**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.