



Executive Cabinet Minutes
Monday, March 6, 2023. 9:00AM
Alumni Room

Members:

Hunter Berg- Absent

Brandon Delvo

Dr. Bernell Hirning

Jenae Hunter (Non-Voting Member)

Megan Kasner

Krista Lambrecht

John Mercer

Kenley Nebeker

Keith Olson

Jayden Olson

Clay Sponable

Maren Furuseth

Wanda Meyer

Robert Benson (Non-Voting Member)

Guest: Craig Cerkowniak, Josh White, Nate Lange

Action Item

1. Minutes approval for January 23rd
2. Agenda additions and approval
 - a. Kenley Motion to approve additions. Keith Second.
 - i. Committee Approved

Running Agenda

1. Enrollment/Recruitment (Megan/Brandon)
 - a. March 20th schedule opens.
 - b. Hailey is back traveling to high schools.
2. Sanford updates

Agenda

- 1.) CTS update (Craig Cerkowniak)
 - a. Discussion on new program that Service One has implemented and data to show how tickets/incidents are working.
- 2.) Williston Childcare Project – (Nate Lange & Josh White) 9:30am
 - a. Staff introductions.
 - b. Outline where we have work to perform.
 - i. Starting Early next week, only a few workers. Starting beginning April with most workers.
 - ii. Tight fencing around Creighton “low bay”. Diesel will move to lower classroom while heavy demo begins.
 - iii. Clay and JJ to look at IT and left over cabinets before 21st of March.
 - iv. Contract with Williston completion date Aug. 1st.
 - v. June – July the road to connect Western Star parking lot with Creighton will begin. This includes new asphalt.
 - c. Security during construction.

-
- i. Site project fence and within building will check out keys with Clay for the beginning of construction.
 - d. Understand WSC's current schedule for students in the building.
 - i. Confirmed that no students will be in the low bay during this time, Diesel will finish Spring semester in upper bay and move to the lower classroom while demo begins.
 - ii. Nate will get JJ more information with IT concerns during construction. Meeting will be set the week of the 20th for IT, Tenants, and JLC & JeDunn reps.
 - 1. Dr. Hirning will send out monthly schedule, graphic to all personnel for updates.
 - 3.) Bylaws (Dr. Hirning)
 - a. Sample will be coming to cabinet to review in the next couple of weeks.
 - 4.) Cost savings analysis – (Dr. Hirning)
 - a. Discussion on the committee that is meeting.
 - 5.) Budget updates (Dr. Hirning)
 - a. Hires & Travel
 - i. Essential Hiring & Travel only
 - b. Additional Information
 - c. Position updates:
 - i. Timeline was sent out to Executive Cab for VPAA
 - ii. 3 Candidates to interview, 13th - 14th of April.
 - iii. Committee will be round table questions asking. There will be open gallery for select Staff and Faculty that will sit on the interview but will not have a vote.
 - 6.) Legislative updates (Dr. Hirning)
 - a. Discussion on legislative items that concerns WSC.
 - b. This week Thursday 9:30am Dr. Hirning and Krista
 - 7.) Market Place for Kids (Dr. Hirning)
 - a. Discussion on rumors that circulated to Robert Heitkamp.
 - i. Clarified that there was no stolen or damage IT per JJ and there are only 2-5 fewer classrooms per Tyler Hess.
 - 8.) 23-24 room, board, and fees (Krista)
 - a. Submitted plan for 23-24:
 - i. Room \$100 increase
 - ii. Board 8.3%
 - iii. No fee increases.
 - 9.) Summer Hours (Discussion)
 - a. Go back to departments and ask what they would like to see for summer hours.
 - i. Add to next agenda or update.
 - 10.) New forms/updates: (Krista & Jenae)
 - a. Position Authorization Form (HR keeps this form)
 - b. Personnel Change Form updates
 - 11.) Teams for Executive Cab (Jenae)

12.)HLC

- a. Sent letter to HLC liaison for extension on HLC visit.
- b. HLC visit will be reviewed in early April HLC meeting to review WSC's request for an extension.
 - i. Dr. Hirning will send out updates to everyone on this matter.

Round Robin (this is not part of the minutes)

Academic Affairs – Wanda spoke on the split between Maren and her. Position are being advertised for adjuncts. IPEDS is due March 17th. HLC was reached out to for assigning positions. Wanda will be contacts for students' grievance.

Athletics – Bus is in the shop and possible totaled. Baseball and Softball are traveling. Raffle and Casino are in the works.

TrainND – Ron Ness on work over rig hands training. UAS compliance that needs to be updated.

Megan – Amy Fry's last day is Friday, LeeAnn will step in for the time being.

SBDC – Toured new Ag center.

IT – will bring back to EC on cyber security "health check". Working with TrainND on migrating them over to WSC "ways of doing things". TrainND will be the first to start "teams voice".

Finance - RFP for Turf and TrainND bid.