



**Chancellor's Cabinet Meeting Minutes
November 5, 2024 2:00 p.m. – 4:00 p.m.**

Meeting began at 2:00 p.m.

In Attendance: Chancellor Stefani Hicswa, Richard Beer, Kim Hayworth, Leslie Weldon, Krista Montague, Kathleen Thatcher, Kathy Kotecki, Suzette Nynas, Mike Bazemore, Shiloh Skillen-Robison, Paula Highlander, and Natalie Preston
Heather Hanna (guest)

INFORMATION

Chancellor Hicswa introduced Dr. Richard Beer, Interim Provost, who attended the meeting virtually.

Student Location Policy

Kathleen Thatcher, Director of Assessment and Accreditation, explained the reason for the creation of a Student Location Policy and ways that the policy will assist other institutional procedures. 'Jacket Leadership Team will be provided with the policy at the November 12, 2024 meeting.

Tuition Waiver Policy

Paula Highlander, Director of Human Resources, presented the most recent draft of the Tuition Waiver Policy line by line. The policy aligns with Board of Regents Policy pertaining to tuition waivers. Discussion followed.

DISCUSSION

FY 25 Budget

Heather Hanna, Assistant Vice Chancellor of Finance, presented the attached PowerPoint on the FY25 Budget. She provided overview and details of the spending authority reduction and its goals and outcomes, as well as the impact of enrollment and number of students in campus housing. She provided further detail on long term budgetary planning and upcoming improvements expected for the fiscal health of the university. Discussion followed.

Meeting concluded at 4:00 p.m.

Minutes by Natalie Preston

UPDATES

Department Updates *(Reprinted as Submitted)*

Kathleen Thatcher, Director of Assessment and Accreditation

We are awaiting final feedback from the PRFR. This will likely come in November/December. Until then, we are working on the draft of the Year 7 EIE report. There are a few areas where we need to focus on expanding and growing our work. They are related to co-curricular program assessment and using the [Student Achievement data](#) for decision-making (where appropriate).

As for program-level accreditation, the Nursing program at City College hosted a re-accreditation visit earlier this month. While we await the official findings, we feel confident that the review was successful. Thank you to everyone who participated and supported our Nursing faculty. Up next for program-level accreditation is CAEP, who accredits the programs in the College of Education. This review will include a state accreditation review, as well. The review will be held virtually April 9-11, 2025. If you are asked to participate in a meeting with the review team, please be sure to attend the meeting and be prepared to talk about your work with the College of Education.

Krista Montague, CEO of MSUB Foundation and Alumni

Fundraising to date is \$2,306,707. We received an estate gift from Harry Leffler, 1979 College of Business Grad, of \$1,000,800. Amazing! It will establish a scholarship endowment at the COB. Also received another \$325K from the Tunnicliff Estate, for COE scholarship endowment they had already established before they passed. Feasibility Study interviews will be complete November 8th. We have over 31 scholarship donor RSVP's for the Inaugural Scholarship Reception being held on November 19th at 5:30pm in the Glacier Room. Cabinet is invited to attend – please let me know if you are able to join us.

Paula Highlander, Director of Human Resources

Reminder: the HR office has snow cleats available for check out.

The Floating Holiday needs to be used on or before December 31, 2024.

New information on the Tuition Waiver (Dependent and Staff/Faculty) will be posted soon (after approval) for the Spring 2025 semester.

Flu shots unfortunately were not available at the Well Check due to a staffing issue. If you still need to get your flu shot, please contact your BCBSMT In-Network provider to schedule your vaccination or use your Navitus pharmacy card at any In-Network pharmacy to receive your vaccination at no out-of-pocket cost to you.

Kathy Kotecki, Dean of Student Engagement

Housing and CFE teams have been busy with Fall programs and events, which have yielded strong student participation (111 students went through the Haunted Hallway event on Tuesday).

We need to fill the Student Health Services Operations Manager Role and the UPD Administrative Associate Role.

Our teams are working to promote and support students getting registered for Spring Semester.

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

On-campus interviews for the Director of University Communications & Marketing position will be held Nov. 7 & 13; please attend the open forum presentations if you are available. November 7 will be from 3:30-4:30 pm and November 13 will be from 12:00-1:00 pm; both will take place in LI 148.

UCAM is exploring adding an events page to our website to streamline promoting events and other information to campus; this is in very early stages and would require MSU web team support to implement.

UCAM and Admissions have been evaluating opportunities to expand our marketing efforts externally through contractors.

