



Chancellor's Cabinet Meeting Minutes

March 7, 2023

In Attendance: Chancellor Stefani Hicswa, Provost Sep Eskandari, Vice Chancellor Kim Hayworth, Maureen Brakke, Kathy Kotecki, Leslie Weldon, Joann Stryker, Krista Montague, Mike Bazemore, and Natalie Preston

Absent: Paula Highlander and Dr. Jen Lynn

Meeting began at 2:00 p.m.

Legislative Update:

Chancellor Hicswa announced that the current Legislative Session is half complete, also called “transmittal week.” Members of the House of Representatives and Senate will return to continue the session on March 10. Director of University Communications and Marketing, Maureen Brakke, provided updates on the bills the Montana University System is closely watching. The House appropriations committee will hear proposed legislation containing the Governor’s budget and state employee pay plan. The bill containing proposed legislation affecting the authority of the Board of Regents is in the House Judiciary Committee with no hearing yet scheduled. The deadline to propose a referendum is April 3. Regent Jeff Southworth and Student Regent Norris Blossom are expected to be confirmed in the March 13 hearing.

Background Checks:

Vice Chancellor for Administration and Finance Leslie Weldon is working on a process to implement background checks for volunteers who work for MSUB on a regular basis. Discussion followed regarding performing background checks on employees after a certain number of years and whether this should be explored.

ChatGPT:

Provost Eskandari said that Academic Senate is looking at artificial intelligence software such as ChatGPT through the lens of MSUB’s academic honesty policy. This technology and its implications will be discussed further at a future meeting when Academic Senate Chair Jen Lynn is present. The Academic Affairs division is also discussing the adoption of technology that can detect writing generated by artificial intelligence.

Signage Update:

Director of University Communications and Marketing, Maureen Brakke, announced that MSUB will renew legal trademark protection on former logos so they cannot be used by non-MSUB entities trying to be identified with the university. Internal signage with the new logo is being manufactured, external signs on the university campus have almost all been replaced, external signage for City College still in progress, will be done by June 30, new internal signage will be replaced after classes end to be less disruptive. Maureen will get the schedule by the end of March and will share with everyone so they know when their building will be worked on.

Branding Guide:

Maureen sent the new guidelines February 24th and will resend if there are any requests. The guide contains available logo options, has links to logos for download, what they look like for internal departments, student organizations, nomenclature for name, links to branded Webex and PC backgrounds, highlights the new license plate, and shows the format for internal and external email signatures. Maureen is working to provide only a few choices of yellow, blue, grey and white paint options as well as carpet, or vinyl plank flooring to have a branded and consistent appearance. The updated branding guide will be on the website by the end of March.

End of Semester Events:

Chancellor Hicswa announced that after this week, there are only six weeks until the end of the semester. She reminded everyone to add events to their calendars now, and notify her office of any event where her attendance is requested.

Departmental Updates:**Dr. Sep Eskandari:**

The Provost's office is involved in planning for the MSUB centennial. He has asked the history department to write a 100-year history of MSUB and Dr. Tom Rust is taking the lead with support from Eileen Wright in the Library. Program reviews, faculty searches, and two Dean searches are underway. He hired a new director for the Center for Teaching and Learning who will start on March 1. Upcoming events include the Research and Creativity Symposium on April 21, and the Graduate School hooding ceremony on May 5. The Space Analysis Task Force continues its work.

Dr. Kim Hayworth:

Trudy Carey, Director of Disability Support Services, is retiring at the end of the semester. There may be upcoming changes to ApplyMT that she will have more information on forthcoming. Financial Aid is working to create personalized videos for students, and Ed Brown is working on strategic admissions projects to benefit students and parents. The Enrollment checklist is ready to launch; it will be in MyInfo for students to see what requirements have been fulfilled or are outstanding. March 16 is Preview Day and will bring 150-200 visitors to campus. The Mental First Aid workshop will be offered this Thursday.

Leslie Weldon:

Leslie is looking at a third party vendor to take over management of the campus store, and will have more updates in the future.

Krista Montague:

The Foundation hired a Wine and Food Festival coordinator to assist Kelly Schrock with events planning. They are interviewing candidates for Director of Donor Development. Upcoming events include 'Jacket Giving Day March 23 and 24, and prelude events for this year's Wine and Food Festival.

Maureen Brakke:

Maureen hosted a professional development workshop with Shiloh Skillen-Robison on social media marketing which had 32 people attend. Her department is working on the branding guide and signage update, compiling photos for the second floor of administration building hallway, and will be involved in the first centennial planning committee meeting on March 22. The MSUB pop-up shop at Scheels will open on April 14.

Kathy Kotecki:

For the first time since the pandemic, the Student Leadership Recognition Program will be held on April 12 at 5:30. Lots of spring events are planned including in-person orientation and employee engagement bingo on Friday afternoon. An employee survey on engagement and professional development was administered and got 200 responses that can be analyzed and implemented. Her office has been working with a lot of students who are struggling personally and academically.

Mike Bazemore:

Both men's and women's basketball programs have qualified to compete in the NCAA tournament; the men's team are in San Diego. Abiye Jack was hired as the new interim head soccer coach. A contract has been awarded to lay turf on the soccer field at City College and work should be completed by mid-May. Light fixtures will be replaced as well. The Chi Alpha Sigma ceremony will be held on March 23 at 6:30 pm in the Glacier Room and will be emceed by Dr. Tom Rust. The Buzzies student athlete awards show will be in Petro Theatre on April 24.

Joann Stryker:

The Institutional Research department is working to organize and prioritize many ongoing projects. The final IPEDS reports are due at the beginning of April.

Natalie Preston:

Natalie is preparing for 'Jacket Giving Day events, and working to post materials for faculty evaluations. The Chancellor and Provost are building on the tenure process, continuing department visits, and rescheduling the City College listening session. She is preparing for Commencement, and working to create a group of all campus administrative professionals on Microsoft Teams called Collabs.

Meeting concluded at 4:00 p.m.

Notes by Natalie Preston