



Chancellor's Cabinet Meeting Minutes February 3, 2026, 2:00 p.m. – 4:00 p.m.

The Chancellor's Cabinet advises the Chancellor by providing guidance and support for the university's highest priorities and governance processes.

In attendance: Chancellor Stefani Hicswa, Krista Montague, Mike Bazemore, Kathy Kotecki, Paula Highlander, Leslie Weldon, Dan Carter, Kathleen Thatcher, Suzette Nynas, Kim Hayworth, Lee Vartanian, and Natalie Preston.

INFORMATION

Enrollment and Retention

Kim Hayworth, Vice Chancellor for Student Access and Success, reported on current enrollment and retention numbers. Dual Enrollment, undergraduate, and FTE are tracking up, graduate enrollment is tracking down compared to last spring. Census date is February 4.

Holistic Advising

Dr. Hayworth announced that the Office of the Commissioner of Higher Education (OCHE) will sponsor a summit this summer around academic advising. MSU Billings will send a team of professional and faculty advisors. The location is being determined.

Active Shooter and Safety Resource Training

Dr. Hayworth reported that Brandon Gatlin, Chief of University Police, has discovered some technical issues with the campus safety training that was launched on Canvas in January. Chief Gatlin is working with the Center for Teaching and Learning to improve the tracking of training completion.

Centennial Logo and Planning Update

Dan Carter, Director of University Communications and Marketing, provided an update on Centennial Celebration planning. Dan shared the logo and assets, tentative schedule of events, and requested feedback from Cabinet members. The centennial history book is scheduled to be ready for distribution in the fall of 2027.

Strategic Planning Communication Update

Kathleen Thatcher, Director of Assessment and Accreditation, shared the draft strategic visioning webpage with Cabinet members and requested feedback.

Strategic Planning sessions are scheduled as follows:

- Tuesday, March 24 from 3-4:30 pm in the Health Science Building (HSCT) Room 119 at City College
- Wednesday, March 25 from 2-3:30 pm in the College of Education Building (COE) Room 427 at University Campus
- Monday, March 30 from 9-10:30 am in Student Union Building (SUB) Glacier Room at University Campus
- Monday, April 6 from 9:00-10:30 am in Student Union Building (SUB) Glacier Room at University Campus

The first two sessions are scheduled primarily for faculty, staff, and students, and the other two sessions for community members, but everyone is welcome and encouraged to attend any session that their schedules allow.

POLICY

Commemorative Tributes Policy

Cabinet members reviewed the Commemorative Tributes policy with updates from the Policy Committee incorporated. Discussion followed, and the policy was approved to be added to the agenda for the 'Jacket Leadership Team's second reading and approval at the February 10 meeting.

DISCUSSION

Commemorative Tributes Proposals

Cabinet members reviewed and discussed two proposals for naming. Both proposals were approved.

MLK Day Event

Kathy Kotecki, Dean of Student Engagement, led discussion on the history and attendance at the annual Martin Luther King, Jr. Day Bell Ringing Ceremony and Day of Service. Discussion followed. Kathy Kotecki will work with her staff and students to determine how to optimize the event moving forward.

Next meeting date: February 17, 2026

UPDATES (Reprinted as submitted)

Krista Montague, CEO of MSUB Foundation & Alumni

The Next Is Now Campaign has reached 21% of the overall goal and 23% of the Sculpture & Ceramic Studio goal.

We will host the Athletics Hall of Fame inductees for breakfast at the Foundation House on the morning of February 21.

Planning for Jacket Giving Day is underway, with events scheduled for March 18–19.

The Annual Alumni Powwow Breakfast will be held on April 11 in the Glacier Room, and we are assisting the NAAC with sponsor solicitation for the event.

We are also supporting sponsor outreach for the Science Expo, which is March 14.

The MSUB Wine Fest is scheduled for April 16–17. Tickets for this year's event go on sale February 1.

[Schedule of Events - Montana State University Billings Foundation & Alumni](#)

Paula Highlander, Director of Human Resources

Board of Regents voted to transition the Workers' Compensation Program to Montana State Fund. There will be a shift in how claims are processed. I will provide updates as we receive information.

