
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: September 26, 2022

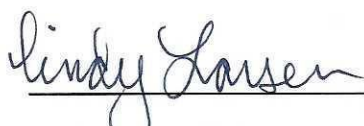
Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance of September 26, 2022

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Mike Wilondek	Trustee	Yes
Sarah Thorson	Trustee	No
Kathy Hoiland	Trustee	Yes
Gloria Garceua-Glaser	Trustee	Yes
Sandy Johnson	Trustee	Yes
Justin Villmer	DCC President	Yes
Becca Klang	DCC Executive Assistant to the President	Yes
Daisy Nyberg	Director of HR	Yes
Dennis Harp	DC Foundation	Yes
Sara Engle	Director of Workforce	Yes
Becky Smith	Dean of Finance and Operations	Yes
Matt Hull	Dean of Academics	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, September 26, 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, Mike Wilondek, Sandy Johnson, Gloria Garceau-Glaser

Absent: Trustee Sarah Thorson

DCC: Justin Villmer - President, Dennis Harp – Dawson College Foundation, Daisy Nyberg – Director of Human Resources, Sara Engle – Director of Workforce, Becky Smith – Dean of Finance and Operations, Matt Hull – Dean of Academics

Public: Jamie Crisafulli – Ranger Review

Chair Larsen called the meeting to order at 5:31 p.m. The Chair called for introductions.

I. Introductions

Introductions were made around the room.

After introductions, Chair Larsen asked all of the trustees to quote the college's mission statement without looking at it. Chair Larsen stated that it is important for the board to know the mission statement and track its implementation.

II. Correspondence

None Presented

III. Minutes

Trustee Wilondek moved to approve the minutes of August 22, 2022, Regular Board Meeting. Trustee Garceau-Glaser seconded the motion. The motion passed unanimously.

Due to minor updates and corrections, the minutes for the August 29, 2022, meeting were not approved. The corrections will be made and presented for approval at the next Board of Trustee meeting in October.

IV. Reports

President's Update: President Villmer went through his report that was hand delivered at this meeting to the Board of Trustees. He reported that Becky Smith, the new Dean of Finance and Operations has started and will begin to work on the audit. He spoke on the Second Chance Pell and the Perkins report and where DCC is with those grant processes. The Mill Levy rates were approved for FY2023 and there was no feedback or concerns from the commissioners. President Villmer had a constructive meeting with Dylan Klapmeier from the Governor's office regarding the role of community colleges in Eastern Montana. He also stated that our enrollment strategy team has begun meeting to look into additional program offerings and the focus on our CTE offerings for students. He traveled to Iowa where he was able to connect with peer institutions during the RCCA

to focus on bringing more educational opportunities to rural community colleges. The MUS Board of Regents (BOR) meetings and a Mental Health summit took place in Billings at the same time and both Dean Hull and Dean Beach were able to attend both while President Villmer attended the BOR meetings. He also reported that DCC Board of Trustees was one of 25 Boards to receive ACCT workshop tailored to the needs of our individual Board. Becca will be working on getting this process started to have this scheduled.

Department Reports: Nothing additional was reported at the meeting.

Finance Committee: Trustee Wilondek reported on the finance committee meeting that was held on September 8, 2022. He stated that a highlight is that the audit is coming and the firm plans to do this remotely beginning at the end of October. Good things are happening overall at the dorms and at the Meadowlark Apartments. The minutes from the meeting are included in the packet and they were briefly reviewed.

HR Committee: Chair Larsen reported the HR committee meeting that was held September 12, 2022. She stated that there have been several new hires in general. DCC is changing the hiring process and position postings. There have been no resignations which is another positive for DCC. HR is currently visiting with a candidate for the Dual Enrollment Coordinator position. The rule set by the collective bargaining agreement is that positions are required to be open internally for five (5) days prior to posting externally.

Policy Committee: Trustee Hoiland reported on the Policy committee meeting that was held September 12, 2022. Five (5) policies were reviewed at this meeting. There are four (4) more policies that are ready to go to the entire board for review and approval as there were only minor changes made to these policies. President Villmer stated that in the policy review process we are making sure the history is updated on each policy along with adding 'Next Review Date' and 'Responsible Department' so the changes will be quicker to manage. Vice Chair Knudson added that the policy committee is also tasked with picking out 3-5 board policies each month and requesting that DCC ensure they are being followed or determine if the policy is no longer relevant. There was group discussion on ensuring that policies are accurate, timely, and useful overall.

V. Public Comment

No comments or input was given at this time from the public.

Chair Larsen thanked President Villmer and Virginia Boysun for updating and sending the enrollment numbers. Chair Larsen appreciated Virginia sending these numbers on a regular basis. Chair Larsen also stated she appreciated the continued transparency overall.

Trustee Johnson made a positive comment regarding the letter to the editor in the September 22 newspaper. The letter spoke positively about the DCC students that ran alongside a marathon runner.

VI. New Business

Review and possibly approve the following Board Policies: BP 1-1 Mission and Core Themes, BP 1-7 Conflict of Interest, BP 1-8 Intellectual Property, BP 1-9 Communicable Disease. There were minor changes to these policies, and they are now ready for the approval process. These four (4) policies will come back for final approval at the next regular board meeting scheduled on October 24, 2022.

Second Chance Pell Grant: In order to proceed with the Second Chance Pell Grant, the Board of Trustees must approve the prison(s) as an additional educational site. Once the OCHE office receives the support from the Board of Trustees they send this on to NWCCU for final approval. After this process takes place the funding is dispersed accordingly.

Vice Chair Knudson moved to approve the authorization for the alternative site and to move forward with the Second Chance Pell Grant. Trustee Hoiland seconded the motion. The motion carried unanimously.

VII. Consent Items

Vouchers: Vice Chair Knudson moved to approve the Voucher List. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously with no discussion.

HR Report: Vice Chair Knudson moved to approve the HR Report. Trustee Wilondek seconded the motion. The motion passed unanimously with no discussion.

VIII. Press Releases are forwarded to Board Members as they are issued.**IX. Open Forum for Public Input on Dawson Community College Issues**

Dennis Harp is excited for the Buccaneer Bash. This fundraising event takes place at the Toepke Center on Saturday, October 1, 2022. It is a full event with many different fundraising activities happening.

With no further business, the meeting adjourned at 6:37 pm.