



Executive Cabinet Minutes
Monday, June 30, 2025. 9:00 AM
Frontier Ready Room

Members:

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

Action Item

- 1) Minutes' approval for June 16
 - a. Motion to approve by Keith Olson, Second by Dr. Atallah
- 2) Agenda additions and approval
 - a. Motion to approve by Keith Olson, Second by Dr. Atallah

Running Agenda

- 1) Enrollment/Recruitment (Megan)
 - a. Nothing yet from Megan, Remi will send report later today
 - b. Saturday Registration Day – 13 students, including 4 walk ins
- 2) Marketing Monthly Report (Brittney)
- 3) Capital Project
 - a. Turf Project – Mammoth completed
 - i. Electrical work still to be completed
 - ii. Irrigation bid out
 - b. Healthcare Building
 - i. Mackenzie County leaders coming out for a tour on Wednesday (7/2)
- 4) Legislative Update
 - a. Lake Region President Doug Darling retirement celebration last week, Wednesday
 - b. Internal listening sessions for Board of Higher Ed for Chancellor search
 - c. 6 university system schools bringing proposal to create another accrediting body
 - d. Legislative Funding Formula interim study
 - i. Reps from 4 year and 2-year colleges
 - ii. Looking at 2-year delay instead of 4, or real time formula
 - e. Workforce Education Innovation Grant proposal submitted
 - i. \$1.5 mil request
- 5) Personnel/Job Posting Updates
 - a. Nursing Instructors (Williston & Watford City)

- b. Part-Time TrainND CDL Instructor posted
 - c. Women's Basketball Assistant Coach reposting
 - d. H1B visas/sponsorships only for specialized instruction
 - e. Account Specialist at TrainND interviews done (top candidates are WSC alumni)
 - f. EA to VPs reposted
 - g. Controller reposted, open until filled
 - h. Men's Basketball Assistant Coach offer
 - i. Biology, Chemistry, and Physics positions still open
- 6) Other Updates

Agenda

1. Job Fair Dates Discussion
 - a. Request from Job Service to go from 3-7pm to 1pm-5pm
 - b. Declined request this year
2. Measles Disclosure Form
 - a. Discussion about making MMR vaccination status mandatory for Faculty/Staff
 - b. Currently, only BSC is making this mandatory, others are not yet
 - c. Current decision is not make mandatory at this time, but will review conversation later in the year or if other institutions in the system start to make mandatory
3. 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)
4. 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)
5. Policy 700 section
 - a. 703.11 Early Retirement
 - i. Tabled for Harrison to look at early retirement contracts
6. Policy 800 Section
 - a. 802.74 Identity Theft Prevention

- i. Tabled, waiting on recommendations from John
- 7. Policy 900 Section
 - a. 906.01 Emergency Preparedness and Management

Department updates