



**Executive Cabinet Minutes**  
**Monday, October 31, 2022. 9:00AM**  
**Alumni Room**

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**Members:**

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|--|--|
| <input checked="" type="checkbox"/> Hunter Berg                      | <input checked="" type="checkbox"/> John Mercer                          |
| <input checked="" type="checkbox"/> Brandon Delvo                    | <input checked="" type="checkbox"/> Kenley Nebeker                       |
| <input checked="" type="checkbox"/> Dr. Bernell Hirning              | <input checked="" type="checkbox"/> Keith Olson                          |
| <input checked="" type="checkbox"/> Jenaë Hunter (Non-Voting Member) | <input checked="" type="checkbox"/> Jayden Olson                         |
| <input checked="" type="checkbox"/> Megan Kasner                     | <input type="checkbox"/> Clay Sponable                                   |
| <input checked="" type="checkbox"/> Krista Lambrecht                 | <input checked="" type="checkbox"/> Dr. Kim Weismann (Non-Voting Member) |
| <input checked="" type="checkbox"/> Katie Makris                     | <input checked="" type="checkbox"/> Kim Wray                             |

**Action Item**

1. Minutes approval from Oct. 17<sup>th</sup>.
  - a. Megan motion to approve minutes from Oct.17<sup>th</sup>. Keith second.
    - i. Committee approved.
2. Keith motion to approve agenda as is. Megan Second.
  - i. Committee approved.

**Running Agenda**

1. Enrollment/Recruitment (Megan/Brandon)
  - a. Schedule released with marketing included.
  - b. Die cuts are in the process of being made.
2. Sanford updates
  - a. Board meeting is in the process of being moved.
  - b. Kim is working on 2+2 with UND.
3. Strategic Planning (Kim Wray)
  - a. Dec. 16<sup>th</sup>. 1-4pm.
  - b. Data requests for Accreditation (Kim Wray)
    - i. Please send Data requests to Jen ASAP.

**Agenda**

1. Department Training & Employee appreciation (Katie Makris)
  - a. Department Training
  - b. Surveys on feedback on how the job is going to new hires.
  - c. Look at doing a “Campus Climate Survey”
2. Green Week
  - a. Staff feedback
  - b. Moving to consistency with working from home after thanksgiving and for “Green Week”.
3. Background check discussion from Senates (Dr. Hirning)
  - a. Tabled
4. Staff hiring process (Discussion) (Dr. Hirning)
  - a. When someone is leaving let’s start the process with an email to Dr. Hirning and Katie Makris on “This person is leaving and if you are going to re hire”. Also keep Dr. Hirning involved in the process.

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- b. Katie and Dr. Hirning will look at the hiring procedure and get that updated for next cabinet meeting.

**Round Robin**

Athletics – Home basketball games. Laramie is getting adapted to her position

Foundation – U of Mary is renting the space near the foundation. Donor/Recipient dinner is in the works. 50 years of Teton Women’s basketball is next week.

Student Services - Rylee Conlan is a new hire in Admissions

Academic Affairs - attended WICHE Conference with great ideas. Quality Matters next week that are going

Marketing – Teton Talk at 10:30 on Saturday mornings. Town Square marketing in the works. North Dakota Living magazine marketing piece is also in the works.