
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: June 26, 2023

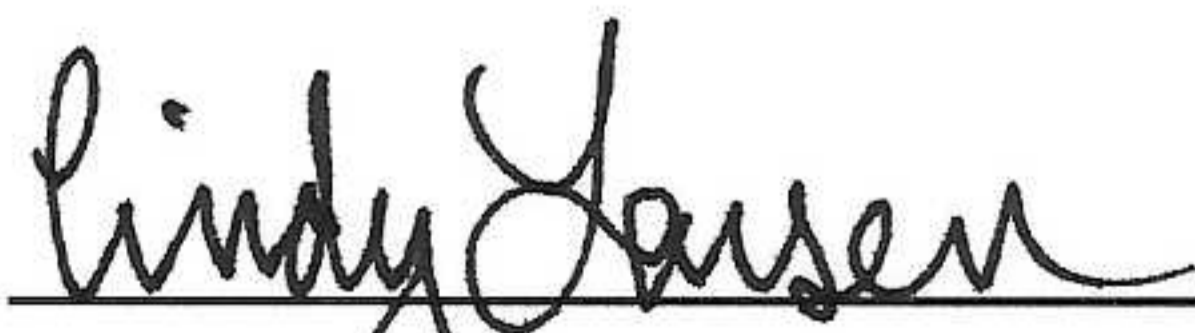
Meeting Location: DCC Board Room

Approval: FINAL

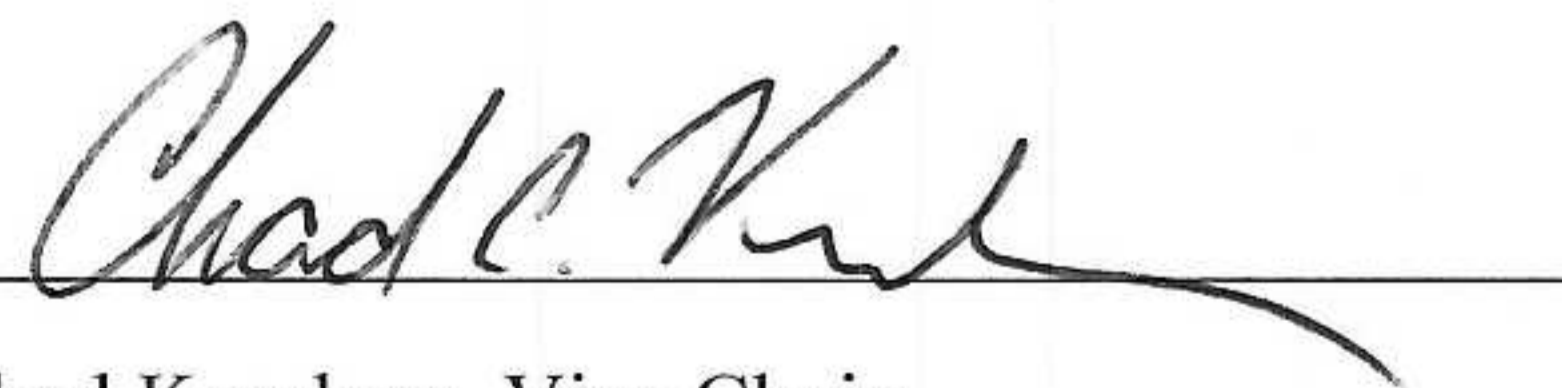
Recorded By: Becca Klang

Attendance for the June 26, 2023 Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	No
Chad Knudson	Vice Chair	Yes
Kathy Hoiland	Trustee	Yes
Sarah Thorson	Trustee	Yes
Sandy Johnson	Trustee	No
Gloria Garceau-Glaser	Trustee	Yes
Brendan Heidner	Trustee	Yes
Justin Villmer	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Daisy Nyberg	Director of HR	No
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/GFT	Yes
Peyton Koivu	DCC Housing	Yes
Nick Staffileno	DCC Faculty/Staff	Yes
Erica Milne	Director of Recruitment/Enrollment	Yes
Community Members		
Jamie Crisafulli	Ranger Review	No



Cindy Larsen, Chair



Chad Knudson, Vice Chair

Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, June 26, 2023 5:30 pm
Recorded by Becca Klang

Vice-Chair Chad Knudson called the meeting to order at 5:33p.m.

I. Introductions

Vice-Chair Knudson called for introductions.

II. Correspondence

There was none presented at the meeting.

III. Minutes

Trustee Garceau-Glaser moved to approve the minutes of the May 22, 2023, Regular Board Meeting. Trustee Thorson seconded the motion. The motion passed unanimously.

Trustee Thorson moved to approve the minutes of the June 5, 2023, Special Board Meeting. Trustee Garceau-Glaser seconded the motion with the suggested corrections to the minutes. The motion passed unanimously.

