Dakota College at Bottineau Dean's Council



May 22, 2018 at 8:00 am Present: Dr. Migler, Larry Brooks, Danny Davis, Kayla O'Toole, Lisa Mock and Sandy Hageness

Торіс	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Larry provided the enrollment report through May 21, 2018 which shows a comparison to previous years. The number of applications is up from this time last year, although a low percentage have matriculated. Larry will work with Beth to work through a strategy to increase registrations.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry will be out of the office tomorrow conducting an outreach project with Little Flower school in Rugby. Assessment planning is this Friday from 9am-3pm. The Financial Aide position has been accepted by April Abrahamson, she starts Tuesday, May 29 th . Seven applications received for the botany instructor position. Ads are placed for the developmental math position out of Minot. Student Health nurse position will be posted to find a replacement by fall. The VCSU nurse position was offered, although not accepted. Student Services will have summer flex hours. Heidi, Leisha and Larry will be off every other Friday.
b. Administrative Affairs / Business Affairs	Mock	Lisa continues to work on the payroll budget; matching the financial system to the HR system. She is working with Holly to balance the ECH grant and Shubham on the research grant.
c. NJCAA Mon Dak / Athletics	Davis	Athletic season has wrapped up. A nomination will be submitted for All Region Softball – to be announced. Mike Smith, VB/SB coach has been signing athletes. Dan is working with the Foundation on Hall of Fame nominations. He will be out of town Thursday through Monday.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	Kayla will be out of the office Wednesday afternoon at a Region II meeting in Minot. The Distance Ed conference will be held the end of June. She will be on annual leave this Friday and next Tuesday.

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		LEAP graduates will have their HS graduation on Sunday in MLS and Midkota. Dr. Migler and Kayla will each attend one of the ceremonies. Summer online class registrations have increased since last summer. There are 122 registered to take 238 classes. Last summer it was 112 registrations, 194 classes.
e. Public Affairs Council	Hageness	The Marketing Committee is working on mapping the website this summer. This will help to address click throughs and opportunity to clean up some pages, i.e. collaborative page to make them more user friendly. The CTE-Hort-Minot campaign has wrapped up. This was a good awareness campaign. Will track applications to see where students heard about us to see if there is a pattern.
f. Chancellor's Cabinet / Dean's Update	Migler	Dr. Migler will be attending the SBHE meeting tomorrow. The agenda was provided for informational purposes. Faculty met yesterday for strategic planning. The session reviewed budget ideas, beak-out sessions for program discussions. Advising model was reviewed with opportunity to provide feedback.
 Other Employee Handbook – Policy Process: Grievance 	Hageness Migler	Click Here for Attachments A faculty request was received to add a grievance procedure for faculty and staff in the employee handbook. There is a grievance procedure identified in the Faculty Procedures Personnel Information, Section II, Chapter 1.6 (11/2017) which implements SBHE Policy 612 as defined in the institutional policy. A grievance procedure for staff is not identified in the Employee Handbook. The grievance procedure followed by DCB is identified in the SBHE HR Policy Manual. Recommendation made to include the Grievance Procedures for Staff in the Employee Handbook under Section III Staff – Chapter I.
		If a staff member feels unfairly treated or has a complaint, which has not been resolved, a grievance process is in place. The grievance process is documented in the NDUS Human Resource Policy, Section 28 Grievance Procedures. The employee shall first discuss the issue with the immediate

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		supervisor in an attempt to solve the problem at the lowest level possible.
		The grievance process begins when an employee presents in writing an
		allegation that there has been a violation, misinterpretation, or
		misapplication of a policy, procedure, or practice regarding the employee's
		employment conditions. Dismissal, change to lower pay rate, suspension
		without pay reduction in force (see section 27 Appeal Procedures), and job
		family assignment (see section 14 Broadbanding Policy) and issues of illegal
		discrimination (see SBHE procedure 603) cannot be grieved pursuant to this
		section of the NDUS Human Resource Policy Manual.
		Strike this section of the recommendation:
		Faculty grievance procedures are covered under Faculty Procedures-
		Personnel Information, Section II, Chapter I.6.
		Moved by Dan Davis, seconded by Larry Brooks to approve the inclusion of the
		Staff Grievance Section as recommended. Motion carried.
 Sodexo Manager Candidate – 5/22 		Dean Council members were invited to meet a Sodexo manger candidate today at
@1:30		1:30 pm.
4. Recognition & Celebration	All	n/r
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5. Announcements	All	Record retention is tentatively scheduled for the week of June 4 th . Larry will see if
		April will oversee the retention training.
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