



## Chancellor's Cabinet Meeting Minutes

June 4, 2024 2:00 – 4:00 p.m.

### **Meeting began at 2:02 p.m.**

**In Attendance:** Chancellor Hicswa, Leslie Weldon, Paula Highlander, Sep Eskandari, Suzette Nynas, Brandon Irby, Krista Montague, Kathleen Thatcher, Kathy Kotecki, Kim Hayworth, Natalie Preston, and Mike Bazemore

### **Summer Meeting Dates**

Chancellor Hicswa announced that there will not be a second meeting in June, or a meeting on July 2. Cabinet Retreat July 29 and 30 will take the place of the July Cabinet meeting. The monthly meeting schedule will resume in August.

### **Safety and Maintenance Coordinators**

Vice Chancellor for Administration and Finance Leslie Weldon met with Chief of University Police Brandon Gatlin and Director of Facilities Services Justin Rife on Monday. They have updated the duties of the Building Managers. Brandon and Justin have defined and renamed the responsibilities as Safety and Maintenance Coordinators. Employees will be identified in each building. Each Safety and Maintenance Coordinator will also have backups in their building. This proposal will be presented to 'Jacket Leadership Team in August for further discussion.

### **Annual Employee Evaluations**

Director of Human Resources Paula Highlander reminded Cabinet members to conduct employee evaluations by July 1 so that they reflect the past fiscal year and provide timely feedback to employees. If anyone needs forms, help with writing goals, or help with updating position descriptions, the Human Resources Office can offer assistance.

### **Facilities Update**

Vice Chancellor Weldon confirmed that Justin Rife has been emailing regular facilities projects updates to all members of 'Jacket Leadership Team so that these updates can be communicated campus-wide. Several facilities projects are underway around campus. Justin or Leslie can be contacted with any questions. Additionally, she announced that there has been some reorganization in Facilities and they are working to fill vacancies.

### **FY 24 Year End Close**

Vice Chancellor Weldon announced that Financial Services and Payroll will relocate their office to City College temporarily while structural work is performed on the administration building to minimize potential interruptions to fiscal year end closing. Director of Business Services Barb

Burows sent a reminder to stop using university purchasing cards unless in travel status until the year is closed. Business Services has already moved to a temporary location in the Student Union Building.

### **FY25 Budget**

Vice Chancellor Weldon shared that Heather Hanna is working to complete the FY25 budget. Chancellor Hicswa expressed her gratitude for the hard work of budget managers and reminded Cabinet members that the final budget is scheduled to be approved at the September Board of Regents meeting. Though budget analysis is still in progress, she thinks that the budget will be close to the goal set when the workbooks were issued.

### **September Board of Regents Meeting**

Executive Assistant to the Chancellor Natalie Preston has begun planning for the Board of Regents (BOR) meeting that will be hosted by MSUB on September 18 and 19. The main meeting will be held in the Glacier Room but additional related meetings and events will extend throughout campus. Provost Eskandari reminded Cabinet members how impressed meeting attendees were by the display of faculty and student research and publications at the 2022 BOR meeting and requested these be showcased again. Natalie reminded everyone to wear yellow and blue, show hospitality and pride for campus, and to direct all meeting-related questions to her.

### **Early College**

Provost Sep Eskandari reported on the ongoing partnership with Billings School District 2 for the early college charter school they will implement this fall. There is currently a cohort of approximately 70 students who will be high school freshmen when they begin the program. The goal of the charter school is for these students to earn a general associate degree from MSUB by the time they graduate from high school. There is a team of 20 people from MSUB, School District 2, and the Office of the Commissioner of Higher Education working on the Memorandum of Understanding that will govern the partnership. It must be comprehensive as it will be precedent-setting and may become the template for other partnerships throughout the state. Discussion followed about concerns that must be addressed by the MOU.

### **Fall Enrollment Update**

Vice Chancellor for Student Access and Success Kim Hayworth reported that summer enrollment is up 4.8% for undergraduates over last year, but down 24.8% for graduate students. Fall enrollment is down 14 students (headcount) or 0.06%, but dual enrollment is up 72 students.

### **Athletics Academic Success**

Director of Intercollegiate Athletics Mike Bazemore reported on the academic successes of student athletes, many of whom competed in post season tournaments. From a total of 236 student-athletes, 162 Yellowjackets finished the spring semester with a GPA of 3.0 or higher, with 49 student-athletes earning all A's or A-'s, and 42 individuals earned a perfect 4.0 this spring. In addition, MSUB Athletics had 37 degree candidates this spring.

### **Policies, Regulations, and Financial Review (PRFR) Update**

Director of Assessment and Accreditation Kathleen Thatcher has nearly completed writing the Year 6 Standard 2 Policies, Regulations, and Financial Review (PRFR) report. This report will inform the Year 7 comprehensive visit of MSUB's seven-year accreditation cycle with the Northwest Commission on Colleges and Universities. Kathleen hopes to email the report by the end of this week to all director-level contributors. She will then incorporate their feedback and submit the report to the Vice Chancellors and Chancellor. The PRFR report is due to the Commission in August.

### **Website**

Director of Communications and Marketing Brandon Irby has completed the framework for policy creation procedure and posted it to the university website. He continues to work with employees from the academic division, including Academic Senate Chair Suzette Nynas, on the degree directory and degree listing page for the website. Some of the technology that improves the functionality of this type of page is being used by Montana State University. Brandon is conversing with partners at the flagship campus to learn how MSUB may utilize it.

### **Domain Name**

Brandon Irby has been working with Information Technology on the Billings and Bozeman campuses and learning from the cybersecurity breach experienced by MSU last year. They are exploring a change of domain name to increase cybersecurity that may impact MSUB. Discussion followed.

### **Leadership Summit**

Chancellor Hicswa expressed interest in holding an internal leadership summit. Discussion followed.

### **Article Presentation** (see *Department of Education Info Sheet*)

Paula Highlander reported on updates to Federal Title IX regulations.

### **Cabinet Retreat**

Chancellor Hicswa reminded Cabinet members to read the book *Deliberate Calm: How to Learn and Lead in a Volatile World*, in preparation for the Cabinet Retreat July 29 and 30.

**Meeting adjourned 3:50 pm**