We are currently working on a process to implement Annual Performance Evaluations through DocuSign. HR will be providing information in March regarding the process.

Kathy Kotecki, Dean of Student Engagement

RA Applications are open for the 2025-2026 school year! Please encourage any great students to apply!

Housing applications for Fall 2026 opened Jan 16th – as of Wednesday, Jan. 28th, we have 121 completed applications and 11 started without deposit. Of those, 53 are new students and 68 are returners. This week last year we had 62 completed and 8 started and not completed, with 47 new and 27 returners. We are hopeful that many of our housing recruitment and retention efforts are making a positive impact.

Spring 2026 Current Occupancy (week of Jan. 26th): 326 students (last year this time we had 283)

SHS team has integrated their former medical software (Medicat) with their counseling software (Titanium). This will create efficiencies for the team and provide more seamless operations. In addition, it will create budget savings to only have one system.

Kim Hayworth, Vice Chancellor for Student Access and Success

The MSUB Scholarship Application opened on Dec. 1, 2025. Scholarship Committees will begin their awarding on February 9th. Financial Aid has offered to meet with Scholarship Committee Chairs and members and have already received a handful of requests.

Golden Merit/Outstanding Undergraduate Leader and other student org and leader nominations are being accepted through Monday, March 9, 2026. Nomination info and nomination link are on the CFE page.

Spring MET bus passes are available through The Buzz Stop, JSC, and SHS. Encourage students to fill out the brief application.

We are searching for a new Director of MVSS – School Certifying Official, Eric Brown, has increased his hours to help cover the office and complete certifications. Laura Gittings-Carlson is chairing the search committee. Initial interviews are scheduled for Feb. 3rd, 2026.

MVSC Bi-Annual Audit:

The MVSC hosted an outside auditor on both the University and City College campuses on January 22-23, and 27th. The audit exit meeting went well. The official audit report will be finalized within 30 days.

NAAC:

The spring Elder-In-Residence Program kicks off Feb. 2-6, 2026, featuring Thomas Christian. See the NAAC webpage for schedule details.

Student Enrollment and Support Collective:

The Collective meets on the last Friday of every month gathering team members from across MSUB to hear from campus leaders on emerging higher ed topics, campus resources, and process changes, etc. The January Collective featured leadership principles from Dr. Suzette Nynas and Director of Counseling, Kelsey Osmund on how to combat the winter blues/SAD for us and students. The presentations were excellent and we had 62 team members participate!

Mike Bazemore, Athletic Director

Dawn Hedstrom has recently joined the volleyball coaching staff as our full-time Interim Assistant Coach.

Men's and Women's Basketball Double-Headers:

February 5 – Pink Night

Men's Basketball vs. Western Washington @ 5:15pm

Women's Basketball vs. Saint Martin's @ 7:30pm

February 7 – Red Out: MMIW Halftime Performance

Men's Basketball vs. Simon Fraser @ 2pm

Women's Basketball vs. Western Oregon @ 4:15pm

Leslie Weldon, Vice Chancellor for Administration and Finance

Business Services

- Student 1098T are online and mailed.
- Summer is the first semester of the new biennium for tuition and fees, available online msubillings.edu/boffice
- Jacket success training dates are being finalized for Spring.

Facilities Services

- Working with trades to review open position. Will post within the next week.
- Monitoring heat mats
- Scheduling work for Risk, Management & Tort Division (RMTD) to complete underwriting surveys
- Lead custodian interviews are set

Financial Services

Budget:

- Budget workbooks in progress
- Mandatory Fee and Tuition modeling
- Budget 101 training February 4th

Finance:

- Reporting:
 - Completed BOR Athletics Report
 - AAUP due 2/20
 - IPEDs due 4/1

Payroll:

- Payroll Quarterlies
- Training new Payroll employee

Information Technology

- Campus Interview Monday, February 2nd. Reviewing feedback, contacting references and will decide on candidate by beginning of next week.
- Questions for IT, reach out to the IT Service Desk at servicedesk@msubillings.edu
- As a reminder, Brett's responsibilities have been distributed among Leslie Weldon, Jared Kerr, Rick Whitaker, and Darrel Williams. If you encounter any issues or need assistance, please reach out to the IT Service Desk at servicedesk@msubillings.edu. They will either resolve the matter directly or route it to the appropriate person.



