

Dakota College at Bottineau Dean's Council



May 7, 2019 - Dean's Suite

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

| Topic | Responsible Party | Discussion/Outcome |
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| 1. Enrollment | Brooks | Enrollment applications as of May 3 was reviewed in comparison to 7 years. Overall applications are down slightly overall. The CTE programs for IT and Photography are up from the previous year at this time. |
| 2. NDUS & Campus Updates a. Academic and Student Affairs | Brooks | Larry reported that the last two history interviews were conducted today with recommendations to be received from the Search Committee. An offer has been made for the biology instructor. It is anticipated to hear back from that person today. The English instructor search committee meets tomorrow. There are 37 applicants. Faculty Senate is having a special meeting on Wednesday to review credit hour and drug free campus policies. There is also an Ad Hoc committee on high enrollment courses that will need to make a recommendation to the Faculty Senate. Larry will be in Minot on Thursday for the ASTEP recognition luncheon. He will be in Valley City for commencement and back to Valley City next week for CTE meetings. |
| b. Administrative Affairs / Business Affairs | Mock | Lisa shared that she is finishing up loading auditor requests, although she is waiting on a couple of items from Physical Plant. This afternoon she will need to upload the tuition list. The System Office is recommending all campuses to have a Freedom of Speech policy for students. They would like it implemented by August 27, 2019. They will be preparing and sending out a template. |
| c. NJCAA Mon Dak / Athletics | Davis | Danny updated the Committee on athletics. The baseball season ended with the MONDAK tournament last weekend. DCB lost to WSC on Friday and LRSC on Saturday. Softball is |

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| <p>d. Distance Education Council/Distance Ed. and Academic Support Services</p> | <p>O'Toole</p> | <p>playing this Friday at 2 and 4pm at the Tommy Turtle Park. Sub regionals will be in Brainerd next weekend.</p> <p>Kayla shared information on the Community Education classes. Tonight there is a succulent class in the greenhouse with 21 registered. She just completed and sent out the College for Kids schedule via e-mail. In addition, there will be a babysitting clinic on campus this summer.</p> <p>Online update for the summer has 103 students registered, last summer at same time had 80. As of Friday, fall has 62 registered, last year at this same time there were 57.</p> <p>SARA reporting opens May 14th. Distance Ed Committee met and approved all HR courses. Dual Credit classes are being registered for at this time. Whitely and Kayla are going out to high schools to assist in scheduling students. Kayla provided a dual credit presentation last night on campus. There were 15 to 20 people who attended. Kayla will be out of the office on Monday conducting high school registrations. Also, next week she will be conducting staff performance evals. The SSC Advisory committee meets this week.</p> |
| <p>e. Public Affairs Council</p> | <p>Hageness</p> | <p>The campus filming is finished. We should have videos the end of May. This week's radio interview is with Mike Smith, Softball playoffs.</p> <p>CTS is offering Campus Connection 9.2 upgrade training with a lunch and learn this week and upgrade training the end of May.</p> |
| <p>f. Chancellor's Cabinet / Dean's Update</p> | <p>Migler</p> | <p>Tuition increase model is being developed and looking at an 8.4% increase. This includes the state approved increase of 4% and an additional 4.4% to offset the loss of course fees and tuition from online classes taken by full-time students. Tuition will include all course fees i.e. art fee, lab fee, etc. This may also require some programing changes.</p> |

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| | | <p>The budget is due to the System Office the end of June. Dr. Migler provided a budget adjustment spreadsheet and asked the Committee to look over their department and identify any adjustments they see necessary that will affect FY20 by June 1. There is no new money available in this budget. Moneys will need to be reallocated throughout the budget as necessary.</p> <p>The guidelines for salary increase from the Legislator appear to be either 2% or a monthly minimum of \$120 a month. For DCB the monthly minimum will affect more employees than the 2%. Waiting to hear how this affects 9 month contracted employees vs 12-month contracts. Once this is determined it can be incorporated into the budget. Year two adjustments are undetermined other than the legislature has allocated 2.5% for salary increases.</p> <p>Working with physical plant and will be doing an application of healthy floors in the main halls of Thatcher this summer. This will include the bookstore after the floor is repaired.</p> |
| <p>3. Other</p> <ul style="list-style-type: none"> • Inventory Control Policy | <p>Migler</p> | <p>Click here for attachments</p> <p>There is an audit meeting coming up. One of the areas we need to incorporate is an inventory control policy. Dr. Migler provided a draft to the Dean's Council. This policy is driven by the state – it is more of a procedure. We will tag all fixed asset items at the original cost at \$5,000 and above. Provided for review and will be on next Dean's Council agenda for discussion with the objective to approve.</p> |
| <p>4. Recognition & Celebration</p> | <p>All</p> | <p>Michelle Davis spent the last semester tutoring numerous students and will be driving students to Minot to the airport this week.</p> <p>Employee recognition went well last week.</p> <p>Honors symposium also nicely done.</p> |

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| | | Scholastic awards went well. |
| 5. Announcements | All | Nurse pinning is at 1:00 pm on Friday at the Cobblestone. |