## Dakota College at Bottineau Dean's Council



November 5 at 8:00 am - Dean's Suite

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

| Торіс  | Responsible<br>Party | Discussion/Outcome  |
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| 1. Enrollment  | Brooks               | Enrollment reports for the last weeks was reviewed. Spring enrollment is up by five this week with one more matriculated and fall is up by three.   |
| 2. NDUS & Campus Updates a. Academic and Student Affairs                 | Brooks               | Larry attended the Caregiver Advisory board meeting in Jamestown last week. Although attendance was low, they continue to work on enhancing the program and looking into a certificate program for Quality Service Providers. Met with Minot disability services to discuss support services for DCB students at MSU. Discussions will continue this week. OATF is reviewing the service area planning forms. Larry has a conference call with AAC and SAC this week. He will be out of the office on Friday, in Minot. |
| b. Administrative Affairs / Business Affairs                             | Mock                 | Lisa is working on grant clean-up. She is now serving on the Criterion 2 HLC committee. The Fire/tornado Insurance bond is being finalized. In addition, she is working on finalizing reports due Mid-November for the Foundation audit.  |
| c. NJCAA Mon Dak / Athletics   | Davis                | Both basketball teams were in New Town over the weekend and both had 1 win/2 losses. Hockey lost against U of Mary on Friday at home and Saturday in Bismarck. They are in Great Falls this weekend. Football is wrapping up with equipment return, etc. Mike has started recruiting for volleyball with a signing over the weekend.  |
| d. Distance Education Council/Distance Ed. and Academic Support Services | O'Toole              | Zahra attended an Independent Living Fair in Minot last week promoting our disability support services at DCB. Disability support services has 45 students this fall versus 20 students historically. Community Ed has a customer service workshop today at noon and repeat session at 6pm. This Thursday is a pillow painting class.   |

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|   |          | Kayla has a Distance Ed Directors meeting this week. She is finalizing the online instructor payment rosters for the 2 <sup>nd</sup> 8 weeks.  Registration continues for DC courses at the schools. She was at Towner last week and Nathan is at Drake/Anamoose high school today. Kayla will be at an NCEC meeting in Minot on Wednesday. It is National Distance Learning Week with several activities offered including lectures, webinars and online scavenger hunt.   |
| e. Public Affairs Council                           | Hageness | Finalizing photo updates at VCSU, Minot and with Horticulture department. Radio this week is Leisha Lunnie sharing information on our Military Benefits program. Online contracts for spring have been sent out. The Trunk or Treat event went well last week with over 400 kids participating downtown. Sandy is updating information on the ND Choose and Edge section of the NDUS web site for DCB.  |
| f. Chancellor's Cabinet / Dean's Update             | Migler   | Facilities is starting to get back to full staff. Alvis is back and working 6 hrs/day. Howard is also back. We are down one in the women's dorm due to the part-time person no longer showing up. Charlene is looking for a part time custodian. Jamie Millang was hired for half facility projects and half heating plant/plumbing. There are projects selected to work on over Christmas break, facilities staff will begin working on these. Unesco is conducting an energy usage study to assist in a financial savings.  SBHE met last week and approved the initial bond request per consent agenda.  Administrative Affairs council conference call is tomorrow. Dr. Migler and Lisa will participation to review rate guidelines. |
| <ul><li>3. Other</li><li>Student Handbook</li></ul> | Migler   | Click here for attachments  Larry asked for everyone to complete a read-through of the Student  |
| <ul> <li>Salaries</li> </ul>                        |          | Handbook provided. Updates were finalized August 2018. Both   |

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|                              |     | Senates are conducting a read-through and will be asking Dean's Council for the final approval upon completion.  Discussion was held on salary adjustments for the biennium. There was \$50,000 spent last year on one-time stipends for all faculty and staff. This is approximately the amount estimated to be spent per year for a 1% increase in salaries. Recommendation made to provide a 2% increase to all faculty and staff base wage and an additional 1% for merit/market increase, tentatively effective Jan. 1, 2019. Lisa will provide alpha reports for review. Sandy will schedule a meeting for Dr. Migler to meet with the Staff and Faculty Senate salary committees. |
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| 4. Recognition & Celebration | All | n/r  |
| 5. Announcements             | All | National Distance Learning Week Flag Raising ceremony in recognition of those who served is on Friday, November 9 <sup>th</sup> at 10am.   |