POLICIES

1500 University Drive
Billings, MT 59101

602.1 Commemorative Tributes
Subject: Governance and Organization
Effective Date: 07/2010
Revised: 01/2026
Responsible Party: Vice Chancellor for Administration and Finance

100 INTRODUCTIONS AND PURPOSE

This policy guides commemorative naming, including recognition for outstanding service or External Funding to the university as directed by Board of Regents Policy 1004.1 - Physical Plant- The Naming of Buildings and Board of Regents Policy 218 - Institutional Organization.

Specifically, this policy governs:

1. The commemorative naming of buildings, portions of buildings, significant exterior spaces, streets or other physical facilities-owned by the State of Montana and under the control of the Montana University System or MSUB.
2. The display of items of recognition, including the erection of walls, portraits, benches, works of art, gardens or other memorials honoring individuals, organizations or other entities on university property.
3. Changes in the names for the purpose of commemoration of any unit covered in Board of Regents Policy 218 - Institutional Organization, including college, division, ~~school~~, department, institute, bureau, center, station, laboratory or similar unit.

200 DEFINITIONS

For purposes of this policy, the following definitions apply:

Academic Programs: include any degree granting (undergraduate, graduate or certificate) program that has been assigned a unique Classification of Instructional Programs (CIP) code.

Buildings: physical structures, including all buildings, athletic facilities and their interior spaces, such as theaters and auditoriums owned by the State of Montana and under the control of the Montana University System.

Entity/Entities: may include but are not limited to public or private corporations, foundations, organizations, individuals or groups.

External Funding: includes gifts, grants, sponsored projects, or other external funds. ~~as defined in the MSUB Foundation & Alumni policies and procedures~~

Items of Recognition: include any form of personalized recognition including recognition walls, plaques, portraits, benches, works of art, gardens or other memorials placed on any portion of university property or physical structures that commemorate or honor an Entity.

Positions: professorships, chairs, coaches, or other university positions.

Programs: include non-degree conferring programs including but not limited to lectures, travel awards, research awards, operation and delivery of programs and Dean's Funds for Excellence.

Significant Exterior Spaces: spaces that are not part of a building but are part of the campus infrastructure including parking lots, assembly areas, lawns or open spaces, walkways, malls, and streets owned by the State of Montana and under the control of the Montana University System.

Significant Interior Spaces: include auditoriums and theatres with seating of 500 or more. Other interior spaces include libraries, rooms, hallways, floor and features as well as other enclosed spaces within building.

Units: include departments, ~~schools~~, colleges, and centers or institutes, laboratory or similar units.

300 APPROVALS REQUIRED

Any commemorative naming must be reviewed and recommended for approval to the Chancellor by the Commemorative Tributes Committee.

Commemorative naming of Buildings, Significant Exterior Spaces, Significant Interior Spaces and Units must be approved by the Board of Regents as directed by Board of Regents Policy 1004.1 – Naming of Buildings and 218 – Institutional Organization.

Naming of Scholarships, Academic Positions and non-Academic Programs and Positions are guided by MSUB Foundation & Alumni policies and procedures and approved by the donor, MSUB Foundation & Alumni and the MSUB Provost and Vice Chancellor for Academic Affairs. Approval by the MSUB Chancellor may be required based on the donor, gift size, gift restriction or other information.

310 APPROVAL PROCESS

Any proposal for commemorative naming must be submitted to the Provost and the Dean of the College that has responsibility for the proposed naming or the Vice Chancellor for Administration and Finance if the property is a facility that is operated by Auxiliary Services (e.g., residence halls, athletic venues, student union building) or the MSUB Chancellor if the property is related to athletics.

The Commemorative Tributes Committee shall review proposals under this policy and make recommendations to the MSUB Chancellor for approval. If applicable and required under Regents policy, the Chancellor will submit the proposal to the President of Montana State

Policy Number: 602.1

Building/Area Naming and Commemorative Tributes Policy

University and the Board of Regents for review and action.

