

Dakota College at Bottineau Dean's Council



May 8, 2018 at 8:00 am - Dean's Suite

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

Minutes

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Hobsons was down yesterday, so the full enrollment report was not available. Applications continue to increase.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry reported there are three interviews scheduled for Financial Aid Director position. The goal is to have someone on board the first part of June. The remainder of the student Paramedic interviews will be held this Thursday in Minot. Wednesday Larry will be gone for outreach in Kenmare, doing aquatic bug sampling. He is on annual leave Monday-Wednesday next week. Everyone is getting ready for graduation commencement, faculty wrapping things up and a lot of transcript requests. There are a couple course proposals to approve today at a short faculty senate meeting.
b. Administrative Affairs / Business Affairs	Mock	Lisa shared her training updates from last week which included a budget module training. A lot of the colleges are opening the module to the department managers to enter their budgets and the business office enters wage and fringe benefits. This may be a goal for DCB at a later date. Pension processes reviewed at training which provided consistency with HLC regulations. In addition, forensic accounting training received which covers what to look for and how to identify fraud. There is a hotline for DCB with notifications going to Lisa and Dr. Migler. The third day of training covered Tax Translator which was presented by a past employee of the IRS and who now works as a tax consultant at several of the large universities. He shared how IRS affects small colleges and universities. i.e. flat rate on supplement pay will be 22% which was the amount we used last year. Overload pay taxing is set by the IRS at 22%, CT staff loads that rate into the

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<p>c. NJCAA Mon Dak / Athletics</p>	<p>Davis</p>	<p>module. We have no control over this rate. The taxable income W2 vs 1099 form clarifications were shared.</p> <p>The IRS is on two campuses doing an employee tax audit. They are identifying if employees are getting both W2 and 1099. If so, this could result in a fine. Moving expenses are 100% taxable now. This needs to be kept in mind when recruiting. The IRS recommends this be put on a contract as well as a form of income negotiated.</p> <p>Unrelated Business Income Tax (UBIT) is when universities or colleges get into the business of making money i.e. gym memberships. Or build a dorm and it has retail space. The retail space cannot be greater than 10% of the footprint of the entire building.</p> <p>IBARS training may be later this week either via IVN or in Bismarck. This will provide training on how to load the budget into the State's Budget.</p> <p>Baseball had a good weekend. They qualified for regionals which will be held this weekend in Williston, Friday and Saturday - double elimination. Softball fell 4-2 in 8 innings. Working hard to recruit for next season. Coach offer has been made, processing necessary paperwork as he is from Canada.</p> <p>Dan mentioned several student athletes that have signed with four year universities, receiving scholarship offers.</p>
<p>d. Distance Education Council/Distance Ed. and Academic Support Services</p>	<p>O'Toole</p>	<p>Kayla is working on getting the employee evaluations completed before summer.</p> <p>All faculty teaching eight week courses need to assess Blackboard uploads.</p> <p>A new RLS Instructor has been hired to replace Roger Mazurek.</p> <p>A Distance Ed meeting is scheduled for today. It is a long agenda, due to many course redesigns. Leaderjacks will be online in fall.</p> <p>Kayla visiting schools to conduct dual credit registrations and conducting accu-placers. In Rugby tomorrow, Wilton on Thursday.</p>

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		<p>and service areas). The majority of these goals are academically based. Additionally, goals and priorities are generally short, and easy to remember. Including 9 different goals and priorities for a campus of our size seems to be excessive. Recommendation made by the committee to have three goals:</p> <ul style="list-style-type: none"> • Provide quality experiences • Ensure student success • Use resources effectively <p>Faculty Senate voted to replace the current goals and priorities with the three listed above. The committee has asked Staff Senate to review and vote. These goals and priorities support our Mission, and can easily guide not only our assessment, but our overall responsibilities as employees of DCB.</p> <p>If Staff Senate approves these Goals and Priorities, they will go before Dean's Council for final approval. Since time is of the essence, an e-mail vote may be used for Dean's Council.</p>
4. Recognition & Celebration	All	N/R
5. Announcements	All	Graduation on Friday at 3:00 pm. ADN Pinning on Friday at noon – Cobblestone.