Campus Meeting Notes 12-13-16

***Bill*** – If you are planning to take leave make sure you do it ahead of time and whoever you leave in charge, let Bill know so that if something should arise he knows who to talk to.

Board reports need to be in before the holiday or vacations.

We are using the same templates for the budget for the coming year that we did last fiscal year. Everyone’s budget should be around the same amount unless you need to add or take away a budget account. Budgets will be approved in February so we all need to work on this ASAP. We will make sure Otis Elevator is in the budget and Joely will have to add a line for SDS. There was discussion changing the fire account to something else maybe operations. Also, each department will have an earned income account but those funds may still be going back to the general fund.

It appears the raises this year will be about 3%.

Graduation is on Friday, December 16, 2016.

Each department needs to provide a list of persons and phone numbers in the event of an absence. There are people frustrated that no one answers their phones.

There was discussion on who ordered and received their shirts.

Regarding performance evaluations, must fill out section III which is goals for next year and accomplishments from this past year.

There was discussion regarding breakfast specials for the rest of the week. Breakfast is from 6am to 9am.

Vending machines are still being worked on and some items have arrived.

Bill does not want cars left on the streets abandoned. Discussion of parking cars of students leaving for the holidays by the semi. If students leave their cars, they may also be towed by maintenance. Each department will have their own Christmas party. Reminder to bring toiletries for the administrative leave.

***Bud*** – There is a basketball game this Thursday the 15th so will have to cover and tape the gym again before Friday. If the maintenance department works after hours Bud will allow them to leave early on Friday. Department has been busy with work orders, fixing furnaces and changing all the furnace filters in student housing. They have also placed buckets of Ice-Melt at each building on campus. If for some reason you do not have this contact Bud. They have been checking boilers and one just went out during the night on Monday. Bud asked that if the temperature in any of the buildings gets below 60-65 to contact maintenance ASAP. They have also been busy changing locks and fixing locks mainly on entrance doors. Maintenance cut wood to deliver to Standing Rock Sioux Tribe. Maintenance also put new cutting edges on the snow blade. Working on many projects and moving snow.

Transportation is servicing vehicles. They put new injectors in Bus 19. They are currently work on the elementary school bus. There has been money put into the budge to run students from north to south campus and back when it’s bitterly cold.

Bill would like to know what kind of revenue they are making on selling used cars that have an excess of 100,000 miles. Can we use the revenue from the sale of the old cars to buy newer ones? Bill would like two or three more cars.

Bud mentioned that he had an employee that was shorted several hours on his check.

***Anthony*** – Will be starting brunch the 16th through the 30th of December. Students will be coming back on the 3rd of January. Cozy Creek will be open 10:00am to 5:00pm Monday through Friday and will be cash only sales. He will watch to make sure it is feasible to open.

They have received three quotes for a dishwasher, Hobart came in with the lowest bid. They are also looking at a large television for the cafeteria. There will probably be regular programs with advertising and menu items as well. Chris will check the pricing once he gets the dimensions for the TV.

The heated sidewalks do not seem to be working so Bud will check into this and Anthony will submit a work order.

There was discussion regarding making very simple box lunches for students that are staying on campus. There are also some students still using their Flex cards. After Friday 11:30 they should not be able to use these any longer. Chris will make sure the cards are shut off and Anthony will provide names to Chris of the students that are still eating here. The cafeteria will be open Monday through Friday 10:00 am to 1:00pm and 4:00 to 5:00pm. Normal operations will resume on the 2nd of January.

***Erik*** – Has been busy closing mailboxes for students. Students have been notifying the post office of a change of address and returning their keys. He is getting mailboxes ready for the new students coming in January. Erik found out his part-time person was only making $10.50 per hour and will discuss with payroll. Erik states his shirts should be here by the start of the spring semester. There is some frustration with how long PR’s are taking for approval.

***Chris*** – Wants to make sure that students are aware that their flex dollars are use or lose. He is working on IT policy and procedure. Everyone’s performance evaluations are done. Busy doing work orders. Have been sending updates to computers. Working on IT issues and needs in building 61. Still working on security cameras and still need to hang one outside. IT has also been busy replacing Dennis Newman’s equipment. They are also looking at a large monitor for security so that many different cameras can be viewed at a time.

***Jolene*** – Housing would like to start billing people for killing and fumigating bedbugs as it is very expensive. There are no vacancies for family housing for the spring semester and there are twelve families on the waiting list and do not have housing at this time. There may be vacancies later on. Letters have been sent to the families that do not have housing so they can hopefully make other arrangements. The Resident Service Coordinator position is still open. One female RA position is also open. Jolene may move all students into one dorm that are staying over Christmas break. The students also know there is no meal plan but can buy meal tickets during break.

***Joely*** – The new assistant is doing well in her job. She just finished payroll and is working on PR’s. She will assist with the budget and look at cost savings. There is one security guard opening at this time. Joely has interviewed one as of Tuesday and has four scheduled for Wednesday if all of them show up. He is doing ok with the reserve hours. One person had chest pains Monday and the hospital kept him. It has been very quiet as far as parties. The domestics may go up but is expected this time of year. Security has found some Marijuana as well as a small amount of Meth and some cocaine. Joely is looking deeper into criminal records of students and or potential employees. Joely would also like training on WSI as well as other safety trainings.

**\*\*\***Next meeting will be on December 27, 2016. Please make sure you bring or send your Board Reports to Bill as he needs to put this all together for the next meeting.