

# Dakota College at Bottineau Dean's Council



## Minutes

November 18, 2019 at 8:00 am - Dean's Suite

PRESENT: Lisa Mock, Dr. Migler, Kayla O'Toole, Corey Gorder, Sandy Hageness and Larry Brooks via phone conference

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment numbers are looking good for now.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry is in Bismarck today conducting CTE evaluations at BSC. He is working on scheduling for the day before Thanksgiving as faculty and staff work that day and students do not have classes.
b. Administrative Affairs / Business Affairs	Mock	There was an HR audit on campus last Tuesday conducting a follow-up audit on initial findings. There is an I9 immigration form required when hiring which must be dated the first day of work or prior to. This continues to be an issue and working on resolving it as it is also a Federal requirement. Lisa was working with Keith and Amy on grant funding reports last week. Dr. Migler reported that the NDUS Audit Committee meets this week and procurement is on the report where DCB is now in compliance with.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	Kayla shared they are looking at a Blackboard tool that assists in accessibility issues. They will test pilot it in a few classes this spring. She and Stacy will be on the road this week registering DC students. Community Ed has a pet safety class scheduled for Tuesday. There are not a lot signed up. Kayla has her last Chamber meeting on Wednesday. The Faculty Qualifications Committee is about half way through their project. The goal is to complete everything by the end of December. Kayla is invited to go to Watford City to speak to the superintendent's group about dual credit and LEAP program. Will be offering Psych 101 to Our Redeemers this spring. Kayla will be presenting to the Our Redeemer parents this spring about DC and LEAP.



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<ul style="list-style-type: none"> <li>• Drug Free Campus Policy</li> </ul>		<p><b>Moved by Kayla O’Toole to approve the policy as presented, seconded by Lisa Mock. Motion carried.</b></p> <p>Senates have reviewed the Drug Free Campus policy. Policy Review Committee recommends Dean’s Council approve the policy as presented. Student Senate would like to review sanctions in the Student Handbook.</p> <p><b>Corey Gorder moved to approve the policy as presented, Lisa Mock seconded. Motion carried.</b></p>
4. Recognition & Celebration	All	n/r
5. Announcements	All	Lumberacts performing this Thursday, November 21.