

Dakota College at Bottineau

Dean's Council

Dean's Council Minutes



April 16, 2019

Present: Lisa Mock, Dr. Migler, Kayla O'Toole, Danny Davis and Sandy Hageness

Not Present: Larry Brooks

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Looks consistent with last year, resident numbers are lower than last year.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	<p>Larry had a meeting in Minot so was unable to attend Dean's Council. In his absence, he attached the enrollment reports for this week. A few items he shared via e-mail:</p> <ul style="list-style-type: none"> • The Stage 1 (Program Exploration) proposal was submitted for the Hemp Production program. • The site evaluators from the ND Board of Nursing recommended full approval of our nursing program. Final action by the full NDBON will be taken on April 24th. • The fourth and final candidate for the Biology instructor position will be interviewed on April 18th. • Screening of the 47 applicants for a new History/Social Science instructor position will start on April 19th. • After only a couple days of running ads, we already have 13 applicants for the English position. <p>Larry will be out of the office on Wednesday, April 17th. He is assisting the paramedic instructors in interviewing 16 applicants for the next cohort of paramedic students.</p>
b. Administrative Affairs / Business Affairs	Mock	Operations auditors will be on campus next week. The testing will be on p-cards and purchasing/procurement, will do test on journal entries; i.e. accounts payable and receivable grants. A team of three will be here.
c. NJCAA Mon Dak / Athletics	Davis	Spring sports didn't have a great weekend, lost all games. This coming weekend baseball will be away on Friday and at home on Saturday as well as softball home on Saturday. A request was sent out for hall of fame nominations. The banquet will be October 12 th .
	O'Toole	

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<p>d. Distance Education Council/Distance Ed. and Academic Support Services</p>		<p>Working with Amy Koehler on a non-credit market manager course online. Also in process of setting up the kid's camp for community ed this summer.</p> <p>Met with Larry last week, looking for a process for hybrid courses as getting more requests. Working on process to assure course is meeting seat-time. Implementing a new process for on-line faculty where they can copy over their own courses. DC updates, finalizing all documentation for all DC faculty that are adjunct. Doing a LEAP presentation for Bottineau community on Monday, May 6 on campus. Have addresses of area students, flyer, etc. To mail to students/families to learn about DC. Attended an NCEC meeting in Rugby a few weeks ago. Principal at Bishop Ryan, Minot is interested in our DC program. Kayla is on the radio tomorrow for LEAP.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>Videographers will be on campus today and tomorrow. Working with Amy to promote the girls summer aquaculture and hydroculture camp. Coyote Warrior author will present next Wednesday for book read. The Conservation Award will be presented to Todd Grant on Wednesday, April 24th at 10am with a tree planting to follow.</p>
<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>HLC conference held last week and will be things to address to prepare for review.</p> <p>Events Coordinator position offered and accepted by Rachel Thompson. Should be starting the end of the month or so.</p> <p>Custodian positions are being worked out. One position open. Will be hiring more summer help this year. The positions are five days a week and increased the hourly wage.</p> <p>Legislator updates – things are looking good. It appears the salary budget is a 2% year one and 2.5% year two. There is a proposal on the table for a minimum of at least \$120/month increase, which will be 2.5-4% increase for some. Healthcare still covered at full amount for next two years per legislature.</p>

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		<p>Looking for advance notice on expenses related to strategic planning and assessment initiatives in order to make adjustments in next year's budget. May move some funds from reserves into budgeted categories. Budget meetings are being set up. Each budget meeting will be slated for 45 minutes to answer questions and review department budgets. Equipment budgets will be separate from department budget, placed into a pooled budget Summer project bids have come in. Dr. Migler will review with Lisa and Darrell.</p>
<p>3. Other a. Summer hours options: * open at 7:30, half hour lunch, close at 4 PM each day (LRSC, NDSU, VCSU, others) * supervisors work with their staff to arrange schedules, close at 3 PM on Friday (NDSCS) * as above, but close at noon on Friday b. Campus Forum</p>	<p>Migler</p>	<p>Summer hours were tabled to the next meeting. Campus Forum agenda was reviewed.</p>
<p>4. Recognition & Celebration</p>	<p>All</p>	<p>n/a</p>
<p>5. Announcements</p>	<p>All</p>	<p>n/a</p>