
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: March 27, 2023

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
Kathy Hoiland	Trustee	Yes
Sarah Thorson	Trustee	Yes
Mike Wilondek	Trustee	No
Sandy Johnson	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Justin Villmer	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Daisy Nyberg	Director of HR	Yes
Justin Beach	Dean of Student Success	Yes
Matt Hull	Dean of Academics	Yes
Becky Smith	Dean of Finance and Operations	No
Community Members		
Brendan Heidner	Ranger Review	Yes



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, March 27, 2023 5:30 pm
Recorded by Becca Klang

The meeting was called to order by Cindy Larsen at 5:33 p.m.

I. Introductions

The Chair called for introductions.

II. Correspondence

There was three letters in the packet from Lori Hilbert, Laureen Murphree and Peggy Iba. These are included in the packet as they come in.

III. Minutes

Trustee Garceau-Glaser moved to approve the minutes of the February 27, 2023, Regular Board Meeting with the correction to the attendance. Vice-Chair Knudson seconded the motion. The motion passed unanimously.

IV. Reports

- **President's Update:** This report was hand-delivered with the packet for review by the Board of Trustees. President Villmer gave various Legislative updates on specific House Bills that are to be reviewed in Helena this week. There are planned in-person testimonials on these as well. He also noted that HERRF Funding was received by Dawson Community College during the COVID 19 pandemic, and the reports on these funds have been completed. Dean Beach and Virginia Boysin worked very hard on answering any and all questions from the government last week on how this was spent. President Villmer gave an update on the process with the Sidney Sugar workers. We have contracted with Great Falls College to utilize their mobile welding trailer and the plan is to have it here for instruction and training for these individuals.
- **Department Reports:** Department reports are included in the packet for review.

Dean Hull gave a brief update on the Second Chance Pell program. Some of these students were taken out of the program and there were also some that are scheduled to be on parole soon. The team is navigating how to continue helping these students through the program. This program has been an overall positive experience for these students and we would like to see the best options to continue to help them through the program. Dean Hull also gave a brief update on how faculty evaluations and classroom observations have been going; it has been very beneficial to see the different environments and interactions between the students and faculty.

Dean Beach gave a brief updated on things going on in his department of Dawson Community College. Enrollment have been working on upcoming Buccaneer days. It has been tough to engage students to come visit the DCC campus and this event has been

helpful in that process. There is also a health fair that will happen on campus during the upcoming week. Providers throughout Glendive will be coming to get students the different resources with resident life and future. Student housing has been working hard on invigorating the student life through the library, open gym and wellness Wednesdays. They are working hard to get back on track with resident and student life since the pandemic happened.

Finance Committee

Vice-Chair Knudson gave a brief update on the meeting that occurred. Meeting minutes are included in the board packet for the March 14, 2023. He also included that there was a positive update on the Meadowlark apartments.

HR Committee

Meeting minutes are included in the board packet for the March 8, 2023 meeting. Trustee Johnson gave an update on the minutes. There was discussion on the different openings and status of the applications.

Policy Committee

The Policy Committee minutes were included in the packet and changes were presented for a first review by the Board of Trustees. The following policies will be brought forward to the Board of Trustees for a second reading and approval of the suggested edits at the April 24, 2023 meeting: BP 2-21 Community Service, BP 2-22 Classified Staff Pay Grade System, BP 2-23 Post-Retirement Employment.

V. Public Comment

Chairwoman Larsen called for public comment. There was none.

VI. New Business

• Board Policies for Approval Second Reading

BP 1-17 Public Comment Trustee Hoiland moved to approve BP 1-17 Public Comment policy with the suggested edits. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-1 Administrative Leave Trustee Garceau-Glaser moved to approve BP 2-1 Administrative Leave policy with the suggested edits including a name change. Trustee Johnson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-4 Evaluation of Classified Staff Trustee Thorson moved to approve BP 2-4 Evaluation of Classified Staff policy with the suggested edits including a name change. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-12 External Employment Trustee Garceau-Glaser moved to approve BP 2-12 External Employment policy. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-13 Faculty Evaluation Trustee Hoiland moved to approve BP 2-13 Faculty Evaluation policy with the suggested edits. Trustee Johnson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-15 Evaluation of Tenured Faculty Trustee Johnson moved to approve BP 2-15 Evaluation of Tenured Faculty policy with the suggested edits. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-16 Distinguished Service Awards Trustee Thorson moved to approve BP 2-16 Distinguished Service Awards policy with the suggested edits. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-17 Classified Staff Leave Trustee Garceau-Glaser moved to approve to repeal BP 2-17 Classified Staff Leave policy. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-18 Evaluation of Administrative Staff Trustee Hoiland moved to approve to repeal BP 2-18 Evaluation of Administrative Staff policy. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-28 Emeritus Faculty Trustee Garceau-Glaser moved to approve BP 2-28 Emeritus Faculty policy with the suggested edits including a name change. Trustee Knudson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

VII. Consent Items

Trustee Knudson moved to approve the HR report and Voucher report distributed in the Board Packet. Trustee Thorson 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.

The Regular Board of Trustee meeting was adjourned at 6:13 p.m.