
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: November 28, 2022

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance of November 28, 2022

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Mike Wilondek	Trustee	No
Sarah Thorson	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Sandy Johnson	Trustee	Yes
Justin Villmer	DCC President	Yes
Becca Klang	DCC Executive Assistant to the President	Yes
Matt Hull	Dean of Academics	Yes
Adam Hilbert	Morrison Maierle	Yes
Romeo Lagmay	Head Women's Basketball Coach	Yes
Chanielle Richardson	ASB Student	Yes
Kristin Kryza	DCC Marketing	Yes-Zoom
Community Members		
Brendan Heidner	Ranger Review	Yes
Pamela Harr	Bridger Bronze, Inc.	Yes



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, November 28, 2022, 5:30 pm
Recorded by Becca Klang, Executive Assistant**

Present (in person unless noted otherwise):

Board: Chairwoman Cindy Larsen, Vice Chair Chad Knudson, Trustees: Kathy Hoiland, Sandy Johnson, Sarah Thorson, Gloria Garceau-Glaser

Absent: Trustee Mike Wilondek

DCC: Justin Villmer - President, Matt Hull – Dean of Academics, Romeo Lagmay – Head Women’s Basketball Coach, ASB Student - Chanielle Richardson, Kristin Kryza – Marketing (Via Zoom)

Public: Brendan Heidner – Ranger Review, Pam Harr – Bridger Bronze Inc.

Chair Larsen called the meeting to order at 5:33 p.m. The Chair called for introductions.

I. Introductions

Introductions were made around the room.

II. Correspondence

Pam Harr from Bridger Bronze, Inc. presented to the board details on the planned Buccaneer Statue she will sculpt and gift to Dawson Community College. This will be her 21st life-size sculpture around Montana. Her dream is to help build and develop a sculpture trail from the airport to the college to pull people in and see the city of Glendive. Per regulation from the Public Art Committee in Glendive she submitted an application for approval for this statue to be in the city. The committee requested approval from the board of trustees. There was a recent meeting with Board Chair Larsen, President Villmer and Pam Harr where they discussed the location of the statue, the cost, and the timeframe it would take to develop the statue. Pam presented her plan for fundraising to the Board of Trustees and how she would showcase the donors for the funds to build the statue. There was discussion on if DCC is allowed to share our alumni mailing list and President Villmer stated this would have to be looked into as he isn’t sure if DCC is allowed to share this information for previous students due to FERPA. The Dawson College Foundation has its own regulations as well because it is a 501-C3. President Villmer spoke on the College Procedure 5-0B: Contributions and Gifts. This states it would not require a vote from the Board of Trustees to approve as this is a gift. The only required approval on a gift like this would be the President’s approval. It would require a vote from the Board of Trustee’s if we utilized college resources. There was discussion regarding what would need to be done in the future for the entrance and the statue placement on campus. This will be a future Board agenda discussion item.

The Board Chair said she was excited for DCC to receive this gift that Pam Harr is currently in the process of building and the board will work on a bigger plan for its placement of the home of the statue.

III. Minutes

Regular Board Meeting October 24, 2022: There were corrections made ahead of the time to the attendee list on these minutes. Trustee Knudson moved to approve the minutes of the October 24, 2022, Regular Board Meeting. Trustee Johnson seconded the motion. The motion passed unanimously.

IV. Reports

President's Update: President Villmer hand delivered his update to the board meeting. He updated the board on a few items he wanted to bring forward that have happened along with some that are coming up in the future. The Veteran's Day breakfast went well and he looks forward to keeping this going annually. The Admissions department hosted a Buccaneer Day a few weeks ago and it was a great success with potential students and their parents. He attended the Board of Regents meeting in Bozeman, MT and there was a lot of great discussion about the future of the two year leaders with Brock Tessman planning to move to Michigan as he is planning to step down in February 2023. The FY2021 audit has officially begun with Wipfli and we are working to provide them with additional information as they request it. They plan to start the FY2022 audit once this is complete. There will be attendance from staff and board members from DCC at the Legislative Luncheon at Miles Community College tomorrow. He spoke on what the agenda focuses on and there are five representatives and one senator confirmed for attendance. President Villmer is making a trip to MSU Northern in Havre, MT this week to discuss some of the technical programs and initiatives they currently have in place. He is planning to visit a few of the high schools along the way as well. The Music department is hosting a concert this week as well and he encouraged people to attend.

