

Dakota College at Bottineau Dean's Council – Agenda



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

Present: Dr. Migler, Larry Brooks, Kayla O'Toole, Lisa Mock, Sandy Hageness and Guest Department Janeen Pollman

Topic	Responsible Party	Discussion/Outcome
1. Guest Department – Bookstore	Pollman	Janeen shared that she has had limited concessions open for games this spring and it is going well. The Science Olympiad will be virtual this year, so unfortunately these sales will not be received in the bookstore this year. Janeen is working on the spring book buy-back, whereby addressing what will go out to the students. She has met with vendors on site this spring to order wearables and they will be out in July. Collaborating with Jim at Sodexo for menu items, etc. In the bookstore. Janeen confirmed with the Council that graduation will be a live event this year and that the Minot nursing students will be walking in Minot vs Bottineau's ceremony. She has the gowns, caps, etc. available from last year.. The rummage sale committee has decided not to have a sale this year. The event will be re-evaluated next year. Janeen is working with the Employee Appreciation Committee to hold the luncheon April 30 th .
2. Enrollment	Brooks	Larry shared the enrollment report for spring and application report for fall. Fall applications are coming in slower than a typical year. Athlete applications increased from last week.
3. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Larry has requested new program fees for the Paramedic (\$400/semester) and DMS (\$500/semester) programs. This was submitted last Friday. The Registrar search is complete with an offer made to Heidi Kippenhan, formerly at DSU and who has done recruitment and admissions along with registrar duties at two other colleges. Her start-date is contingent upon finding a place to live. There will be a program accreditation audit the first part of July. The fall 2021 class schedule is complete. Advisors can start meeting with students to register for fall. The goal is to have students register before leaving for spring break. PTK induction and recognition ceremony is scheduled for Friday at 3:30 pm.

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<p>b. Administrative Affairs / Business Affairs</p>	<p>Mock</p>	<p>Things are going well in the Business Office. Lisa A will be out on leave. She is in a few days this week and trying to get caught up with AP. Lisa is helping plant with energy reports. Smoke emissions report will be due March 15. In addition, providing reports to the System Office for Legislators, mostly to provide updates on cares and coronavirus relief funding. The fee request submission was sent in last Friday. Working with Keith and Holly on grant reporting. DCB has about 32 grants campus wide. Lisa is trying to assure labor is allocated within the grants. The grant billing is due quarterly. Lisa and April are working together to set up the Cares distribution funds for the students. HLC reporting opened yesterday.</p>
<p>c. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>Kayla shared that Academic Services sent out a message to coaches to start setting up team advising. The VB girls scheduled, and AS is hoping to get all the teams scheduled to do group advising next week. Financial aid will have a literacy event in Student Success Center on Wednesday. Beth and Laura are working on a virtual transfer day for early April. This will be set up in Teams with breakout rooms. All online schedules are posted for summer and fall. The Dual Credit master-schedule is done. The Ally group met last week and reviewed overall campus accessibility effectiveness. Last fall the courses were rated at 73.5%, this spring courses are rated at 78.2%. The ratings are based on accessibility. The Ally group will host a professional development training this summer on the importance of accessibility. It will be recommended to provide a phased approach for faculty, i.e., fix one class a semester. The goal is to have courses rated at 90% accessibility by 12-31-2023. OER virtual conference is today and tomorrow, Kayla will attend from home. Tomorrow morning, she has a NCEC meeting in Minot and will attend OER after that meeting. HLC liaison (Gigi) provided comments on the HLC policy. Upon draft completion it will go to the policy committee.</p>
<p>d. Public Affairs Council</p>	<p>Hageness</p>	<p>Amy Koehler will interview on the radio this week promoting horticulture and the water camp for women to be hosted on campus this summer. There is additional attention being driven to the DMS application deadline of March 31 with a news</p>

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		Moved by Corey Gorder, seconded by Kayla O'Toole to approve the Finishing Courses Remotely policy as presented with a procedure to accompany it upon publication. Motion carried.
5. Recognition & Celebration	All	n/r
6. Announcements	All	Nurses plan to have a pinning ceremony this spring. Kayla would like to host a luncheon for LEAP students who are walking. Appreciation luncheon will be held April 30 th in the gym.