

Appendix A

List of Recommendations

Recommendation 1-1	We recommend Dickinson State University make appropriate changes to ensure tuition rates are consistently charged and accurately reflect what will be collected.
Recommendation 1-2	We recommend Dickinson State University ensure access fee moneys are used for expenses associated with distance education and the fee amount charged to students is appropriate.
Recommendation 1-3	We recommend Dickinson State University make appropriate changes to fees charged to students. At a minimum, the University should: <ul style="list-style-type: none"> a) Ensure fees are only charged to students who are expected to utilize the services supported with the fees; and b) Ensure fees charged to dual credit students are fully disclosed.
Recommendation 1-4	We recommend Dickinson State University use application fee moneys for expenses associated with processing applications.
Recommendation 1-5	We recommend Dickinson State University specifically allocate and/or establish a budget for the use of moneys collected from students through the University fee.
Recommendation 1-6	We recommend Dickinson State University obtain proper approval from the Chancellor when required by State Board of Higher Education policy. At a minimum, the University should obtain approval for: <ul style="list-style-type: none"> a) Waiving application fees; and b) Charging less than the resident tuition rate.
Recommendation 2-1	We recommend Dickinson State University comply with established criteria in the awarding of Roughrider Scholarships.
Recommendation 2-2	We recommend Dickinson State University adequately monitor recipients of Roughrider Scholarships to ensure renewals, revocations, and reinstatements are appropriate and consistent.
Recommendation 2-3	We recommend Dickinson State University centralize the Roughrider Scholarship program and ensure all Roughrider Scholarship information is approved and maintained by a single department.
Recommendation 2-4	We recommend Dickinson State University establish policies and procedures to ensure institutional scholarships are budgeted, awarded, and monitored appropriately.
Recommendation 2-5	We recommend Dickinson State University adequately monitor recipients of Global Awareness and Cultural Diversity Tuition Waivers to ensure renewals, revocations, and reinstatements are appropriate and consistent.
Recommendation 2-6	We recommend Dickinson State University centralize the Global Awareness and Cultural Diversity Tuition Waiver programs and ensure

Appendix A

List of Recommendations

all waiver information is approved and maintained by a single department.

Recommendation 2-7

We recommend Dickinson State University establish formal policies and procedures for the administration of the Global Awareness and Cultural Diversity Tuition Waivers.

Recommendation 2-8

We recommend Dickinson State University notify the National Association of Intercollegiate Athletics of apparent violations of requirements. At a minimum, the University should report:

- a) Awarding 75% cultural tuition waivers, 100% cultural/global tuition waivers, and Blue Hawk Presidential Out-of-State Tuition scholarships only to athletes; and
- b) Awarding Roughrider Scholarships and Blue Hawk Presidential Out-of-State Tuition scholarships to athletes without involvement from a Committee on Student Loans and Scholarships

Recommendation 3-1

We recommend Dickinson State University be good stewards of public funds. At a minimum, the University should:

- a) Adhere to State Board of Higher Education Policy 308.1 and use good judgment to ensure good value is received for every expenditure;
- b) Avoid unnecessary and/or unreasonable use of public funds to ensure funds are available for essential purposes; and
- c) Create and maintain an organizational culture of accountability and stewardship of public resources.

Recommendation 3-2

We recommend Dickinson State University ensure adequate funds exist prior to incurring expenditures.

Recommendation 3-3

We recommend Dickinson State University comply with State Board of Higher Education requirements and receipt athletic camp income with the Bank of North Dakota.

Recommendation 3-4

We recommend Dickinson State University make improvements with international recruiting agent agreements. If such agreements are to be used, the University should:

- a) Adequately monitor vendors to ensure agreement requirements are met;
- b) Only make commission payments when appropriate; and
- c) Modify payment requirements to ensure students who have previously enrolled at the University do not require another full commission payment to enroll in subsequent semesters.

Recommendation 3-5

We recommend Dickinson State University make improvements with contracts and agreements entered into for services. At a minimum, the University should:

- a) Include applicable terms and conditions within contracts and agreements; and

Appendix A
List of Recommendations

- b) Ensure legal counsel performs appropriate reviews.

Recommendation 3-6

We recommend Dickinson State University make improvements in the procurement of services. At a minimum, the University should:

- a) Establish a requirement for procurement of services estimated over a certain dollar threshold to be procured by and/or include an individual who has the appropriate procurement knowledge and training; and
- b) Comply with State Board of Higher Education policies.

Recommendation 3-7

We recommend Dickinson State University require a list of attendees for functions, events, and related activities which have costs associated with food and beverage paid by the University.

Recommendation 4-1

We recommend Dickinson State University make improvements to foster open communication and coordinate efforts of departments/offices.

Recommendation 4-2

We recommend Dickinson State University's Office of Enrollment Services only enroll individuals as students when required documentation is completed and submitted to the office.

Recommendation 4-3

We recommend Dickinson State University establish a formalized monitoring process to review compliance with academic standards and to validate the academic integrity of the University.

Recommendation 4-4

We recommend Dickinson State University conduct a formal review of classes offered, taking into consideration costs, enrollment in classes, and fields of study, and take appropriate action to ensure resources are used in an efficient manner.

Recommendation 4-5

We recommend Dickinson State University make changes to the admission process for international students. At a minimum, the University should:

- a) Establish a standard scoring system to measure the language proficiency of applicants;
- b) Require all applicants to take tests which are appropriately administered; and
- c) Ensure all appropriate documentation is received prior to admitting an applicant.

Recommendation 4-6

We recommend Dickinson State University take appropriate action when visa requirements are not being maintained or met.

Recommendation 4-7

We recommend Dickinson State University comply with State Board of Higher Education policies related to merit based salary increases. At a minimum, the University should:

- a) Modify its Salary Administration Policy to include requirements related to merit based salary increases; and

Appendix A
List of Recommendations

- b) Ensure merit based salary increases are supported by current performance reviews.

- Recommendation 4-8** We recommend Dickinson State University comply with State Board of Higher Education policies related to performance reviews and ensure annual reviews are completed for all benefited employees.
- Recommendation 4-9** We recommend Dickinson State University comply with Code of Conduct requirements and ensure the required individual completes an investigation.
- Recommendation 4-10** We recommend Dickinson State University make improvements with the hiring process. At a minimum, the University should:
- a) Ensure all applicants applying for positions at the University are treated in a fair and equal manner; and
 - b) Maintain documentation supporting the hiring decision.
- Recommendation 4-11** We recommend Dickinson State University take the necessary action to ensure appropriate access to computer systems. At a minimum, the University should:
- a) Ensure adequate policies and procedures are established to restrict access privileges/assign appropriate roles to user IDs; and
 - b) Ensure adequate reviews of security/user roles are being performed.
- Recommendation 4-12** We recommend Dickinson State University establish policies and procedures regarding the use of student housing by non-students. At a minimum, the University should:
- a) Establish criteria for the use of student housing;
 - b) Develop contract terms and conditions; and
 - c) Develop a rate setting process.