

# Dakota College at Bottineau Dean's Council – Agenda

November 29, 2021 at 8:00 am – Dean's Suite



PRESENT: Dr. Migler, Kayla O'Toole, Lisa Mock, Larry Brooks, Sandy Hageness, Guest Department Leslie Stevens and Bridget Gustafson and Mark LaCroix for Housing

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – Foundation	Stevens Gustafson	<p><a href="#">Click here for attachments</a></p> <p>Leslie Stevens reported they are working on Logroller and Alumni fund raisers. An Alumni mailing is going out and raffle tickets are selling well. The winter edition of Branching Out has been mailed. Raffle drawing will be held next week Tuesday with an open house from 2-4 in the Alumni Center. It is open to staff and faculty and community.</p> <p>The Santa video orders are slow, they are due Friday.</p> <p>Taste of Bottineau is February 12 during Smokey's week. Stations will be set up in the armory with appetizers and off-sale reps with samples. They would like 12 booths to make it a successful event. Will provide appetizers for vendors if they don't want to make their own. Working with Sodexo and Marie's on this option. The Logrollers raffle in March will have a prize drawing every day.</p>
2. Housing – Policy Review		<p>Bridget Gustafson and Mark LaCroix presented a change on the housing visitation policy which is published in the Residence Life Handbook. Proposed changes include:</p> <p><b>Residents should not expect to host a weekday overnight guest more than once a semester.</b></p> <p><i>Remove clause as it is already allowed more than once a semester with DOSL and Head Resident approval. These must be approved by a Head Resident or the DOSL, RA's cannot approve a weekday off-campus guest.</i></p> <p><b>Residents who fail to sign in overnight guests will be sanctioned as follows:</b></p> <ul style="list-style-type: none"> <li>• <b>First offense will result in loss of weekend overnight guest privileges for the rest of the semester,</b></li> </ul>

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- Second offense will result in the loss of all guest privileges for the rest of the semester. Students with a second offense may not have guests at any time.

*Currently this is not enforced as written: Change to: First offense written up by security may result in a \$25 visitation fine, second offense may result in loss of weekend overnight guest privileges for the rest of the semester. Third offense may result in the loss of all guest privileges for the rest of the semester. Students with a second offense may not have guests at any time.*

**Add Clause:**

**Overnight Visitation Policy for Students Living on Campus**

Students who live in campus housing are allowed to have other on campus residents as overnight guests in their respective rooms any night during the week, not to exceed three nights per week Sunday through Saturday. Resident with roommates must mutually agree on any overnight guest.

Guests must be let in by the resident and escorted at all times, and residents are fully responsible for their guests. Residents may not have more than one overnight guest at a time. Overnight guests must be signed in by the Resident Assistant, Head Resident or DOSL by 10pm on the night of visitation. Failure to sign in a guest by this time could result in a visitation fine, and/or suspension of visitation privileges; as previously stated. On campus residents are expected to shower in their respective halls, and only use the guest bathrooms provided while visiting Gross or Mead Hall.

It was clarified that on-campus guests would be signed in by 10pm. RA's send security the sign-in list by 10pm. RA's will be physically on duty in the lobby until 10pm.

Questions addressed about security and RA's coverage in the lobby until 10pm each night.

Dr. Migler asked for the council to review the request and it will be reviewed at next week's meeting. Housing would like to have in place for the spring semester.

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<p>3. NDUS &amp; Campus Updates</p> <p>a. Academic and Student Affairs</p>	<p>Brooks</p>	<p>Larry and Dr. Migler are working with representatives on strategic planning for the dental hygiene program to be located in the Minot CTE Education Center. NITC academic officers will meet with Jerry Rostad to see if this model can work for Dakota Digital Academy.</p> <p>University System invited Larry to participate in a vendor selection, demos will be held this week. He will be in Minot on Friday for Paramedic advisory committee meeting. He will be out for personal leave next Monday and Tuesday.</p>
<p>b. Administrative Affairs / Business Affairs</p>	<p>Mock</p>	<p>Lisa is working with the state auditor for 2021 records. Most recently Lisa provide an explanation to the auditor about payroll as there was a significant increase from year 2020 to year 2021 of about \$400,000.</p> <p>An RFP has been published through procurement site last week for printer coverage.</p> <p>Lis is helping Keith close grant documentation. Provided reporting on CARES funding.</p> <p>Judy Higgins submitted her resignation. She will be done December 15<sup>th</sup>. Lisa will review the position with Minot office to see how to proceed. Janeen will be assisting the department with inventory documentation.</p>
<p>c. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>Kayla reported the Last Chance advising event for students to sign up for spring classes with advisors this week. Kelcee is pulling together a schedule from coaches when the gym, cardio and weight rooms are busy so folks with a fitness pass know when the areas are busier.</p> <p>Lexi and Kayla will attend the NACEP accreditation, virtual sessions tomorrow. Would like to put in application for accreditation with a new model. It would be working with current faculty that only teach for the college and not teaching in the high school. There are currently 70 dual credit students registered for spring semester. The goal is to have 250 this spring.</p> <p>Kayla held an interview with a potential HRM instructor.</p>

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<p>d. Public Affairs Council</p> <p>e. Athletics</p> <p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Hageness</p> <p>Migler</p>	<p>Also working with Keith to provide a Market Manager training course. Kayla will be in Minot on Wednesday for a NCEC meeting.</p> <p>Sent out a few news releases last week to cover CTE site visit, PTK officer election, ASPIRE program and CTE Ed Center. PTK and Student Life are hosting a Native American Hoop Dancing event on Friday. Promos have been provided through social media and local radio. Zahra Moss will be on the radio this Wednesday to cover the event.</p> <p>AD interviews held Friday. An offer has been made and waiting for a response. An announcement should be made this week. Hockey had a good game at home last night. Was 2-2 tie with U of Mary. Lost to them 5-2 the night before in Dickinson.</p> <p>The Minot CTE architect selection interviews will be held Tuesday. HLC 4-year follow-up review is scheduled for March 2024. Dr. Migler will be at NDSCS on Friday.</p>
<p>4. Other</p> <ul style="list-style-type: none"> <li>• Consensual Relationships Policy</li> </ul>		<p><a href="#">Click here for attachments</a></p> <p>A Consensual Relationships policy from MSU was reviewed. It was recommended to adopt for DCB. Dr. Migler will take the lead to review through policy committee. Also a policy for discrimination will be looked into. We have it included in Title IX, but not a direct policy for consistency. These items will be on next week's agenda for review.</p>
<p>5. Recognition &amp; Celebration</p>	<p>All</p>	<p>n/r</p>
<p>6. Announcements</p>	<p>All</p>	<p>Hoop Dancing event on Friday in the gym at 1pm.</p>