) REPORT**



**SUBMITTED TO:  
NORTHWEST COMMISSION ON  
COLLEGES AND UNIVERSITIES**

**SEPTEMBER 15, 2022**

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## **Mission Fulfillment**

Montana State University-Northern serves as north-central Montana's comprehensive institution of higher education. The University offers certificate, associate, baccalaureate, and master degree programs spanning teacher education to engineering technology with an emphasis in technology and the liberal arts. Application-based research and service approaches offer learning opportunities that address the region's economic and social needs.

The University's ongoing accreditation endeavors are the result of a committed academic community. Stakeholders within and outside of the institution have worked together to revise the mission and strategic goals in keeping with the practice of continuous improvement. The University's values encompass a [mission statement](#), approved by the Board of Regents on November 19, 2020, that reads as follows:

*MSU-Northern provides higher education to students for professional and technical careers through an institution dedicated to teaching and the pursuit of knowledge.*

This mission statement functions as the foundation that guides the progressive direction of the institution. The six [Core Values](#) that further shape the University are (1) Access, Equity, & Inclusion, (2) Excellence, (3) Life-Long Learning, (4) Authenticity, (5) Collaboration, and (6) Stewardship. These values were chosen by the University community in 2020 and denote collective efforts reflecting goals that address shifting educational landscapes. These values replace the previously implemented Core Themes (i.e., the provision of liberal arts, professional and technical programs; a student-centered and culturally rich environment; and partnerships) to merge seamlessly with a [Strategic Plan](#) that encompasses the following goals:

1. Strategic Growth
2. Quality & Efficiency
3. Engagement
4. Collaboration

The institution uses diverse methods to measure its progress. University indicators include, but are not limited to, the tracking of student recruitment, retention, progression, and graduation data; faculty professional development support data; the incorporation of rigorous program reviews; the implementation of best practices as reflected by student engagement, satisfaction, and diversity scores; and increased interactions with partners.

This Year Six report will highlight Montana State University–Northern's movement toward the fulfillment of its mission, with emphasis on Standard Two – Governance, Resources, and Capacity. A plan for improvement is characterized by actionable goals and delineated objectives that provide the University with a well-defined path to sustained institutional success.

**Institutional Report Certification Form (Eligibility Requirements)**



Institutional Report Certification Form

On behalf of the Institution, I certify that:

- There was broad participation/review by the campus community in the preparation of this report.
- The Institution remains in compliance with NWCCU Eligibility Requirements.
- The Institution will continue to remain in compliance throughout the duration of the institution's cycle of accreditation.

I understand that the information provided in this report may affect the continued Candidacy or Accreditation of my institution. I certify that the information and data provided in the report are true and correct to the best of my knowledge.

Montana State University - Northern  
(Name of Institution)

Gregory Kegel  
(Name of Chief Executive Officer)

*Gregory D. Kegel*  
(Signature of Chief Executive Officer)

9.13.2022  
(Date)

## **Standard Two: Governance, Resources, And Capacity**

The institution articulates its commitment to a structure of governance that is inclusive in its planning and decision-making. Through its planning, operational activities, and allocation of resources, the institution demonstrates a commitment to student learning and achievement in an environment respectful of meaningful discourse.

### **2.A Governance**

***2.A.1 - The institution demonstrates an effective governance structure, with a board(s) or other governing body(ies) composed predominantly of members with no contractual, employment relationship, or personal financial interest with the institution. Such members shall also possess clearly defined authority, roles, and responsibilities. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities shall have, with respect to such boards, written and clearly defined contractual authority, roles, and responsibilities for all entities. In addition, authority and responsibility between the system and the institution is clearly delineated in a written contract, described on its website and in its public documents, and provide the NWCCU accredited institution with sufficient autonomy to fulfill its mission.***

Montana State University-Northern is one of sixteen universities and colleges which comprise the [Montana University System](#). Included within this system are three community colleges and five comprehensive two-year colleges. Seven tribal colleges and three private colleges are not part of the Montana University System. The [Montana University System Board of Regents website explicitly states](#): “The governance and administration of the Montana University System is vested with the Board of Regents (BOR), which has full power, responsibility, and authority to supervise, coordinate, manage and control the Montana University System, and supervise and coordinate other public educational institutions assigned by law.”

The Board consists of seven members appointed by the Governor, and confirmed by the Montana Senate, to seven-year overlapping terms. One of the members of the board shall be a student appointed by the Governor who is registered full-time at a unit of higher education under the jurisdiction of the board. The length of the term of the student member is one year with the possibility of reappointment to successive terms. The Governor, Superintendent of Public Instruction, and the Commissioner of Higher Education are ex-officio members of the Board.

The [Montana Board of Regents By-laws](#) (Article III, Membership) state that “not more than four may be from one congressional district and not more than four may be affiliated with the same political party.” Additionally, the student member must be registered full-time, and this position is not governed by district or political party restraints. None of the Board members is an employee of any MUS institution or has financial interests in any MUS institution. A roster of members is available on the [Board of Regents’](#) website. No member of the Board of Regents has a contractual or employment relationship or personal financial interest in Montana State University-Northern. The [Code of Expectations](#) for the Montana Board of Regents of Higher Education notes, “Regents must avoid any conflict of interest with respect to fiduciary responsibility.”

The Board of Regents is constitutionally semi-autonomous - the [Montana Constitution](#) grants to the Board “full power, responsibility, and authority to supervise, coordinate, manage and control the Montana University System” (Article X, Section 9.2.a). Additionally, the Montana State University System, for operational purposes, is divided into the University of Montana units and the Montana State University units. The President of Montana State University has direct responsibility for the affairs of the affiliated campuses within the Montana State University unit (i.e., Montana State University-Billings, Montana State University-Northern, and Great Falls College-Montana State University). Therefore, the Chancellor of Montana State University-Northern reports to the President of Montana State University and is also governed by all the policies and procedures of the Board of Regents.

The [Board of Regents Policy 205.2.1](#) outlines the MSU-Northern Chancellor’s duties and responsibilities, as well as the authority the Chancellor has to oversee the affairs of the campus. More specifically, BOR Policy 205.2.1- Chancellors; duties and responsibilities notes: “A chancellor is the chief executive officer responsible for the management of a four-year campus affiliated with a university. The chancellor shall provide leadership and coordination for all campus activities, including academic, fiscal, and student affairs.” Division of authority between the Montana University System Board of Regents and individual campuses is clearly delineated through [Board bylaws](#) and [operating policies and procedures](#).

The Montana Board of Regents holds [regularly scheduled public meetings](#) (every two months held on alternating campuses) in accordance with Montana State public meetings law. Agendas are made available prior to each meeting and the date, time, and location are clearly disseminated. [Minutes](#) of those meetings are posted regularly on the Board of Regent's Website.

*2.A.2 The institution has an effective system of leadership, staffed by qualified administrators, with appropriate levels of authority, responsibility, and accountability who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness.*

The governance structure of Montana State University-Northern includes these components:

- The **Executive Committee** is the central management unit of the University;
- The **Core Leadership Team** is the representative leadership unit of the University and the advisory body for the Chancellor;
- The **Dean’s Council** is the core academic leadership unit.

The [organizational chart](#) outlines MSU-Northern’s leadership structure.

### **Executive Committee**

MSU-Northern (Montana State University Northern) Chancellor Kegel has designated and convenes the Executive Committee on a weekly basis. The Executive Committee is the central management unit of the University and works collaboratively with the Chancellor to plan, organize and manage the institution and assess its achievements and effectiveness. The Executive Committee has as its primary function the analysis of data, trends, and issues affecting the operations of the University as it relates to institutional ability to meet strategic goals.

Membership includes the Chancellor, the Provost and Vice Chancellor for Academic Affairs, the Vice-Chancellor for Enrollment Management, the Vice Chancellor for Administration and Finance, the Executive Director of the MSU-Northern Foundation, the Chief Diversity Officer, and the Dean of Students. These individuals are appropriately qualified and provide effective leadership and management for MSU-Northern's major units.

### **Core Leadership Team**

The Core Leadership Team (CLT) includes the Executive Committee, the three Academic Deans, the Director of the Library, the Athletic Director, the Registrar, the Director of Facilities, the CIO and the Director of University Relations. These individuals are appropriately qualified and provide effective leadership and management for MSU-Northern's major units. The CLT might include, on an as-needed basis, those directors or managers who hold significant decision-making or recommending authority as administered and managed through five major components of MSU-Northern's structure: academic administration, finance, student affairs administration, athletics, and enrollment management. Additionally, the CLT broadens the strategic planning efforts to engage the major divisions (including faculty and staff) in the implementation and assessment of the strategic plan. The CLT brainstorms ideas in pursuit of a common goal of institutional growth and excellence—ideas that can then be shared for further discussion with the University Advisory Council. Relevant and timely student, employee or community member presentations provide the opportunity for the CLT to keep abreast of University and community topics. Members of the CLT are expected to communicate these deliberations within their respective divisions.

### **Dean's Council**

The Dean's Council is the core management unit responsible for all aspects of academic programs not specifically assigned to the faculty or to the Academic Senate. The members of the Deans' Council include the Provost, the three Academic Deans, the Registrar and the Director of the Library. The duties of the Dean's Council include:

- Ongoing evaluation of academic programs against specific benchmarks related to enrollment, cost, and relevancy to institutional mission and vision;
- Initial review of new program proposals;
- Recommendations to the Provost for filling faculty positions, whether existing or new, after consultation with VC of Administration and Finance (regarding funding availability) and Director of Human Resources (regarding hiring policies/procedures); and
- Adherence to institutional accreditation requirements specifically as they relate to academic programs.

***2.A.3 The institution employs an appropriately qualified chief executive officer with full-time responsibility to the institution. The chief executive may serve as an ex officio member of the governing board(s) but may not serve as its chair.***

The selection of the Chancellor of MSU-Northern is governed by BOR [Policy 205.2.1 Chancellors; duties and responsibilities](#) of the Montana Board of Regents; more specifically,

“Chancellors are appointed by the Board of Regents upon the advice and recommendation of the appropriate university president and the commissioner.”

At the campus level, Mr. Gregory Kegel serves as the 12th Chancellor and Chief Executive Officer of Montana State University, as appointed by President Waded Cruzado on August 25, 2014. Before this appointment, he served for 12 years as the Dean of the College of Technical Sciences, overseeing the construction of the Applied Technology Center, and establishing the Bioenergy Testing Center. He expanded Northern’s technical programs to include associate programs in craft trades such as plumbing, carpentry, construction, electrical, wind, and sustainable energy. Mr. Kegel strengthened the co-op student program for diesel and automotive students through summer internship programs with national and international businesses.

Prior to serving as Dean, Kegel was a professor at Montana State University-Northern and a training specialist for Autodesk, Inc. Kegel received an M.S. degree in Occupational Education from Central Washington University in 1987.

The position of Chancellor holds full-time responsibility to the University and to the Board of Regents through the President of Montana State University. Chancellor Kegel’s responsibilities are noted in BOR Policy 205.2.1-Chancellors; duties and responsibilities. The Chancellor neither serves in any capacity within the Board of Regents nor holds voting rights.

***2.A.4 The institution’s decision-making structures and processes, which are documented and publicly available, must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.***

Montana State University-Northern operates under a decision-making structure that ensures faculty, staff, administrators, and student perspectives and input are encouraged and incorporated into the planning and decision-making process. There are three representative bodies that formally acknowledge and consider the views of faculty, students, administrators, and staff.

### **Academic Senate**

The [Academic Senate](#) is a representative body of elected faculty chaired by a faculty member. In its Bylaws, Academic Senate notes that its multiple purposes are “to assure the orderly development of educational policies, to facilitate communications and cooperation among officers of the administration and the faculty of the University; to promote and defend academic freedom and the unfettered exchange of ideas; [and] to promote the stable and continued educational programs at Montana State University-Northern.” Membership is comprised of four faculty representing disciplines within the College of Arts, Sciences, and Education; four faculty representing disciplines within the College of Technical Sciences; one faculty representing disciplines in the College of Health Sciences; one at-large faculty representative; one faculty representative from graduate programs. The Provost and Vice Chancellor for Academic Affairs serve in an ex-officio capacity. The position of president and vice president is elected by the membership. The Academic Senate meets monthly.



## Student Senate

The [Associated Students of Montana State University-Northern](#), according to its [constitution](#), holds as members any student who is currently registered for classes at MSU-Northern and who has paid the student activity fee. These students are represented by an elected body comprised of three executive officers (President, Vice-President, and Business Manager) an Administrative Assistant, eight Senators at Large, and three Freshman Senators. The stated mission of the ASMSUN, as delineated in its [constitution](#), is “to protect the rights and privileges and provide for the welfare of every student at MSU-Northern. To encourage constructive relationships among students, faculty, and administration, [and] to promote mutually advantageous relationships between the University and community.” Meetings are held weekly during the academic year. Oversight for the ASMSUN (Associated Students of MSU-Northern) is provided by two MSU-Northern Advisors.

The ASMSUN Leadership meets regularly throughout Fall and Spring semesters with the Chancellor, the Vice-Chancellor of Academic Affairs/Provost, and the Dean of Students to discuss student issues brought to the Associated Students and to provide information regarding campus developments to the Associated Students.

## University Advisory Council

The [University Advisory Council](#) has as its primary goal the facilitation of intra-campus communication, with a particular focus on review and approval of policies and general discussion of institutional issues, opportunities, and challenges. The University Advisory Council has broad membership that represents the faculty, students, administrators, and staff. The University Advisory Council includes the following membership:

- Chancellor
- Provost and Vice Chancellor for Academic Affairs
- Vice Chancellor of Enrollment Management
- Dean of Students
- Assistant Registrar and Veteran Certification
- Chief Information Officer
- Chief Diversity Officer/Tribal Liaison
- Coordinator of Accessibility Resources
- Dean of College of Arts, Sciences and Education
- Dean of College of Health Sciences
- Dean of College of Technical Sciences
- Director, Admissions and Student Records
- Director of Athletics
- Director of Bookstore
- Director of Career Services and External Relations
- Director of Dining Services
- Director of Human Resources
- Director of the Library
- Director of Facilities Services
- Director of Financial Aid
- Director of Student Activities
- Director of Student Health Services
- Director of Student Support Services

- Director of University Relations
- Executive Director/CEO Montana State University Northern Foundation
- Faculty Chair, College of Technical Sciences
- Faculty Chair, College of Arts, Sciences and Education
- Faculty at large (2)
- Staff at large (2)
- President Student Senate
- President Academic Senate
- Union Representative, Faculty
- Union Representative, Staff
- Executive Assistant to the Chancellor: responsible for minutes, follow-up on assigned tasks

## **2.B Academic Freedom**

***2.B.1 Within the context of its mission and values, the institution adheres to the principles of academic freedom and independence that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.***

The [Montana Board of Regents Policy 302](#) endorses the 1990 revised Statement on Academic Freedom and Tenure from the American Association of University Professors and the Association of American Colleges. Strengthening and protecting academic freedom and tenure are key tenets in the MSU-Northern [Collective Bargaining Agreement](#) (CBA) between the Montana University System and Montana State University-Northern Federation of Teachers, Local 4045 (from July 1, 2019, through June 30, 2023), which identifies the Academic Freedom provisions in [Article 5.1 Academic Freedom](#):

The parties agree that academic freedom is important to the fulfillment of the purposes of Montana State University-Northern. The parties acknowledge and encourage the continuation of an atmosphere and confidence and freedom while recognizing that academic freedom is accompanied by a corresponding responsibility of faculty to their colleagues, the University, and its students to maintain the highest standard of academic integrity and scholarship. Faculty are entitled to freedom in the classroom in discussing their subject; but should present various scholarly views related to their subject, be accurate at all times, and avoid presenting controversial material which is unrelated to the subject. Faculty are entitled to freedom in research and in the publication of the results, subject to the adequate performance of other academic duties.

The CBA further notes that faculty are free from censorship as citizens but must realize that their position at the University imposes certain obligations; therefore, they should never speak as an agent or representative of MSU-Northern, without authorization.

