



**Chancellor's Cabinet Meeting Minutes
April 27, 2021**

Present: Dr. Susan Balter-Reitz, Bill Kennedy, Susan Simmers, Maureen Brakke, Krista Montague, Brett Weisz, Dr. Kimberly Hayworth, Chancellor Stefani Hicswa

Guests: Dr. Sep Eskandari, Dave Nordel

Absent: Dr. Jennifer Lynn

Meeting began at 2:00 pm.

Provost Candidate Dr. Sep Eskandari:

The Cabinet spent the first part of their meeting speaking with Provost Finalist Dr. Sep Eskandari.

Commencement Update:

Commencement planning is complete and there will be two live ceremonies on May 1st at Metra Park. Natalie has front row parking passes for Cabinet members and other VIPs available upon request.

Budget Update:

Vice Chancellor of Finance and Administration Susan Simmers thanked everyone for meeting the April 16th deadline to complete budget workbooks. The workbooks inform budget directors of their department budgets which will increase the accuracy of budgeting and boost savings, as well as establishing an effective budget process for years to come.

Summer Cabinet Meeting Schedule:

Cabinet will convene monthly through the summer and meetings will consist of updates and departmental reports. Summer Cabinet meetings are scheduled for May 11th, June 15th, and July 20th. Meetings will return to the academic year schedule on Tuesday, August 10th. Cabinet may expand in the coming academic year to include a wider representation of university leadership.

May Board of Regents meeting:

The Board of Regents will meet May 26th and 27th. MSUB submitted two items (neither are academic) and expects both the easement of a corner of university property for traffic light installation, and the Professor Emeritus nomination to be approved. We may receive questions on the proposed parking fee increases that were not supported by ASMSUB.

Departmental Updates:

Dave Nordel

COVID-19 Incident Commander Dave Nordel announced that the Yellowstone Science building will be opening on time. Additionally, the Incident Command Team is through its initial planning phase for COVID-19 Recovery and has completed the new Incident Action Plan.

Maureen Brakke

Director of University Communications and Marketing Maureen Brakke's department is wrapping up its spring marketing campaign and planning the fall campaign. She met with Vice Chancellor for Student Access and Success Dr. Kim Hayworth about how to make the "road piece" marketing material most effective for recruiters.

Dr. Kim Hayworth

Dr. Kim Hayworth reported that summer enrollment has increased 3% since last year, but fall enrollment remains behind last year's numbers.

The Associated Students of MSUB has been working for the last year on a furniture project which will be completed and installed in May. The upper gallery area of the SUB and game room is getting new furniture based on student feedback, as well as the south side of the Glacier Room. New Student Orientation events start in June and will be online and in person.

This Friday at 10:00, ROTC (ASMSUB Vice President) cadet Robin Cunningham will be commissioned.

Dr. Sue Balter-Reitz

Interim Provost and Vice Chancellor for Academic Affairs Dr. Susan Balter-Reitz provided an update on the Center for Teaching and Learning which will announce its co-directors next week. The advising task force branded itself "Advising 360".

Interim Dean of the College of Business Dr. Richard Beer has completed articulation agreements with several two-year colleges in Wyoming which will ease students' transfer to MSUB to complete their four-year degrees.

Susan Simmers

Vice Chancellor of Administration and Finance Susan Simmers has been working on the long-range building plan and preparing for fiscal year end. She has asked Dave Nordel to design a risk assessment and management framework for campus. The Financial Services department is going through several scheduled audits. Per the recent facilities audit, all employees must undergo procurement training within 30 days of starting work, then once annually.

Brett Weisz

Chief Information Officer Brett Weisz and his team in IT have been installing classroom technology in the new science building, as well as preparing the Metra for commencement.

Krista Montague

Athletic Director Krista Montague announced that 27 student athletes will graduate Saturday. (2 graduated in December) The Men's Golf Team will compete in the NCAA championship in Dupont, Washington May 6th through 8th. The Track team will also end their season with a conference championship appearance in western Oregon on May 16th.

Bill Kennedy

MSUB Foundation President and CEO announced that Winefest will be held September 25th at Metra Park, with plans to return to its pre-pandemic tent location on campus next May. The furniture for the new science building has been ordered and will be delivered as soon as July. Donor walls are scheduled to be erected the week of August 10th, and the building's ribbon cutting ceremony is planned for the week of August 23rd.

MSUB Foundation will begin their summer schedule on May 10th, 7:00 to 5:30, Monday-Thursday, and they have two new development officers starting July 6th.

Meeting concluded at 3:45 pm.

Minutes by Natalie Preston, Executive Assistant to the Chancellor