
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: July 29, 2024

Meeting Location: DCC Board Room

Approval: FINAL


Recorded By: Becca Klang

Attendance for the July 29, 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	No
Jessica Duede	Trustee	Yes - Zoom
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 Adjunct Faculty/Dawson County Resident	Yes
Daisy Nyberg	Interim Dean of People and Culture	Yes
Shawn McGinley	DCC Rodeo Head Coach/DCC Adjunct Faculty	Yes
BreAnne Miller	Interim Dean of Academic Affairs /DCC ALO	Yes
Joe Peterson	DCC Athletic Director	Yes
Erin and Daren Ellingson	DCC Parents – Sidney MT	Yes
Rowan Ellingson	DCC Student/Rodeo	Yes



 Cindy Larsen, Chair



 Sarah Thorson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, July 29, 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 Johnson moved to approve the minutes of the June 25, 2024, Regular Board Meeting with the changes and corrections. Trustee Gibbs seconded the motion. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Knudson gave a verbal report to the Board of Trustees. He spoke on the recent position changes with the Dean of Academics resignation along with the Dean of Student Success recent resignation. BreAnn Miller has taken on the role of Interim Dean of Academic Affairs and is working on various needs for the accreditation visit that is coming April 2025. Gina Roos has taken the position of Interim Dean of Academic Assessment Coordinator. Daisy Nyberg has taken the role of the Interim Dean of People and Culture, this will oversee marketing, housing and some of the student services along with Human Resources. Moved Financial Aid over to Dean Smith. The new Housing Director started the 18th of July and she has hit the ground running and has done great thus far. He also discussed how the dorms are coming along with maintenance needs and cleaning. Dorm room assignments have also begun.

Audit firm is continuing to request items that they have already been asked for but they are working through wrapping this up soon so that we can finalize the FY2022 audit. He is staying in communication with Department of Education on this. There is also the possibility of entering into a three-year engagement to complete FY2023 and 2024 audits simultaneously with the plan to start on FY2025 on time. They will start on this upon approval from the Board of Trustees and as soon as FY2022 is wrapped up.

Students have started to arrive on campus with Cross Country and Volleyball. This gave a great opportunity to work out any kinks with the check in process for our students. A schedule was given of the students first week on campus from move in to orientation and the community bar-b-que along with classes beginning and then the regatta.

Chair Larsen also announced that the Board has taken over the Regatta Cardboard Boat Race and this is a great opportunity for fun, and good bonding for our students.

• **Department Reports:**

Reports were included in the packet for review.

Finance Committee

Meeting minutes are included in the board packet for review of the July 16, 2024 meeting. Trustee Thorson reviewed the minutes along with details on the audit firm Carver, Florek & James CPA that is based out of Utah but do audit some other local companies, one being the Foundation.

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

Budget Fiscal Year 2025:

Budget has continued to be looked at and worked on. Dean Smith and President Knudson worked through this together as former President Justin Villmer did the main presentation in the past.

President Knudson reviewed that they worked on the alignment of the FY2024 budget with the FY2024 actuals to the best of their abilities. There was discussion on what the Mill Levies will potentially look like this year. The Budget for FY2025 was discussed and reviewed amongst the trustees. Trustee Gibbs asked for a clarification on what the Athletic Budget and team communications are. Joe Peterson, Athletic Director, clarified what this was per team.

Human Resource Committee

Meeting minutes are included in the board packet for the July 16, 2024 meeting. Trustee Johnson reviewed the minutes and what was discussed. Interviews are being scheduled for a few positions such as the Sports Information Coordinator and the Men's Basketball Assistant 1 coach.

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 July 12, 2024 meeting. Trustee Garceau-Glaser reviewed the minutes for the meeting. There are a few policies from this meeting that are being tabled. BP 6-8 Computer Information System and BP 6-8a Information Technology were included in the packet for a first review of the full Board of Trustees.

V. Public Comment

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

VI. New Business

- **Audit**

There is not an audit for FY2022 that is being presented for approval to the board yet as the firm is still working through this. There is a proposal request in the packet to enter into a three-year engagement with Carver Florek & James CPA's for the amount stated in the attached proposal.

Trustee Garceau-Glaser made a motion to enter into a three-year engagement for Fiscal Years 2023, 2024 and 2025 with Carver Florek & James for these audits at the amounts stated in the proposal. Trustee Thorson seconded the motion. No discussion was held. The motion carried unanimously. Motion passed.

- **Budget Fiscal Year 2025**

The budget was presented in the board packet for review.

Trustee Thorson moved to accept the Fiscal Year 2025 budget presented. Trustee Gibbs seconded the motion. There was no discussion held. The motion carried unanimously. Motion passed.

- **Morrison Maierle**

A proposal for Get Systems Technology Consults/Morrison Maierle was presented in the packet for review. Dean Smith stated that things were going better and we have an ongoing weekly scheduled meeting to discuss ways to improve our services and ways to decrease and review large ticket items to help alleviate the issues but also managing different items internally. As we move into Jenzabar implementation, we will be utilizing them more for different items as well on the technology side.

Trustee Thorson moved to enter into this contract as presented with Morrison Maierle. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

- **Policies to review for second reading**

- i. **BP 1-7 Conflict of Interest** Trustee Gloria-Garceau made a motion to approve BP 1-7 conflict of interest with the corrections made. Trustee Johnson seconded the motion.

The motion carried unanimously. Motion passed.

- ii. **BP 3-12 Accommodations for Students with Disabilities** Trustee Thorson moved to approve BP 3-12 Accommodations for Students with Disabilities. Trustee Gibbs seconded the motion. There was no discussion held. The 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 at the beginning of the meeting.

DCC Alumni, Erin Ellingson, presented as a rodeo parent regarding the facilities for practice and the housing of their animals. Her concern is that the facilities are in bad shape overall and are not safe for their animals to live in or the students to practice in. It is also an expensive option. There is a possibility of an arena at a different location. Recently, around \$50,000 of pipe was donated to help with a new facility. There is an amount that has already been delivered and more that could be delivered from another donor. The coach and program are what bring the students here to our campus but the facilities is what is lacking overall. An indoor arena would be a wonderful option to offer here for our Rodeo students.

Head Coach Shawn McGinley also commented regarding the pipe that was donated as this was a no cost to Dawson Community College solution. It is making it hard to recruit students to bring their animals to a facility that is in the rough shape it is in. We currently have two years left in a three year contract with that facility but it would be ideal to start a facility committee to help with a potential three phase process if possible.

Board Chair thanked them for the public comments and input and will connect with Coach McGinley on this matter this week.

The Regular Board of Trustee meeting was adjourned at 6:43 p.m.