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***DCC BOARD OF TRUSTEES***  
**MEETING MINUTES**

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Meeting Date: January 24, 2022

Meeting Location: DCC Board Room

Approval: FINAL


Recorded By: Penny Zimmerman

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**Attendance**

Name	Title/Organization	Present
Chad Knudson	Chair	Yes
Cindy Larsen	Vice Chair	Yes
Spencer Johnson	Trustee	Yes
Sarah Thorson	Trustee	Yes
Mike Wilondek	Trustee	Yes
Justin Beach	Dean of Student Success/F.A. Director	Yes
Dennis Harp	DCC Foundation Director	Yes
Adam Hilbert	Morrison and Mairele – IT Support	Yes
Matt Hull	Dean of Academics	Yes
Kathleen O’Leary	Interim President	Yes
Penny Zimmerman	Assistant to the President	Yes
Rich Rowe	Campus Housing	Yes
Tsai Ying Li	DCC Faculty	Yes
<b>Community Members</b>		
Jamie Crisafulli	Ranger Review	Yes
Cody Srevier	Edward Jones	Yes
Kathy Hoiland	Glendive Resident	Yes

  
 Chad Knudson, Chair

  
 Cindy Larsen, Vice Chair

**Dawson Community College Board of Trustees**  
**Minutes of Regular Board Meeting**  
**Monday, January 24, 2022 5:30 p.m.**  
**Recorded by Penny Zimmerman**

**The meeting was called to order by Chad Knudson at 5:35 p.m.**

**Minutes**

Trustee Larsen/Trustee Thorson moved/seconded the motion to approve the minutes of the December 20, 2021 Board Meeting. Chair Knudson noted his name was misspelled in one area. That will be corrected. **Motion carried unanimously.**

**Reports:**

**President Update**

- Interim President O'Leary reported she is monitoring the FTE and headcount for spring semester. The number of applications for academic year 22-23 is very comparable to numbers from one year ago. Noted this is without the recruiter position being filled.
- Interim President O'Leary announced the Cabinet approved the NWCCU accreditation visit for April 20-22, 2022. This will possibly be an on-line visit. Interim President O'Leary asked the Board of Trustees to be available for the mock NWCCU visit which will be held March.  
Interim President O'Leary stated much work has been done for the visit with much more to do.
- Department reports were included in the packet.

**DCC Foundation Report.** Dennis Harp, Director of DCC Foundation, reported the Buccaneer Bash was very successful. He is prospecting every day and connecting with folks in the region and out-of-state. The DC Foundation has received two new endowments this year, while building on current endowments. The Foundation has also received one estate gift this year with one more coming soon. There are 85 first-time donors on the payroll deduction at DCC. Dennis reported he is asking students to write thank-you notes to donors of scholarships. Rich Rowe is now on campus and has been helpful with recruiting. Chairman Knudson thanked Dennis and the DC Foundation for their good work.

**Dr. Li Request for Tenure Approval:** Matt Hull introduced Dr. Tsai Ying Li and stated he is happy to recommend her for tenure. Dr. Li has been instrumental in growing the music department at DCC and has other ideas to enhance the program. Hull stated DCC is very fortunate to have an instructor of Dr. Li's caliber on staff. Dr. Li thanked the board for allowing her to serve in her capacity at DCC. She stated the students help her so much, encouraging her to go the extra mile. Interim President O'Leary reported the tenure process is written out in the Collective Bargaining Agreement.

**Finance Committee**

Chairman Knudson Introduced Cody Sevier from Edward Jones. Cody had attended the January Finance Committee meeting providing some recommendations. Cody distributed and reviewed a handout with the Board of Trustees and gave recommendations for next

actions. The American Fund investments are valued at \$2,060,074.81. Cody recommends a total exchange of \$500,000 from the existing funds - \$250,000 into a short-term bond fund and \$250,000 into funds with more international exposure. Chairman Knudson thanked Cody for taking the time to present the information to the BOT. The recommendations will be voted on under New Business.

Chairman Knudson reported the Finance Committee discussed the Fees/Tuition/Waivers over the next two years. He reminded the Board of Trustees that it is important to keep up with the cost of education. He reviewed the recommendation from the Finance Committee increasing the tuition increase for the next two years. The proposal consists of a 10 % increase for in-district student tuition and an 8% increase for in-state and Western Undergraduate Exchange (WUE) student tuition and an increase of 5% for out of state and international students for F/Y 2023 and 2024. Also discussed was eliminating the Canadian exchange rate and adding neighboring Canadian provinces to the WUE rate. This increase does not completely cover the cost to educate students but it does begin to close the gap.

