
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: January 22, 2024

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

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

Name	Title/Organization	Present
Cindy Larsen	Chair	No
Chad Knudson	Vice Chair	No
Kathy Hoiland	Trustee	Yes
Sarah Thorson	Trustee	Yes
Sandy Johnson	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Brendan Heidner	Trustee	Yes
Justin Villmer	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	No
Dennis Harp	DC Foundation	Yes
Daisy Nyberg	DCC Director of HR	Yes
Joe Peterson	Athletics Director/Men's Head Basketball Coach	Yes
Shawn McGinley	Rodeo DCC Head Coach	Yes
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, January 22, 2024, at 5:30 pm
Recorded by Becca Klang**

Trustee Thorson called the meeting to order at 5:32 p.m.

I. Introductions

Trustee Thorson called for introductions. Introductions were made around the room.

II. Correspondence

There were a few items in correspondence that were included in the packet for review. Trustee Thorson noted the letter of resignation from President Villmer and thanked him for all he has done for Dawson Community College Community and the Greater Glendive Community.

III. Minutes

Trustee Johnson moved to approve the minutes of the December 18, 2023, Regular Board Meeting. Trustee Garceau-Glaser seconded the motion. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Villmer reviewed his report with the Board of Trustees. He gave an update on winter session and the reasons enrollment was lower this year. There was an update given on the Community College Growth Engine. There will be quite a bit of work coming forward with this. A company has been selected to do a marketing campaign for Dawson Community College for fall 2024. President Villmer also went over his resignation with Dawson Community College and thanked everyone here at the college for all of the support that has been shown in making this difficult decision.

• **Department Reports:**

Department reports were included in the packet for review. There was no additional discussion on these.

Finance Committee

Meeting minutes are included in the board packet for review for the January 16, 2023 meeting. Trustee Thorson spoke on specifics in the meeting. President Villmer also spoke on the FY2022 Audit. He spoke with the Department of Education and they gave strong direction to make sure that this audit is finalized in March. This is to a point where this needs to be the number one priority. In regards to the FY2023 audit; there has been a discussion with Denning Downey & Associates for this audit and President Villmer is currently waiting on a quote from them to work on FY 2023 and FY 2024 audits.

Tuition, Fees, Housing, and Meal Plan: This is in the packet for review. This will be brought back to the Finance Committee meeting in February and then to the Board of Trustee meeting scheduled for February 26, 2024.

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

Human Resource Committee

Meeting minutes are included in the board packet for the January 17, 2024 meeting. Trustee Heidner reviewed the meeting details and went over the Human Resource Report.

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

Policy Committee

No formal meeting took place in January. There was a packet emailed to the Policy Committee with the current policies that were being reviewed. Trustee Garceau-Glaser briefly reviewed each of the policies that were brought forward in the packet for a first viewing.

V. Public Comment

Trustee Thorson called for public comment. There was none.

VI. New Business

- **Alcohol request letter for Buc's, Boot's, and Buckles Banquet**

A letter was submitted to the Board of Trustees requesting the allowance of alcohol to be served at the Buc's, Boot's, and Buckles Rodeo Banquet on Saturday, February 10, 2024, in the Toepke Gym. The request was discussed. Trustee Garceau-Glaser moved to approve the serving of alcohol request. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed.

- **Policies to review for second reading**

- i. **BP 2-06 Faculty Development Fund**

Trustee Hoiland moved to approve BP 2-06 Faculty Development Fund as presented in the packet. Trustee Heidner seconded the motion. The motion carried unanimously. Motion passed.

- ii. **BP 2-34 Social Media – Employee**

Trustee Garceau-Glaser moved to approve BP 2-34 Social Media-Employees as presented in the packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

- iii. **BP 3-14 Social Media – Students**

Trustee Hoiland moved to approve BP 3-14 Social Media-Students as presented in the packet. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

- iv. **BP 4-04 Academic Freedom**

Trustee Johnson moved to approve BP 4-04 Academic Freedom as presented in the packet. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed.

- v. **BP 5-0a Accounting Standards**

Trustee Heidner moved to approve BP 5-0a Accounting Standards as presented in the packet. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

- vi. **BP 5-0b Annual Operating Budget**

Trustee Hoiland moved to approve BP 5-0b Annual Operating Budget as presented in the packet. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

- vii. **BP 4-03 Program Moratorium and Termination**

Trustee Garceau-Glaser moved to table the already approved BP 4-03 Program Moratorium and Termination as presented in the packet. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed.

VII. Consent Items

Trustee Heidner 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.
Trustee Thorson called for public comment. There was none.

The Regular Board of Trustee meeting was adjourned at 6:04 p.m.