
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: August 22, 2022


Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance of August 22, 2022

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Mike Wilondek	Trustee	Yes
Sarah Thorson	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Sandy Johnson	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Justin Villmer	DCC President	Yes
Becca Klang	DCC Executive Assistant to the President	Yes
Daisy Nyberg	Director of HR	Yes
Justin Beach	DCC Dean of Student Success/F.A. Director	Yes
Joe Peterson	Athletic Director	Yes
Matt Hull	Dean of Academics	Yes
Adam Hilbert	Morrison Maierle IT Staff	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, August 22, 2022, 5:30 pm
Recorded by Becca Klang, Executive Assistant

Present (in person unless noted otherwise): Board: Chairwoman Cindy Larsen, Vice Chair Chad Knudson, Trustees: Kathy Hoiland, Sarah Thorson, Mike Wilondek, Sandy Johnson, Gloria Garceau-Glaser
DCC: Justin Villmer - President, Justin Beach - Dean of Student Success and Director of Financial Aid, Matt Hull – Dean of Academics, Joe Peterson – Athletic Director, Daisy Nyberg – Director of Human Resources, Adam Hilbert – Morrison, Maierle IT Staff
Public: Jamie Crisafulli – Ranger Review

Chair Larsen called the meeting to order at 5:35 p.m. The Chair called for introductions.

Introductions

Introductions were made around the room.

Correspondence

- None Presented

Minutes

- Vice Chair Knudson / Trustee Thorson moved/seconded the motion to approve the minutes of the July 25, 2022, Regular Board Meeting. Motion carried unanimously.
- Trustee Thorson/ Trustee Hoiland moved/seconded the motion to approve the minutes of the August 5, 2022, Special Board Meeting. Motion carried unanimously.

Reports

- **President's Update** – President Villmer gave an update on the furloughed staff and if they chose to take a vacation day or payout. Dean Beach and President Villmer met with individuals from Montana Women's Prison and presented to the women incarcerated there to begin education courses through the Second Chance Pell Grant. In-Service was successful in attendance and there was numerous positive feedback from various staff and faculty. Move-In Weekend was also a success as most of DCC on-campus students moved into the dorms over the weekend. A big thank you to the many employees of DCC who volunteered and assisted with moving these students in and welcoming them to our campus along with all of the numerous planned activities for Orientation week. There were also many fun activities for these students to attend to help assist with creating bonds with other students and becoming more acquainted with the campus in general. President Villmer plans to present and speak to all students new and returning to go over what being a successful college student looks like. He looks forward to the Community BBQ and the VB Season opener with Dickinson State University. Classes will officially start Wednesday August 24. He also gave a brief update on the FY2021 and FY2022 Audits. He has had discussion with Wipfli about possibly having these audits take place the last two weeks of October. These would be entirely remote so we would have to figure out exactly how to transfer all of the necessary

documents to them. President Villmer shared his upcoming travel and meeting schedule. He has an upcoming meeting with Dylan Kleppmeier; the Education and Workforce Policy Advisor for Governor Gianforte; in Helena next week to discuss funding for dual enrollments. He will be accompanied by Ron Slinger from MCC and Jane Karas from FVCC. He will also be traveling to RCCA annual convention; an organization that supports the community colleges in rural areas in America. The Board of Regents is coming up in September as well in Billings.

Department Reports

- Reports presented in packets. Nothing additional was added to the reports during the meeting.

Finance Committee Meeting report by Vice Chair Knudson

- Vice Chair Knudson reported on what is reflected in the minutes for the committee meeting. He stated Cody Sevier with Edward Jones came and presented account information with DCC and explained in detail where the college sits.
- The Mill Levy calculations were discussed generally throughout the group and the general changes in these. They discussed the auditor updates and that the budget was submitted to the OCHE office.
- There was an update given on the Patt apartments DCC is in the process of purchasing. The appraisal and inspections were completed and there were no concerns addressed. Insurance visited the location and this was favorable as well. These were the first deadlines that needed to be met for the purchase. There was one issue with the title work on the location. There is a plat of dirt next to the shop area that was purchased in 2000 and somewhere along the lines, the paperwork didn't get filed accordingly so DCC will need to work with the attorney and Jack Crockett will need to do a quiet title process, which could take a few months. There were three options discussed from the attorney that were included in the packet. There is a large amount of paperwork to support that this will go smoothly with no issues but there is always a risk. President Villmer stated the administrative team recommends that the Board of Trustees move forward with the purchase the way it is. If in the event the quiet title isn't successful we would agree to reduce the purchase title price by \$10,000 to show commitment.

Vouchers

- These were reviewed with no changes added.

HR Committee Meeting report by Trustee Hoiland

- Trustee Hoiland gave a brief summary of what is reflected in the minutes. Discussion was held on new position openings along with position changes/restructuring in the committee. Daisy developed a screening interview process that has been helpful in the hiring process. Interviews have been consistent at DCC with position openings. President Villmer added input regarding the open Dean of Finance/Operation of Business position. We have merged these two positions to become appealing for a viable candidate. The long-term goal is to help with making sure we build the steps for internal control. We will still be in need of a controller down the road but right now this is what fits our needs.
- The job fair put together through Job Service was a big success. It was a good time to network and get DCC throughout the community with our current openings. We also attracted a candidate for an open position through this. DCC Human Relations has filled a

number of positions in the last few weeks with some great individuals. Some will be starting in September.

