Dakota College at Bottineau Dean's Council



May 1, 2018 at 8:00 am

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

Minutes

Topic Responsible Discussion/Outcome		
Topic	Party	Discussion Outcome
1. Enrollment	Brooks	Enrollment continues to be up when compared to a year ago.
NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Larry has an AAC meeting tomorrow. The Faculty Senate meets on Thursday. There are Paramedic student interviews on Friday, 19 applicants. Larry, Dr. Migler and Kayla will travel to Westhope tomorrow to promote the LEAP program. The Honors Symposium is at 5pm tomorrow with seven presentations scheduled.
b. Administrative Affairs / Business Affairs	Mock	Lisa reported that the operational audit went fine. There are areas to improve upon and we will receive a formal, findings report within a few weeks. One area of improvement is procurement, especially following bid processes. The audit found that access controls look good. Lisa will be in Minot tomorrow through the end of the week attending a tax seminar and budget module training. Lisa, Darrell, Michelle and Dr. Migler toured the dorms on Friday to see what updates are necessary. She did an analysis on dorms to see where the dorm fees are expended to. There is \$306,000/year that goes to athletic programs from dorm revenue. We had an increase in students so cash balance in each dorm increased slightly. It was determined that we may be able to go ahead with a majority of repairs and still have cash balance to support the athletic programs. Each dorm update will be about \$20/\$25,000 each to a total of \$70,000 which would be for carpet tiles, stair treads and shower tiles. Separate fund will cover painting and new washing machines in one of the dorms. Laundry fees will be included in residence fees next academic year.
c. NJCAA Mon Dak / Athletics	Davis	Dan not available to report.
d. Distance Education Council/Distance Ed. and Academic Support Services	O'Toole	TriO is hosting a cook-out social tomorrow.

Dakota College at Bottineau Dean's Council



		DAROTA COLLEGE
		The potential hearing-impaired student will not be attending DCB, they are going to LRSC. The online updates – summer registrations are looking good – 80 students registered, taking 168 classes. This is up from last summer. To date for fall there are 57 students registered. There are two new online allied health instructors hired to replace Stacey Bottone. Blackboard is on track to start this summer – quality assessments due May 8 th . The Blackboard Safe Assign which is an anti-plagiarism tool isn't well liked among the NDUS schools. The majority would like to use Turn-It-In and NDUS is looking at it for the System. Tegrity is used for lecture capturing. UND is proposing a new update with video capturing so NDUS looking into an update on this as well. Kayla will be in Westhope tomorrow afternoon and is going to Turtle Lake on Monday to help accu-placer and dual credit applicants.
e. Public Affairs Council	Hageness	Admissions and Marketing committee will conduct a FB live campus tour on Tuesday at 6:00 pm. Graduation news release, and water festival news release went out this week along with a story on Larry Brooks receiving the Distinguished Service award from the Chamber of Commerce. A Google Analytics report was reviewed with the council. DCB website is up by 27.8% new users. The activity peaks of users is similar in timeline from last year. New pages added to drive folks directly to areas for horticulture, Minot and CTE programs.
f. Chancellor's Cabinet / Dean's Update	Migler	The proposed budget cut remains in discussion at the state level. We may know more after the May board meeting. The budget is due the middle of August. Lisa identified a financial module that can communicate with the HRMS system. This will assist in testing different budgeting scenarios.
3. Other		Click Here for Attachments
• ERM	Migler	The risks were reviewed and updates identified.
Sodexo Update – Randy		Sodexo has a temporary manager at DCB through end of semester. A new manager will be hired by next fall. Updates on communication apps, menus etc. were reviewed.
Student Government: Constitution and Bylaws	Abrahamson	Alex Abrahamson presented the Student Bylaws and Constitution.

Dakota College at Bottineau Dean's Council

4	•
	NATURE. TECHNOLOGY. & BEYOND
DAKOTA C	COLLEGE

All	Moved by Lisa Mock, seconded by Kayla O'Toole to approve the Student Constitution and Bylaws as presented. Motion carried. Agenda reviewed. Lisa will not be able to attend. There will be two additional temporary summer facility employees on board. The cleaning schedule for offices this summer will be offset with meeting counterparts at MisU for professional development. The boiler system and hot water heaters will be worked on over the summer. We will also look into doing a records clean-up week to make sure we are compliant on record retentions and shredding what is outdated.
All	n/r
All	Review of drill notification through Assurance NM was conducted. This drill is being coordinated by the City of Bottineau.
	All