



**Executive Cabinet Minutes**  
**Monday, November 27, 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 Nov. 13
- 2) Agenda additions and approval
  - a. Keith motion to approve agenda with ARC membership addition. JJ second.
    - i. Motion passes, agenda approved.

**Running Agenda**

- 1) Enrollment/Recruitment (Megan) (Attached enrollment report)
  - a. Discussion on Watford City meeting.
  - b. Discussion on Winter Intersession
- 2) Capital Project
  - a. Discussions on the new healthcare building, Sanford, and jobs related to the building.
- 3) Personnel/Job Posting Updates
  - a. Update on open positions

**Agenda**

1. Policy and Procedure update (Dr. Hirning)
  - a. Update and shared new process.
2. ARC Membership discussion
  - a. Discussion and update on this agreement that is up for renewal.

**Department updates**

Informative pieces from each department were shared.