

Dakota College at Bottineau Dean's Council



May 1, 2018 at 8:00 am

Present: Lisa Mock, Kayla O'Toole, Dr. Migler, Larry Brooks and Sandy Hageness

Minutes

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment continues to be up when compared to a year ago.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry has an AAC meeting tomorrow. The Faculty Senate meets on Thursday. There are Paramedic student interviews on Friday, 19 applicants. Larry, Dr. Migler and Kayla will travel to Westhope tomorrow to promote the LEAP program. The Honors Symposium is at 5pm tomorrow with seven presentations scheduled.
b. Administrative Affairs / Business Affairs	Mock	<p>Lisa reported that the operational audit went fine. There are areas to improve upon and we will receive a formal, findings report within a few weeks. One area of improvement is procurement, especially following bid processes. The audit found that access controls look good. Lisa will be in Minot tomorrow through the end of the week attending a tax seminar and budget module training.</p> <p>Lisa, Darrell, Michelle and Dr. Migler toured the dorms on Friday to see what updates are necessary. She did an analysis on dorms to see where the dorm fees are expended to. There is \$306,000/year that goes to athletic programs from dorm revenue. We had an increase in students so cash balance in each dorm increased slightly. It was determined that we may be able to go ahead with a majority of repairs and still have cash balance to support the athletic programs. Each dorm update will be about \$20/\$25,000 each to a total of \$70,000 which would be for carpet tiles, stair treads and shower tiles. Separate fund will cover painting and new washing machines in one of the dorms. Laundry fees will be included in residence fees next academic year.</p>
c. NJCAA Mon Dak / Athletics	Davis	Dan not available to report.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	TriO is hosting a cook-out social tomorrow.

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<ul style="list-style-type: none"> • Campus Forum – May 3 at 3pm • Other 	<p style="text-align: center;">All</p> <p style="text-align: center;">All</p>	<p>Moved by Lisa Mock, seconded by Kayla O'Toole to approve the Student Constitution and Bylaws as presented. Motion carried.</p> <p>Agenda reviewed. Lisa will not be able to attend.</p> <p>There will be two additional temporary summer facility employees on board. The cleaning schedule for offices this summer will be offset with meeting counterparts at MisU for professional development. The boiler system and hot water heaters will be worked on over the summer. We will also look into doing a records clean-up week to make sure we are compliant on record retentions and shredding what is outdated.</p>
<p>4. Recognition & Celebration</p>	<p style="text-align: center;">All</p>	<p>n/r</p>
<p>5. Announcements</p> <ul style="list-style-type: none"> • Tornado Drill – 11:50 AM, Wednesday 	<p style="text-align: center;">All</p>	<p>Review of drill notification through Assurance NM was conducted. This drill is being coordinated by the City of Bottineau.</p>