



**Chancellor's Cabinet Meeting Minutes
January 21, 2025 2:00 p.m. – 4:00 p.m.**

In Attendance: Chancellor Stefani Hicswa, Leslie Weldon, Kim Hayworth, Richard Beer, Kathleen Thatcher, Dan Carter, Mike Bazemore, Kathy Kotecki, Krista Montague, Suzette Nynas, Paula Highlander, and Natalie Preston

Guest(s): Brandon Gatlin

INFORMATION

Provost Search

Chancellor Hicswa announced that there is a Provost candidate on campus today. The open forum is this afternoon; please attend if you are able.

Wayfinding Signage

Chancellor Hicswa announced that the project to install pillar-style wayfinding signage around campus is moving forward with funding provided by the Foundation.

Enrollment

Vice Chancellor for Student Access and Success Kim Hayworth provided an overview of current enrollment numbers. Currently FTE is higher than this date last year. New student enrollment is currently up over spring 2024. The Student Access and Success Division will continue to monitor numbers.

Retention

Vice Chancellor Hayworth reported on retention data for fall-to-spring freshmen and new transfers. The current retention rate is slightly increased from the 78.5 percent we recorded at census last year. Census is February 6, so work is shifting from encouraging registration for classes to confirming attendance and retaining students.

Budget Update

Chancellor Hicswa reminded Cabinet that there are budgetary implications to enrollment and retention numbers. She expressed appreciation to Heather Hanna, Assistant Vice Chancellor of Finance, who budgeted conservatively based on forecasted enrollment numbers.

First Day Complete

Suzette Nynas, Academic Senate Chair, reported that the steering committee for Barnes and Noble College's First Day Complete program will meet on Friday. They gathered data throughout the fall semester and met with each department to learn their questions and concerns.

Gainful Employment/ Fair Value Transparency Compliance

Chancellor Hicswa expressed appreciation to the team who worked to complete the Gainful Employment/Fair Value Transparency report as federally mandated. The report was completed and submitted before the due date.

Website ADA Compliance

Chancellor Hicswa announced that she is assembling a group to review federal regulatory language and ensure MSUB is on track to make updates to digital materials in time for Americans with Disabilities Act compliance deadlines.

SD2 Early College

Chancellor Hicswa reported that the work between MSUB and School District 2 on the early college program and charter school is ongoing. Registrar Cheri Johannes is working with SD2 to finalize the Memorandum of Understanding.

DISCUSSION

Gonser Gerber Campaign Feasibility Study Report

Krista Montague, MSUB Foundation and Alumni CEO presented the findings of the campaign feasibility study conducted this fall by Gonser Gerber with past and current donors, Foundation and Alumni staff, campus leadership, and Foundation Board of Directors members.

Ms. Montague reported that Gonser Gerber determined that a feasible five-year major giving campaign can be expected to raise \$31 million with a focus on scholarships and a new art facility.

Discussion followed.

Campus Safety Training

Chief of University Police Brandon Gatlin (guest) provided background information on the decision to revamp existing training and emergency preparedness plans for campus. One of the major goals is to create a resource of information open to all employees to prepare them for possible emergencies and provide guidance and information on what to do in specific scenarios. Cabinet members provided feedback on the new training modules and discussion followed. The next step is to transfer the training material into the Canvas Learning Management System (LMS) and determine how to ensure that every employee has access.

The next meeting of the Chancellor's Cabinet is scheduled for Tuesday, February 18.

UPDATES

Department Updates *(Reprinted as Submitted)*

Kathleen Thatcher, Director of Assessment and Accreditation

The Year 7 NWCCU visit will take place October 8-10, 2025. Please mark this on your calendars. If you receive a request for information related to the year 7 report or visit, please be timely with your response. The College of Education will host their accreditors (CAEP) virtually April 9-11, 2025. Please support the faculty and staff in COE during this important re-accreditation process.

