

Dakota College at Bottineau

Dean's Council – Minutes

December 15, 2020 at 8:00 am - Alumni Center



Present: Dr. Jerry Migler; Corey Gorder, Larry Brooks, Kayla O'Toole, Sandy Hageness and Lisa Mock

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – Student Senate/Title IX	Halvorson	Laura was not available to report. She sent a message stating that Title IX is pretty quiet right now. She is working with Safe Colleges for the training and it will hopefully be complete the end of the month. It is due the end of January. She will report to Dean's Council on Safe Colleges in January and submit policy updates at that time along with a training schedule.
2. Enrollment	Brooks	Click Here for Attachment Larry reviewed the enrollment report for spring 2021 and fall 2021. Applications are down at this time compared to last year.
3. NDUS & Campus Updates a. Academic and Student Affairs b. Administrative Affairs / Business Affairs	Brooks Mock	Larry has a meeting with DNP Academic Officers this week. Wednesday, he meets with Paige Baade, new Nursing Program Director and the site managers. Dawn resigned and is done the middle of December. Topics to be addressed include increasing the adjunct pool, reviewing the student applicant screening process, and adjusting the administrative assistant roles. Lisa shared that she did the final billing for Trinity Nursing for the Future funding which will be the final payment. This funding will be used in the new year. She met with Paige Baade to review budget process and discussed the UND SIM grant funds. The Nursing Department has a procurement item not in compliance; simulation in excess of \$10,000 that needs quotes. They are also behind on the annual inventory.

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<p>c. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>The Foundation needs a completed year-end financial report which was due in October. Lisa has discussed this with their CPA. She is working on the Equity in Athletics report. The auditors will begin auditing the CARES money. They want a list of all funds and projects by noon today and anticipate having the audit done by January 31. Lisa is also working on 1099's.</p> <p>Kayla – TRiO will be officially done December 18th. The Student Success Office will be closed after Friday. Laura and Melissa will be back the first week in January in their new positions. Community Ed Martial Arts last day is Thursday. BB instructional design training will be finishing this week. There are currently 267 students registered this spring for at least one on-line class, 503 enrollments. NACEP accreditation group met last week and went over the new organizational course. There are 66 DC students registered as of yesterday morning, anticipating about 400 this spring. Stacy and Kayla will be attending Perceptive Content training tomorrow. Kayla will be working with Lexi today on Faculty qualifications forms.</p>
<p>d. Public Affairs Council</p>	<p>Hageness</p>	<p>Sandy reviewed the current campaign. Analytics on the promotion are above averages. Will review again in January to regroup efforts.</p>
<p>e. Athletics</p>	<p>Gorder</p>	<p>Corey is reviewing the basketball coach applications; over 50 received. He is working on Institutional Effectiveness materials with Lexi and Dr. Migler. Submitted the last of the Cares Act expenses for student cleaning.</p>
<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>Dr. Migler will be sending out Theft Fraud and Code of Conduct training to all fulltime benefited employees.</p>

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		<p>Challenge Grant meeting will be held today. We cannot use Federal Grant dollars to match Challenge Grant, therefore we will not be able to receive all the Challenge Grant funds available to DCB. The Hometown Career Scholarship will not be funded by the City EDC funds for 2021-22 academic year.</p> <p>Minot CTE building is getting closer. Expecting a contract for DCB to be the sublease to MSU Foundation on the building. The contract is under legal review.</p> <p>Governor's budget is proposing match money for CTE centers. The purpose of the funds is not clear yet; it could be building, program expense, just not clear at this time.</p> <p>Dr. Migler will be meeting with Math Pathway Discipline Group this week.</p> <p>Dr. Migler provided a budget summary with executive budget recommendation. There could be a small increase in DCB's budget, although it is not finalized and there are additional aspects to be considered.</p>
4. Other		<p>Campus Forum is tomorrow at 3:00 pm. Dr. Migler stressed that after Christmas Break, we will need to assure masks worn and social distancing in place.</p> <p>The COVID-19 retesting guidelines were discussed. A plan will need to be identified and decision made if it testing can be done 90 or 150 days after a positive test result.</p>
5. Recognition & Celebration	All	Honors Symposium went well.

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6. Announcements	All	Dean's Council will not meet until the first week in January.
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