

# Dakota College at Bottineau Dean's Council

April 21, 2020 at 8:00 am - Alumni Center



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

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment is down a little bit from where we've been the last few years. The resident applications are up a little from last year. Doing well with matriculated.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	<p>Last week Keith Knudson, Linda Burbidge and Larry participated in a drone training.</p> <p>Dawn Romfo, Becky Pfennig and Larry visited with folks from the State Hospital in Jamestown yesterday. They are interested in starting a program in Jamestown. Next year new students would complete their generals and then fall 2021 be prepared to apply to the PN program. There is space available at the State Hospital for lab, etc.</p> <p>On Wednesday nursing is interviewing for a nursing faculty position in Minot. Thursday of this week there is a DNP meeting to discuss strategic planning, budget, etc. Friday the Paramedic group is interviewing 6 students for paramedic program.</p> <p>Monday of next week, Larry and Dr. Migler will be recording the Chamber awards to be aired on the Bottineau station and on FB May 1.</p>
b. Administrative Affairs / Business Affairs	Mock	<p>Lisa reported that she is finishing IPEDS today.</p> <p>She is also working with Amy on the farmers market promotion grant and Indrani on Cares Grant and the indirect rate for federal grants.</p> <p>Lisa continues to work on the emergency student relocation fund which will be 30% rate of return overall. This calculates to approximately \$115,000 for DCB. There are funds available from the Cares Act (\$244,000). Half of this needs to go directly to students for emergency assistance. Recommendation was made to add 15% to the student emergency relocation funds for students who lived in the dorms.</p>

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<p>d. Distance Education Council/Distance Ed and Academic Support Services</p>	<p>O'Toole</p>	<p>Kayla met with staff yesterday, disability services and TRiO are reaching out to students. There are some concerns on a few students they haven't heard from, therefore brainstorming alternative forms to gain a positive contact.</p> <p>Dual Credit inquiries has increased a little bit. The schools are contacting Kayla to get students registered.</p> <p>A couple of dual credit virtual sessions have been set up;          April 23 - General Info session          April 28 - Help Session          April 30 - Faculty Meet-greet</p> <p>The session will be run through Blackboard Collaborate. Registrations have been positive. There are 18 so far for the general session 8 for each of the follow-up sessions.</p> <p>Kayla has proposed a new policy for Distance Education Access Fee Waiver. This will go to the Policy Review Committee. She is also working on a policy for dual credit students to have their BND application fee waived. It has been sent to Student Services and the Business Office for initial review. A discussion was held on providing a temporary waiver. Kayla will work with Lisa Mock on the process.</p>
<p>e. Public Affairs Council</p>	<p>Hageness</p>	<p>Promoting the Green Thursday events for the Greenhouse and online registration promotion. Also finalizing a brochure for Natural Resources. Working with PTK on a community stimulus "Pay it Forward" project for student involvement. Excellence award nominations have been submitted. The Committee is reviewing and will make recommendations by the end of the week.</p>
<p>f. Athletics</p>	<p>Gorder</p>	<p>The gym floor renovation was supposed to start this week. They should be here next week to start as they are finishing a job in Devils Lake. Athletics is reviewing Hall of Fame nominations. The Selection Committee meets the end of the week to review and make recommendations. An awards banquet will be held in the fall.</p>

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<p>h. Chancellor's Cabinet / Dean's Update</p>	<p>Migler</p>	<p>With the uncertainty on how the pandemic will continue to affect us, there is a need to combine efforts to work on projects collectively. The Council was asked to put together a list of projects and bring it to next week's meeting. This will help collaborate efforts throughout campus.</p> <p>The budget process for the next biennium has started. Will be looking into reviewing all facility and capital projects due to budget uncertainty, although will continue to move ahead with Health Center/Old Main campaign. Will present to the Legislature to propose a one-one match, up to \$2 million dollars. Our consultant feels comfortable that one of the large donors may come through.</p> <p>The HLC virtual visit has been conducted and we are waiting for the accreditation report. There is an assumption assessment will be earmarked as an area for improvement. We are looking into participating in an HLC Academy as an assessment initiative.</p> <p>City of Minot may have additional funds to go ward the CTE Center between MSU and DCB. This would be in addition to the \$1.54. It appears that there is an additional \$2 million available.</p>
<p>3. Other</p> <ul style="list-style-type: none"> <li>Annual Performance Evaluations Process &amp; Salaries</li> </ul>         <ul style="list-style-type: none"> <li>NDUS Financial Audit 2019</li> </ul>	<p>Migler</p>	<p><a href="#">Click Here for Attachment</a></p> <p>Discussion held at the April 15<sup>th</sup> Cabinet meeting to allow Presidents to modify the staff/faculty annual performance evaluation process on their campuses in response to increased workload placed on supervisors and administrators due to the COVID-19 crisis.</p> <p>There is approximately 2.5% available to spend on increases this budget year. Due to COVID-19 the performance evaluations may be more difficult to conduct. Lisa shared there is an automated process forthcoming from the system office. It was noted that we need to determine how to administer salary increases and conduct performance evaluations. This item will be included on next week's Dean's Council agenda.</p>

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		<p>Annual financial review is posted online which identifies our composite financial index (CFI). We moved from 7.53 to 3.84 which remains to be a good financial health composite score.</p> <p>Other – SBHE had dual credit on the agenda. In the eastern part of the State, Fargo is looking at adding dual credit courses. NDSCS requested having a conversation with Academic Affairs so they could make sure they are complementing one another while providing opportunities for students through a coordinated process.</p> <p>In addition, it was noted that JC Chisholm is taking over the housing application process in the absence of a housing director the end of the month.</p>
4. Recognition & Celebration	All	n/a
5. Announcements	All	n/a