Program assessment reports for City College (April), College of Education (March), and the College of Liberal Arts and Social Sciences (March) are due this spring. Additionally, co-curricular program assessment reports for Academic Affairs and Students Access and Success are due this May. These documents will be considered during the NWCCU's Year 7 report and visit. Please use the support of the Assessment and Accreditation office in advance of these due dates to be sure your program has what it needs to be successful with your assessment efforts.

Paula Highlander, Director of Human Resources

Spring Wellchecks are scheduled for February 27 and April 15th and 16th.

Safety and Maintenance Coordinator information that went out via Admin. General is now posted on the Facilities Services Intranet.

Check out snow cleats from the HR office if you need them for the winter season. Remind your employees to wear appropriate footwear for winter weather conditions to avoid slips, trips, and falls.

Court ruled to strike down Biden Administration Title IX 2024 regulations. All states will be operating under the 2020 guidelines.

Krista Montague, MSUB Foundation and Alumni CEO

Fundraising to date is \$3,863,094. We are excited to host the inaugural Chancellor's Circle donor reception on February 19th. So far, we are pleased to have received 41 RSVPs. The Chancellor's Circle invites any donors who have contributed \$1,000 or more in the past fiscal year. Events like the Chancellor's Circle (and Scholarship Reception we had in November) have taken the place of the multiple wine and food festival events previously organized by the Foundation. Just another reminder this year's Wine & Food Festival is a two-day event scheduled for April 17 and 18 and coincides with MSUB's Spring Mini Break, which we expect will affect the availability of our student volunteers. Last year, we were proud to raise over \$400,000 (net) to benefit student scholarships. We encourage you to share volunteer opportunity link <https://msubfoundation.galaxydigital.com/> with friends, neighbors, family members, business associates who have shown an interest in helping out during the 2025 MSUB Wine & Food Festival. Please reach out to Jodi Byrne at the Foundation 406-657-2244 or jodi.byrne@msubfoundation.com with any questions or for more information. Thank you for your support.

Kathy Kotecki, Dean of Student Engagement

In Housing, we are excited to implement a new loyalty program to help incentivize students to live on campus from year to year to bolster our occupancy. Our slogan is "The longer you stay, the more you save." First year students will pay full price but there will be a discounted amount each consecutive year:

2nd year: 5%

3rd year: 7.5%

4th year: 10 %

Housing applications for returning students opened Friday, Jan. 17th.

Due to very limited use at City College, the SHS team is going to have staff there on Thursdays from 10am – 2pm Spring Semester. We will continue to try various marketing strategies to try and bolster student participation at CC. The staff is seeing City College students utilizing SHS on the University Campus, which may have some impact on their numbers.

CFE will be hosting an Involvement Fair Jan. 22nd from 11: 30 am – 1:00 pm (Glacier Room) to promote student clubs and student engagement opportunities to students.

Kim Hayworth, Vice Chancellor for Student Access and Success

In mid-December, both the University Campus and City College SSS TRIO programs submitted their yearly outcomes report. We are pleased to share that both programs exceeded all program objectives and earned all prior experience points. Will be submitting these programs for renewed funding in spring 2025.

TRIO SSS on both University and City College campuses is sponsoring multiple financial aid events January 17th – January 24th including the following:

- City College Scholarship Workshop, January 17th from 2-5 pm
- Scholarship 101 Workshop & Pizza, January 22, 2-3 pm, SUB A/B (now called the Big Sky Room)
- Drop-In Financial Aid Assistance, January 23, 2-5 pm, both UC and CC campuses SSS offices
- Drop-In Financial Aid Assistance, January 24, 9-12 pm, both UC and CC campuses SSS offices

MSUB has again applied for U.S. Department of Education two-year grant to renew our outreach to Eastern MT and all seven Tribal Reservations in MT. TRIO SSS, Financial Aid, Admissions, and the Native American Achievement Center collaborated on the grant with Laura Gittings-Carlson being the lead writer. OCHE has applied for the same funding.