



**Executive Cabinet Minutes**  
**Tuesday, September 6, 2022. 9:00AM**  
**Alumni Room**

**Members:**

- |  |  |
|--|--|
| <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 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"/> Kim Wray                             |

**Action Item**

1. Minutes approval from August 15.
  - a. Brandon motion to approve minutes from Aug. 15<sup>th</sup>. Megan second.
    - i. Committee Approved

**Running Agenda**

1. Enrollment
  - a. Head count is at 871. Part-time up 16%.
2. Sanford updates
  - a. No updates at this time.

**Agenda**

1. Time-Off (Dr. Hirning)
  - a. Those of you who have not taken their time off need to take time between now and December.
2. Conflict of Interest Policy (attachment)
  - a. Need to be governance and organization, not Academic Affairs.
  - b. Need the form that goes along with this policy for final approval before executive cabinet approval.
3. Volunteer Background check Audit (602.3) (Dr. Hirning)
  - a. Need background checks with all Volunteers that volunteer at any WSC Event that include money and/or minors. Going forward, this needs to be done before the event.
  - b. Discussion on who will pay for these background check.
  - c. For the first year, keep the amount of all background checks in one account to track what we spend.
4. Miss ND Pageant (Dr. Hirning)
  - a. A small committee that will help find the next Miss Williston State College. This committee will be
5. U of Mary Visit (Dr. Hirning) (Update)
  - a. Now that we know who is coming from U of Mary, the Department Chairs, Megan, Kim Wray, Kenley Nebeker, and Dr. Hiring will be attending.
6. E-sports (Dr. Hirning) (Informational)
  - a. Dr. Hirning had a couple of meetings with Megan, Chris, and Jayden on how they would like to handle e-sports. The following are options:

- i. Intramural Activity – Entire campus could be included on this.
      - ii. Highly organized and formal - (pay 2000) and be added as NJCAAE team.
      - iii. One of activities – This allows students a diversity of gaming and e-sports opportunities.
    - b. Unofficially and informally, Jesse Kriecher will help organize.
      - i. Dr. Hirning will reach out to Finwork to ask for Data that shows the level of high school and college interest. **(Tabled)**
- 7. HR update (Dr. Hirning)
  - a. Katie Makris will start Sept. 19<sup>th</sup>. Formal announcement will come late this week.
- 8. Mace (Dr. Hirning)
  - a. A small committee will be put together to find a WSC Mace for our next graduation. Kim Wray will ask for 3 faculty members and Jenae will reach out to find 3 Staff
- 9. Alcohol Requests (Hunter Berg) (attachment)
  - a. Alumni Banquet – Sept. 20<sup>th</sup> SKAD
  - b. Monument Celebration – Sept. 27<sup>th</sup> Livdahl Lounge
    - i. Kim motion to approve Alcohol request for Foundation events. JJ second.
      - 1. Committee Approved
- 10. Presidential Discretionary request vs. Foundation Grant request (Jenae & Hunter Berg)
  - a. New form will be made for Presidential Discretionary request that will need to be completed prior to date needing fund. Also, all Foundation Grant Request need to come to Dr. Hirning first before reaching out to Foundation.
- 11. Security Mtg. Update
  - a. Dr. Hirning, Krista, Jenae met with Williston Police, Sheriff, and highway patrol to ask if there was interest in teaming up for security. At this time, they cannot help due to under staffing in their forces, but will offer help in the interviewing potential security interest.
  - b. Another meeting happened with Bandlands security out of Sidney to see what prices where and training.
  - c. Dr. Hirning will ask clay to make classroom keys for all faculty
  - d. A RFB will be completed and if that does not suffice, we will do a IFB.
    - i. Moved 6:00am to 7:00am.
- 12. Challenge Grant Changes
  - a. WSC from \$350k to 1 million.
  - b. Verbiage added to help starting new programs
  - c. Discussed update on the Challenge grant.
- 13. Tootris
  - a. 15% childcare savings as a chamber member
- 14. Grant Writer
  - a. No applicants. Will be reposting. Looking at partially remote.

### **Round Robin**

IT – Conversation has started for Chat box for the website. Transition has started to migrate TrainND into new phone system.

Marketing – TikTok add will be coming out. Monument reveal press release will be out in the next week. Fixing broken links on the website.



---

Academic Affairs- College fair is next week, Jordan and Brittney. Dual credit entry .NDSU meeting

Student Affairs – Disbursement is this week.

TrainND – Crains will be showing up at TrainND late this week. Job

Athletics – Assistant position has closed. Radio broadcaster has been picked. Press release will be out later this week.

Foundation – New foundation Board member, Lance Olson. Teton Thunder will be released Sept. 15<sup>th</sup>. Giving day is September 21<sup>st</sup>. Alumni Banquet Sept. 22<sup>nd</sup> 5 social 6 dinner.

Finance – Alex Kitchens starts today.