

Dakota College at Bottineau

Dean's Council – Minutes

September 7, 2021 at 11:30 am – Dean's Suite



PRESENT: Larry Brooks, Kayla O'Toole, Lisa Mock, Sandy Hageness, Dr. Jerry Migler

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Headcounts and FTE Enrollments were reviewed as of September 7, 2021. Headcount enrollment is at 1,099 compared to fourth week report 2020 which was 1,060. FTE enrollment is up 40 and part time enrollment is down by one. Daily reports will continue to be reviewed. Fourth week report will be generated midnight September 20, 2021.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry has an AAC meeting this week.
b. Administrative Affairs / Business Affairs	Mock	Lisa working on final audit submission. Business Office busy with student payment and payment plan set-ups.
c. Distance Education Council/Distance Ed and Academic Support Services	O'Toole	<p>Kayla shared the Distance Ed office will be moving into ACE this week. The current Distance Ed office on 2nd floor will be converted into an IVN room specific to dual credit classes due to the unusual schedule of DC classes.</p> <p>Community Ed will be provided online only this month. The goal is to provide face to face in October.</p> <p>Online update will be provided next week as admin withdrawal is occurring. Verification of student online log-in report identified only three students that haven't logged in this fall semester.</p> <p>Last fall there were 609 students taking at least one online class. This year there is 712 so far taking one online class. Dual Credit had 452 total last fall, as of this morning DC is at 470 with students left to register.</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>Working with folks on promotions for student vaccine incentive and trap shooting fundraiser. Book read information has been published and news release sent.</p> <p>Nothing major on athletics</p> <p>NDUS – audit meeting will be held next week.</p>
<p>3. Other</p> <p>a. ERM Goals</p>	<p>Migler</p>	<p>Click Here for Attachment</p> <p>The 2020-21 Emergency Risk Management (ERM) objectives were reviewed. Upon review the following objectives were verified with the Council. 1881, 1883, 1879 will be removed.</p> <p>2021-2022 Suggested Emergency Risk Management Objectives</p> <p>1881 Address challenges and difficulties in fund-raising in a small community</p> <p>1887 Continue to monitor and adapt the College's COVID Re-opening and Continuing Operations Plans</p> <p>1886 Develop and implement plans to renovate campus student housing</p> <p>1880 Develop Campus Continuity of Operations Plan</p> <p>1883 Improve and enhance IT communication and instructional technologies</p> <p>1879 Improve and refine human resource processes for employee records</p> <p>1882 Improve retention and graduation rates.</p> <p>1884 Increase enrollment in new and existing career and technical education programs</p> <p>1885 Reduce student loan cohort default rates</p>

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		<p>NEW Objectives:</p> <ul style="list-style-type: none"> • Improve procurement process review for purchases over \$10,000 • Continue to improve campus IT security • Improve student payment collection processes • Develop strategies to fill key vacant positions • CTE Center – Minot – funding will need to be found for operational activities and new CTE programs. <p>Larry moved to approve the objectives as reviewed, Lisa seconded. Motion carried.</p>
<p>b. F.606.1 (Determining Qualified Faculty)</p>	<p>O'Toole</p>	<p>Policy F.606.1 – Determining Qualified Faculty was reviewed. The wording for HPER 100 qualifications was added under Faculty Qualifications Standards:</p> <p>a) Faculty teaching HPER 100 are required to follow the same standards as liberal arts/general/transfer faculty. Faculty teaching a general education/transfer HPER <u>activity</u> course and/or <u>coaching</u> varsity athletics need only to fulfill the standards outlined in the HPER/Coaching Faculty standards listed below.</p> <p>d) (other than HPER 100)</p>
<p>c. Other</p>	<p>Migler</p>	<p>Moved by Lisa, seconded by Larry to approve Policy F.606.1 as presented. Motion carried.</p> <p>Lisa is working on a report showing faculty salaries as per a request from Faculty Senate. Reports for 2021 and 2021 budget years was reviewed along with an actual paid report for 2021. Dr. Migler asked for any updates to the reports by end of the day today to ensure that the information is accurate. Lisa</p>

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		will provide reports to Faculty Senate per request and to Department Chairs.
4. Recognition & Celebration	All	Kudos to Admissions, Distance Education, Advisors for the hard work they have done in final enrollment.
5. Announcements	All	Immunization Clinic will be held Monday, September 13 th .