Policy Committee Report by Trustee Thorson

- Trustee Thorson reported on what was reflected in the minutes. Last month it was brought forward that there is a board policy schedule that we will continue to keep the committee on track with reviewing policies on a regular basis. A few policies started this process throughout the Administration team and then were briefly reviewed by the Policy Committee. This is just the beginning of this process and a few questions came forward regarding Board Policies and College Procedures. President Villmer stated that he discussed this process with our partner two-year colleges and all colleges have their own process for this. We need to decide what will work best for our school to make the most efficient way for reviewing policies. President Villmer asked for input on this from the Board of Trustees. Vice Chair Knudson stated that Board Policies that pertain to board procedure do not generally need a College Procedure to go with it but they could always use one drawn up as well to help define things in a clearer way. The committee may need to draft new College Procedures down the road to support some board policies that do not have a College Procedure in place already. There will be more to come on this next month as the committee works on building and rebuilding a good framework for this process going forward.

Public Comment

- No public comment noted.

New Business

- **Swear in New Board Member**

Trustee Gloria Garceau-Glaser was sworn in for a two-year term.

- **Restructure Committees**

The Board discussed restructuring changes on the committees that could be made. Kathy expressed interest in being a part of the Policy Committee. The new trustees were given a brief background on the committees so they could decide what works for them.

Vice Chair Knudson/ Trustee Thorson moved/seconded the motion to appoint Trustee Hoiland, and Trustee Garceau-Glaser to the Policy Committee and Trustee Johnson to the Human Resource Committee. Motion carried unanimously.

Finance Committee - Trustee Mike Wilondek and Vice Chair Chad Knudson

Human Resource Committee – Chairwoman Cindy Larsen and Trustee Sandy Johnson

Policy Committee – Trustee Sarah Thorson, Trustee Kathy Hoiland and Trustee Gloria Garceau-Glaser.

- **Alcohol Request Buccaneer Bash October 1, 2022**

A letter was presented to the Board of Trustees from the Dawson College Foundation requesting permission for a vendor to serve beer and liquor at the Bash. The Board reviewed this and had a discussion.

Trustee Thorson/ Trustee Garceau-Glaser moved/seconded the motion to allow the permission to serve/hire a company to serve alcohol at their event. Motion passed unanimously.

- **Public Hearing for Permissive Medical Mill Levy**

Chair Larsen opened the hearing by stating that for FY 2023 DCC respectfully requests board approval to levy \$283,500 (12.60 Mills) for the cost of insurance. This was a minimal decrease from the previous year's levy of \$287,526 (12.57 Mills).

Chair Larsen called for questions or comments from the public. Having received no questions or comments, the hearing was closed.

- **Approve Mill Levies**

President Villmer separately went through each mill levy presented to the Board and noted the difference in the year-to-year mills.

Vice Chair Knudson/ Trustee Thorson moved/second to approve, as presented, the General Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$962,000 for 42.76 mills.

Motion carried unanimously.

Trustee Thorson/ Trustee Wilondek moved/second to approve, as presented, the voted Optional/Additional Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$144,000 for 6.40 mills.

Motion carried unanimously.

Trustee Johnson/ Vice Chair Knudson moved/second to approve, as presented, the Permissive Medical Mill Levy for the purpose of employer contributions for insurance premiums for the amount in excess of base contribution as determined by MCA 2-18-703, in the amount of \$283,500 for 12.60 mills.

Motion carried unanimously.

Trustee Wilondek/ Trustee Johnson moved/second to approve, as presented, the mandatory Retirement Mill Levy for the purpose of employer contributions for Social Security, Medicare and Retirement Systems, in the amount of \$547,000 for 24.31 mills.

Motion carried unanimously.

Trustee Garceau-Glaser/ Trustee Hoiland move/second to approve, as presented, the mandatory Adult Education Mill Levy for the purpose of supporting Adult Education Programs, in the amount of \$96,414 for 4.29 mills.

Motion carried unanimously.

Trustee Hoiland/ Trustee Garceau-Glaser move/second to approve, as presented, the mandatory Debt Service Mill Levy for the purpose of principal, interest and fees due during the fiscal year on obligation bonds, in the amount of \$343,612 for 15.27 mills.

Motion carried unanimously.

- **Contract for Deed (500 Patt Ave)**

President Villmer presented this to the Board of Trustees. Details such as having an exact closing date, setting up the installment amounts, and updating the amortization table need to be worked through to get the closing date going towards August 31, 2022. There was discussion regarding the risk in signing the contract for deed and changes and there were three options the Board discussed as a group; Modify the transaction to exclude Lot 10 for

now, delay the transaction and push back the closing date to correspond with the completion of the quiet title action, or cancel the transaction as a whole.

Trustee Hoiland/Wilondek motion/second to proceed with the transaction with the Crockett's with the modification deleting for now Lot 10, as described in Attorney Weldon's email of August 17th, 2022, and to authorize and direct the President to work with the Board Chair and legal counsel to complete the documents necessary to close the transaction on August 31, 2022.

Motion failed with the plan in place of a special board meeting to take place on August 29, 2022, to discuss the final Contract for Deed.

Consent Items

- Vice Chair Knudson / Trustee Hoiland moved/seconded the motion for the approval of the Vouchers List and Human Resource Report. Motion carried unanimously with no discussion.

With no further business, the meeting was adjourned at 6:55 pm.