

# Dakota College at Bottineau

## Dean's Council - Agenda



September 28, 2020 at 8:00 am - Alumni Center

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

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – Foundation	Stevens	Leslie reported that the virtual Evergreen event made a little over \$24,000 this weekend. This is down just slightly from last year, but very good for doing this for the first time. Folks will be picking up items this week. The Foundation annual meeting will be held October 20 <sup>th</sup> .
2. Enrollment	Brooks	There was a lot of good press on the record headcount this fall.
3. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	An academic liaison support meeting will be held this week with a group to assist with student tracking during COVID-19. Department chairs meet tomorrow. Johnson Plumbing will line up a carpet cleaner for NSC to finalize cleaning from the project. NSC renovation wrap up meeting is scheduled for Thursday.
b. Administrative Affairs / Business Affairs	Mock	Looking at Johnson Plumbing to do some HVAC work on campus. The Cares Act fund has approximately \$28,000 left to distribute to students. There is approximately \$600,000 left to collect from student tuition this fall. The Reserve report was due last Friday. Reporting is due to OMB this week which includes Coronavirus Relief Funds. The State has released the requirements on how to request the money from the Coronavirus Relief funds
c. Distance Education Council/Distance Ed and Academic Support Services	O'Toole	There are two full time positions open as an outcome of the loss of TRiO funding. The positions are posted internally, two applications received so far. Thursday is the last day to submit applications with interviews to be scheduled next week. Kayla has a Distance Ed Directors meeting this week. The agenda includes student data privacy project, next general video plan and OER report and CARES funding. Kayla met with two potential vendors for instructional design report funding. There is a potential for grant funds to assist with the dual credit program. Kayla is working with Indrani to submit a grant proposal. This fall DCB is serving 460 DC students. There are a few that remain non-enrolled from the Magic City Campus who are taking a CNA course. There are 41

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<p>e. Public Affairs Council</p> <p>f. Athletics</p> <p>h. Chancellor's Cabinet / Dean's Update</p>	<p>Hageness</p> <p>Gorder</p> <p>Migler</p>	<p>schools enrolled in the DC program this fall as well as home schooled students. Westhope has a homecoming parade on Friday.</p> <p>Sandy was out in the field getting video footage for State FBM and DCB HRM programs with students and instructors last week. The Marketing Team is in process of reviewing materials and the keywords for searches. Fall enrollment news release went out last week and we received good coverage.</p> <p>Hudl camera has been installed in the gym. This will auto record home games. There is a softball scrimmage scheduled for this Saturday.</p> <p>There have been no cases identified from the on-campus testing held last Friday. There were 169 individuals that tested. Continued testing will continue to be done with campus nursing. Trying to set up the testing so that it can be used for nursing students as part of a clinical experience. Potential dates are October 7, 14, 28, November 18 and December 2 from 9-11am. Erin Williams will work with the ND DoH and FDHU to confirm.</p> <p>Grant writing is underway on a few big grants. One is due October 8 with the Department of Labor which would assist in strengthening community college institutions. This would build a case for hybrid nursing classes allowing more online instruction and mobile lab. There is also a large grant being written for the dual credit program.</p> <p>Dr. Migler and Dr. Shirley met with Minot City Council last Monday night. City Council referred the CTE building request to their attorneys and expect a decision to be wrapped up over the next 6-8 weeks. The CTE building would become the property of the MSU Foundation housing CTE programs. A special request has been made in the next Legislative session for CTE program funding.</p> <p>Dr. Migler is participating in a State CTEC meeting at 9am today.</p>
<p>4. Other</p> <p>a. ERM Review</p>	<p>Migler</p>	<p><a href="#">Click Here for Attachments</a></p> <p>The Enterprise Risk Management (ERM) ERM and list the objectives was reviewed.</p> <ul style="list-style-type: none"> <li>• Address challenges &amp; difficulties in fundraising in a small community</li> <li>• Continue to monitor &amp; adapt the college's COVID re-opening and continuing operations plans.</li> </ul>

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<p>b. Annual Budget Reserve Report</p>		<ul style="list-style-type: none"> <li>• Develop &amp; implement plans to renovate campus student housing.</li> <li>• Develop campus continuity of operations plan</li> <li>• Improve &amp; enhance IT security</li> <li>• Improve &amp; refine HR processes for employee records</li> <li>• Improve retention &amp; graduation rates</li> <li>• Increase enrollment in new &amp; existing CTE programs</li> <li>• Reduce student loan cohort default rates</li> </ul> <p>Discussion held on the objectives and it was agreed these should be addressed.</p> <p>This is the designated/undesignated reserve report with a snapshot of how the 2020 fiscal year was managed. Annual general fund revenue, the State provided \$3.8 million, after tuition waivers, etc. we had \$6.3 million to spend on our budget last year. We want to maintain 5-7% in our reserve account which is undesignated. The rest is designated funds of approximately \$900,000. We can earmark what we can spend these funds on if we need additional funding. Undesignated and designated is \$1.3 million, down \$129,000 from last year. Some of these funds went toward a match for extraordinary repairs, etc. Some of these funds may be used for energy project, debt funding as an example. When going into the biennium we went in knowing we would get a decrease in the funding formula, and we did not decrease our expenses. Even though income was up, we spent more. This year we will dip into reserve a bit as we anticipate our income to be down.</p>
<p>5. Recognition &amp; Celebration</p>	<p>All</p>	<p>n/r</p>
<p>6. Announcements</p>	<p>All</p>	<p>n/r</p>