



Executive Cabinet Minutes
Monday, June 16, 2025. 9:00 AM
Alumni Room

Members:

- | | |
|--|---|
| <input type="checkbox"/> Dr. Zahi Atallah | <input type="checkbox"/> Megan Kasner |
| <input type="checkbox"/> Gail Raasakka or Katie Renville (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) | <input type="checkbox"/> Brittany Kilgore |

Action Item

- 1) Minutes approval for June 2
- 2) Agenda additions and approval
 - a. Travis motion to approve agenda and minutes with an addition. Keith second.
 - i. Committee approved

Running Agenda

- 1) Enrollment/Recruitment (Megan)
 - a. Enrollment report discussed (attachment)
- 2) Capital Project
 - a. Turf update
 - b. Tours are being well received by the community for the healthcare building.
- 3) Legislative Update
 - a. Financial Aid update at federal level.
 - b. Study groups will be starting.
- 4) Personnel/Job Posting Updates
 - a. Job posting spreadsheet
 - b. Review of job posting procedure

Agenda

1. NDUS Policy Assistant (John Mercer/Dr. Hirning)
 - a. JJ shared the NDUS policy assistant with cabinet
2. Class Search Website (John Mercer)
 - a. <https://willistonstate.edu/class-search.aspx>
 - b. Shared the website and reviewed the process

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3. Academic Org Chart
 - a. Dr. Atallah reviews and shares his department’s organizational chart. (attachments)
 4. 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)
 5. 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)
 - 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)
 6. Policy 700 section
 - a. 703.11 Early Retirement
 - i. Tabled for Harrison to look at early retirement contracts
 7. 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
 8. Policy 900 Section
 - a. 906.01 Emergency Preparedness and Management

Department updates

Departments shared updates