

# Dakota College at Bottineau

## Dean's Council

Dean's Council Minutes  
 May 19, 2020 at 8:00 am  
 Alumni Center



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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	There isn't any change with the applications received as of May 15, 2020.
2. Guest Department - Library	Hattie Albertson, Library	Working on a re-opening plan. Will open in-lieu with nursing classes. A student will help this summer with inventory. Moving into summer hours the week after Memorial Day weekend. Library recently updated all resources on Blackboard. Will be ordering additional resources for Overdrive, which will provide additional online materials. Discussion held about using the back area of the library for a resource area as needed.
3. NDUS & Campus Updates a. Academic and Student Affairs  b. Administrative Affairs / Business Affairs  d. Distance Education Council/Distance Ed and Academic Support Services	Brooks  Mock  O'Toole	<p>Larry reported that the paramedic orientation last week has 6 new students. He is working on performance evaluations this week with his direct reports and instructors. Larry will be meeting with Sandy this week to review the Graduation placement process so that Val may get started on the process.</p> <p>Lisa shared that she provided an update on tuition to post on the website. There is one error, will be fixed today. The CARES act checks have been cut for students. The remainder will be disbursed to enrolled students via application process.</p> <p>The dining center architect selection was made yesterday. She is working on the budget for next year. Also working on audits for grant disbursement and financial aid.</p> <p>Kayla reported that Ashley and Laura will be working part time in the Student Success Center this summer. Kayla is working on staff evaluations this week.</p>

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<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>Last week she attended a distance Ed Director's meeting and the covered professional licensure, and options for proctoring company. Dual Credit title has changed to College Credit in High School due to IPEDS terminology change.</p> <p>Online registrations for summer 2020 is at 125 students, which is down about 25 students. Fall registration has 80 students which is tracking about the same as this time last year. Dual Credit has over 60 applications so far. This Wednesday Kayla will participate in a DC meeting with NDUS.</p> <p>A committee has been formed to kick-off Ally which is a disability software to check for ADA compliance.</p> <p>Kayla will be out of the office Tuesday afternoon, Thursday and Friday of this week.</p>
<p>f. Athletics</p>	<p>Gorder</p>	<p>Marketing Committee will begin their budgeting plan for the 2020-21 academic year.</p>
<p>h. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>The gym floor is complete. IT will open for re-use May 26<sup>th</sup>. Corey will be on campus Tuesdays during the summer.</p> <p>The GM for Sodexo (Sharon Arnold) has resigned. Also, the Regional Director for Sodexo (Jess Dozier) resigned a few months ago. Edgar, Physical Plant resigned. His last day will be June 11<sup>th</sup>.</p> <p>NDUS is working with two-year community colleges to submit a proposal to be a partner in a new Naval Community College. Dr. Migler is working with them to represent DCB. BSC has offered to lead the effort.</p> <p>Have a re-opening for large events meeting today. HLC team report has been posted on the college's accreditation webpage. Applying for a USDA grant to help fund a new FBM position in the NW area of the state, along with funding from state CTE. NDUS IT hasn't been able to complete the programming needed to calculate DCB's new tuition model.</p> <p>Reminder provided to complete evaluations by the end of next week.</p>

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		<p>Student visits are allowed on campus, per appointment as of Monday, May 18<sup>th</sup>. There are some staffing changes. Mark LaCroix has added housing manager duties. The new women's hockey coach will handle Student Life, and oversee housing, security and diversity. Romaro would be Judicial Officer and oversee intramurals. A part time administrative assistant will be hired to assist with housing duties.</p>
<p>4. Other</p> <ul style="list-style-type: none"> <li>• Summer Projects</li>   <li>• Policy Review Committee Recommendation             <ul style="list-style-type: none"> <li>○ BND Student Application</li> <li>○ Overloads – procedure request</li> </ul> </li> </ul>	<p>Hageness</p>	<p><a href="#">Click Here for Attachment</a></p> <p>A list of summer projects was provided for informational purposes. If this schedule changes, Denise will let Sandy know.</p> <p>BND Dual Credit Student Application Fee policy reviewed by the Policy Review Committee and presented to Dean's Council for approval. This policy cleans up the process and eliminates the wait time for students to be able to access their class. This will be a manual entry process by the Business Office. BND will reimburse DCB and not pay the student.</p> <p><b>Moved by Corey to accept the policy as submitted, Larry second. Motion carried.</b></p> <p>The Policy Review Committee received a request to change a process in the Overloads policy. Larry suggested the payment be made twice, i.e. mid-term and at the end of the semester. He will provide some language to go to the policy review committee and back to the requesting instructor.</p>
<p>5. Recognition &amp; Celebration</p>	<p>All</p>	<p>The graduation virtual ceremony went very well.</p>
<p>6. Announcements</p>	<p>All</p>	<p>Angie is organizing a Natural Resource camp for instructors to be held June 1 and 2 on campus. There will be approximately 6 participants. Faculty contracts are being reviewed with edits. There will be a new layout for the faculty 2020-21 contracts. The greenhouse would like to have volunteers on campus helping out with the grounds. This can be done as long as they pass the COVID screening instructions.</p>

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