
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: May 23, 2022


Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance

Name	Title/Organization	Present
Chad Knudson	Chair	Yes
Cindy Larsen	Vice Chair	No
Spencer Johnson	Trustee	Yes
Sarah Thorson	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Mike Wilondek	Trustee	Yes
Kathleen O'Leary	Interim President	Yes
Becca Klang	Assistant to the President	Yes
Justin Beach	Dean of Student Success/F.A. Director	Yes
Matt Hull	Dean of Academics	Yes
Joe Peterson (Zoom)	Athletic Director/Coach	Yes
Adam Hilbert	DCC IT Support	Yes
Sara Engle	Director of Workforce Development	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes


 Chad Knudson, Chair


 Cindy Larsen, Vice Chair

Dawson Community College Board of Trustees

Minutes of the Regular Board Meeting

Monday, May 23, 2022 5:30 pm

Recorded by Becca Klang

Present (in person unless noted otherwise): Board: Chairman Chad Knudson, Trustees: Mike Wilondek, Sarah Thorson, Spencer Johnson, Kathy Hoiland

Absent: Vice Chair Cindy Larsen

DCC: Interim President Kathleen O'Leary, Justin Beach - Dean of Student Success, Matt Hull - Dean of Academics, Adam Hilbert - IT, Joe Peterson - Athletic Director (Online), Sara Engle - Dean of Workforce Development

Public: Jamie Crisafulli – Ranger Review (Online)

Chair Knudson called the meeting to order at 5:35 p.m. The Chair called for introductions.

Correspondence

- **WIOA Adult Education Grant Award** - Interim President Kathleen stated DCC received notification on Friday, May 27th, the College was successful in obtaining the WIOA five year Adult Education Grant from the State of Montana allowing the College to continue providing HiSet services to nine counties in eastern Montana. Dean Engle added more detail stating the grant mainly covers a portion of salaries for the Adult Education program and necessary regional travel. Interim President O'Leary recognized Dean Engle for the work she had done in preparing and submitting the successful grant application.

Minutes

- Trustee Hoiland / Trustee Johnson moved/seconded the motion to approve the minutes of the April 25, 2022 Special Board Meeting.
- Trustee Johnson / Trustee Wilondek moved/seconded the motion to approve the minutes of the April 25, 2022 Regular Board Meeting.
- Trustee Thorson / Trustee Johnson moved/seconded the motion to approve the minutes of the April 26, April 27, April 28 and April 29, 2022 Special Board Meetings with a correction to the spelling of Chair Chad Knudson's name being changed in each document.
- Trustee Thorson/ Trustee Hoiland moved/seconded the motion to approve the minutes of the May 5, 2022 Strategic Planning meeting.
- Trustee Johnson/ Trustee Wilondek moved/seconded the motion to approve the minutes of the May 9, 2022 Special Board Meeting with a correction to timestamp the meeting was called to order to 5:00 pm.
- Trustee Wilondek/ Trustee Hoiland moved/seconded the motion to approve the minutes of the May 9, 2022 Special Board Meeting.

All motions carried unanimously.

Reports

President's Report

- **Strategic Plan** – Interim President Kathleen O'Leary distributed an updated draft of the new Strategic Plan with current language, definitions and examples of possible Key Performance

Indicators (KPIs) the Cabinet had created. The KPIs will not be included in the final version and were only provided so the Trustees could better understand how the Strategic Priorities will be measured. The plan is not yet finalized and Interim President O'Leary requested input from the Board by June 3rd in order to prepare a final draft to be submitted for approval at the June 27th meeting. Following approval, a seven year action plan will be developed with definitions, finalized KPIs, timelines, dashboards and annual documentation to be conducted on an on an annual basis that adheres to accreditation standards. Chairman Knudson added positive input that the language on this as a whole is coming together nicely.

- **FY23 Budget Preview** – Interim President Kathleen O'Leary provided an update on the FY23 budget. She continues to work on closing out FY21 and they are almost finished with this. The goal is that by mid-June, FY2021 will be closed out and financial statement drafts will be ready for audit work to begin. An auditor is not located, however it is hoped an audit can be arranged by August and at the same time DCC can schedule a time for the FY22 audit in October. Detailed information on FY23 Budget will be presented at the June meeting for informational purposes only. Final approval occurs at the July meeting.
- **FY22 Budget to Actual** - Interim President O'Leary explained the FY22 Budget to Actual information in detail. Currently the DCC general fund balance is in a healthy place compared to FY22 budget. This is due to the vacancies and furloughs.
- **Introduction and Thank You** - Interim President Kathleen O'Leary welcomed the new Executive Assistant to the President Becca Klang and thanked outgoing Interim Executive Assistant Penny Zimmerman for all of her hard work over the last year.