Department Reports: Department reports were in the packet for review. Nothing additional was reported at the meeting.

Finance Committee: Vice Chair Knudson reported on the meeting that was held November 10, 2022. The committee spoke regarding the current audit happening. They also discussed the Gramm-Leach-Bliley Act (GLBA) as this is a requirement for any institution that lends money; Dawson Community College lends money on behalf of the government. Policies are in process of being drafted for DCC to be in compliance with this. The committee also discussed the institutional support for athletics and academics; the focus needs to shift towards more in-state students. The committee also discussed different career technical educational programs and other academic programs DCC could offer to students with recruiting.

HR Committee: Trustee Johnson reported on the meeting that was held on November 14, 2022. Daisy gave an update on vacant positions within Dawson Community College and it was discussed during this meeting. The newly open Library Director position was brought forward and discussed. President Villmer gave information regarding this position currently. It is a shared position between Miles Community College and Dawson Community College. The shared librarian is here one day a week and is able to help virtually in the remaining days of the week but to meet the students' needs fully we need a physical person here on campus five days a week. Dean Hull also gave updates on the history of this position and why we originally partnered with MCC on this position. If we had a full-time on-campus library director this would benefit to help us with teaching, advising and library needs. The position would report to the Dean of Academics and would be working alongside to support faculty and student needs. The board will make sure that the job description and the position is followed through to meet these needs.

Policy Committee: Trustee Hoiland reported on the meeting that was held November 11, 2022. The committee spent a lot of time discussing the Gramm-Leach-Bliley Act (GLBA) and the details on what these policies would look like as a whole. The committee also discussed BP 2-1: Administrator Leave, BP 2-2 Compensatory Time and BP 2-3 Sick Leave Fund. Daisy is still working on BP 2-1 as we have another policy we can combine and merge together to help with clarifications. The board was presented with the changes in BP 2-2 and BP 2-3 for the first viewing.

V. **Public Comment**

No comments or input was given at this time from the public.

VI. **New Business**

- Board Policies for Approval Second Reading:
 - i. BP 1-11 Public Records Requests Trustee Hoiland moved to approve BP 1-11: Public Records Requests policy with the suggested edits. Trustee Garceau-Glaser second the motion. The motion carried unanimously with no discussion. Motion passed.
 - ii. BP 1-12 Campus Security and Safety Trustee Thorson moved to approve BP 1-12: Campus Security and Safety policy with the suggested edits. Trustee Hoiland second the motion. The motion carried unanimously with no discussion. Motion passed.
 - iii. BP 1-14 Solicitations Trustee Garceau-Glaser moved to approve BP 1-14: Solicitations policy with the suggested edits. Trustee Thorson second the motion. The motion carried unanimously with no discussion. Motion passed.
- December Board Meeting Date: There was discussion on moving the December Board of Trustee meeting from December 26, 2022 to December 19, 2022 due to the Christmas holiday. Vice Chair Knudson moved to approve the moving of the

December Board of Trustee meeting from Monday, December 26, 2022 to Monday, December 19, 2022. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

VII. Consent Items

Vouchers/HR Report: Vice Chair Knudson moved to approve the Voucher List and HR Report. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

VIII. Press Releases are forwarded to Board Members as they are issued.

IX. Open Forum for Public Input on Dawson Community College Issues

With no further business, the meeting adjourned at 7:07 pm.