

# Dakota College at Bottineau Dean's Council - Weekly Team Meeting



**DATE: May 3 at 8:00 am – McMaster**

Minutes

| Topic   | Resp Party | Discussion/Outcome  |
|---|------------|---|
| <b>1. Enrollment</b>                                | Davis      |   |
| <b>2. NDUS &amp; Campus Reports</b>                 |            |   |
| <b>a. Academic Affairs</b>                          | Brooks     | Academic Affairs Council will have a call today from 1-5. DCB has the option to take the lead on state-wide Developmental Math and English which is organized by DPI. Larry will be visiting with a few of the Math instructors to see if they are interested in taking the lead. There is a budget line item for administration. The individual who agrees to take the lead would train the high school level instructors on Pearsons and coordinate the efforts of the program.   |
| <b>b. Student Affairs</b>                           | Davis      | The play went fairly well last week. Attendance was lower than last year. Chamber awards event went well last night.  |
| <b>c. Administrative Affairs / Business Affairs</b> | Pfeifer    | Administrative Affairs meets this week; agenda items include RA waivers and Workers Comp for RA's along with the budget. AAC meets face-to-face once a year. This will be held in Minot the middle of the month.<br><br>Laura submitted two capital project requests to the State. One is for additional funding for phase 2 of Nelson Science Center, which includes sixteen lab stations at a cost of about \$8000 per station. The second project is for a back-up boiler in the heating plan. The back-up boiler may be an emergency need (\$276,000).  |
| <b>d. NJCAA Mon Dak / Athletics</b>                 | Colvin     | Softball plays in Wahpeton Friday/Saturday. If they win two out of three they will play in the Regional Tournament. Baseball plays this weekend as well.  |
| <b>e. Chancellor's Cabinet / Dean's Update</b>      | Migler     | SBHE met last week. Budget updates were provided at SBHE and it seemed as though they wanted more information than what was provided. Much of the discussion seemed to stem from the news coverage that has focused on the cuts at UND. Some of the salary increase plans from across the system were shared. As part of the new facility master plans, space usage is being looked at. Across the system, there is more space than what is actually needed at the current time. Also, if renovation costs for an existing building are 65% or more of what a new building would cost, then a new facility should be considered. Master Facility Plans need to be submitted before new building or major renovations requests will be considered. |

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| <p><b>f. Distance Education Council / Learning Center</b></p>      | <p>O'Toole</p>  | <p>The DCB budget allotment summary has been submitted to the editor of the Courant. This update has also been shared with the DCB Faculty and Staff for informational purposes. There are dollars available for counseling services at the State level. This information was shared by Dr. Rothaus at the NDUS System Office. This may allow DCB to keep this service on the DCB campus at a half time basis. Intent of the project is to have a counseling group between campuses (LRSC, DCB and WSC) and use tele-services when necessary.</p> <p>Next Distance Education meeting is May 17. The Birding Festival may be canceled due to the Canadian group pulling out. Otter Tail has requested a noncredit computer training which will be held May 20.</p> <p>The AS Liberal Arts degree will be available online. Currently working on getting the updates posted. Gary Albrightson agreed to advise these students.</p> |
| <p><b>g. Public Affairs Council / Marketing</b></p>                | <p>Hageness</p> | <p>The RFP process continues for LMS.</p> <p>Working out the CTE pages on the web site. The scholarship page is complete along with a brochure to mail out with inquiries. This week's radio interview is with Wayne Thomas, Photography program.</p>  |
| <p><b>3. Other</b></p> <p><b>a. Strategic Planning Retreat</b></p> | <p>Migler</p>   | <p>Dr. Migler asked all Council members to bring their calendars next week. He would like to schedule a day or tworetreat by the end of May. This would be to review what worked well, what are our opportunities for improvement, where and how can we grow revenue. More importantly this time would allow the Council look at DCB's strategic and system goals.</p>   |
| <p><b>b. Performance Appraisals</b></p>                            |                 | <p>This is the time of year when annual evaluations are completed. Each area has their own format. The goal would be to have all of them complete by June 30, 2016. This year everyone would use the current process. It will be a goal for Council to review the evaluation process in July. The evaluations have been used for merit increases in the past. This is also a good time to update the position descriptions.</p>  |
| <p><b>c. Position Descriptions</b></p>                             |                 | <p>Planning coming along well. Commencement exercise will be similar to last year. Swain Benson will be the guest speaker and Mattie Schmitt, student speaker. Number of walkers are about the same as last year (few less).</p>   |
| <p><b>d. Graduation</b></p>  |                 |  |
| <p><b>4. Recognition / Celebrations</b></p>                        | <p>All</p>      | <p>Play was a success. Faculty/Staff luncheon was a nice event. Also, the chamber recognition event last night was positive.</p> <p>Mattie Schmitt and Sara Schaefer ND-Community College Scholars.</p>  |
| <p><b>5. Announcements</b></p>                                     | <p>All</p>      | <p>Recognition event for Wes Matthews's tomorrow afternoon in Minot.</p>   |

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| <b>Other:</b> |  | <p>Faculty Senate scheduled for noon tomorrow.<br/>Dan in GF tomorrow for Student Affairs Council.</p> <p>A tuition waiver request has been received. The request is from an adjunct faculty member for an online class. Next year we will be reporting more waivers; i.e. RA and dependent/spouse waivers which have not been offered in the past. Dr. Migler to meet with Kayla to review.</p> |
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