To provide for student input, the Commemorative Tributes Committee shall strive to set meetings during the academic year.

After careful review for compliance with Board of Regents Policy 1004.1 – Naming of Buildings, the Dean or Provost of the campus unit benefitting from the commemorative naming shall present a proposal for consideration to the Commemorative Tributes Committee which includes the following:

1. Location of commemoration
2. Type of commemoration (i.e., donor wall, archway, other signage)
3. Name of entity to be commemorated
4. Detailed biography of entity
5. Rationale for commemoration
6. Proposed duration of commemoration

400 COMMEMORATIVE TRIBUTES COMMITTEE

The Building/Area and Commemorative Tributes Committee will consist of the following:

- Vice Chancellor for Administration and Finance, Co-Chair
- Provost & Vice Chancellor for Academic Affairs, Co-Chair
- CEO of the MSUB Foundation & Alumni, Co-Chair (when appropriate)
- Vice Chancellor for Student Access & Success
- University Communications & Marketing Director
- Facilities Services Director
- President, Associated Students of Montana State University Billings

500 CRITERIA FOR COMMEMORATIVE NAMING

Commemorative naming shall honor persons or entities that have made significant contributions to the social, academic, scholarly, research, or student life of the campus and/or in recognition of substantial external funding to the university. The contribution for which property is named shall be commensurate with the honor and compatible with the mission of the university. Properties and programs requiring Board of Regents approval of the Montana University System may not be named or dedicated in honor of a person currently employed by the Montana University System or the State of Montana per the Board of Regents Policy 1004.1 – Naming of Buildings.

510 BUILDING AND SIGNIFICANT EXTERIOR SPACE NAMES

The following guidelines should be observed in naming buildings significant interior spaces, or significant exterior spaces:

1. Entire buildings, building additions, or portions of buildings may be named. Naming exterior entrances should be avoided.
2. The naming of a building, part of a building, or other facility or property of the university is a high honor and should not be proposed casually. The

honor is reserved for those who have made extraordinary contributions to the University through their achievements in service and/or in External Funding to the university.

3. To merit recognition in the naming of a building or portion of a building, an individual's relationship to the university should be truly exceptional in both quality and impact.
4. When external funding is a factor, the level of contribution needed to name a building, addition to a building, or portion of a building (as may be the case in a major renovation project) will vary depending on the financing considerations, purpose, size, prominence on campus, and the level of private support needed for construction. Guidelines for gift amounts and pledge terms required for naming buildings are set forth in the MSUB Foundation & Alumni policies and procedures.
5. Names assigned to campus property are intended to be enduring, unless otherwise defined. Changes should be made only when significant **changes** modifications occur to the property (such as major renovation or demolition), upon agreement of the honoree, or as a result of other, extenuating circumstances. In these cases, building name changes must be approved by the Commemorative Tributes Committee, MSUB Chancellor and the Board of Regents.

520 ITEMS OF RECOGNITION

Items of Recognition may be approved to commemorate outstanding contributions, either in service or financial support, of Entities. Such tributes should be located inside or outside Buildings or facilities that have strong identification with the Entity being honored. The cost of such plaques, portraits, and miscellaneous recognition items should be borne by donors interested in the tributes or by the benefiting campus Unit. All designs must be reviewed and approved by the Director of Facilities to assure compliance with the university's master plan.

530 UNITS

A Unit may be named in honor of an individual in recognition of service to the university and/or in recognition of financial contributions sufficient to provide physical facilities and equipment for its academic and/or research programs, or which would provide sufficient income to cover an appropriate portion of the annual operating costs of the Unit, or both.

The name applied to a Unit should be appropriate to its purpose and should reflect honor on the university as well as upon the person for which it is named.

Because named recognition may continue indefinitely, gift funding for a Unit is best accomplished by permanent endowment; however current use gifts are acceptable. If accomplished by a current use gift, the name shall be limited to the term during which the expendable gift provides funding. The policies and procedures for naming a center or institute shall be the same as for naming other Units of the university.

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Building/Area Naming and Commemorative Tributes Policy

Guidelines for gift amounts required for naming departments, schools, colleges, institutes, centers or other academic components are set forth in MSUB Foundation & Alumni policies and procedures.

