



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

Members:

- | | |
|--|---|
| <input type="checkbox"/> Dr. Zahi Atallah | <input type="checkbox"/> Megan Kasner |
| <input type="checkbox"/> Robert Benson (Non-Voting Member) | <input type="checkbox"/> Travis Kitchens |
| <input type="checkbox"/> Hunter Berg | <input type="checkbox"/> Krista Lambrecht |
| <input type="checkbox"/> Brandon Delvo | <input type="checkbox"/> John Mercer |
| <input type="checkbox"/> Alex Herman (Interim AD) | <input type="checkbox"/> Kenley Nebeker |
| <input type="checkbox"/> Dr. Bernell Hirning | <input type="checkbox"/> Keith Olson |
| <input type="checkbox"/> Jenae Hunter (Non-Voting Member) | <input type="checkbox"/> 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.