
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: August 28, 2023

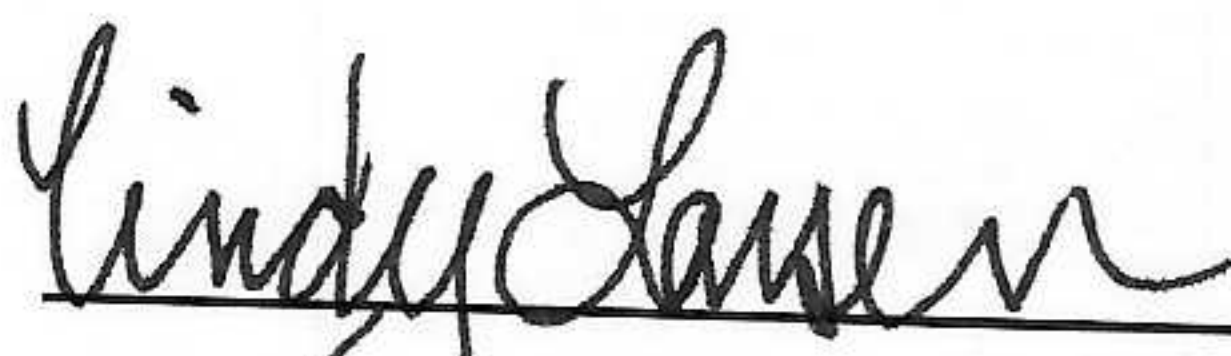
Meeting Location: DCC Board Room

Approval: FINAL


Recorded By: Becca Klang

Attendance for the August 28, 2023 Board of Trustee Meeting

| Name | Title/Organization | Present |
|--------------------------|------------------------------------|----------------|
| Cindy Larsen | Chair | Yes |
| Chad Knudson | Vice Chair | Yes |
| Kathy Hoiland | Trustee | Yes |
| Sarah Thorson | Trustee | Yes |
| Sandy Johnson | Trustee | Yes |
| Gloria Garceau-Glaser | Trustee | No |
| Brendan Heidner | Trustee | Yes |
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| Justin Villmer | President of DCC | Yes |
| Becca Klang | Assistant to the President | Yes |
| Becky Smith | Dean of Finance and Operations | Yes |
| BreAnn Miller | DCC Faculty/GFT | Yes |
| Dennis Harp | DC Foundation | Yes |
| Josh Engle | Dean of Student Success | Yes |
| Tom Smith | DCC Faculty | Yes – Zoom |
| Daisy Nyberg | DCC Director of HR | Yes – Zoom |
| Joe Peterson | Athletic Director/Head Men’s BBall | Yes – Zoom |
| Erin Kaufman | DCC Academic Coordinator | Yes - Zoom |
| | | |
| | | |
| Community Members | | |
| Hunter Herbaugh | Ranger Review | Yes |



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, August 28, 2023 5:30 pm
Recorded by Becca Klang**

Chair Cindy Larsen called the meeting to order at 5:35p.m.

I. Public Hearing – Permissive Medical Mill Levy

Chair Larsen went over what the difference is between FY2023 and FY2024 in the Permissive Mill Levy.

She asked for any public comment – none was made.

The Regular meeting was called to order at 5:35p.m.

II. Introductions

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

III. Correspondence

There was a packet that came in the mail today from The Council for Higher Education Accreditation (CHEA). It was discussed if the Board of Trustee's could utilize their training services and decided that ACCT meets the current needs of the Board. It was deemed to no longer be members of CHEA.

IV. Minutes

Vice-Chair Knudson moved to approve the minutes of the July 24, 2023, Regular Board Meeting. Trustee Thorson seconded the motion. The motion passed unanimously.

V. Reports

• **President's Update:**

The President's Update was included in the Board Packet for review. President Villmer went over it and he updated that there is a possibility for a community member that may have interest in the BNSF property. He plans to meet with them on this to discuss this further. He also stated that the housing manual has been updated by the director of housing and has been pushed out to students. He added that the semester is off to a great start. There have been a few issues that have been brought to his attention but there have also been some awesome student activities that have happened and are currently happening around campus. Overall, few complaints on the beginning of the school semester.

- **Department Reports:** Department reports were included in the packet for review. There was no discussion held on these.

