

# Dakota College at Bottineau Dean's Council - Weekly Team Meeting



**DATE:** September 15, 2015      8:00 am - Holmberg

**Meeting Objectives:** To conduct the business of the campus

Note: A = Action, I = Information

## Meeting Agenda

Topic	Responsible Party	Discussion/Outcome
<b>1. Enrollment</b>	I Danny Davis	Enrollment numbers provided through 9/15/15. At 672 to date, last year 753. Football had more players last year. Minot nursing program added to enrollment. Developmental numbers are not included. Final census day is Tuesday, September 23. Will provide final report at that time.  Action: Upon confirmation of final numbers; send press release.
<b>2. NDUS Reports</b>	I	
<b>a. Academic Affairs Council</b>	Larry Brooks	Working on a procedure to recognize the accomplishments of part time students, i.e. honor roll, dean's list. Reviewing the faculty qualifications for dual credit instructors. Open education resources conference is coming up. The fall 2016 faculty conference will be at NDSU or UND.
<b>b. Student Affairs Council</b>	Danny Davis	Waiting for the final writing on SBHE Policy 514 "Due Process Requirements" which will entitle students to be represented by an attorney. A few staff will be attending the Higher Ed User Group (HEUG) conference. The System is doing policy work on reverse credit transfer.
<b>c. Administrative Affairs Council</b>	Laura Pfeifer	AAC will meet next week.
<b>d. NJCAA Mon-Dak / Athletics</b>	Brandon Colvin	Reviewing contract with MCAC
<b>e. Chancellor's Cabinet</b>	Jerry Migler	Nothing to report
<b>f. Distance Education Council</b>	Kayla O'Toole	Will meet next week

<p><b>g. Public Affairs Council</b></p>		<p>Sandy Hageness</p>	<p>The Legislature allocated \$800,000 to promote the five ND community colleges over the next biennium. It has been decided to use a portion of the \$'s to invest in a virtual tour. The video will be posted collectively on the NDUS site along with individually on each of the community college web sites. A decision on the remaining dollars has not been determined. Chancellor Hagerott is conducting a listening tour and will be at DCB Thursday, September 17.</p>
<p><b>3. Campus Updates</b> <b>a. Student Affairs</b></p> <p><b>b. Academic Affairs</b></p> <p><b>c. Business Affairs</b></p> <p><b>d. Athletics</b></p> <p><b>e. Learning Center</b></p> <p><b>f. Dean's Office</b></p>	<p>I</p>	<p>Danny Davis</p> <p>Larry Brooks</p> <p>Laura Pfeifer</p> <p>Brandon Colvin</p> <p>Kayla O'Toole</p> <p>Jerry Migler</p>	<p>Homecoming week went well. Dance was not well attended. There have been a few housing issues, nothing serious. Counselors are out over the next few weeks attending college fairs. NCEC this Wednesday, Eastern Montana this week, Central Montana next week for Brock.</p> <p>DCB nursing students, along with students from the other three campuses that comprise the Dakota Nursing Program, achieved a 100% pass rate on the NCLEX RN exam.</p> <p>Payment fees are due. A campus mass communication will go out this week to complete payments due. An overdue list review will be provided next week.</p> <p>Dimitrius Patterson was awarded special teams player of the week for the west division football conference. FB is on the road for the next 3 weeks. Official basketball practice starts October 1. Baseball is on the road to LRSC, VB at Jamestown and FB at Fergus this week.</p> <p>There is room for improvement in the dual credit application process. Looking at incorporating this into a spring registration. Test proctoring is available at 1pm &amp; 2pm Friday of each week.</p> <p>Continue to line up visits with legislature, community reps and director reports at DCB. Met with the Metigoshe Mirror and Courant editors along with the Chamber Director last week.</p>
<p><b>4. Other</b> <b>a. NDUS Chancellor Listening Tour</b></p>	<p>I</p>	<p>Jerry Migler</p>	<p>Discussion was held about information to be shared with the Chancellor during his campus visit this week. There will be an overview of the DCB campus successes and mission. Opportunities and challenges will be backed by the why.</p>

<b>b. HLC Secondary Contact</b>	A	Jerry Migler	Dr. Migler will be listed as the primary contact for HLC. Decision was made to name Larry Brooks as the Accreditation Liaison Officer for DCB.
<b>c. Web Page for Agenda/Minutes</b>	I	Sandy Hageness	Jacob Nelson will set up a page on our website to publish minutes from the Dean's Council.
<b>d. IPEDS</b>	I	Jerry Migler	Keyholder for DCB is Sandy. Fall collection is currently open and due to close October 14. April from Student Services is inputting the reports.
<b>e. College Budget</b>	I	Jerry Migler	Meeting our required budget reserves is a concern we need to address. There should be 5-7% in reserves and last year we did not meet 5%. Report will be completed October 1 to identify where our reserves are at for this year. Time will be allotted at the Dean's Council to understand the budget. Where do the funds come from, where are funds being spent? For example: Class Fees – there is only dollars in the account for supplies if students pay the fee. Also, i.e. Deferred Maintenance – 2 for 1 match of \$116,000. Where can the match dollars come from?
<b>f. NDUS/SBHE Info Items</b>	I	Jerry Migler	Information is distributed daily from NDUS to the Dean's office. It was identified that this is not being received by anyone else on the campus. Sandy will send to Dean's Council to see if information is worth forwarding on a daily basis.
<b>g. Items needed Legal Counsel Review</b>	I	Jerry Migler	Legal has been moved from NDUS to Attorney General's office. Noah Brisbin has been our contact in the past and he will continue to be our contact along with Nick Vaughn. Anything that needs to go to legal will be distributed through the Dean's office.
<b>5. Recognition / Celebrations</b>	I	All	Students were recognized by the council as a good group of kids; responsible and appear to want to succeed.
<b>6. Announcements</b>	I	All	A few of the council members will be attending conferences; MonDac, HEUGs, etc.