The pursuit of academic freedom and independence aligns with the [MSU-Northern Mission](#) “as an institution that is dedicated to teaching and the pursuit of knowledge” and [MSU-Northern’s Core Values](#) that “we communicate openly and build relational foundations through trust, transparency and openness. We embrace our charge to serve Montana and to provide quality, individualized education for all.” Underlying the specific policies on academic freedom are policies and statements that create a collegiate environment wherein these principles can be upheld. [MSU-Northern’s Core Values](#) of Access, Equity, and Inclusion “seek(s) first to understand and appreciate diversity, cultivating an intellectual and physical home for all. We champion meaningful relationships that create environments in which each of us can thrive.” [MSU-Northern’s Nondiscrimination Statement](#) states that we “commit to a learning and working environment that emphasizes the dignity and worth of every member of [our] community that is free from unlawful discrimination and harassment.”

Conflict of interest policies specific to preventing internal and external influences and pressures on faculty and research are outlined in Montana Board of Regents [Policy 707 Conflict of Interest](#) and [Policy 401 Research and Technology Transfer](#) and in MSU-Northern [Policy 1003.6 Conflict of Interest](#).

Additionally, faculty and/or students who conduct research have to utilize the institutional review process overseen by the Academic Senate, Subcommittee [Instruction, Research, and Faculty Development](#), and the [Institutional Review Board](#). The Deans and Provost review research proposals to provide feedback to faculty and students.

***2.B.2 Within the context of its mission and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to test and examine all knowledge and theories, thought, reason, and perspectives of truth. Individuals within the institution allow others the freedom to do the same.***

The MSU-Northern [Collective Bargaining Agreement](#) offers a definition of intellectual and academic freedom that supports independent thought in the pursuit and dissemination of knowledge. [MSU-Northern's Mission, Core Values, and Vision](#) support an environment where the campus community (faculty, staff, students, and administrators) is encouraged to develop intellectually and explore disciplines and cultures from various perspectives. For example, the mission is carried out by promoting “a student-centered and culturally enriched environment endorsing lifelong learning, personal growth, and responsible citizenship.” The [Montana Board of Regents Policy 302-Academic Freedom](#) governs the faculty at Montana State University-Northern. This policy emphasizes that faculty are members of our regional and campus communities as well as the larger academic community. No matter what personal, social, or religious philosophy, campus members are free to publish articles or editorials in regional newspapers, engage in scholarly research, and sit on various community and state councils, etc., without censure.

## **2.C Policies and Procedures**

***2.C.1 The institution's transfer-of-credit policy maintains the integrity of its programs and facilitates the efficient mobility of students desirous of the completion of their educational credits, credentials, or degrees in furtherance of their academic goals.***

The Montana Board of Regents has system-wide [Policies Governing Transfers in the MUS](#) within the Montana University System (MUS). These policies address general education transfer, managing outdated coursework, minimum grades for transfer, demonstrating math and writing proficiency, definitions of transferable and non-transferable degrees, an appeal process, deadlines, and an assessment plan for evaluating transfer policy effectiveness. In addition, the MUS maintains a [single-admission file policy](#) that permits students already in the Montana University System to request that their admissions file information be sent to another unit of the System rather than creating an entirely new admissions file at the new campus, thus eliminating the need to apply to each campus separately.

The [MUS Policy 301.5.5 Common Course Numbering](#) (CCN) ensures that courses found to be equivalent throughout the system are identified with a common number and title, so equivalent courses on different campuses have the same title, number, and prefix and are guaranteed to transfer to another unit in the system. The integrity of the [CCN is administered](#) by the MUS and maintained through each MUS campus CCN liaison and faculty representatives to align course outcomes as well. The MUS [CCN Course Guide](#) allows a search by discipline, course rubric, or course title to locate which campuses currently offer the course and the learning outcomes for the course.

MSU-Northern's transfer information mirrors the regents' policy and can be found in both the [MSU-Northern catalog](#) and on the [Admissions webpage](#). The Registrar also maintains MSU-Northern's current [articulation and transfer agreements](#) and these webpages outline the transfer process for students for MSU-Norther to evaluate credits from regionally accredited institutions: providing official transcripts and catalog descriptions, minimum grade requirements, and the ability to appeal a transfer ruling. The [MSU-Northern Online Transfer Course Equivalency Guide](#) allows students to choose the University from which they are transferring to identify the specific course level transfer detail.

Additionally, the [Seamless OneMSU](#) portal also makes multi-campus course enrollment easier amongst the four MSU campuses.

The [Montana Transferable Core Curriculum](#) represents an agreement among the community, tribal, and publicly funded colleges and universities in the State of Montana. It assures the transfer of up to 30 semester credits for those students enrolled in courses prescribed within each of eight discipline areas at a participating host institution.

Credential evaluators in the Registrar's office work closely with Admissions to review incoming admitted and confirmed students' transferable courses. They determine which credits are transferable and input the information into Banner, the MUS student record database, which is then reflected in DegreeWorks. Transfer students primarily learn to review their courses in Degreeworks with the assistance of academic advisors and evaluators if asked. Freshmen and

sophomores learn about Degreeworks as well through their academic advisors and Student Support Services.

***2.C.2 The institution's policies and procedures related to student rights and responsibilities should include, but not be limited to, provisions related to academic honesty, conduct, appeals, grievances, and accommodations for persons with disabilities.***

MSU-Northern outlines students' rights and responsibilities through policies and procedures, which include the following:

- [Policy 601.1 Standards of Satisfactory Academic Progress for Financial Aid Recipients](#) provides student guidance to ensure satisfactory academic progress and a procedure for measuring student academic progress for financial aid eligibility purposes.
- [Policy 601.2 Academic honesty/misconduct](#) addresses how MSU-Northern deals with instances of academic dishonesty, defines academic misconduct, and outlines the procedures. Students who violate these standards commit academic misconduct and will be subject to academic and/or disciplinary sanctions.
- [Policy 601.3 Student Conduct](#) outlines the standards of student conduct, the sanctions for violating those standards, procedures and appellate procedures, and student appeals of the process.
- [Policy 602.1 Student Grade Appeal Process](#) provides guidance for students in the event that they disagree with the assignment of a grade by an instructor. This may include filing a grievance under the procedures outlined in the policy.
- The MSU-Northern [Student Conduct Code](#) webpage maintained by the Dean of Students, lists the policies and procedures relevant to the above policies and includes policies that address Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation; Alcoholic Beverages, Smoking and Tobacco use; and Firearms, Miscellaneous Weapons, Fireworks and Explosives.

Grievance Procedures are located on the [MSU-Northern Human Resources' page](#) and include polices regarding [Discrimination, Harassment, and Retaliation](#) as well as [Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy](#). Policies and procedures regarding accommodation for persons with disabilities are located on the [Accessibility website](#) and also mentioned in the MSU-Northern [catalog](#).

***2.C.3 The institution's academic and administrative policies and procedures should include admission and placement policies that guide the enrollment of students in courses and programs through an evaluation of prerequisite knowledge, skills, and abilities to ensure a reasonable probability of student success at a level commensurate with the institution's expectations. Such policies should also include a policy regarding the continuation and termination of its educational programs, including its appeal and re-admission policy.***

Admission to MSU-Northern is governed by MUS Board [Policy 301 Admission Standards](#). As an open enrollment campus, MSU-Northern also provides guidance to students through the [Admissions Office Requirements](#) and an [admissions checklist](#) that outlines the needed documentation including transcripts and test scores, as well as immunization requirements, residency requirements, and AP test policy. MSU-Northern's catalog provides up-to-date

information in [Admission as an Undergraduate Student](#) which includes the [Application Procedures](#). Graduate admission information is covered in the [Catalog](#) and on the [Graduate Admissions](#) page.

The Montana University System has adopted a [single-admissions policy](#) that allows a student to apply to a single unit in the Montana University System and then request that that file be transmitted to another unit within the system. The student's file will be supplemented with additional information when that information is part of the admissions and transfer decision process at the student's new institution.

MSU-Northern is committed to the fundamental principle that the University exists to serve the students. All efforts of the University are aimed toward enabling students to realize their full potential in whatever field of endeavor they attempt. As a result of this commitment, Montana State University-Northern's [academic advising process](#) is an integral component of the academic program and is part of the faculty role and responsibility.

Student advising is coordinated through a partnership between Enrollment Management, the Registrar's office, and the faculty. MSU-Northern faculty and department chairs work with students to provide this resource. Upon admission, students meet with an advisor during one of the SOARS (Summer Orientation Advising and Registration) or an individual advising session, prior to enrolling in any classes. The student and advisor work together to develop an individual academic plan based on the student's educational major and the [academic map](#) that outlines the course of study (recommended progression of classes). For students that do not have a specific major or plan of study, they can access the list of [academic programs](#) with their advisor. Their electronic personal plan is available through the college learning management system (Degreeworks). Advisors check in with students periodically to ensure they are following their plan and to adapt that plan if necessary.

MSU-Northern has an Academic Alert system in place that was implemented in the fall of 2019. MSU-Northern's Academic Alert System has evolved over the past three years to an extremely successful, well-used (70% of faculty used), and documented system to report students in academic risk. The system is accessible to faculty and staff to report concerns about student progress, the link to access this site is included on the main [faculty/staff page](#) as well as the [faculty resource page](#). Once an alert has been submitted, an email response informs the faculty member of the receipt of the early alert and which office the student has been referred to if a referral was needed. An Early Alert/Academic Referral is a timely referral from Faculty that enables the support offices on campus (Student Support Services, Little River Institute, Tutoring Central, Accessibility Services, Financial Aid, and others) to connect with the student. Faculty and staff are asked to complete the online referral form if they have any concerns about a student's class attendance, test scores (particularly C, D, and F scores), homework assignments (incomplete, missed or poorly completed), and poor class interaction/engagement.

MSU-Northern's TRIO [Student Support Services \(SSS\)](#) provides students with the support and skills needed to remain in college and complete a degree program by creating a personalized Academic Success and Career Plan. SSS provides its participants with tutoring, mentoring, advising, disability services, a private computer lab, and a quiet study area.

The [Little River Institute](#), funded through the Native American Serving Nontribal Institutions (NASNTI) Program of the U.S. Department of Education is intended to improve the retention and completion rates of American Indian students in higher education and to serve as a center of tutoring, mentoring, and support for American Indian students at MSU-Northern, as well as a source of culturally responsive professional development for MSU-Northern faculty and staff.

[Tutoring Central](#) at MSU-Northern serves our student population in a supportive environment through coordinating and overseeing tutoring in the high-impact areas of writing and mathematics at all skill levels. Tutoring is also available for lower division courses. Both the SSS and the LRI, in partnership with faculty, manage and administer Tutoring Central. Student tutors are vetted through faculty in the discipline they will be tutoring in, increasing faculty engagement in the process as well.

MSU-Northern administers policies specific to academic continuation, termination and readmission to the university. Policies on continuation in and termination from MSU-Northern programs, including the reinstatement policy, can be found in the MSU-Northern Catalog in the [Scholastic Probation/Suspension Review](#) section. [Policy 601.1 Standards of Satisfactory Academic Progress for Financial Aid Recipients](#) provides student guidance to ensure satisfactory academic progress and a procedure for measuring student academic progress for financial aid eligibility purposes. Procedures for readmission to MSU-Northern can be found in the [Admissions-Readmission](#) page. Student appeals of suspension and termination are appealed to the [Admissions and Standards](#) subcommittee of the Academic Senate.

***2.C.4 The institution's policies and procedures regarding the secure retention of student records must include provisions related to confidentiality, release, and the reliable backup and retrievability of such records.***

The MSU-Northern [Office of the Registrar](#) serves the academic community through enforcing all academic policies, maintaining the permanent and official records of MSU-Northern's students, and recording grades and evaluations. The office also manages the graduation process for undergraduate and graduate students, as well as organization of commencement ceremonies.

The [Montana State University Enterprise Data Stewardship Policy](#) guides faculty and staff on the appropriate storage and release of different data types – confidential, restricted, and public. MSU-Northern [Data Stewardship Standards](#) establish minimum guidelines for the management and protection of institutional data as outlined in the Montana State University Enterprise Data Stewardship Policy.

MSU-Northern follows the Family Educational Rights and Privacy Act (FERPA) guidelines set by the Federal Government. FERPA guidelines are listed in the Catalog section [Privacy Rights](#). Straightforward FERPA policy information for parents is available on the [Parents website](#). Student FERPA release forms are located [on the Registrar's forms page](#). In addition, MSU-Northern follows American Association of Collegiate Registrars and Admission Officers ([AACRAO](#)) [guidelines](#) for student records. and Montana regulations regarding appropriate record retention. For example, Board of Regents [Policy 301.5.1, System of Controls](#) protects



students' records by maintaining records concerning transfer credits in a central and safe location. The Registrar processes student transcripts electronically from The National Student Clearinghouse and from Parchment. Students can [request transcripts](#) from the Registrar's Office using an online form.

## **2.D Institutional Integrity**

***2.D.1 The institution represents itself clearly, accurately, and consistently through its announcements, statements, and publications. It communicates its academic intentions, programs, and services to students and to the public and demonstrates that its academic programs can be completed in a timely fashion. It regularly reviews its publications to ensure accuracy and integrity in all representations about its mission, programs, and services.***

The MSU-Northern [Office of University Relations](#) provides assistance to the campus community to ensure that the University is represented clearly, accurately, and consistently. The MSU-Northern Office of University Relations' mission is to advance MSU-Northern, and project the image of the University. The University Relations office website houses the approved [logos and branding guidelines](#) for the campus community to access and review. In addition, they also house the approved [style guide](#) and [communication tools and templates](#) for use by all campus personnel and engage the MSU-Northern community through the production of numerous publications, videos, a weekly electronic newsletter known as the Northern Network News, and news releases to the media. The office also oversees an extensive photographic and video library and helps provide content for Northern's print media, website, YouTube page, and Facebook site. The Office of University Relations works closely with the Academic Deans, MSU-Northern Marketing Committee, Recruiting, Admissions, Career Center, and Financial Aid offices to create relevant and accurate promotional pieces. MSU-Northern [Policy 1020.1 University Branding](#) provides guidance to University Relations to manage and publish MSU-Northern's Branding Toolkit and style guide to ensure consistency in all university publications and communications.

MSU-Northern's main websites and each college, department, and program are responsible for reviewing and updating their individual websites and are coordinated and approved through Information Technology Services. The University website clearly states the University's [Mission, Core Values](#) and [Strategic Goals](#). All academic programs have individual websites that document a program overview, student learning outcomes, estimated cost, and program requirements. Most campus departments have websites with information for students, parents, and the public. The catalog and program web pages are reviewed regularly by the appropriate Dean, Chair, and Directors, and updates are submitted to the Registrar for inclusion in the new catalog. The Registrar maintains [academic program maps](#) on their website that contains a term-by-term schedule of classes illustrating the recommended path to completion. Changes in programs that require approval by the Montana Board of Regents and/or NWCCU are not publicized until those approvals are granted.

***2.D.2 The institution advocates, subscribe to, and exemplifies high ethical standards in its management and operations, including in its dealings with the public, NWCCU, and external organizations, including the fair and equitable treatment of students, faculty, administrators, staff, and other stakeholders and constituencies. The institution ensures that complaints and grievances are addressed in a fair, equitable, and timely manner.***

MSU-Northern holds itself to high ethical standards in its management and operations in all its professional dealings. As state employees, all university employees are subject to and are

governed by the [Montana Standards of Conduct law](#) that outlines codes of ethics and rules of conduct.

