



**Chancellor's Cabinet Meeting Minutes
September 6, 2022**

Board of Regents Meeting:

Chancellor Hicswa wants employees to wear MSUB colors or branded apparel when we host the September Board of Regents meeting later this month. Remind everyone to be extra aware this week. Earlier the same week, the MPSEOC conference will be held on campus which may bring up to 2000 high school students. BOR guests begin arriving on Tuesday.

Mental Health Summit:

The statewide conference on Mental Health will be taking place on campus the same week as Board of Regents meeting. Vice Chancellor for Student Access and Success Kim Hayworth pointed out that sessions are focused on college student mental health. She encouraged leaders who are on front lines with students to attend.

Hype Video:

The new MSUB Hype Video began being featured on social media at the end of August. Director of University Communications and Marketing Maureen Brakke can be contacted for long or short versions of the video if teams want to use it for promotion. The video will be on the home page of the website in upcoming weeks.

Student Loan Forgiveness:

If any employees have questions on new changes to the federal student loan forgiveness plans, they should see Paula Highlander in Human Resources. Students with questions should be referred to Financial Aid. Students should be reminded not to take on high student loan debt with the expectation that they will be forgiven in the future.

Enrollment Update:

Vice Chancellor Hayworth reported that enrollment in the freshman class is up, but overall, enrollment is down about 2 percent. Full-time enrollment (FTE) is down 4%. Dual enrollment has decreased modestly. Dean of Students Kathy Kotecki reported that there are 403 students living in the residence halls currently, which supports meal plan requirements and residence hall staffing.

Retention Update:

Provost Sep Eskandari reported on fall-to-fall retention. He consulted 20 years of data for freshmen and transfer students, and found that we have only broken the 50% barrier. We have almost the highest rate currently at 57.8%, but numbers will settle by the time of census. Chancellor Hicswa pointed out that only minor interventions have taken place so far. There is

much work to be done as set forth in the initiatives in the Retention and Graduation plan. Dr. Eskandari announced that we are 3% ahead of the target set for fall.

Article Discussion:

Chancellor Hicswa led discussion on the value of discussing articles as a group, and the best frequency for these discussions. Consensus was reached that the article discussions expose everyone to topics they otherwise may have less awareness of, and that the discussion is beneficial.

Policy Approval Process:

Chancellor Hicswa announced that there are some policy drafts moving through the process. Vice Chancellor Susan Simmers is working on the rubric for policy for campus. Numeration process and organization are in progress; the V.C.A.F. page of the website will feature the centralized policy manual. The group reviewed the current process for policy creation and approval. If a policy originates with an employee, they will submit it to the appropriate Vice Chancellor. The V.C. presents the policy idea to Cabinet, where it can be worked on. Once approved, it will be presented to 'Jacket Leadership Team and given a first reading, then a second reading at a subsequent meeting. If a third reading is needed it can take place.

Proposed Changes to the Institutional Assessment Rotation Schedule:

Joann Stryker, Director of Institutional Research, presented that as part of the Strategic Resource Reallocation and looking at last year and current goals, MSUB has been on a three-year cycle of student engagement and student satisfaction surveys, with a year off the third year. Joann proposed reversing and doing an every other year rotation to allow time to utilize results. This would cost less because we would pay for two national assessment instruments in every four year period instead of every three year period. Discussion followed.

Meeting Schedule:

Chancellor Hicswa asked for input on the current Cabinet meeting schedule. Due to the Board of Regents meeting in September, the Cabinet and 'Jacket Leadership rotation will differ from other months. The meeting schedule may be altered again in November to accommodate holidays.