



**Executive Cabinet Minutes**  
**Monday, May 18, 2026. 9:00 AM**  
**HCTF Conference Room 151**

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**Members:**

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

- Brenna Lordermann (Non-Voting Member) Absent
- Megan Kasner -Absent
- Brittany Mayo
- John Mercer
- Keith Olson
- Deb Halvorson
- Jeff Larson

**Action Item**

- 1) Minutes' approval for May 4
- 2) Agenda additions and approval
  - a. Keith Olson motioned to approve the agenda and past meeting minutes. Seconded by Alex Herman
    - i. Committee Approved

**Running Agenda**

- 1) Enrollment/Recruitment
  - a. Reviewed enrollment report (Attached)
- 2) Capital Project
  - a. Healthcare events review. Everything went well during the donor dinner and the ribbon cutting.
- 3) Legislative Update
  - a. Discussed the funding proposal that will be sent to the legislators committee in January.
  - b. Discussed funding formula meeting will be June 3<sup>rd</sup>. Will be broadcasted during the meeting.
- 4) Personnel/Job Posting Updates
  - a. Discussed the WSC Recruiting
  - b. June 2<sup>nd</sup> evaluations are due.
- 5) General Updates
  - a. Discussed the Workforce Pell grant and working with DSU, State school of Science, Bottineau for 8-11-million-dollar grant. EMS, Medical Assistant, and facilities maintenance (hvac)

**Agenda**

- 6) Commencement
  - a. Discussed commencement. Very well organized.
- 7) Employee Handbook Project
  - a. Katie and Harrison are working together this summer to put the handbook together.

**Department updates**

July 1, 2026 is the deadline for policies and procedures.

IT- June 11<sup>th</sup> Economic Development will be at the Healthcare building for one week.

Athletics programs are done for now. Waiting for baseball and softball to announce post season awards. Baseball will have Region MVP and Softball will have one as well.

Marketing will work on photos of last week. Ms. North Dakota will be soon coming. Link clicks are doing well. Launch EMT and Medical Assistant campaign today.

June 9<sup>th</sup> and 10<sup>th</sup> -State Staff Senate will be held in the Healthcare building.