



**Executive Cabinet Agenda**  
**Monday, March 18, 2024. 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"/> Brittny Mayo                       |
| <input type="checkbox"/> Harrison Lucas                    | <input type="checkbox"/> John Mercer                        |
| <input type="checkbox"/> Alex Herman                       | <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 Feb.26<sup>th</sup>
- 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 25<sup>th</sup> 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

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- 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

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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. Brittany 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**