



**Chancellor's Cabinet Meeting Minutes
May 11, 2021**

Present: Dr. Susan Balter-Reitz, Bill Kennedy, Susan Simmers, Maureen Brakke, Krista Montague, Brett Weisz, Dr. Kimberly Hayworth, Natalie Preston, Chancellor Stefani Hicswa

Guests: Dr. Cheri Johannes, Dave Nordel

Absent: Dr. Jennifer Lynn

Meeting began via WebEx at 2:00 pm.

Chosen Name Policy:

Chief Information Officer Brett Weisz and Registrar Dr. Cheri Johannes presented information on a new MSU policy that allows students, staff, and faculty to use the first and/or last name of their choosing, which may not match their legal name and they can do so without the legal documentation that was previously required. Some university documents will still require use of the legal name. Dr. Johannes and Mr. Weisz discussed some of the security and legal implications that MSUB will need to navigate under this new policy based on guidance from OCHE.

Legislative Update:

HB2, the General Appropriations bill passed. In its final form, the 3% campus funding increase was retained but the \$5 Million for special projects was struck. OCHE released a draft guideline for implementation of HB2.

HB112 which requires that interscholastic athletes compete under their sex assigned at birth has been passed into law. Non-compliance may result in consequences from the NCAA.

Yellowstone Science Building Update:

The new science building is scheduled to open in time for the start of fall semester classes. MSU Nursing will utilize all of Apsaruke Hall once the MSUB Nursing program has fully transitioned to the new science building.

Budget Update:

Vice Chancellor of Finance and Administration Susan Simmers provided a summary of requested tuition increases and proposed fee increases. It is expected that the Board of Regents will not approve tuition increases for undergraduates in FY22 but may for FY23. Some course fee increases were approved. MSUB will propose a parking fee increase that will be considered by the Board of Regents in May.

RAVE Emergency Notification System:

Director of University Communications and Marketing Maureen Brakke announced a change to our current emergency notification system. RAVE will no longer feature the Guardian application. Guests to campus can sign up for the emergency alerts that the notification system provides.

May Board of Regents Meeting:

The Board of Regents will convene May 26th and 27th. Approval of the implementation guide for HB102 is on their agenda, as are MSUB's proposed fee increases, and the request to authorize an easement of a corner of MSUB property for a traffic light to be installed at the intersection of Virginia and Rimrock.

MUS American Indian Tuition Waiver for OCHE:

Vice Chancellor for Student Access and Success Dr. Kim Hayworth announced that an OCHE committee has circulated a memo* as they work to improve access to the American Indian Tuition waiver for students who qualify.

*Immediately following the Cabinet meeting, Dr. Hayworth emailed the memo to Cabinet members and provided her takeaways: The development of a standard formula across MUS campuses for establishing financial need and the requirement and process for proving minimum blood quantum are among major aspects of the tuition waiver's administration that are being reconsidered. There will be a May 21st meeting for which Dr. Hayworth will accept feedback from Cabinet members or other interested parties.

Mid-cycle Accreditation:

Interim Provost and Vice Chancellor for Academic Affairs Dr. Susan Balter-Reitz announced that MSUB will undergo a mid-cycle accreditation review October 14th and 15th. The accreditation visit will begin with a leadership team meeting on October 14th and will focus on mission fulfillment by examining MSUB's strategic plan and assessing our progress and student achievement. Director of Assessment and Accreditation Kathleen Thatcher will submit the mid-cycle report in August. The mid-cycle visit will help us prepare for the year seven assessment in 2025.

Mass Text Messaging Policy/ Policy Approval:

Brett Weisz discussed the need to determine a policy for mass-text messaging on campus. This discussion raises the need for implementing a procedure for suggesting and approving campus-wide policies, as has been discussed in previous Cabinet meetings. Dr. Hicswa proposes that the 'Jacket Leadership Team should be the body to approve policy, but suggestions for policy should begin with department directors, go to the appropriate Vice Chancellor to be vetted, then presented to Cabinet and ultimately to the 'Jacket Leadership Team for approval. This process has yet to be finalized.

Funding for the Center for Translational Medicine:

As was mentioned during the Legislative Update, the funding for the Center for Translational medicine was cut from the House Appropriations Bill.

OCHE Public Listening Session on implementation of HB 102:

The Office of the Commissioner of Higher Education will hold a public listening session on May 12 during which they will discuss and finalize the draft policy of implementation of House Bill 102.

City Water Project:

This June 1st and 2nd, parts of campus will have their water service shut down. This will affect houses between Virginia and Normal Avenues. The city will notify tenants and MSUB will reach out to them also, as well as the whole campus. There will be a planning meeting next week.

Commencement:

Commencement was a “heavy lift” and both ceremonies went very well. Congratulations Cheri Johannes and her team on job very well done!

Chamber Diversity and Inclusion Initiative:

MSUB is participating in an initiative being offered by Billings Chamber of Commerce. This will help us to truly exemplify the diverse and inclusive environment we aim to maintain. Training sessions and workshops will be on campus.

New Provost:

The new Provost, Dr. Sep Eskandari, will start July 1st. He will be moving to Billings during the third week of June, and we are looking forward to having him on the leadership team.

Athletic Director Search Update:

There are a strong number of applicants for the Athletic Director position and the search committee is diligently working to narrow down the best candidates. Their goal is to have an Athletic Director hired by July 1st.

Planning Retreat This Summer:

All Cabinet members are invited to attend a retreat on August 16th and 17th. It will most likely begin in the afternoon on the 16th and continue through the whole day on the 17th. The plan is to reflect on the past year and what we achieved and determine our focus for the coming year. This should center around narrowing our focus to the most important things for the next school year. Chancellor Hicswa urge the group to start thinking about priorities now as these will form the 2022 operational plan for the Chancellor’s office.

Department Updates

Maureen Brakke:

Ms. Brakke announced that she eliminated the Senior Communication Specialist position from her department. She will be hiring an Operations Manager.

Dr. Kim Hayworth:

Dr. Hayworth announced that planning is underway for the Pow Wow to take place September 17th and 18th.

New Student Orientation will be held on campus in June.

Dr. Susan Balter-Reitz:

Dr. Balter-Reitz announced that Dr. Robert Nava resigned from his position as Dean of the College of Education. She is working on appointing an interim dean.

The official launch of the Center for Teaching and Learning will be announced soon. Dr. Heather Thompson-Boehm and Joy Honea will be inaugural co-directors.

Dr. Balter-Reitz is also preparing to welcome incoming Provost Dr. Sep Eskandari and assist with his transition.

Susan Simmers:

Susan Simmers is launching the search for a Police Chief to replace the interim chief; she is forming the search committee.

Chris Eagan and Carlos Osterroth's contracts expire June 30th, so she is beginning the search process for a facilities director.

Brett Weisz:

Brett Weisz announced that the IT department "hit the ground running" with summer projects and has unveiled the technology that will be in the new science building. He is also working to train the faculty who will train their peers in science department on the new classroom technology.

Krista Montague:

Athletic Director Krista Montague announced that there are two open positions in athletics; search committees are interviewing candidates for head golf coach and a sports information assistant who will work with Evan O'Kelly. Golfer Garrett Woodin will be competing in the National Championship in Palm Beach May 17th through 19th.

Meeting concluded at 4:00 pm.

Minutes taken by Natalie Preston, Executive Assistant to the Chancellor