



Civic Action Plan – Montana State University Billings

VISION/MISSION

The Office for Community Involvement at MSU Billings strives to connect students, staff and faculty to the community through meaningful service and educational opportunities.

We believe Community Involvement strengthens a sense of responsible and productive citizenship, which creates a lifelong commitment to service and leadership.

APPROACH

How will you work toward this vision? Your strategic approach should be organically connected to the outcomes and indicators you seek and should link to your existing infrastructure and your plans for improving it. Your strategic approach is the overarching framework for enacting the change you seek.

In order to develop your approach, begin by mapping the assets, resources, and data available to you. This includes the development of the planning team.

INSTITUTIONAL BASELINE

The concepts of community involvement are at the heart of MSUB within the core of the university's strategic plan as noted below:

Core Theme Three: Promoting and Engaging in Civic Responsibility

Civic and public engagement are hallmarks of MSU Billings and we seek to encourage engagement in local, regional and global arenas. Active involvement in our communities not only ensures we fulfill our role as part of the MSU Land Grant University family,

but it also demonstrates our desire to be a regional asset with global aspirations. MSU Billings will strive to be a civic-minded institution that encourages students to embrace civic responsibility, diversity and a determination to make a difference.

Overall

- A. Opportunity to Achieve: Strengthen MSU Billings' reputation as a locally, regionally, and globally engaged Institution.

Specific tasks to undertake to realize this opportunity:

1. Clearly define local, regional, and global civic engagement opportunities and establish a baseline for what is already being done in each of these three areas.
2. Identify internal and external engagement champions for each of these areas.
3. Determine appropriate expectations and a compensation model for a university-level business plan for faculty and staff engagement activities.
4. Develop public recognition for faculty and staff who actively participate.
5. Determine for each department/unit which activities are relevant for their disciplines and students and then begin to infuse these activities into the curriculum.
6. Develop additional funding sources for community engagement including revenue streams from self-supporting engagement activities.
7. Apply for the Carnegie Classification category "community engaged university" [next application date: April 2018].

Local

- B. Opportunity to Achieve: Strengthen MSU Billings as a well-recognized, locally-engaged institution.

Specific tasks to undertake to realize this opportunity:

1. Strengthen the civic engagement component of First Year Seminar.
2. Collaborate across the curriculum to increase civic engagement in courses so that a civic engagement component will be required for all academic programs.
3. Work with all academic colleges, and with two-year programs at City College, to strengthen existing partnerships and build new ones with a goal of enhancing quality of life in our surrounding community.

Regional/National

C. Opportunity to Achieve: Strengthen MSU Billings as a well-recognized, regionally-engaged Institution.

Specific tasks to undertake to realize this opportunity:

1. Conduct a needs analysis of the workforce training and other education requirements of Eastern and Central Montana communities impacted by the current energy boom.
2. Formalize partnerships with regional academic institutions, community and government groups, and/or private foundations to better serve our surrounding region. II/CH

Global

D. Opportunity to Achieve: Strengthen MSU Billings as a well-recognized, globally-engaged Institution.

Specific tasks to undertake to realize this opportunity:

1. Explore opportunities for international alumni participation in MSU Billings activities.
2. Link and build study-abroad opportunities for students with a goal of adding opportunities that have a civic engagement component.
3. Link and build faculty and student exchange programs abroad.
4. Increase program articulation agreements, joint degree programs, and other university/community collaborations with international university partners.

General Update for Office for Community Involvement

Service Learning continues to grow and new and exciting efforts were implemented this year. This year, with the support of a Service Learning Tool Kit created last year, Jenny Randall was able to have even more intentional conversations with faculty in regards to Service Learning. At the start of the year Jenny was invited to speak to faculty from each college, as well as new fulltime and part time faculty. A total of 20 different courses included a Service Learning Component during the year. Due to faculty changes in certain colleges this was six less courses than 2014-2015, however this year highlighted several new conversations about Service Learning and in class opportunities for future expansion.

We provided the Fall First Year Seminar students with six great Civic Engagement projects to choose from, and 230 of those students completed their two hour projects. Additionally, over 300 students, staff and faculty participated in the Salvation Army's Night on the Van program throughout the year.

From the community engagement side of the house our office facilitated several events that led to great student involvement. Highlights from the school year include: Service Saturdays, Blood Drives, Volunteer Fair, Halloween Hall-wide Carnival, Halloween Food Drive, Salvation Army Angel Tree, Power of One Week, Cans Around McMullen, Relay for Life, Shepherd Elementary Field Trip, Adopt a Floor, Service Sting.

