

# Dakota College at Bottineau Dean's Council



**November 14, 2017 at 8:00 am**

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

**Not Present: Danny Davis**

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	No enrollment report
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Faculty Senate will meet on Thursday. They have 31 course proposals to review this week. April Abrahamson's (Registrar) last day is Friday, November 17 <sup>th</sup> . There is an open house in Student Center from 2-4 that day.
b. Administrative Affairs / Business Affairs	Mock	Business Office staff was in Minot last week for training on the scanning system. This will provide a centralized system for auditors to review documents upon request. In process of reviewing employee security access to system software. NDUS completed a payroll/HR audit last week. There will be some policies and files to update. Seven employees receive \$11.22 reimbursement for their cell phone bill each month. It is a total of \$538/year for DCB. This is for emergency communication: Larry Brooks, Darrell Waters, Brad Gangl, Howard Prouty, Dr. Migler, Stuart Oien and Mike O'Toole. This list was approved and recommendation made to review the list once a year.
c. NJCAA Mon Dak / Athletics	Davis	Not available to report
d. Distance Education Council /Distance Ed. and Academic Support Services	O'Toole	TRiO APR report is due in February. They presented to the DCB nursing students at the Minot campus last week. Peggy and Kayla attended distance ed services workshop last week. Community Education Lego-Lab class scheduled for next week. There is Blackboard training this week. Last week's trainings were recorded. There are a few MLS students interested in the LEAP program. If this works out, they would graduate spring 2018.

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e. Public Affairs Council	Hageness	KXMC covered a story on our IT program offered at the MSU campus. It was on the news this morning. Following up on upcoming events and release sent last week. This week's release is on library services.
f. Chancellor's Cabinet / Dean's Update	Migler	Chancellor's Cabinet met last week. Governor Task Force update provided. Campaign Consultant, John was here yesterday and met with the Foundation staff regarding the initial planning for a capital campaign. Dr. Migler will be meeting with Aviaand rep this week to discuss services. They are currently providing food services to WSC and the State Capitol. A state required training link was e-mailed to all faculty and staff yesterday. This is annual mandatory training; therefore, completion will be monitored because it has to be reported to the state. Safety-Security Officer position posted. Would like someone in this position for the spring semester. Connie Nelson will provide additional help with HLC and Blackboard conversion. She starts on Wednesday. Dr. Migler will be in Minot Wednesday morning and in Tioga in the afternoon to discuss the BakkenU initiative.
3. Other		
<ul style="list-style-type: none"> <li>Activity &amp; Wellness Passes</li> </ul>	Migler	Discussion held on how to offer wellness passes to employees and families. Concern offered on the age of members. Therefore, membership will be limited to 18 and over. <b>Moved by Larry, seconded by Lisa to provide wellness memberships free to employees and at half price for spouse/dependents over 18. Motion carried.</b> This will be added to the employee benefits worksheet. The community wellness process will be added to the handbook.
<ul style="list-style-type: none"> <li>Workload for Coaches</li> </ul>	Migler	Larry presented a workload policy for coaches. In situations where head coaches and assistant coaches are classified as fulltime employees, this workload policy will help maintain equity with other faculty and staff. Any coach who is classified as a faculty member will be required to average 15-16 credit per semester or 30-32 credits during an academic year. Each varsity sports will receive semester credit equivalencies according to the schedule developed.

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<ul style="list-style-type: none"><li>Governor's Task Force Update</li></ul>	Migler	<p><b>Moved by Larry Brooks, seconded by Lisa Mock to approve the Workload Policy for Coaches as presented. Motion carried.</b></p> <p>Dr. Migler provide an update on the Governor's Task Force.</p>
4. Announcements <ul style="list-style-type: none"><li>Campus Forum – 11-16-17 @3pm</li></ul>		<p>Agenda was discussed. Lexi will be asked to present an update for HLC. Lisa and Dr. Migler will provide an update on the fire drill.</p>