



**Executive Cabinet Minutes**  
**Monday, May 5, 2025. 9:00 AM**  
**Alumni Room**

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**Members:**

- |   |  |
|---|--|
| <input type="checkbox"/> Dr. Zahi Atallah                   | <input type="checkbox"/> Megan Kasner    |
| <input type="checkbox"/> Maren Furusest (Non-Voting Member) | <input type="checkbox"/> Travis Kitchens |
| <input type="checkbox"/> Hunter Berg                        | <input type="checkbox"/> Brittany Mayo   |
| <input type="checkbox"/> Harrison Lucas                     | <input type="checkbox"/> John Mercer     |
| <input type="checkbox"/> Alex Herman                        | <input type="checkbox"/> Keith Olson     |
| <input type="checkbox"/> Dr. Bernell Hirning                | <input type="checkbox"/> Deb Halvorson   |
| <input type="checkbox"/> Jenae Hunter (Non-Voting Member)   |  |

**Action Item**

- 1) Minutes approval for April. 7 (Last EC, 22 was cancelled)
  - a. Motioned by Deb Halvorson, Second by Dr. Atallah
- 2) Agenda additions and approval
  - a. Motioned by Deb Halvorson, Second by Dr. Atallah

**Running Agenda**

- 1) Enrollment/Recruitment (Megan)
  - a. Ashley and team continue to visit high schools to enroll students, both for Fall semester enrollment and dual enrollment.
  - b. Headcount up 39%, FTE up 23%
- 2) Capital Project
  - a. Turf Project: score boards on both fields are up, grandstands are up for both fields. Estimated completion of July 15.
  - b. Healthcare Training Facility: Windows are in; after graduation summer public tours will be scheduled.
    - i. First budget issue: furniture bid came back approx. \$230k over budget. Nursing will bring their existing office furniture to save cost, also will not order round banquet tables.
  - c. Estimated completion date still November
- 3) Legislative Update
  - a. Session completed Saturday morning (4am)
    - i. 2 direct asks (\$1.49 mil. for Healthcare staffing start up, and \$1 mil. for additional staffing)
      1. Additional staffing *not* funded – can ask for \$1mil-\$1.5mil to hire additional staff to service growth from joint bucket.
      2. Healthcare staffing put into direct line-item funding.
    - ii. Healthcare premium increase funded

- iii. Salary increases are 3% each year of the biennium
- 4) Personnel/Job Posting Updates
  - a. Director of Student/Residence Life: interviews start 5/6. 9 candidates, narrowed to top 3.
  - b. 2 Academic Deans
    - i. Allied Health and Transfer
    - ii. These take the places of Department Chairs
  - c. Grounds Crew positions full

### **Agenda**

1. Williston Population Discussion (Dr. Atallah)
  - a. Review of population of Williston and models of data points showing when students prefer to take classes (according to data points, as students age, they prefer later classes)
2. Summer Hours Discussion
  - a. Summer hour options
    - i. 4 ten-hour days, to take Friday off
    - ii. 4 nine-hour days, half day Friday
  - b. Once the hours are decided please send Jenae and Harrison your department hours
3. Speeding Discussion (Bernell Hirning)
  - a. Street between ball fields and Crighton Building will be repaved; suggestion to add 2-3 speed bumps to decrease speeding
  - b. Suggestion to also add speed bumps by apartments and healthcare building
4. Alcohol Approval – Casino Night
  - a. Motioned by Dr. Atallah, Second by Travis Kitchens
  - b. See Attachment
5. Ad Discussion (Brittany)
  - a. 1 full page color ad in Minnesota Vikings game day programs
  - b. \$6k, approximately 480,000 printed copies
6. AACC Conference (Informational) (Dr. Hirning)
  - a. AI implementation for Community Colleges, specifically around transcripts and applications; not available yet.
7. Policy 500 Section
  - a. 512.06 Student Driver and Use of State Fleet
    - i. Tabled from last meeting, currently with Carol for review. (tabled)
  - b. 520.06 Title IX
    - i. Tabled from last meeting – reviewing in Title IX committee. (tabled)
8. Policy 600 Section
  - a. 605.12 Academic Freedom and Tenure (Tabled) (ready with Dr. Atallah notes)
    - i. Tabled until SBHE completes policy guidelines.
  - b. 605.22 Standing Committee (Tabled)
    - i. Tabled until SBHE completes policy guidelines.
  - c. 605.32 Nonrenewal, Termination or Dismissal (Tabled)

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- i. Tabled until SBHE completes policy guidelines.
    - d. 612.02 Faculty Grievance
      - i. Tabled until SBHE completes policy guidelines.
    - e. 618.1 Tobacco Free Campus (Ready for Review)
  - 9. Policy 700 section
    - a. 703.11 Early Retirement
      - i. Tabled for Harrison to look at early retirement contracts
  - 10. Policy 800 Section
    - a. 802.74 Identity Theft Prevention
      - i. Tabled, waiting on recommendations from John
    - b. 806.24 Staff and Faculty Recruitment Expenses
      - i. Tabled, until after Administrative Council meets to discuss policy
  - 11. Policy 900 Section
    - a. 906.01 Emergency Preparedness and Management

**Department updates**