
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: June 27, 2022

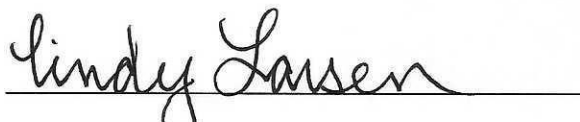
Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Mike Wilondek	Trustee	Yes
Sarah Thorson	Trustee	Yes - Zoom
Kathy Hoiland	Trustee	No
Justin Villmer	President	Yes
Becca Klang	Assistant to the President	Yes
Kathleen O'Leary	Interim President	Yes
Matt Hull	Dean of Academics/Adjunct Director	Yes
Justin Beach	Dean of Student Success/F.A. Director	Yes
Joe Peterson	Athletic Director/Coach	Yes
Adam Hilbert	DCC IT Support	Yes
Sara Engle	Director of Workforce Services	Yes
Dennis Harp	DCC Foundation	Yes
Daisy Nyberg	Director of HR	Yes
Sandy Johnson	Public Citizen	Yes
Gloria Garceau-Glaser	Public Citizen	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes


 Cindy Larsen, Chair


 Chad Knudson, Vice Chair

Dawson Community College Board of Trustees

Minutes of the Regular Board Meeting

Monday, June 27, 2022 5:30 pm

Recorded by Becca Klang

Present (in person unless noted otherwise): Board: Chairwoman Cindy Larsen, Vice Chair Chad Knudson, Trustees: Mike Wilondek, Sarah Thorson (Zoom)

Absent: Trustee Kathy Hoiland

DCC: President Justin Villmer, Interim President Kathleen O'Leary, Justin Beach - Dean of Student Success, Matt Hull - Dean of Academics, Adam Hilbert - IT, Joe Peterson - Athletic Director, Sara Engle – Director of Workforce Development, Dennis Harp – Dawson College Foundation, Daisy Nyberg – Director of Human Resources

Public: Jamie Crisafulli – Ranger Review (Online), Sandy Johnson – Public Citizen, Gloria Garceau-Glaser – Public Citizen

Chair Larsen called the meeting to order at 5:35 p.m. The Chair called for introductions.

Introductions

President Villmer introduced himself. He has spent the last couple of weeks traveling throughout Eastern and Western Montana meeting companies and individuals that are involved with Dawson Community College to build connections.

Correspondence

- **Letters of Interest as being appointed as new Board of Trustee members** - There were two letters of Interest as being appointed as new Board of Trustee members presented to the Board. These will be reviewed and a final answer on these will occur in the July meeting.

Minutes

- Trustee Wilondek / Vice Chair Knudson moved/seconded the motion to approve the minutes of the May 23, 2022 Regular Board Meeting.
- Trustee Wilondek / Trustee Thorson moved/seconded the motion to approve the minutes of the May 27, 2022 Special Board Meeting.

All motions carried unanimously.

Vice Chair Knudson asked to add an agenda item under New Business 'Adjustment to Interim President Contract'.

Reports

- **President's Update**
- **FY22 Budget to Actual** - Interim President O'Leary explained the detailed information on FY23 Budget. Currently the DCC general fund balance is in a healthy place compared to FY22 budget. This is due to the vacancies and furloughs.

- **FY23 Budget Preview** – Interim President Kathleen O’Leary provided an update and presentation on the FY23 budget. The interim President asked that the Board of Trustees look this over and make any change requests no later than July 11, 2022 prior to this being open to the public for review. Final approval occurs at the July 25, 2022 Board of Trustee’s meeting.
- **2022- 2025 Strategic Plan** – Interim President Kathleen O’Leary distributed an updated draft of the new Strategic Plan. The process for this started in January and DCC brought in contracted services to help walk DCC through to this final point. The next steps on this will be to turn this into an action plan over the next seven years for accreditation review. Vice Chair Knudson thanked all who helped with this process and added positive input that this was one of the goals to get DCC on track with a new strategic plan.
- **Diversity, Equity and Inclusion Report** – There was a report included in the Board Packet for review that was put together by Strategic Spark Consulting, LLC. DCC put together a DEI Committee to work on this with Strategic Spark Consulting, LLC and the two groups were able to collaboratively discuss DEI. This DEI framework will help keep DCC on track with meeting the standards set by the Northwest Commission on Colleges and Universities (NWCCU) as well as standards set by the State of Montana.

