

# Dakota College at Bottineau

## Dean's Council



**May 14, 2019 - Dean's Suite**

**PRESENT:** Dr. Migler, Kayla O'Toole, Danny Davis, Lisa Mock and Sandy Hageness

**NOT PRESENT:** Larry Brooks

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Larry was not available to discuss enrollment report. Although he did forward it via e-mail. Numbers are down slightly. Larry and Dr. Migler are meeting with Admission Counselors to review.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	The Biology/Botany instructor position offered and accepted. History instructor interviews conducted, search committee has made their recommendation. English instructor applications reviewed with interviews to be scheduled. Larry is at VCSU for CTE Director's meeting. Susan Ashline, Nurse Instructor at VCSU has resigned. This position will be filled.
b. Administrative Affairs / Business Affairs	Mock	Lisa is cleaning up audit questions. Balancing HR balances with general account. She has had several one-one budget meetings since her budget presentation whereby employees are asking more questions about their budget. All of the equipment requests have come in. RFP's for dining services have been received. Dr. Migler reminded the Council to provide adjustments to Lisa on the budget worksheet as soon as possible.
c. NJCAA Mon Dak / Athletics	Davis	Dan shared that softball will be playing at regionals this Thursday and Friday at Brainerd, MN. If they win, they will go to Rochester MN to continue play-offs to Nationals. Dan hired a hired an offensive back coach. Football players will start coming to campus the first part of August.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	Melissa in Student Success Center will be on campus every other week this summer. Nathan is full time in the summer. Other Student Success Center staff are as needed. Kayla and Whitley are full time over the summer in Distance Ed. There are 144 students registered to take online classes this summer. There were 88 last summer. So far fall online registration has 86 students registered, with 61 last year at this time.

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e. Public Affairs Council	Hageness	<p>SARA reporting opens today. Kayla will visit with Mike about processing this as he will be taking two weeks off. Whitley and Kayla have been visiting schools to register students in dual credit classes; Edgeley, Kulm, Rugby, Newburg, Powers Lake, etc.</p> <p>Kayla has the performance evaluations complete and will file them with Vonda to be placed in the employees file.</p> <p>The Marketing Committee is conducting a social media account review to identify activity among the pages. Horticulture requested a FB page to promote the program and services to the community. KXMC picked up DCB graduation, interviewing Alex Abrahamson, Student Speaker.</p>
f. Chancellor's Cabinet / Dean's Update	Migler	
3. Other a. ERM  b. Special Project Spreadsheet  c. Summer Hours  d. Inventory Control Policy	Migler	<p><a href="#"><u>Click here for attachments</u></a></p> <p>Dr. Migler asked that everyone look over the ERM risks and let him know if there are any risks that need to be identified as campus risks. May be some things to roll over from the Emergency Operations Plan that is being worked on.</p> <p>If putting someone on special assignment, i.e. HLC, coaching project use the attached spreadsheet to assist in identifying wage, etc.</p> <p>Summer hours are posted on the main entrances of campus: 7:30am–4:00pm, M-F. If you have employees that are working other hours, please let Vonda know so she can document it.</p> <p>The Inventory Control Policy was reviewed at last week's meeting. It identifies tagging State assets valued at \$5,000 or more. DCB will tag items that are high risk, and valued less than \$5,000 i.e. laptops, tablets. The policy will be added to the Employee Handbook.</p> <p><b>Moved by Lisa Mock, seconded by Danny Davis to approve the Inventory Control policy as presented. Motion carried.</b></p>

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e. Performance Evals		Evaluations should be complete by the June 30 <sup>th</sup> and filed in the HR file which is kept with the Business Office Payroll Specialist.
f. Biennial Budget Guidelines		<p>Resident Undergraduate tuition for 2019-20 was reviewed. Requested tuition increases by institution identifies DCB at a new tuition, including course fees at \$4,066. Nursing will continue to have a fee for testing as it fluctuates every year. There will continue to be a tech fee for everyone and distance ed access fee for distance ed students.</p> <p>Also proposed on the agenda is a salary increase of 2% or a minimum of \$120 per month for employees with a maximum of \$200 per month. This will be applied to each month of the official contract length.</p> <p>Room and board rates will also be reviewed at the meeting with an estimated increase at 2-3% for food services, and room another 2-3%.</p> <p>When this is approved, a meeting will be held on campus to provide the information on room/board and tuition fees to provide an understand of the changes. This tuition rate applies to all students at 12 -18 credits. An additional per credit fee is applied after 18 credits.</p> <p>There will be a new policy for the NDUS in which all college web-sites must be ADA compliant.</p>
4. Recognition & Celebration	All	<p>Graduation went off well</p> <p>Softball is advancing to regional playoffs.</p> <p>Tracy Chisholm received tenure.</p> <p>LEAP graduates walked.</p>
5. Announcements	All	<p>A MOU is needed for medical provider to support Campus Nurse. It was asked if MOU could include sports physicals.</p> <p>There is a new drug testing process distributed by the Campus Nurse.</p>