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

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Meeting Date: July 24, 2023

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

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**Attendance for the July 24, 2023 Board of Trustee Meeting**

<b>Name</b>	<b>Title/Organization</b>	<b>Present</b>
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Kathy Hoiland	Trustee	Yes
Sarah Thorson	Trustee	Yes
Sandy Johnson	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Brendan Heidner	Trustee	No
Justin Villmer	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Daisy Nyberg	Director of HR	Yes - Zoom
Matt Hull	Dean of Academics	Yes
Becky Smith	Dean of Finance and Operations	Yes
Joe Peterson	Athletic Director/Head Men's Basketball	Yes - Zoom
BreAnn Miller	DCC Faculty/GFT	Yes
Dennis Harp	DC Foundation	Yes
Josh Engle	Dean of Student Success	Yes
<b>Community Members</b>		
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, July 24, 2023 5:30 pm  
Recorded by Becca Klang**

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

**I. Introductions**

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

**II. Correspondence**

There was none presented at the meeting.

**III. Minutes**

Trustee Garceau-Glaser moved to approve the minutes of the June 26, 2023, Regular Board Meeting. Trustee Hoiland seconded the motion. The motion passed unanimously.

Trustee Thorson moved to approve the minutes of the July 10, 2023, Special Board Meeting. Trustee Johnson seconded the motion. The motion passed unanimously.

**IV. Reports**

- **President's Update:** President Villmer went through his report and also introduced the new Dean of Student Success. Josh Engle- the new Dean of Student Success gave a brief personal and work background. President Villmer went over the updates with behavior health provider for our students through One Health. He has also attended different conferences over the last few weeks such as Mountain States Association of Community Colleges and the NC3 Annual Leadership Summit. In Service, Orientation for Faculty and students and the Community BBQ events are all in the planning process with students moving in on campus soon and classes beginning August 23<sup>rd</sup>.
- **Department Reports:** Department reports were included in the packet for review. There was no discussion held on these.

**Finance Committee**

There was no meeting that took place in July.

**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 July 12, 2023 meeting. Trustee Johnson went over the HR report with the committee and what was discussed at the meeting. Daisy Nyberg, Director of HR, reported that the reserve officer training is going to begin soon and gave a quick update on new potential hires since the July HR meeting.

**Policy Committee**

There was no meeting that took place in July.

**V. Public Comment**

Chair Larsen called for public comment. There was none.

## VI. New Business

- **Academic Calendar – Updated**

The updated calendar was presented to the Board of Trustees in the packet. The update was one (1) assessment day added to the beginning of each semester.

- **Alcohol Request Letter for Buccaneer Bash**

Presented in a packet is a letter from Dennis Harp requesting for alcohol to be served at the Buccaneer Bash that is being held on October 7, 2023 at the Toepke Gymnasium. Chair Larsen brought forward a suggested that the Foundation could ask for a portion of the proceeds go back to the event/foundation itself because we are considered a Non-Profit. Another suggestion was to make it competitive with the different locations that serve alcohol at these events and they can bid out the vendor at these events. President Villmer will bring these suggestions to the Foundation Board of Trustee's at the meeting that is scheduled for Wednesday, July 26, 2023.

Trustee Thorson moved to approve the request to serve alcohol at the Buccaneer Bash October 7, 2023. Vice-Chair Knudson seconded the motion. The motion carried unanimously. Motion passed.

- **Board Policies for Approval Second Reading**

BP 2-29 Employee and Volunteer Background Check Trustee Thorson moved to approve BP 2-29 Employee and Volunteer Background Check with the suggested edits. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-30 Employee Recognition Awards Trustee Garceau-Glaser moved to approve BP 2-30 Employee Recognition Awards with the suggested edits. Trustee Johnson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-31 Public Communication Trustee Hoiland moved to approve BP 2-31 Public Communication with the edit of the word 'the'. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-32 Termination Payout Trustee Johnson moved to approve BP 2-32 Termination Payout with the suggested edits. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 4-5 Transfer of Credit Trustee Garceau-Glaser moved to approve BP 4-5 Transfer of Credit with the suggested edits. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

- **FY 2024 Budget**

President Villmer stated that this was available for public to review and ask questions since the meeting on July 10, 2023 and no changes were noted. The Board of Trustee's didn't have any further questions regarding the budget.

Vice-Chair Knudson moved to approve the FY2024 proposed budget as presented at the July 10, 2023 meeting. Trustee Thorson seconded the motion. The motion carried unanimously with the following remark. Vice-Chair Knudson reiterated that no budget is perfect and he appreciates that DCC identified things that needed to be worked on and

out team has worked hard on this presentation to help it be better understandable. Motion passed.

- **Master Agreement – Dawson Community College Board of Trustees and Glendive Federation of Teachers Local No. 3402 – FY 2024 & 2025**

The Board of Trustee's were presented with the final copy of the updated agreement and were able to review prior to the meeting. One question was asked about the assessment days being at the beginning of the semester instead at the end. Dean Hull stated the reason for this is additional training and it is an assessment over the course itself. They spend time on designing interventional learning, and ways to implement them throughout the semester and additional ways to improve student learning. At the end of the semester the faculty are finishing the semester with tests and grades and posting these grades.

Trustee Thorson moved to approve the academic calendar with the changes that were made. Vice-Chair Knudson seconded the motion. The motion carried unanimously. Motion passed.

VII. **Consent Items**

Trustee Knudson moved to approve the consent items distributed in the Board Packet. Trustee Hoiland 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.** None noted.

**The Regular Board of Trustee meeting was adjourned at 6:05 p.m.**