

Dawson Community College Board of Trustees
Minutes of Regular Board Meeting
Monday, November 29, 5:30 p.m.
Recorded by Penny Zimmerman

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

The connection to Facebook could not be made. IT will have it working by next board meeting.

Introductions The Chair called for introductions. They welcomed Penny Zimmerman as the interim Executive Assistant.

Present: Board members: _Chad Knutson, Cindy Larsen, Spencer Johnson, Sarah Thorson, Mike Wilondek.

DCC Staff: Justin Beach, Ashton Kopp, Dennis Harp, Adam Hilbert, Matt Hull, Kathleen O'Leary, Joe Peterson, Suela Cela, Leslie Weldon.

Public: Jamie Crisafulli

Correspondence

The Chair noted the letter received from Doug Cherry, former VP of Business and Finance and the response from Interim President Kathleen O'Leary.

Minutes

Trustee Wilondek/Trustee Johnson moved/seconded the motion to approve the minutes of the October 29, 2021 Board Meeting.

Motion carried unanimously.

President Update

- Interim President O'Leary reviewed the General Fund financials, the Expenses and the General Fund Prorated Projections and Actuals. She will work with the Finance Committee for approval of a good format for reporting. Discussion followed. O'Leary reported that the FY20 numbers have not yet been rolled in to FY21 numbers.
- Interim President O'Leary reviewed the Strategic Planning timeline: The current plan ends June 30, 2022. Work on the new strategic plan will begin in January in order to get completed plan to the new President.
- Interim President O'Leary discussed the meetings she has attended this last month, along with noting the Veteran's Day Celebration at the DCC Library in November.
- Interim President O'Leary discussed upcoming items for the December meeting, including upcoming Tuition/Fee Recommendation and the Budget Adjustment/Financial Update.
- Department reports were included in the packet.

- Chairman Knudson thanked O’Leary for spending a great deal of time with the financials.

Accreditation

- Suela Cela presented the Dawson Community College Balanced Scorecard FY 2017-2021, noting the key performance indicators and core themes. Cela will provide updated information at the March Board of Directors meeting. The Board asked if Cela has seen any areas of concern. She noted that student retention and internship for students will need some work.
- She is working with DCC focus groups to continue this reporting process. NWCCU annual meeting will be held in January. DCC will hold a mock visit in February in preparation for April accreditation visit to determine how DCC is doing and where improvements are needed.

Enrollment Management Annual Report

- Erica Milne, Director of Enrollment Management introduced herself and presented the annual enrollment report, thanking the work of the enrollment team. She noted the team is down two members; a Recruiter and an Admissions Specialist. Milne put on 3,000 miles in September, attending a number of college fairs throughout the state. She saw considerable interest in the Ag Program, Welding and E-sports. Winter session will be included in the fall numbers versus the spring. Trustee Wilondek inquired of interest in the Corrosion Technology program. Milne reported DCC will be working with WBI to get more information out to the region. Interim President O’Leary stated the increased enrollment results are a cumulative effect of the processes put in place for several years. O’Leary thanked Milne and team for their work.

DCC Facilities Review

- Interim President O’Leary announced the DCC Facilities Review plan will be reported on at the December meeting, as Todd Thompson is ill this evening.

Food Service Committee

- Justin Beach reported Joy Ulrich will be providing meals one day per week the rest of this semester. The current contract expires December 17. The cafeteria will be closed for 3 weeks to allow for cleaning, restocking, etc. Joy will be ready to go for spring semester. O’Leary thanked Beach for all of his help with the cafeteria.

Human Resources Committee

- Trustee Larson reported on staff hires.
- Interim President, O’Leary stated she is working to replace the Controller and had one interview. That candidate took another position.
- Trustee Thorson asked if it was appropriate to enlist the services of a “head hunter”. O’Leary has other resources she will look to in order to fill this position, and may change the description to attract more people.

Policy Committee

- Trustee Johnson reported on the recent committee meeting. Minutes are included in the packet.

Dawson College Presidential Search

- Interim President O'Leary distributed information on the Presidential Search, suggesting the Board define the roles of DCC Human Resources, DCC Board, DCC Interim President, Community to determine role if a third party recruiter is brought in or not.
- Develop Research Committee
- Develop Prospectus
- Evaluate actual candidates
- Other – how to deal with internal candidates, confidentiality of candidates and coordinating with the college for support personnel during the process.
- Third Party Recruiters. Interim President O'Leary provided information on the placement fee, etc. The fee does not include creating a prospectus, interviewing the candidates, travel, motel and meal expenses for candidates.

Discussion followed with Chairman Knudson recommending that DCC hires, in some capacity, an outside firm to aid in the search. Trustee Thorson agreed with Chairman Knudson that to ask the DCC staff to work on this would be an issue, as they are already stretched too thin. O'Leary offered that if a third party comes in to work with the board, they will need the board to direct them with what the board is looking for. Chairman Knudson stated the board needs to determine what type of candidates they are looking for and then task the 3rd party with bringing in 7 candidates and then narrowing it down to 3. O'Leary recommended that the search begin in earnest in January to enable candidates to be brought in for interviews in March. Chairman Knudson reported the board will meet to determine what they are looking for. Knudson will coordinate this effort.

Consent Motions – Vouchers and HR Report

Trustee Larson/Trustee Johnson moved/seconded the motion to approve the vouchers and HR Report. The motion carried unanimously.

Trustee Larson gave a shout out to Daneen Peterson for all of her work on the Indigenous People Day recently held at DCC.

Interim President O'Leary asked for Board input on a staff/faculty Christmas Party. The board agreed it would be a good idea to reward everyone for their hard work this past year.

The next board meeting will be held on December 20, 2021.

