



**Chancellor's Cabinet Meeting Minutes  
March 1, 2022**

**In attendance:** Maureen Brakke, Michael Bazemore, Dr. Jennifer Lynn, Dr. Sep Eskandari, Susan Simmers, Brett Weisz, Kathy Kotecki, Dr. Kim Hayworth, Joann Stryker and Natalie Preston

**Absent:** Chancellor Hicswa was away attending a Board activity

**Meeting held in person, began at 2:00 pm**

**Diversity, Equity, and Inclusion Charge-**

Provost Sep Eskandari announced that Chancellor Hicswa formed a committee to assess and address equity gaps. The DEI Council received their charge from the Chancellor and has begun to meet regularly. Dr. Jennifer Lynn is on the council, as are some other faculty members and a student representative. Dr. Lynn would appreciate recommendations for more members. The council will produce a short report containing recommendations to submit to the Provost and Chancellor.

**ChromeRiver-**

Provost Eskandari and Vice Chancellor Susan Simmers asked for input about the purchasing-card processing software ChromeRiver. Discussion followed. Consensus was reached that the program is not intuitive, but with adequate training this challenge can be overcome. Dr. Eskandari announced preliminary plans to provide a dedicated trained staff member in ChromeRiver for faculty to utilize instead of learning the software individually.

**Overwatch Program Workshop –**

Vice Chancellor for Student Access and Success Kim Hayworth announced that MSUB, in partnership with Shane Grantham, Director of the Military and Veteran's Success Center, will host the "Overwatch" workshop. Vice Chancellor Hayworth asked for input on how the workshop should proceed to include faculty. She thanked Jerry Girard and Darla Tyler-McSherry for their leadership.

**Administration Building-**

Provost Eskandari led discussion about the recent proposals to rename McMullen Hall. Chancellor Hicswa asked the History Department faculty to research the history of the naming of the building. Any renaming process would be formal and would require Board of Regents approval.

**Administrative Services Division Training-**

Vice Chancellor for Finance and Administration Susan Simmers announced that her division is holding training sessions on March 9 and 10. (See attached schedule of sessions) Training includes ChromeRiver, Budget, and common payroll forms.

**Article Discussion –**

Joann Stryker, Director of Institutional Research, led discussion of the article (see attachment) *EAB Role of Data in Student Success*.

**Chancellor's Focus Groups on MSUB's Niche:**

**University Campus:**

March 28<sup>th</sup> 9:30 am (Staff)

March 30<sup>th</sup> 2:15 pm (Students)

April 8<sup>th</sup> 10:00 am (Faculty)

April 11<sup>th</sup> 2:30 pm (Staff)

April 25<sup>th</sup> 2:30 pm (Faculty)

April 27<sup>th</sup> 2:00 pm (Students)

**City College Campus:**

March 23<sup>rd</sup> 1:30 pm (Students)

March 31<sup>st</sup> 1:30 pm (Staff)

April 7<sup>th</sup> 1:30 (Faculty)

**Meeting concluded at 3:45 pm**

Minutes by Natalie Preston