



**Executive Cabinet Minutes**  
**Monday, July 14, 2025. 9:00 AM**  
**Alumni Room**

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**Members:**

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|--|---|
| <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"/> Brittny Mayo                     |
| <input type="checkbox"/> Alex Herman   | <input type="checkbox"/> John Mercer <i>Absent</i>        |
| <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 30
- 2) Agenda additions and approval
  - a. Keith motion to approve with addition to agenda. Travis second.

**Running Agenda**

- 1) Enrollment/Recruitment (Megan)
  - a. Megan shared Enrollment Report (attachment)
- 2) Capital Project
  - a. Healthcare building – Paving will be starting this week. Travis will share the paving schedule by email. Completion will be mid-august.
- 3) Legislative Update
  - a. Dr. Hirning shared updates on legislative studies and committees.
- 4) Personnel/Job Posting Updates
  - a. Harrison went through his recruiting excel spreadsheet

**Agenda**

1. Chancellor Annual Retreat
  - a. Dr. Atallah will be at the retreat for Dr. Hirning.
  - b. Discussed topic that will be discussed at retreat.
2. 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)
3. Policy 600 Section
  - a. 605.12 Academic Freedom and Tenure (Tabled) (ready with Dr. Atallah notes)

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- 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)
      - i. Review NDSCS policy
  - 4. Policy 700 section
    - a. 703.11 Early Retirement
      - i. Tabled for Harrison to look at early retirement contracts
  - 5. Policy 800 Section
    - a. 802.74 Identity Theft Prevention
      - i. Tabled, waiting on recommendations from John
  - 6. Policy 900 Section
    - a. 906.01 Emergency Preparedness and Management
      - i. Deb motion to approve policy. Brittany second.

### **Department updates**