



**Executive Cabinet Minutes**  
**Monday, August 15th, 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"/> Jenae Hunter (Non-Voting Member) | <input checked="" type="checkbox"/> Jayden Olson                         |
| <input checked="" type="checkbox"/> Megan Kasner                     | <input checked="" type="checkbox"/> Clay Sponable                        |
| <input checked="" type="checkbox"/> Krista Lambrecht                 | <input type="checkbox"/> Tanya Vachal                                    |
|  | <input checked="" type="checkbox"/> Dr. Kim Weismann (Non-Voting Member) |
|  | <input checked="" type="checkbox"/> Kim Wray                             |

**Action Item**

1. Minutes approval from July 25.
  - a. Kim Wray motion to approve minutes from July 25<sup>th</sup>. Kenley second.
    - i. Committee approved
2. Approval of Agenda
  - a. Kim Wray motion to approve agenda as submitted. Brandon second.
    - i. Committee approved

**Running Agenda**

1. Enrollment
  - a. FTE up 2%
2. Sanford updates
  - a. Dr. Hirning is still happening with healthcare facilities around town to get input on what is needed.

**Agenda**

1. Microsoft Teams Shared Channels (JJ)
  - a. Update on Teams changes
2. NDUS Tuition waiver Information
3. Healthcare building location (Dr. Hirning)
  - a. Reply to the anonymous Qualtrix link for your pick of location.
4. Quarterly performance reviews (Dr. Hirning)
  - a. President's direct reports will start this year.
  - b. Starting first week in October, Dr. Hirning will review your goals. Half hour at most for meeting time.
5. Security Contract (tabled)(Krista)
  - a. Discussion on IFB for security contract.
6. Social media policy discussion (Kenley Nebeker)
  - a. TrainND will be writing up a policy that addresses representation on social media.

**Informational**

1. Babe Ruth Banquet
2. Policy and Procedure importance
3. COOP update will bring next meeting

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4. Bench revitalization project
  5. Bottineau Dean announced, Karen Samone
  6. Job Fair booth, Thursday 22, 2-6
  7. Grant writer position open

### **Round Robin**

IT – finishing up projects for the start of Inservice.

Marketing – promotional material is in the process of getting here, behind because of a massive order from us. Joel will be on campus and making interviews with people on Executive Cabinet and employees.

Academic Affairs – Adult Learning center has been funded. Changes made with ED Ready, now we will be notified instead of the students having to reach out. Inservice is this week and has mandatory sessions. Massage is in the process getting accredited.

Enrollment – Housing will be offered today. 10 beds still open.

Athletics – Volleyball is on campus. Office shifting happening. Bus is still being worked on. RFB for radio announcing contracts will be open on the 23<sup>rd</sup>.

Clay – New janitors starting soon. Parking lot painting. Filter changing around campus.

Hunter – Auditors are at the foundation.

Faculty Senate – Bystander training, community of respect training, and safe zone training.

Business office – Year end closing ends this week. Procurement with TrainND is still happening for Crain and CDL trucks.

Small Business – Number one issue is Daycare and inflation. Changed award dates 30<sup>th</sup> sept at the old armory. Daycare meeting with architects. Cost of housing is number one reason around the US. Grant for parttime help.

Staff Senate -