

Dakota College at Bottineau Dean's Council



July 6, 2017 at 8:00 am

Dean's Suite

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

N/A: Danny Davis

Agenda

| Topic | Responsible Party | Discussion/Outcome |
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| 1. Enrollment | Brooks | Enrollment is tracking like last year. April Abrahamson has submitted her resignation, effective October 2017. |
| 2. NDUS & Campus Updates | | |
| a. Academic and Student Affairs | Brooks | Larry attended Starfish/PAR training. Also met with MSU representatives to finalize articulation agreements in seven different programs. Working with MSU to house the IT program for DCB. Working on faculty qualifications. |
| b. Administrative Affairs / Business Affairs | Mock | Finalizing billing for year-end and CTE. |
| c. NJCAA Mon Dak / Athletics | Davis | Not available to report. Dr. Migler provided an athletics update. Allison Scheer will be coaching VB through the season. Advertising for a softball coach. Reviewing summer stipends for coaches. |
| d. Distance Education Council/Distance Ed. and Academic Support Services | O'Toole | Online registrations on on-track from last year with 89 fall online students YTD. DC registrations are also on track from last year. 93 registrations to date. Kayla added a Student Center user guide and faculty lounge online for the dual credit program. Trio applicant, Nathan Biggerstaff has accepted the director position and scheduled to start July 18 th . Kayla attended the State Distance Ed retreat. Blackboard training continues. |
| e. Public Affairs Council | Hageness | The website host was switched to MSU at no hosting fee, which saves us approximately \$300/month. Sandy attended the State PAC group retreat. Working with a company to provide us with an app. |

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| <p>f. Chancellor's Cabinet / Dean's Update</p> | <p>Migler</p> | <p>Dr. Migler shared the open positions at DCB that will be advertised. They include an MSU It combined position, Farm Manager, and ECH technician, passport site manager, softball coach, along with a few instructors: land management and medical coding.</p> <p>SBHE is putting together study groups to review share opportunities:</p> <ul style="list-style-type: none"> • Articulation Agreement consistency • back office functions • common application & financial aid processes • access to tech programs in State and workforce training • shared courses & shared programs <p>The one-rate tuition continues to be discussed.</p> <p>Campus projects progress. Most of the projects are complete except for some electrical, floores in NSC and cafeteria and suspended ceilings in TH 214 & 212.</p> <p>Sodexo is adding signage to the campus. They also have a new fryer. The new manager has discussed using our garden produce for campus meals.</p> <p>Phone system has been hacked. System office has been notified.</p> |
| <p>3. Other</p> <ul style="list-style-type: none"> • NDUS ERM Risk Register & Data Sheet • Social Media Guidelines • DCB "Friends" Committee • Yearly calendar of regular meetings | <p>Migler</p> <p>Hageness</p> <p>Migler</p> <p>Migler</p> | <p>The next step in the ERM response is due next week. Council will analyze the risk; accept, avoid, reduce, transfer.</p> <p>Social Media Guideline draft was provided. Recommendation made to approve, provided athletics agrees.</p> <p>Dr. Migler would like to create a "Friends of the College" committee. This will assist in recognizing families of campus employees at the time of significant events.</p> <p>An annual calendar will be set up on Outlook which will have the regular campus meetings held on campus.</p> |

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| <ul style="list-style-type: none">Contracts/Salary Notification Letters | Migler | Faculty and staff agreements have been sent. The online and adjunct contracts will be sent shortly. |
| 4. Recognition & Celebration | All | Gary Albrightson has been recognized by the State for his use of technology in the delivery of innovative classroom instruction. |
| 5. Announcements | All | Project Wet Institute on campus next week. |