



Chancellor's Cabinet Meeting Minutes

August 19, 2025 2:00 p.m. – 4:00 p.m.

Did You Know?

In Fall 2024, 84.4% of University Campus students and 67.3% of City College students (Dual Enrollment excluded) took at least one online/hyflex course.

DISCUSSION

Campus Safety Training

Brandon Gatlin, Chief of University Police, provided an overview of the updates made to the campus safety training course in Canvas. Cabinet members shared their feedback on course access, interface, interactive features, and other resources in the online course. Discussion followed on goals and methodology for this training for faculty, staff, and students.

Retreat Debrief

Chancellor Hicswa led a debriefing on the Cabinet Retreat that was held July 28-29. Cabinet members shared how they are implementing new ideas about meetings and communication.

Meetings and Agendas

Chancellor Hicswa led discussion on meeting length and frequency for Cabinet meetings. Members discussed the agenda structure and how to optimize meeting time. Chancellor Hicswa expressed that Cabinet is an important body of shared governance in decision-making.

Cabinet Operational Plan

The Cabinet completed the Operational Plan for FY 26 that was developed during the retreat. The Operational Plan and goals will be updated throughout the year as progress on the action items is made.

INFORMATION

Cybersecurity Awareness Training

Chancellor Hicswa announced that the required annual cybersecurity training is now available for all faculty and staff. Each faculty and staff member received an email with the link to log in to the training, which takes about 30 minutes to complete. This required training must be completed by all employees by December 20, 2025.

Fall Enrollment Update

Dr. Kim Hayworth, Vice Chancellor for Student Access and Success, provided an overview of enrollment and retention numbers. Enrollment is trending up compared to this week last year. Dual enrollment is significantly higher compared to last year. We are seeing incremental increases in retention; retention of the fall 2024 cohort is up only 1.1 percent.

Non-Member Attendance at 'Jacket Leadership Team Meetings

Chancellor Hicswa reminded Cabinet members that 'Jacket Leadership Team membership includes Deans and Directors reporting to the Chancellor and Vice Chancellors.

FY 26 Budget

Leslie Weldon, Vice Chancellor for Administration and Finance, reported on the budget for FY 26. The total budget submitted to OCHE for FY 26 was \$81.4 million which is an overall increase of \$289,000 from the FY 25 actuals for all funds, which came in at \$81.1 million.

MSU Billings received a dual credit allocation in the amount of \$372,145. We expect to receive \$325,000- \$375,000 for FY 27.

The FY 26 General Fund estimated net revenues are \$42.51 million and budgeted expenses are \$42.48 million.

The FY 26 estimated tuition revenue has increased slightly by \$160,000, to account for the tuition increases for City College and the university campus. The budget modeling reflected a 3% reduction in undergraduate enrollment and a 12.5% reduction in graduate enrollment. State funding for FY 26 is higher than FY 25 due to an increase in state appropriation, millage, and dual credit being included in the base appropriation.

In FY 25 we made a net transfer of \$2.4 million from the general fund to the reserves, but approximately \$370,000 of this is restricted for 1-2 Free. This brings the reserve balance to almost \$11 million.

Meeting concluded at 4:00 p.m. The next meeting date is September 16, 2025.

UPDATES

Kathy Kotecki, Dean of Students

Residence Halls Open Sunday, August 31st. If anyone is interested in signing up for Movers and Shakers, here is the link:

<https://www.msubillings.edu/reslife/movers.htm>

Welcome Week: The Center for Engagement Staff have coordinated a fun and full week of events and programs for students. The schedule is here:

<https://www.msubillings.edu/engagement/welcomeweek.htm>

Student Health Services: The new Thriving Together Prevention Education training went live for new students (freshmen and transfer) on August 4th!

Kathleen Thatcher, Director of Assessment and Accreditation

MSUB will host the NWCCU Year 7 visit October 8-10, 2025. Please be available during those dates. If you are asked to attend a meeting with the review team, it is important that you show up. Agenda and visit details are coming soon. In the meantime, reach out to Kathleen Thatcher to schedule visit preparation meetings for your department or program.

The Paramedic program at City College will host their re-accreditation visit December 4-5, 2025. Please welcome the review team if you see them!