



**Executive Cabinet Minutes**  
**Monday, May 13, 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 - <i>Absent</i> |
| <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 April. 29<sup>th</sup>
- 2) Agenda additions and approval
  - a. Dr. Atallah motions to approve with additions to agenda. JJ seconded.
    - i. Committee approved.

**Running Agenda**

- 1) Enrollment/Recruitment (Megan)
  - a. Attached Enrollment report.
- 2) Capital Project
  - a. Daycare is officially completed.
- 3) Personnel/Job Posting Updates
  - a. Update on search firm for Vice President of Business Services.
  - b. Update on UND help for business office.
  - c. Update on open faculty positions.

**Agenda**

1. HLC Letter (Dr. Atallah)
  - a. Review of HLC letter that was sent to Dr. Atallah.
2. Review of Mission, Vision, and Values
  - a. Discussed what committee 1 reviewed for Mission statement.
    - i. Dr. Hirning wanted the Executive Cabinet to review and bring back additions and changes.
3. Gov. Burgum's Budget Guidelines
  - a. Discussed Gov Burgum's new guideline for the next year.
4. SBHE Vacancy Update (Dr. Hirning)
  - a. Update on current candidates.
5. Board of Nursing Visit (Dr. Atallah & Bob Benson)
  - a. Reviewed the nursing visit. "Stellar Review" – Dr. Hirning

- 
6. Activity Bus Update (Alex Herman)
    - a. Alex shared update on bus from Jamestown.
  7. Summer Hours Due on Teams (Harrison & Jenae)
  8. Policy 400 Sections (New Sections add by Chris P)
    - a. 411.03 Admissions
      - i. Tabled for clarification from legal. (See Email from Rachel)
        1. Megan motions to add verbiage and link to 411.03. Harrison seconded.
          - a. Committee approved.
    - b. 461.02 Digital Literacy
      - i. Tabled requested by Dr. Atallah. (ready for review)
        1. Travis motion to approve edits from Dr. Atallah. Alex seconded.
          - a. Committee approved.
  9. Policy 500 Section
    - a. 511.06 Student Criminal History Background
      - i. Tabled from last meeting to get verbiage from Dr. Atallah. (ready for review)
        1. Megan motion to approve edits and move forward. Hunter Seconded
          - a. Committee approved.
    - b. 512.06 Student Driver and Use of State Fleet
      - i. Tabled from last meeting, currently with Carol for review. (tabled)
    - c. 520.06 Title IX
      - i. Tabled from last meeting to get formal write-up dates added. (tabled)
        - a. Tabled to next meeting.
  10. Policy 600 Section
    - a. 605.12 Academic Freedom and Tenure (Tabled)
      - i. Tabled until SBHE completes policy guidelines.
    - b. 605.22 Standing Committee (ready for review)
    - c. 605.32 Nonrenewal, Termination or Dismissal (Tabled)
    - d. 608.26 NDUS Employees – Non-renewal and dismissals
    - e. 609.02 Communications Proficiency
    - f. 610.02 Oath for Teachers
    - g. 611.11 Employee responsibility – Intellectual Property
    - h. 611.56 Employee responsibility – Consulting practices
    - i. 611.64 Employee Responsibility – Confidential
    - j. 611.82 Employee Responsibility – Research
    - k. 611.92 Selection of Textbook
    - l. 612.02 Faculty Grievance
    - m. 614.07 Hazardous Substance Information
    - n. 615.06 Drug Free Workplace
      - i. Tabled until next meeting

### **Department updates**

---

Each department updates was shared with cabinet.