

Dakota College at Bottineau Dean's Council



November 7, 2017 at 8:00 am

PRESENT: Larry Brooks, Kayla O'Toole, Lisa Mock, Sandy Hageness, Dan Davis, Jerry Migler

Topic	Responsible Party	Discussion/Outcome
1. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Will be advertising for the Rugby FBM position. Billie Jo and Rodney will fill in until someone is hired in this position. Meeting with HAMC, Rugby this Friday about the PN program. A Student Handbook review committee has been formed to review the handbook for updates. April Abrahamson resigned and her last day is November 17 th . Leisha is receiving training from April until then and April has agreed to consult as needed to complete training.
b. Administrative Affairs / Business Affairs	Mock	Flu has been going through the office this week. Lisa M, Lisa A and Judy will be in Minot this week for training. She is working on the SEFA report and with Stephanie to identify DCB's indirect rate. A committee from the Business Office and Student Services met to determine student consequence notifications for non-paid room/board and tuition. An action plan was put into place this week.
c. NJCAA Mon Dak / Athletics	Davis	Men's and women's BB is on the road tonight. They had successful games last weekend. Hockey lost to MiSU and Jamestown last week, they are home this weekend. FB ended their season 8-2. They are waiting for a Bowl invite. Dan has requested an ad to be published for a Head VB/SB SID position.
d. Distance Education Council /Distance Ed. and Academic Support Services	O'Toole	TRiO has been busy with students and coordinating TRiO in Minot for DCB students. Peggy Gregg has submitted her resignation. Her last day is January 2 nd . Kayla will post an advertisement for this position and goal is to fill it the position by December. Community Ed classes for November include wreath making and a Lego lab. Blackbaord training continues. It is Distance Education week and webinars are scheduled for faculty and staff. Area high schools have received the DC packets. One application received to date.

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e. Public Affairs Council	Hageness	News releases submitted this week include the Campus read for the end of November, the LumberActs production announcement along with Math Track results. Michelle will be on the radio tomorrow. Weekly events reviewed.
f. Chancellor's Cabinet / Dean's Update	Migler	Dr. Migler attended the Interim Higher Ed Committee meeting last week in Wahpeton. Dr. Shirley attended the following day in Fargo. There was a presentation from Governor Burgum and President Bresciani, which had two different messages. The Chancellor's Cabinet Agenda provided for review. This call will be on Wednesday morning.
2. Other		
<ul style="list-style-type: none"> • Faculty Handbook Updates 	Migler	A sub-committee of Faculty Senate and Staff Senate is combining the Faculty/Staff Handbooks into one handbook. One of the areas to update is the Organizational Chart and Campus Administration. Dr. Migler asked for input on the Org Chart. A few edits identified: Director of Financial Affairs change to Business Manager. Move Computer Services/IT from Business Manager to Campus Dean. Change Military Affairs to Veteran's Affairs. Add Diversity to Associate Dean of Academic Services/Student Affairs. Move Intramurals from AD to this section as well. Add Instructional Tech to Director of Distance Ed. Dr. Migler will make these corrections and review the administration summary.
<ul style="list-style-type: none"> • Activity & Wellness Passes 	Migler	Employees currently receive free access to the wellness equipment/rooms at DCB. Discussion was held on opening it to their families. It was recommended to open it to employee spouses and not family. To be discussed at the next Dean's Council.
<ul style="list-style-type: none"> • File Cabinets Available 	Migler	Dr. Migler has an opportunity to buy additional vertical file cabinets at a reduced rate. Council is to let him know by tomorrow if any are needed in their departments.
3. Recognition & Celebration	All	Congratulations to the FB team for an excellent season. Hats-off to Steve Sathre for a well done PTK inductee ceremony.
4. Announcements		Burgum press conference is scheduled for today at 3:00 pm to make an announcement about higher education.

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