

# Dakota College at Bottineau Dean's Council

January 9, 2018 at 8:00 am

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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	<p>Fall 2018 applications received as of January 8<sup>th</sup> include 57 with 50 noted as ND residents.</p> <p>New students for Spring 2018 broken down by the following categories:</p> <ul style="list-style-type: none"> <li>• Bottineau – 24</li> <li>• Minot – 20</li> <li>• Valley City – 9</li> <li>• Dual credit – 16</li> <li>• Online only – 42</li> </ul>
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	<p>AAC update – there is a Semester Credit Hour report available by discipline. It will be available to review all campus through Friday, January 12<sup>th</sup>. Currently enrollment reporting does not include developmental courses. This may change. AAC approved BSC to offer a Bachelor's of Applied Science/Cyber Security degree.</p> <p>MSU may add co-req model for Math dev ed. This will eliminate DCB's offering.</p> <p>ASC is making progress on transcript exchange so that all transcripts are stored in a primary location and may accessed by NDUS colleges when students transfer at no cost to the students.</p> <p>Larry will be out of the office Wednesday and Thursday of this week. He is submitting stage one proposal to the State for HR program. Also, proposal to change sustainable vegetable production course to Specialty Crop Production course.</p>
b. Administrative Affairs / Business Affairs	Mock	<p>Lisa reviewed 1099's last week with Minot. Travel time was included on DCB entries; she is in process of removing it. SAPA report completed. She is working with Stephanie and Holly on NIFA reporting. There will be an audit on campus in January for the financials.</p>

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c. NJCAA Mon Dak / Athletics	Davis	<p>Men's BB season is 15/1. Men and Women's BB play at BSC this Thursday. FB has 13 all conference athletes. Recruitment for next season has begun. Hockey has a tournament in CO this weekend. VB/SB coaching position offered. The candidate is from Florida and will visit Bottineau this weekend.</p>
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	<p>Peggy Gregg is officially retired. Zahra Moss will be working in the Student Success Center, coordinating academic support services for students. She will assist in providing services such as peer mentoring and the tutoring program for students who don't qualify for the TRIO program. She will also be instructing the Study Skills class on-campus and online.</p> <p>Jackie Migler will be working in Thatcher Hall, Room 2213 (upstairs next to the elevator.) She will coordinate the disability support services program. She will also serve as the Campus 504 Coordinator and continue her duties with the education program.</p> <p>Community Ed - ASL I and II will start next week. Other classes to be determined.</p> <p>Online registration has 332 students, 729 classes this spring compared to last year at 315 students and 479 classes at this time. Dual credit has 193 students compared to 165 last spring. There are 32 schools participating. Kayla will be out of the office on Thursday.</p>
e. Public Affairs Council	Hageness	<p>RFP completed the first week in January. The Marketing Committee has recommended to use Engage to Inspire Marketing due to their experience in social media, familiarity with DCB and pricing.</p> <p>The Committee has been looking into a common texting tool for faculty and staff to correspond with students. After reviewing a couple options, recommendation made to use Blackboard. Information will go to the Blackboard committee asking them to include this option in the rollout.</p>
f. Chancellor's Cabinet / Dean's Update	Migler	<p>AFS (Advanced Facility Services) consultants are on campus through Thursday morning. Next week an AFS rep and MiSU facility manager will</p>

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		<p>visit DCB. This is to review the current cleaning process in order to suggest any strategies for improvements or changes. Molberg 3 and 8 received new (used) furniture along with Milligan lounge. There are funds from a previous bond for Milligan hall that will cover the costs of the Milligan furniture.</p> <p>Grant writer position posted on Job Service and our web site along with publication in the area newspapers.</p> <p>Farm Business Management instructor applications close January 15<sup>th</sup>.</p> <p>Cole Watson started in the Safety Security Officer position last week. Starts rounds tonight.</p> <p>Dr. Migler will be leaving for Tioga today for a Bakken U meeting with Dr. Shirley.</p> <p>Retention Study is underway to determine retention and completion and allow us to set interventions for targeted goals.</p> <p>Campus Legislative visit scheduled for January 22 at 4:00 pm: Rep. Dick Anderson, Rep. Craig Johnson and Sen. Shawn Vedaa. Dean's Council members invited to participate.</p>
<p>3. Other</p> <ul style="list-style-type: none"> <li>• Teleworking Agreement</li>     <li>• Children in the Workplace</li> </ul>	<p>Mock</p>   <p>Hageness</p>	<p>Lisa presented a draft of a tele-working agreement. Individuals that may fall under this agreement include Clint Saunders and Holly Mawby. She will visit with Minot to see what their process is and a sample of the agreement they are using.</p> <p>The "Children in the Workplace policy reviewed by the Staff and Faculty Senates. A draft provided and reviewed by the Dean's Council. After review and discussion, the Council approved the draft as presented.</p> <p><b>Moved by Lisa Mock, seconded by Dan Davis to approve the Children in the Workplace policy as presented. Motion carried.</b></p>

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<ul style="list-style-type: none"> <li>• Policy Process</li>      <li>• Record Retention</li>      <li>• OER Audit</li>      <li>• Tuition model for 2019</li> </ul>	<p>Migler</p>	<p>A procedure to approve policies that affect faculty, staff and students is in place. An edit to identify when the policy review recommended - <i>The Administrative Council will review the policies every three years.</i></p> <p><b>Moved by Larry, seconded by Lisa to approve the Policy Process edit as presented. Motion carried.</b></p> <p>A link to identify record retention shared with the Council. Discussion held on an annual process for DCB. Recommendation made to set up a week after the spring semester so that all departments prepare documents to shred and we have a company come in to dispose of documents. This will be set up for the first week in June 2018.</p> <p>An Open Educational Resources audit will be conducted through the State office. The objective of this audit is to answer questions about the direct financial impact on students, incentives and/or barriers to implementation and to gain knowledge on some of the positive and negative aspects of OER's.</p> <p>A meeting will be set up to review DCB's tuition model. Other models will be reviewed and proposal submitted to the SBHE.</p>
<p>4. Recognition &amp; Celebration</p>	<p>All</p>	<p>n/r</p>
<p>5. Announcements</p>	<p>All</p>	<p>n/r</p>