The University has several policies designed to provide a fair, welcoming, and equitable environment for employees, students, and others. These policies include procedures to ensure grievances and complaints are addressed in a fair, equitable, and timely manner can be found either in the [1000 Campus Policy](#) or [Human Resources Policies](#). These are some of the key policies:

- General Campus Conduct: [Policy 1001](#) - The University will not tolerate misconduct or dereliction of duty on the part of any student, faculty, or staff. Complaints should be adjudicated with policies and procedures established for those purposes. Where specific policy and procedures do not apply the Chancellor may devise appropriate procedures to suit the circumstances.
- [Policy 1001.14 Reporting Suspected Legal, Regulatory, or Policy Violations](#) MSU-Northern encourages all faculty, staff, students, and volunteers, acting in good faith, to report suspected legal, regulatory, or policy violations. As part of the Montana University System, college employees can use the [Montana University System's Compliance Hotline](#) for reporting suspected legal, regulatory, or policy violations.
- [Title IX of the Education Amendments of 1972](#): details MSU-Northern's commitment to providing an environment free of discrimination based on sex. It provides procedures for filing complaints, supportive measures, reviewing and investigating complaints, and hearings for matters involving sexual discrimination, including sexual misconduct and interpersonal violence consistent with Title IX.
- [Discrimination, Harassment, and Retaliation Policy](#) and [Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy](#) detail MSU-Northern's commitment to equal opportunity, fair treatment, affirmative action, and nondiscrimination and provides processes for complaints, investigations, and interim measures.
- [1001.8 Nursing Mother Accommodation](#): MSU-Northern encourages and supports breastfeeding mothers by accommodating the mother wishing to breastfeed or express milk during her workday when separated from her child.
- Accessibility Technology: The [Montana University System](#) and the Office of the Commissioner of Higher Education are committed to ensuring that people with disabilities have equal access to programs, benefits, and services pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. MSU-Northern's [Accessibility Services](#) provides students with physical or learning disabilities a variety of services, as directed by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).
- Research Misconduct: [1140 Misconduct in Research and Creative Activity](#) provides investigative processes for reviewing complaints of misconduct regarding individuals engaged in sponsored research, scholarship, or creative work activities.
- [1003.6 Conflict of Interest](#) is intended to enable employees to recognize potential conflicting interests and, thus, to protect themselves and the Campus from such conflicting interests through disclosure, evaluation, and, if required, the management or elimination of conflicts of interest.

- MSU-Northern's [Student Conduct Code](#) provides a framework for the protection of student rights while also communicating student obligations as members of the university community. It provides review and hearing processes for conduct that violates the code. MSU-Northern [Student Affairs Policies](#) outline policies on student conduct, academic misconduct, student grade appeal process, and standards of satisfactory academic progress.
- MSU-Northern's [604-1 Admissions Review of Students Disclosing Behavioral Concerns](#) outlines the role of the Behavioral Intervention Team (BIT) in the admission review and continuance process.
- MSU-Northern has collective bargaining agreements (CBA) with two unions: the [MSU-Northern Federation of Teachers](#) and the [MSU-Northern AFSCME](#). These CBAs provide grievance and hearing processes designed to provide due process and opportunities for review of employee-related matters.

***2.D.3 The institution adheres to clearly defined policies that prohibit conflicts of interest on the part of members of the governing board(s), administration, faculty, and staff.***

Policy at the Board of Regents level and at MSU-Northern defines and prohibits conflicts of interest for its governing board, administration, faculty, and staff.

- The Montana Board of Regents [Code of Expectations](#) outlines the expectation of Board members regarding conflict of interest. The Montana Board of Regents [Policy 770 – Conflicts of Interest](#) provides guidance to employees of the university system to avoid actual or apparent conflicts of interest and requires annual reporting to the Board of Regents. Policy 770 also requires that each unit of the University system have a policy on conflict of interest and includes training plans for employees.
- MSU-Northern's [1003.6 Conflict of Interest](#) is intended to enable employees to recognize potential conflicting interests and, thus, to protect themselves and the Campus from such conflicting interests through disclosure, evaluation, and, if required, the management or elimination of conflicts of interest.
- The [MSU-Northern Federation of Teachers](#) Collective Bargaining Agreements outlines conflict of interest and its avoidance in the role of faculty.

## **2.E Financial Resources:**

### ***2.E.1 The institution utilizes relevant audit processes and regular reporting to demonstrate financial stability, including sufficient cash flow and reserves to achieve and fulfill its mission.***

As a component of the MSU system of schools, the University undergoes an annual external financial statement audit performed by the Legislative Audit Committee of the Montana State Legislature. The internally prepared financial statements and notes to financial statements are available to auditors in a timely manner after the fiscal year-end. The financial report, including the independent auditor's opinion, is issued in a timely manner after the completion of the audit. When the audit is completed, the auditors meet again with the executive leadership and the Board of Regents to communicate the results of the audit, including any findings or management letter comments. MSU-Northern has received an unmodified, clean opinion on the financial statements. These reports are publicly available on the MSU-Bozeman's Business Service's website, <http://www.montana.edu/ubs/index.html>.

### ***2.E.2 Financial planning includes meaningful opportunities for participation by stakeholders and ensures appropriate available funds, realistic development of financial resources, and comprehensive risk management to ensure short-term financial health and long-term financial stability and sustainability.***

The Business Services department is an indispensable component of the University's student-centered learning environment that strives to partner with Academics and Administration to enable MSU-Northern to achieve the goals specified in its mission statement. Business Services is responsible for overseeing all financial activity of the University and providing the highest quality of service to our students, the university community, prospective students, and vendors.

As a component of the greater MSU system encompassing four Montana campuses. MSU-Northern benefits financially from this relationship in many regards. Through the pooling of the greater system's assets, MSU-Northern can secure more favorable debt financing and contracted service rates than if only leveraging its total assets.

The University's planning process centers on realistic revenue projections supported by enrollment forecasts, State funding, and BOR's authorized tuition and fee rates. In each biennial cycle, the planning includes two-year revenue projections, analysis of appropriate reserve levels, and consideration of current and future obligations of the University. This planning process ensures that MSU-Northern operates within available resources. MSU-Northern seriously considers risk management and contingency planning each year in the budget preparation process. Through conservative planning and subsequent achievement of enrollment estimates, MSU-Northern has successfully set aside funding to support anticipated retirement payouts and protect against unanticipated budgetary shortfalls utilizing contingency reserves.

MSU-Northern's long-range capital planning and investment are functions of the Montana University System's Long Range Building Program (LRBP) process. Other routine equipment purchases are covered through designated fee revenue and by funding reserves at year-end. Resources historically dedicated to educational purposes are not a factor in the campus's facility planning. On a biennial basis the two MUS presidents and Commissioner of Higher Education,

in conjunction with the State's Architecture and Engineering (A&E) Division, visit the University sites and rank the highest-priority needs. After review and debate, the Board of Regents produces a Consolidated Project Priority List for submission into the Governor's LRBP Plan. A component of the MSU campuses' LRBP prioritization is the development of the Facilities Condition Inventory (FCI) report. FCI is based on a national professional asset assessment model and quantifies deferred maintenance liability, utilizes nationally standardized cost data, categorizes deficiencies, and creates a historical record of deficiencies and physical asset values that are put into a categorized rating system and prioritized for future consideration. MSU-Northern consistently fares well in the process and has annually gained assistance from State funding for major deferred maintenance projects.

MSU-Northern's operating budget follows the State's legislative appropriations process on a biennial cycle. The State of Montana historically provides approximately sixty percent of the University's operating funds. Each biennium, MSU-Northern, with support from OCHE and the other MSU campuses, submits a budgetary request for Present Law Adjustments as well as a personnel snapshot that is a comprehensive look at the positions funded in the Current Unrestricted Fund. This is rolled up for all MUS campuses and submitted to the Office of Budget and Program Planning for review and inclusion in the Governor's Budget. This budget is the starting point for Legislative appropriations back to the university system. The legislature also delegates authority for setting student tuition rates to the Board of Regents. MSU-Northern collects tuition from the students and budgets the revenue locally. Other resources include student fees, auxiliary revenue, scholarships, and dedicated grant funding.

Budget preparation at MSU-Northern is both a local and externally conglomerated developmental process. MSU-Bozeman shepherds the larger process in accordance with the funding methodology that is approved by the Legislature and follows BOR's budgeting instructions and guidance. This is accomplished with the coordination of all university system components through a series of modeling evolutions and data calls. At the local level, the development and coordination of the University's detailed budget is produced by the Financial Services office and overseen by the Vice-Chancellor for Finance and Administration with inputs from the Budget Advisory Committee (BAC) and departmental requirement submissions. The Admissions Office works closely with Financial Services to generate realistic enrollment projections as student tuition and fees are the primary local driver in setting revenue expectations and contingency reserve planning.

Financial Services, in partnership with departmental leaders, reviews budget requests and analyzes projected actual and proposed annual budgeted expenses to ensure the budget is developed using realistic assumptions that operate within conservative revenue projections. In addition to State and tuition revenue, the office additionally tracks grants, auxiliaries, investments, debt schedule and contract submissions, proposals, and awards to provide a basis for reliable projections to include in budget planning. The University's annual budget is monitored from outside the organization through BOR institutional reporting and external auditing agencies for compliance and strength of internal controls.

***2.E.3 Financial resources are managed transparently in accordance with policies approved by the institution's governing board(s), governance structure(s), and applicable state and federal laws.***

The Montana University System's Board of Regents (BOR) sets policy for all public institutes of higher education including MSU-Northern. The Office of the Commissioner of Higher Education (OCHE) in Montana is responsible for communicating and implementing BOR policies and directives using the Regents' statutory and constitutional authority. BOR governing policies are found at <http://www.mus.edu/borpol/>. Additionally, MSU-Northern maintains campus-specific administrative policies which can be found at <http://www.msun.edu/admin/policies/>.

MSU-Northern's Vice Chancellor for Finance and Administration maintains overall accountability and oversight of all university financial resources. MSU-Northern is additionally governed by the Montana State University flagship campus in Bozeman (MSU) which approves and reports collectively to OCHE for all its affiliated campuses. Through systematic reporting and monthly meetings with MSU, MSU-Northern is assisted in all aspects of its financial administration. MSU-Northern's operating budget is approved annually by the BOR with university leadership and OCHE involvement in the financial planning process. OCHE's Fiscal Affairs Division monitors and assists in the management of financial resources, including financial planning, monitoring operating and capital budgets, reserves, investments, fundraising, cash management, debt management, and transfers and borrowing between funds. The OCHE furthermore provides leadership to and promotes cooperation and collaboration among units of the Montana University System regarding finance and administrative policies and practices; oversees the development and presentation of the system's legislatively appropriated budgets, preparation of the Board of Regents approved operating budgets; makes recommendations on-campus tuition and fee proposals; develops and implements the allocation model used to distribute the "lump sum" state support to the educational units; leads in the development of fiscal policy, including tuition and fees, auditing, investments and expenditures; and provides centralized oversight for the Montana University System facility planning and Long Range Building Program.

As a state institution and part of the larger MSU system, the University's policies, guidelines, and processes for financial planning and budget development are well established, prescribed, and highly monitored by internal and external agencies. Considering a constrained economic environment and nominal enrollment numbers in recent history, MSU-Northern's budgetary decisions are narrow. At best, annual changes have been incrementally small to try and keep pace with inflation and essential operating expenses. Through a series of data calls and working with the BAC, Financial Services annually requests, assists, and reviews with university components their projected requirements, challenges, and desires for the upcoming academic year and beyond as they relate to financial planning. These inputs are worked into the projected budget and vetted through several stakeholder meetings including the BAC, Executive, Student Senate, Facility, and Auxiliary Committees to provide appropriate opportunities for participation and transparency.

All financial administration transactions including procurement, payables, receivables, and payroll are centralized at MSU-Northern and fall under the purview of the Vice Chancellor for

Finance and Administration. The University uses an industry-standard financial data system. Ellucian's Banner software is a structured accounting system following accepted accounting principles for colleges and universities. Banner is designed for the accurate processing of transactions through the integration of the related modules that support the general ledger and analysis of the University's operations, assets, and liabilities. Banner is used throughout the Montana University System and subsequently facilitates the standardization of financial reporting and compliance across the State. This synchronization also increases the effectiveness of MSU-Northern's internal controls. As part of the four-campus MSU system, MSU-Northern benefits from the more robust capabilities of a larger internal auditing office that performs reviews of various activities on both a scheduled and unscheduled basis. This office and the standardization of internal controls, accounting software, and policy development ensures more consistent and better managerial oversight, auditing, and review of the business and financial functions at MSU-Northern. In addition to university monitoring, the Montana Legislative Audit Division bi-annually audits the University specifically on internal controls.



## **2. F Human Resources**

### ***2.F.1 Faculty, staff, and administrators are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.***

The MSU-Northern Human Resources Department and MSU-Northern supervisors provide to new and continuing employees information concerning conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.

#### **Conditions of employment**

Finalists for benefits-eligible positions receive appropriate benefit overviews from the Human Resources Personnel Officer during the interview process. The benefits information is offered in three versions: benefits for faculty, benefits for classified staff, and benefits for professionals and administrators.

- The MSU-Northern “[Benefits for Faculty](#)” information sheet provides an overview of accrued sick leave, holidays, paydays, insurance plans, retirement, fee waivers, and contact information for human resources and payroll. In addition, the link to the [Montana University System Benefits](#) webpage is provided. This page provides access to health insurance benefits, retirement plans, wellness information and other employee resources.
- The MSU-Northern “[Benefits for Classified Employees](#)” information sheet provides overview of accrued annual/vacation leave, sick leave, holidays, paydays, insurance plan, retirement, fee waivers, and contact information for human resources and payroll. In addition, the link to the [Montana University System Benefits webpage](#) is provided. This page provides access to health insurance benefits, retirement plans, wellness information and other employee resources.
- The MSU-Northern “[Benefits for Administrators and Professionals](#)” information sheet provides overview of accrued annual/vacation leave, sick leave, holidays, paydays, insurance plan, retirement, fee waivers, and contact information for human resources and payroll. In addition, the link to the [Montana University System Benefits webpage](#) is provided. This page provides access to health insurance benefits, retirement plans, wellness information and other employee resources.

A link to the MUS Benefits page is found on the [MSU-Northern Human Resources Benefits](#) webpage for employees’ convenience.

Human Resources provides onboarding to new employees who are eligible for benefits. These one-on-one sessions include new hire paperwork as well as assistance in enrolling in benefits and retirement plans. Information on submitting timesheets and paydays is provided as well. Benefits-eligible employees have access to a [group benefits plan](#).

The Montana University System (MUS) offers a comprehensive Group Benefits Plan called “Choices” or “the Plan.” The Plan offers a Medical Plan, a Prescription Drug Plan, a Basic (preventive) Dental Plan option, a Select Dental Plan option, a Basic Life and Accidental Death & Dismemberment Insurance Plan (AD&D), and a Long-Term Disability Insurance Plan (LTD).

The Plan also offers optional benefits including a Vision Hardware Plan, Supplemental Life Insurance (Employee and Dependent), Supplemental AD&D Insurance (Employee and Dependent), and Health Care and Dependent Care Flexible Spending Accounts (FSA). (Montana University System Summary Plan Description Effective July 1, 2022)

### **Retirement Plan Choices**

[Retirement benefit options](#) are provided by MUS Benefits:

Various options may be available to eligible MUS employees as they consider mandatory retirement plans. Employees are encouraged to contact the Human Resource office to make retirement option determinations. These options may be found below:

- [Montana University System Retirement Plan](#) (MUS-RP)
- [Montana Public Employees' Retirement System](#) (PERS) - Defined Benefit or Defined Contribution
- [Teachers' Retirement System](#) (TRS)

[Employee Assistance and Work-Life benefits](#) are available to all employees.

According to MUS Benefits, “EAP (Employee Assistance Program) benefits are available to all Montana University System employees and their household members at NO COST” to employees. These EAP benefits include crisis counseling, webinars, and access to legal and financial assistance. EAP regularly provides MUS Benefits newsletters on health, mental health, employee, and supervisory best practices. These are shared with MSU-Northern employees by the Human Resources Personnel Officer via campus email.

All employees of the Montana University System (MUS) are provided with workers' compensation coverage through the [MUS Self-Funded Workers' Compensation Program](#). This coverage is provided at no cost to employees (MUS Self-Funded Workers' Compensation Program). Workers' Compensation is covered at new employee orientations and information is disseminated to campus leaders at CORE Leadership meetings and via email to supervisors and employees. Employees submit a [First Report of Injury](#) online and access that reports on the MSU-Northern Human Resources [Workers' Compensation](#) webpage Human Resources instructs employees to always file a First Report of Injury even when no trip to a medical provider is made.

### **Conditions of Employment**

The Faculty Collective Bargaining Agreement (Faculty CBA) provides additional conditions of employment in Article 3: [Faculty Rights and Working Conditions](#). These include 3.1 Office Space; 3.2 Educational Materials and Texts; 3.3 Academic Attire; 3.4 Payroll Deductions; 3.5 Personnel Files; 3.6 Safety; 3.7 Indemnification; 3.8 Patent Rights and Copyright Interests; 3.9 Program Grants; 3.10 Workload; 3.10.1 Non-Traditional Instructional Delivery; 3.11 Other Employment; 3.12 Conflict Of Interest; 3.13 Academic Calendar; 3.14 Secretarial Assistance; 3.15 Pay Day. All faculty have access to the Faculty CBA through the MSU-Northern Human Resources [homepage](#).

