Dakota College at Bottineau Dean's Council



January 29, 2019 - Dean's Suite

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

Торіс	Responsible Party	Discussion/Outcome
1. Enrollment	Brooks	Enrollment report for fall distributed. Fall 2019 apps received falling short from last week.
2. NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Larry shared that he is starting to work on the 2019-2020 class schedule. Faculty received class list and have been asked to provide updates. NITC is doing a skype meeting tomorrow to discuss class schedules. Ag collaborative meeting will be on Friday to finalize class schedules. The weather has been extremely cold. A concern with holding evening classes was discussed due to the cold weather. There are two evening classes right now and it was decided to allow the instructors make the call whether to cancel.
b. Administrative Affairs / Business Affairs	Mock	1099's went out yesterday, 1098T's will go out by the end of the week. Finished the composite financial indicators. There were six different financial scenarios, HLC will determine which one they want presented. Sales tax will be done today. A lot of the quarterly billing on the grants has been done. Pulled down a lot of financial aid recently to apply to accounts.
c. NJCAA Mon Dak / Athletics	Davis	Dan shared outcomes of the games recently. Women's BB won vs TMCC last week and lost to Miles Community College. Last night they lost by one point to WSC. Men's BB lost by one point to Miles, last night lost to WSC by about 20 points. Hockey defeated CO state over the weekend at home. Were 10 th last week, may still have a shot at making the regional playoffs. Supposed to go to WSC tomorrow night, if classes canceled may revisit a reschedule of the game. Game vs NDSU this Friday night and Saturday games at home. Roger Mitchell resigned last week. Softball opens this weekend at the MSU bubble, two games on Saturday and two games on Sunday.

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O'Toole	We were notified last week that the Persistence Academy is complete, with
	just one report left to submit. The Community Ed schedule for February schedule went out yesterday. There are 423 online students registered to take 865 classes. The dual credit enrollment numbers will be available next week. Kayla is supposed to go to Bismarck tomorrow to a NDASSP, secondary school principals conference. It will depend on the weather. Tegrity will be replaced by Yuja.
Hageness	Continue to work with advisors on the postcard mailing. Work on the web site continues. This week's radio is JC Chisholm, admissions and promo for the Jack Pack night.
Migler	The State Board is concerned about repeat audit findings. They have granted tenure to two Presidents; Valley City and Mayville State. Larry and Dr. Migler are going to Minot Thursday afternoon to talk about a golf course management program. The 20 th day report will be generated on Monday, February 4 th . Foundation Director position has been accepted by Leslie Herslip-Stevens. She will start February 5 th . We have advertised for the Farm Manager position previously held by Jessica Marshall.
Brooks	Click Here for Attachments The Academic Forgiveness Policy was reviewed by the Faculty Senate. It has been recommended to the Dean's Council for approval.
	 Moved by Larry Brooks to approve the Academic Forgiveness Policy as recommended, second by Dan Davis. Motion carried. Larry reported that he will be working on a new committee for policy review to move policies along more quickly. This will be made up of
Migler	The review on Emergency Management Planning with the SBHE Audit Committee last week, went well. It was noted that we are working on our
	Migler Brooks

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• Mail Samiaas	Miglor	Dr. Migler reviewed DCB's Emergency Risk Management Response objectives at the meeting. Through the review, updates were made through discussion. Mail, copy paper, package delivery processes have been revamped through
Mail Services	Migler	 Mail, copy paper, package derivery processes have been revamped through the Business Office and Physical Plant. Changes will be effective February 15. This will streamline processes and will make Physical Plant more efficient. It does not pull Physical Plant staff from the middle of a project, and will reduce down time and associated costs. In addition, Physical Plant will be implementing FAMIS later this spring or early summer. FAMIS is a tracking system for work orders. Currently, five NDUS campuses are using it and the system will add users once the new version has been installed on the cloud. We will have to wait until the new version is up and running before we have access to it.
4. Recognition & Celebration	All	Persistence and Completion academy complete
5. Announcements	All	 Forum is this Wednesday at 3pm. If Kayla goes to Bismarck, she will not be able to attend. There are a few additional updates; Nathan on Persistence Academy and Zahra with a Student Success Center update. Will watch weather calls in the area and make decision on whether to close.