

Dakota College at Bottineau Dean's Council

Minutes - April 14, 2020 at 8:00 am
Alumni Center



PRESENT: Dr. Migler, Corey Gorder, Kayla O'Toole, Lisa Mock, Larry Brooks, Sandy Hageness and Department Guest Brad Gangl, IT

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Fall 2020 applications received was provided for review.
2. Department Guest	Brad Gangl, IT	Brad shared a proposed IT budget for 2020-2021. There is older IVN equipment he would like to upgrade. Additional equipment for security is on the budget proposal. In addition, the proposal includes an upgrade to the phone system which would install an IP phone system throughout campus. He will be replacing Greg's position in IT. He'd like to have this position filled by the end of May. Discussion held on video conferencing. It was recommended to turn mics off until ready to speak as it helps with eliminating feed-back.
3. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Faculty Senate will hold a virtual meeting this Wednesday. Beth is putting plans in place for a virtual commencement ceremony Chamber scholastic achievement awards will be held via FB live, April 27 th . The dorms currently house 7 males and 1 female Larry received twenty-one applications from faculty to teach from home office vs classroom. Recommendation that incomplete dates for spring semester be extended until September 15. This will be discussed at Faculty Senate meeting this week. They will also review S-U grading vs letter grading. In addition, the deadline to drop and withdraw has been extended to May 8, 2020.
b. Administrative Affairs / Business Affairs	Mock	Lisa is working on IPEDS reporting. The HR section is complete and 80% done in finance section. She is working on room and board relocation process and will devise plan of getting the checks out. Lisa is finishing up with department budget meetings, only a couple left. When complete she will put together a list of changes for the next year. The equipment needs

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<p>d. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>request is due tomorrow. An equipment list will be provided for the Dean's Council. Lisa has a controller meeting tomorrow. The Bookstore has inventory done for the year. Lisa will ask The Library if they can do theirs early as well. Minot Finance is working on the budget, and Lisa will be working with them to balance the HR and finance modules. NSC bid opening was held on Friday. There were 5 bids. Prairie Engineering is negotiating with Johnson Plumbing. This bid is to complete the HVAC system in all classrooms, offices and replace controls to digital and replaces ceiling tiles in hallway, lighting and adds an LED strip in the rotunda located in the center of the building.</p> <p>Kayla met with new academic support coordinator. She is doing her Blackboard training course at home along with a few other items. Community ed is running online classes with Ed To Go instead of doing community ed on campus. It's brought in about \$300 this year. NDUS is paying for Kayla to attend a virtual summit which will cover online regulations and the impact on higher ed process. Online class updates – summer enrollment is down a little bit with only 50 students registered for summer classes, down about 22 compared to this time last year. Fall enrollment is about the same as last year. She is in contact with all of the high schools about Dual credit registration.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>Marketing is doing more online promotions with folks using their mobile and lap top devices more. An email was resent to eligible Hometown Career Scholarship recipients yesterday, trying to increase scholarship applications. Admissions and Financial Aid are conducting a FB Live Q & A tomorrow. A feature story on a recent grad from the Minot program was submitted to area media. KMOT is interested in following up on it and Minot Daily printed a follow-up in today's issue. Marketing is working on an additional story with an IT student.</p>

