
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: February 26, 2024

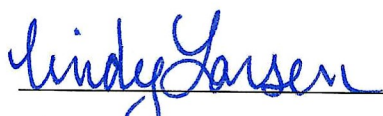
Meeting Location: DCC Board Room

Approval: FINAL


Recorded By: Becca Klang

Attendance for the February 26, 2024, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
	Vice Chair	
Kathy Hoiland	Trustee	Yes
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	No
Matt Hull	Dean of Academic Affairs	No
Community Members		
Hunter Herbaugh	Ranger Review	Yes
Joe Peterson	Athletics Director/Men's Head Basketball Coach	Yes (Zoom)
Daisy Nyberg	DCC Director of HR	Yes
Jon Fitch	Dawson County Resident/DC Tutor	Yes
Tom Smith	DCC Faculty	Yes (Zoom)
BreAnn Miller	DCC Faculty	Yes (Zoom)
Jennifer Weeding	DCC Faculty	Yes (Zoom)
Christinia DiGangi	DCC Faculty	Yes (Zoom)



Cindy Larsen, Chair



Sarah Thorson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, February 26, 2024, at 5:30 pm
Recorded by Becca Klang**

Chair Larsen called the meeting to order at 5:33 p.m.

I. Introductions

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

II. Correspondence

Correspondence was included in the packet for review.

III. Minutes

Trustee Thorson moved to approve the minutes of the January 22, 2024, Regular Board Meeting. Trustee Hoiland seconded the motion. The motion passed unanimously.

Trustee Garceau-Glaser moved to approve the minutes of the February 14, 2024, Special Board Meeting. Trustee Johnson seconded these minutes. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Villmer briefly reviewed his report with the Board of Trustees. He also added a few Thank you's to individuals around campus. He thanked the faculty for the assessment plan for NWCCU and Dean Hull as well for building this report that went to NWCCU. April 4, 2024 is the site visit and this report is the primary focus. Trustee Thorson asked if the Board needs to be present for this site visit. President Villmer replied that he will double check but he doesn't think the Board needs to be present for this site visit. He thanked Dean Becky Smith for her work on FY2022 audit and starting the preparations for the FY2023 audit. She has worked diligently on these and he is thankful for her hard work and support through this process. There are a lot of people that work here every day on campus and put in so many hours he would not be as successful as he is without the team here on campus. Trustee Garceau-Glaser asked when the FY2022 audit will be done. President Villmer stated that this is planned to go to the trustees at the end of March and that is the deadline that is being worked through with the auditor company. There will most likely be a special board meeting to review this. President Villmer did state that he has secured a quote for FY2023 from Wipfli. President Villmer also thanked Dean Engle on the Montana based company Montarev for the successful marketing videos and ads for Dawson Community College.

• **Department Reports:**

Department reports were included in the packet for review. Dean Engle highlighted a few items in his report. The new director of Financial Aid has been filled with Chris Payne and he has been training with Miles Community College on this. AwardSpring is still in progress as they are waiting for the FTE to upload from the State. There are continual student activities going on and IPEDS data along with Financial Aid has been in progress.

• **Review Labor Relations Contract Status:**

This is an item that is on the Board Calendar to report on annually. The current GFT agreement is bi-annually and at there this there has been no intent to renegotiate or rebargain a new contract. The next cycle of meetings for this will start in the spring to discuss any potential changes for this.

Finance Committee

Meeting minutes are included in the board packet for review for the February 15, 2024 meeting.

Trustee Thorson spoke on specifics in the meeting. She gave an update on the Employee Retention Tax Credit (ERTC) for Dawson Community College. Sheridan Wealth went through all of the documentation provided, they reviewed the orders from the Governor during COVID, and State of Montana orders were not strict enough for us to qualify. The positive news is they did agree to donate \$10,000 to the foundation if we didn't qualify.

The Fiscal Year 2025 budget is getting started on and worked through with the budget committee. The next budget committee meeting is happening February 28, 2024. There will be a planned significant increase for insurance along with salaries and benefits from House Bill 13 that was passed last year. There is plan for a budget preview at the April Board of Trustee meeting. A lengthy discussion took place regarding Tuition, Fees, Housing and meal plans. President Villmer added information regarding the insurance premiums and some of the reasoning why these increased.

