

# Dakota College at Bottineau

## Dean's Council - Minutes

January 7, 2020 at 8:00 am - Dean's Suite



PRESENT: Dr. Jerry Migler, Larry Brooks, Lisa Mock, Kayla O'Toole, Corey Gorder, Leslie Stevens and Sandy Hageness

| Topic   | Responsible Party | Discussion/Outcome  |
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| 1. Enrollment   | Brooks            | Larry shared spring headcount and FTE enrollment as of January 6, 2020. Adult Farm Management and Dual Credit students remain to be entered. Headcount should be in the upper 800's upon completion. Fall 2020 applications received to date are looking good as resident applications received are at 45, non-residents at 20.   |
| 2. NDUS & Campus Updates<br>a. Academic and Student Affairs | Brooks            | Larry continues to review the Assurance argument which is due this Friday. Faculty qualifications have some minor changes to be made. There were forty-eight students on probation last semester with 5 carried over and 4 suspended. It was mentioned that with the FB program discontinued, there will be some cultural diversity funds available. Financial Aid is looking into what is available to offer other students. The football waiver offered for spring semester with fifteen applications received. 5 met the 2.0 GPA, of these one is online.      |
| b. Administrative Affairs / Business Affairs                | Mock              | Lisa will be attending a Loss Control meeting to assist with system-wide query training. The 1099's are complete and due this week to the system office. CTS will generate and send an e-file to the IRS. A response to the Payroll and HR audit will be complete this week. There are new criteria from the system office on how to respond to an audit. The guidelines will be sent to staff involved with audit responses. Lisa is working on the quarterly grant billing this week. In addition, she is submitting a space utilization report to Rick Tonder. |

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| <p>d. Distance Education Council/Distance Ed. and Academic Support Services</p> | <p>O'Toole</p>  | <p>The Business Office is working with Financial aid to push up the distribution deadline a day earlier. Lisa Anderson will be out on January 30<sup>th</sup>. Resignation has been received from Juwan Howard Owens. Kayla will be looking to replace him in the Academic Support Coordinator position. The January community education schedule has been posted. There are 375 online students registered for the spring semester so far. Kayla is looking into the Blackboard conference. Stacey and JC are going to St. John today for dual credit registration. There are 131 dual credit students enrolled so far with several to be entered. It is anticipated to have over 400 dual credit students registered this spring. Kayla is out of the office Thursday afternoon to attend the Region II Transition meeting. She will also be out for a portion of Friday for personal reasons. Faculty qualifications are getting close to being complete with only 4 left to finalize.</p> |
| <p>e. Public Affairs Council</p>  | <p>Hageness</p> | <p>The Employee Handbook has been updated and posted on the website. There is a redesign of the fact sheets in progress. Advisors have been notified to review the updates by Friday, January 10<sup>th</sup> so they can be posted on the web site with the new catalog version. Sandy is working on a Strategic Recruitment and Marketing Plan with Beth. It should be finalized the end of this week. The marketing team will receive a campaign analysis tomorrow from our consultant. Working on a referral piece for counselors and instructors with MSU graphics and the consultant.</p>   |
| <p>f. Athletics</p>   | <p>Gorder</p>   | <p>The winter sports athletes are back. Corey is in the process of moving into the AD office.</p>   |
| <p>g. Foundation</p>  | <p>Stevens</p>  | <p>Logrollers have trip raffle tickets for sale. They are accepting Athletic Hall of Fame nominations. Alumni folks will be serving taco-in-a-bag at Jack Pack night, January 29 and left overs to the employees the next day with a free-will offering.</p>  |

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| <p>h. Chancellor's Cabinet / Dean's Update</p>          | <p>Migler</p> | <p>The father daughter dance is the afternoon of February 9, 2020.<br/>The Capital Campaign for Old Main has done well in December. There is \$300,00 in verbal commitments received so far. The campaign folks will be out visiting businesses over the next few weeks.</p> <p>There are several facility projects that have been worked on over the holiday break. This includes:</p> <ul style="list-style-type: none"> <li>• New floor in the team room</li> <li>• Football building lockers moved to the team room.</li> <li>• Locker rooms received healthy floor covering</li> <li>• Locker room benches in process of being re-stained and varnished.</li> <li>• Touchup painting throughout all the buildings</li> <li>• Physical plant and Milligan Hall entrances have carpet squares mats instead of a rug</li> </ul> <p>Dr. Migler is meeting with the Bottineau County Commissioners later this morning to request scholarship dollars.</p> <p>Request for proposal has been published for an architectural affirm for the dining hall. Proposals are due January 20, 2020.</p> <p>Dr. Migler asked for the Council to consider a graduation speaker. Also, any honorary degree request needs to be made to the Board in March, deadline for submission is February 12, 2020.</p> |
| <p>3. Other<br/>a. DCB Planning for the FY21 budget</p> | <p>Migler</p> | <p><a href="#">Click Here for Attachments</a></p> <p>A timetable for the annual budgeting process will be set up. Would like to have the budget submitted to Dean's council by March 1. The process will begin with instructions to departments through the department directors. This instruction will assist them with determining their on-going and new</p>   |

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| <p>b. 2020 State of the State Address<br/>(Grand Forks – January 29)</p> |            | <p>needs for FY21. A special focus on needs related to improving student learning, professional development, equipment and facilities will be based on department goals and how it relates to the strategic plan. It was recommended to have three types of budget scenarios; hold even, a higher needs budget or a cost savings budget.</p> <p>A process for distributing salary adjustments to faculty and staff in FY 21 was discussed. Dr. Migler provided NDUS Salary Guidelines.</p> <p>The Dean's Council will review the strategic plan and goals during this time as well.</p> <p>Dr. Migler reminded the council to provide any notable achievements for him to provide to the Governor for his State Address in January.</p> |
| <p>4. Recognition &amp; Celebration</p>                                  | <p>All</p> | <p>n/r</p>  |
| <p>5. Announcements</p>  | <p>All</p> | <p>John Stahl is no longer working in Physical Plant. This position will be replaced.</p>   |