Program participation and usage data for community engagement events includes the following highlights:

1. Service Saturdays. Eight total project days and coordinated volunteer projects with 25 different community partners. 25 various clubs/offices sponsored and participated in the various SS events. Approximately 300 student volunteers participated in the various Service Saturdays.
2. Blood Drives. 5 Blood Drives. 150 units of blood donated.
3. Volunteer Fair. 15 community partners participated. # of students attending unknown. It was a pass-through event.
4. Halloween Hall-wide Carnival. Ten companies in town donated several bags of candy, as well as ASMSUB. 40 residence hall rooms, including all of the RA staff participated making a little over 100 volunteers. As has become tradition over 400 community members attended.
5. Halloween Food Drive. 1,170 pounds of food collected and donated to Family Services, Inc. 60 students helped collect food, including 15-20 Upward Bound students.
6. Salvation Army Angel Tree. With participation from both City College and the university campus, students and employees, 100 gift tags were filled. Over 300 gifts donated to those in need in the community.
7. Cans Around McMullen. Departments and student organizations collected 2,089 totaling 1,564 pounds of food which was donated to Family Service, Inc. The goal was accomplished to line donated food around McMullen Hall. Several students and staff volunteered at the event, including Chancellor Nook.

8. Relay for Life. Six one-time or ongoing fundraisers raised \$9,500, donated to the American Cancer Society. 60 MSUB staff and students joined the MSUB Relay for Life team.
9. Adopt a Floor. All 18 RA's were partnered with 6 non-profit organizations in the community to serve over the course of the school year. Residents were invited to participate, as well. Approximately 13 projects were completed.
10. Shepherd Elementary Partnership. Six on site experiences including reading, health and wellness, Santa visit all culminated with a visit to the MSUB by the Shepherd Elementary program.
11. Service Sting. 40 faculty/staff and 100 students logged Service Sting hours. 8,063 total hours were logged.
12. Record number of seven students involved in the Work Study Service Team with annual professional development and direct support of local nonprofit groups

COMMUNITY BASELINE

- Habitat for Humanity Restore
- Billings Parks and Recreation
- St. Johns Retirement Home
- Moss Mansion
- Harvest Fest
- Headstart
- Wise Wonders
- Friendship House
- Montana Audubon
- Billings Clinic
- Festival of Trees
- Salvation Army Angel Tree
- MRM Bargain Center
- Family Service Inc.
- MorningStar Retirement Home

- Yellowstone Boys and Girls Ranch
- Ronald McDonald House
- Pleasantview Senior Apartments
- The HUB
- The Boys and Girls Club
- Tenderest Senior Living
- Yellowstone Valley Animal Shelter
- St. Patricks Day Parade and Celtic Fair
- American Cancer Society

Sponsors and Campus Partners:

Honors Program, ASMSUB, Jackets and Company, Student United Way, Library, Housing and Residential Life, RHA, Junior Jackets, Art Student League, Athletics, Intersivity, Student Union and Events Office

PLANNING TEAM

Signature model: This is an approach in which the institution’s identity is tied to an overarching engagement commitment. The opportunities for engagement might be varied, but they are structured, for example, to give every student an engagement experience of one kind or another.

The purpose of the Community Engagement Advisory Board is to bring together key members of all areas of campus to collaborate, develop, support and promote community engagement projects.

This committee is scheduled to meet twice per semester at a time that is conducive to the majority of the committee members.

Board Members

- Lynne Fitzgerald - Assistant Professor and Program Coordinator, Outdoor Adventure Leadership, College of Allied Health
- Dr. Susan Gilbertz – Associate Professor, Environmental Sciences, College of Arts and Sciences
- Dr. Samuel Boerboom – Assistant Professor, Communications and Theater, College of Arts and Sciences
- Brent Kinghorn – Assistant Professor of Management, College of Business

Dr. Reno Charette – Director of American Indian Outreach
Sue Winn – Nursing Instructor, City College
Andy Sullivan – Instructor of Process Plant Technology, City College
Megan Thomas – Interim Director of the Library
Sarah Brockel – Director of Alumni Relations & University Relations
Kevin Nemeth – Director of Extended Campus
Lacey Solheid – Student Engagement Coordinator, Student Union and Events
Evan O’Kelly – Director of Communications, Athletics
Becky Lyons – Director, Advising and Career Services
Kelly Buck – Director of Student Support Services/TRIO
Lisa Skriner – Director of Workforce Training/Development, City College
Jeff Rosenberry – Interim Associate Dean of Students
Shayla Fox - Volunteer Engagement Coordinator, Office for Community Involvement
Pam Sanderson – Volunteer Center Director, United Way of Yellowstone County
Stacy Dreesen – Director of the Family Tree Center, Inc.

