
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: March 28, 2022

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Penny Zimmerman

Attendance

Name	Title/Organization	Present
Chad Knudson	Chair	Yes
Cindy Larsen	Vice Chair	Yes
Spencer Johnson	Trustee	Yes
Sarah Thorson	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Mike Wilondek	Trustee	Yes
Kathleen O'Leary	Interim President	Yes
Penny Zimmerman	Assistant to the President	Yes
Romeo Lagmay	Head Women's Basketball Coach	Yes
Justin Beach	Dean of Student Success/F.A. Director	Yes
Dennis Harp	DCC Foundation Director	Yes
Adam Hilbert	Morrison and Maierle – IT	Yes
Matt Hull	Dean of Academics	Yes
Joe Peterson	Athletic Director	Yes
Leslie Weldon	Director of HR	Yes
ASB Students	DCC Students	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes


 Chad Knudson, Chair


 Cindy Larsen, Vice Chair

**Dawson Community College Board of Trustees
Minutes of Regular Board Meeting
Monday, March 28, 5:30 pm
Recorded by Penny Zimmerman**

The meeting was called to order by Chad Knudson at 5:39 p.m.

Correspondence

No correspondence

Minutes

- Trustee Larsen/Trustee Thorson moved/seconded the motion to approve the minutes of the February 28, 2022 board meeting.

Motion carried unanimously.

- Trustee Wilondek/Trustee Thorson moved/seconded the motion to approve the minutes of the Special Board held on February 28, 2022.

Motion carried unanimously.

- Trustee Johnson/Trustee Hoiland moved/seconded the motion to approve the minutes of the Special Board held on March 2, 2022.

Motion carried unanimously.

- Trustee Larson/Trustee Wilondek moved/seconded the motion to approve the minutes of the Special Board held on March 8, 2022.

Motion carried unanimously.

- Trustee Larsen/Trustee Johnson moved/seconded the motion to approve the minutes of the Board Retreat held on March 11, 2022.

Motion carried unanimously.

- Trustee Thorson/Trustee Hoiland moved/seconded the motion to approve the minutes of the Special Board held on March 22, 2022.

Motion carried unanimously.

Introductions

Associated Student Body (ASB) Introductions The Associated Student Body officers and members attended the meeting and introduced themselves. The group informed the Board of Trustees of the Women's History Month activities at DCC and the Women Leadership panel that will be held March 29, 2022. They inquired if they could attend Board of Trustees meetings. Chairman Knudson stated the Trustees welcome them to attend the meetings. The ASB students will be added to the notice of the Trustee meetings. The agenda is also posted by the President's Office in the hallway. If the ASB would

like to be on the agenda at any time, they should contact the DCC President. Trustee Thorson asked if the group would be willing to work with the DCC Presidential candidates who will be touring DCC the last week of April. They would be happy to participate in the process. The ASB students also asked if the Board of Trustees would assist with frying burgers at an event in May. The Trustees agreed to help and the ASB students will let them know the date and time.

Reports

President Report

Strategic Planning - DCC is in the midst of strategic planning, as the current plan expires June 30 of this year. A community wide survey was launched earlier this month. A strategic planning consultant will be on site to conduct eight different listening sessions to obtain input from multiple groups including students, faculty and staff, Board of Trustees and community members. In April the cabinet will meet to list out priorities from the Strategic Planning process and the results will be presented to the Board of Trustees.

Accreditation Update - O'Leary reported the mock visit to prepare for our Year Seven Accreditation Visit in April, was recently held and it went well. There was good feedback from the surveyors and groups are meeting to work on improving their responses. A professional consultant is working with our newly formed DEI committee and cabinet members, to ensure the campus is moving toward viewing all interactions, policies, and procedures through an equity lens.

Program Review

Matt Hull, Dean of Academics, presented the Program Review. The purpose of program review is to conduct a comprehensive review of an academic program to draw conclusions about its health and sustainability. The review collects and examines quantitative data like advisory board feedback and instructor insights. The goal of program review is continuous improvement of courses, programs, and the College as a whole. Ideally, each program should be reviewed every few years. Matt outlined the challenges:

- Instructor sometimes struggled to articulate the specific ways in which courses or programs directly tied back to the institutional mission, core themes, and/or learning objectives.
- A second challenge arose when we began the review process for the Education program. We presently have no on-campus instructors teaching education courses – all of the EDU courses are taught by off-campus, adjunct instructors. The Education program at DCC is quite broad and our review combined all four education concentration areas in the AA program: Elementary, Secondary, Music and Physical Education.
- The third challenge was related to the interpretation of data related to retention. The data we have been collecting does not necessarily give an accurate picture of student persistence from one year to the next. Transfer students or students who are attending part-time are not counted in the retention number. Retention is only based on fall students; students starting in the spring are not counted. We have some work to do when it comes to collecting, interpreting and applying retention and completion data.
- Criminal Justice. This will be reviewed this semester. We will review both the options within this program including the AS transfer degree concentration and the AAS in Criminal Justice. Because we currently have no full-time instructor or program director in Criminal Justice, we rely on feedback from some of our more experienced adjunct instructors. Matt reported he is confident the program review will be completed in the next couple of weeks.

