

# Dakota College at Bottineau Dean's Council



February 12, 2019 - Dean's Suite

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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment applications received is up this month to 74 which is the highest it has been. The admissions staff will work with advisors and instructors to help them make contact with their applicants so as to move them from applied to matriculated to enrolled.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Larry met with folks in Minot about a golf course and turf management program. In addition, he met with individuals about a sonography program. Both of the programs will be ready for Stage I proposals next week. Larry will be at VCSU Thursday afternoon and Friday conducting teaching observations. Next fall there will not be classes the day before Thanksgiving state-wide. Discussion was held on holding HLC review on this day at DCB.
b. Administrative Affairs / Business Affairs	Mock	Lisa shared that DCB had an asset management audit last week. We will need to revamp the asset management system as there were many findings. For example, there are departments that haven't turned in inventory for over two years. Some items are missing, and some new items do not have tags on them. For example, they have us listed with nine pianos on the asset management system and we only found two. When the inventory list goes out next time, the tag numbers will not be listed. Departments would then need to fill in the number to verify a match and that the tag has been put on the item.
c. NJCAA Mon Dak / Athletics	Davis	Both men's and women's basketball lost last night. Play Miles Community College on Wednesday. There is one more home game after this for the year. It doesn't look probable that we will host any playoff games. Hockey plays WSC in town tonight. If they make the playoffs in Arizona, they may fly to Phoenix instead of driving due to the cost. They play U of

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<p>d. Distance Education Council/Distance Ed. and Academic Support Services</p>	<p>O'Toole</p>	<p>Mary this weekend away and at home. There will be community appreciation jerseys sold that night as a fund raiser this weekend. Baseball and softball still practicing. Working on strategic plan for athletics</p> <p>PTK banquet was held last Friday night and went well. Kayla attended a Counselor Conference in Bismarck over the weekend. Whitley came with an idea of offering gen ed classes the 2<sup>nd</sup> 8 weeks because some of the high school students are 1-2 courses away from achieving LEAP. May see what schools are interested in to get a couple extra grads. HPER 100 - Concepts of Wellness is one of them with others being considered, i.e. computers and arts and humanities electives.</p> <p>Whitley and Leisha have been brainstorming because high school students are 3-4 classes away from LEAP. It was questioned whether we can offer classes to high school students in the summer at a lower rate as long as register before graduate. It was agreed this was worth exploring.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>Through the Challenge grant there are additional scholarship funds available for students with high academic achievement. It was questioned whether we can offer this to DC students who are graduating from DCB with LEAP. It was suggested that the students would be better off with the new student scholarship.</p>
<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>Marketing committee is hiring a videographer to take library video. This will be available for commercials and 15-30 second clips about DCB. If things go well, we will use him for 3-4 additional videos.</p> <p>Kayla is on the radio this Wednesday covering community education.</p> <p>Physical plant is working on heating issues today. The feeding chain needs to be replaced. Due to medical leaves, we are still short on staffing. Darrell is getting estimates for summer projects. We have about \$300,000 to use toward projects.</p> <p>The draft proposal for architectural services will be reviewed by Rick Tonder. Once ready we will advertise for 21 days. Lisa recommended the draft be reviewed by OMB – procurement.</p> <p>Waiting to see if the low interest loan from Bank of ND becomes available. Dr. Migler will be meeting with legislators next week.</p>

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		<p>Legislatively, based on the weekly call from the Chancellor's office last week, the needs-based budget is still moving forward. The compensation plan is still undecided, however, it appears they are committed to funding full health insurance.</p> <p>The career academy proposal may not get funding. This continues to be under review. The legislature is reviewing a funding cut to CTE's appropriation for farm business management cut, but CTE feels it may not have an impact on funding if internal and unspent internal funds can be reallocated. Another item that is a big issue is space for free speech on campus.</p>
<p>3. Other</p> <ul style="list-style-type: none"> <li>• Emotional Support Animal (ESA) Policy</li>   <li>• Policy Process</li>           <li>• Question re: Tuition Waivers</li>       <li>• Salary Adjustments/Performance Appraisals</li> </ul>	<p style="text-align: center;">Migler</p>	<p><a href="#">Click Here for Attachments</a></p> <p>The ESA policy had been approved by Dean's Council although we are still awaiting input from the Student Senate. Will have to review the policy again. Meanwhile there are two requests for ESA. Jackie Migler is the chair of the committee as Disability Services Coordinator.</p> <p>Recommendation is made to update the Policy Process as identified in the handbook. Larry provided a draft for update whereby a committee is selected by the Campus Dean. The Committee then handles the review process of all policies with a final approval of the Dean's council. Dr. Migler will bring the draft to the Staff and Student Senates this week. The Faculty senate has approved the change in process. Recommendation was made to add a review by the committee of the handbook every three years as stated in the current process.</p> <p>DCB may grant tuition waivers but does not waive fees as per policy. Discussion was held on what the process is when someone takes a class from another campus. Lisa will research our process.</p> <p>Salary adjustments per performance appraisal will be set up. Will need to put a process in place. The salary committees will review the State appropriated increase upon approval. They will be asked to provide input on whether to provide an increase across the board, provide increases totally on performance/merit/equity or a combination of these.</p>

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<ul style="list-style-type: none"> <li>• Schedule for Feb 19 and 26</li>   <li>• Resident Rates</li> </ul>		<p>Dr. Migler will be off campus on the 19<sup>th</sup> and 26<sup>th</sup>. Larry will be off campus on the 26<sup>th</sup>. The Dean's Council will not meet until Tuesday, March 5<sup>th</sup>.</p> <p>Resident hall numbers are tracking steady. The majority of the Mead Hall residents have single rooms. Men's residency is down slightly, and women's is up slightly. Dr. Migler stated that he has requested plans to renovate Milligan Hall from Dan Nostdahl. Once these are received, renovations can get underway. The showers in Gross Hall need to be renovated. Although if this is done the entire bathroom will need to be redone. Gross is a little older than Mead, but in better shape.</p>
4. Recognition & Celebration	All	Nathan and Zahra did a great job on the PTK banquet last week.
5. Announcements	All	