

Dakota College at Bottineau Dean's Council - Agenda



August 11, 2020 at 8:00 am - Alumni Center

PRESENT: Dr. Migler, Corey Gorder, Kayla O'Toole, Lisa Mock, Sandy Hageness and Guest Department Brad Gangl, IT

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – IT	Gangl	<p>The new phone system has been installed in most of the campus. There are a few installs that still need to be completed in the Dining Center. IT will not be running analog phone lines into the classrooms. They will install digital in NSC with the remainder of the classrooms to be updated over the next several months.</p> <p>Most of the IVN equipment is ready except for a few rooms. New systems have been ordered to replace the older ones. Some of the updates include Minot site.</p> <p>A few extra computers have been ordered.</p> <p>The IT position has been changed to an IT Assistant. Interviews will begin today. Jacob is on vacation this week.</p> <p>Also setting up new hires within their offices.</p>
2. Enrollment	Brooks	The enrollment applications received report was shared. Enrollment is down from last year.
3. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	<p>Faculty has applied for OER stipends and fellowship opportunities. DCB received 9 of the 40 stipends and 1 of the 18 fellowships. Natalie Feast has been hired as a new nurse faculty member in Bottineau and the nursing department has also hired an admin assistant for the Minot office and Student Services hired an admin assistant to cover for Heidi's leave. Penny recently hired an instructor in Minot as well. The Business Law instructor for Minot remains vacant. Larry is meeting with Trinity on Friday to discuss nurse faculty share.</p>
b. Administrative Affairs / Business Affairs	Mock	The NSC renovation is behind – hope to have done end of the week so physical plant can prepare it for next week faculty returning.

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<p>c. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>Bookstore is busy with book distribution. New part time help hired; Kim Kvernum. The Business Office doesn't have housing charges coming across. Mark will be getting training in Minot to process housing charges for DCB. Lisa is working on year-end and there are a lot of reports due this week. A Selection Committee has been formed to choose a Construction Manager at Risk for the Dining Center project. Presentations will be held on Thursday.</p> <p>Kayla reported that Valerie Rivera is now on campus. Online student enrollment is up by about 40 students and Dual Credit students has 83 enrolled, with an additional 62 submissions that need to be processed. There are virtual meetings scheduled to enroll students this week for Mohall, Our Redeemers, Napoleon and Turtle Lake Mercer, Hebron and Max. Several of the K-12 schools are still working on their fall opening plan. Kayla has a college credit in high schools meeting today.</p>
<p>d. Public Affairs Council</p>	<p>Hageness</p>	<p>Submitted faculty in-service and new faculty orientation schedules with attachments and COVID testing information included. NDUS and State Department of Health is working together to create a campus affiliation for all the colleges in ND. This will provide specific information per campus in the case of a positive test on a campus. The Marketing Committee will provide five individuals to test the app for DCB before it goes live.</p>
<p>e. Athletics</p>	<p>Gorder</p>	<p>Athletics continues to work on the fall scrimmage schedule. Student athlete physicals are scheduled for the first day of class on campus. The hockey fund raiser - salmon feed went well on Friday. Physical Plant met yesterday to put carpet squares down on August 19th. And they will stay up through Monday the 24th.</p>
<p>h. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>Chancellors cabinet retreat was held last week – lots of discussion on COVID Informational sheet provided. Budget planning for the upcoming legislative session was discussed.</p>

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		<p>First District Health COVID testing is scheduled on campus for next Thursday – we will work with FDHU to provide nurses and others that can help with testing.</p> <p>Jim Falk hired as new GM will start August 24th. Conducted training with his staff yesterday.</p> <p>Dr. Shirley will be on campus today for a walk-through.</p>
4. Other	Migler	<p>The funding for TRiO has not been renewed. Waiting for official notification. Most of the funding was used for salary and fringe benefits. To the extent possible, the College will look for other opportunities on campus for individuals. Although TRiO may be gone, DCB will need to have some combination of staffing for advising, or reassignment to other staff. Call was held with the COE last week. It appears as though funding was provided to only requests with a perfect score.</p>
5. Recognition & Celebration	All	
6. Announcements	All	