

# Dakota College at Bottineau Dean's Council



**August 7, 2018 at 8:00 am**

**Present: Dr. Migler, Sandy Hageness, Lisa Mock, and Danny Davis**

**Not Present: Larry Brooks and Kayla O'Toole**

## Minutes

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment report as of August 6 <sup>th</sup> was provided.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry and Kayla are at the CTE conference in Bismarck. A part time Biology instructor was hired for fall. History instructor to cover Steve Sathre's position has been hired, Paul Boone. Admissions Counselor position offered, although declined. Campus Nurse position has been filled.
b. Administrative Affairs / Business Affairs	Mock	Lisa reported she and Judy will be participating in Purchasing Card (P-card) training. After they receive the training, they will provide training to DCB card holders. Procurement regulations were discussed. The vault in the Business office is an early 1900's and isn't locking properly. Looking into purchasing a new one.
c. NJCAA Mon Dak / Athletics	Davis	Volleyball student athletes are moving in this afternoon. There are 14/15 players and will practice tonight. Football student athletes (approximately 90) are moving in on Friday, with practice starting on Monday night (8-13). Mark Lacroix has accepted the Head Baseball position and will be the head resident in Milligan.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	N/A
e. Public Affairs Council	Hageness	Working with the PAC group to provide website information on energy courses under the BakkenU initiative. Marketing Committee continues to work on mapping the DCB website. Currently developing a new look for the opening page.

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<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>Dr. Migler provided a facilities update. The Custodian Supervisor/Maintenance combined position has been split into two positions. Custodian/Custodian Supervisor and a Maintenance Worker position has been posted. Denise is looking into finding local services to do some temporary cleaning until these are filled. Dorm updates are finishing up this week. Steamline update is in process with marking locations. There are bids out for paving the west parking lot behind the greenhouse and Molberg FBM advertising closes next week. The Foundation position has been posted. Capital Campaign focus is getting finalized with the Foundation board reviewing brochure and intent. Old Main building will be used for nursing and health programs. Dr. Migler shared that a \$25,000 Estate donation has been received that will be used toward scholarships. An IT breach was announced from the NDUS office. Information provided in this week's Campus Memo.</p>
<p>3. Other</p> <ul style="list-style-type: none"> <li>• Emergency In-service dates</li> <li>• Faculty In-service</li> </ul>	<p>Brooks</p>	<p><a href="#">Click here for attachments</a> Emergency Management training is being lined up through Homeland Security. BHS will arrange for training for their staff followed by training for DCB staff. Faculty In-service agenda was reviewed. It is next week, starting on Monday August 13<sup>th</sup> with new faculty in-service. Adjunct day is Wednesday and a guest speaker will be on campus Thursday morning.</p>
<p>4. Recognition &amp; Celebration</p>	<p>All</p>	<p>n/r</p>
<p>5. Announcements</p>	<p>All</p>	<p>Faculty In-service week August 13-17.</p>