



**Chancellor's Cabinet Meeting Minutes
September 5, 2023**

Meeting began at 2:00 pm

In Attendance: Chancellor Stefani Hicswa, Provost Sep Eskandari, Dr. Kim Hayworth, Leslie Weldon, Paula Highlander, Kathy Kotecki, Kathleen Thatcher, Dr. Jen Lynn, Krista Montague, and Natalie Preston

Absent: Mike Bazemore

Gratitude

The Chancellor reported that, in response to her piece in the Gazette, she has received gratitude from the community for being here as well!

Welcome Week Activities

The Chancellor thanked all the offices that helped out on Sunday: Business Services, Financial Aid, Advising, Registrar, New Student Services, Parking, Housing, even Stingers. The event would not work without all of them putting in the hours on the Labor Day weekend. Further events are happening all week, including Donuts & Directions, Service Saturday Intro, MSUB Night at the Mustangs, and many more. The energy level is definitely different. Hopefully that will transition to keeping students enrolled.

Enrollment Update

Dr. Hayworth noted that a week ago, our enrollment was down 1% as compared to last year, but since then it has dropped to 2.8% down. We are down 212 headcount compared to last year. Dual Enrollment is down by about 38 students. New students were up by 9 but are now down by 7. Graduate student enrollment is down by almost 20% compared to last year. Dr. Eskandari is working on our 2+2 agreements to renew and refresh them.

Retention Update

Dr. Hicswa noted the next two weeks are key to keeping students. Hopefully all the activity today will help. Dr. Eskandari reported that we are at 58.53% retention, which is about 6 headcount above last year and meets our goal. He was hoping for a few more as a buffer, because we will lose some students in the coming weeks. Dr. Hicswa emphasized again that we are not trying to increase or retain FTE to the detriment of our students. If a student really needs to drop out for a semester, we've got to help them do that. If a student is taking too many credits and is in danger of burning out, we have to advise them to drop some courses. Katie Moffat, Retention Director, will report further on this topic at a future meeting.

Board of Regents Meeting September 20-21

The Chancellor reported that she, Dr. Eskandari, Ms. Weldon, Dr. Lynn, and Dr. Joy Honea are all going.

Marketing Director Search Update

Three very good candidates were brought in. They are working on background checks now, and the Chancellor will report when she knows more.

Building Managers

This has been a messy problem for years. The role itself is a blend of many roles. Ms. Weldon noted that she began working on this project some time ago, and learned that many building managers don't know they are managers, or they don't know what a building manager is supposed to do. The blending of emergency contact person and facilities responsibilities is very confused across campus. It was suggested that we call these positions something else to clarify the roles. Dr. Lynn noted that a list, available on the intranet, of who to contact for what would be most helpful. Dr. Hicswa stated she will work with the Vice Chancellors, Facilities, and Security to clear up and separate these roles. The responsibilities should be tied to a position, not a person. Ms. Highlander noted at the State level, they have B.E.A.T – Building Emergency Action Teams. Further, Ms. Thatcher noted that one building is a lot for one person to clear, for instance, in a fire. Multiple roles probably need to be set up.

Parking

Ms. Weldon reported that Parking has been moved into Business Services, including a new staff member. Second, the proposed leasing of McDonald Hall needed to include parking on campus, as the building itself offers no parking. Administrative Services worked with NAI (who are alums) to calculate how much parking a lessee would need, which turned out to be 125 spaces. However, Intermountain Health is interested in the building and they will also be losing much of their parking in their impending construction. If they lease McDonald, they have asked for an additional 225 spaces, which we propose to find in the Virginia lot, parts of the Poly and Apsaruke lots, and other areas. A partnership with Intermountain Health could even result in help with removing the Poly Building when the Art Annex is removed. If the lease with Intermountain Health is signed, their employees will likely begin using the campus lots immediately.

Outstanding Alumni Awards October 7th

Ms. Montague noted that the event is a brunch at 9:00 a.m. in the Glacier Room. It's been moved from the spring to fall, since few Foundation events happen in the fall. It's also moving back to campus, and having the Campus Store or a pop-up during the event would be excellent. Ms. Weldon noted that it will be the transition week to the new vendor for the Campus Store, but something can definitely be arranged.

Dr. Eskandari stated that we should make a commitment to hold as many events *on campus* as we can—we have a beautiful campus and we should share it!

MSU/OCHE Shared Services

Dr. Hicswa reported that OCHE has been good to us, offering funding for projects like MT 10 and the Sprint Degrees, and MSU has provided us with the shared attorney and website coordination. As a result of a state-wide audit and the chaos resulting from the ransomware attack, the Board of Regents revised policy to have IT report through the two flagships. Changes on our campus are still forthcoming. Ms. Weldon also noted that MSU & OCHE have proposed having an auditor based on our campus. Further, they have already set up a risk manager position on campus. This person would be an MSUB employee, but will report to OCHE and will be at least partly financially supported by OCHE.

Academic Recruitment and Administrative Recruitment Policies

Provost Eskandari led discussion on two policy drafts addressing recruitment. Chancellor Hicswa explained that the Academic Recruitment and Administrative Recruitment policies are in line with one another, but with a few key differences. Discussion followed about the necessity of ensuring that recruitment is equitable, and cost effective. Additional language has been added to recruitment policy to clarify payment for meals, appropriate beverages to be enjoyed during recruitment meals, and limits on travel expense reimbursement.

Article Discussion- Provost Eskandari

Provost Eskandari led discussion on the article *Regional Public Colleges Are Affordable—But Is That Enough to Draw Students?* By Lee Gardner published in the Chronicle of Higher Education in July 2023.

Meeting concluded at 4:02 pm

Minutes by Rita Rabe Meduna & Natalie Preston