

Dakota College at Bottineau Dean's Council



July 24, 2018 at 8:00 am

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

Not Present: Lisa Mock

Minutes

| Topic | Responsible Party | Discussion/Outcome |
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| 1. Enrollment | Brooks | Applications received are looking very good. There are 429 who have applied which is up 20 from last year at this time, 199 matriculated (up from 157) and 142 enrolled (up from 82). Local student enrollment is also higher this year than it has been for several years. |
| 2. NDUS & Campus Updates a. Academic and Student Affairs | Brooks | <p>Larry provided an update on open positions:</p> <ul style="list-style-type: none"> • Biology Instructor – received a few additional applications, but not any that are eligible for interviews • History instructor – interviews complete, will provide recommendation to Dr. Migler this week. • Student Health Nurse and Admission Counselor – completing reference checks and will make recommendation this week <p>Adjunct instructor, Nadine Nelson has resigned. Faculty meet this afternoon to review AA, AS and COC Studies program assessment. Amy Koehler is working on a grant to provide a summer camp for non-traditional aquaponic students. Larry will be out of the office Wednesday through Friday of this week.</p> |
| b. Administrative Affairs / Business Affairs | Mock | <p>Lisa is in Minot. Dr. Migler provided a briefing on the Auditor. Three items to essentially manage:</p> <ul style="list-style-type: none"> • Purchasing procurement – anything over \$10-15000 needs a quote with specs required • CMAR Process – need documentation • Bridges – needs program evaluation |
| c. NJCAA Mon Dak / Athletics | Davis | Mark Lacroix has been hired as the baseball coach. |

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| <p>d. Distance Education Council/Distance Ed. and Academic Support Services</p> | <p>O'Toole</p> | <p>Trinity may not be able to fill the trainer position prior to the start of the semester. Dan is working on finding prospects for this position.</p> <p>Kayla shared that the fall online students registered is 167 to date which is up 37 from last year. They are registered to take 331 courses. Dual credit student enrollment is at 128 with additional interest coming in. She will be working on Blackboard reports – training session is today. A review of faculty qualifications will be conducted to assure all faculty progress plans are in place. Kayla will be out of the office this Thursday and Friday.</p> |
| <p>e. Public Affairs Council</p> | <p>Hageness</p> | <p>Staff Senate did not meet last week to review the new staff orientation checklist. They meet this Wednesday. News releases went out this week for the student garden and the announcing Scott Johnson as the ACT committee representative. New staff in-service is August 2nd followed by staff in-service. Packets will go out on Monday. The new model will support new staff as they are hired anytime throughout the year.</p> |
| <p>f. Chancellor's Cabinet / Dean's Update</p> | <p>Migler</p> | <p>The budget situation at the end of the year looks promising, but we won't have details for a while yet. Based on preliminary numbers, there are several areas we should look at to budget additional funding for next year. The marketing budget could be provided with more dollars earlier to get an earlier start on promotions. Also, we should look at more funds for professional development as it would be an advantage to start earlier for all involved.</p> <p>There is not a Chancellors Cabinet meeting this month, next meeting will be in August.</p> <p>Dr. Migler will be at VCSU on Thursday participating on the VCSU Presidential Search Committee.</p> <p>The Farm Business Manager position has been posted. Facilities position interviews are underway. The carpet installation for the resident halls is on schedule for this week. Dan Nostdahl will be on campus this week to meet with</p> |

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| | | <p>the Old Main Committee. Dan will also look at Milligan Hall to help develop a plan for updating Milligan to suite style rooms.</p> <p>The ERM has been updated.</p> <p>Plans are to hold risk management training along with the high school through Homeland Security. We will be notified upon scheduling.</p> |
| <p>3. Other</p> <ul style="list-style-type: none"> • Auditing Student Policy | Brooks | <p>Click here for attachments</p> <p>Larry presented an edit to the Auditing Student Policy. A sentence addressing students 65 and older was added. <i>Persons 65 years of age or older may audit on-campus courses at no charge on a space available basis.</i> This change is acceptable, although clarification on establishing credit in a course was question. Larry will edit and bring back a new version at the next Council meeting.</p> |
| 4. Recognition & Celebration | All | n/r |
| 5. Announcements | All | n/r |