

# Dakota College at Bottineau Dean's Council



October 7, 2019 at 8:00 am - Dean's Suite

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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Larry will provide a report next week of all apps received.
2. NDUS & Campus Updates		
a. Academic and Student Affairs	Brooks	Larry is working on the spring 2020 class schedule. There are a few instructors that still need to be hired. He is finalizing the Bridges MOU with VCSU. Next Monday October 14 <sup>th</sup> is Assessment Day. It will start off at 9:00 am with seminars and the afternoon will be a working session. Julie Traynor is on campus today to meet with folks about the nursing program.
b. Administrative Affairs / Business Affairs	Mock	<p>Lisa completed the SEFA report "Schedule of Expenditures for Federal Awards". She is working on the Equity in Athletics report which is due this week. The FISAP and PELL has been cleared out for the year. TRiO final draw has been completed. Lisa is working on the funding formula which they requested that two years of expenses be tied out under the CIP codes. Lisa will be out of the office October 11, 14, 17 and 18.</p> <p>Background checks are required on part time employees which includes student workers who commute if they have access to cash, keys and working with individuals under the age of 18.</p>
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	<p>Two online tutoring services were reviewed by a distance ed committee. It was tentatively decided to contract with Net Tutor due to their hourly fee and no up-front payment required. Billing conducted monthly on a per-minute basis. Response time is highly rated, and they are a US based call center.</p> <p>Community Ed schedule is out for October. September went well.</p>

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		<p>There are 335 dual credit students registered this fall. Kayla is working online student identification and she has several new courses developed she is reviewing. She continues to meet with the Faculty Qualifications committee to review faculty status.</p> <p>She attended NCEC meeting last week where they reviewed their strategic plan and budget. She will be attending the ND Fall educational Conference on Wednesday in Bismarck. As Chamber President, tomorrow morning Kayla is sitting in on the Coffee with the Chamber. Dr. Migler and Larry asked that she let the new Chamber director know about the spring scholarship banquet and request it to be scheduled for May 4<sup>th</sup>.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>The Marketing Committee will meet tomorrow to review the proposals requested for consulting. Two were received. A new contract with the local radio station is being negotiated to include the Minot area. Several news releases went out last week with 2-3 scheduled for this week. Michelle will be on the radio Wednesday to share weekly homecoming activities.</p>
<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>Chancellor's Cabinet meeting this week. Report with enrollment numbers across the system was discussed. Had two students last week that received notification of an administrative drop due to non-payment on the account as per policy in the student handbook. Wording was reviewed and will be updated in the catalog to clarify process.</p>
<p>g. Foundation Update</p>	<p>Stevens</p>	<p>Leslie reported that Evergreen was up slightly this year. There are 87 RSVP's for the Alumni Awards this Friday evening. Next week there will be several meetings with the Logrollers and also regarding the capital campaign roll-out.</p> <p>Leslie shared that she is re-focusing the Foundation. Rather than holding so many events, she is looking at ways to increase engagement through the Alumni and find other ways to give back. Endowment letters and the magazine have a new look. They concentrate more on</p>

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		stories about alumni or student success stories and not letters from the presidents.
<p>3. Other</p> <ul style="list-style-type: none"> <li>• Cohort Default Rate</li> <li>• Strategic Plan Approval</li> <li>• AD Position</li> </ul>	Migler	<p><a href="#">Click here for attachments</a></p> <p>Dr. Migler shared the federal financial aid loan co-hort rate from 2012-2016, leveling off at 20. The goal is to decrease the rate. DCB contracted with a default management company a few years back to assist in collections.</p> <p>Strategic Plan has been approved by Dr. Shirley. An approval letter provided for informational purposes.</p> <p>The AD position has been posted internally for hire, closes October 18<sup>th</sup>. A search committee will be formed. Would like this individual to move forward with leading the department on the new athletic strategic plan.</p>
4. Recognition & Celebration	All	N/R
5. Announcements	All	Homecoming week, activities planned throughout the week.