Tuition, Fees, Housing, and Meal Plan: This will be reviewed at an additional Finance Committee meeting March 5 and then will be brought to the Board of Trustee meeting March 25.

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

Human Resource Committee

Meeting minutes are included in the board packet for the February 14, 2024 meeting. Trustee Johnson reviewed the meeting details and went over the Human Resource Report. Director Nyberg in Human Resources stated the Director of Housing and the Assistant Director of Recruiting and Marketing are now filled positions. These positions are being filled internally and with these individuals also keeping their current roles they will not be opening vacancies.

The updated Human Resource report was included in the board packet for review.

Policy Committee

Meeting minutes are included in the board packet for the February 13, 2024 meeting. Trustee Garceau-Glaser briefly reviewed each of the policies that were brought forward in the packet for a first viewing. BP 1-02 Institutional Effectiveness, BP 3-09 Residency Status, BP 4-07 College-Wide Assessment, BP 5-0 Asset Protection, BP 5-07 Class and Workshop Waivers, and BP 5-09 Independent Student Instructor Compensation will all come back to the Regular Board of Trustee meeting for a second viewing. BP 5-08 Student Fund Policy was discussed in depth and a structure needs to be established with these in the different student organizations. There currently isn't a College Procedure on this policy that could be added as well. This will go back to the Policy Committee in March for additional discussion and review and then come back to Board of Trustees when it is ready for a first viewing.

V. Public Comment

Board Chair Larsen called for public comment. There was none.

VI. New Business

- **Alcohol request – Glendive Community Cancer Fund**

A letter was submitted regarding the Glendive Community Cancer Fund Night of Hope Dinner that will be taking place in the Toepke Gym on Friday March 15, 2024 at 5:00 pm requesting approval for Pin High to serve alcohol at this event.

Trustee Thorson moved to approve the Glendive Community Cancer Fund's request to serve alcohol at their event March 15, 2024. Trustee Hoiland seconded the motion. The motion carried unanimously. Motion passed. Trustee Johnson abstained from the vote as she is a part of this organization that is hosting the event.

- **Policies to review for second reading**

i. BP 5-01 Institutional Purchasing

Trustee Garceau-Glaser moved to approve BP 5-01 Institutional Purchasing as presented in the packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

ii. BP 5-02 Tuition and Fees

Trustee Thorson moved to approve BP 5-02 Tuition and Fees as presented in the packet. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

iii. BP 5-04 CCOOnline Instructor Compensation

Trustee Hoiland moved to approve BP 5-03 CCOOnline Instructor Compensation as presented in the packet with the name change to Online Instructor Compensation. Trustee Heidner seconded the motion. The motion carried unanimously. Motion passed.

• Reorganize Board – Elect Vice Chair

Trustee Sarah Thorson was nominated by Trustee Hoiland for the open Vice-Chair position on the Board of Trustees.

Trustee Hoiland made a motion for Trustee Sarah Thorson for Vice-Chairman open position on the Dawson Community College Board of Trustees. Trustee Garceau-Glaser seconded the motion. Motion carried unanimously. Motion passed.

• Schedule Elections

Trustee Thorson made a motion that the Board of Trustees for Dawson College District, Dawson County, State of Montana, will hold an election on Tuesday, May 7, 2024. The election will be conducted by mail ballot and the purpose of the election is to elect trustees from Dawson College District to the Dawson Community College Board of Trustees for two - Three-year positions, and one - one-year position to finish a term. Trustee Johnson seconded the motion. It was discussed to not appoint an interim trustee and operate without since it is a short time. The motion carried unanimously. Motion passed.

VII. Consent Items

Trustee Johnson moved to approve the consent items 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.

Board Chair Larsen called for public comment.

Trustee Thorson gave an update on the Presidential Search Committee progress. There is a planned day of Question and Answer forums with Faculty, Staff, Students and the Community. There will also be a Board of Trustee interview with the Presidential candidate the same day. There will be a Special Board of Trustee meeting notice for March 12, 2024 to go over the feedback from these meetings.

The Regular Board of Trustee meeting was adjourned at 6:42 p.m.