



**Executive Cabinet Minutes**  
**Monday, November 3, 2025. 9:00 AM**  
**Alumni Room**

---

**Members:**

- |  |   |
|--|---|
| <input type="checkbox"/> Dr. Zahi Atallah - Absent                           | <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"/> James Bervig                     |

**Action Item**

- 1) Minutes' approval for Oct 20
- 2) Agenda additions and approval
  - a. Keith motion to approve minutes for last meeting and agenda as amended. JJ seconded.
    - i. Committee approved.

**Running Agenda**

- 1) Enrollment/Recruitment (Megan)
  - a. Shared the recruitment travels.
  - b. CMA & EMT is open for enrollment for spring.
- 2) Marketing Monthly Update (Brittney)
  - a. Brittney shared her monthly update PowerPoint.
- 3) Capital Project
  - a. Nov. 20<sup>th</sup> is moving in day. Punch walks have happened in the building. Furniture arrives on the 17<sup>th</sup>.
- 4) Legislative Update
  - a. Update on Legislative committees.
- 5) Personnel/Job Posting Updates
  - a. Harrison shared spreadsheet
- 6) General Updates
  - a. Teton Treat Crawl happened Friday 31<sup>st</sup> was a big success.
  - b. Dr. Hirning spoke on Clay Target USA national tournament, WSC Placed 10 out of 80.
  - c. Nov. 19<sup>th</sup> is a press conference of DSU business articulation/co-matriculation/degree bridge presentation in the Teton Lounge.
  - d. Update on the SBHE member, Levi Buchmeier leaving to be the ND Superintendent.
  - e. Please respond to Dr. Hirning for a seat on the committee of revamping the massage and nursing space.

---

**Agenda**

1. Add signers to ASB (Deb)
  - a. Keith motion to approve and add Lindsee Reynen and Laura Nelson to be added as signer to all American State Bank Accounts. John seconded.
    - i. Committee Approved
2. Job posting (Deb)
  - a. Deb shared a new job posting process. This process will be tied closely to Business Office.
3. Faculty Senate Request Discussion (Dr. Hirning)
  - a. Dr. Hirning discussion Faculty Senate requests to have new Deans (2) members of the cabinet at the same time and have their own vote. Bylaws will need to be updated.
    - i. Alex motion to table this discussion to next EC. JJ seconded.
      1. Committee approved.
4. Job Fair Time Changes (Alex)
  - a. Job fair has changed to once a year and will be in the spring after this fall job fair. They are asking to move the time to 2-6pm.
    - i. Travis motion to approve time change to 2-6pm from 3-6pm. Alex seconded.
      1. Committee approved
5. 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 (Ready for board motion)
    - i. Travis motion to approve Title IX policy 520.06 pending on his acceptance, in adding Dr. Atallah as the conflict-of-interest reviewer. Deb second.
      1. Committee approved.
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.

**Department updates**

Departments shared updates.