Executive Cabinet Minutes
Monday, October 16, 2023. 9:00 AM
Alumni Room

Members:
☐ Dr. Zahi Atallah  ☐ Megan Kasner
☐ Robert Benson (Non-Voting Member)  ☐ Travis Kitchens
☐ Hunter Berg  ☐ Krista Lambrecht
☐ Brandon Delvo  ☐ John Mercer
☐ Alex Herman (Interim AD)  ☐ Kenley Nebeker
☐ Dr. Bernell Hirning  ☐ Keith Olson
☐ Jenae Hunter (Non-Voting Member)  ☐ Leah Windnagle (Non-Voting Member)

Action Item
1) Minutes approval for Sept. 18
2) Agenda additions and approval
   a. Keith Motion to approve the agenda as amended. Megan second.
      i. Committee approved.

Running Agenda
1) Enrollment/Recruitment (Megan)
   a. Discussion on Admissions office
2) Capital Project
   a. Healthcare building update
      i. Architect select – JLG, next step is Construction Manager at Risk posting.
      ii. Update on all items that are going to be moving forward in the next couple of weeks.
   b. Sanford update
      i. Advisor Board meeting scheduled is Wed. Nov 8th.
3) Personnel/Job Posting Updates
   a. Update on all posting and interviews that have happened in the last couple of weeks.
      i. HR position to hopefully be offered later today.
      ii. VPBS has been posted. Screening of applications to start Oct. 31st.

Agenda
1. Enterprise Risk Management (ERM) – FY24 Risk Assessment and Response (Tabled from last meeting, Krista to bring dollar amount)
   a. Attached Documents include:
      i. ERM introduction
      ii. Risk Assessment Template
      iii. Risk Inventory – common risks to colleges that can be used in the risk identification process.
   b. FY23 Identified Risks & Response:
      i. Enrollment Decline and Future decreases in legislative funding – Reduce
ii. Employee turnover, lack of institutional knowledge, and cross-training - Reduce
   1. Krista gave an update on accounts.
      a. Committee agreed to combine enrollment decline and Future
decreases in legislative funding.

2. Recruiter / Advisors Position
   a. Discussion on the recruiter/advisor position and what other campuses do in this area.

**Department updates**

Departments shared informative things going on in their departments.