



**Chancellor's Cabinet Meeting Minutes
June 15, 2021**

Present: Chancellor Stefani Hicswa, Brett Weisz, Krista Montague, Dr. Susan Balter-Reitz, Bill Kennedy, Maureen Brakke, Dr. Kim Hayworth, Dr. Jennifer Lynn, Susan Simmers, Natalie Preston

Guests: Jerry Girard and Darla Tyler-McSherry

Meeting (held in-person) began at 2:00 pm.

Foundation Board Meeting "Show and Tell":

Chancellor Hicswa discussed the plan to present campus news such as new programs, awards won by students, staff and faculty, and new hires to the quarterly Foundation Board of Trustees meetings. With these "show and tell" sessions, the foundation as our main fundraiser is kept up-to-date on positive items that can be shared with the community and donors.

Welcome Basket for Dr. Eskandari:

Cabinet is assembling a welcome gift basket for the new provost. Natalie will collect items and Cabinet will present the welcome gift at the first meeting Dr. Eskandari attends in July.

Training Attendance- Mandatory Title IX Training:

Dr. Hicswa reminded everyone that training for Title IX, must be completed by every employee every year. Human Resources can provide lists of employees by department who have yet to complete the online training.

Campus Policy for Mass Text Messaging:

Dr. Kim Hayworth and Brett Weisz distributed the revised Mass Text Messaging policy draft to the group for their feedback. Some discussion followed. The planned procedure for policy approval is for individuals (Director level is preferred) to bring policy drafts to their Vice Chancellor, who will vet and present the policy to Cabinet. If Cabinet does not approve, the policy draft is returned to the Vice Chancellor for revision. If Cabinet approves, the policy draft will be presented to the 'Jacket Leadership Team, where if approved it can become campus policy.

Space Usage Policy:

Vice Chancellor for Student Access and Success presented a Space Usage policy draft. Discussion followed and the draft was returned to Dr. Hayworth for revisions. Additional revisions can be submitted to Dr. Hayworth, who will present the revised policy draft at the next Cabinet meeting in July.

Campus Health and Wellness Initiatives:

Director of Student Health Services Darla Tyler-McSherry and Counseling Director Jerry Girard presented on MSUB's new mental health strategic initiatives, some of which were invested in by the Office of the Commissioner of Higher Education. Initiatives include training opportunities for faculty and staff, new online and clinical resources for students, and a focus on campus spaces which promote wellness. Jerry Girard will be leading four sessions of "QPR (Question, Persuade, Refer) Training", which teaches faculty

and staff members how to approach and engage someone who is suicidal, and get them connected to the right resources. An additional training session in a program called “Kognito” will be offered, which focuses on mental health support, conversing with at-risk individuals, and assisting with developing coping skills. Dr. Hicswa urges everyone to attend a training session, and make sure any staff or faculty member who works with students does as well so we can all be informed and prepared.

New online resources for students include a mobile app called “You at College”, which is dedicated to mental health, and an online referral service called “Thriving Campus” which can connect students with mental health services. MSUB has also partnered with Frontier Psychology which uses mostly online tools to serve Montana’s rural populations. This partnership gives new internship opportunities to students who need clinical experience, and can refer students in need for follow up with on-campus resources or a primary care physician.

These initiatives also include creating an environment on campus that bolsters mental health efforts. Spaces on campus may be designated as mental health recharging/ relaxation stations, which can be helpful to commuter students as well as residents.

Director of Communications and Marketing Maureen Brakke added that the Buzz Bulletin will return to producing regular issues in August, and will feature a special section dedicated to mental health.

Cabinet Member Expansion:

Chancellor Hicswa is looking into adding more members to Cabinet. She asked Kathy Kotecki, Dean of Students, and Joann Stryker, Director of Institutional Research to join beginning in July. Chancellor Hicswa asked members of the Cabinet whether she should consider offering employees temporary memberships to ‘Jacket Leadership Team as an opportunity for professional development in the future.

Science Building Ribbon Cutting:

Bill Kennedy announced that the Ribbon Cutting Ceremony is scheduled for September 7th, featuring a reception from 4:00 -7:00 pm. Dr. Toenjes will have his faculty there to answer questions and give tours. Notify Bill Kennedy, Jodi Byrne, Chancellor Hicswa or Natalie Preston of anyone who should be invited to the ceremony.

Krista Montague’s Farewell Party June 22nd at Bistecca:

Krista Montague’s farewell party is Tuesday, June 22nd at Bistecca on Poly Drive. Everyone is invited to stop by between 5:00 and 7:00 pm. A scholarship is also being created in Krista’s name.

Other Announcements/ Reminders:

The Chancellor’s Cabinet Retreat will be August 16th and 17th, Natalie is planning and will send detailed invitations.

The next ‘Jacket Leadership Team meeting is August 10th and will be held in person in McDonald Hall.

Chancellor Hicswa announced that she asked Interim Provost Sue Balter-Reitz to stay on board as Vice Provost to assist Provost Eskandari as he begins his new role July 1st.

Departmental Reports:

Susan Simmers: Vice Chancellor Simmers announced that Michael Swavely has agreed to stay on as Interim Director of Facilities.

Maureen Brakke: Maureen announced that she hired an Operations Manager in Communications and Marketing. Shiloh Skillen-Robison, formerly in New Student Services, is now second in command in the UCAM office.

Bill Kennedy: MSUB Foundation President and CEO Bill Kennedy announced the Alumni Cruise to Alaska that will be offered in 2022. Additionally, he announced the departure of the Foundation's Alumni Development Director, and the arrival of two new Development Officers who will come on board July 6th.

Remaining Departmental Updates not completed as meeting adjourned at 3:55 pm.