Executive Cabinet Agenda  
Monday, March 18, 2024. 9:00 AM  
Alumni Room

Members:  
☐ Dr. Zahi Atallah  
☐ Robert Benson (Non-Voting Member)  
☐ Hunter Berg  
☐ Harrison Lucas  
☐ Alex Herman  
☐ Dr. Bernell Hirning  
☐ Jenae Hunter (Non-Voting Member)  
☐ Megan Kasner  
☐ Travis Kitchens  
☐ Brittney Mayo  
☐ John Mercer  
☐ Kenley Nebeker  
☐ Keith Olson  
☐ Leah Windnagle (Non-Voting Member)

Action Item  
1) Minutes approval for Feb.26th  
2) Agenda additions and approval  
a. Keith Motion to approve addition to agenda and minutes as is. JJ Second.  
i. Committee approved.

Running Agenda  
1) Enrollment/Recruitment (Megan)  
a. Next EC we will have reports.  
2) Capital Project  
a. Update on the new healthcare meetings.  
3) Personnel/Job Posting Updates  
a. Update on all open positions.

Agenda  
1. Interim Higher Ed meeting  
a. Hosting at TrainND on Monday 25th 8-3pm.  
2. PTK  
a. Wednesday Dinner for PTK nominations.  
3. Demographic changes for the region (Dr. Atallah)  
a. Discussion on demographic changes for the next years.  
4. Policy 300 Section (New sections add by Chris P)  
a. 303.21 Strategic Plan  
i. Keith Motion to approve 303.21 as written. Alex second  
1. Approved by committee.  
b. 308.31 Political Activities  
i. Zahi motion to approve 308.31 as written. Keith second.  
1. Approved by committee.  
c. 331.01 Approval of College Constitutions
i. JJ motion to approve 331.01 as written. Brittny second
   1. Approved by committee.

5. Policy 400 Sections (New Sections add by Chris P)
   a. 401.12 Academic Freedom
      i. Dr. Atallah suggested edits to paragraph 2, period then “Faculty may”, then add
         “within WSC agreed upon standards for transfer course work, or industry specific
         standards”.
         1. Keith Motion to approve 401.12 with modified language. Zahi second.
            a. Approved by committee.
   b. 410.02 Responsible Conduct of Research
      i. Added number 5 “WSC has an Institutional Research Board that shall review all
         internal and external requests for research. (procedure)”
         1. JJ approved 410.02 with edits. Keith second.
            a. Approved by Committed
   c. 411.03 Admissions
      i. Get clarification on North Dakota Minnesota reciprocity agreement from legal.
         Will this change in the Fall? And more stringent process for non residents (do we
         need identify)
         1. [Tabled for next meeting once we have clarification from legal]
   d. 412.02 Transfer Credits
      i. No edits
         1. Megan motions to approved 412.02 as written. Keith second.
            a. Approved by committee.
   e. 431.01 Emeritus Status
      i. Made edits to add “The President of WSC” to paragraph 2 & 3.
         1. Zahi motion to approve 431.01 with edits listed above. Keith Second
            a. Approved by committee.
   f. 432.01 Posthumous Degree
      i. No edits
         1. Harrison motion to approve 432.01 as written. Brittny second.
            a. Approved by Committee.
   g. 440.03 Enrollment Reporting
      i. No edits
         1. Megan motion to approve 440.03 as written. Keith second.
            a. Approved by committee.
   h. 461.02 Digital Literacy
      i. Tabled for next meeting due to Dr. Atallah meeting with Lisa Johnson.

6. Policy 500 Section
   a. 506.03 Immunizations (newly added policy from C.Peiski)
      i. No edits
1. Zahi motion to approve 506.03 as written. Megan second.
   a. Approved by committee.
   
b. 511.06 Student Criminal History Background
   i. Tabled from last meeting to get verbiage from Dr. Atallah.

c. 512.06 Student Driver and Use of State Fleet
   i. Tabled from last meeting, currently with Carol for review.

d. 514.03 Due Process Requirements for Students Conduct (newly added policy from C. Peiski)
   i. No edits
   1. Brittny motion to approve 514.03 as written. Zahi second.
      a. Approved by committee.

e. 520.06 Title IX
   i. Tabled from last meeting to get formal write-up dates added.

7. Policy 600 Section
   a. 602.22 Report on Faculty Appointments
   b. 602.36 Job Applicant and Employee Criminal History Background Check
   c. 605.12 Academic Freedom and Tenure
   d. 605.22 Standing Committee
   e. 605.32 Nonrenewal, Termination or Dismissal
   f. 605.42 Hearing and Appeals
   g. 605.52 Mediation
   h. 607.46 Sick and Dependent Leave
   i. 608.26 NDUS Employees – Non-renewal and dismissals
   j. 609.02 Communications Proficiency
   k. 610.02 Oath for Teachers
   l. 611.11 Employee responsibility – Intellectual Property
   m. 611.56 Employee responsibility – Consulting practices
   n. 611.64 Employee Responsibility – Confidential
   o. 611.82 Employee Responsibility – Research
   p. 611.92 Selection of Textbook
   q. 612.02 Faculty Grievance
   r. 614.07 Hazardous Substance Information
   s. 615.06 Drug Free Workplace
      i. 600s tabled to next EC meeting.

Department updates