Finance Committee

Meeting minutes are included in the board packet for the August 8, 2023 meeting. Trustee Thorson went over the minutes and what was reviewed at the meeting. She reported that with the audit process Wipfli is cautious to sign another engagement with us until FY22 is complete. It would be ideal if they would engage in a contract to ensure we would be back in compliance by June 2024. With the Employee Retention Credit, President Villmer is looking into changes in laws to include various higher education facilities. When he hears more

information, he will pass the information to the Board of Trustees. Vice-Chair Knudson gave his input on this with his history of being on the Board of Trustees and there was light discussion.

A copy of the list of vouchers is included in the board packet for review.

HR Committee

Meeting minutes are included in the board packet for the August 9, 2023 meeting. Trustee Heidner went over the minutes and what was discussed in the meeting with the other Trustees. President Villmer also provided another update that recently three Student Worker's were hired into tutor positions. They are continually reviewing external applications for part time tutor positions. He also added that the Assistant Coach 1 and Assistant Coach 2 positions may or may not remain posted as open positions due to lower rosters for these specific teams.

Policy Committee

Meeting minutes are included in the board packet for the August 8, 2023 meeting. Vice-Chair Knudson reviewed each of the policies that were brought forward in the packet for a first viewing. BP 2-33 Employee Standards of Conduct had been revised and there are plans to draft a College Procedure that lines this out with more detail. BP 3-01 Advanced Placement Examinations will be reviewed at the next upcoming Policy Committee meeting for another review and revision. BP 3-03 Intercollegiate Athletic Programs had some changes that were reviewed as well. BP 3-04 Student Admissions Policy had minor changes that were discussed. Three of the four policies will come back to the Board of Trustees meeting in September for a second review and possible approval.

VI. Public Comment

Chair Larsen called for public comment. There was none.

VII. New Business

• Adopt Mill Levies

President Villmer went over each of the Mill Levies with the Board. He also gave background information on the increases and decreases in these Mill Levies. Vice-Chair Knudson also gave some background on the Additional/Optional Mill Levy.

*Trustee Johnson moved to approve the mandatory General Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$991,000 for 42.54 mills. Trustee Thorson seconded the motion. There was no discussion. The motion passed unanimously.

*Vice-Chair Knudson moved to approve the mandatory Retirement Mill Levy for the purpose of employer contributions for Social Security, Medicare and Retirement Systems, in the amount of \$592,941 for 25.44 mills. Trustee Hoiland seconded the motion. There was no discussion. The motion passed unanimously.

*Trustee Thorson moved to approve 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 \$318,888 for 13.68 mills. Vice Chair-Knudson seconded the motion. There was no discussion. The motion passed unanimously.

*Vice-Chair Knudson moved to approve the voted Optional Mill Levy for the purpose of education and general operating expenses of the College in the amount of \$144,000 for 6.18 mills. Trustee Johnson seconded the motion. There was no discussion. The motion passed unanimously.

*Trustee Thorson moved to approve the mandatory Adult Education Mill Levy for the purpose of supporting Adult Education Programs in the amount of \$100,000 for 4.29 mills. Trustee Heidner seconded the motion. There was no discussion. The motion passed unanimously.

*Trustee Heidner moved to approve the mandatory Debt Service Mill Levy for the purpose of principal, interest and fees due during the fiscal year on obligation bonds, in the amount of \$365,000 for 15.66 mills. Trustee Thorson seconded the motion. There was no discussion. The motion passed unanimously.

- **Meadowlark Apartments – Lot 10**

There was documents provided in the packet that were reviewed and discussed. There was discussion on the quiet title that was done for Lot 10 along with the supporting documents that were included in the packet. Upon approval of the documents these will be signed and notarized and processed through.

Vice-Chair Knudson moved to approve the amendments to the contract for deed subject to the corrections to these documents as discussed in the meeting. Trustee Hoiland seconded the motion. The motion passed unanimously.

VIII. **Consent Items**

Trustee Hoiland moved to approve the consent items distributed in the Board Packet. Vice-Chair Knudson seconded the motion. The motion carried unanimously. Motion passed.

IX. **Press Releases are forwarded to Board members as they are issued.**

X. **Open Forum for Public Input on Dawson Community College Issues.** None noted.

The Regular Board of Trustee meeting was adjourned at 6:26 p.m.