

Williston State College Executive Cabinet Bylaws

Executive Cabinet

- A. **Membership:** President, Vice President of Academic Affairs, Vice President of Student Affairs, Vice President of Business Services, Chief Information Officer, Marketing Director, Executive Director of TrainND Northwest, Regional Director of Small Business Development Center, WSC Foundation Director, Human Resource Director, Athletic Director, Campus Services Director. Non-voting members: Executive Assistant to the President, Faculty Representative, Staff Representative.
- B. **Functions:**
 - i. To establish policies and procedures for various functions and offices of the college.
 - ii. To establish an organizational structure for the college and specification for all positions of the college.
 - iii. To consider and approve College Events, functions, and activities consistent with college, NDUS, and State Policies.
 - iv. To assist the President in efficient administration of the college.
 - v. To effectively coordinate diverse administrative functions of the college administrators.
 - vi. To assist in establishment of annual and biennial budgets, and to assist in administration of such budgets.
 - vii. To assist and
- C. **Meetings:**
 - i. Regular - Meeting are held every two (2) weeks year-round.
 - ii. Special – as and when deemed necessary by the President. Notice of special meeting will be minimum of 24 hours before meeting is scheduled.
- D. **Special Provisions:**
 - i. Minutes of Executive Cabinet meetings shall be available to all faculty and staff members. These minutes shall be posted no later than seven (7) days following approval.
 - ii. Agenda items may be introduced by the President and member of the executive cabinet no later than Noon Friday before Monday’s meeting or by special request at start of each meeting.
 - iii. Other College Committee/Personnel may ask the President for time on the agenda to make presentations.

History:

Executive Cabinet Approved 3.20.23