Dakota College at Bottineau Dean's Council - Agenda



September 1, 2020 at 8:00 am - Alumni Center

Present: Dr. Migler, Kayla O'Toole, Corey Gorder, Larry Brooks, Sandy Hageness and Guest Department Darrell Waters, Physical Plant

Торіс	Responsible Party	Discussion/Outcome
1. Guest Department – Physical Plant	Waters	 Darrell provided an update on the summer project list. Paving completed in west side of parking lot (by Molberg). Two dorm rooms in Mead received new ceilings and new carpet. Gross Hall showers have been updated. Gross hall has replaced tile and put in carpet in a room previously used for storage – now a student room. Amy Koehler's office was painted this summer in Molberg. NSC is progressing with HVAC update. Physical plant office moved to Arntzen. Boiler replaced and completing installation with a valve replacement as recommended by boiler inspector. UNESCO project has wrapped up. There will be some training from Johnson Controls for Jamie and Howard. Part time Custodial position open. Also hiring student workers in custodial services. Some sidewalk sections have been replaced. The former football building renovated into photo classroom and baseball locker room. New Baseball crow's nest. Gym floor resurfaced 8 sheets of plexi glass installed throughout campus. Discussion held on replacing all the master key access throughout campus as a grand master key has been stolen. This would be a major undertaking as a new code would need to be created. A rough estimate would be \$50,000-\$100,000 to re-key the entire campus lock system.

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2.	Enrollment	Brooks	Headcount is up to 884, with the fulltime enrollment numbers down from last year. There remains to enter the FBM applications and a little over 130 dual credit applications left to enter.
3.	NDUS & Campus Updates a. Academic and Student Affairs	Brooks	Larry completed a comprehensive local needs assessment report for ND CTE which was due yesterday. He has an AAC meeting on Wednesday this week. Maxient training has gone well with the third training session scheduled for next week. KMOT would like to do a story on the campus fall opening this week. Dr. Migler, Larry an International student and instructor will be available for the interview. Larry will be off campus this Friday.
	b. Administrative Affairs / Business Affairs	Mock	Lisa is working on the Federal grant for Carl Perkins. All other CTE State Grants have been approved. The IBAR budget was submitted yesterday as well. The Business Office is working through issues with housing charges not coming through the billing system. The Bookstore is very busy as she is trying to order all of the books and dual credit orders have been busier than usual. Lisa requested review of the key policy as it's been identified that it has not been followed.
	d. Distance Education Council/Distance Ed and Academic Support Services	O'Toole	Kayla reported that the online enrollment has significantly increased. There are currently 548 students enrolled taking at least one online class compared to 445 last year. There are 1047 classes being taken compared to this time last year which was 860. Dual Credit students will be receiving face masks as DCB students. She has been dealing with complaints from DC parents on costs of books. She identified that she will be adding it to the enrollment form next admission time. There are 306 students in the system with 135 left to enroll and she still has a few other high schools left to receive. If all comes in as expected there will be 441 dual credit students this fall. Kayla is working on the SARA policy changes as she has a webinar coming up. She also has a Blackboard user group meeting.
	e. Public Affairs Council	Hageness	Working with the State FBM group on a marketing campaign. Also planning the 2020-21 campus campaign. Setting up promos for COVID testing which is scheduled for Friday, September 4 th on campus.

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f. Athletics	Gorder	Athletics started recording athletes' temps when the get together as a team. This is filed in the Athletic Trainers office. Student athlete will be nominated for NJCAA student athlete council. Gym floor will be set up for testing Friday by the basketball team late Thursday night after practice and then custodial services will take it down on Friday.		
h. Chancellor's Cabinet / Dean's Update	Migler	The System Office has asked campus administration to request that students reconsider traveling home this weekend. It is anticipated a decrease in travel will help reduce the spread of the virus.		
 4. Other a. Friday Testing Incentives for students to remain on campus this weekend and also for students/staff to test on Friday b. Positive Test Communication c. Theft of keys – implications for campus 	Migler	COVID testing is open to the public this Friday and promoted to all campus personnel and students. Discussion held on asking students to limit travel. Upon completion of the testing this week a notification will go out via email, web site and all social media platforms. The notification will include number of tests, results of tests. If there is a positive test received, the message will need to include the positive result and process being followed. Discussion held on the recent event of the vehicle theft which include keys from DCB. The implications for the campus will be weighed whether to replace the key system college-wide or start with certain buildings.		
5. Recognition & Celebration	All	n/r		
6. Announcements	All	n/r		