
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: August 24, 2024

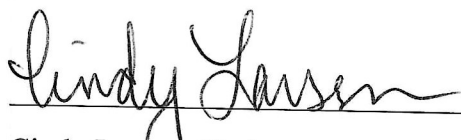
Meeting Location: DCC Board Room

Approval: FINAL


Recorded By: Becca Klang

Attendance for the August 26, 2024, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Sarah Thorson	Vice Chair	No
Gloria Garceau-Glaser	Trustee	No
Brendan Heidner	Trustee	Yes
Jessica Duede	Trustee	No
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
Daisy Nyberg	Interim Dean of People and Culture	Yes
BreAnn Miller	Interim Dean of Academic Affairs /DCC ALO	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes
Jon Fitch	DCC Adjunct Faculty/Dawson County Resident	Yes
Dennis Harp	DC Foundation	Yes



 Cindy Larsen, Chair



 Sarah Thorson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, August 26, 2024, at 5:30 pm
Recorded by Becca Klang**

Chair Larsen called the meeting to order at 5:31 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 Gibbs moved to approve the minutes of the July 29, 2024, Regular Board Meeting with the changes and corrections. Trustee Heidner seconded the motion. The motion passed unanimously.

IV. Reports

• President's Update:

President Knudson presented his President's Update to the Board of Trustees. He spoke on the preparation for the beginning of the academic school year. He spoke on the successes and the entire prior planning that was held to prevent previous issues that happened previous semesters. He presented the enrollment projections that were submitted to OCHE. These will be used as a part of the funding formula to project appropriations for the next biennium. The State Workforce Innovation Board had met for their board meeting on campus on August 8, 2024, and they there was a lot of positive feedback received on this. President Knudson spoke on the FY2022 audit and stated the auditing firm gave a potential date to have this finalized. He has been in constant communication with the Department of Education on the progress of this as well. He spoke on the Mill Levy and what the number changes look like. Board of Regents is scheduled for September 17th through the 19th in Billings. Dawson is also planning to host the Legislative Forum Banquet in October. Save the dates will go out for that.

Trustee Gibbs stated she was so impressed with the turnout and the politeness of the students at the community bar-b-que that took place Tuesday, August 20 here on campus. She did ask about doing introductions of individuals during the event. President Knudson stated we could look into that for future. Trustee Gibbs was also impressed with how everyone came together for the tear down of the event as well. The students really impressed her.

• Department Reports:

Reports were included in the packet for review.

Finance Committee

Meeting minutes are included in the board packet for review of the August 13, 2024, meeting. Chair Larsen reviewed the minutes and what was discussed at this meeting. A contract was created and reviewed regarding payment plans on student accounts at this meeting. The auxiliary accounts will be reviewed and more information will come from this. There was discussion regarding the need for a DCC fleet vehicle for employee use and the different options that could be taken for this. President Knudson added more input regarding the leasing options for DCC as we are considered a government entity and this is a different process than a general vehicle lease.

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

Human Resource Committee

Meeting minutes are included in the board packet for the August 14, 2024, meeting. Trustee Gibbs reviewed the minutes and the items that were discussed at the meeting. President Knudson added

input regarding the individuals that recently taken on various leadership positions. These individuals were hired into these leadership positions because of their decision-making abilities, sound and solid judgment and the level of responsibility they take on the organization.

President Knudson also added that Dawson Community College is actively seeking additional bus drivers to transport our athlete students to sporting events. We currently work cooperatively and share drivers from the Glendive Public Schools and it would be helpful to have more that would be available as a back-up driver option.

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

Policy Committee

Meeting minutes are included in the board packet for the August 9, 2024 meeting. Trustee Heidner reviewed the minutes for the meeting. The policies from this meeting that were presented for a first reading are included in the packet. BP 6-4 Library Collection management, BP 6-6 Naming of Facilities and Academic Units, BP 6-9 General Records Retention Schedule, BP 6-10 Hunting, and BP 6-11 Animals.

V. Public Comment

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

VI. New Business

• **Alcohol Request – Buccaneer Bash**

A letter request was presented in the packet requesting that alcohol being served at the Buccaneer Bash Foundation event that will be held on campus in the Toepke Center Saturday, October 5th, 2024.

Trustee Johnson moved to approve that alcohol be served at the Buccaneer Bash on Saturday October 5, 2024. Trustee Gibbs seconded the motion. No discussion was held. Motion carried unanimously. Motion passed.

• **Mill Levies**

President Knudson stated that the budget sets the spending authority and then that gets turned into a levy for each taxpayer to pay. That information comes from the District of Revenue. He reviewed the 2024 taxable value information that was included in the packet.

Trustee Johnson moved to approve, as presented, the mandatory General Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$1,051,271 for 47.10 mills. Trustee Gibbs seconded the motion. No discussion was held. Motion carried unanimously. Motion passed.

Trustee Gibbs moved to approve, as presented, the mandatory Retirement Mill Levy for the purpose of employer contributions for Social Security, Medicare and Retirement Systems, in the amount of \$573,033 for 25.67 mills. Trustee Johnson seconded the motion. No discussion was held. Motion carried unanimously. Motion passed.

Trustee Heidner moved to approve, as presented, the Permissive Medical Mill Levy for the purpose of employer contributions for insurance premiums for the amount in excess of base contribution as determined by MCA 2-18-703, in the amount of \$293,592 for 13.16 mills. Trustee Gibbs seconded the motion. No discussion was held. Motion carried unanimously. Motion passed.

Trustee Gibbs moved to approve, as presented, the voted Optional Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$144,000 for 6.46 mills. Trustee Heidner seconded the motion. No discussion was held. Motion carried unanimously. Motion passed.

Trustee Heidner moved to approve, as presented, the mandatory Adult Education Mill Levy for the purpose of supporting Adult Education Programs, in the amount of \$102,820 for 4.60 mills. Trustee Johnson seconded the motion. No discussion was held. Motion carried unanimously. Motion passed.

- **Policies to review for second reading**

- i. **BP 6-8 Computer Information System** Trustee Heidner made a motion to approve BP 6-8 Computer Information System with the corrections made. Trustee Johnson seconded the motion. No discussion was held. The motion carried unanimously. Motion passed.

- ii. **BP 6-8a Information Technology** Trustee Johnson moved to approve BP 6-8a Information Technology with the corrections made. Trustee Gibbs seconded the motion. There was no discussion held. The motion carried unanimously. Motion passed.

- **Vehicle Lease**

President Knudson included a Finance Application for Ford Credit for the lease of a fleet vehicle for DCC employee use. This will come out of the transportation costs that is built into each departments travel and vehicle services in their individual budgets.

Trustee Heidner moved approve a finance application for President Knudson to enter into a financial agreement with Ford Credit. Trustee Gibbs seconded the motion. No discussion was held. The motion carried unanimously. Motion passed.

VII. **Consent Items**

Trustee Johnson moved to approve the consent items distributed in the Board Packet. Trustee Gibbs 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 at the beginning of the meeting.

Trustee Gibbs asked on the progress for the Rodeo team. Board Chair Larsen stated that Trustee Thorson and herself met with Head Rodeo Coach Shawn McGinley soon after the last board of trustee meeting was held. There is plans to have a steering committee put together to lead a multi-stage process. This committee would help with the beginning stages of mobile pens for the animals and that would lead to a multi-use facility for long-term use that would be available for the community to utilize as well. More to come on this in the future.

The Regular Board of Trustee meeting was adjourned at 6:15 p.m.