



**Chancellor's Cabinet Meeting Minutes  
October 15, 2024 2:00 p.m. – 4:00 p.m.**

**In Attendance:** Stefani Hicswa, Kim Hayworth, Kathy Kotecki, Krista Montague, Paula Highlander, Suzette Nynas, Leslie Weldon, Shiloh Skillen-Robison, Mike Bazemore, Kathleen Thatcher, and Natalie Preston

**Absent:** Sep Eskandari

*Meeting began at 2:00 pm*

**Interim Provost/ Provost Search**

Chancellor Hicswa announced that Dr. Richard Beer has been hired as Interim Provost and Vice Chancellor for Academic Affairs. Dr. Beer has served MSU Billings previously as College of Business Interim Dean during 2020-21. He will begin in this role on Monday, November 4. The Provost search committee has been seated. Registrar Cheri Joahannes is the chair, and Kathleen Thatcher and Suzette Nynas will represent the Cabinet on the committee. The committee is currently reviewing the provost position description. The position will be posted in a national search.

**Policy Process**

Jana Marcette will assist in shepherding our policy work. The current policy approval and revision process will stay in place and Dr. Marcette will refine and improve this process using subject matter work groups for each policy and a 'JLT sub-committee for policy drafts.

**DISCUSSION**

**Shared Governance Definition and Models**

Chancellor Hicswa led discussion on definitions and models of shared governance. Cabinet members shared definitions and resources. Discussion about shared governance at MSUB followed. Chancellor Hicswa asked that further submissions of models and resources be emailed to Natalie Preston to be compiled. Suzette, Kathy, and Kathleen will continue this work as a sub-committee.

**RNL Presentation**

Guest Ann Allen, Executive Consultant from Ruffalo Noel Levitz, reported on the analysis they have done for MSUB based on new freshman and transfer census data and the investment of institutional aid. In the analysis, MSUB was compared to other institutions served by RNL and peer campuses in IPEDS. Ann also reported that given the challenges to the value of a college degree, there always are opportunities for improvement in how to talk to families effectively about the true cost of college attendance, how to attract more students to live on campus housing,

and ways to equip coaches, admissions, and the campus community towards even more productive and informative conversation with prospective students and their families.

*Meeting concluded at 4:00 pm.*

Notes by Natalie Preston

## **UPDATES**

### **Department Updates (*Reprinted as Submitted*)**

#### **Suzette Nynas, Academic Senate Chair**

The curriculum changes for The College Experience (TCE) course are with the General Education Committee. The Biological and Physical Science department proposed changes to the natural sciences general education requirement moving from 7 to 6 credits to allow for the one credit for TCE course. Those curriculum changes were approved by the Senate on 9/26/24 meeting. This fall, the CTL will be sending out a call for faculty teach the TCE course. The number of courses offered in each college will be dependent on the number of first-time freshman students. There will be at least 1 online section available. Colleges and departments will engage in conversation about displacement of credits and payment of overload if applicable. In addition to curriculum changes, we are continuing work on an AI policy as well as updating the Academic Senate Bylaws.

#### **Kathleen Thatcher, Director of Assessment and Accreditation**

Kathleen is starting to draft the Year 7 Evaluation of Institutional Effectiveness (EIE) report. Please be timely if you receive a request for a meeting or information. In many ways, this report will be a bigger lift than the PRFR, so your cooperation is appreciated.

#### **Paula Highlander, Director of Human Resources**

Wellcheck is October 22-23, flu shots are available at this event. The HR office is working on a process to clarify the Staff/Faculty and Dependent Tuition Waivers in a single PDF. The Policy has been re-routed after review at the last Jacket Leadership meeting.

#### **Mike Bazemore, Director of Intercollegiate Athletics**

The Women's Basketball Elementary Game will be held on Oct. 22 at 12pm. The Halloween Scholarship Auction will be held on Oct. 25, starting at 6pm. All cabinet members have complimentary admission.

#### **Kathy Kotecki, Dean of Student Engagement**

Student Health Services and Housing are hosting an open house for students, faculty and staff on Tuesday, October 22<sup>nd</sup> from 3-5 pm and Wednesday, October 23<sup>rd</sup> from 9-11:30 am. There will be tours and refreshments!!

We have been receiving several student of concern reports for a variety of issues so are busy supporting students and getting them connected to key resources on campus.

Codie Wahrman is developing a Housing Occupancy action plan to put some intentional strategies together to help increase occupancy. He is organizing focus groups of students (commuter students and on campus students) as well as an employee focus group to help with idea generation.

### **Kim Hayworth, Vice Chancellor for Student Access and Success**

Throughout October FA team members and Kim are meeting with each academic college scholarship committees to discuss the MSUB scholarship awarding process. The Office of FA plans to work with academic deans to offer a scholarship workshop for each of our five colleges.

MSUB Fall Preview Day is November 14, 2024.

Stephanie Cowen (Jacket Student Central) and Julie Pettitt (Admissions) is working with Interim Dean Gagnon on a November 19th event targeting Sibanye Stillwater employees impacted by the reduction of workforce. Our plans are to invite MSUB HR, Career & Employment Services, EOC, and Job Service of Billings in addition to City College faculty.

### **Shiloh Skillen-Robison, Interim Director of University Communications and Marketing**

The director search is ongoing; the committee has begun the process of first round interviews and will work to determine on-campus interviews when finalists have been selected.

UCAM, Admissions, VCSAS, and a marketing faculty member will meet with a marketing agency to evaluate the benefit of moving select campaigns to an external entity; this would be an expansion from utilizing an agency for digital marketing only to some print and large scale assets.

### **Leslie Weldon**

Financial Services

[FY25 Operating Budget Report](#) is posted on the MSUB Budget webpage.

5-year budget data was recently provided to academic programs undergoing the process of Academic Program Review

Business Services

Student Accounts is currently in implementation process of setting up automated Installment Payment plans for students. The new process will allow students to set up and manage their payment plan through MyInfo. MSUB will assist/manage students internally that are waiting on Financial Aid etc.

IT

Cybersecurity awareness/training KnowBe4 is 67% Complete.

14 departments have had their local administrative rights removed.

New Service Desk System may provide resource repository for institution.

## Facilities

A new ADA ramp is being installed at northeast entrance of the PE building. Asphalt needs to be patched (painting and signs).