

Dakota College at Bottineau Dean's Council



January 30, 2018 at 8:00 am

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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Applications received for fall as of January 29 th are higher than last year at this time. 65 apps received; 55 resident and 10 non-resident.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	DCB has submitted Stage I proposal-requesting approval to offer and deliver a Certificate Program and AAS degree in HR Management. The request will be on the January 3 Academic Affairs Council agenda. Vaccination protocol from the NDUS is being put into place. There will be Narcan training for staff conducted this week. Beth MacDonald's title has been changed to Director of Recruiting and Admissions.
b. Administrative Affairs / Business Affairs	Mock	Lisa is working on quarterly reports that are due. Financial aid for students finalized this week. Posting schedule needs to be a few days earlier. This will be adjust for next fee payment. In addition, she is working with Holly and Stephanie on quarterly grant reporting.
c. NJCAA Mon Dak / Athletics	Davis	Fall semester academic rankings lists 49 Jacks team members named to the Honor Roll or Dean's List. Basketball played LRSC at home Monday night. Hockey plays at home Tuesday vs MSU then in Minot on Thursday. VB/SB coach has accepted and background check complete. She will start mid-February. Baseball starts their season early March, with softball starting late March. There were about 60 volunteer athletes helping at the Special Olympics over the weekend.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	HLC Academy is on track. The next submission opens in February. Diversity Committee is hosting events throughout February in recognition of Black History Month. TRiO is hosting a nacho social on February 13 th . Zahra is offering tutoring labs for writing, math and computers on a weekly basis.

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<ul style="list-style-type: none"> • 20th Day Enrollment Reporting (Feb. 5th?) • PPT for Interim Higher Ed Committee (see SharePoint file) • 2-year Colleges Workforce Strategic Planning • AFS Proposal • Food Service Contract • Possible new programs? • Tuition Model 		<p>February 5th will be the 20th day for enrollment reporting. Request will be made to Leisha to run the report for informational purposes on a daily basis between now and then.</p> <p>Dr. Migler provided the power point for items covered by the Interim Higher Ed Committee meeting today.</p> <p>John Richman, president at NDSCS has contacted DCB and the other community colleges regarding a collaboration between the two-year colleges to find ways to work together on CTE credit and non-credit programming to better meet the state's workforce needs and possibly develop plans to present at the next legislative session.</p> <p>Facility service proposal received. Minot uses AFS; the Physical Plant Director is hired by AFS, acting like an MSU employee. MSU uses their work order system, preventive maintenance program and training. If DCB decides to use a facilities management service, a request for proposal must be posted on the system web site.</p> <p>MSU is putting their food services contract out on bids. Given that MSU has done quite a bit of work in developing this RFP, this seems like a logical time for DCB to do this as well. MSU has agreed to share their RFP with DCB so that DCB can use this as a guide.</p> <p>Dr. Migler shared a donation opportunity that would open the doors to add a new program at DCB. There are legal procedures that must be completed, before the donation can be made. In addition, Academic Services is investigating the offering of ag programs to fit our current curriculum.</p> <p>The tuition model review continues. Nursing may be put under one rate adding fees. LRSC is setting up nursing under a separate tuition model. Meeting with Dr. Migler, Larry and Lisa will be scheduled to finalize the tuition model proposal.</p>
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<ul style="list-style-type: none"> HLC Action Items 	<p>Dr. Kvasnicka-Gates</p>	<p>Dr. Kvasnicka-Gates presented the importance on HLC criterion action steps. She has e-mailed each Criterion Chair the criterion – action goals specific to their area. Some of the actions need addressing now and others may wait. As Council member - department heads, she is enlisting their support in meeting with the faculty and staff they supervise and explain what is being asked. To keep everyone on-task an HLC process calendar has been created. The calendar contains all the actions required of every entity around campus and will provide reminders of upcoming deadlines.</p>
<p>4. Recognition & Celebration</p>	<p>All</p>	<p>n/r</p>
<p>5. Announcements</p>	<p>All</p>	<p>n/r</p>