

# Dakota College at Bottineau

## Dean's Council - Weekly Team Meeting



**DATE: November 17 at 8:00 am – McMaster**

**Attendees: Dr. Migler, Larry Brooks, Laura Pfeifer, Kayla O'Toole, Danny Davis, Brand Colvin & Sandy Hageness**

Topic	Responsible Party	Discussion/Outcome
<b>1. Enrollment</b>	Davis	Working on getting students registered for the spring semester. Today is advising day, will know more on enrollment after today.
<b>2. NDUS &amp; Campus Reports</b>		
<b>a. Academic Affairs</b>	Brooks	Met with Minot representatives to explore offering a masonry program in Minot. The space used would be at the career tech center in Minot. There is a faculty member interested in teaching. It may be offered as early as the spring semester. Dr. Shirley has included DCB in a grant request for nursing to the Trinity Health Foundation valued at \$500,000 over a 5-year period. A Bremer Foundation grant has also been submitted. On December 14 <sup>th</sup> , a Bremer representative will be on-site to review the request. Trio Director search continues. Last interview is December 4. The interview committee plans to have a recommendation to Dr. Migler that afternoon.
<b>b. Student Affairs</b>	Davis	SAC is proposing a joint meeting with AAC. Advising Day is today; presentations are offered until noon and the advisors meet with students this afternoon. Advising day has been offered for the last five years and seems to be working out well. This is the first year a scholarship has not been offered as an incentive.
<b>c. Administrative Affairs / Business Affairs</b>	Pfeifer	Laura indicated that there was nothing new to report with Admin Affairs Council.
<b>d. NJCAA Mon-Dak / Athletics</b>	Colvin	Brandon reported that they are including the new BB rules in the games. There has been a concern about fan behavior primarily at home hockey games. Discussions have been held with the rink manager and a few others are being involved to help alleviate this concern.
<b>e. Chancellor's Cabinet / Dean's Update</b>	Migler	Chancellor's Cabinet is working on cyber security. There is a task force being developed and we will need to appoint a representative for DCB. The representative would help develop the cyber security education program. Colette Schimetz was recommended. Larry will contact Colette.

<p><b>f. Distance Education Council / Learning Center</b></p> <p><b>g. Public Affairs Council / Marketing</b></p>	<p>O'Toole</p> <p>Hageness</p>	<p>Dr. Migler has a meeting in Devils Lake today for Higher Ed Legislative Committee.</p> <p>Distance Ed has a phone conference this afternoon. Kayla will be out of the office this afternoon and tomorrow to attend the Disabilities Council meetings in Bismarck.</p> <p>The draft script for the NDUS video will reviewed this Friday by Keri Keith, Larry Brooks, Laura Halvorson and Sandy.</p>
<p><b>3. Other</b></p> <p><b>a. How to pay for transporting students</b></p> <p><b>b. Support for information needed for Financial Aid compliance and Master Facility Plan</b></p> <p><b>c. DCB and NDUS Strategic Plan updates</b></p> <p><b>d. Dual Credit Payment Policy</b></p>	<p>Brooks</p> <p>Migler</p> <p>Migler</p> <p>O'Toole</p>	<p>A concern about student transportation was discussed. Several staff have been transporting students for a variety of reasons; airport, train, medical without their expenses being covered. It was questioned whether there could be a fund established to help staff offset their expenses. Staff are not allowed to use the state vehicles and appropriated funds cannot be used unless transportation is class related. The Foundation budget funds were referred to. Sandy will share the fund balances with Dr. Migler to determine if there are any funds to assist in covering staff expense. Reimbursement for a trip to Minot is approximately \$51.00.</p> <p>There are two major reports in process of being completed. Val Heilman is working on compliance with Consumer Information Disclosures for Federal Student Aid. Compliance involves many other areas of the college besides financial aid, so help will be needed from other departments to insure we meet the federal disclosure requirements. Laura Pfeifer working on the master facility plan which is due in March; i.e. enrollment, current and new programs, space utilization. Dr. Migler extended his appreciation in advance for cooperation by staff/faculty during the extensive reporting period.</p> <p>NDUS Strategic Plan has been submitted. There are goals that need to be obtained and measured. Dr. Migler suggested the Dean's Council take a half day during semester break to review progress and set any action plans necessary. Sandy will schedule a half day aside for the Council the week of January 4-8, 2016.</p> <p>NDUS has a Dual Credit Policy in place which requires tuition and fee payment to be paid at the time of application. There are a few concerns with this procedure:</p> <ul style="list-style-type: none"> <li>- Having difficulty getting paperwork from the high school students, due to turnover in DC reps at high schools</li> <li>- Students do not know what they owe at the time their application is submitted</li> </ul>

<p><b>HLC Quality Initiative</b></p>	<p>Migler</p>	<ul style="list-style-type: none"> <li>- BND has a program for students that qualify for free meal plans in that they may qualify for free dual credit classes.</li> <li>- DC students do not register through Campus Connection. This is all done behind the scenes. Therefore, students don't know how much their bill is</li> <li>- No other colleges are requiring payment upfront.</li> </ul> <p>Kayla suggested a solution. If the Learning Center can get a list of dual credit students along with what they owe, the Learning Center can produce a bill to be sent to the students/parents. Larry suggested an edit to the policy be proposed to Academic Affairs Council. Kayla will work with Larry on drafting a proposal to change the policy. Danny offered to look into access permissions for the Learning Center to "view" student billing. Business Office sends dual credit billing notifications. The monthly and fee payments will still be sent by the Business Office and the Learning Center will send a bill upon registration or bill calculation.</p> <p>DCB received a letter from HLC. Year Four in the review cycle requires each college in the open pathways track to have a quality initiative. We have the option to participate in one of the two academies which would account for us meeting the requirement. These two academies are: 1) assessment, 2) retention and completion. Using one of these two is recommended. There is a fee of \$9,000 for the first year and \$6,000 each succeeding year. Since this is not written into the budget it was questioned whether there are any existing dollars already in place, i.e. Apple Grant for the retention &amp; completion track. Kayla will look into grant dollars to see if it qualifies and what funds are available.</p> <p>HLC has extended the faculty qualification requirement whereby everyone must comply by the fall of 2017. Colleges may be able to request an extension although HLC expects these to be limited. We need to confirm our full time and adjunct faculty are in compliance with on-campus courses. If they do not comply we need to identify rationale or action plan.</p>
<p><b>4. Announcements</b></p>	<p>All</p>	<p>Offering a pop-choir course in the spring to re-establish our music program. Looking at scholarships to revitalize the program.</p> <p>No budget meeting this afternoon</p>