IV. Reports

- **President's Update:** President Villmer's update is in the packet for the Board of Trustee's to review. He stated that he is proud of all of the good work that happens around campus. He thanked all of the work from Dean Hull and team with his program reviews, Dean Smith and team with all of the hard work on the budget, and Enrollment team with the current enrollment numbers. Human resources has also been working hard on filling positions. Overall, all of our departments on campus have been working tirelessly on many ongoing projects and have been making great strides with these tasks. There was a question from Trustee Thorson to remind her details about Quottly. This is a course sharing platform that Montana State University Board of Regents has implemented. We are the second Community College that has signed on and will have the ability to offer our specific courses through Quottly. This allows other students to take courses online through their home institution but also through other schools online at the same time.
- **Department Reports:** Department reports are included in the packet for review. President Villmer stated he has been impressed with the team that reports generally to the Dean of Student Success with the transition to that position being vacant. This group has really made it a team effort to make sure these duties are still being addressed. He does look forward to the new Dean of Student Success to start to help pick those duties back up. There was also a question on an estimated timeline for the Boiler Pump to be fixed in Toepke and President Villmer will look into this with the Plant Process Director but he believes this particular part is on backorder currently.
- **Dean of Academics-Program Review:** Dean Hull gave an update on the Program Review. He went over the three science programs first. He stated that Erin Kaufman and himself met with Tom Reeve and Jennifer Robinette and asked a series of questions regarding Biology, Chemistry and the Health Science program. They discussed the different learning outcomes, Enrollment trends, Financial aspects and how these programs have a relationship to the College's Mission and Strategic Priorities. There

were a few questions about the possibility of doing different medical technical programs and what the cost would be for DCC. President Villmer stated that he was recently in a meeting with Glendive Medical Center where they talked about a possibility of a partnership. Dean Hull then spoke about the Corrosion Technical and Rural Organization Employee Management (R.O.E.M.) programs. He suggested rebuilding the advisory committee for the Corrosion Tech program and working on rebuilding and rebranding the program. This could possibly be a more simplified program for individuals to take while they are already in the workforce. This would give them the opportunity to build up credentials in their current career. Dean Hull recommends that this program go into moratorium and look into this program to see if there is value in rebuilding this program. He will keep the board informed through this process.

- **Student Application and Student Payment Process Presentation:** Nick Staffilleno, Peyton Koivu, and Erica Milne presented on the updated application/online payment system. Nick walked through the process on how to create an account and going forward to becoming a student at DCC. The hope for this is to streamline the application process but also making sure they have all or at least most of the necessary documents that are required to have for advising and financial aid. This will also open the door for catered marketing to each student who is interested in DCC. DCC has also collaborated with AccessGov, this is a great online feature to help students and families pay their tuition and fees online. This will also allow individuals to donate to the institution.
- **Preliminary FY2024 Budget:** President Villmer walked the trustees through a quick overview of the general budget for DCC. He explained briefly the General Fund, Tuition, Transfers, FY24 projections, Department Operating Expenses and Institutional Aid. The timeline for this is to have it approved at the July 24 Board of Trustee meeting.

Finance Committee

Meeting minutes are included in the board packet for the June 13, 2023 meeting. Vice-Chair Knudson gave a brief update on the meeting that occurred.

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. They also discussed the expected changes with the Mill Levy amounts.

GFT Negotiations: This item will be reviewed at a Special Board meeting scheduled in July along with the Budget.

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 June 14, 2023 meeting. Trustee Heidner went over the HR report with the committee and what was discussed at the meeting

Policy Committee

The Policy Committee minutes were included in the packet from the June 13, 2023 meeting. Trustee Hoiland briefly reviewed each of the policies that were discussed at the committee meeting and were approved for a first viewing. BP 2-29 Employee and Volunteer Background Check had minor changes along with a name change, BP 2-30 Employee

Recognition Awards had no changes, BP 2-31 Public Communication had minor changes, and BP 2-32 Termination Payout had no changes that were made. There was an additional Policy Committee meeting that was held on June 23, 2023 that reviewed BP 4-5 Transfer of Credit that had minor changes that needed to be updated to stay in line with the accreditation standards. These all will be brought to the July 2023 meeting for a second reading.

V. **Public Comment**

Vice-Chair Knudson called for public comment. There was none.

VI. **New Business**

• **Board Policies for Approval Second Reading**

BP 2-24 Presidential Appointment Trustee Thorson moved to approve BP 2-24 Presidential Appointment with the suggested edits. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-25 Selection of Staff Trustee Hoiland moved to approve BP 2-25 Selection of Staff with the suggested edits. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-26 Selection of Administrative Staff Trustee Thorson moved to approve to repeal BP 2-26 Selection of Administrative Staff. Trustee Heidner seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-27 Retirement Service Credits Trustee Thorson moved to approve BP 2-27 Retirement Service Credits with the suggested edits. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 3-13 Field Trips Trustee Hoiland moved to approve BP 3-13 Field Trips as a Dawson Community College board policy. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously with no discussion. Motion passed.

- **Ullman Development Fund Distribution:** President Villmer presented information on a simulator for the Criminal Justice program. This simulator is a MILO Range Advanced Training System that faculty Robert Buescher has worked with and has years of experience with its success with training. It was proposed to have this simulator purchased as soon as possible and a portion of the payment would come out of the Ullman Development Fund. There is a request for a distribution of \$225,000 to be made out of this fund and \$13,500 from this fund to help with the purchase of this simulator.

Trustee Garceau-Glaser made a motion to approve the distribution of \$225,000 to be made from the Ullman Development Fund. Trustee Thorson seconded the motion. The motion carried unanimously with the request to table the request of the \$13,500 to be reviewed at a future Board of Trustee meeting after the approval of the Budget for FY2024. Motion passed.

VII. **Consent Items**

Trustee Heidner moved to approve the Voucher report and the HR report distributed in the Board Packet. Trustee Thorson 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 7:24 p.m.