540 REMOVAL OF A COMMEMORATIVE TRIBUTE

Situations occur that warrant the removal of a commemorative naming including but not limited to: violation or expiration of the terms of the gift agreement; the honoree or donor has acted in a manner which has an adverse impact on the reputation of the university (as defined in BOR Policy 1004.1); or significant changes to the property or program such as major renovation, replacement, demolition or elimination of all or part of an institution.

550 CHANGES TO A COMMEMORATIVE TRIBUTE

Situations occur where the original design of space to be commemorated has substantially changed from the original proposal that was presented and agreed upon. Revisions shall be made to the proposal and reviewed by the Commemorative Tributes Committee and any individual(s) designated within the proposal.

600 INTERNAL CONTROL/ENFORCEMENT

The MSUB Chancellor is responsible for the final approval of commemorative tributes on the MSU Billings campus, and the implementation of the policies related thereto.

700 COMMEMORATIVE TRIBUTES DECISION MATRIX

Authority Guidance Reference Policy	Board of Regents Approval Required		MSUB Chancellor Approval Required	MSUBF Donor, Foundation and Beneficiary MSUB Unit Leader Approval Required
	Policy 1004.1 Naming of Buildings	Policy 218 Institutional Organization	Commemorative Tributes	Fund Minima and Philanthropic Naming
Academic Program			Discouraged	
Academic Units subordinate to colleges, schools, departments and centers			X	
Assembly Areas			X	
Athletic Fields	X		X	
Athletic Stadiums	X		X	
Atrium Exterior Doorway			Discouraged	
Auditoriums w/ seating capacity of 500+	X		X	
Benches			X	
Buildings	X		X	
Centers	X		X	

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Chair – Presidential or Faculty			X	X
Classroom			X	
Colleges	X		X	
Conference Rooms			X	
Departments			X	
Director				X
Faculty Award				X
Fellowship				X
Fellowship – Graduate or Post-Doctoral				X
Floors			X	
Gardens			X	
Hallways			X	
Internal libraries			X	
Laboratory		X	X	
Lawns			X	
Malls			X	
Memorials			X	
Misc Items of Recognition			X	
Non-Academic Staff Position			X	X
Parking Lots			X	
Plaques			X	
Professorship			X	X
Recognition Walls			X	

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Building/Area Naming and Commemorative Tributes Policy

Scholarship – Undergraduate or Graduate				X
Works of Art			X	

REMOVED FROM 2013 MSUB Policy.....

This section is defined in the Billings original. However, is not included in Bozeman’s policy.

~~600.00 Plaques and Portraits, and Miscellaneous Items of Recognition~~

~~Donor walls, plaques, portraits, and miscellaneous items (bricks, benches, etc.) may be approved to commemorate truly outstanding contributions, either in service or financial support, of persons or organizations.~~

~~Such tributes should be located inside or outside buildings or facilities that have strong identification with the persons or organizations being honored.~~

~~The cost of such plaques, portraits, and miscellaneous recognition items generally should be borne by donors interested in the tributes.~~

~~All designs need to be reviewed and approved by the Director of Facilities Services to assure compliance with the university’s master plan with final approval by the Chancellor.~~

~~This section was covered in section 530.0 Units of Bozeman’s policy.~~

~~700.00 Departments, Colleges, Institutes, Centers, or Other Academic Commemorations~~

~~A major academic unit may be named in honor of an individual in recognition of service to the university and/or in recognition of financial contributions sufficient to provide physical facilities and equipment for its academic and/or research programs, or which would provide sufficient income to cover an appropriate portion of the annual operating costs of the unit, or both.~~

~~The name applied to an academic unit should be appropriate to its purpose, and should reflect honor on the university as well as upon the person for which it is named.~~

~~Because the life of a university center or institute is not expected to continue indefinitely, gift funding for an institute or a center may be accomplished by endowment or current gifts. If accomplished by a current gift, the name of the institute or center shall generally be limited to the term during which the expendable gift provides funding.~~

~~The policies and procedures for naming the center or institute shall be the same as for naming other major academic units of the university.~~