

**Dakota College at Bottineau
Dean's Council - Weekly Team Meeting
January 19, 2016 - McMaster**



Topic	Resp Party	Discussion/Outcome
1. Enrollment	Davis	Dan provided enrollment numbers, currently at 689 students for spring enrollment. There are a few students that have not completed their enrollment. Expect numbers to increase. Of this 689, about 70 are new students this spring. Sodexo indicated that we are down 54 students from fall to spring. Dan will have dorm numbers next week.
2. NDUS & Campus Reports		
a. Academic Affairs	Brooks	Masonry course did not have sufficient numbers to run. Only one student registered. Will try again in another 8 weeks.
b. Student Affairs	Davis	Seems to be more waivers this semester than in the past.
c. Administrative Affairs / Business Affairs	Pfeifer	
d. NJCAA Mon Dak / Athletics	Colvin	Brandon provided game schedule and review of the seasons.
e. Chancellor's Cabinet / Dean's Update	Migler	MSU cabinet meeting tomorrow morning. Anticipate more discussion on the budget allotment process.
f. Distance Education Council / Learning Center	O'Toole	Distance Ed Council meets this afternoon. Learning Center, DC and Online Reg has been busy with registrations as they are up this spring vs. last spring. TRIO open house this Friday, 44 applications have been received for the TRIO program. Survey will go out this week to come up with a new name for TRIO-Learning Center to showcase the combination of services. Any retention folks that have had retention responsibilities will meet with TRIO staff and Kayla to discuss how to integrate all three areas in the future. (Johnson, Scherr, Larry, Rudland, Lemon).
g. Public Affairs Council / Marketing	Hageness	Working on updating the website using the support of other departments on campus. Would like to start using short video clips to promote CTE programs. Dano has agreed to do a pilot video for nursing.

<p>3. Other</p> <ul style="list-style-type: none"> • Campus Forum – 1-20-16 • Budget Allotment. • Finalize Abandoned Property Procedures • Enrollment Report 	<p>Migler</p>	<p>Agenda items for the Forum were discussed.</p> <p>It is anticipated the budget allotment will be 2.5% which equates to approximately \$218,000 over the next year and a half in savings for DCB. A simplified plan needs to be developed and provided to NDUS by February 1.</p> <p>The abandoned property draft was reviewed. Recommendation was made to identify that the annual campus rummage will be used to sell the unclaimed items and the proceeds would go to charity. With this change the procedure was approved for distribution.</p> <p>A weekly student enrollment report was provided for review. This report will be generated for all staff / faculty to see to generate conversation about increasing student recruitment.</p>
<p>4. Recognition / Celebrations</p>	<p>All</p>	<p>Tracy Chisholm completed her masters</p>
<p>5. Announcements</p>	<p>All</p>	<p>National speaker Calendar fund raiser</p>