

Dakota College at Bottineau Dean's Council - Minutes



October 21, 2019 at 8:00 am - Dean's Suite

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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Larry will begin sharing Fall 2020 enrollment reports at weekly meetings.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Faculty Senate meets this Wednesday. Larry has developed and presented Stage II for the new golf and turf management program. Catalog updates are in process. Larry and Gary Albrightson attended a Gen Ed conference last week. Cyber Security is a component that Chancellor Hagerott would like in IT courses.
b. Administrative Affairs / Business Affairs	Mock	Lisa shared audit processes which include purchasing card audit (credit cards), background check audit and a deposits of cash / payroll audit. The EADA (Ethics in Athletics) report was uploaded by October 15 th . She also continues to work on providing information from DCB for the state funding formula as the system office is working to help assure it is equitable on all campuses. The State is conducting an analysis on application fees as the NDUS policy indicates fees may be waived on an individual person basis. DCB takes in approximately \$30,000 from application fees. There is also a review of all payments to foreign companies. If we are receiving labor services from a foreign country, they may be an additional 30% fee for Federal income tax.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	She is finalizing the Net Tutor contract. Second 8 weeks is starting today.

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<p>e. Public Affairs Council</p> <p>f. Foundation</p> <p>g. Chancellor's Cabinet / Dean's Update</p>	<p>Hageness</p> <p>Stevens</p> <p>Migler</p>	<p>Setting up DC registration days on campus. The first one will be November 8th with a limit of 20 students. There will be another one in December. 400 letters will be mailed out to parents/students. There is a community ed painting class scheduled for tonight, although it was canceled due to low registration. Mid-terms were due Friday. There is an HLC Criterion 5 Webinar this week to attend. Ashley Pedie has been hired for the TRiO Career Counselor position. This opens the Nursing Administrative Assistant position.</p> <p>Marketing team met with marketing consultant on Friday to review promotions for 2019-20 academic year.</p> <p>Scholarship recognition luncheon will be at noon, October 30th. The Alumni-Hall of Fame banquet will not be rescheduled due to the weather. Instead will recognize 2019 and the 2020 recipients next fall. The Foundation has a change in the accounting from to Brady Martz after a RFP review.</p> <p>SBHE Meeting will be this Thursday, via IVN. AD position closed last Friday. Several internal applications and an external application received. Dr. Migler would like to set up a Search Committee and have an offer made by the end of the month. Replacement tables were purchased for NSC 105 along with sixty stacking chairs. Either the Vice Chancellor or Chancellor will be visiting Campus on Wednesday, November 6th. This is the same day as our Campus Forum. Dean's Council representatives were asked to keep the afternoon open for this visit.</p>
<p>3. Other</p> <ul style="list-style-type: none"> • Faculty Qualifications Policy 	<p>Hageness</p>	<p>Click Here for Attachments</p> <p>An edited version of the Faculty Qualifications policy was provided for review. Recommendation made by the Policy Review Committee that Dean's Council review for appropriate action.</p>

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<ul style="list-style-type: none"> • Weather Announcements • Athletic Director Position • 10-year enrollment • Census Committee Campus Rep 	<p>Migler</p>	<p>Motion made by Larry, seconded by Kayla to approve the Faculty Qualifications Policy as presented. Motion carried.</p> <p>Dr. Migler provided the Weather Announcement process. Next week the Dean's Counsel meeting will be held in McMaster to train.</p> <p>AD position interviews will be set up with interviews this week or next week.</p> <p>The historical report for enrollment provided for reference. The summer enrollment history is missing. Dr. Migler will coordinate the collection process through IR-Minot.</p> <p>The City of Bottineau is looking for a Campus Rep to sit on the Census Committee. Larry volunteered to participate.</p>
<p>4. Recognition & Celebration</p>	<p>All</p>	<p>Preview Day went well.</p>
<p>5. Announcements</p>	<p>All</p>	<p>DCB Student Senate will participate in Trunk or Treat again this year.</p>