Interim President Kathleen O'Leary reviewed the Food Service Budget for discussion only. She will have more data at the end of the semester. Knudson reported that Food Service and Housing will be acted on at a later date.

Interim President stated she recommends having up to \$175,000 in reserves for housing. Chairman Knudson stated DCC needs an additional long term housing solution and that it is important to keep up with actual housing costs. Trustee Thorson asked that consideration be given to five students per room.

Discussion followed.

### **Human Resources Committee**

Trustee Larsen stated DCC is currently sharing the Librarian position with Miles Community College. Larsen also mentioned we need to track hours/course taught by adjunct faculty so we do not get into a position where we would have to cover benefits for these positions. There is a maintenance position open in Housing. Interim President O'Leary noted that details are being worked out for possibly sharing a grant writer/reporting person with Miles Community College and Flathead Valley Community College.

Chairman Knudson stated his concern that we do not have any applicants for the critical positions; Controller, Director of Human Resources, Director of Business and Director of Financial Aid. Interim President O'Leary asked for suggestions on helping fill those positions. Other open positions were discussed, including a Recruiter and an admissions person. Suela Cela suggested hiring someone in Eastern or Central Montana to travel to C schools. Interim O'Leary again welcomed any suggestions.

**Policy Committee** – did not meet this month.

### **Dawson College Presidential Search**

The Prospectus was reviewed. It addressed who we are, what we are looking for and expectations. Chairman Knudson reported it is important that Board of Trustees know this information, in order to speak to others about the position. Trustee Thorson reported the preliminary budget for the Presidential Search needs approval. She reviewed the \$54,000

budget with the group, along with the timeline and reiterated the importance of following the timeline as closely as possible. She asked the Board of Trustees for names of community people who may be interested in serving on the search committee. The recommended committee should consist of 12-15 members including faculty, staff, students and community members. Chairman Knudson asked that Trustee Thorson be point person and encouraged Board of Trustees and other to get names to Sarah by Friday, January 28. Trustee Thorson stated if the budget proposal is approved later in the meeting, she will meet with recruitment firms on Friday. Trustee Thorson reviewed the compensation package.

Chairman Knudson asked if there was any public comment on items brought forward at this meeting. Joe Peterson stated the coaches are concerned about dramatic tuition increases and decreasing the number of athletic waivers. He wanted the Board of Trustees to be aware of their concern.

### **New Business**

Dr. Li Tenure – Trustee Wilondek moved/Trustee Johnson seconded to approve Dr. Tsai Ying Li's tenure. **Motion carried unanimously.**

Edward Jones – Trustee Larsen/Trustee Wilondek moved and seconded the motion to accept the investment recommendation from Edward Jones. **Motion carried unanimously.** Interim President O'Leary will notify Cody Sevier.

Tuition Increase – Chairman Knudson/Trustee Thorson moved and seconded a motion to approve the Tuition increases as presented by the Finance Committee. Discussion followed. **Motion carried unanimously.**

Chairman Knudson called for a motion on the Food Services rate. There was no motion.

Chairman Knudson called for a motion on the proposed housing rate. There was no motion.

Kathryn Hoiland has expressed interest to serve on the DCC Board of Trustees. There is currently two positions open. Kathy's letter of interest and Resume were reviewed. Trustee Larsen/Trustee Thorson moved and seconded to appoint Kathryn Hoiland to one of the open board positions. **Motion carried unanimously.**

Presidential Prospectus. Trustee Wilondek/Trustee Johnson moved/seconded a motion to approve the Prospectus. **Motion carried unanimously.**

Presidential Search Budget. Trustee Johnson/Trustee Thorson moved/seconded a motion to approve the search budget. **Motion carried unanimously.**

Search Firms. Trustee Larsen/Trustee Johnson moved and seconded the motion to give Trustee Thorson, Leslie Weldon and Interim President O'Leary the authority to hire a 3<sup>rd</sup> party search firm. **Motion carried unanimously.**

### **Consent Motions – Vouchers and HR Report**

Trustee Thorson/Trustee Johnson moved/seconded the motion to approve the Human Resource Report and the vouchers. **Motion carried unanimously.**

Chairman Knudson reported there will be a special trustee meeting held in the near future to discuss food service and housing rates.

There being no further business, the meeting was adjourned at 8:20 p.m. The next board meeting will be held on February 28, 2022.