
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: April 22, 2024

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance for the April 22, 2024, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Sarah Thorson	Vice Chair	Yes
Gloria Garceau-Glaser	Trustee	No
Brendan Heidner	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Sandy Johnson	Trustee	Yes
	Trustee	
Chad Knudson	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Becky Smith	Dean of Finance and Operations	Yes
Josh Engle	Dean of Student Success	No
Matt Hull	Dean of Academic Affairs	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes
Jon Fitch	DCC Faculty/Dawson County Resident	Yes
Daisy Nyberg	Director of Human Resources	Yes
Mark Weber	DCC Head Women's Basketball Coach	Yes
Dennis Harp	DC Foundation	Yes
Christina DiGangi	DCC Faculty	Yes – Zoom



 Cindy Larsen, Chair



 Sarah Thorson, Vice Chair

Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, April 22, 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

Correspondence was included in the packet for review. A letter from Sue Strehlow was included in the packet regarding her retirement and plans going forward being an adjunct instructor at Dawson Community College.

III. Minutes

Trustee Thorson moved to approve the minutes of the March 25, 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 reviewed his last two weeks here at Dawson Community College. He has been busy learning and collecting information from all areas. He is meeting with all of his direct reports to help with the transition process. Justin Villmer has successfully transitioned from his previous presidential role to his controller role and has been focused on the audit but also has been able to help answer any questions that President Knudson has along the way. President Knudson gave an update on the audit and stated that the goal was to be finalized by the end of April but this will not be met by Wipfli or on our side. Wipfli is strictly focused on our audit and we are close to having this finished on their end. The individual that has been working with Dawson Community College on the audits is planning to leave Wipfli soon. We have requested information on who will be the general contact with Wipfli going forward for the 2023 Audit and the remainder of the FY2022 audit. The Department of Education has been continually updated on the progress of the audit as well.

Dean Smith is working on the FY2025 Budget and as soon as Cabinet reviews the first draft, the Finance Committee will then review the draft. Facility maintenance planning is underway as well to fit into the budget. Director Todd Thompson is working on a priority list. Currently, the top priorities are the doors in the entrances and the roof over the Main Hall indoor gym facility and classrooms. Another top priority is the parking lot.

NWCCU Accreditation mid-cycle visit is scheduled for April 7 and 8, 2025. There is a lot of data work to do to prepare for this.

President Knudson updated the Board of Trustees on the process for replacing our current Enterprise Resource Planning (ERP) system. There is a planned visit from a candidate for a campus demonstration. The implementation for a new ERP would take roughly two years. There will also be in-depth training offered.

A Buccaneer Day took place with almost 30 potential students on campus. This was a great turnout and they heard great campus reviews and feedback. Graduation for our students takes place Thursday, May 9, 2024.

• **Department Reports:**

Department reports were included in the packet for review.

• **KPI Review/College-Wide Assessment Strategic/Action Plan Review**

This item is on the Board Calendar as a reportable item for April. Currently, this is a work in progress and there isn't anything to report at this time.

Finance Committee

Meeting minutes are included in the board packet for review for the April 9, 2024 meeting. Trustee Thorson spoke on specifics in the meetings.

A copy of the voucher lists were included in the board packet for review.

Budget Preview:

Nothing to review at this time.

Human Resource Committee

Meeting minutes are included in the board packet for the April 10, 2024 meeting. Trustee Heidner reviewed the minutes of this meeting. There was additional discussion regarding the FLSA (Fair Labor Standards Act) audit that Daisy is working on.

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 March 12, 2024 meeting. Trustee Hoiland briefly reviewed each of the policies that were brought forward in the packet for a first viewing. BP 5-8 Student Funds, BP 6-1 Vehicle Use, BP 6-3 Facilities Use, and BP 6-5 Software Licenses were in the packet for review.

V. Public Comment

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

VI. New Business

• Policies to review for second reading

i. BP 2-35 Public Forum

Trustee Thorson moved to approve BP 2-35 Public Forum as presented in the packet. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed.

ii. BP 5-10 Recognition of Independent Foundations

Trustee Hoiland moved to approve BP 5-10 Recognition of Independent Foundations as presented in the packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

iii. BP 5-11 Relationship Between Funds

Trustee Heidner moved to approve BP 5-11 Relationship Between Funds as presented in the packet. Trustee Thorson seconded the motion. President Knudson stated that if there is any transferring between funds that were already approved then these transfers should be reapproved at the end of the Fiscal Year. The motion carried unanimously. Motion passed.

iv. BP 5-12 Grants

Trustee Johnson moved to approve BP 5-12 Grants as presented in the packet. Trustee Heidner seconded the motion. There was discussion regarding drafting a procedure that will not allow any acceptance of a grant that would burden the institution more than benefit. The motion carried unanimously. Motion passed.

v. BP 5-13 Identity Theft Prevention

Trustee Thorson moved to approve BP 5-13 Identity Theft Prevention as presented in the packet. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed.

- **Programs for Moratorium**

Dean Hull spoke on the Corrosion Tech and ROEM programs that he suggested go into moratorium. Courses that are in moratorium remain in the catalog and the admissions to these programs are suspended for up to three years. After three years, these programs are then automatically terminated. This will give us time to review and determine if these programs are good to proceed with or end at Dawson Community College.

Trustee Hoiland moved to put the Corrosion Tech and ROEN programs in moratorium. Trustee Thorson seconded this. There was discussion on seeing programs change with economic changes and adjusting to those changes. There is a possibility for developing different CTE programs. The motion carried unanimously. Motion passed.

- **Surplus Sale Items**

A list was presented of items that would go for a surplus sale with Eric Smelser in May or June 2024. These items are to clear out and clean up around campus.

Trustee Heidner moved to declare all of the items listed as surplus for sale. Trustee Johnson seconded this motion. The motion carried unanimously. Motion passed.

VII. **Consent Items**

Trustee Hoiland moved to approve the HR Report and Vouchers as 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. There was none.

The Regular Board of Trustee meeting was adjourned at 6:39 p.m.