



**Executive Cabinet Minutes**  
**Monday, November 13, 2023. 9:00 AM**  
**Alumni Room**

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**Members:**

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|--|--|
| <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"/> 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)  |  |

**Action Item**

- 1) Minutes approval for Oct. 16
- 2) Agenda additions and approval
  - a. Keith motion to approve the agenda as amended. Megan second.
    - i. Motion passes, committee approved.

**Running Agenda**

- 1) Enrollment/Recruitment (Megan)
  - a. Attached enrollment summary.
- 2) Capital Project
  - a. Playground Equipment for Bright Beginnings update.
  - b. Discussion on WSC Healthcare building forum.
  - c. Turf update.
- 3) Personnel/Job Posting Updates
  - a. Update on all postings and offers.

**Agenda**

1. Policy and Procedure 806.1 (Attached Document)
  - a. Hunter motions to revise 806.1 with President's office and Finance and bring back changes. Keith second.
    - i. Motion passes, committee approved.
2. Policy and Procedure 619 (Attached Document)
  - a. Keith motions to approve policy 619 with history addition. Alex second.
    - i. Motion passes, committee approved.
3. Holiday Hours
  - a. Discussion on holiday hours
4. Faculty Course Scheduling
  - a. Dr. Atallah lead the discussion on faculty course schedules.

**Department updates**

Informative pieces from each department were shared.