

# Dakota College at Bottineau

## Dean's Council - Agenda



September 21, 2020 at 8:00 am - Alumni Center

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – Student Success	Halvorson	Laura reported they are working with students on transferring them to their new advisors with the close-out of TRiO services. There have been two job descriptions written to maintain two positions in Student Success. Setting up a spring registration, financial aid event for students. Title IX new regulations and policy in place. Required state-wide training this fall will be done virtually this fall and then face-to-face this spring. Small campuses are looking to have a MOU to share services on referral decisions. Required online training for all staff will be coming this fall.
2. Enrollment	Brooks	Enrollment headcount is 1,056 with full time at 313 and part time 743. Full time is down from last year. Most of this year's enrollment increase is due to the dual credit enrollment.
3. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Clint Saunders has added a Department Chair role, will assist with CTE Department. Faculty Senate is scheduled for this week on Thursday. Working on Spring 2021 class schedule this week. Larry will be out of the office on Friday.
b. Administrative Affairs / Business Affairs	Mock	Business Office is working on manual entry for dual credit and the Bookstore is busy sending out books. There is \$800,000 in A/R, on Thursday and Friday the Business Office sent out bills. There are COVID funds available. Lisa will review and let folks know what's available. There is approximately \$30,000 left to be distributed to students. There is a Fee Payment meeting scheduled for tomorrow.
d. Distance Education Council/Distance Ed and Academic Support Services	O'Toole	Kayla will have payment rosters for faculty available this week. Will be holding Ally pilot project this week. Advisory committee meeting will be held this week for Distance Education-Student Success. On Thursday she and Stacy will work through the LEAP student advisory list. NDCEL conference will be held virtually in October. Kayla will be presenting. They are tying up loose ends with Dual Credit enrollment. Folks are starting to inquire about spring registration.

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e. Public Affairs Council	Hageness	Conducting video recording on Wednesday and Thursday this week. Working on digital and banner ads, want to have them running the first week of October.
f. Athletics	Gorder	LRSC canceled the softball scrimmage last Saturday due to contact tracing affecting a number of their players. Coach Smith replaced it with a scrimmage at Dawson. Volleyball is doing an intra squad scrimmage on Friday night. Question addressed on Canadian students going home for American Thanksgiving. Based on current ND DoH requirements, when they return, they would need to test within 48 hours of their return and quarantine until results are available. Men's and women's hockey have a number of games scheduled.
h. Chancellor's Cabinet / Dean's Update	Migler	<p>The CTE Center in Minot is one more step closer to reality. Minot Area Development has recommended \$800,000 toward the purchase price of the building. This will be on the agenda for the Minot City Council this evening. Discussions are in process with Trinity to assist in funding the remainder of the purchase price. This will provide an opportunity for DCB to have a CTE center in Minot.</p> <p>University System-wide COVID testing is encouraged weekly. The next testing on DCB campus will be Friday, September 21. St. Andrews nursing will assist our nursing with continued testing. They are working on a regular schedule. All of the on-campus isolations and self-quarantines are complete. There are a few off-campus.</p>
4. Other a. Emergency Risk Management (ERM)	Migler	<p><a href="#">Click Here for Attachments</a></p> <p>On the list because they have the potential to have serious risk to the college.</p> <ul style="list-style-type: none"> <li>• Remove - Improve and refine annual budget process</li> <li>• Leave – Emergency Management Plan – Continuity of Operations Plan will be added.</li> <li>• Leave - Fundraising needs to continually be improved.</li> <li>• Leave – Retention and Graduation, graduation rates are low and need to be improved.</li> <li>• Leave – Improve and Enhance IT security</li> </ul>

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		<ul style="list-style-type: none"><li>• Leave - Increase enrollment in new and existing career and technical education programs</li><li>• Leave – Student Loan Cohort Default rates</li><li>• Leave Campus - Develop plan to renovate campus student housing</li><li>• Remove – improve inventory control process and Replace: improve HR Records Management system</li><li>• Add – COVID planning</li></ul> <p><b>Moved by Larry, seconded by Corey to proceed with ERM as discussed. Motion carried.</b></p>
5. Recognition & Celebration	All	Four students helped at FCC outdoor sale this weekend and did a great job. They volunteered through the Leaderjacks program: Joshua R-M, Gourav, Stormy P and Nic V.
6. Announcements	All	Virtual Evergreen will be held this week.