The American Federation of State, County and Municipal Employees Collective Bargaining Agreement (AFSCME CBA) provides additional conditions of employment for classified employees in [ARTICLE 14. WORKING CONDITIONS](#). These include 14.1. Employee

Protection; 14.10 Meeting Rooms 14.2. Bulletin Boards; 14.3. Rest Periods; 14.4. Shop Stewards; 14.6. Protective Clothing or Uniforms; 14.7. Vehicle Registration and Parking; 14.9. Policy Manual; 14.10 Meeting Rooms; 14.11 Copies of Contract; 14.12 Employment Records; 14.12 Employment Records. All classified employees, classified hourly and exempt, can access the AFSCME CBA through the MSU-Northern Human Resources [homepage](#).

Human Resources provides access to Personnel Policies on their [Policies](#) webpage. In addition, the MSU-Northern Policies are available on the [Policies and Procedures](#) webpage. These policies are divided into the following categories.

- [Section 100](#) Organization and Administration
- [Section 200](#) Responsibilities of Administrative Officers
- [Section 300](#) Committee Composition
- [Section 400](#) Academic Affairs
- [Section 500](#) Faculty Affairs
- [Section 600](#) Student Affairs
- [Section 700](#) Non-Academic Affairs
- [Section 800](#) Financial Affairs
- [Section 900](#) Physical Plant
- [Section 1000](#) Campus Policy
- [Section 1100](#) Research and Sponsored Projects
- [Section 1200](#) Athletics
- [Section 1300](#) Information Technology

## **Work assignments**

### Faculty

“Article 3.10 Workload” of the [Faculty CBA](#) describes a regular teaching load (24 credit hours per academic year) and notes what constitutes an overload and how the faculty must be compensated for that overload. The section on “Workload” limits teaching assignments to 32 credits per academic year. In addition, the section discusses who assigns substitutes to teach classes when needed and their pay rate. This section limits the number of new courses faculty can teach after their first year; limits the number of hours in a faculty teaching day (9); and notes how release time will be calculated and communicated to the faculty member and federation. All faculty members have access to the Faculty CBA through the Human Resources [homepage](#).

The academic year as defined in the Faculty CBA “begins five working days prior to the first day of scheduled classes according to the university calendar. The academic year ends with the close of the spring semester, which occurs with commencement, and the filing of all final grades.” The [Academic Calendar](#) webpage offers the details of the academic year as well as summer sessions. Summer Session assignments are discussed in the [Faculty CBA](#) 6.9 Summer Session Assignments. Summer Session assignments are issued by Letters of Appointment through the Provost’s Office.

### Classified Employees

The [AFSCME CBA](#) covers regular workdays, holidays, and modified hours for classified employees. Paid holidays are determined by Montana state statute. Article 13 “Compensation” discusses salary, MUS Compensation Plan, longevity, job titles, pay days, premium pay,

overtime, callout, snow removal, compensatory time, temporary assignment, work day, workweek, modified hours, and license fees.

### **Rights and responsibilities**

#### Faculty

*Collective Bargaining Agreement Between the Montana University System and Montana State University-Northern* (Faculty CBA) <https://mus.edu/hr/cba/022-CBA.pdf>. Found on MSU-Northern HR webpage “Collective Bargaining” <http://www.msun.edu/admin/bargaining/>.

- “Article 3. Faculty Rights and Working Conditions” discusses office space, education materials and texts, academic attire, payroll deductions, personnel files, safety, indemnification, patent rights and copyright interests, program grants, workload, non-traditional instructional delivery, other employment, conflict of interest, academic calendar, secretarial assistance, and pay.
- “Article 4. “Employer Rights” discusses those rights held by the employer.
- “Article 5. “Academic Freedom and Responsibility” discusses academic freedom and academic responsibilities.

#### Classified Staff

*Collective Bargaining Agreement Between AFSCME Local 2235 Montana State University-Northern and the Montana University System, July 1 2021 through June 30, 2023* (AFSCME CBA) <https://www.mus.edu/hr/cba/023-CBA.pdf>. Found on MSU-Northern HR webpage “Collective Bargaining” <http://www.msun.edu/admin/bargaining/>.

The AFSCME CBA covers non-discrimination, seniority and probation, holidays, vacations, sick leave, other leaves with pay, leave of absence without pay, employee benefits, compensation, working conditions, grievance and arbitration procedure, not strike no lockout, retirement, and travel expenses.

- “Article 18. Management Rights” outlines management rights.

### **Criteria and procedures for evaluation**

Each classified employee, hourly and exempt; each MUS contract professional and those appointed by letter; and each MSU-Northern administrator has a job description in their Human Resources personnel file. Each classified position has a corresponding role description kept on file with Human Resources, and each MUS professional position has a position description on file with Human Resources. These role and position descriptions are kept electronically. Each new employee reviews the job description with the supervisor at the beginning of the new job. Each employee receives a [yearly evaluation](#) with information included on the Human Resources page during which the job description is reviewed and updated as needed.

### **Retention**

For Classified Staff (hourly and exempt) the Montana University System Staff Compensation Plan provides the General Principles, Compensation Structure, Across-the- Board Pay Increases, Strategic Pay, Progression Pay, In-Range Progression Pay, and Lump Sum Bonuses.

The MUS Staff Compensation Plan can be found on the [MSU-Northern Human Resources](#) home page under Related Links.

### **Promotion**

For Classified Staff (hourly and exempt) Montana University System Staff Compensation Plan

The MUS Staff Compensation Plan can be found on the [MSU-Northern Human Resources](#) home page under Related Links.

### **Termination**

For Classified Staff, Professional and Administrative Employees

MSU-Northern [Policy 1001.11](#) “Discipline and Termination, Professional, Administrative and Classified Employees” outlines discipline and termination procedures.

#### For Classified Staff

In addition, the AFSCME Collective Bargaining Agreement covers management rights, grievance and arbitration, and Working Conditions, including discipline and discharge.

*Collective Bargaining Agreement Between AFSCME Local 2235 Montana State University-Northern and the Montana University System, July 1 2021 through June 30, 2023* (AFSCME CBA) <https://www.mus.edu/hr/cba/023-CBA.pdf>. Found on MSU-Northern HR webpage “Collective Bargaining” <http://www.msun.edu/admin/bargaining/>.

#### For Faculty

The Faculty CBA covers “Discipline, Termination, and Retrenchment” in Article 8. *Collective Bargaining Agreement Between the Montana University System and Montana State University-Northern* (Faculty CBA) <https://mus.edu/hr/cba/022-CBA.pdf>. Found on MSU-Northern HR webpage “Collective Bargaining” <http://www.msun.edu/admin/bargaining/>.

### ***2.F.2 The institution provides faculty, staff, and administrators with appropriate opportunities and support for professional growth and development.***

Educational Opportunities on the MSU-Northern [Human Resources](#) homepage leads employees to information on educational opportunities and professional development managed by the [Montana State Professional Development Center](#).

The MSU-Northern's Professional Development Committee offers access to funding for faculty, professional, and classified staff professional development at <http://www.msun.edu/committees/profdev/index.aspx>.

The Professional Development Committee coordinates and facilitates the development of faculty and staff in order to assist individuals and groups in achieving their full professional potential and thereby increasing their contribution to, and realization of the University's mission.

Objectives:

- Survey and assess individual and organizational requirements for professional development.
- Serve as coordinator of development opportunities.
- Communicate information regarding professional development opportunities.
- Assist with funding development opportunities.

- Report annually on professional development activities to Assessment Committee and Provost.
- Coordinate, encourage, and schedule end-of-activity reports and presentations.

Professional Development funding available to faculty and staff is \$40,000/annual. Applications are reviewed by an appointed committee of faculty and staff for individual amounts up to \$1800 per year. The Professional Development Funding Request form can be found here: <http://www.msun.edu/committees/profdev/docs/Prof-Dev-FundingRequestForm.pdf> . In addition, the institution offers various on-campus trainings and professional development throughout the year.

***2.F.3 Consistent with its mission, programs, and services, the institution employs faculty, staff, and administrators sufficient in the role, number, and qualifications to achieve its organizational responsibilities, and educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.***

The Provost and Vice-Chancellor for Academic Affairs oversees academic affairs for the campus. The Academic Affairs Office Manager and the Office of Student Records and Admissions is housed in this area as well and is led by the Registrar.

This office is responsible for overseeing the academic policies and procedures as well as curriculum changes as approved through the [Academic Senate](#).

Each of the three academic colleges is served by a Dean of the College and a minimum of one Administrative Associate who is available to faculty as well. The Faculty CBA requires available administrative associate ([secretarial assistance for faculty](#)).

As of November 1, 2021, the full-time faculty numbered 51. Where needed adjunct faculty teach individual courses. The number of adjuncts fluctuates each semester as they are hired on an as needed basis.

The [Montana Board of Nursing](#) dictates the ratio of students to faculty in the nursing program. According to the Interim Dean of Health Sciences, as of July 2022, we have met those requirements for direct clinical care (10 students per 1 faculty) and have no faculty needing to participate in overload teaching.

The [Office of Teaching and Learning Excellence](#) (OTLE) supports faculty in curriculum and program development and assessment; course development; best practices in teaching; and provides faculty and students support for online teaching and learning.

The MSU-Northern [Organizational Chart](#) (February 2022) shows the reporting structure that supports the MSU-Northern mission in providing “higher education to students for professional and technical careers.” The structure includes Student Affairs under the Dean of Students; Academics under the Provost and Vice Chancellor of Academics; Administration and Finance under the Vice Chancellor of Administration and Finance; Enrollment Management under the Vice Chancellor of Enrollment Management. These positions report directly to the Chancellor;

directors for Human Resources, Facilities, Athletics, Diversity/Tribal Liaison, and University Relations also report to the Chancellor.

MSU-Northern's recruitment procedures require job descriptions, position justification analysis and screening/selection criteria for all permanent positions. All position advertisements are made public on the University's website. The University uses PeopleAdmin, a secure online application system, for applicants to submit their materials. Search committee members and managers conduct an initial screening to screen out individuals who fail to meet the minimum qualifications required for the position and then complete the rest of the recruitment screening and interview process. Reference checks for finalists are conducted by Human Resources. Upon notification of a preferred candidate, Human Resources facilitates completion of the hiring process. Once employed, staff and faculty receive direction on day-to-day duties and responsibilities from their supervisors.

Academic programs are reviewed every seven years in accordance with MUS [Policy 303.3 Program Review](#) to ensure program quality and effective stewardship of resources. MSU-Northern prepares a [schedule of review](#) for all of its programs filed with the office of the commissioner of higher education. That schedule will be updated, when new programs are added or removed.

***2.F.4 Faculty, staff, and administrators are evaluated regularly and systematically in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties. Personnel are assessed for effectiveness and are provided feedback and encouragement for improvement.***

The Faculty CBA provides the structure and requirements for faculty evaluation, promotion, and continuance. "[Article 7 Promotion, Evaluation, and Tenure](#)" and Student Evaluations of faculty are located in the [CBA Attachment A: Student Evaluation of Course and Instructor](#)

Since the primary mission of the university is instruction, effective teaching must be positively evaluated in every case. Each candidate for reappointment, promotion, or tenure must also demonstrate contributions in either scholarship or service. Each evaluation must include indications of continuing professional activity and development since the previous evaluation. The faculty evaluation procedures and criteria are in the [Faculty Collective Bargaining Agreement](#).

[7.1 FACULTY EVALUATIONS](#)

[7.2 PROFESSIONAL EVALUATION CRITERIA](#)

[7.3 EVALUATION PROCEDURES](#)

[7.4 PEER REVIEW](#)

[7.5 EVALUATION OF FACULTY FOR CONTINUANCE OF PROBATIONARY APPOINTMENT](#)

[7.6 EVALUATION OF FACULTY FOR TENURE APPOINTMENT](#)

[7.7 EVALUATION OF TENURED FACULTY](#)

[7.8 STUDENT EVALUATION OF TEACHING](#)

[7.9 ELIGIBILITY FOR PROMOTION APPLICATION](#)

7.10 [APPEALS](#)

7.11 [EVALUATION OF ADMINISTRATORS](#)

The Classified, Professional, and Administrative employee evaluation processes are governed by MSU-Northern policies.

- [Policy 280.1](#) Performance Evaluations of Professional/Administrative Employees with MUS or Board of Regents Contracts
- [Policy 280.2](#) Performance Evaluations of Classified/Classified Exempt Employees

Professional/Administrative Employee Evaluations:

- Employee Evaluation Cover Sheet, Self-Evaluation, and Employee Evaluation Performance Evaluation are located on the MSU-Northern [policy page](#) as well as the [Human Resources page](#).

Classified Staff Evaluations:

- Employee Evaluation Cover Sheet, Self-Evaluation, and Employee Evaluation Performance Evaluation are located on the MSU-Northern [policy page](#) as well as the [Human Resources page](#).



## **2. G Student Support Resources**

***2.G.1 Consistent with the nature of its educational programs and methods of delivery, and with a particular focus on equity and closure of equity gaps in achievement, the institution creates and maintains effective learning environments with appropriate programs and services to support student learning and success.***

Montana State University-Northern is north-central Montana's comprehensive regional four-year university. MSU-Northern is an open-enrollment institution offering programs at the certificate, associate's, bachelor's, and master's levels. Our service area includes four American Indian reservations and numerous agriculture-oriented communities, and a high percentage of our student population comes from a rural background.

MSU-Northern's service area includes four of the state's seven American Indian reservations. Two of these reservations are within a 45-minute commute of MSU-Northern. Of Hill County's population, 24% self-identified as American Indian, as compared with 6.6% for Montana overall and 1.3% for the US (United States) overall. American Indians consistently comprise over 12% of the MSU-Northern student population

MSU-Northern's student population is 66% of TRIO-eligible students; or students who are first-generation, low-income, or students with disabilities. This includes 39% of MSU-Northern's population is low income as defined by the US Department of Education using the definition of "an individual from a family whose taxable income for the preceding year did not exceed 150% of an amount equal to the poverty level determined by using criteria of poverty established by the Bureau of the Census." Also, MSU-Northern has a high percentage of the student population, 37%, identified as first-generation, or "an individual both of whose parents did not complete a bachelor's degree."

In addition to these socio-economic barriers, many MSU-Northern students enter the institution facing academic challenges as well, 81% of MSU-Northern's population enters with an ACT score of 20 or under which is one of the two "college prepared" requirements for full (non-conditional) admission as determined by the Montana Board of Regents of High Education. In addition to the ACT score requirement, students are required to have taken and passed the "Minimum Core College Preparatory Program," a core group of courses at the high school level. Of all bachelor-seeking students entering MSU-Northern in the Fall of 2018, 61% were "not college prepared" by these two criteria.

In response to the extensive needs of the students at Montana State University-Northern, the institution provides support for the students through numerous programs and strong collaborations.

**Student Support Services:** Montana State University-Northern partners with the Department of Education to offer [TRIO Student Support Services \(SSS\)](#). MSU-Northern TRIO SSS Scholars receive unsurpassed support from a committed team of staff, student tutors, and mentors from the moment they enroll through graduation. The goal is to provide students with the support and skills needed to remain in college and complete a degree program by creating a personalized Academic Success and Career Plan.

SSS provides its participants with tutoring, mentoring, advising, disability services, a private computer lab, and a quiet study area. Our center also comes fully stocked with each year's required textbooks for participants to utilize on-site. Students have a friendly, safe place to visit, study, or relax in SSS. Currently, 66% of MSU-Northern's student population are eligible to participate in Student Support Services.

**Tutoring Central:** [Tutoring Central](#) at MSU-Northern, under the Office of the Provost, is a collaborative effort of TRIO/Student Support Services, the Little River Institute, the Math Lab as well as faculty to provide MSU-Northern students access to experienced tutors in a wide range of disciplines. Tutoring Central includes professional tutors and student tutors approved by faculty. Tutoring Central serves the MSU-Northern student population in a supportive environment through tutoring in the high-impact areas of writing and mathematics at all skill levels. Tutoring may also be available, according to demand, in lower division courses, as resources allow.