Department Reports

- Nothing additional added to reports during meeting.

Accreditation Update

- **Final NWCCU Peer Evaluation Report** - The Vice President of Academic and Student Affairs Suela Cela and Interim President Kathleen O’Leary attended the NWCCU Accreditation Commission Hearings in Reno, NV in June. Interim President Kathleen O’Leary shared that DCC will receive an official letter will be sent to President Justin Villmer in July and then will have a follow up report due in the next year or two.

Finance Committee Meeting report by Vice Chair Knudson

- Housing was discussed for students starting this fall. The Strategic Plan and Budget overview was looked at during the last meeting. It was added that the big takeaway is we will always need to be prepared going forward and these two items will help DCC. The supplemental contract for Interim President O’Leary was discussed during the June Finance Committee meeting.

HR Committee Meeting report by Chairwoman Larsen

- Daisy Nyberg was introduced as our new Director of HR for DCC. There are still positions they are working to fill that are currently vacant. DCC has filled several positions but have more to go.
- The 2022-2023 Labor Agreement between Dawson Community College Unified and Dawson Community College was presented to the board and discussed. Chairwoman Larsen signed this agreement.

Policy Committee Report by Trustee Thorson

- Interim President O’Leary presented updated Board Policy BP 2-20 Evaluation of College President. The updated policy changes annual evaluation of the President to begin in March,

allowing the President to allocate resources in the budget to address concerns or goals of the Board. There was an approved update regarding who will do the evaluation at the reviews.

Public Comment

Chairwoman Larsen called for public comment. Interim President O'Leary said a brief Thank you message to the Board of Trustees for the work they put forward in the Presidential Search along with the Accreditation and all the additional meetings that were held through that time.

New Business

Swearing in Trustees for new term

- Chair Cindy Larsen was sworn in for another term.

Presidential Evaluation Policy

- Vice Chair Knudson/ Trustee Wilondek moved/seconded the motion for the approval of the BP 2020 Evaluation of the President. Motion carried unanimously with no discussion.

2022- 2025 Strategic Plan

- Vice Chair Knudson/ Trustee Thorson moved/seconded the motion for the approval of the 2022 – 2025 Strategic Plan incorporating the mission statement and priorities. Motion carried unanimously with no discussion.
- Vice Chair Knudson/ Trustee Thorson moved/seconded the motion for the approval of the 2022 – 2025 Strategic Plan priorities. Motion carried unanimously with no discussion.

DCCU Collective Bargaining Contract (2022 – 2023)

- Trustee Wilondek/ Trustee Thorson moved/seconded the motion for the approval of the DCCU Collective Bargaining Contract with a clarification on the end date of this contract. Motion carried unanimously with no discussion.

Interim Presidential Contract

- Vice Chair Knudson/ Trustee Wilondek moved/seconded the motion to authorize Daisy Nyberg, Director of HR to put into motion on a supplementary contract for Kathleen O'Leary for \$45,000. Motion carried unanimously. Chairwoman Larsen thanked O'Leary for doing that work of three people and did a fabulous job educating the Board of Trustees. Trustee Wilondek stated his appreciation for O'Leary with the finances.

Consent Items

- Vice Chair Knudson / Trustee Wilondek moved/seconded the motion for the approval of the Vouchers List and Human Resource Report. Motion carried unanimously with not discussion.

With no further business, the meeting adjourned at 7:05 pm.