

Dakota College at Bottineau

Dean's Council – Minutes



February 2, 2021 at 8:00 am - Alumni Center

Present: Dr. Migler, Lisa Mock, Larry Brooks, Kayla O'Toole, Sandy Hageness, Corey Gorder and Guest Department Jim Falk, Sodexo

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – Sodexo	Falk	Jim reported he hired a new staff member, Adam Keys. Last week started an action station. Nikki Weismann has moved into a different role. She will be handling more of the marketing aspect for dining. Also working to get the menu online. The coffee shop will reopen after one of the machines is repaired. They are making buttons to wear for all staff that shows their smile. Will be starting Red Friday – to honor Veterans in the dining center. As restrictions lift, will be inviting local Veterans to eat in the dining center. More chairs have been added to increase the room capacity after it was reduced last fall.
2. Enrollment	Brooks	Enrollment numbers are up a bit for spring semester. Next week (February 8) will be fourth week report. The full-time enrollment for spring is 305, last year was 312. Apps received are down from last year at this time. The apps received by program was reviewed.
3. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	There are 16 applicants for the Registrar position. The Search Committee will review and proceed with scheduling interviews. Larry and Melissa Remick are meeting with recruiting staff to talk about increasing the Bridges program enrollment. He is also meeting with folks to discuss rolling out enrollment process for the Jamestown nursing program. He has a meeting with Student Affairs Council on Thursday. Student Services has two staff members out at this time.

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<p>b. Administrative Affairs / Business Affairs</p>	<p>Mock</p>	<p>Lisa reported that she is busy with registration and finalizing tuition payments. Until schedules are finalized, this will be an ongoing manual process.</p>
<p>c. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>Kayla is putting together a Starfish survey for DC faculty to complete. Community Ed offerings will continue to be online this spring. Online enrollment numbers will be reported next week. Working on getting online rosters to request online instructor payment. As of yesterday, DC has 402 enrolled, with 16 left to be entered. She would like to hold an in-person DC meet-greet for faculty on site this semester. Kayla is presenting at Des Lac Burlington next week to talk about DC. This week Kayla has a lot of meetings. Title 3 grant meeting on Friday, Distance Ed Advisory Committee meets this week, Distance Ed meets this week. Also continues to work on faculty qualifications. Stacy is putting together data on where LEAP grads go. This will be helpful for promotional purposes.</p>
<p>d. Public Affairs Council</p> <ul style="list-style-type: none"> • Emerging Scholars 	<p>Hageness</p>	<p>Marketing analytics were reviewed. Promotions for CTE month are underway. News release will be sent out for the Orchard Grant and Industrial Hemp Production. Discussion held on the MSU Emerging Scholars grant. This may be an opportunity for DCB's DC students. https://www.minotstateu.edu/cel/dual.shtml Excellence award nominations will be solicited. It was agreed the spring employee appreciation luncheon may be planned, subject to the Covid situation at that time.</p>
<p>e. Athletics</p>	<p>Gorder</p>	<p>Corey reviewed the weekly game schedule. There are BB home games on Thursday and women's hockey is at home Friday and Saturday. All other teams are on the road. There will be a lot of athletes on the road this semester. Coaches are asking students to bring laptops so they can</p>

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<p>f. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>participate in classes remotely. The gym is now at 250 capacity. Tickets will not be distributed, although attendance will be clicked at the door to maintain capacity.</p> <p>State Board meeting held last week and they asked campuses to maintain their pandemic protocols; social distancing, wearing masks throughout the semester.</p> <p>Graduation -</p>
<p>4. Other</p> <p>a. 2021 Spring Graduation, May 14</p> <p>b. Budget Planning for next biennium</p>	<p>Migler</p>	<p>Planning to move forward with in-person graduation. Will work out a plan for pandemic protocols.</p> <p>Honorary Degree requests are due to the SBHE by next week. DCB does not have any at this time.</p> <p>Budget planning scenarios were reviewed. We can proceed with one of these scenarios upon the budget finalized by the legislature.</p>
<p>5. Recognition & Celebration</p>	<p>All</p>	
<p>6. Announcements</p> <p>a. Campus Forum, Wednesday 2-3 at 3pm</p>	<p>All</p>	<p>Forum is this Wednesday</p>