

Dakota College at Bottineau

Dean's Council

Minutes



July 30, 2019 at 8:00 am - Dean's Suite

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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment reviewed. There may be adjustments made so that enrollment is calculated the same from year to year.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	The registrar position has been offered and should have an update either today or tomorrow. Otherwise staffing is filled accordingly.
b. Administrative Affairs / Business Affairs	Mock	Finalizing year end by paying final funds and all draws are complete. Lisa is working on library inventory. Allocation for student fees was reviewed. These are local funds, so spending is per DCB discretion. The open cashier position is posted, applications close July 31.
c. NJCAA Mon Dak / Athletics	Davis	Football students are reporting on Saturday and Volleyball August 7 th . Athletic Trainer (Carolyn Rygg) is now on campus and working with athletics. Assistant Coaches are on board. Juwan hired in an advising position in Student Success and Stephen has been hired in Bookstore part time.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	Online grades were due yesterday. Need adjunct speech instructor. The position has been posted. Kayla and Larry will be at CTE conference on M-T-W in Bismarck next week. Kayla in MN next Thursday and Friday. Discussion held on finding a room to offer martial arts program to the community. EDC has someone in the community they are trying to accommodate.

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<p>e. Public Affairs Council</p> <p>f. Chancellor’s Cabinet / Dean’s Update</p>	<p>Hageness</p> <p>Migler</p>	<p>There is a new form for course update on hybrid classes. Kayla continues to review faculty qualifications. Discussion was held on requiring the minimum of a Blackboard shell for all classes. Kayla will look into wording at other campuses before decision is made.</p> <p>Preparing for in-service. Staff In-service will be this Thursday beginning with new staff at 8:00 am. The sessions will be offered via Pexip and recorded. Human Resource Management program news release has been sent. Working on promotional ads for the program. There is a new app for DCB. It will be rolled out during in-service.</p> <p>Dr. Migler will be out of the office the first part of next week. There will not be a Dean’s Council meeting the next few Tuesdays. The next one will e Thursday, August 15 at 8:00 am.</p> <p>The full-time security position has been filled by Janet Lund. She has moved from part time to full time. Mike Manston has been hired for the part time position. Fee payment – tuition calculations will not calculate after a cap of twelve credits. There is a manual process the Business Office personnel will need to do to make a tuition adjustment for students that fall within this course structure. CTS at NDUS is working on a solution, but the earliest it could be implemented is next spring.</p> <p>Dr. Migler asked the Council to forward keys to Physical Plant for any staff that have resigned. This will allow Physical Plant to re-log the key numbers.</p>
<p>3. Other Skilled Workforce Scholarship Program</p>	<p>Brooks</p>	<p>Click here for attachments</p>

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		The details need to be sorted out for dollars available from State appropriated funds for students in high demand programs. The funds must be matched by private donations.
4. Recognition & Celebration	All	n/r
5. Announcements	All	Lulabelle's Ice Cream truck will be here this afternoon as a treat for the end of the summer. Campus picnic is Wednesday, August 21 st . Invites have been sent to all faculty and staff.