

# Dakota College at Bottineau

## Dean's Council – Minutes

July 20, 2021 at 8:00 am - Alumni Center



Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment reports for fall were reviewed. The applications received to date in comparison to last year are down. Recruitment continues. Yesterday's orientation had 25 enrollees. There is a Discover DCB event the first week in August to help increase enrollment.
2. NDUS & Campus Updates a. Academic and Student Affairs  b. Administrative Affairs / Business Affairs  c. Distance Education Council/Distance Ed and Academic Support Services	Brooks  Mock  O'Toole	<p>Larry is working with Burdick Job Corp on a MOU.</p> <p>The DMS program had the first graduating class of tree. The ceremony was held last week.</p> <p>Summer orientation held yesterday with 25 new students attending.</p> <p>Jessica Hall, SEVIS Student and Exchange Visitors Program rep will be visiting campus this week.</p> <p>Lisa pulled down the loss of revenue funding from the CARES Act money; dorm, food, board plan and a little for athletics. She couldn't pull for tuition because it matched the projected budget.</p> <p>There are two audits in process: the operational audit (75% complete) which covers an audit of travel, purchase cards, etc. going back as far as 2-3 years. There may be a finding on the ND veteran waivers which was previously cited. Lisa is finalizing the CTE billing with Mawby and Koehler.</p> <p>Weekly submissions are uploaded to the financial audit on Monday and Friday. Lisa will be gone tomorrow.</p> <p>Kayla reported on the new name for Student Success/Library areas. It will be known as the Academic Atrium with services in the Library and Academic Center for Excellence "ACE", previous Student Success Center.</p> <p>The last two and a half weeks of summer online classes in process. Evals, payment rosters will follow after completion.</p> <p>Blackboard training sessions available. SARA conference starts this afternoon. Later this week, Kayla will meet with Blackboard, updating a new feature with analytics.</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>Gorder</p> <p>Migler</p>	<p>Fall online enrollment is up 3 students from this time last year and down in registrations by about 20. Interviews are complete for the Distance Ed Admin Assistant. Offer accepted, waiting on background check. Stacy and Kayla helped with new student registration yesterday.</p> <p>Discover DCB promotions will begin tomorrow with radio, digital, email throughout ND and Manitoba. News stories went out recently on the EMT program and Nurse Orientation which were picked up by the Ward County area media. Releases this week will include the recent rummage sale held on campus, Nursing PN Pinning and the DMS graduation. Last week the Marketing Committee reviewed the 2020-21 campaign and started planning the 21-22 campaign with priorities. This week's radio interview is with Karl Sorby.</p> <p>Corey reported that Karl will be moving on campus this month. The State Babe Ruth tournament will be on campus starting this Saturday through next Wednesday. The gym floor was re-surfaced last week.</p> <p>Dr. Migler and Larry completed the Immunization Audit which resulted in an update to the immunization exemptions policy for benefited employees and dual credit/early entry students. Open positions remain for the grant writer, Stanley FBM position, Horticulture instructor and Student Health Nurse. Physical Plant has been working on filling the Thatcher custodian position for fall semester. The roof and ledge cladding projects for Gross Hall are close to completion. The restrooms in the Student Center are almost complete, just waiting for some hardware for the sinks. Gym floor was varnished, although they did not fix the bad spots. They will come back over Christmas break and fix them along with resurfacing the stage floor. A shared services agreement with MSU is being finalized. Mike O'Toole will be covering IVN services for DCB and MSU under this new agreement.</p>
<p>3. Other</p>		<p><a href="#">Click Here for Attachments</a></p>

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<ul style="list-style-type: none"> <li>• Organizational Chart</li>   <li>• Placement Score Revision</li> <li>• Meal Plans for Head Residents – Option in lieu of meal plan</li> <li>• ARPA Funding</li> </ul>	<p>Migler</p> <p>Brooks Migler</p>	<p>The Council reviewed the organizational chart. Any changes should be submitted to the Dean's Office by the end of the week.</p> <p>An edit to the test score process was recommended by Larry. The highlighted yellow section would be an addition to the process which can be found in the college catalog and on the web site.</p> <p><i>DCB uses ACT, SAT, Accuplacer, and other approved test scores to determine the placement of students into English and mathematics courses as outlined in NDUS Procedure 402.1.2. For placement purposes, ACT and SAT scores have an expiration date of five years and Accuplacer scores have an expiration date of two years. As a school that subscribes to and believes in open access, DCB admits students at varying developmental and skill levels. To help foster student success, it is important that students are placed in the appropriate level of mathematics and English coursework.</i></p> <p><b>It was moved by Corey, seconded by Kayla to edit the process as recommended. Motion carried.</b></p> <p>Discussion held on providing an alternative within residence contracts in lieu of the meal plan. Further discussion will take place with Sodexo.</p> <p>ARPA funding is available due to the effects of COVID. Notification was received yesterday and a response must be submitted to the State by Friday. Suggestions were made to include:</p> <ul style="list-style-type: none"> <li>• Key fob system consistent throughout campus</li> <li>• HVAC updates</li> <li>• Advertising</li> </ul> <p>Lisa will send the request to Department Chairs for their input.</p>
<p>4. Recognition &amp; Celebration</p>	<p>All</p>	
<p>5. Announcements</p>	<p>All</p>	