

# Dakota College at Bottineau Emergency Management Team



March 12, 2021 at 8:00 am

Present Via Teams: Brad Gangl, Sandy Hageness, Dr. Jerry Migler, Darrell Waters, Janet Lund, Larry Brooks, Lisa Mock, Mark LaCroix and Susan Indvik

Topic	Responsible Party	Discussion/Outcome																				
1. Minutes from previous meeting - Feb 10, 2021		Darrell moved to approve the minutes as presented, Lisa seconded. Motion approved.																				
2. Review drills conducted since last meeting		There were no drills conducted since the last meeting.  Drills should be scheduled for both the residence halls and academic buildings in March or April, preferably after spring break.																				
3. COVID Update		Dr. Migler sent an email to all students yesterday providing information about the COVID vaccine availability. Susan is working along side with St. Andrews and the County Health Nurse to schedule vaccine appointments.																				
4. Continuity of Operations Planning		<p>Staff and faculty will meet on March 24<sup>th</sup> to write the Continuity of Operations Plan. A template was provided to all invited to the planning meeting. Each unit/department will need to identify a plan specific to their objective.</p> <p>The units involved include:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td>Academic and Student Affairs</td> <td>Larry Brooks</td> </tr> <tr> <td>Department Chairs</td> <td>Department Chairs – Scott, Gary, Keith, Paige, Clint</td> </tr> <tr> <td>Admissions</td> <td>Beth</td> </tr> <tr> <td>Advising/Retention</td> <td>Beth/Laura</td> </tr> <tr> <td>Athletics</td> <td>Corey</td> </tr> <tr> <td>Bookstore</td> <td>Janeen</td> </tr> <tr> <td>Business Office</td> <td>Lisa Mock</td> </tr> <tr> <td>DCB at other sites (Trinity Health, MSU, VCSU)</td> <td>Penny, Melissa</td> </tr> <tr> <td>Dean’s Office</td> <td>Dr. Migler</td> </tr> <tr> <td>Disability Support Services</td> <td>Jackie</td> </tr> </tbody> </table>	Academic and Student Affairs	Larry Brooks	Department Chairs	Department Chairs – Scott, Gary, Keith, Paige, Clint	Admissions	Beth	Advising/Retention	Beth/Laura	Athletics	Corey	Bookstore	Janeen	Business Office	Lisa Mock	DCB at other sites (Trinity Health, MSU, VCSU)	Penny, Melissa	Dean’s Office	Dr. Migler	Disability Support Services	Jackie
Academic and Student Affairs	Larry Brooks																					
Department Chairs	Department Chairs – Scott, Gary, Keith, Paige, Clint																					
Admissions	Beth																					
Advising/Retention	Beth/Laura																					
Athletics	Corey																					
Bookstore	Janeen																					
Business Office	Lisa Mock																					
DCB at other sites (Trinity Health, MSU, VCSU)	Penny, Melissa																					
Dean’s Office	Dr. Migler																					
Disability Support Services	Jackie																					

# Dakota College at Bottineau Emergency Management Team



		Distance Education/Online	Kayla
		Financial Aid	April
		Foundation	Leslie
		Grants	Indrani
		Housing	Mark and Reed
		Information Technology	Brad & Mike
		Library	Hattie
		Physical Plant	Darrel
		Registrar	
		Safety and Security	Janet
		Sodexo/Dining Services	Jim
		Tutor Support Services	Valerie
		Greenhouse (ECH)	Keith and Apryl
		Campus Health	Susan Indvik
		March 24 <sup>th</sup> from 2-4pm has been reserved to complete the unit plans.	
5. Other		n/a	