
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: June 25, 2024

Meeting Location: DCC Board Room

Approval: FINAL


Recorded By: Becca Klang

Attendance for the June 25, 2024, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Sarah Thorson	Vice Chair	Yes
Gloria Garceau-Glaser	Trustee	Yes
Brendan Heidner	Trustee	Yes
Jessica Duede	Trustee	Yes
Sandy Johnson	Trustee	Yes
Lesley Gibbs	Trustee	Yes
Chad Knudson	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Becky Smith	Dean of Finance and Operations	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes
Jon Fitch	DCC Faculty/Dawson County Resident	Yes
Daisy Nyberg	Director of Human Resources	Yes
Erica Milne	DCC Director of Enrollment	Yes – Zoom
BreAnne Miller	DCC Faculty/ALO/GFT	Yes



 Cindy Larsen, Chair



 Sarah Thorson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, June 25, 2024, 2024, at 5:30 pm
Recorded by Becca Klang**

Chair Larsen called the meeting to order at 5:30 p.m.

I. Introductions

Chair Larsen called for introductions. Introductions were made around the room.

II. Correspondence

There was no correspondence included in the packet for review.

III. Minutes

Trustee Thorson moved to approve the minutes of the May 20, 2024, Regular Board Meeting with the changes and corrections. Trustee Johnson seconded the motion. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Knudson gave a verbal report to the Board of Trustees. He stated there is currently discussion regarding an interim solution for the Dean of Academics position. He was overall pleased with how this process was going so far working through this. With the recent resignation of Dean Engle in the Dean of Student Services position, they are not expecting to be able to fill the position by fall semester so there is discussion on filling the duties throughout campus. President Knudson gave a brief update on the Audit for FY2022. Time is running out quickly to avoid further sanctions and with this, Dean Smith and President Knudson have been in constant contact with the auditors and Department of Education. He also gave an update on the 9-1-1 training cohort and the progress with registrations. There has also been consistent work and ongoing discussions to review the progress on the Year-7 recommendations and other accreditation pieces needed for the upcoming mid-cycle visit.

• **Department Reports:**

There were no reports included in the packet for review.

• **Program Review:**

The program review was not presented as the Dean of Academics position hasn't been filled.

Finance Committee

Meeting minutes are included in the board packet for review for the June 11, 2024 and June 18, 2024 meetings. Trustee Thorson spoke on specifics for these meetings. Cody Sevier, with Edward Jones, was at the meeting on June 11, 2024. He gave an overview of where the funds are that Dawson Community College has invested with them. He made a few recommendations for the Ullman Funds. There were two Certificates of Deposit totaling \$300,000 and they had been earmarked for fiscal year distribution. Edward Jones is able to ACH these proceeds to the bank upon board approval for the distribution after the board meeting June 25, 2024. Then to get back to the desired stock to bond allocation, he recommended exchanging an additional amount from the American funds equity holding into The American Funds Bond Fund of America. Exchanging of the funds will allow more exposure to fixed income but it will also allow the flexibility to go into the American Funds equity holdings if the board requests. The committee also spoke regarding the audits for FY 2022 along with the plan for FY2023, 2024, and 2025 going forward. There was also discussion regarding a proposal that came through from Jenzabar.

When the committee met June 18, 2024, they discussed the FY2025 Budget in depth with Dean Smith and President Knudson.

A copy of the voucher list was included in the board packet for review.

FY2025 Budget: Dean Smith presented the potential FY2025 Budget. There was discussion on different items including various expenses and revenue for the budget. The group discussed a few capital budget items as well as an unexpected item arose. The Board requested to see a breakdown of the Athletics budget prior to the overall budget approval from the Board. This fund is considered an auxiliary fund and for full transparency, the board reviews all but only votes in regards to the General Fund.

Jenzabar Update: A copy of the proposed agreement was included in the packet under New Business for review. The full term of the implementation to Jenzabar was discussed along with transitioning away from Banner. Miles Community College is also working with Jenzabar and this will be helpful as well along the transition. There was discussion regarding the security of the company along with what the system can do for Dawson Community College.

Edward Jones – Transfer from program development funds: Trustee Thorson discussed this when she talked about the meeting minutes from June 11, 2024.

Human Resource Committee

Meeting minutes are included in the board packet for the June 12, 2024 meeting. Trustee Johnson reviewed the minutes and what was discussed. Director of Human Resources, Daisy Nyberg, gave additional updates on the report. She extended an offer to a Math Faculty candidate and is hopeful she will receive a response by the end of the week. There are also interviews scheduled for Criminal Justice Faculty and Directory of Workforce Development. The current Ag instructor, Tom Smith, is going to assist this upcoming fall academic semester.

The updated Human Resource report was included in the board packet for review.

Policy Committee

No meeting took place in June. The next scheduled meeting is Friday, July 12, 2024.

V. Public Comment

Board Chair Larsen called for public comment. There was none.

VI. New Business

- **Policies to review for second reading**
 - i. **BP 6-7 Copyright and Fair Use** Trustee Heidner made a motion to approve BP 6-7 Copyright and Fair Use with the corrections made. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.
 - ii. **Chapter 5 renumbering** Trustee Garceau-Glaser made a motion to approve the renumbering of the Chapter 5 policies as outlined by Dean Becky Smith. Trustee Thorson seconded the motion. The motion carried unanimously. Motion passed.
- **Jenzabar Engagement** Trustee Garceau-Glaser made a motion that President Knudson be allowed to enter into an agreement with Jenzabar. Trustee Thorson seconded the motion. The motion carried unanimously. Motion passed.
- **Edward Jones Portfolio Recommendations** Trustee Thorson made a motion to make the suggested recommendations as outlined in the packet on page 50 from Edward Jones. Trustee Gibbs seconded the motion. Minor discussion was held regarding the suggestions from Trustee Thorson and President Knudson. Motion carried unanimously. Motion passed.

- **Edward Jones Development Fund Transfer** Trustee Thorson moved to authorize the transfer in the amount of \$300,000 for the distribution. Trustee Johnson seconded the motion. Motion carried unanimously. Motion passed.

VII. **Consent Items**

Trustee Thorson moved to approve the consent items distributed in the Board Packet. Trustee Johnson seconded the motion. The motion carried unanimously. 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.**

Board Chair Larsen called for public comment.

The Regular Board of Trustee meeting was adjourned at 7:00 p.m.