Department Reports

- Academics – Dean Hull added to his report that in addition to accreditation work this summer, Academics will be working with the faculty regarding the assessment plan. These summer efforts will help with the plan going forward. The plan was implemented immediately to prepare for the accreditation report due next spring, allowing for ongoing continuous improvement.
- Athletics – Director Peterson had no additional comments beyond his report. Athletics are working on wrapping up this year and preparing for next year.
- Student Success – Dean Beach stated that Housing concluded a successful move out with students as spring semester ended. Housing is currently looking for a new Director. Housing anticipates above capacity need this coming fall and alternative housing options is a current discussion item. There is a Finance Committee meeting scheduled for Friday May 27th regarding Housing and financing for the future needs of the College. Dean Beach shared some students stayed as employees this summer and have been working on bathroom maintenance, painting all rooms and other things needing fixed in Housing. Dean Beach shared an update on the Manor Apartments, stating DCC has moved out of these and maintenance is finishing the repairs in them. The cleaning company plans to be finished in the Manor Apartments by the end of the month. DCC is currently on track with executing the end of the contract on time. O'Leary gave kudos to all staff that has worked to leave the apartments in good standing the deadline of the end of the lease.
 - Director of Workforce – Dean Engle had nothing extra to share regarding the report.

Accreditation

- **Final NWCCU Peer Evaluation Report** was included in the packet. O'Leary encouraged Board Trustees to review the Peer Evaluation Report, explaining the differences between

concerns, recommendations and accommodations. O'Leary is pleased overall with the report and the findings, stating the College has already begun addressing the concerns and recommendations as well as the areas noted in the Year Seven Self Study that require additional attention. The next step in this process is for VP of Accreditation Suela Cela, Interim President Kathleen O'Leary and the incoming President to attend the Northwest Accreditation Commission Hearings in Reno later in June.

Finance Committee Meeting report by Chair Knudson

- Nothing to report at this time. Next meeting scheduled is May 27th at 2:00 pm.

HR Committee Meeting report by Trustee Hoiland

- Trustee Hoiland spoke on the recent hires and open positions. There are contracts in the process of being signed and more interviews scheduled for positions to be filled. Human Resources is working on updating payroll rates for July 1st along with Title IX, Accreditation requirements and Diversity, Equity and Inclusion Initiatives (DEI).

Policy Committee Report by Trustee Thorson

- Interim President O'Leary presented updated Board Policy BP 2-20 Evaluation of College President. The updated policy changes annual evaluation of the President to begin in March, allowing the President to allocate resources in the budget to address concerns or goals of the Board. Trustee Johnson added that this will be a good new update with a new President coming to the college soon and will help show exactly what the expectations are. It also keeps the Board in check to hold themselves accountable for what they are expected to follow through with the President. Chair Knudson suggested an edit/update regarding who will do the evaluation at the 12 and 18 month reviews.
- BP 5-0b Budgeting system and BP 5-0c Financial Condition were reviewed and approved at the Policy Committee meeting as well with no edits or changes.

Presidential Search

- There are no updates currently.

New Business

Presidential Evaluation Policy

- No action today

Consent Items

- Trustee Wilondek/ Trustee Johnson moved/seconded the motion for the approval of the Vouchers List and Human Resource Report. Motion carried unanimously.

Chairman Knudson called for public comment.

There was none.

Reorganize Board of Trustees

- There was discussion held and nominations made.

- Chairperson nomination: Trustee Thorson nominated Vice Chair Cindy Larsen and the nomination was seconded by Trustee Wilondek. The motion passed.
- Vice Chair Person nomination: Trustee Johnson nominated Chairman Chad Knudson and the nomination was seconded by Trustee Thorson. The motion passed.
- Secretary nomination: Trustee Hoiland nominated Assistant to the President Becca Klang and the nomination was second by Trustee Thorson. The motion passed.
- Terms of the committees and changes made: Trustee Wilondek/ Trustee Thorson moved/seconded the motion to keep committee as is with no changes to assignments. Motion carried unanimously.
Policy Committee – Trustee Sarah Thorson
Finance Committee – Trustee Mike Wilondek and Vice Chair Chad Knudson
HR Committee – Chairwoman Cindy Larsen and Trustee Kathy Hoiland

Swearing in Trustees for new term

- Vice Chair Chad Knudson and Trustee Kathy Hoiland were sworn in for another term.

With no further business, the meeting adjourned at 6:50 p.m.