

Dakota College at Bottineau

Dean's Council

Dean's Council - Minutes
 April 28 2020 at 8:00 am
 Alumni Center



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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	The report for Fall 2020 applications submitted was reviewed. Resident applications are up from last year and non-resident applications are under what they were from last year at this same time.
2. Department Guest	Leslie Stevens, Foundation (via phone)	The Branching Out newsletter will be mailed this week. They have updated the website so there are six tabs for ways for people to donate. In addition, added one for students who may have financial burden due to COVID-19 and are returning to DCB next fall. Jen and Leslie will be in on Friday this week. Next week they will have board meetings via Zoom, Monday, Tuesday and Thursday over lunch time.
3. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Last week Larry attended the Dakota Nursing Program Directors meeting. Their budget will come in \$2,000 less than last year. They are adding an additional class to the PN program (from 3 to 4). He made an offer to a PN instructor for the Minot program, should hear by end of the week. Last Friday Larry participated in six paramedic student interviews and all 6 will be accepted. He is working on a couple of grants with Indrani. Also is negotiating with LRSC for mental health counseling service consortium. Wednesday will be the graduation recording. Larry will be out of office on Thursday afternoon and Friday this week.
b. Administrative Affairs / Business Affairs	Mock	Lisa provided worksheet for Cares Act funding. Discussion was held on increasing student refunds from 30% from college funds and an additional 10-14% from Cares Act funds. Lisa will provide an update for students to be posted on the web site. There will be additional Cares Act funding. Determination on spending will need to be done within a year. Discussion held a way to use it to acknowledge the fact this has made a major disruption in the student's life.

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<p>d. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>A request for Cares Act funding has also been made for institutional use to help with an upgrade to the phone system so that phones may be answered from home via computer. Lisa indicated she is also working on sales tax and finalizing some grant billing.</p> <p>Last week Kayla participated on the virtual WCTE summit on federal regulations. It focused on professional licensure, state authorization, definition of distance learning from the federal perspective and online class requirements set by federal government.</p> <p>There are 89 online students registered for at least one online summer class. Fall online registration is tracking equal to last year. She is hosting virtual dual credit sessions. 20 attended the first session. The help session today has 19 registered and this will help with dual credit applications and forms. The one on Thursday is a faculty meet and greet, 12 registered. They are getting lots of dual credit requests. On Monday there were between 22-28 requests for Accuplacer exam. This will be 22-56 hours of proctoring. She may need additional help to assist with testing. They would just need to go through Accuplacer proctor training and trained on zoom.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>The Marketing Committee put together an additional logo to be used for design. In addition, letterhead, email signature and business card samples were reviewed. Inservice dates were proposed. August 17-21 will be faculty in-service and August 6 will be staff in-service. The employee appreciation luncheon committee would like to hold the luncheon during faculty in-service week. Will try to schedule during the first part of the week.</p>
<p>f. Athletics</p>	<p>Gorder</p>	<p>Volleyball students are moving in August 2-3, all students moving in August 20-21, FYE is the 22nd through the 24th. Athletics voted on the Hall of Fame nominations and made selections.</p> <p>Discussion held on when to begin student tours. NJCAA will not allow any student visits until the end of May. The Governor is setting state guidelines for the State. There hasn't been anything set for state buildings. It was decided to tentatively</p>

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<p>h. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>start tours Monday, May 18th. The gym floor renovation should be started this week. Corey has been participating in AD meetings via Zoom. He is meeting with the women's hockey team, introducing the coach Reed Loucks. His official start date is July 1. There are 22 girls signed to play the first year so far.</p> <p>The HLC initial report came in for review. There will be a reading for errors of fact. Generally, we were pleased with the report. Overall, assessment and institutional effectiveness were identified as the main issues we will need to keep working on.</p>
<p>4. Other</p> <ul style="list-style-type: none"> • Annual Performance Evaluations Process & Salaries • Shared Duties 	<p>Migler</p>	<p>Click Here for Attachment</p> <p>Discussion held on conducting annual reviews. It was decided to design the annual review under a does meet, does not meet and meets with concern rating per individual position description.</p> <p>Moved by Larry, seconded by Corey to adapt an abbreviated employee evaluation format indicating whether they meet standards as outlined in their position description. Motion carried.</p> <p>Discussion held on projects that could use additional assistance at this time.</p> <ul style="list-style-type: none"> • Handbook review (Residential Life and the College Catalog) - Larry will visit with Mike Mantson to see if he would proof. • FAMIS – system to be set up for Physical Plant. Dr. Migler will work with Darrell and IT to set up. • Inventory – (including Library) - A meeting will be set up to discuss with Darrell, Charlene, Denise, Nursing (Carissa and Erin), Hattie and Terri along with Lisa and Dr. Migler. • Record Retention – Lisa will visit with Janeen to see if she would be willing to lead the project. A committee would include Lisa, Janeen, Craig, and Sandy. • Graduate Placement – guidelines have been provided by LRSC. Dr. Migler, Larry and Sandy to review. May have a Student Services employee that can work on the project. • Accuplacer – proctors will be needed. Recommendation made to ask Brock and Romero to help out.

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		<ul style="list-style-type: none"> • Professional Licensure – all programs require a license when teaching students from another state. • Recycling (Funding Factor) - Kayla indicated there is a process to get funds when recycling copy cartridges. This may be a project for Physical Plant, and some of the coaches and security to work on.
5. Recognition & Celebration	All	n/a
6. Announcements	All	n/a