**Academic Alerts:** In the Fall of 2019, MSU-Northern implemented a new system to assist in gathering Early/Academic Alerts. MSU-Northern's Academic Alert System has evolved over the past three years to an extremely successful, well-used (70% of faculty used), and documented system to report students in academic risk. The system is accessible to faculty and staff to report concerns about student progress, the link to access this site is included on the main [faculty/staff page](#) as well as the [faculty resource page](#). This program is ever evolving and based on feedback from faculty, staff, and students. In using this feedback, we have some improvements to this program, the main update will be closing the loop and updating the faculty and staff that have submitted these alerts. Faculty or staff can submit an alert at any point during the semester, but a request for alerts is sent at scheduled times during the semester, including the 2<sup>nd</sup> week, the 5<sup>th</sup> week, midterms, and just for the "W" drop date. Once an alert has been made, the submitter will receive an email letting he/she know that we have received the early alert and are processing it as well as who or which office the student has been referred to if a referral was needed. An Early Alert/Academic Referral is a timely referral from Faculty that enables the support offices on campus (SSS, LRI, Tutoring Central, Accessibility Services, Financial Aid, and others) to connect with the student. The goal is to help students be successful by identifying the challenges and obstacles they are facing and improving their academic performance.

We ask faculty and staff to complete the online referral form if they have any concerns about a student's

- Class attendance
- Test scores (particularly C's, D's, and F's)
- Homework Assignments (incomplete, missed or poorly completed)
- Poor class interaction/engagement

Referred students will be contacted by the appropriate office to ensure the correct resources for the student will be available. Staff will assist students in identifying challenges (time management, learning management, motivation, financial concerns, etc.) and support them in finding solutions.

**EAB Navigate Retention Software:** As a focus of MSU-Northern is student success, and with this in mind, MSU-Northern has implemented [NORTHnav, a EAB Navigate retention software](#) starting the Fall of 2022. This is an online platform and smartphone app that helps

students navigate their college experience. It allows students to stay organized with to-do lists and notifications and provides an ability to schedule meetings with advisors and other student support offices to help students stay on track to graduate.

**SOAR (Summer Orientation, Advising, and Registration) Days:** Starting the Summer of 2020, MSU-Northern changed how Registration was taking place for incoming students to provide them with a more well-rounded introduction to campus that is beyond just registering for courses, [Summer Orientation, Advising and Registration Days](#). Also, on these days incoming students in addition to registering for courses, students complete their admissions checklist, meet with financial aid, work through the online portal, and meet with Student Support Services, Accessibility Services, Career Center, and LRI to make connections with the support offices before they arrive, meet with housing, and get their ID card. The goal is to make the transition to college complete and easy for our students.

**Little River Institute:** MSU-Northern receives a grant through the Native American Serving Nontribal Institutions (NASNTI) Program of the U.S. Department of Education. The grant is intended to improve the retention and completion rates of American Indian students in higher education. As part of this grant, the [Little River Institute](#) was created to serve as a center of tutoring, mentoring, and support for American Indian students at MSU-Northern, as well as a source of culturally responsive professional development for MSU-Northern faculty and staff.

**Accessibility Services:** At Montana State University-Northern, students with disabilities are provided with a variety of services, as directed by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). To access these services provided by [Accessibility Resources](#), students are asked to complete an application, provide documentation of their disability, request accommodation for their courses, and meet with the coordinator of disability services.

On a regular basis, we offer alternative testing services and assistance with notetaking. Students can arrange to:

- take tests in an isolated testing environment where distractions are limited
- have extended testing time
- have a reader administer tests orally
- receive other types of accommodations based on the recommendations from the physician or clinician giving the diagnosis

All students who qualify for the program are encouraged to enroll with the Student Support Services (Cowan Hall 211) for tutoring and counseling services.

**Veteran Services:** In addition to certifying eligible recipients for veteran education benefits, the [Office of Veteran Services](#) ensures that recipients understand their rights and responsibilities under Department of Veteran Affairs regulations and provides information and referral services to all veterans of the U.S (United States). military, eligible dependents and members of the Selected Reserve. A Veteran's Coordinator is available to assist veterans, their dependents, and military service persons with procedures for enrolling at Montana State University-Northern and applying for educational benefits under any GI Bill®. The Veteran's Coordinator will act as an intermediary between veterans and the Veterans Administration Office to assist with educational

benefits. The Veteran's Coordinator attends a MUS monthly meeting with all Veteran Coordinators across campus to ensure the information provided to our students is accurate and up to date.

**Campus Assessment, Response and Evaluation (CARE) Team:** Montana State University-Northern cares about the health and safety of the campus community. The [CARE Team](#) was developed to centralize the reporting, assessment, and management of concerns regarding student behavior. This team includes qualified and dedicated professionals from various disciplines that are committed to promoting a productive and safe environment for all students, faculty and staff focused on student learning and development. The Team serves 5 primary functions:

- Gather information to assess situations involving students who display concerning or disruptive behaviors. [CARE Report](#)
- Recommend appropriate intervention strategies.
- Connect students with needed campus and community resources.
- Provide consultation and support to all employees in assisting students who display concerning or disruptive behaviors.
- Monitor and review ongoing behavior of students who have displayed disruptive or concerning behavior.

The CARE Team acts in a proactive manner to identify, assess, manage, and educate the campus community as to the risk of potentially concerning or disruptive behavior. It shall maintain confidentiality and handle all matters discreetly.

**Behavioral Intervention Team (BIT):** As a result of an increase in mental health issues and a growing awareness on college campuses, Montana State University-Northern has established a Behavioral Intervention Team (BIT). MSU-Northern's BIT is a group of appointed staff and administrators responsible for identifying, assessing and responding to serious concerns and /or disruptive behaviors related to students that may threaten the health or safety of the student and the campus community.

***2.G.2 The institution publishes in a catalog; or provides in a manner available to students and other stakeholders, current and accurate information that includes: institutional mission; admission requirements and procedures; grading policy; information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings; names, titles, degrees held, and conferring institutions for administrators and full-time faculty; rules and regulations for conduct, rights, and responsibilities; tuition, fees, and other program costs; refund policies and procedures for students who withdraw from enrollment; opportunities and requirements for financial aid; and the academic calendar.***

Montana State University-Northern publishes an online catalog annually, which is located on the Registrar's website. The 2021-2022 University Catalog provides all the required information listed above. Additionally, the catalog embeds references to other needed information to ensure students will be able to access further help when needed. Students who may need to review a

paper can come to the Registrar's Office located in Cowan Hall to review the office copy. The catalog includes

- [Institutional mission](#) is found in the [mission statement of the catalog](#).
- Admission requirements and procedures are included in the catalog in the menu Admission General Information and include separate sections for [undergraduate students](#), [freshman \(first-time undergraduates\)](#), [Transfer students](#), [International Undergraduate Students](#), [Graduate students](#) as well as [General Application Procedures](#) are found in the Admission [General Information](#) section, located in the 2021-2022 catalog.
- [Grading policies](#) are in the 2021-2022 academic catalog. This section on grading policies includes the letter grades, a description of grades, and the grade points associated with the corresponding letter grade. In addition, changes in grade policies and procedures, course repetition, incompletes, and pass-fail grades all are in the academic information section as well.
- Information on academic programs and courses, including degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings are the Academic Maps located on the [Registrar 's webpage](#). The [Overview of Programs and Special Program Requirements](#), provide an overview of the different degrees and programs offered at MSU-Northern. The [Program section](#), of the 2021-2022 catalog lists for each program; the overview of the program, the program learning outcomes, academic plan for each degree in the program showing the number of credits needed to complete which shows the timeline for completion. The Academic Maps located on the [Registrar's webpage](#) are reviewed and updated each year to ensure correct information regarding the courses and program requirements. In addition to being housed on the Registrar's webpage, each program has their Academic Maps linked on the program page.
- Names, titles, degrees held, and conferring institutions for full-time faculty are in the 2021-2022 academic catalog on the [faculty list page](#).
- Rules and regulations for conduct, rights, and responsibilities for students are under the purview of the Dean of Students and are included in an online version on the Dean of Students page as well as the Annual Security and Fire Safety Report. The Student Handbook and the [Student Code of Conduct](#), is located on the Dean of Students page and the [Annual Security and Fire Safety Report](#) is located at are reviewed and updated on a yearly basis.
- Tuition, fees, and other program costs are located on the Business Services website under the heading of [Tuition and Fees](#) and include descriptions of the fees. The tuition and fees schedule are also linked to the [Current Student Page](#) and the [Financial Aid page](#).
- Refund policies and procedures for students who withdraw from enrollment are in the 2021-2022 academic catalog under the [Fee link](#) on the menu, as well as located in MSU-Northern Catalog on the Academic Information page under [Dropping and Adding Courses](#), in addition to these locations, the impact of dropping and adding classes on financial aid is included on the [Financial Aid Policies and Procedures page](#).
- Opportunities and requirements for financial aid are in the 2021-2022 academic catalog on the [Financial Aid page](#), as well as on the general [Financial Aid page](#), which covers the type of aid, how to apply for aid, and financial aid policies and procedures.

- The Academic calendar is in the [current academic catalog](#), for that academic year and posted on the [Registrar webpage](#) which is also linked to the [General Academic webpage](#).

***2.G.3 Publications and other written materials that describe educational programs include accurate information on national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. Descriptions of unique requirements for employment and advancement in the occupation or profession shall be included in such materials.***

The educational programs that require national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which MSU-Northern offers education and training can be found in many places on the website and in print materials.

For our education program, this information can be found on MSU-Northern's [Education Program webpage](#) and includes this statement:

Teacher Education graduates who complete an approved program of study and meet high academic standards (cumulative GPA of 2.5) are eligible to apply for an educator's license. Students must make an application for licensure through Montana State University-Northern's Teacher Certification Officer to the [Office of Public Instruction](#). Because of the current review of licensure by the Office of Public Instruction, eligibility requirements from the college may change. All applications for licensure will be reviewed on the basis of the rules under which the license is issued.

Also, this information can be found in the MSU-Northern Catalog under the [Overview of Programs and Special Program Requirements](#) for the [Programs in Education](#).

For our Counselor Education program, this information can be found on MSU-Northern's [Counselor Education page](#) and includes this statement:

Counselor Education graduates who complete an approved program of study and meet high academic standards (cumulative GPA of 3.0) are eligible to apply for a school counseling license and/or a clinical professional counselor license. For school counseling graduates, students must make an application for licensure through the Montana Office of Public Instruction. For clinical mental health counseling graduates, students must make an application for licensure through the Montana Board of Behavioral Health. All applications for licensure will be reviewed on the basis of the rules under which the license is issued.

For our Nursing Program, this information is located on the MSU-Northern [Nursing webpage](#) and provides links on the webpage for assistance in licensing steps to the Montana Board of Nursing and provides a link to the [US Department of Education statement](#) for licensure requirements in other states.

Our plumbing programs share the information regarding qualifications for licensure on their [webpage](#) and include this statement:

Graduates of the associate degree program are qualified to perform joint making and installation necessary to work under the supervision of a licensed journeyman plumber and, following three additional years of on-the-job plumber training, apply for a journeyman plumber license.

The Montana State University-Northern Electrical Program shares this information regarding the qualifications for licensure on their [webpage](#) and includes this statement:

“Graduates of the electrical program will have the capacity to perform basic electrical tasks with the supervision of a journeyman electrician on the first day of work. After approximately two to three years of on-the-job training and one test preparation course, the graduate will be able to apply to sit for their journeyman’s license.”

The Civil Engineering Technology degree at MSU-Northern shares the information regarding licensure on their [webpage](#) and includes this statement:

CET Graduates of the Bachelor's degree program that pass their Fundamentals of Engineering (FE) Examination are qualified, under state law, to pursue a career as engineers in training. With the FE and four years of progressively responsible experience and other criteria as set out by the Montana Board of Professional Engineers and Land Surveyors graduates may sit for their Principles Practices of Engineering Exam (PE).

***2.G.4 The institution provides an effective and accountable program of financial aid consistent with its mission, student needs, and institutional resources. Information regarding the categories of financial assistance (such as scholarships, grants, and loans) is published and made available to prospective and enrolled students.***

MSU-Northern’s Financial Aid office provides all options and details for funding higher education on the MSU-Northern [Financial Aid website](#). With approval from federal and state governments, MSU-Northern awards Title IV and Montana state financial aid according to the rules and regulations of the U.S Department of Education and the state of Montana. Additional institutional aid and scholarships are awarded to MSU-Northern students in accordance with institutional rules and regulations. Most aid resources are made available through the Free Application for Federal Student Aid (FASFA). Scholarships are available to various student populations via institutional applications.

The MSU-Northern [Financial Aid website](#) and resources are promoted to prospective and enrolled students via individual letters and emails. Further outreach is provided through presentations on campus and in regional high schools. The next steps to receive aid and award offers are sent to students via individual letters. The MSU-Northern Financial Aid Office adheres

to all institutional, state, and federal regular reporting requirements, policy maintenance, and program audit to continue program integrity and eligibility.

***2.G.5 Students receiving financial assistance are informed of any repayment obligations. The institution regularly monitors its student loan programs and publicizes the institution's loan default rate on its website.***

All students receiving aid at MSU-Northern, [as part of their financial aid offer](#), are provided information on program policies and repayment obligations. The detailed information is also part of the MSU-Northern [Financial Aid website](#) and [MSUN's Disclosures & Consumer Information](#)

When a student's circumstances necessitate the return of Title IV funds, the MSU-Northern Business Office provides timely notification to the student of the aid adjustment and applicable repayment requirements through individual letters and email, as described on [MSUN's Financial Aid Policies website](#).

The MSU-Northern Financial Aid Office also mandates required loan entrance and exit counseling and provides individuals regular notification about the balance of their student education loan debt along with repayment guidance and assistance options. The MSU-Northern Financial Aid Office regularly monitors student loan programs monthly reconciliation and federal reporting. MSU-Northern publishes its institutional default rate on the MSU-Northern [Financial Aid website](#). MSU-Northern's current (2018 official) default rate is 9.7%

***2.G.6 The institution designs, maintains and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program, and graduation requirements, and are adequately prepared to successfully fulfill their responsibilities. Advising requirements and responsibilities of advisors are defined, published, and made available to students.***

MSU-Northern has a faculty driven advising model for its students, with two different levels of academic advising, incoming students, and continuing students. All incoming students are advised during [Summer Orientation, Advising and Registration](#) (SOAR) days, incoming students are notified of these days through the admissions office communication of Intent to Register communication via email, mail, and text. During these specific days, incoming students' majors are verified, their admission and financial aid is completed, and they spend time meeting with faculty in their meta-major area to prepare their first semester schedule. During this registration session, faculty work with students to understand their chosen major, share what the 2- or 4-year [academic maps](#) look like and assist students in selecting courses that meet their program requirements, general education requirements and what the student is interested in. If a student is unable to come to campus both phone or virtual appointments are available. Also, during the SOAR dates, incoming students are shown how to log into the various platforms that they will use during their time here at Northern, including Degree Works, MSU-Northern's degree auditing software, and Banner My Info where students are walked through how to register for the classes they selected with their faculty.



After the student's first semester, students then transition to their full-time faculty advisor. Students are informed of their full-time faculty advisor through communication that comes from the Registrar's office. Every semester before registration opens, the Registrar's office sends an email informing the student of the timeline for registration, who their advisor is as well as contact information for their advisor. Also, at this time, the Registrar's office sends all faculty advisors a list of their current advisors and their updated contact information so faculty can reach out to their advisees.

Student resources are shared on the [Current Student advising page](#) to ensure that students have the tools they need to be an active participant in the advising process. These pages include

- [General Advising Information](#)
- [Find Their Advisor](#)
- [Advising Resources and FAQs](#)
- [Summer Orientation Advising and Registration](#)
- [Transfer Agreements](#)

Both students and faculty utilize Degree Works to provide accurate and informed decisions during the advising process. DegreeWorks, degree auditing software, is one tool utilized by faculty and available to students. The system incorporates transfer equivalencies and all MSU-Northern academic programs, including minors and certificates. There is also a feature that can be used to educate a student on what courses will be required if they decide to change their major. Also, [academic maps](#) are located on each program page as well as the Registrar's page to provide a visual map or plan for students to see how their degree will be laid out during their time at MSU-Northern. These program sheets are reviewed on a yearly basis and updated when changes to the curriculum are made. Advising requirements and responsibilities are also published in the MSU-Northern [catalog](#).

