
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: September 25, 2023

Meeting Location: DCC Board Room

Approval: FINAL

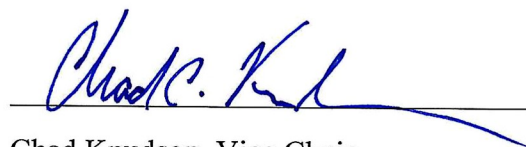
Recorded By: Becca Klang

Attendance for the September 25, 2023 Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Kathy Hoiland	Trustee	No
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	Yes
Matt Hull	Dean of Academic Affairs	Yes
Dennis Harp	DC Foundation	Yes
Tom Smith	DCC Faculty	Yes – Zoom
Daisy Nyberg	DCC Director of HR	Yes – Zoom
Joe Peterson	Athletic Director/Head Men’s BBall	Yes – Zoom
Todd Thompson	Director of Physical plant	Yes
Community Members		
Hunter Herbaugh	Ranger Review	Yes
Pamela Harr	Sculpter with Bridger Bronze	Yes



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, September 25, 2023 5:30 pm
Recorded by Becca Klang**

Chair Cindy Larsen called the meeting to order at 5:30 p.m.

I. Introductions

Chair Larsen called for introductions. Introductions were made around the room.

II. Correspondence

No correspondence was presented at the meeting.

III. Minutes

Trustee Thorson moved to approve the minutes of the August 28, 2023, Regular Board Meeting. Trustee Garceau-Glaser seconded the motion. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Villmer included his full update as a handout at the Board of Trustee meeting. He went into more detail on the Learning Management System and stated this will be a significant change for all the universities and colleges in Montana. The Department of Education is providing Tier 1 support for three (3) years and providing any support needed as this transition is made. There has been a request made to provide what the cost would be after the first three (3) years. Overall, this will allow all of the institutions to participate together more efficiently. President Villmer also went over his recent trip for the Rural Community College Alliance to The Dalles, OR. They looked into the socioeconomic status within our community and how we can serve the students that didn't graduate high school and to help engage the less fortunate population. DCC is hosting an Adult Ed open house event Monday, October 2 from 5:00 to 7:00 pm. This will help with these students in our community.

He also spoke on Banner and the future will either be Cloud Based or go to another system in general. This will be a significant change and DCC will need to work together with the other two community colleges and discuss work with OCHE as well. The future at banner will either be Cloud based or go to another system.

There will be representatives from Dickinson State University and Montana State University-Billings coming to campus to work to arrange a partnership and articulation agreements and potentially others for our education program. He also stated that DCC in partnership with Montana Health Network (MHN), will be hosting a CNA program that will be taught here by a MHN instructor on the DCC campus. The funding for these students will directly come from Job Service, this training is being offered for credit, and we will receive state funding for the students that are enrolled.

President Villmer also reminded the Board of Trustees the Buccaneer Bash is coming up shortly and to reach out to the Foundation for questions on this great event.

• **Department Reports:**

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

- **Physical Plant/Building Plan:**

This report was included for review in the packet. President Villmer opened stating this is on the current Board Calendar to review the building plan annually. This is beneficial for Trustees and Dawson Community College Employees to review the plans and possibilities around campus grounds internally and externally. President Villmer and Todd Thompson, Director of Physical Plant have been working with a company called McKinstry to go over all of the buildings on campus and ways to improve energy for cost effectiveness for DCC as a whole.

Finance Committee

Meeting minutes are included in the board packet for the September 12, 2023 meeting. Trustee Thorson went over the minutes and what was reviewed at the meeting. She reported that with the audit process, Wipfli could be cautious to sign another engagement with us until FY22 audit is complete. It would be ideal if they would engage in a contract to ensure we would be back in compliance by June 2024. FY2021 has also been submitted to the Department of Education. Edward Jones also came to the Finance Committee to discuss options with the Ullman Funds that were approved to pull funds from per the Budget that was presented. The board discussed these options more in detail.

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 September 13, 2023 meeting. Trustee Heidner reviewed the minutes and what was discussed in the meeting. The assistant Director of Recruitment position along with Assistant I and II coaching positions were discussed. President Villmer also provided another update that recently three Student Worker's were hired into tutor positions.

Policy Committee

Meeting minutes are included in the board packet for the September 12, 2023 meeting. Trustee Garceau-Glaser reviewed each of the policies that were brought forward in the packet for a first viewing. BP 3-01 Advanced Placement Examinations is proposed to be repealed. BP 3-05 Student Code of Conduct was discussed and the Board of Trustee's request that a College Procedure be drafted for this as well. BP3-08 Conduct of Student Athletes had minor edits that were reviewed. BP 3-10 Mandatory Housing Residency was reviewed with minor edits. BO 4-08 Prior Learning Assessment was proposed to have a name change with other minor edits as well. This policy will be utilized in place of BP 3-01 Advanced Placement Examinations that is up for repeal status. All of these policies will come to the next Board of Trustee meeting for a second viewing.

V. Public Comment

Chair Larsen called for public comment. There was none.

VI. New Business

- **Edward Jones Ullman Funds CD Purchase**

Trustee Garceau-Glaser moved to approve the purchase of a short term CD with Edward Jones from the Ullman Funds. Trustee Heidner seconded the motion. It was noted by Vice-Chair Knudson that this is utilizing cash not cash equivalents. The motion carried unanimously. Motion passed.

- **Policies to review for second reading**

- i. **BP 2-33 Employee Standards of Conduct**

- Vice-Chair Knudson moved to approve BP 2-33 Employee Standards of Conduct as presented in the packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

- ii. **BP 3-03 Intercollegiate Athletic Programs**

- Vice-Chair Knudson moved to approve BP 3-03 Intercollegiate Athletic Programs as presented in the packet. Trustee Thorson seconded the motion. There was discussion regarding E-Sports. The motion carried unanimously. Motion passed.

- iii. **BP 3-04 Student Admissions Policy**

- Trustee Thorson moved to approve BP 3-04 Student Admissions Policy as presented in the packet. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

VII. **Consent Items**

Trustee Thorson 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.**

Pam Harr with Bridger Bronze, Inc. presented the status on the Buccaneer statue for Dawson Community College. She delivered the rubber and plaster molds for bronze casting in Kalispell and presented the costs of the statue to the Board of Trustees with a report. This update with help with the planning process on the location of the statue on campus. The plan is for this to be finished in Kalispell and to be transported back to Glendive July 2024.

The Regular Board of Trustee meeting was adjourned at 6:24 p.m.