
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: November 27, 2023


Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance for the November 27, 2023 Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
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
Becky Smith	Dean of Finance and Operations	Yes
Josh Engle	Dean of Student Success	Yes
Matt Hull	Dean of Academic Affairs	No
Dennis Harp	DC Foundation	Yes
Daisy Nyberg	DCC Director of HR	Yes
Community Members		
Hunter Herbaugh	Ranger Review	Yes



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, November 27, 2023 5:30 pm
Recorded by Becca Klang**

Chair Cindy Larsen called the meeting to order at 5:35 p.m.

I. Introductions

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

II. Correspondence

A few emails were included in the Board packet. One was from Maria Nash regarding a non-DCC issue and one from Previous Criminal Justice Faculty, Robert Buescher.

III. Minutes

Trustee Heidner moved to approve the minutes of the October 23, 2023, Regular Board Meeting. Trustee Garceau-Glaser seconded the motion. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Villmer's president's update was hand delivered to the meeting. He highlighted a few items in the report. One item he covered was the Montana Campus Compact Award. One of our students, Lauren Rodacker was selected for our school and was presented her award at the Brawl of the Wild game in Missoula, MT. President Villmer also talked about the Native Voices Art Exhibition in the Library and the Fall student concert that have occurred on campus. The United States Department of Education has recognized Dawson Community College ranked as sixth highest transfer-out rate in Montana for Title IV students. President Villmer also spoke on a few upcoming events such as the HiSet Graduation ceremony occurring December 1, 2023 and the Dawson Community College holiday party is coming up on December 16, 2023 and the Board is invited to attend both of these events.

• **Department Reports:**

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

Dean Engle was asked what was included in the Tabletop Gaming for the students and he also gave credit to Rich Rowe for the idea of a Cheer Club for our students. He also stated that his department will go through a little shifting again as the Financial Aid Director submitted resignation and their last day at Dawson Community College is planned to be Friday, December 1.

• **Enrollment Management Report:**

Dean Engle presented his report to the Board of Trustees. He stated that with job market shifting and the COVID pandemic the College outlook for students has also shifted. Students are struggling more and this has decreased enrollment overall. His report showed graphs to overall compare the different categories of students enrolled. Dean Engle also reviewed the enrollment plan going forward starting Fall 2024 in the

recruitment process. There was discussion going over Apply MT and how it effects our recruitment and enrollment at Dawson Community College.

- **Legislative/OCHE/NWCCU Strategy and Review:**

President Villmer reported on this. One of the strategies the two-year sector is working on is a funding model for non-credit workforce development trainings. A task force is working on building the strategy with OCHE to request funds for short-term credit trainings. President Villmer serves on this taskforce. Businesses want trained people to be able to enter the workforce very quickly, and we are going to work towards making this happen. One of the largest challenges we are facing is that there is little to no funding for these types of non-credit trainings.

Finance Committee

Meeting minutes are included in the board packet for the November 14, 2023 meeting. Trustee Thorson went over the minutes and for this meeting. The meeting included an update on the Audit for FY2022 and where Wipfli is in the process of completion. The Employee Retention Credit was discussed and will be looked into further as President Villmer plans to reengage with Sheridan Wealth. The Tuition, Fees, Housing and Meal plan is planned to be presented at the December Finance Committee meeting.

A copy of the voucher lists were included in the board packet for review.

HR Committee

No meeting took place in November for the Human Resource Committee.

A copy of the Human Resource Committee report was included in the board packet for review. There was also an updated one hand delivered to the Board of Trustee meeting.

Policy Committee

Meeting minutes are included in the board packet for the November 14, 2023 meeting. Vice Chair Knudson reviewed the minutes and each of the policies that were brought forward in the packet for a first viewing. Social media draft policies for both DCC employees and Students were reviewed and will be brought back with the discussed changes to the December policy committee meeting. BP 2-06 Faculty Development Fund had changes to it that were reviewed and will be brought back to the December committee meeting for further discussion. BP 3-09 Residency Status, was completely revised and is included in the packet for a first viewing. There was additional discussion and clarification on what WUE rate was discussed and what Canadian providences were included in this. BP 4-03 Program Moratorium and Termination was reviewed with minimal edits and was included in the packet for a first viewing. BP 4-04 Academic Freedom was reviewed and has additional edits to discuss and will be brought back to the December committee meeting. BP 4-07 College-Wide Assessment was reviewed and has additional edits that needed to be discussed and will be brought back to the December committee meeting.

V. Public Comment

Chair Larsen called for public comment. There was none.

VI. New Business

- **Alcohol request letter for Chamber of Commerce for Event**
There was a request letter submitted to the Board of Trustees requesting the allowance of alcohol to be served at the Chamber of Commerce event taking place January 13, 2024 in the Toepke Gym. The request was discussed. Vice-Chair Knudson moved to approve the serving of alcohol request. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed.
- **Policies to review for second reading**
 - i. **BP 3-11 Academic Policies**
Trustee Thorson moved to approve BP 3-11 Academic Policies as presented in the packet. Vice-Chair Knudson seconded the motion. The motion carried unanimously. Motion passed.
 - ii. **BP 3-12 Accommodations for Students with Disabilities**
Trustee Hoiland moved to approve BP 3-12 Student Code of Conduct as presented in the packet. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.
 - iii. **BP 4-01 Educational Program Review**
Vice-Chair Knudson moved to approve BP 4-01 Educational Program Review as presented in the packet. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed.
 - iv. **BP 4-02 New Program Development**
Trustee Garceau-Glaser moved to approve BP 4-02 New Program Development as presented in the packet. Trustee Heidner seconded the motion. The motion carried unanimously. Motion passed.

VII. **Consent Items**

Vice-Chair Knudson moved to approve the vouchers and HR report distributed in the Board Packet. Trustee Garceau-Glaser 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 6:40 p.m.