



## **'Jacket Leadership Team Meeting Minutes February 10, 2026, 2:00 – 3:30 p.m.**

*The 'Jacket Leadership Team promotes shared governance by including a wide representation of departmental leaders in decision-making processes and the enacting of institutional priorities. It aims to enhance the university's mission, improve operational efficiency, and foster a collaborative environment that promotes academic excellence and student success.*

***Please share all information from today's meeting with the stakeholder group you represent.***

### **POLICY**

#### **Commemorative Tributes (second reading)**

'Jacket Leadership team members reviewed the updated Commemorative Tributes policy. It was moved, seconded, and approved to amend the policy.

### **PRESENTATION AND DISCUSSION**

#### **Strategic Planning**

'Jacket Leadership Team members engaged in a strategic planning session facilitated by Karen Miller and Michelle Williams of Kaleidoscope Group. The next session is scheduled for March 10.

### **UPDATES**

#### **Paula Highlander, Director of Human Resources**

Board of Regents voted to transition the Workers' Compensation Program to Montana State Fund beginning July 1, 2026.

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

Spring Wellcheck- April 14-15 in the Beartooth Room. More information coming soon for registration.

#### **Barb Burows, Director of Business Services**

Jacket Success Employee Training for the Spring is tentatively planned for the week of March 10<sup>th</sup>-13<sup>th</sup>. Look for more information to be shared campus-wide and on the training site soon.

<https://www.msubillings.edu/training/>

#### **Krista Montague, Foundation & Alumni CEO**

We are excited to share that MSUB's annual Wine & Food Festival (WFF) will take place on April 16 and 17 at the MetraPark Pavilion.

The Wine & Food Festival is MSUB's signature fundraising event, bringing together alumni, donors, friends, and community partners to support student scholarships. The event features wine tastings, food pairings, a silent and live auction, and a great opportunity to connect with supporters of MSUB.

Tickets went on sale February 2.

Tickets can be purchased here:

Tickets – [Tickets - Montana State University Billings Foundation & Alumni](#)

#### Volunteers Needed

We are also looking for faculty and staff volunteers to help make this event a success. Volunteering is a great way to support student scholarships while engaging with our alumni and community.

Volunteer sign-up link: [Volunteer Link](#)

General Wine & Food Festival information can be found here: [Wine & Food Festival - Montana State University Billings Foundation & Alumni](#)

#### **Codie Wahrman, Associate Dean of Student Engagement**

Housing:

Spring 26 Occupancy Report :

- Current occupancy is 324 in the halls and last year we at this time we had 280
- We have 204 total residents living in Petro (last Spring we had 181)
- We have 120 total residents living in Rimrock (last Spring we had 99)

FY27 applications opened Jan 16<sup>th</sup> and as of today we have 148 completed applications and 8 started without deposit, with 68 new students and 88 returners. This week last year we had 116 completed and 7 started and not completed, with 55 new and 68 returners.

#### **Cheri Johannes, Registrar/ Director of Office of Academic Success**

It's time to RSVP to this year's Commencement ceremony taking place on Saturday, May 2<sup>nd</sup> at 10am at the MetraPark First Interstate Bank Arena!

Please go to the link below to submit your Commencement RSVP (even if it's to let us know you won't be able to make it to the event). This link will let me know if you plan to participate and also has the link to order your regalia at the end of the RSVP form if you don't own your cap/gown.

[https://msubillings.co1.qualtrics.com/jfe/form/SV\\_0kM79ykOUWsA0fA](https://msubillings.co1.qualtrics.com/jfe/form/SV_0kM79ykOUWsA0fA)

Please note that the deadline for ordering regalia is Saturday, February 21<sup>st</sup>. Regalia orders will be available for pick up in the Campus Store in late April. If you have any Commencement questions, please feel free to send those my way and direct any questions specifically related to regalia ordering to the Campus Store at 657-2121.



# POLICIES

1500 University Drive  
Billings, MT 59101

602.1 Commemorative Tributes  
Subject: Governance and Organization  
Effective Date: 07/2010  
Revised: 02/2026  
Responsible Party: Vice Chancellor for Administration and Finance

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## 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 - *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, department, institute, bureau, center, station, laboratory or similar unit.

## 200 DEFINITIONS

For purposes of this policy, the following definitions apply:

**Academic Programs:** 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:** gifts, grants, sponsored projects, or other external funds.

**Items of Recognition:** personalized recognition including recognition walls, plaques,

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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:** 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:** auditoriums and theaters 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:** departments, 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 University and the Board of Regents for review and action.

To provide for student input, the Commemorative Tributes Committee shall strive to set

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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:

- CEO of the MSUB Foundation & Alumni, Co-Chair
- Vice Chancellor for Administration and Finance, Co-Chair
- Provost & Vice Chancellor for Academic Affairs, Co-Chair
- 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 BUILDINGS 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

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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 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

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center or institute shall be the same as for naming other units of the university. Guidelines for gift amounts required for naming departments, 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 Instituti onal Organiz ation	Commemorative Tributes	Fund Minima and Philanthropic Naming
Academic Program			Discouraged	
Academic Units subordinate to colleges, 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	



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Centers	X		X	
Chair – Presidential or Faculty			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	

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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	
Parking Lots			X	
Plaques			X	

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Professorship			X	
Recognition Walls			X	
Scholarship – Undergraduate or Graduate				X
Works of Art			X	



## Jacket Giving Day 2026 | JLT Update | February

As we gear up for Jacket Giving Day 2026, I want to share a quick update and be very clear about how important JLT is to start this annual event strongly.

### ➤ A behind-the-scenes note:

Today, if you have 10 minutes to head to Petro Studio after the meeting to record your voice as part of the official Jacket Giving Day thank-you video that will be greatly appreciated. This will be one of the first pieces of content donors see immediately after the event and is a key part of putting real faces behind our gratitude.

### Now the ask:

I would love to have 100% JLT participation **before** Jacket Giving Day officially begins.

To make that possible, we're asking all JLT members to make their gift **by March 13th**. *Reminder we can take payroll deductions as well and will recognize you for the full value of your gift.*

This isn't about gift size it's about momentum and leadership. Early participation gives us strong numbers out of the gate and shows our broader community that leadership is invested.

To help make that visible, we'll be using **"I Gave" stickers**—a simple way to spark conversations, normalize giving, and visibly show that JLT is leading the way.

### Quick reminder on donor incentives:

Gifts made **online** at **\$99 or more** are eligible to receive the Jacket Giving Day water glass, while supplies last—an easy, tangible way to say thank you and promote participation.

### **Bottom line:**

- Early JLT participation = credibility + momentum
- Visibility matters just as much as dollars
- When JLT leads, others follow

More details (links, timing, and logistics) coming soon—but thank you in advance for helping us **start strong and lead from the front**.

Grateful for all you do for Yellowjacket Nation

*– Nick Schmidt –*