Suzette Nynas, Chair of Academic Senate

In addition to curricular changes we are continuing work on an AI policy as well as updating the Academic Senate Bylaws. Two bylaws were modified, and those modifications were approved by Senate (electronic voting and term limits) this week. Those will be sent to the full faculty for a vote. We are also working on administrator evaluations and updates to the Emeritus nomination process as well as the rights, responsibilities, and privileges of emeritus faculty.

Kim Hayworth, Vice Chancellor for Student Access and Success

On Oct. 31, Financial Aid Office team members Justin Beach and Anika Nye-Martinez and Kim finished all the scholarship committee meetings by College. We will now offer to meet with smaller committees including Honors, TRIO, nursing, etc. The academic scholarship committees shared insights that will help us serve students and the committees even better.

The NAAC hosted the fourth Elder in Residence last week. MSUB faculty liaison, Dr. Elaine Westbrook has played a big role in arranging Talking Circles for each college.

NAAC – Tuesday, Nov. 5 11-12 pm hosting rep from Native Forward Scholars Fund – workshop for students from 11-12 pm in NAAC

MVSC will be hosting events the week of November 11th to honor our veteran students, faculty and staff. Information related to a veterans panel is available on the MVSC web page.

Thanksgiving Meal Boxes for students – available to order through Nov. 15th. CFE/Yellowjacket Pantry

TRIO will be hosting First Gen Student celebrations at City College on Nov. 6th, 8-10 am in the CC Health Sciences Building and University Campus come and go celebration on Nov. 8th over the lunch hour.

Mike Bazemore, Director of Intercollegiate Athletics

- Women's Basketball started the year ranked #6 nationally in the WBCA pre-season coaches' poll.
- We will be hosting the NCAA West Regional Cross Country meet on Saturday, Nov. 9.
 - 10am and 11:15am race start times.
- Saturday, Nov. 9 is also senior day for Men's Soccer, Women's Soccer, and Volleyball.
 - Volleyball plays @ 12pm.
 - Women's Soccer plays @ 3pm.
 - Men's Soccer plays @ 6pm.
- Men's Basketball is hosting a tournament and playing on the following dates:
 - Nov. 8 @ 7:15pm.
 - Nov. 9 @ 7:15pm.
- Men's Basketball will play Rocky at home Nov. 13 @ 7pm.
 - Women's Basketball will have ring ceremony for 2024 GNAC Championship during halftime.
- Women's Basketball is hosting a tournament and playing on the following dates:
 - Nov. 15 @ 7pm.
 - Men's Basketball will have a ring ceremony for 2024 GNAC Championship during halftime.
 - Nov. 16 @ 3pm.

Leslie Weldon, Vice Chancellor for Administration and Finance

Art Building

- The Art Faculty, Dean, Facilities and I have been meeting with the architects. The footprint is designed. Architects will share rendition within the next two weeks so fundraising can begin.

Budget Council

- Working to re-envision an advisory Budget Council. Working with the Chancellor on membership of the committee.

Business Services

- Student Accounts 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.

Facilities

Please see Jacket Leadership Update 11/1/2024 from Justin Rife.

- City College Safety Placards - The signs that needed to be moved have been and they are now in the classrooms and compliant. Necessary repairs are scheduled. Facilities waiting on final counts in YSHB before more signs get ordered. Once we have these, we will finish installing the missing signs.
- COE – Vendors will on campus next week to perform punch list items. Electricians will also be working next week to finish the second-floor lighting upgrade and replace all the missing and damaged devices.
- PE Building-
 - ADA openers have been installed on the west and north doors. Associated glass was working today to hook up the last controls and these should be functional.
 - The bid solicitation for the new roof was delayed to November 4th. We will have a contractor visit on November 13th with bids due early December. This work will take place next summer
- LA Building
 - 8th floor Asian ladybug infestation being addressed.
 - Water damage – ceiling tiles pulled; Bradford roofing is repairing.
- Trees damaged in windstorm in August being taken down. Facilities working with Professor Comer for tree replacement
- McMullen – entire water main north of McMullen will be removed – walkway 4-6 weeks

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.

Human Resources

- Floating holiday for faculty clarified.

IT

- Nearly done with the local admin rights removal for all staff departments. CIO will start discussions with faculty departments soon.
- New service desk system is live.
- 73% of employees have taken their annual cybersecurity awareness training. An optional video will be available in November.

Parking

- Over a year ago, the Chancellor mentioned at the State of the Union address that we would be leasing parking to Intermountain Health. To date we have not signed a lease. However, the goal is for Intermountain to begin parking in some of our lots in January. MSUB plans to lease 350 spots (170 Virginia Lot, 55 parking garage, NE poly 45, North Apsaruke 45 and 35 on the third/fourth/fifth floor of the parking garage. If you have any questions or concerns, please let me know.