**Chairs Meeting Notes**

**March 26, 2025**

* Executive Team Meeting
	+ Grounds crew is changing
		- Contracting with a ground keeping company
		- Grounds employees have the first right of refusal for new SE positions they qualify for.
	+ New budget approval system
		- Going through Etrieve instead of using a spreadsheet
	+ Travel was the focus of auditors – need to better utilize travel funds

Q: Will there be Etrieve training?

Q: What software is available?

Q: How do we know who to communicate with regarding software?

* Windows operating system is defuncting.
	+ Lots of computers cannot be upgraded.
	+ May have to swap out computers
* HLC Peer Reviewers
	+ Do not have a start date for the program.
* Giving Day
	+ New stadium funding almost met.
	+ Turf set for replacement towards the end of spring.
	+ Installing new fencing around the football field and tailgate alley.
	+ Received a large grant for the Montgomery Auditorium
		- Westheimer Foundation
* Science Building renovation
	+ Moving forward
	+ Moving stuff out of old cafeteria for storage
* Honors Office will be in the Russell Building
* Vehicle Fleet
	+ DOGE looking at usage.
	+ Some things exempt and some are not.
	+ Some vehicles should be cycle out.
		- Legal question with the state – May need to get rid of vehicles that have less than 12,000 miles.
* Hold on every student account for Financial Liability Waiver
* Council of Instruction
	+ OSRHE and RUSO focused on programs
		- Looking at student/faculty ratios
		- Looking at low productivity programs
	+ Regents question whether every school should have every major.
	+ They want to see growth in programs.
	+ Low reports are a problem and will feed into efficiency questions.
		- Old excuses are not going to work as to why program isn’t growing.

Q: We have 56 programs. Some institutions have closer to 100. Why are they looking at us?

* Course schedule
	+ Should people have equal credit hour production?
	+ OSRHE doing a 5-year lookback

Q: Do they have financial metrics? – Yes

* Jennifer Swearengin is out the rest of the week.
	+ Karen Moore is helping with schedule changes.
	+ Dr. Ronnenberg has been displaced to the Academic Affairs Office conference room, call her cellphone.
* Attendance and Mid-Term grades
	+ There is a list of people who have not certified or provided grades.
* Thank you for your patience with the textbooks.
* Civitas training this Friday (March 28, 2025)
	+ Training will continue through April
	+ Will provide scheduler training
	+ If your department has not met with us, we (Mark Shields) are in the process of scheduling or working through logistics.
	+ Will follow up in a week or two.