

# Dakota College at Bottineau Dean's Council



**DATE:** August 30, 2016 at 8:00 am – Dean's Suite

**PRESENT:** Dan Davis, Larry Brooks, Kayla O'Toole, Dr. Migler and Sandy Hageness

Meeting Agenda - Topic	Resp Party	Discussion/Outcome
<b>1. Enrollment</b>	Brooks	Larry provided FTE enrollment statistics. As of today there are 633 enrolled (343 FT, 290 PT). We are on schedule to have the same or above last year's enrollment which was 692. Many of the dual credit and farm management students haven't been entered.
<b>2. NDUS &amp; Campus Reports</b>		
<b>a. Academic and Student Affairs</b>	Brooks	Larry will be out of the office for the next week and a half, starting tomorrow. Scott Johnson will cover academic concerns for him during this time. Dr. Migler is planning to participate in the AAC meeting during his absence and April Abrahamson will participate in the SAC meeting. The accounting class did not have an instructor this fall. Will be offered next spring. Erin Williams has offered to provide interim campus nurse services (5 hours/week). Hours will be posted by the door. IT is working on updating the student list serve. TMCC is not offering a nursing program this year. Eight of their students have been accepted into the DCB nursing program. They are working on establishing an IVN connection for future convenience. State Board of Nursing and HLC have approved the addition.
<b>b. Administrative Affairs / Business Affairs</b>	Migler	<p>The biennial budget is in the final stages of submission. The System Office is assisting us in closing the end of the year. Wednesday and Thursday MSU Business Office reps will be on campus to close out end of year among other areas that need attention in the Business Office. It is unknown what the next Legislative session will bring. Requesting another allotment is still an option and the funding formula has not been finalized. It is anticipated that we will have \$600,000 or more available due to the new funding formula, if it is funded. If this is true, we can look at areas to fund; salary plan, position reinstatement, equipment, deferred maintenance, program development/marketing.</p> <p>Jim Borkowski will be done at the end of September. Still working with MSU on a Shared Services arrangement. Dr. Migler is finalizing the job description to be advertised for Laura's replacement.</p>

<p><b>c. NJCAA Mon Dak / Athletics</b></p> <p><b>d. Chancellor's Cabinet / Dean's Update</b></p> <p><b>e. Distance Education Council/Distance Ed. and Academic Support Services</b></p> <p><b>f. Public Affairs Council</b></p>	<p>Davis</p> <p>Migler</p> <p>O'Toole</p> <p>Hageness</p>	<p>Larry asked to have the Business Office send out the Academic Faculty budgets along with Student Service budget.</p> <p>Football season is underway. Game at home this Saturday. VB game at St. Cloud went well last weekend. Logrollers is conducting a membership drive focusing on increasing membership at \$350 annual fee.</p> <p>Wellness equipment will be refurbished. They will be here this Thursday to provide an estimate.</p> <p>Basketball has started off-season workouts. Fall Baseball has started. Baseball team will be painting the bleachers at the field this week.</p> <p>Presidents Strategic Goals have been submitted to NDUS. Planning for Envision 2030 continues. Dr. Migler has submitted Kayla and Larry's names to participate as well as several other DCB staff/faculty as well as several other DCB staff/faculty.</p> <p>Connie Allison started in Distance Ed last week. There are more applications than average this fall; online 277 students with 558 registrations. Student Success Center has professional tutors this fall. This involves the use of instructors once a week within the center.</p> <p>Marketing team will begin meeting once a week; IT, Admissions Counselors to share ideas and promotions. News conference will be held with Trinity tomorrow at the MSU campus to promote the partnership for Nursing Program.</p>
<p><b>3. Other</b></p> <ul style="list-style-type: none"> <li><b>• NDUS Audit Services (refer to email)</b></li> <li><b>• Equity in Athletics Disclosure Survey</b></li> <li><b>• FLSA Overtime Rules at Minot Chamber</b></li> <li><b>• Fall Semester Security</b></li> <li><b>• Campus Nurse – Fall Semester</b></li> </ul>	<p>Migler</p>	<p>A mini-audit will be conducted by the system office on P-cards. Dr. Migler will work with Business Office to set up. EADC survey letter discussed. Dr. Migler and Danny Davis will work out the details. FLSA OT lecture to be held through Minot Chamber. Larry and Dr. Migler will be attending. Fall security coverage is being worked out and a meeting to be set up to work out details this week.</p>
<p><b>4. Announcements</b></p>	<p>All</p>	<p>Trinity Health/DCB Nursing Announcement, press conference tomorrow at MSU.</p>