

Dakota College at Bottineau Dean's Council



March 27, 2018 at 8:00 am, Dean's Suite

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

Not Present: Danny Davis

Minutes

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Fall 2018 applications received report as of March 26 th indicates we are above the trends in respective years with 43 non-resident applications and 84 resident applications received.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	After considering shared financial aid services with either Minot or Devils, it's been decided not to share this service. A search for a Financial Aid Director will begin the end of the week, first part of next week. Val Heilman has submitted her resignation contingent on the availability of another position at the college and whether or not DCB can fill the director position. Retirement resignation has been received from Chuck Lura. Vacancy notice will be posted the end of the week. MiSU was considering DCB to offer developmental math courses next fall, although decision has been made to offer them at MiSU instead. Larry will be out of the office tomorrow and Monday for personal days.
b. Administrative Affairs / Business Affairs	Mock	Lisa is working on submitting reports; HLC, Buildings & Department Reports, and IPEDS is due April 11 th .
c. NJCAA Mon Dak / Athletics	Davis	Dan not available to report. He is attending the MCAC conference.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	Kayla reported that TRiO staff are attending a Spring conference in South Dakota. They return Wednesday and hosting a Spring Social for the students. Community Education wreath making class is tomorrow with over 20 registered. She has an Interim Legislative Meeting for Distance Ed April 18-19.

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<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>The RFP process is underway through UND for disabilities video services, i.e. closed captioning. Blackboard 101 course completion deadline is Friday. Kayla, Larry and Dr. Migler will be visiting with Westhope schools this Thursday. Kayla is taking annual leave on Monday.</p> <p>The spring Educational Outreach brochure was e-mailed last week. As a result, Tioga High School will be visiting campus with 55 students, Richland 44-Colfax has invited folks to attend Ag Day – Horticulture and Wildlife will be attending. STEM Day in Williston has requested speakers – Angie and Keith will be attending. Rugby High School has requested to present the Body Image presentation with Lexi. The Bottineau County Library has requested speakers for a four-week speaker series. Advertising campaign continues. Working on special advertising for LEAP through digital banners and direct mail.</p>
	<p>Migler</p>	<p>Dr. Migler will be attending the SBHE meeting on Wednesday. There will be interviews for the Mayville State president that day as well. Grant writer interviews are complete, position offered and will announce upon background check complete.</p> <p>HLC-Self Study 2020 is being worked on. Jan Nahinurk has agreed to assist with criterion #2.</p>
<p>3. Other</p> <ul style="list-style-type: none"> • Student complaints received since last HLC Audit • Annual Performance Evaluations • Retired Teachers Event on April 6th 	<p>Migler</p>	<p>We will need to supply HLC with official student complaints. Dr. Migler asked the Council to look into their records for any complaints received over the last 10 years that have not been addressed under Title IX, grade appeals, etc. A plan for performance evaluations will need to be reviewed if funds are available to provide a merit increase for faculty/staff.</p>

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		DCB is hosting the Retired Teachers spring luncheon on April 6 th . Dr. Migler, Larry and Kayla will be at the HLC conference. Nathan Biggerstaff will present at the luncheon on behalf of DCB.
4. Recognition & Celebration	All	Beth has been doing a nice job in recruiting students. This shows in the application reports reviewed weekly.
5. Announcements	All	FBM Annual meeting will be held April 10 th . Earth Day – Conservation Award is April 25 th . There are several award ceremonies this spring; Chamber, Excellence in Advising, Faculty and Staff along with the Student Achievement recognition banquet in April.