



**Chancellor's Cabinet Meeting Minutes
February 16, 2021**

Attendance:

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

Absent: Joe McGeshick was absent.

Meeting began at 2:00 pm.

Announcements:

The next COVID-19 Virtual Town Hall -Thursday February 18 at 3:00pm, remember to revisit past Town Halls which are recorded and available on the website's COVID-central page

The annual Yellowjacket Athletics Online Auction is February 22nd -February 28th at msubsports.com

Updates/Presentations:

University Communications and Marketing Director Maureen Brakke presented the Legislative Update. She reminds everyone to notify Janelle Booth if approached to comment or testify within your professional capacity on any political issue. If you choose to speak on an issue as a private citizen, you must do so during non-work hours and using a non-work email address.

HB102- MUS testified in opposition but supported two amendments: 1) June 1st implementation rather than immediate. 2)No guns will be allowed at public events that have armed security service and controlled access, which may include some campus events.

Governor Gianforte is expected to sign HB102.

The May Board of Regents meeting will produce the implementation guide for the MUS system.

HB112-MUS analyzing the fiscal impact of non-compliance with this legislation if it is passed.

Chancellor Hicswa added that MSUB is closely watching the appropriations bill and its section that pertains to pay plans for state employees.

COVID-19 updates:

Dr. Kim Hayworth reminded the group that offices on campus should not purchase cleaning, disinfecting, or personal protection equipment (PPE) as they maintain a supply of such items in the "COVID bunker." As to the continuation of the mask mandate on campus, despite the lifting of the state-wide mandate, Dr. Hayworth was pleased to report that she has not experienced many issues with students and visitors to campus complying with mask wearing requirements, nor have Aaron Like or Kathy Kotecki. (Director of Student Housing and Dean of Students, respectively)

Chancellor Hicswa complimented the social media campaign produced by Maureen Brakke's office for reminding students to keep up the good work with COVID-19 precautions. She reminded the group to keep managing the COVID-prevention culture, and as more events take place and are encouraged, we

must keep the COVID plan in place. Athletics events have set an example of holding events in a COVID-safe manner, and Dr. Kurt Toenjes is working to produce a generic COVID-plan that can be modified to meet every type of event's specific needs.

With regard to holding a COVID-safe Commencement, Dr. Hicswa stated that not all decisions have been made yet. Interim Provost Dr. Sue Balter-Reitz mentioned that there may be a plan to split the ceremony into two groups, but that decisions have yet to be finalized.

Dr. Cheri Johannes is the contact person for graduation planning, and questions should be directed to her.

OERs:

Chancellor Hicswa asked for the group's thoughts on Open Educational Resources (OERs), which she stated are proliferating. Dr. Jim Barron spoke passionately about how the cost-reducing and accessibility benefits of OERs to students outweigh any challenges that they present to faculty. He has used them in all but his top-level courses, and he believes that adequate resources will exist in upcoming years even for more advanced courses.

Dr. Jennifer Lynn reminded the group that the Library is a great resource in this field as well, particularly since hiring a Distance learning Librarian.

Dr. Susan Balter-Reitz cited "Pandemic Pedagogy", (the collaboration of higher level educators during the COVID-19 pandemic) for producing improved OERs and significantly better ancillary materials.

Intranet Update:

Maureen Brakke showed the "Announcements" section on the MSUB intranet; this is where all slides from campus monitors can be accessed.

She also announced that the Intranet will soon feature Cabinet Meeting minutes.

Ms. Brakke also showed that the Intranet offers graphic design help, web editing help, and features MSUB letterhead and City College letterhead for download or digital use.

Web Content Manager Steve Miller is updating the Campus Directory to make it easier to search for employees' information and adding employee photos.

The "Contact us" page in each department will have the same directory format, and IT will not have to make every directory update, since the departments will be responsible for making their own directory changes once each department has identified an individual to make directory updates. In the meantime, IT will continue to make directory updates.

She reminded the group that the directory is on the outward facing website (not confined to the intranet) and will hopefully be launching February 24.

Enrollment Update:

Vice Chancellor of Student Access and Success Dr. Kim Hayworth presented the enrollment update, which was also released to the press.

She also announced that summer class registration opened today.

Some highlights of the enrollment update include:

- While spring enrollment is usually lower than fall enrollment by 5%, this spring's enrollment very nearly matched fall's
- Graduate program enrollment is up from last update
- Enrollment increased in health care related fields

- Freshman, female students impacted most by COVID, males in all age groups enrollment increased over last spring

Budget Update:

Vice Chancellor of Administration and Finance Susan Simmers announced that she will be getting information from OCHE on performance funding at the March 2nd meeting.

A pay plan increase is not on their agenda until November 2022, but we will have information on this at the end of the legislative session, then at the May Board of Regents meeting.

Susan Simmers met with the Budget team today, and they are designing a new tuition revenue model/ rate schedules for our campus; new rates don't go into effect until fall, making modeling complex.

Susan Simmers and the Budget team are also working on next biennium long range building plan, inventory of buildings, and facilities condition index, as well as reworking the master bond indenture with help from MSU Bozeman.

Closing Remarks:

Chancellor Hicswa asked each person present to share ways in which they have recently increased their efficiency. We can all learn from each other's techniques how to save time, employ new technologies, and new ways to work more effectively.

Meeting concluded at 4:00 pm.

Minutes taken by Natalie Preston, Executive Assistant to the Chancellor