

# Dakota College at Bottineau Dean's Council - Agenda



January 5, 2021 8:00 am - Alumni Center

Present: Dr. Jerry Migler, Lisa Mock, Larry Brooks, Corey Gorder, Kayla O'Toole, Sandy Hageness and Guest Department Hattie Albertson

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – Library	Albertson	Hattie reported that January 24 <sup>th</sup> will be the first Sunday opening for the Library for spring semester. The Library will be hosting monthly events this spring for students: January – vision boards, February – blind date with a book, May – adult coloring to promote destressing before finals. Other events to be announced. They continue to process new books as they had issues moving to the new system. New book titles and short synopsis will be provided as each book prepared and placed on the shelf. The Library is setting up more study carrells, providing more privacy for students. They have weeded out the over-sized book section, recycling them with Better Worlds Books.
2. Enrollment	Brooks	Larry provided an update on the apps received report for Fall 2021. Apps are down from the last three years of enrollment numbers. There is a group meeting weekly to discuss recruitment strategy.
3. NDUS & Campus Updates a. Academic and Student Affairs  b. Administrative Affairs / Business Affairs	Brooks  Mock	Larry reported that the Academic Standing Committee met to review probationary and suspended student identifying outcomes.  Lisa reported the Equity in Athletics (EADA) report was completed in December and posted on the website. Athletic expenses are just under \$650,000. The expenses cover salaries, travel, scholarships. Revenue to cover the athletic expenses comes from appropriated dollars for some salaries and local funding from housing, food, etc.

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<p>c. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>COVID fund reporting was due yesterday with the State where it will be reviewed before final submission. We have a little bit left for salaries and a few other items.</p> <p>The 1099's are due at the State office on Thursday. NDUS will upload the 1099's to the IRS.</p> <p>CARES Act reporting is due this month. Lisa shared that there may be additional CARES funds available.</p> <p>There is a capital report due on Wednesday to the System Office, which will provide the Legislators where the CARES funding is at with special projects, i.e. heating system update. In addition, the Extraordinary Repairs report is due this Wednesday.</p> <p>Bids came in for the Old Main chimney shaft over the holiday. Due to the cost of the repair, a new RFP will be put in place and bids will be accepted accordingly.</p> <p>Audit findings were closed last week with the exception of the Inventory, EOP, COOP and Bridges.</p> <p>It was noted that the housing charges came through today. Discussion held on the meal charge submission to the Business Office. This was done by Housing Director in the past. It was noted there are two students that haven't paid for housing from last semester. Coaches will need to contact the students.</p> <p>By January 15<sup>th</sup> will be doing grant billing.</p> <p>Kayla reported the Martial Arts class is offered as a credit and non-credit course. There is only one currently enrolled in the credit class. Will monitor enrollment to see if enough students register to offer the class to break-even.</p> <p>Kayla revamped the faculty lounge in Blackboard, geared toward online faculty as a resource.</p> <p>As of yesterday morning, there are 262 registration forms for DC – 146 have been entered in Campus Connection. She is anticipating 400 registrations. Ally (handicapped accessibility) will be open for all spring classes. It's an alternative class format for students. Faculty and students will be reminded of the option. She will provide faculty training on how to work with the combability process.</p>
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<p>d. Public Affairs Council</p>	<p>Hageness</p>	<p>Kayla will interview on the radio tomorrow highlighting the DC program. She has a NCEC virtual meeting tomorrow. Stacey will visit St. John on Thursday to assist in DC registration.</p> <p>Kayla has been awarded a micro-internship as an enrolled student at UND. She will develop a curriculum for Basic Computer Skills.</p> <p>Sandy reported on a couple pages updated on the web site. A tuition payment page is published to assist students on how to pay their bill. Also added a campus map for prospective students to view to see the lay-out of campus. A couple news stories were sent out the last few weeks; Susan Indvik – ADG Liaison appointment, Dakota Digital Academy funding, Indvik Scholarship, and story with Daniel Wilkie, IT student. All are published on the DCB website under stories and posted on FB. Forum dates are set. The first one for the spring semester is January 13<sup>th</sup> with reoccurring forums on the first Wednesday of each month through April.</p>
<p>e. Athletics</p>	<p>Gorder</p>	<p>Corey reported that the men's hockey games are scheduled for home on Sunday of this week. The Colorado tournament is canceled therefore, home games scheduled for the weekend of January 15. The national tournament may be in ND – it will be dependent on where the state is at with COVID risk level. COVID testing for athletes will be done weekly via Binax.</p> <p>Discussion held on fan capacity for the arena and the gym due to the Governor's announcement that events may be at 65% capacity. Corey will check with the high school and work off of that for gym and arena capacity.</p> <p>Will let plant know that since there isn't any COVID funds for cleaning, students will not be doing the extra cleaning in the weight and cardio rooms. These areas will need to go back into the regular rotation for custodial services. Lisa noted there may be student work-study funds available. Plant is down one employee due to the completion of COVID funding for payroll.</p>
<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>Legislature officially starts session today. Dr. Migler and Dr. Shirley are scheduled to present budget request on January 18<sup>th</sup>. They will cover Old Main</p>

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		<p>funding request, and the DCB-Minot CTE center request for additional half million-dollar funding for operational costs. Enrollment expectations and other factors within the budget will be reported.</p> <p>Dr. Migler reported on campus updates. Milligan residence rooms has the wiring mostly complete. The sheet rock is up, mudded and textured with painting scheduled before the carpet goes in on Wednesday. The furniture (from Roughrider Industries) is scheduled to arrive on Thursday. AC is in the room, just needs wiring complete after the roof top unit is installed. These rooms should be done the middle of January. The bathrooms in these rooms will be redone this summer.</p> <p>Gross hall – finishing trim work remaining from summer on the bathrooms.</p> <p>NSC – IVN classroom (105) has been repainted white boards are going up.</p> <p>Chemical storage cabinets added in NSC for lab materials.</p> <p>There is a small leak in the chemistry lab being looked at and identified as not the roof leaking, something in the pipes (glycol)</p> <p>Duct work cleaned and air handling system in in Molberg complete.</p> <p>The EOP is done and will be sent to the State today.</p> <p>It was noted that COVID testing decisions will need to be done by the end of the week. Binax for athletes with PCR testing events. Event dates will be determined after the January 13<sup>th</sup> event. Will revisit capacity limitations after the January 13<sup>th</sup> testing event results are gathered.</p>
<p>4. Other</p> <p style="padding-left: 20px;">a. Faculty Evaluations Policy</p>	<p>Brooks</p>	<p><a href="#">Click here for attachment</a></p> <p>The Policy Review Committee identified edits to the Faculty Evaluation policy a grammar updates and written clarification of the current process. Page 3 outlines the performance improvement plan which is the current process, described within the policy. Motion was made to approve the policy as presented.</p>

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		<b>Moved by Corey to accept the Faculty Evaluations policy as presented, Larry seconded. Motion carried.</b>
5. Recognition & Celebration	All	Shout-out to Lisa for finalizing the COVID funding to the State. Custodial service commended on the extended cleaning on campus over the holiday break.
6. Announcements	All	