

Dakota College at Bottineau Dean's Council



June 1, 2017 at 8:00 am

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

Agenda

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Applications appear to be in line with last year at this time.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry reported that Whiteshield high school is bringing a group of students here this week for a campus tour. Melissa Remick has been hired as the new Bridges Coordinator at VCSU. Pre-registration is scheduled for Friday, June 9 th . There are approximately eighteen students registered. Larry will be out of the office the week of June 11 th .
b. Administrative Affairs / Business Affairs	Mock	Lisa is working with Minot on the budget process; moving funds to appropriate accounts.
c. NJCAA Mon Dak / Athletics	Davis	Not available to report
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	Kayla reported that there are 102 online students this summer with 179 registered classes. This compares to 96 students; 185 registered classes last summer. Classes start Tuesday, June 6 th . She is working with the area high schools to register dual credit students. We have received paperwork for seventy-five students to date and twenty-five high schools. TRIO director position has six applicants. Interviews will take place next week. Larry and Kayla working through HLC qualifications.
e. Public Affairs Council	Hageness	The Marketing Committee is putting together Social Media guidelines. They are also reviewing an ap for campus.
f. Chancellor's Cabinet / Dean's Update	Migler	Dr. Migler provided an update on the campus renovations. Fargo Paint & Glass will be here next week to work on the outside doors.

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		<p>Hepper/Olson Architects will be here next week to do a final walk-through on the updates at NSC. Items to review are the floors, fume hood, hot water, mechanical and bathrooms.</p> <p>The student lounge in NSC has new sheet rock and taping. Furniture is being chosen. Molberg Room 3 is at the taping and texturing stage. Paint and carpet will be next. May get new tables and chairs, depending on funds available. Painting is in process on 2nd floor of Thatcher. Mead Hall entrance flooring will be redone. The concrete next to the southeast entrance of Thatcher should be done within a few weeks. Other items to be started includes a slab of concrete to be poured for a basketball court for students, parking reseal. The greenhouse roof needs follow-up.</p> <p>The baseball program would like to add a covered batting cage on campus. This would be built on the west side of the football building. Dr. Migler will check with Rick Tonder to see if there are any guidelines to follow before planning. The cost would be approximately \$30-40,000 and covered by fund raising.</p>
<p>3. Other</p> <ul style="list-style-type: none"> • Faculty Policies for consideration <ul style="list-style-type: none"> - Course Priority - Faculty Qualifications • Fed Ex Transcript Rate 	<p>Brooks</p> <p>Brooks</p> <p>Brooks</p>	<p>The teaching priority policy was discussed. It was decided to table until fall when Faculty Senate can reconvene and discuss concerns: faculty qualifications, implications and the impact on students. It was understood that the council is comfortable with the first section, provided "In the event there is an opening for an instructional position," may be added. Dr. Migler will follow-up with Faculty Senate President, Keri Keith.</p> <p>A draft of the DCB Policy for Determining Qualified Faculty was reviewed and approved. Moved by Larry Brooks, second by Kay O'Toole. Motion carried.</p> <p>The cost of FedEx shipping has consistently been around \$30. Upon compiling data, the Registrar's office found that the average FedEx charge for transcripts sent was around \$37.00 from 2015-2017. It is higher when transcripts are sent out of the country. Recommendation has been made to increase the US FedEx shipping rate to \$42 (\$37 + \$5 transcript fee) and the Canadian/Mexico Fed Ex</p>

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<ul style="list-style-type: none"> • Summer Staff/Office Flex Schedules • Summer Campus Forums • M-SARA Updates • Fall Pre-registration – June 9 • Mail and package delivery • Tuition Waiver 	<p>Migler</p> <p>Migler</p> <p>Migler</p> <p>Migler</p> <p>Migler</p> <p>Hageness</p>	<p>Shipping Rate to \$55 (\$50 + \$5 transcript fee). Moved by Larry to approve the FedEx Transcript rate as recommended, Lisa seconded. Motion carried.</p> <p>Upon review of office hours, it was decided to make the official campus summer hours 8:00 am – 4:00 pm, Monday through Friday.</p> <p>Campus Forums will be held June 22 and July 20th with a potluck from 11:30-12:30.</p> <p>Updates were complete and submitted by Mike O'Toole.</p> <p>There are good numbers for pre-registration, June 9th. Dr. Migler will be gone so Larry will provide a welcome.</p> <p>Will review the process at an upcoming meeting.</p> <p>DCB forms were reviewed. Processing procedures will be looked into and reported back at the next meeting.</p>
<p>4. Recognition & Celebration</p>	<p>All</p>	<p>Program is closing in Rugby. Funds possibly being donated to our Paramedic program.</p>
<p>5. Announcements</p>	<p>All</p>	<p>Nothing to report.</p>