



Chancellor's Cabinet Meeting Minutes
April 16, 2024 2:00 p.m. – 4:00 p.m.

In Attendance: Leslie Weldon, Sep Eskandari, Kim Hayworth, Brandon Irby, Kathy Kotecki, Kathleen Thatcher, Suzette Nynas, and Rita Rabe Meduna

Natalie Preston attended virtually

Absent: Chancellor Hicswa, Jen Lynn, Paula Highlander, Mike Bazemore, and Krista Montague

Meeting facilitated by Vice Chancellor Leslie Weldon and began at 2:00 p.m.

FY '24 Budget

Vice Chancellor for Administration and Finance Leslie Weldon reported that limiting travel for the rest of the academic year was determined to be a way to solve the budget deficit. Pre-approved travel and required travel will be allowed by must be signed off on by the supervisory Vice Chancellor.

FY '25 Budget

Leslie Weldon announced that Vice Chancellors are currently reviewing their division budget work books. Vice Chancellors will meet with the Chancellor in two weeks to review, finalize, and submit to Financial Services by May.

Enrollment Update

Vice Chancellor for Student Access and Success Kim Hayworth gave an update on fall enrollment. VC Weldon reminded Cabinet members that graduate enrollment impacts the formula for performance funding.

FAFSA Update

Vice Chancellor Hayworth confirmed that the Office of Financial Aid has received initial Institutional Student Information Records (ISIRs) to use in packaging financial aid offers to prospective students. They hope to have offers for students beginning April 22. Provost and Vice Chancellor for Academic Affairs Sep Eskandari expressed concern that the delays in FAFSA processing at the federal level will negatively impact enrollment.

Policy Procedure

Director of Communications and Marketing Brandon Irby reported that in partnership with Director of Assessment and Accreditation Kathleen Thatcher, he has completed the inventory of policies on the website and they have been catalogued into a policy directory. Brandon presented the Policy Procedure Document, which outlines policy creation, review, publication, and dissemination processes. The group reviewed and edited the procedural document. Further

discussion of this process and documentation are planned for the August 'Jacket Leadership Team meeting.

Facilities Update

Vice Chancellor Weldon discussed the structural work planned for the administration building during the summer months. Business Services and the mailroom will temporarily relocate to the Student Union Building in May. All basement storage in the administration building will also be moved. At this time, ADA access will remain as well as offices above the basement level. Leslie added that the construction company has been accommodating and may adjust their work schedule to decrease interruptions during MSUB working hours. Improvements are ongoing at City College, COE, the SUB and Cisel Hall.

First Day Complete

Vice Chancellor Weldon reported that she submitted the questions from Academic Senate to Barnes and Noble College and should receive the information by the target date given by the Academic Senate. The Senate also requested to delay the implementation of First Day Complete to Fall 2025. Leslie is waiting to hear back from Barnes and Noble College to determine if they will accommodate a second delay and what the impact will be to the contract. Leslie looks forward to meeting with faculty leadership to discuss next steps. Academic Senate Chair Elect Suzette Nynas stated that the Senate has submitted a list of questions and concerns, as well as a request to coordinate the implementation of First Day Complete with the planned Learning Management System (LMS) transition. Vice Chancellor Hayworth reported that BNC presented to the Student Government (ASMSUB).

PRFR Update

Kathleen Thatcher reported that the Policies, Regulations, and Financial Review for the Northwest Commission on Colleges and Universities is progressing. She is currently working on the section that reports on student resources provided by MSUB. The catalog section will be forthcoming once the new course catalog is published. She thanked everyone who has responded to her requests for information.

Wine and Food Festival

MSUB Foundation CEO Krista Montague was not present, but Vice Chancellor Weldon reported that per an email from Krista, the Wine and Food Festival had sold out for both Thursday and Saturday nights' events. There are still tickets available for the Friday night event.

Cybersecurity Training

Leslie Weldon reminded everyone of the importance of completing cybersecurity training. There have been numerous phishing attempts on campus recently. Being well educated in warning signs reduces our risk greatly. Leslie discussed the importance of practicing what is learned in the KnowB4 training. She posed the idea of a monthly cyber threat drill. Cabinet members agreed that this is a good idea. Leslie will work with IT to start the monthly drills.

Safety Training

Vice Chancellor Weldon reported that a committee determined that the responsibilities of our prior building managers needs to be reinvented, positions identified and training of those employees need to occur. The duties and responsibilities will be added to existing position descriptions for Safety and Maintenance Coordinators for each building on campus. The goal is two-fold; the coordinator would be trained for safety management and able to provide a building tour and safety protocols to new hires as part of the onboarding process, and would be responsible for generating work orders for building maintenance and repairs. This work is ongoing.

Commencement

Provost Eskandari reported that Commencement planning is going well. The ceremony will feature live music again, and hopefully everyone has ordered their regalia by now. He and Chancellor Hicswa are currently reviewing the script.

Policy

-Non-Allowable Expenditures

Vice Chancellor Weldon distributed the additional language to be added to the Non-Allowable Expenditures Policy draft that pertains to the department of Grants and Sponsored Programs using gift cards in a manner inconsistent with rules that apply to other university entities. The second reading of this policy draft is scheduled for the August 'Jacket Leadership Team meeting.

Summer Meeting Dates

May 7, June 4, June 18, and July 2

Cabinet Retreat July 29-30th

Meeting concluded at 3:57 p.m.

Minutes by Natalie Preston