



Executive Cabinet Minutes
Monday, August 26, 2025. 9:00 AM
Alumni 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) absent | <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 <i>absent</i> |

Action Item

- 1) Minutes' approval for August 11
- 2) Agenda additions and approval
 - a. Travis motion to approve agenda and minutes from last meeting. Keith second.
 - i. Committee approved

Running Agenda

- 1) Enrollment/Recruitment (Megan)
 - a. Enrollment report was discussed.
- 2) Monthly Marketing Update (Brittney)
 - a. Brittany shared her monthly powerpoint.
- 3) Capital Project
 - a. Dr. Hirning shared updates on HCTF.
- 4) Legislative Update
 - a. Dr. Hirning, Dr. Atallah, & Deb shared comments from Interim Higher Ed Committee Institutions.
 - b. SBHE update was shared by Dr. Hirning.
- 5) Personnel/Job Posting Updates
 - a. Harrison discussed
- 6) General Updates
 - a. Dr. Hirning spoke on orientation and convocation.
 - b. Dr. Hirning discussed the nursing space that will be vacant once HCTF is open. A small group will be put together to discuss who will be in that space.

Agenda

1. Approval of 5 AAS Programs for HLC approval
 - a. Diagnostic Medical Sonography, Radiologic Technology, Physical Therapy Assistant, Surgical Technology and Human Services
 - i. Keith motion to approve the following AAS programs for HLC approval. Dr. Atallah Second.
 1. Committee approved
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. 618.1 Tobacco Free Campus (Ready for Review)
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.

Department updates

Departments shared updates.