First-year faculty are not assigned as advisors, giving them an academic year to learn the program and work with seasoned advisors to learn the process of advising on campus. The [Office of Teaching and Learning Excellence](#) provides faculty training and guidance on advising through semester workshops, Faculty Learning Community, and additional professional development opportunities. Also, there is an updated [Faculty Advising Resources](#) that provide information regarding:

- [Faculty Advisor Guide and Checklist](#)
- [How to use DegreeWorks](#)
- [Current Term Class Schedules](#)
- [How to Register-For Students](#)
- [Common Registration Errors and How to Fix](#)
- [Important Dates and Deadlines](#)
- [Important Registration Forms](#)
- [Catalog - Including Course Descriptions](#)

***2.G.7 The institution maintains an effective identity verification process for students enrolled in distance education courses and programs to establish that the student enrolled in such a course or program is the same person whose achievements are evaluated and credentialed. The institution ensures that the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.***

MSU-Northern maintains an identity verification process for students enrolled in online courses to ensure that each student enrolled is the one whose work is being evaluated. This includes the following safeguards:

Only students officially registered in courses via MSU-Northern's Banner student information system are given access to courses in the Brightspace learning management system (LMS). The two systems are integrated such that Brightspace online courses are automatically created and populated based upon continuous extracts from the Banner system. Brightspace maintains a private, secure, cloud-based environment to prevent access by unauthorized persons and thereby protect student data and privacy.

Brightspace's login page is integrated with the institution's two-factor authentication system, which uses a Banner-assigned NetID for each unique user. NetIDs consist of a completely random string of letters and numbers for data protection purposes. Students and instructors must authenticate every time they access Brightspace and participate in online coursework. The first time they use the password portal they must go through the new user setup and verify their identity; likewise, password changes require identity verification.

The Office of Teaching and Learning Excellence maintains a license for Respondus Lockdown Browser and TurnItIn software to help ensure the integrity of online programs. Lockdown Browser is primarily used in the case of proctored in-person exams. This secure web browser prevents students from accessing other webpages and opening other programs or files while taking an exam and blocks such functions as copying, pasting, and printing while taking an exam. Respondus Monitor, which relies on webcam video technology during online exams, is available on a limited basis. Alternatively, faculty may require in-person proctored examinations as they see fit. Both instructors and OTLE support staff can track and restrict student IP addresses through Brightspace for testing purposes. Both can also set unique passwords that they can provide to proctors for each exam.

Instructors may opt to use TurnItIn for any uploaded Brightspace assignments. TurnItIn is plagiarism detection software that will check student submissions against the TurnItIn database to generate an originality report. The originality report will record what percentage of the submission either matches or is highly similar to text from a wide variety of sources within the TurnItIn database. The originality report will also specifically identify which portions of the text are similar or identical to existing sources and provide links to those sources for comparison. The primary intent of adopting TurnItIn was to provide an instructional tool promoting student learning related to information literacy, academic integrity, originality, creativity, and writing skills; however, instructors may also use TurnItIn to help determine whether material students quoted, paraphrased, summarized, or used in any way was properly cited or plagiarized. Online students at MSU-Northern are subject to the same Student Affairs Policies and Procedures as face-to-face students, including [Policy 601.2 Academic Misconduct](#).

No charges are specifically associated with the identity verification (username and password) process. Fees associated with online course delivery (which includes the LMS and 3rd party software mentioned above) are published in numerous locations, including the Business Services website, and are also itemized in each student's assessments in the student information system, Banner, when students confirm their registration and accept their charges.

## **2.H Library and Information Resources**

***2.H.1 Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.***

The Vande Bogart Library supports MSU-Northern's [strategic goals](#) 2.2, 3.2, and 4.3 to provide environments conducive to student learning and student success. The library provides access to information, reference, and instructional services for the university's students, faculty and staff. The library serves the needs of the on-campus community as well as the distance student and faculty members. The [mission](#) of the library is "to enhance the quality of the academic experience at MSU-Northern by supporting the teaching, learning and research activities of faculty and students."

### **Adequacy of collection:**

The Vande Bogart Library houses more than 100,000 physical items and subscribes to over 100 online [databases](#). These databases include the full text of basic and specialized reference materials, books on many topics, subject-specific research articles, journal, magazine, and newspaper articles, and citations to additional materials. Access to these databases is granted to all faculty, staff, and currently enrolled students via proxy authentication. The library staff aids in using databases and library services via email, WebEx, and phone.

The library catalog includes over 360,000 item records for print and electronic titles. The library subscribes and provides access to more than 100 databases, 180,000 electronic books, and 331,000 electronic journals, magazines, and newspapers. The library also serves as a selective U.S. government document depository and houses a juvenile collection of more than 7,600 titles mainly used by education students.

To maximize purchasing power, the library participates in the [TRAILS Consortium](#)—sharing and pooling resources for better access for all college students in Montana. The library is also in partnership with the MSU Libraries on access to some electronic resources.

The library provides all students, staff, and faculty with interlibrary loan services. When students, faculty, or staff members need an item for research, the item will be borrowed from another library through the OCLC Resource Sharing program. Through this service, members of the MSU-Northern community have access to many more resources than what is physically or electronically available through the library. The interlibrary loan service is also used to provide distance students and faculty with physical books from the library's collection. Books are mailed to distant members. Articles are scanned and sent electronically. TRAILS also has resource sharing, and the program is used by member institutions before turning to interlibrary loans. Everything that can be done to provide a needed resource is explored.

### **Library planning committee and procedures for planning and collection development:**

The Vande Bogart Library is a unit within the Academic Affairs division of MSU-Northern. The Director of Library Services reports to the Provost/Vice Chancellor for Academic Affairs. The Director is an ex-officio member of the Library Committee and academic senate subcommittee with representation from each college. The Director is also a member of the University Advisory

Council. In these capacities, the Director is an active participant in university planning and policy discussions.

Members of the MSU-Northern faculty are encouraged to recommend books, journals, databases, and multimedia for purchase. Faculty members are also encouraged to review the existing collections and make recommendations as to whether the items need to be withdrawn and/or updated. The collection is kept up to date in the areas that support the curriculum of the University. Faculty have been and will continue to be instrumental in any weeding projects or collection projects. New programs require new resources and will be addressed as needed. A new collection development policy is under review and can be found [here](#). Faculty can request materials needed by emailing or calling library staff. Staff will consult with faculty if a resource is found that may interest a particular faculty member or serve as supplementary material for a program.

On a regular basis, usage statistics are reviewed. This information is used when making decisions as to the continuation of database subscriptions or print periodicals. Certain areas of the book collection are regularly reviewed. Two of these areas include the reference collection and the nursing collection. Out-of-date books in these areas are regularly removed and replaced with newer titles or editions.

**Library instruction plan; policies/procedures related to the use of library and information resources:**

Aligning with the MSU-Northern mission and strategic plan which focus on student-centeredness and promoting student success the library is at the center of the MSU-Northern campus. It is a 2-story, 33,440 square foot building with a seating capacity for more than 200 people. During the fall and spring semesters, the library is open Sunday-Friday, for a total of 65 hours per week. Through subscribed electronic resources, members of the MSU-Northern community, on campus or at a distance, have access to many resources 24/7/365.

Pursuant to the library's mission "to enhance the quality of the academic experience at MSU-Northern by creating individual and collaborative spaces that supports the teaching, learning and research activities of faculty and students," the library provides students with areas for group and individual study. The library contains three study rooms. Both floors of the library have numerous study tables and individual study carrels. Both floors also have areas with casual seating. The seating area near the coffee cart also contains a display of new books, newspapers, and recent issues of subscribed magazines and journals. Two FitDesks, one on each floor, will be introduced to the library in fall 2022 providing additional spaces for individual study.

The library offers 16 desktop computers and 2 MAC computers on the main floor and a lab on the lower level that can be converted into two smaller labs for a total of 26 desktop computers. The library also offers Wi-Fi capabilities on both levels. Usage surveys revealed that many students use their own devices (laptops, iPads, eBook readers, smart phones, etc.) in the library.

The Instruction/Reference librarian (and other library staff if needed) provides library instruction upon request of the faculty member for specific courses. These informative sessions are usually taught face-to-face in the library's lab or in the location requested by the faculty member. One-

on-one instruction and/or reference interviews are available during the Instruction/Reference Librarian's work schedule or as needed. These can be conducted in person or via another method. The one-minute paper is often used as an evaluation tool for a library instruction class.

LibGuides software (from Springshare) has been used to create instructional guides for use by students and faculty. These guides can be easily accessed from the library's home "[research tools](#)" page or embedded in the learning management software (currently BrightSpace). Recently the database [A-Z list](#) was embedded into the LMS so students and faculty would be able to locate information more efficiently.

Information literacy is taught as often as possible at the request of faculty using the [ACRL Framework](#). Information needs to be used ethically and this is one of the main goals of information literacy classes.

The library is home to the University Archives and other archival and special collections. The Native American images from the archive's photographic collections are included in the "Indian Peoples of the Northern Great Plains" [digital collection](#). The Museum of the Northern Montana Plains Indians is an education center for the entire community.

The library's policies/procedures concerning circulation and collection development highlight the faculty/library partnership for assuring library and information resources are integrated into the learning process.: [Home - Library Policies - LibGuides at Montana State University-Northern \(msun.edu\)](#). The library is partnering with the Office of Teaching and Learning Excellence at MSU-Northern to have library tutorials and an open academic research skills module, "Research Basics" incorporated into the orientation courses and made importable into other courses thereby having the library and its information resources integrated into the learning process at MSU-Northern. Lifelong learning and using resources wisely would benefit all students—especially in general education courses. LibGuides also provide a mechanism for faculty and library staff collaboration to create guides for student use. This can be accomplished by working together either at the request of a faculty member or when librarians proactively reach out to faculty with a new LibGuide suggestion that will support a course curriculum.

The library staff currently (June 2022) consists of 4 FTE (Full Time Equivalent) permanent employees and one part-time temporary employee—2 ALA-accredited MLIS librarians and 2 library technicians. These positions include a library director, a librarian responsible for instruction, reference, gov docs, testing, etc.), a technical services/archives supervisor (technician), and a circulation/interlibrary loan/coffee cart/print shop assistant (technician). The library also employs 9 work-study students (approximately 3 FTE).

In addition to providing print and electronic resources, the library and its staff also champions a holistic approach to meeting the educational needs of the campus community by offering multiple services including a print shop, coffee shop, testing center, lactation room, and "The Louis and Antoinette Hagener Museum of the Northern Montana Plains Indian."

The future looks bright for the Vande Bogart Library at Montana State University Northern as its electronic collections expand with its strong membership in the statewide-consortium, TRAILS

and as it advocates for and trains faculty in the adoption and implementation of Open Educational Resources (OER), thereby reducing textbook costs for students. Promising burgeoning partnerships with campus departments such as OTLE, the Tutoring Central Committee, and the revived “Library” Academic Senate Subcommittee will advance future library initiatives to meet its mission to enhance the quality of the academic experience at MSU-Northern by creating individual and collaborative learning spaces that supports the teaching, learning and research activities of faculty and students.

## **2.I Physical and Technology Infrastructure**

*2.I.1 Consistent with its mission, the institution creates and maintains physical facilities that are accessible, safe, secure, and sufficient in quantity and quality to ensure healthful learning and working environments that support and sustain the institution's mission, academic programs, and services.*

The 115-acre campus of Montana State University-Northern holds 595,745 square feet of learning and living space in twelve academic buildings, two residence halls, one family housing complex, six single-family housing units, and a student union/dining hall complex.

Facilities Services supports the University in the construction and maintenance of its grounds, buildings, and infrastructure. The Facilities and Services department functions in the following areas: Construction & Planning, Facilities Maintenance, Facilities Services, and Environmental Health & Safety. The department manages the largest capital assets on campus, all construction services and contracts, and design and engineering for construction projects in all university locations.

### **Facilities Master Planning**

Facilities planning is a critical component of the [University's strategic planning](#) process.

Strategic facility planning is guided through the [University Facilities Planning Board](#) that:

...serves in an advisory capacity to the Chancellor and will develop and recommend facilities priorities and maintain policies related to the development and utilization of campus facilities and grounds. All University committees whose primary function relates to the role of this Board shall be formed by and report to this Board. All proposals generated by individuals, groups, or committees that relate to the role of the Board shall be reviewed by the Board for recommended action to the Chancellor.

The University Facilities Planning Board has the following responsibilities:

1. Review and participate in establishing priorities for the MSU-Northern Long-Range Building Program.
2. Review and recommend action on the development of all new buildings and structures.
3. Coordinate the development and review of the Campus Design Guidelines. These are currently being updated and will be finalized by the end of the current year.
4. Review and recommend action on all remodeling requests that necessitate changes in the physical configuration of space in major public areas.
5. Review and recommend action on all proposed major changes to the campus grounds, including pedestrian, vehicular, parking, lighting, and signage systems.
6. Review and recommend action on classroom renovation scope and priority.
7. Provide a conceptual architectural review of projects to assure consistency with overall campus development.
8. Space assignment and management <http://www.msun.edu/admin/policies/900/903-4.aspx>

In keeping with the mission, the priorities for the past several years have been to continue to improve MSU-Northern's facilities in order to create a supportive learning and living environment, as evidenced by the following roster of projects and improvements:

- In 2018, with the opening of the Diesel Technology Center 24,880 sq. ft of improved lab space for the Diesel program was added as well as 20% of campus underground infrastructure replaced.
- Extensive remodeling of Hager Science center that now houses Nursing and the Science programs. Hager 101 (The Pit), 103, 112, 114, 117, 214 and 215 have all been remodeled extensively to varying degrees to accommodate modern teaching methods.
- Remodeling and concentrating the education, social science, and math faculty in Cowan Hall. Cowan Hall 310 was remodeled into a state-of-the-art active learning classroom for the education department.
- Remodeling of Pershing Hall to enhance Art and Humanities Pershing Hall's exterior was renovated in 2020 and Pershing Hall is now registered with SHPO. Pershing hall interior renovations are requested on the current LRBP list at \$2.2 million.
- Creation of several "model classrooms" in Education, Biology, and Plumbing. Mentioned above as well as a new outdoor plumbing lab for heavy equipment certification.
- OTLE dedicated space to provide faculty training Cowan Hall 103 training lab spring 2022.
- Classroom AV updates to provide flexibility in course delivery. Various campus room spaces including HSC 103, HSC 112, HSC 114, HSC 215, CH 310, ET 101, ET 102, ET 103, and SUB 308.
- Upgrades to one of the two large lecture halls on campus to accommodate newer learning technology and included new carpet.
- Since the last NWCCU site visit, new flooring and carpet in several highly utilized student support areas for the student body have been completed. New carpet in the Student Success Center.
- MSU-Northern has developed and constructed a Montana Motorcycle Rider Safety Program training range on our parking lots located directly south of the Armory Gymnasium which will improve access to the buildings in the south end of campus from 13th street west, one of Havre's busiest streets.
- Laboratory and classroom improvements in several campus facilities were completed in the past couple of years, namely a state-of-the-art smart room located in Cowan Hall room 314 which uses the latest technology. The Electronics Technology building is now home to a National Coalition of Certification Center (NC3) lab in ET room 102. Motor control lab in Electronics updated.
- Hands on residential wiring structure in Brockmann 106/107.
- Also, many classrooms in the Hager Science Center and the Brockmann Center received new paint, new flooring, and upgraded whiteboards to provide a better, more modern learning environment for our students. The University Facilities Planning Board has made renovations to our existing infrastructure the highest priority.
- The Student Union Building's third floor is now the home of the Little River Institute (LRI). Funded by a U.S. Department of Education's Native American Serving Non-Tribal Institutions (NASNTI) program grant, the LRI provides students with culturally responsive tutoring and mentoring services, as well as a gathering space where students



can participate in the campus activities sponsored in cooperation with the campus Sweetgrass Society. This also included the installation of an elevator in the Student Union Building in order to provide ADA access to all floors in this facility.

- Additionally, numerous energy conservation projects have continued in various campus buildings to provide efficiency and reduce the campus's carbon footprint. Most notably, a large HVAC upgrade in our Student Union Building and Food Services has been completed. This project provides for needed improvements which will offer much-improved space comfort for our students and staff using or working in these critical areas, as well as significant energy savings for the university.
- Replacement of campus exterior locks with electronic access control for safety of campus community.

