



In Attendance: Chancellor Stefani Hicswa, Maureen Brakke, Michael Bazemore, Dr. Jennifer Lynn, Paula Highlander, Kathy Kotecki, Dr. Kim Hayworth, Krista Montague, Joann Stryker (present for portion of meeting) and Natalie Preston

Absent: Dr. Sep Eskandari, Susan Simmers, Joann Stryker (absent for portion of meeting)

Meeting held in person, began at 2:00 pm

Meeting Free Days:

Chancellor Hicswa led discussion of how meeting free days are helpful to staff and departments. Meeting free days affecting the fall semester are October 20th and 21st, and December 26th through December 30th. Possible meeting free days for spring semester will be discussed at a future Cabinet meeting.

Campus Notification of Candidate Search Visits:

Cabinet discussed the benefits of standardizing messaging about candidates' visits/ presentations to campus. For consistent messaging, the Human Resources department will send an email to the Admin General email list announcing candidates for director level positions and above. All other positions will be at departmental discretion to announce or invite campus to presentations.

Staffing Changes:

Vice Chancellor of Administration and Finance (VCAF) Susan Simmers' last day on campus is October 7th. Leslie Weldon has been appointed Interim VCAF and will lead the division without making major changes as she is not the permanent VCAF. A search for the permanent VCAF will be forthcoming but not immediate.

University Police will now report to the Office of Student Access and Success as they work closely with Dean of Students Kathy Kotecki. This structure will reflect Chief of Police Brandon Gatlin's goal of community-oriented policing that more closely considers and involves the student population.

Operational Plan Review:

The group reviewed and updated the 2022-23 Operational Plan created during the Chancellor's Cabinet Retreat that was held August 1st and 2nd 2022. The Operational Plan is in a shared folder in Box to which all Cabinet members have access.

Board of Regents Meeting Debrief:

Chancellor Hicswa shared a card she received from Regent Todd Buchanan complimenting MSUB for hosting a successful Board of Regents Meeting (September 21st and 22nd 2022). Chancellor Hicswa reported that she has received compliments from people who attended the meeting, that people were helpful and friendly, campus looked great, and that meeting attendees noticed a different vibe compared to the previous meeting they attended at MSUB in 2018. Dr. Jen Lynn stated that the MUSFAR

Breakfast with the Regents was collaborative, and she also received positive feedback. Any additional feedback should be submitted to the Chancellor or Natalie Preston.

Enrollment Update:

Director of Institutional Research (IR) Joann Stryker gave an overview of enrollment statistics based on the recently completed census. Enrollment is down from last year only slightly at 4,057 students and has increased among targeted groups and freshmen. Health and Human Performance, Biology, Chemistry, Broadfield Science, -RN to BSN, -and the Master of Clinical Rehabilitation all experienced increased enrollment. School Counseling, Computer, Technical, Fire Science and Nursing program enrollment also increased at City College. Enrollment in the Finance option -in the College of Business has increased, as have the number of students with undeclared majors. Online course delivery for students continues to grow and is at the highest level ever in MSUB history.

Retention Update:

Director of IR Joann Stryker announced that MSUB met the retention goal set for the fall semester; the fall-to-fall retention rate is 55.3% (3.6% up from last year, or a 7% increase). City College retention rates also increased.

Relationships with Students Policy Draft:

Director of Human Resources Paula Highlander presented a draft of the new policy proposed to protect students and employees from complications of power differentials should they choose to enter a relationship. The group discussed reasons to have such a policy in place. The draft will be presented at the next meeting of the 'Jacket Leadership Team.

Departmental Updates:

Dr. Kim Hayworth:

V.C. Hayworth announced that the Upward Bound and Talent Search department has taken on a third grant funded program, Educational Opportunity Center, funded by the Department of Education. Since staff, program work and offices are shared, the team has combined all three to the new Office of Educational Access. Sara Whittle is the Director and is working to hire additional staff with the EOC grant.

Montana 10 launched this fall, and the first cohort has 108 students. Executive Director of New Student Services (she was formerly MSUB's Retention Director) Julie Pettitt has led the Montana 10 effort but going forward she will lead the recruiting effort and Laura Gittings-Carlson will lead the student support effort.

MSUB has teamed with United Way to sponsor "Socktoberfest" which collects donations of new socks to be distributed to children in need. Sock donations can be placed in Yellowjacket Emergency Pantry locations throughout campus during the month of October.

In collaboration with the MSUB Foundation, the ~~Division Office~~ ~~for~~ Student Access and Success will launch a New Merit Scholarship for incoming freshman.

Fourteen students were accepted to the Second Chance Pell program. Next week a FAFSA workshop will be held in the Montana Women's Prison and a virtual FAFSA workshop will be held the following week in the Men's State Prison in Lame Deer.

Paula Highlander:

Director Paula Highlander reported that the Human Resources department no longer has any vacancies; they welcomed Generalist Dennis Bohlman and Administrative Associate Maria "Daisy" Collins.

Commented [BMJ1]: Is this the Division for?

Human Resources is working to develop training videos as well as a -project to systematize and organize all campus policies. The project to systematize policy is a cooperative effort with Interim VCAF Leslie Weldon, VCAF Executive Assistant Jesse Horner, and Director of Assessment and Accreditation Kathleen Thatcher.

Paula recently participated in a meeting of the four MSU campuses to create an appeals process for employees of MSU campuses who may have been inadequately accommodated by the Americans with Disabilities Act.

Dr. Jen Lynn:

Academic Senate Chair Dr. Jen Lynn invited everyone to attend and promote the “Researchfest” event hosted by Grants and Sponsored Programs on October 13th at Craft Local.

She reported that faculty representatives had a productive meeting with Montana Regents during the BOR meeting in September. Their conversation focused on retention of faculty, tenure, and academic freedom.

She announced that submissions for rank advancement are coming in from faculty.

The Women’s Faculty Caucus has been meeting regularly and will be participating in mental health first aid training in January while off contract.

October is Domestic Awareness Month and the Women’s and Gender Studies Center has partnered with the Native American Achievement Center to promote a film about domestic violence.

Maureen Brakke:

Communications and Marketing Director Maureen Brakke reported completing -many recent press releases, including the retention and enrollment report from the census findings, one about the Montana 10 scholars, and Professor Lynn George’s NIH research grant to continue her ALS research. They are working to complete college specific marketing videos, similar to the Hype video -featured during the BOR meeting and -the College of Health Professions and Science.

Amplified-Digital has partnered with the UCAM office to market to both traditional and non-traditional prospective students.

Mike Bazemore:

Athletic Director Mike Bazemore announced that Evan O’Kelley resigned, and his last day will be October 14th. His position has been posted for applicants and he will assist Athletics on a limited part-time basis.

The “Coffee with AD” monthly series begins on October 21st at Mazevo Coffee on Grand Avenue.

The Athletics Halloween auction party and fundraiser will be held on October 28th.

Kathy Kotecki:

Dean of Student Engagement Kathy Kotecki reported that she has been working with the Center for Engagement on training and supporting major events since hiring a student coordinator and Community Engagement Coordinator Parker Scott.

Joann Stryker:

Director of IR Joann Stryker announced that her department has teamed with the Director of Assessment and Accreditation to begin the academic program review process. Additionally, they are working to look at program review data and its collection process from the faculty standpoint, to determine if there are methods that would help them communicate data to faculty more effectively. IPEDS data is due October 18th.

Meeting concluded at 4:00 pm. ~~include when the meeting concluded and who took notes.~~
Minutes taken by Natalie Preston.