
DCC BOARD OF TRUSTEES
SPECIAL MEETING MINUTES

Meeting Date: February 8, 2022
Meeting Location: DCC Board Room
Approval: FINAL
Recorded By: Penny Zimmermann

Attendance

Name	Title/Organization	Present
Chad Knudson	Chair	Yes
Cindy Larsen	Vice Chair	Yes
Spencer Johnson	Trustee	Yes
Sarah Thorson	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Mike Wilondek	Trustee	Yes
Penny Zimmermann	Assistant to the President	Yes
Leslie Weldon	Director of Human Resources	Yes
Justin Beach	Dean of Student Success/F.A. Director	Yes
Kathleen O'Leary	Interim President	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes
Angela Provert	Pauly Group	Yes

Chad Knudson, Chair

Cindy Larsen, Vice Chair

Dawson Community College Board of Trustees
Minutes of Special Board Meeting
Tuesday, February 8, 2022 12:00 noon
Recorded by Penny Zimmerman

The meeting was called to order by Chairman Chad Knudson at noon.

Presidential Search:

Trustee Thorson introduced Angela Provart from the Pauly Group. The Pauly Group has been selected to be the firm to assist DCC with the hiring of a new President. The purpose of this meeting was to provide Angela the information she needs to move forward in the presidential search. She stated it was important to develop a profile.

Angela asked the BOT:

- Where do you see the college in 5 years
- DCC's strengths/weaknesses
- Strengths needed for the candidate

Angela explained the applicant pool:

- Minimum qualities
- Characteristics
- She expects no more than 20 applicants
- Her group will help the DCC Search Committee select 8-9 candidates to interview

Chairman Knudson spoke to the strengths of DCC.

- Extremely small school
- High percentage of students who come from over 200 miles
- Have realized a significant period of growth. However, with that comes problems
 - Not enough housing
 - Shortage of teachers
 - A need to refine processes/procedures

Knudson reported the BOT completed a SWOT analysis for the institution in January of this year. Results of that will be shared with Angela.

Angela inquired if DCC expects the student growth to continue. Chairman Knudson stated the growth may be difficult to sustain. We have high numbers of athletes and DCC is hoping for growth in other areas.

Interim President O'Leary stated there is a turnover of staff at DCC. Staff wear multiple hats and they are weary. Justin Beach added it is stressful to do a job you aren't familiar with. Trustee Larsen stated DCC needs assistance/ideas on dealing with staffing shortages. It is important to get a strong leader, have a strong cabinet in place and strong faculty/staff. It is necessary to get a candidate who can mentor and delegate. Justin Beach stated there is a lack of trust resulting from the last administration that a decision you made wouldn't be heard and valued.

Interim President O'Leary:

- Important for candidate to empower staff and make decisions
- Mentor
- Be a strong leader, but also a part of a team
- Focus on career and technical programs as the workforce needs it and these programs are tied to the future funding formula
- Accreditation processes are important. DCC is preparing for a NWCCU Accreditation visit in April of this year. A lot of work has been done but the next President will need to stay focused so DCC doesn't lose ground and intentional work to build up areas of weakness.

Angela asked if there will be any findings in this year's accreditation survey. O'Leary stated there are always recommendations but yes DCC will likely see recommendations in our academics program review processes and financial area.

Chairman Knudson stated most candidates are usually in a career development stage and it is important they be committed to DCC.

Trustee Wilondek stated that DCC has strong community support and it is important the candidate be very community minded. Trustee Larsen asked Angela to ensure the candidate understands the importance to be on campus and live in the community.

Trustee Johnson stated the local high school and the college are closely tied. Dual enrollment is offered, however the relationship could be stronger as turnover affects consistency.

Trustee Thorson reported she is reaching out to people to serve on a local search committee. These include faculty/staff/community members.

Angela stated they expect to get 12-16 candidates and she has visited with Trustee Thorson and Leslie Weldon, HR Director and understands the salary range and the expectation for them to live in the area. The group visited about if a Master's Degree is okay or if DCC is looking at a Doctorate level candidate. Angela also asked if budgeting and financial background should be in the qualifications and Chairman Knudson stated that the candidate will be fiscally responsible for the business of the college. Should be at least familiar with accounting processes and some budgeting experience.

O'Leary stated that DCC has been under financial scrutiny for some time and it is important the candidate understands budgeting and be able to articulate it. The Controller and Director of Business Services will be new, as DCC is currently recruiting for these positions, so the President will want some strength in this area.

Trustee Wilondek recommended that grant writing and fundraising experience be considered when hiring the new president. O'Leary stated that grants are a weakness for the college as there is currently a shortage of staff to handle the follow up record keeping associated with grants.

Chairman Knudson stated the BOT of Trustees are cognizant of the fact that all of the boxes can't be checked. O'Leary stated there is a dedicated group of faculty and staff and the

community support cannot be understated. DCC is a main economic driver in the community. The next person to serve as President is lucky to live in such a great community, work with this group of faculty and staff and serve our students.

Next steps:

1. Develop a Search Committee
2. Meet with faculty and staff for their input for the candidate
3. Within the next two weeks, get an ad published, send emails out, and make calls
4. The beginning of March have the search committee get together for orientation
5. April/May will be interviews
6. June – the candidate will start at least remotely
7. Chair Knudson stated it important to devote a significant amount of time with Interim President O’Leary for a hand-off. Interim President O’Leary’s contract ends June 30, 2022.

Angela encouraged the BOT to ask questions and ask for support if there is a need. Please don’t hesitate to contact her.

Public Comment: Chairman Knudson read an email from Jackie Schultz.

The meeting adjourned at 1:20 p.m.