

Dakota College at Bottineau Dean's Council

February 13, 2018 at 8:00 am - Dean's Suite

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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment is in-line with last year at this time. There are about 80 resident/non-resident applications received as of February 12, 2018.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	<p>Larry continues his work with Burdick Job Corp. A MOU is under review. Nursing is looking at hiring faculty in Minot. May be reconfiguring one of the nursing positions into allied health. Larry had a productive conference call with LRSC last week to discuss shared financial aid services. Val and LRSC Director will be on leave, when they return both campuses will look at ways to share financial aid services.</p> <p>OATF is looking at a new assessment plan for the campus. A presentation will be made to faculty senate on Wednesday. Opportunities for improvement in the service area assessment review also underway.</p> <p>Great Lakes company was helping with follow-up on delinquent loans. We received notification that they are discontinuing services. Alternative vendor options are being researched.</p>
b. Administrative Affairs / Business Affairs	Mock	<p>Lisa is working on an energy report for ND Department of Health, due March 1. Will finalize after she receives figures from Darrell. She and Dr. Migler started budget meetings, started with photography last week and meet with library today. So far, it is going well. Due to questions about these meetings, Lisa will mention the meetings at the Forum.</p> <p>There is an HLC report due at the end of March regarding financial ratios. Lisa is waiting for system office to give approval on which financial indicators they will use</p>
c. NJCAA Mon Dak / Athletics	Davis	Dan reported that both basketball teams lost last night. Hockey won last week in shoot-out vs WSC. Our regular bus driver cannot drive any more due to health reasons. Dan is working on an alternative plan as there are a couple big

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<p>d. Distance Education Council/Distance Ed. and Academic Support Services</p>	<p>O'Toole</p>	<p>trips come up; one for hockey to Utah and one for baseball this spring. Baseball and softball start practice this week. Early next month baseball goes to Kansas. VB/SB coach will be in Bottineau Friday night and starts on campus next week.</p> <p>Last week's diversity event went well. Today TRiO is hosting a nacho social. Blackboard training is this week; creating assignments. Last week's training was on virtual sessions. BB project managers had their meeting last week. DSU has halted their training and BB conversion. There are concerns raised from faculty council to the state board about the Blackboard conversion.</p> <p>Kayla and Whitley attended the annual ND counselor's conference, which was a positive informational site. They plan to make it an annual event. Kayla has a disabilities meeting this week.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>This week news releases submitted for Kayla's position on the State Advisory Committee and spring enrollment. CTE fair went well last week wot about 110 students attending. This will be an annual event with a few changes in the format such as starting later; shorting the session times and assuring faculty provide hands-on activities during the sessions. This week's radio interview will be with Shubham Datta.</p> <p>IPEDS winter submission closes Wednesday.</p> <p>PAC call is today. The Chancellor's visit to DCB is on the agenda.</p> <p>Creative production with our marketing consultant is underway. There will be direct mail to area CTE centers that align with DCB courses. A digital media campaign is underway during the boy's hockey and girls/boys class B basketball tournaments. In addition, there will be TV ads during the State Hockey tournaments. We will also be advertising on the Midco Sports Network, April through September, during the Ultimate Outdoor Adventure spots.</p>
<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>FBM interviews held last week. The position was offered and waiting to hear back from the candidate this afternoon.</p> <p>Will review the grant writer applications and set up interviews within the next few weeks. Four applications received.</p> <p>Strategic planning submission is coming from the system office.</p>

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<p>3. Other</p> <ul style="list-style-type: none">• Campus Forum – agenda Feb 15 • Handbook: Use of Equipment & Basic Purchasing • Sodexo • Facilities	<p>Migler</p> <p>Mock</p> <p>Migler</p> <p>Migler</p>	<p>Forum – agenda items on the agenda will include: Campus Performance Stipend Open positions Chancellor visit Reminder, that the fire inspector is conducting a follow-up on the inspection. Safety topic – Lisa (monthly) Cyber security – Brad (phishing and password changes, back-up)</p> <p>Lisa reviewed the Use of Equipment: Recommended to remove the requests to use equipment wording: <i>Requests to use college equipment (including state owned vehicles) must utilize the appropriate equipment loan forms.</i> It will just identify that equipment will not be loaned without approval from the Business Manager or Campus Dean. Upon discussion, the following motion was made</p> <p style="text-align: center;">Move by Larry Brooks, seconded by Dan Davis to approve the Use of Equipment and Services policy as submitted. Motion carried.</p> <p>Purchases policy reviewed. Upon discussion, recommendation made to review the State NDUS policy to follow their process. Lisa and Dr. Migler will prepare a submission to the Faculty and Staff Senates.</p> <p>Sodexo – discussion held on the dining services. The contract will be renewed for one more year with consideration of going out on bids next year. Recommendation made by Larry to resurrect the Food Committee, with membership of employees and students to assist in improving services.</p> <p>AFS proposal discussed. Dr. Migler is meeting with Darrell to review recommendations. Dr. Migler would like to see a split in housekeeping and maintenance work within the department</p> <p>See Attachments</p>
<p>4. Recognition & Celebration</p>	<p>All</p>	<p>Nothing to report</p>
<p>5. Announcements</p>	<p>All</p>	<p>Forum this week. Military appreciation night at Saturday night hockey game.</p>