Matt encouraged the Trustees to read through the individual reports and if they had any questions, they may contact him. The Board of Trustees thanked Matt for his good work. O'Leary also thanked Matt, staff and faculty members.

Finance Committee Meeting

Budget to Actual Comparison - O'Leary reported the budget to actual analysis shows a net gain in the general fund. At this point we are in a good place however the numbers won't be final until after year end close. She reviewed the various budget areas, stating DCC is doing okay in the salary area and the faculty and staff are doing a good job managing the operating budget.

Institutional Aid (Waiver) Analysis - O'Leary presented a spread sheet on Institutional Aid History from FY18 - FY21. O'Leary reviewed the document line by line. O'Leary reported that we need to do a better job of budgeting for the waivers. The College does a pretty good job budgeting for athletic waivers, however there are multiple waivers the College does not have very good control over, including Dual Enrollment, Native American and Merit/Honor Scholarships. Discussion followed. O'Leary asked the Board of Trustees what information they would like to see over the next five years in this report. If the Board of Trustees would like to make a change, what does that look like? The Board will continue to analyze the information in future years. O'Leary recommended that a report on waivers be presented to the Trustees in the fall of each year.

Athletic Analysis – O'Leary distributed a handout of the DCC Athletic Analysis, explaining the information, and how it was obtained. She thanked Justin Beach, Joe Peterson and Virginia Boysun for their help in developing the report. This information had also been reviewed by Cabinet and adjusted based on their feedback. O'Leary stated this type of analysis has not been completed for any other program at DCC. It would be useful for similar analysis to be conducted for all programs academic, student services and athletic.

While reviewing the report the Board of Trustees realized that 46% of the athletes attending DCC are from Montana. Trustee Thorson asked for a detailed report on waivers that are allowed for each program. Chairman Knudson stated this information needs further discussion. O'Leary stated she would like to discuss with the Finance Committee later this week what changes they would like to see in the budget after seeing this information. O'Leary stated that monies should be available to cover need based scholarships as there are not any currently set aside specifically for that need. O'Leary stressed the importance of conversing with the Foundation Board to see if they would assist with institutional aid. The new President will be tasked with working with the Foundation Board. The Trustees thanked O'Leary for her work on this valuable information.

HR Committee Meeting

Trustee Larsen reported on the HR Committee meeting minutes.

President Contingency Plans - If the Search does not identify and contract with a new President by May, the College will begin implementing contingency plans to ensure there are not gaps in leadership come July 1. If that is necessary, O'Leary reminded Board members it is important find new Interim President who will be able to articulate the funding formula in front of legislators.

O'Leary notified the committee the College would be posting the Library Coordinator and Executive Assistant positions. The committee agreed the College should be as flexible as possible with any positions that could be worked remotely.

Policy Committee Meeting

Evaluation of the College President – BP 2-20

The Committee continued discussing changes to BP-20 noting the Board had previously discussed that:

- Future evaluations of the President should include input from faculty and staff

- When areas of concern are noted, the Board should clarify expectations with set timeline and outcomes defined.
- Moving the evaluation timeline – moving it earlier on the calendar year allows the President to implement strategies in the next budget cycle.

President O’Leary will add proposed language. The committee will review and bring to the BOT for their approval in the May meeting.

The Investment Policy was reviewed and be forwarded for approval at the March 28 BOT meeting.

Presidential Search Update

Trustee Thorson reported on the Presidential Search Committee minutes. The meeting of March 25 resulted in learning that The Pauly Group had a total of 39 applicants. Fifteen were passed on to the committee. Trustee Thorson reported the group had a good conversation with Angela Provart from the Pauly group and they are happy with the applicant pool. Nine of the 15 applicants will be interviewed by the committee through Zoom in the next week.

Chairman Knudson stated he thought the process of hiring a search firm worked as the Board of Trustees had hoped. Considerable discussion followed. The applicants fit the qualifications and the Board of Trustees commended Angela Provart for the good service she has provided.

Trustee Johnson commended Trustee Thorson for leading the Presidential Search Committee and doing a tremendous job.

Public Comment

No public comment.

New Business:

Investment Policy BP 5-0 Trustee Thorson/Trustee Hoiland moved/seconded the motion to approve the Investment Policy. **Motion carried unanimously.**

Voucher and HR Report - Trustee Larsen/Trustee Wilondek moved/seconded the motion to approve the Voucher Report and the HR report. **Motion carried unanimously.**

There being no further business to come before the group, the meeting was adjourned at 7:27 p.m.