Dakota College at Bottineau Dean's Council - Minutes



September 9, 2020 at 8:00 am - Alumni Center & Teams

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

Topic		Responsible Party	Discussion/Outcome
1.	Enrollment	Brooks	Larry handed out a headcount and FTE Enrollment report. As of September 7, 2020, the headcount was 999 with 318 full time and 681 part time enrolled students. FTE headcount is down about 40-45.
2.	NDUS & Campus Updates		
	a. Academic and Student Affairs	Brooks	Larry shared that he has a lot of meetings this week. He will be in Minot on Monday.
	b. Administrative Affairs / Business Affairs	Mock	Lisa reported that the Bookstore will have limited hours as Janeen will be out for a period of time. Lisa A and Judy are out of the office today for personal reasons. Student Financial Aid checks are scheduled to be cut tomorrow, although may not be ready as housing charges are not accurate. In addition, there are over 200 manual adjustments that need to be made to the tuition model.
	d. Distance Education Council/Distance Ed and Academic Support Services	O'Toole	Kayla reported there are just under 50 dual credit students left to enroll because they need to complete a task within the process. She and Laura have re-written job descriptions in lieu of the TRiO grant not being funded. This will provide discussion for a transition within the Student Success Center.
	e. Public Affairs Council	Hageness	Sandy shared that KMOT was on campus last week. They covered stories on fall opening, photography studio renovation and International students/faculty. All have been tagged on the DCB FB page. They may be back this week to cover the small unarmed aircraft systems class.
	f. Athletics	Gorder	Corey shared that athletics has a couple of representatives for each team to be the voice of the team to assure things are going well. Practices will continue and athletes will be encouraged to test at the next COVID-19 event.

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	h. Chancellor's Cabinet / Dean's Update	Migler	A reminder was provided that the athletic masks distributed have a sleeve for a filter option. The re-opening state task force continues to meet weekly.
3.	Other		
	a. Campus COVID testing plan	Migler	COVID-19 testing was conducted on Friday, September 4 th . It was for all campus employees, students and community. Through a conversation with the testing staff there were 135 individuals who presented for testing. Out of this testing there were three students and three staff that tested positive. This resulted in 6 isolations and several others quarantining. An update has been published on the DCB website. There is a re-opening task force meeting today. Discussion will be held on wearing masks within office settings due to the increase in cases within shared office spaces. Note made on being more cautious when replying to all via email. Discussion held on how to handle practices. Corey will look into what other schools are doing. Encouragement of all athletes to test was recommended. Discussion held on continued testing events. It was recommended to try to have the events earlier than Friday. This would allow more timing for preparing for test results.
	b. Electronic HR Management System	Brooks	The lack of centralization of personnel records was identified in the HLC review. There is an electronic management system available. Lisa will look into the cost and what Minot is using.
4.	Recognition & Celebration	All	Erin Williams has done a nice job organizing the COVID-19 testing events.
5.	Announcements	All	Discussion will be held with the Foundation office to decide whether to hold Alumni Awards banquet scheduled for this Friday.