### **Equipment Replacement Policies/Procedures**

Facilities Services regularly reviews the condition and life cycle of university equipment and provides prioritized proposals to university leadership for replacement and upgrades. The University makes a biennial capital request to the legislature for minor works with a focus on projects that increase the quality and use of facilities, address safety concerns and extend the life of capital assets. Replacement of facilities equipment is based upon these priorities:

- Health and safety of university staff, faculty, students and community members
- Adherence to regulatory compliance requirements
- Providing a high-quality and comfortable environment for academic instruction, educational activities and other public services
- High-quality stewardship of state facilities

The equipment fee is the source of funds used for replacement of university equipment and requests are made annually by the Academic Deans to the [University Facilities Planning Board](#).

Deferred Maintenance approval is guided by BOR [Policy 901.6 – Facilities Maintenance Account](#). Each campus shall be authorized to transfer funds from the Current Unrestricted sub-fund to a designated account established by the Board of Regents and be authorized to expend funds from the account for deferred maintenance and equipment/fixed assets consistent with a long-term plan approved by the Board of Regents. These requests are made annually to the BOR.

### **Procedures for assessing the sufficiency of physical facilities**

Facilities Services uses a variety of systems and processes to gather, store and process information regarding assessment of the campus physical facilities:

- The Montana Office of Budget and Program Planning and Legislative Finance Committee assesses the current status on the [State-Owned Facility Inventory](#) and the LRBP eligible building Facility Condition Assessments as required in §17-7-202 MCA, which provides an opportunity to foresee and strategize ways to address the inevitable deterioration of built assets.
- The [Long Range Building Plan \(LRBP\)](#) is a State of Montana planning process mandated by Montana Code Annotated which provides a framework for developing long-range building projects. LRBP is the primary mechanism for state agencies, including the

Montana University System (MUS) to fund new buildings, renovations, repairs and facility improvements. The Montana University System is required to submit an LRBP request to each Legislative session.

- MSU-Northern maintains a Computerized Maintenance Management System (CMMS) as part of the Montana State University System. The CMMS is the enterprise application for all Facilities and Planning activities, including capital planning and project implementation, preventative maintenance and demand maintenance, and procurement and job costing. This system gathers relevant information about buildings and building system maintenance, breakdowns, and repair costs. This information is used to develop the deferred maintenance backlog project plans required by the Office of the Commissioner of Higher Education, which accompanies the university's biennial capital budget request.
- Facilities Condition Assessment (FCA). The University periodically surveys buildings and building systems to determine their current conditions. These conditions are assessed and tracked accordingly with Unifomat, an industry standard for classifying building specifications, cost estimating and cost analysis. From this list, the University can evaluate the condition of a building or system and decide when it is most cost effective to proceed with major repairs, renovation or replacement.

### **Policies and Procedures for Ensuring Accessible, Safe, and Secure Facilities**

Crime prevention, safety, and security have been incorporated into the ongoing campus programming. Specifically, New Student Orientation, Student Senate Program Council, Student Health Services, and the Housing Office provide much of the campus programming regarding these issues. Key Request process <http://www.msun.edu/admin/policies/900/903-3.aspx> for buildings and the policy of 903.1 <http://www.msun.edu/admin/policies/900/903-1.aspx>

The Residence Life Office provides the following: training for the Resident Assistants that specifically deals with safety and security procedures and practices; a residence hall manual that has specific information dealing with the residence halls; floor meetings at the beginning of the fall and spring semesters to provide and review safety and security procedures; Safety and Security programming week (RA's provided programs on a variety of topics including fire safety, Women's Self Defense, discussions with the local police department, etc.); flyers are also circulated reminding students of the importance of keeping their doors locked (for the protection of themselves and their valuables).

MSU-Northern contracts with the Havre Police Department to provide campus security (Appendix 3). The Havre Police Department works closely with the Title IX office, the Dean of Students Office, and state and local agencies. The university maintains and publishes many procedures, policies, and reports that relate to ensuring an [accessible, safe, and secure campus](#), other relevant areas include these:

- [Annual Security and Fire Safety \(Clery Act\) Reports](#)
- [Safety, Disaster & Risk Management](#)
- [The Title IX Coordinator](#)

- [Accommodating Persons with Disabilities](#) for students and [Reasonable Accommodations for Employees and Applicants with Disabilities](#)
- [Campus Safety Security and Crime Prevention](#)
- [Security and Safety-Fire](#)
- [General use of University Facilities](#)
- Active Shooter Incident policy <http://www.msun.edu/admin/policies/1000/1004-6.aspx>
- Firearms etc. policy <http://www.msun.edu/admin/policies/1000/1004-4.aspx>
- Emergency Notification Policy <http://www.msun.edu/admin/policies/1000/1004-7.aspx>
- Inclement Weather Policy <http://www.msun.edu/admin/policies/1000/1004-2.aspx>
- Security and Fire Safety <http://www.msun.edu/admin/policies/1000/1004-3.aspx>
- Vehicle Regulations <http://www.msun.edu/admin/policies/900/901-1.aspx>
- Camping <http://www.msun.edu/admin/policies/900/901-2.aspx>
- University Property and Facilities Rental <http://www.msun.edu/admin/policies/900/903-1.aspx>
- Space Assignment and Management <http://www.msun.edu/admin/policies/900/903-4.aspx>
- Control of University-Owned Property <http://www.msun.edu/admin/policies/900/903-5.aspx>
- Tailgating and Parking <http://www.msun.edu/admin/policies/900/903-6.aspx>
- Hiring Security Guards for Concerts, Athletic Events etc. <http://www.msun.edu/admin/policies/900/904-1.aspx>
- No Smoking <http://www.msun.edu/admin/policies/900/906.aspx>
- Hazard Communications <http://www.msun.edu/admin/policies/900/907.aspx>

The [Montana University System Compliance Hotline](#) provides university community members with an avenue to report concerns and file complaints and serves as the central point of contact for external investigations and lawsuits. The MUS Compliance Hotline is an option for reporting suspected compliance concerns at any MUS campus using either the hotline website or telephone. Reports can be filed anonymously to protect the identity of the reporting employee, student, or member of the general public. The hotline is supported by a reporting tool called EthicsPoint, that was created by a third-party service provider, Navex Global. EthicsPoint serves as an intermediary between the reporter and the respective MUS campus official receiving the report. Therefore, reported information is held securely and confidentially on Navex Global's systems.

### **Policies and Procedures for Enterprise Risk Management**

MSU-Northern consistently applies all campus and Montana state policies and procedures to its campus activities. Hazardous materials such as waste oil, antifreeze, and other automotive waste products are currently collected in three locations on campus and properly removed each semester. The MSU-Northern Facilities Services department reviews and revises all its Safety Data Sheets (SDS) information binders regularly and has begun implementing the use of environmentally "green products" in the custodial department whenever applicable. The Physical Plant also implements the practice of removing rather than encapsulating all asbestos-containing

materials prior to all campus building and classroom renovations using the state's best abatement contractors and consultants to ensure public safety and policy enforcement.

The University's Facilities Services and Human Resources departments are responsible for identifying and working collaboratively with university departments to proactively assess and respond to risks that may affect the achievement of the University's mission, goals and objectives. The University looks to identify and manage risk proactively by including risk consideration as an integral part of the decision-making process, engaging the campus community in analyzing the likelihood and impact of risks, identifying and prioritizing risk on a university-wide basis and identifying and implementing risk management strategies. The department provides the Annual Risk Assessment to the Board of Regents (Appendix 4) of the risks facing the University. MSU-Northern's commitment to risk management and compliance is identified in the MUS [Enterprise Risk Management policy](#).

### **Policies/Procedures for the Use, Storage, and Disposal of Hazardous Waste**

MSU-Northern's Facilities Services department has responsibility for Environmental Health & Safety and is dedicated to ensuring a safe and healthy environment for all students, faculty, staff and visitors and to protecting the environmental integrity of the campus and surroundings. This office maintains the policies and procedures that govern the use, storage and disposal of hazardous waste, and outlines the requirement to establish a hazard communication program throughout all levels of the University to ensure that the [hazards of all chemicals](#) produced or imported is evaluated, and that information concerning their hazards is transmitted to all employees and students. This transmittal of information is to be accomplished by means of a comprehensive hazard communication program which is to include container labeling and other forms of warning, safety data sheets (SDS) and employee and student training.

### **Technology Planning Processes**

To help a diverse student population succeed, MSU-Northern provides a comprehensive technology infrastructure that supports the University's programs and services. The University employs industry-standard network and server hardware sufficient in capacity to meet existing and near-term information systems' needs. The technical infrastructure of the institution is maintained and upgraded to keep up with changing technological needs and requirements.

The Enterprise Resource Planning (ERP) system for MSU-Northern is Banner. Student, Financial Aid, Fiscal, and Human Resources systems are provided by MSU-Bozeman. University operational technology systems, infrastructure and classroom systems are centrally managed by [Information Technology Services](#) (ITS). The ITS department consists of a Chief Information Officer and five full-time technical specialists.

ITS provides guidance and controls the formulation and implementation of IT (Information Technology) strategy making sure that IT activities across campus support the mission and goals of the university. MSU-Northern maintains policies relating to the use and security of its computer systems, networks, and information resources. All users of these facilities are expected to be familiar with these policies and the consequences of violation. These policies can be found on the IT [Policies and Procedures](#) web pages.

MSU-Northern has a [Technology Council](#) whose purpose is to provide an opportunity for members of the campus community to offer input and recommendations regarding campus information technology planning, purchases, and policies. The Technology Council membership is comprised of a faculty representative from each college, one student, one classified staff, one classified exempt staff, the Library, the Registrar, Office of Teaching and Learning Excellence, Finance and Administration, the Provost, one Academic Dean, Dean of Students (or Designee), and Chief Information Officer (CIO) (Chair, meeting convener). In addition, the MSU-Northern [Computer Fee Advisory Committee](#) oversees the expenditure of student computer fees to *purchase or lease computer equipment, software, maintenance or related items which will benefit the instructional program*. The policy and procedures for this committee are outlined in Montana Board of Regents [Policy 940-3](#).

Other fees supporting the university's technology infrastructure are the Technology Fee, which helps fund the ERP systems, the Infrastructure Fee, used to help support the maintenance and life-cycle replacement of the university's core networking systems, and the Equipment Fee, which is used to purchase equipment for instructional use.

The CIO is part of the University Advisory Council whose goal is the facilitation of intra-campus communication, with a particular focus on review and approval of policies and general discussion of institutional issues, opportunities, and challenges. The CIO also provides updates and other information, and requests input at Core leadership meetings.

The University implements the IT Project Prioritization process through the coordination of both the [Technology Council](#) and the [University Facilities Planning Board](#) that provides a standardized approach to solicit, review, prioritize and execute technology projects. The process begins with a formal project submission, which is reviewed by one or both Committees. As these committees are composed of university stakeholders authorized to approve or disapprove projects and have joint membership, this process ensures that campus stakeholders have a key role in IT decision-making.

The CIO meets one-on-one with the MSU-Bozeman CIO, and also with the IT leadership of all four MSU campuses, on at least a monthly basis to discuss ongoing and planned projects, and any other subjects or issues of concern.

### **Technology/Equipment Update and Replacement Plan**

The Information Technology Service department is responsible for the installation, maintenance, and replacement of the networking, server, cloud, and data-center infrastructure of the University. It regularly reviews the state of the University's infrastructure and engages IT staff and the campus community in replacement planning.

ITS has recently migrated email services to the cloud and implementing two factor authentication for critical systems and web-based security awareness training.

Upgrade cycles for networking infrastructure are based on longevity, current performance and need. In the past few years, this process has included upgrading networking, replacing core

network switches and upgrading wireless network controllers. MSU-Northern has and is also replacing and expanding the wireless network throughout most of the campus.

For classrooms and labs that are centrally scheduled, the ITS department plans for the regular upgrade and replacement of classroom technology (projectors, document cameras, and control systems) throughout campus as needed. The goal is to build and upgrade one enhanced classroom every academic year.

In order to ensure that University personnel have access to the current computing technology required to fulfill the responsibilities of their jobs and support the mission of the university, the “Computer Lifecycle Replacement Program” (CLRP) was instituted in 2022. The program provides for scheduled replacement of computers for full-time faculty, full-time staff, and eligible permanent part-time staff\* every 60 months, as funding permits. The budget for this program is managed centrally by Information Technology Services (ITS) and eligibility for the program is determined by the Chief Information Officer.

Public computers and centrally managed computer classrooms and labs, including those in the Vande Bogart Library are funded by the Student Computer Fee and are replaced based on a four-year life-cycle replacement schedule.

## Moving Forward

In January 2020, the Northwest Commission for Colleges and Universities (NWCCU) provided institutions with the option to use or not use Core Themes, Objectives, and Indicators. MSU-Northern has opted to shift from using Core Themes to focusing on implementing the Chancellor's [ALL N 2021-2031 strategic plan](#) as the guiding process toward realizing mission fulfillment. In our Mid-Cycle Report, we linked each of our Core Themes to one of the goals of the Strategic Plan. These linkages created some confusion on campus as to the relationship between our Mission/Core Themes and our strategic planning process. The transition away from Core Themes to our four strategic goals provides a more transparent relationship between our Mission and our planning, decision-making, and resource allocation decisions that are clearly tied to meeting our Mission.

This report provides many examples of the implementation of the All N 2021-2031 strategic plan and our Core Values demonstrate our commitment to our Mission:

*We are an institution rooted in our community, grounded in education that works, and aspiring to deliver transformative learning experiences for all members of the Northern family. These guiding principles represent shared commitments by all students, staff, faculty, and stakeholders. This is who we are. We are Northern.*

The [All N 2031: MSU-Northern Strategic Plan](#) outlines these four strategic areas that are tied to our Mission:

**Goal I: Strategic Growth.** Establish a vibrant, thriving, and growing student population to enhance institutional stability.

**Goal II: Quality & Efficiency.** Provide practical, high-quality educational experiences that provide students with an efficient path to achieving their educational, career, and life goals.

**Goal III: Engagement.** Cultivate an engaged, connected, and supportive learning environment for all.

**Goal IV: Collaboration.** Expand industry and alumni engagement.

These four strategic goals include success metrics are the framework for overall achievement goals and targets. These metrics are integrated into our ALL N 2031 Strategic Planning efforts and our work around continuous improvement. This framework includes the identification of acceptable thresholds and benchmarks for effectiveness with meaningful indicators of mission fulfillment.

With the governance, planning, operations, and resource allocations described in this report, the Chancellor's new ALL N 2031 Strategic Plan, MSU-Northern is ready to move forward to refine its articulation of institutional mission, improving institutional effectiveness, student learning, and student achievement for our Year Seven Evaluation of Institutional Effectiveness Report.

