



Executive Cabinet Agenda
Tuesday, December 16, 2025. 9:00 AM
Alumni Room

Members:

- Dr. Zahi Atallah
- Gail Raasakka or Katie Renville (Non-Voting Member)
- Hunter Berg
- Harrison Lucas
- Alex Herman
- Dr. Bernell Hirning

- Jenae Hunter (Non-Voting Member) *Absent*
- Megan Kasner *Absent*
- Travis Kitchens *Absent*
- Brittany Mayo
- John Mercer *Absent*
- Keith Olson *Absent*
- Deb Halvorson
- Jim Bervig

Action Item

- 1) Minutes' approval for December 1
 - a. Motion to approve James Bervig, seconded by Deb Halvorson
- 2) Agenda additions and approval
 - a. Motion to approve James Bervig, seconded by Deb Halvorson

Running Agenda

- 1) Enrollment/Recruitment (Megan)
 - a. PowerBI dashboard released for Spring for system enrollment counts
- 2) Capital Project
 - a. Moving has begun
- 3) Legislative Update
- 4) Personnel/Job Posting Updates
- 5) General Updates

Agenda

1. Backfill Committee Final Proposal (Dr. Hirning)
 - a. TrainND will most likely be coming back to campus, into the CTE building.
 - b. HVAC, Plumbing, and Electrician will be added, and going into the Art Lab
 - c. Art will be moving into the Massage space after spring semester and through the summer
 - d. Adult Learning Center testing will be moving. ALC will be coming up to the Nursing space.
 - e. Business Programs will be moving to Nursing Space as well. Option to move to now (during winter break) or at the end of the Spring Semester.
 - f. Nursing Space Backfill
 - i. Coach's office (Volleyball and Softball in 160 and 165, Cross Country 182)
 - ii. Business Faculty in 166, 167 and 178
 - iii. ALC Director in 169, ESL will move to 172, second ALC classroom to 168

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- iv. Business classrooms 175 and 180
 - v. 159 has not been decided yet
 - vi. 161 and 162 will become an onsite walk-in/wellness clinic through McKenzie County Health
 - vii. 120 will become overflow office space for Student Services. 6 cubicle spaces for overflow or other overflow for ALC or other departments if needed.
 - viii. Academic Advisors will go to 131D and 131E in Teton Lounge
 - ix. Marketing will move to Learning Commons, Cade will go to new Healthcare Building
 - x.
2. Legislature funding for TrainND for UAS (Dr. Atallah)
 - a. TrainND has received funding to resurrect the UAS program, as well as creating a drone racing club sport/team
 - b. Deb and Dr. Atallah will start coming up with a “business” plan to spend Department of Commerce for UAS from the 3 identified buckets, and to sustain the program beyond the grant dollars
 3. Used for FA theft (Dr. Atallah)
 - a. National concern regarding “fake” people by enrolling in colleges and receiving pell grants.
 - b. Someone used WSC’s address to apply to a school in Kentucky (Katrina Vincent). Submitted hundreds of applications across the US.
 4. Moving the Chamber’s Monthly Brew & Pastries Events (Brittney)
 - a. Cabinet agrees to allow Chamber events to move to new Healthcare Facility auditorium, as long as space allows
 - b. Discussed creating internship opportunities with local businesses through the Chamber and Economic Development
 - i. Reviewed Co-Op procedures/credits for students in CTE. Students can be paid and receive credit as well
 5. Policy 500 Section (Policies below will need to be ready at next Cabinet Meeting Jan. 12)
 - a. 512.06 Student Driver and Use of State Fleet
 - i. Tabled from last meeting, currently with Carol for review. (tabled)
 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

1. Updates from Faculty and Staff Senate concerning our Tobacco & Nicotine policy
 - a. Faculty Senate did not approve changes to Tobacco & Nicotine policy.

- b. Largest concern regarding verbiage around vehicle, feelings of being targeted, and how it's going to be policed/enforced.
- c. Request to have concerns written down and bring back to next Cabinet in 2026 for further discussion.