
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: May 22, 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	Yes
Sandy Johnson	Trustee	Yes
Gloria Garceau-Glaser	Trustee	No
Brendan Heidner	Trustee	Yes
Justin Villmer	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Daisy Nyberg	Director of HR	Yes
Matt Hull	Dean of Academics	Yes
Becky Smith	Dean of Finance and Operations	Yes
Joe Peterson	Athletic Director/Head Men's Basketball	Yes
BreAnn Miller	DCC Faculty	Yes
Community Members		
	Ranger Review	No



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, May 22, 2023 5:30 pm
Recorded by Becca Klang**

Chair Cindy Larsen called the meeting to order at 5:33p.m.

I. Introductions

Chair Larsen called for introductions.

II. Correspondence

There was none presented at the meeting.

III. Minutes

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

IV. Reports

- **President's Update:** President Villmer reported from his report that was in the packet for review. He noted that he highlighted the items that have updates with them. President Villmer also gave a shout out to Sara Engle for the grant that was approved to purchase mountain bikes for our students to utilize. He gave brief detail on Project Cannonball. An undisclosed company that is looking to build a manufacturing site in Montana and is looking into a handful of different locations in the state. There will be a presentation from the owner of this undisclosed company towards various City of Glendive members. This company coming here could also bring roughly 150 jobs to Eastern Montana. President Villmer also gave an update on the Second Chance Pell/PEP. The department of Financial Aid has denied the additional site for DCC because DCC is delayed in our audits for FY2021 and FY2022. Once we submit these two audits, the additional site will be re-reviewed. Dean Hull is hopeful we will get this resolved and stated that we can continue to lay the groundwork for any new programs we would like to get started at DCC but aren't able to have any additional programs until these audits are finalized and the Department of Financial Aid approves.
- **Department Reports:** Department reports are included in the packet for review.
- **Dean of Academics-Program Review:** Dean Hull gave an update on the Program review. The data for these reports will be available in June and he will present the data at the June 26, 2023, Board of Trustee meeting. He went over what the process is on the curriculum, course sequencing, status of programs and how does it help advance the missions/learning outcomes at DCC. He meets directly with these faculty members on their courses to get the feedback and draw connections that the standards we are accredited on to follow the strategic priorities. Every semester students are asked to fill out surveys on quality of the instructor and the quality of the program. This data is then reviewed and added to his reports. Additionally, there is a need for a better system for tracking the previous students and where they go after DCC. He would like to see getting the faculty more involved in the recruiting process. Dual Enrollment Coordinator would be a good key player in this.

Finance Committee

Meeting minutes are included in the board packet for the May 09, 2023 meeting. Vice-Chair Knudson gave a brief update on the meeting that occurred. There was a revision to a minor calculation error in the Tuition and Fees that was previously approved by the Board of Trustees that was presented and discussed.

President Villmer went over the Audit for FY2021. The auditing firm asked if the Trustees could meet for a special board of trustee meeting on June 5, 2023. This is when they plan to have the FY2021 audit complete and ready for the Board of Trustee to review. They have found one finding regarding Internal Control and President Villmer stated that we have already begun a Correction Action Plan for this finding. This finding is more of a training aspect within DCC and it is a process issue that DCC has already started working on. FY2022 audit has started and Dean Smith has already provided data and documents to them to help with the start of this.

Budget Preview: This is slightly behind as we have also been working on the audits. Dean Smith has been working hard on putting the preliminary budget together to have reviewed by the Cabinet group. There were handouts received and reviewed at the Finance Committee meeting.

HR Committee

Meeting minutes are included in the board packet for the May 10, 2023 meeting. Trustee Johnson gave a brief update on the minutes and the HR report. The DCCU is dissolving as of June 30, 2023.

Policy Committee

The Policy Committee minutes were included in the packet from the May 09, 2023 meeting. President Villmer briefly reviewed each of the policies that were brought forward in the packet for a first viewing. BP 2-24 Presidential Appointment had minor changes, BP 2-25 Selection of Classified Staff which has a name change and is being combined with BP 2-26 Selection of Administrative Staff, BP 2-27 Retirement Service Credits had the MCA policy information updated, and BP 3-13 Field Trip Policy; a new policy; will be brought to the June 2023 meeting for a second reading.

V. Public Comment

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

VI. New Business

- **Audit FY2021** – This will be tabled for a Special Board Meeting prior to the June Regular Board Meeting. The Board discussed June 5, 2023, for this meeting.
- **Board Calendar Review** – There was a suggested change to the current approved board calendar. Program review will be added to the June meeting section. October currently states programs to be reviewed and suggestions with programs, this will be when programs get assigned for review. In June these assessments will be reported on.

Vice-Chair Knudson made a motion to adopt the Board Calendar with the suggested changes for the month of June. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

- **Board Policies for Approval Second Reading**

BP 1-11 Public Records Trustee Hoiland moved to approve BP 1-11 Public Records with the suggested edits. Trustee Johnson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 1-16 HIPAA Trustee Thorson moved to approve BP 1-16 HIPAA as a policy for Dawson Community College. Trustee Hoiland seconded the motion. The motion carried 6-1 with no discussion. Motion passed.

BP 6-8b Individual Email Account Trustee Hoiland moved to approve BP 6-8b Individual Email Account. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

President Villmer thanked the Board for approving these policies and the others that DCC is required to have to go with the GLBA policy. With DCC planning to have a Multi-Factor Authentication Sign-on DCC needs these approved and put in place first.

- **Swear in Board Members for new term**

Trustee Sarah Thorson, Trustee Sandy Johnson, and incoming Trustee Brendan Heidner were sworn in for their terms. Trustee Gloria Garceau-Glaser was absent and will be sworn in at the next meeting she attends with the Board of Trustees.

- **Reorganize Board**

The reorganization of individuals on the committees were discussed with different suggestions. Trustee Hoiland moved to make the following changes: Policy Committee would include Vice-Chair Knudson, Trustee Garceau-Glaser and Trustee Hoiland; Finance Committee would include Chair Larson and Trustee Thorson; HR Committee would include Trustee Heidner and Trustee Johnson. Trustee Thorson seconded the motion. The motion carried unanimously.

Trustee Thorson made the motion to keep Cindy Larsen as Chairperson of the board. Trustee Johnson seconded the motion. The motion passed unanimously.

Trustee Hoiland made the motion to keep Chad Knudson Vice-Chair of the board. Trustee Johnson seconded the motion. The motion passed unanimously.

VII. **Consent Items**

Vice-Chair Knudson moved to approve the Voucher report and the HR report distributed in the Board Packet. Trustee Hoiland 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 7:18 p.m.