

Dakota College at Bottineau Dean's Council

Minutes



March 26, 2019 - Dean's Suite

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

NOT PRESENT: Dan Davis

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Apps received are down slightly. Matriculated are up a slightly from last year. Fall registration opens today so we should see numbers increase.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Scholarship committee meets today to review the scholarship apps. There will be another round review in June. Drs. Albrightson and Boone will attend Summit with Larry later this week. Advertising for an Administrative Assistant to help out Penny in Minot. The Biology/Botany instructor search has 12 applicants, there will be six interviewed. We will start advertising for Paul Boone's position this week. Mr. Porter is considering retirement. Stage I Program Exploration for Sonography and golf turf management will be acted upon by AAC next week.
b. Administrative Affairs / Business Affairs	Mock	Working on reporting requirements. HLC is due the end of this week. The HR IPEDS report is completed and finalizing the finance IPEDS report. Asset auditor is finalizing her report and we will have a few issues identified. For example: The requirement of confirmation for all capital equipment items that are tagged. We are progressing on the RFP for dining services. It is at the state procurement office now. They are rolling out a new program, if you are responsible for hiring and dismissing employees from employment, it can be done through People Soft. State Surplus is trying to promote an agreement where they take 30% of whatever each college would sell for excess products. Campuses across the state are not being treated equally. The percentage is anywhere from 10% to 100% of the proceeds.

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<p>c. NJCAA Mon Dak / Athletics</p> <p>d. Distance Education Council/Distance Ed. and Academic Support Services</p>	<p>Davis</p> <p>O'Toole</p>	<p>Dan was not available to report.</p> <p>Advising week starts tomorrow. The Success Center may have their door closed throughout the week to provide privacy for students. They are having trouble retaining tutors.</p> <p>The April Community Ed schedule is complete. Kayla is working on a summer program; College for Kids to be held in June.</p> <p>There is a new online program in review which would be a certificate of completion for QSP. It would be 8 credits or less.</p> <p>Kayla attended the NACEP webinar yesterday for DC accreditation. We appear to be on track with the standards. No other school in the State of ND has this accreditation. This will help set us apart from the others with our DC and LEAP program.</p> <p>Kayla reviewed the area schools that have LEAP graduates; Newburg, Our Redeemers, Drake, Mohall, Bottineau and waiting to hear from Rugby.</p> <p>NCEC will be on campus Monday for their state review.</p> <p>Bottineau is hosting Garrison as a Chamber exchange this Thursday.</p> <p>ASTEP will be on campus April 4th to share what they do between campuses. SARAH data reporting seminar on the 4th.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>Work continues on the video scheduling.</p> <p>The TV screen in the old ticket booth area is being updated for directory access.</p> <p>Website is complete except for the catalog links.</p> <p>Amy Koehler is on the radio this week.</p>
<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>SBHE is meeting this week.</p> <p>Farm Manager position was offered to Apryl Nylander yesterday. She can start April 8th. Physical Plant has received resignation from John Stahl. Alvis Beckman officially done this Friday. Advertising for Alvis' position and applications close April 12.</p> <p>Foundation Admin Assistant/Events Coordinator position is advertised. It closes the end of the month. Foundation Board met with John Staley on the capital campaign to work out the last pieces before kicking off</p>

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		<p>the campaign. Leslie is pulling together a steering committee from the community. This will be a \$4 million project. After \$2 million raised the announcement will be made to the media there is a capital campaign. They are sorting out naming rights for the building and each of the two floors.</p> <p>Department of Defense will be reviewing 250 schools to do a voluntary compliance review. Will be concentrated more on the student support sections and must be done by May 20th.</p> <p>Dan Davis will be the only one from Dean's Council that will not be attending HLC – April 5-9.</p> <p>We signed an official contract with Dan Nostdahl to move forward on Milligan Hall renovation.</p> <p>Keith Knudson has been working with Forestry for DCB to become a Tree Campus USA as well as an Agro-Forestry demo site. The process will likely take 5-10 years with planning and consulting. It could include a walking trail across the creek, with different types of tree, etc.</p>
<p>3. Administrative Council – Tuesday, March 26, 3:00 PM</p> <p>4. Forum – Wednesday, March 27 at 3:00 PM</p> <p>5. Updated summer projects</p>	Migler	<p>Click Here for Attachments</p> <p>Administrative Council will be held this afternoon. Agenda reviewed</p> <p>Forum will be held on Wednesday, March 27th. Agenda reviewed</p> <p>Bid request for summer projects was published last week and we have been getting responses.</p>
6. Recognition & Celebration	All	
<p>7. Announcements</p> <ul style="list-style-type: none"> • Science Olympiad • Upcoming HLC Conference 	All	<p>Science Olympiad will be held on Campus Thursday, March 28.</p> <p>The spring HLC conference will be held in Chicago April 5-9.</p>