

Dakota College at Bottineau Dean's Council



July 31, 2018 at 8:00 am

**Present: Larry Brooks, Danny Davis, Lisa Mock, Sandy Hageness, Kayla O'toole and Dr. Migler
Minutes**

Topic	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment numbers are looking very good. They are up from last year at this time. Matriculated and enrolled is also up higher than historically.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	<p>Larry shared progress being made on open positions. An offer has been made to a Student Health Nurse applicant. An announcement will be made upon completion of a background check. A candidate for the Biology position is being considered. The History professor position may be offered tomorrow. Finalizing the Admissions Counselor position. James Hollowell position left a few open responsibilities, about half is filled with the other half to be considered by another individual.</p> <p>Student Services will be open on Sunday, August 12 from 1-5pm. They are asking TRiO and Business Office to also have representatives on hand to assist with football student registration.</p> <p>Larry has an Academic Affairs Council meeting this week. The agenda includes a request from Mayville and Valley City for approval to offer AA degrees and VCSU to offer a Certificate of College Studies program. Larry will be out of the office Monday-Wednesday of next week attending the CTE Professional Development Conference.</p>
b. Administrative Affairs / Business Affairs	Mock	Lisa has been in Minot the past few weeks closing out year end. The 2019 budget has been submitted and accepted. The bi-annual budget upload will be in two steps, in the process of beginning step one.
c. NJCAA Mon Dak / Athletics	Davis	

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<p>d. Distance Education Council/Distance Ed. and Academic Support Services</p> <p>e. Public Affairs Council</p> <p>f. Chancellor's Cabinet / Dean's Update</p>	<p>O'Toole</p> <p>Hageness</p> <p>Migler</p>	<p>Football registrations will be at approximately 80 athletes this season. They are scheduled to arrive August 10th with the first practice scheduled for August 14th. The trainer position remains open. Should have games covered through August. Mike, VB/SB coach can assist with taping, etc. Football is in need of a couple of assistant coaches and VB could use one assistant VB coach.</p> <p>Working through in-service schedules.</p> <p>Cabinet has an unscheduled call today about cybersecurity. Facility projects are coming along. All carpet is here for installation in Mead and Gross Halls. Milligan is finished. The green stair treads should be in this week. After carpet installation, doors and to be cut down to maneuver over the new flooring. Dr. Migler has approved overtime for maintenance to assure projects are complete by the start of move-in day. Physical plant is looking at reconfiguring the custodial/maintenance supervisor position to two separate positions.</p>
<p>3. Other</p> <ul style="list-style-type: none"> • Auditing Student Policy • Staff In-service • Space Utilization Update • Bike Share Program 	<p>Brooks</p> <p>Hageness</p> <p>Migler</p>	<p>Click here for attachments</p> <p>An update to the Auditing Student Policy was reviewed and approved. Moved by Larry Brooks, seconded by Danny Davis to approve the Auditing Student Policy as submitted. Motion carried.</p> <p>Staff In-service agenda was distributed for review. In-service will be held this Thursday for new and current staff.</p> <p>NDUS is conducting a space utilization audit. The number of students and frequency of the classrooms being used affects the utilization result.</p> <p>Due to the lack of transportation with in Bottineau for students, it was decided to purchase up to ten bikes for students to use. Housing will come up with a use plan for students to check them out.</p>

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4. Recognition & Celebration	All	n/r
5. Announcements	All	n/r