## Appendix 1. List of Links by Standard

Mission Fulfillment	<a href="http://www.msun.edu/aboutmsun/mission.aspx">http://www.msun.edu/aboutmsun/mission.aspx</a>
Mission Fulfillment	<a href="http://www.msun.edu/aboutmsun/strategicplan.aspx">http://www.msun.edu/aboutmsun/strategicplan.aspx</a>
2.A.1	<a href="http://www.mus.edu/">http://www.mus.edu/</a>
2.A.1	<a href="http://www.mus.edu/board">http://www.mus.edu/board</a>
2.A.1	<a href="https://mus.edu/borpol/bor200/201-7.pdf">https://mus.edu/borpol/bor200/201-7.pdf</a>
2.A.1	<a href="https://mus.edu/board/BORmembers.html">https://mus.edu/board/BORmembers.html</a>
2.A.1	<a href="https://mus.edu/board/code-of-expectations.html">https://mus.edu/board/code-of-expectations.html</a>
2.A.1	<a href="https://courts.mt.gov/External/library/docs/72constit.pdf">https://courts.mt.gov/External/library/docs/72constit.pdf</a>
2.A.1	<a href="https://mus.edu/borpol/bor200/205-2-1.pdf">https://mus.edu/borpol/bor200/205-2-1.pdf</a>
2.A.1	<a href="https://mus.edu/borpol/bor200/201-7.pdf">https://mus.edu/borpol/bor200/201-7.pdf</a>
2.A.1	<a href="https://mus.edu/borpol/bor200/203-3-3.pdf">https://mus.edu/borpol/bor200/203-3-3.pdf</a>
2.A.1	<a href="https://mus.edu/board/meetings/meetingschedule.html">https://mus.edu/board/meetings/meetingschedule.html</a>
2.A.1	<a href="https://mus.edu/board/meetings/agendas-and-minutes.html">https://mus.edu/board/meetings/agendas-and-minutes.html</a>
2.A.2	<a href="https://www.msun.edu/admin/policies/100/OrgChart-February2022.pdf">https://www.msun.edu/admin/policies/100/OrgChart-February2022.pdf</a>
2.A.3	<a href="https://mus.edu/borpol/bor200/205-2-1.pdf">https://mus.edu/borpol/bor200/205-2-1.pdf</a>
2.A.4	<a href="https://www.msun.edu/provost/senate/index.aspx">https://www.msun.edu/provost/senate/index.aspx</a>
	<a href="http://www.msun.edu/provost/senate/docs/AcademicSenateBy-laws_02-2016.pdf">http://www.msun.edu/provost/senate/docs/AcademicSenateBy-laws_02-2016.pdf</a>
2.A.4	
2.A.4	<a href="http://www.msun.edu/stuorgs/asmsun/">http://www.msun.edu/stuorgs/asmsun/</a>
2.A.4	<a href="http://www.msun.edu/stuorgs/asmsun/">http://www.msun.edu/stuorgs/asmsun/</a>
2.A.4	<a href="http://www.msun.edu/stuorgs/asmsun/docs/Constitution2019.pdf">http://www.msun.edu/stuorgs/asmsun/docs/Constitution2019.pdf</a>
2.A.4	<a href="http://www.msun.edu/stuorgs/asmsun/docs/Constitution2019.pdf">http://www.msun.edu/stuorgs/asmsun/docs/Constitution2019.pdf</a>
2.A.4	<a href="http://www.msun.edu/committees/uac/index.aspx">http://www.msun.edu/committees/uac/index.aspx</a>
2.B.1	<a href="https://mus.edu/borpol/bor300/302.pdf">https://mus.edu/borpol/bor300/302.pdf</a>
2.B.1	<a href="https://mus.edu/hr/cba/022-CBA.pdf">https://mus.edu/hr/cba/022-CBA.pdf</a>
2.B.1	<a href="https://mus.edu/hr/cba/022-CBA.pdf">https://mus.edu/hr/cba/022-CBA.pdf</a> page=18
2.B.1	<a href="http://www.msun.edu/aboutmsun/mission.aspx">http://www.msun.edu/aboutmsun/mission.aspx</a>
	<a href="http://www.msun.edu/aboutmsun/mission.aspx">http://www.msun.edu/aboutmsun/mission.aspx</a>
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2.I.1 <https://www.msun.edu/admin/policies/1000/1004-7.aspx>  
<http://www.msun.edu/provost/assessment/docs/MSUNYearSevenSelfStudy.pdf>  
2.I.1 <http://www.msun.edu/admin/policies/200/202.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/1000/1004-6.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/1000/1004-4.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/1000/1004-7.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/1000/1004-2.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/1000/1004-3.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/901-1.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/901-2.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/903-1.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/903-4.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/903-5.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/903-6.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/904-1.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/906.aspx>  
2.I.1 <http://www.msun.edu/admin/policies/900/907.aspx>  
2.I.1 <https://www.msun.edu/its/index.aspx>  
2.I.1 <https://www.msun.edu/admin/policies/1300.aspx>  
2.I.1 <https://www.msun.edu/its/TechGov.aspx>  
2.I.1 <https://www.msun.edu/its/TechGov.aspx>  
2.I.1 <https://mus.edu/borpol/bor900/940-3.pdf>  
2.I.1 <https://www.msun.edu/its/TechGov.aspx>  
2.I.1 <https://www.msun.edu/admin/policies/300/304.aspx>  
Moving Forward <https://www.msun.edu/aboutmsun/strategicplan.aspx>  
Moving Forward <https://www.msun.edu/aboutmsun/strategicplan.aspx>



**Appendix 2. MSU-Northern Executive Leadership CV's are on file with Human Resources**

**Appendix 3. MSU-Northern Contract with Havre Police Department**

**Memorandum of Understanding**  
Between  
Montana State University-Northern  
and  
The City of Havre Police Department  
**July 1, 2022 – June 30, 2023**

MSU-Northern seeks the presence of uniformed police officers and official police vehicles on campus during random hours in the evening and night hours to augment the security services and to deter criminal activity and vandalism.

City of Havre Police Department will provide the following:

An on-duty City of Havre Police officer will drive through the campus at least twice each evening at random times between the hours of 5:00 pm and 10:30 pm, and at least once between 10:30 pm and 4:00 am. Once during the evening hours, the officer will do a brief walk around one of several areas such as the Library, Student Union Building, Gym or any building where students or employees might be present at the time. Residence Hall entry is restricted to eminent danger concerns or with permission from the appropriate Student Life personnel. It is requested, but not mandatory, every evening for the officer to enter a building and acknowledge a university representative.

MSU-Northern will provide the following:

MSU-Northern grants the City of Havre Police Department the appropriate jurisdiction and authority to act in any situation that might arise. Officers on the campus are acting as police officers of the City of Havre at all times and MSU-Northern is not responsible for supervision or actions of officers while on campus.

MSU-Northern will provide a payment to the City of Havre in the amount of \$6,000 annually for the period of the contract.

This Memorandum of Understanding will be in effect for one year and may be renewed or cancelled at the agreement of both parties. Either party may end the agreement without cause with 30 days' notice to the other party.

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Greg Kegel  
Chancellor  
MSU-Northern

Date

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Date  
Mayor  
City of Havre

**Appendix 4. MSU-Northern Annual Risk Assessment to Board of Regents**

## **MSU-Northern Plan to Address the Occurrence of Property Claims and Losses**

The following committee members met on October 20th to discuss the Property Claims Activity Report; Eva Stokes, PLMP contact person; Dan Ulmen, Director of Facilities Services; Suzanne Hunger, HR and Risk Management Contact; and Greg Kegel, MSU-Northern Chancellor (as the Vice Chancellor of Finance and Administration position is currently vacant at this time.)

The reason for this meeting is to review our entity's property claims activity and to identify claim trends and to develop ways to reducing the likelihood or severity of future property claims. We discussed the claims that were reported as well as the prevention strategies needed to reduce future claims.

Our most recent claim was freeze that caused sustainably damage to CAT-15 engine that is hooked up to a dyno meter machine and used for diagnostic and analysis for automotive classes. This engine is placed in a special room that has exhaust and computerized equipment for testing. Following a cold snap in February with temperatures below zero for multiple days, we were notified that the engine had froze and blew out the plugs and causing extensive damage to the CAT engine. Since then, the engine has been repaired, a new (larger) heater has been installed in this room, service inspection has been done on the freeze stat dampers and signs have been placed on the interior door stating that the door to this dyno meter room is to remain open at all times unless testing is being performed (to help with air flow). This claim resulted in having to have the CAT-15 engine rebuilt due to the freeze damage.

Another claim that was just recently resolved was a flooding of our entry way and auditorium style classroom in the Hagener Science Center Building. The flooding was due to an afternoon rain storm, on June 27, 2020, that produced heavy rain fall and some hail in a short amount of time. Because the location of this auditorium classroom which is under ground level under the entry way, it flooded the flooring as well as an adjacent mechanical room that caused damage to the VFD drives that control our HVAC system in the building. Work orders have been issued to a contractor to replace the both the lower SE and NE door entrance assemblies. We feel that this will be a preventive measure that will help with future natural occurrences. In addition to the door assemblies being replaced, we have inspected and replaced the roof flashing that helps divert the water from entering through the doors as well.


Our most significant claim, resulted from a heavy snow and ice storm in October of 2017, and finally being completed in July of 2019. This storm began on a Monday with freezing rain, followed by wind and heavy snowfall in the late afternoon with snow buildup of 12-15 inches. Power was lost to the town of Havre and surrounding towns, mostly to the East. The power was restored to Havre at about midnight but by 3am trees began to snap. Trees still had leaves on them and snow added too much weight causing them to snap and fall, some into power lines. Additionally, high winds caused lines that were frozen by rain to snow to start galloping and the snow would unload from conductors and start swinging up and down as much as six to eight feet. There were also lines that were ice loaded that caused sagging to the ground as much as 30 feet in some instances. Aside from no power on campus there was a lot of tree damage, including downed trees blocking street entrances, walkways and buildings. On campus we recorded 15.8" inches of snow in less than 24 hours. These force of nature type claims are especially hard to prevent, however with this event we were able to identify our strengths as a campus and deficiencies that we were able to carry over into our pre-emergency planning policies and procedures. Response actions, trainings, communication of campus closure to faculty, staff,

and students with no power; as well as providing support for students living on campus, were some of the issues that arose from this event that we now feel we are better equipped to handle in the future. This claim was just recently completed/closed due to the substantial levels that were involved with this claim. The last phase of this claim consisted of ordering and planting 35 trees around the campus to replace the mature trees that had to be removed due to the severe damage from this storm.

Looking at our property claim report, it appears that are most claims, consist of water damage (flood/freeze) incidents due to extreme weather or plumbing component failure. This included a water meter line break, which ultimately flooded the basement of one of our buildings. We believe that this was a result from the air in the lines that built pressure from the cities lines. Unable to prove this, the pressure was so strong it literally blew the head off of the water meter. To further prevent this, we have installed hammer arrestors to reduce the water hammer and pressure from water lines bursting. Eventually we would like to install these on all of our buildings. We have added extra building patrols during cold weather to monitor plumbing equipment as well as heat to help reduce the severity of future property claims.

Of course, any preventative maintenance measures that can be implemented to prevent future loss is always recommended and encouraged.

X   
Eva Stokes  
PLMP contact person

X   
Daniel Ulmen  
Facilities Director

X   
Suzanne Hurger  
Risk Management Contact

X   
Greg Keqel  
MSU-Northern Chancellor



**STATE OF MONTANA**  
**Risk Management & Tort Defense Division**

**Database Activity**

**REPORT PARAMETERS**

Expense Limits

Query Date

No Limits

Loss Date from  
07/01/2017 to  
10/05/2021

Classification      Coverage Code      Report Order      Expense Limits

ALL                      P                      Claimant              No Limits

	UNIVERSITY SYSTEM	STATE AGENCIES	UNIVERSITY SYSTEM	Totals	
	UNIVERSITY SYSTEM, MSU - NORTHERN				
	NUMBER OF CLAIMS	INDEMNITY RESERVE AMOUNT	TOTAL RESERVE AMOUNT	LOSS ADJUSTMENT EXPENSE	INDEMNITY EXPENSE
	12	\$21,778.49	\$21,778.49	\$5,442.73	\$277,817.37
	12	\$21,778.49	\$21,778.49	\$5,442.73	\$277,817.37
	0				
	12	\$21,778.49	\$21,778.49	\$5,442.73	\$277,817.37
	12	\$21,778.49	\$21,778.49	\$5,442.73	\$277,817.37

*[Handwritten Signature]*

*Facilities Services Director*

*[Handwritten Signature]*  
*Chancellor, MSU*

*Joyanna Hanger*  
*Risk Management*  
*Contact*

*[Handwritten Signature]*  
*PLMP contact person*

Printed 10/05/2021

Note: (1) Loss adjustment expenses equal legal fees, court costs, adjuster fees, and other miscellaneous expenses.  
 (2) Indemnity equals expenditures for judgements and settlements.



# STATE OF MONTANA

## Risk Management & Tort Defense Division

### Database Activity

#### REPORT PARAMETERS

Classification      Coverage Code      Report Order      Expense Limits

ALL      P      Claimant      No Limits

Query Date

Loss Date from  
07/01/2017 to  
10/05/2021

CLAIM ID	CLAIMANT	SUBROGATED	LOSS DATE	RESOLVED DATE	LAE	INDEMNITY	LOSS	CLAIM DESCRIPTION
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Agency: UNIVERSITY SYSTEM

Division: UNIVERSITY SYSTEM, MSU - NORTHERN

P-29705	MSU - NORTHERN		06/27/2020	09/15/2021	\$1,141.80	\$12,821.00	FLOOD	RAIN WATER FLOODED MAIN ENTRY, PIT MECHANICAL ROOM FLOORING & MECHANICAL CONTROLS AS WELL AS DAMAGE TO FLOORING IN PIT LECTURE HALL.
P-30248	MSU - NORTHERN		03/11/2021		\$395.00	\$8,221.51	FREEZING	FREEZING TEMPS, FREEZE STAT DAMPERS FAILED, DAMAGE TO CAT ENGINE.
P-27309	MSU - NORTHERN - AGENCY VEHICLE		10/02/2017	07/24/2019		\$119,765.00	WIND OR WINDSTORM	HEAVY SNOW & ICE STORM
P-27271	MSU - NORTHERN, GYM		07/14/2017	08/03/2018	\$769.82	\$9,786.11	FIRE	GROUNDS CREW BURNING WEEDS ALONG EXTERIOR WALL
P-28385	MSU - NORTHERN, GYM		02/06/2019	09/03/2019	\$554.80	\$3,042.88	WATER DAMAGE	WATER LEAK FROM VENTILATION UNIT
P-28149	MSU - NORTHERN, LOANED EQUIPMENT		05/31/2018	12/11/2018		\$893.93	CARE, CUSTODY, CONTROL	ROCK FROM ROADWAY BROKE REAR WINDOW
P-28657	MSU - NORTHERN, STOLEN LAPTOP		05/14/2019	09/11/2020			VANDALISM - PROPERTY	LAPTOP STOLEN FROM PERSONAL VEHICLE
P-27431	MSU - NORTHERN, SUB BASEMENT		01/02/2018	07/25/2018	\$1,368.90	\$70,067.25	WATER DAMAGE	WATER METER / LINE BREAK
P-27432	MSU - NORTHERN, SUB BASEMENT		01/02/2018	01/05/2018			WATER DAMAGE	MAIN WATER LINE BREAK
P-27227	MSU NORTHERN		09/25/2017	07/25/2018			ELECTRICAL	UNDERGROUND TRANSMISSION LINE
P-27629	MSU-NORTHERN, STUDENT HOUSING		11/05/2017	08/02/2018		\$53,674.04	WATER DAMAGE	FROZEN/BROKEN WATER LINE

Printed 10/05/2021

Page 2

Note: (1) Loss adjustment expenses equal legal fees, court costs, adjuster fees, and other miscellaneous expenses.  
 (2) Indemnity equals expenditures for judgements and settlements.  
 (3) For Claimant ID: A=Automobile Liability, B=Boiler/Machinery, C=Foster Care Liability, D=Cyber, G=General Liability, H=Helicopter, I=Inland Marine, M=Fine Art, P=Property Insurance, R=Comp/Collision Vehicle, S=Aircraft/Airport, L=Liquor Loss, F=Fidelity Bond.





STATE OF MONTANA

Risk Management & Tort Defense Division

Database Activity

REPORT PARAMETERS

Expense Limits

Query Date

Loss Date from  
07/01/2017 to  
10/05/2021

Classification Coverage Code Report Order Expense Limits  
ALL P Claimant No Limits

CLAIM ID	CLAIMANT	SUBROGATED	LOSS DATE	RESOLVED DATE	LAE	INDEMNITY	LOSS	CLAIM DESCRIPTION
P-29400	MSU-NORTHERN-STUDENT HOUSING		01/16/2020	03/18/2021	\$1,212.41	-\$454.35	FREEZING	WATER FREEZE LINE BREAK TO TWO APTS
UNIVERSITY SYSTEM, MSU - NORTHERN: 12 Claims								
UNIVERSITY SYSTEM : 12 Claims					\$5,442.73	\$277,817.37		
TOTAL: 12 Claims					\$5,442.73	\$277,817.37		

Note: (1) Loss adjustment expenses equal legal fees, court costs, adjuster fees, and other miscellaneous expenses.  
 (2) Indemnity equals expenditures for judgements and settlements.  
 (3) For Claimant ID: A=Automobile Liability, B=Boiler/Machinery, C=Foster Care Liability, D=Cyber, G=General Liability, H=Helicopter, I=Inland Marine, M=Fine Art, P=Property Insurance, R=Comp/Collision Vehicle, S=Aircraft/Airport, L=Liquor Loss, F=Fidelity Bond.