

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

Topic	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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<ul style="list-style-type: none"> Sodexo Manager Candidate – 5/22 @1:30 		<p><i>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.</i></p> <p>Strike this section of the recommendation: Faculty grievance procedures are covered under Faculty Procedures Personnel Information, Section II, Chapter I.6.</p> <p>Moved by Dan Davis, seconded by Larry Brooks to approve the inclusion of the Staff Grievance Section as recommended. Motion carried.</p> <p>Dean Council members were invited to meet a Sodexo manger candidate today at 1:30 pm.</p>
4. Recognition & Celebration	All	n/r
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.