Future board member considerations include, but are not limited to:

- Chancellor
- Student Representation
- College of Education

OUTCOMES

1. Continue development of the Community Engagement Advisory Board to promote collaborative efforts amongst students, staff and faculty related to service opportunities
 - a. *Future U Core Theme One: Cultivating Teaching Excellence*
 - b. *Future U Core Theme Two: Provide an Environment for Learning*
 - c. *Future U Core Theme Three: Promoting and Engaging in Civic Responsibility*
 - d. *Future U Core Theme Four: Enhancing the Community*

- Assessment & Analysis: Implementation of the above noted program will show goal completion. Additionally, tracking of programs and partnerships will be established to better understand the campus wide impact of this support.
2. Increased Service Sting Hours to 10,000 in the academic year and continued development of the Incentive Program. Additionally, moving the form to qualtrics information gathering site
 - a. *Future U Core Theme One: Cultivating Teaching Excellence*
 - b. *Future U Core Theme Two: Provide an Environment for Learning*
 - c. *Future U Core Theme Three: Promoting and Engaging in Civic Responsibility*
 - d. *Future U Core Theme Four: Enhancing the Community*
 - Assessment & Analysis: Implementation of the above noted program will show goal completion.
 3. Development of service tracking related to Carnegie Classification to support the University Strategic Plan
 - a. *Future U Core Theme One: Cultivating Teaching Excellence*
 - b. *Future U Core Theme Two: Provide an Environment for Learning*
 - c. *Future U Core Theme Three: Promoting and Engaging in Civic Responsibility*
 - d. *Future U Core Theme Four: Enhancing the Community*
 - Assessment & Analysis: Implementation of the above noted program will show goal completion.
 4. Develop and create the MSUB Food Pantry program in a full operational start during the Fall 2016 semester and collaborate with HRL on sustainability efforts
 - a. *Future U Core Theme One: Cultivating Teaching Excellence*
 - b. *Future U Core Theme Two: Provide an Environment for Learning*
 - c. *Future U Core Theme Three: Promoting and Engaging in Civic Responsibility*
 - d. *Future U Core Theme Four: Enhancing the Community*
 - Assessment & Analysis: Implementation of the above noted program will show goal completion. Additionally, tracking of use will be utilized to establish continued need and changes in operation as needed.

5. Office for Community Involvement staff will work on continuing to build a relationship with the Diversity Center and support trainings, workshops, and peer mentoring. This also includes the continued support and development of the Power of One Week events and the Tunnel of Oppression program.
 - a) *Future U Core Theme Two: Provide an Environment for Learning*
 - b) *Future U Core Theme Four: Enhancing the Community*
 - Assessment & Analysis: Implementation of the above noted program will show goal completion

TIMELINE AND ACCOUNTABILITY

The timing of this action plan is in line with the 2013-2018 University Strategic Plan.

COMMUNICATION

This section is an area of great consideration as our team moves forward. We have been doing things to support the civic action plan areas, but one of the primary goals of the committee is to find a way to showcase these. Some current implementations are noted below:

- Promotion and tenure policies that reward community engagement
 - i. Selection of an Outstanding Service Learning Faculty Member annually
 - ii. Recognition of faculty who complete various level of the Volunteer Incentive Program
 - iii. Selection of a Service Learning Fellow annually
- Sustainability
- Higher education participation in Pre-K-20 partnerships
 - i. Continued work with Student Support Services (Trio, Upward Bound and Talent Search)
- Increasing access, success, and completion through community engagement
- Higher education as an engine for breaking down inequality

Questions to consider

1. *What has emerged from your planning process that can contribute to the dialogue about the public value and purposes of higher education locally? Nationally?*
 - a. *Several student success and involvement stories have come to light during our time together and we look forward to working with University Relations to better support the promotion of these*

2. *How will you communicate with others about your work, share lessons, and inspire others? How is this incorporated into the plan in terms of activities, tasks, stakeholder involvement?*
 - a. *As a current member of the local Volunteer Administrators Network we will continue to share our information with other non-profits locally. We are also looking into the compilation of a published year end report that is designed to give out to community partners.*
3. *Are there opportunities for the voice of the president and chancellor, individually, or in partnership with others, to author op-ed pieces, lead efforts to draw national attention to systems, policy, and cultural change?*
 - a. *Yes, our current chancellor is a firm believer of community involvement and will be sitting on the MT Campus Compact CEO Council as an active member*