
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: May 20, 2024

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance for the May 20, 2024, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Sarah Thorson	Vice Chair	Yes
Gloria Garceau-Glaser	Trustee	No
Brendan Heidner	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Sandy Johnson	Trustee	Yes
	Trustee	
Chad Knudson	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Becky Smith	Dean of Finance and Operations	Yes
Josh Engle	Dean of Student Success	No
Community Members		
Jamie Crisafulli	Ranger Review	Yes
Jon Fitch	DCC Faculty/Dawson County Resident	Yes
Daisy Nyberg	Director of Human Resources	Yes
Dennis Harp	DC Foundation	Yes
Christina DiGangi	DCC Faculty	Yes – Zoom
BreAnne Miller	DCC Faculty/ALO/GFT	Yes
Jessica Duede	Incoming Trustee	Yes
Joe Peterson	DCC Athletic Director	Yes
Lesley Gibbs	Incoming Trustee	Yes
Neil Duede	Glendive Community Member	Yes



 Cindy Larsen, Chair



 Sarah Thorson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, May 20, 2024, at 5:30 pm
Recorded by Becca Klang**

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

I. Introductions

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

II. Correspondence

There was no correspondence included in the packet for review.

III. Minutes

Trustee Thorson moved to approve the minutes of the March 25, 2024, Regular Board Meeting with the changes and corrections. Trustee Hoiland seconded the motion. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Knudson gave a verbal report to the Board of Trustees. Dean Matt Hull's departure was May 15th and he worked right up to the last hour he was on campus and was very thorough and with his handoff to President Knudson. BreAnn Miller has taken on the NWCCU Accreditation Liaison position. Graduation went well and was very successful, overall, positive feedback was given. He also gave an update on the upcoming changes with the ERP (Enterprise Resource Planning) System. This runs everything from Recruitment, Financial Aid, Human Resources, Graduation, and Alumni relations; this helps run the institution overall. A potential new ERP system, Jenzabar, was on campus May 7 and 8, 2024 to demonstrate what they could offer Dawson Community College. This transition will be happening MUS-wide with Banner going away. According to the demonstration, they provided on-site, Jenzabar can offer a more user-friendly system. This will be more cost-effective and efficient change for our institution. Jenzabar will replace multiple other systems we currently pay for and utilize at Dawson Community College. An update on the audit status for FY2022 was also given. This is getting to the final portions with financial reports. The firm we are going through for the FY2022 audit did notify Dawson Community College they would not have the resources to do the FY2023 audit. Perkins Grant funding is set for this next fiscal year. Some great recommendations for the Career Technical Education programs were provided and discussed to purchase with these funds. Board of Regents meetings happened at MSU Northern in Havre, MT May 15th and 16th. A lot of discussion regarding the Second Chance Pell program occurred during these meetings. All of the schools that participated found the same challenges Dawson found as well. This was also a good opportunity for President Knudson to network with individuals who will be helpful for Dawson Community College.

• **Department Reports:**

Department reports were included in the packet for review.

Finance Committee

Meeting minutes are included in the board packet for review for the May 14, 2024 meeting. Trustee Thorson spoke on specifics in the meeting.

A copy of the voucher list was included in the board packet for review.

Budget Preview:

Dean Smith presented the potential FY2025 Budget. There was discussion on different items including expenses and revenue for the budget. The group discussed a few capital budget items as well.

Human Resource Committee

No meeting took place in May for Human Resource Committee.

The updated Human Resource report was included in the board packet for review. Daisy Nyberg, Director of Human Resources, reviewed the report with the Board of Trustees.

Policy Committee

Meeting minutes are included in the board packet for the May 10, 2024 meeting. President Knudson briefly reviewed the meeting minutes and the policy that was brought forward in the packet. A few of the policies that were brought forward were tabled for more information and research. BP 6-7 Copyright and Fair Use Policy was in the packet for first review by the Board of Trustees. The recommendation for renumbering was presented for the Chapter 5 policies. This was presented in the packet as well. It was requested to keep in the history section of the policy that they were renumbered on this date.

V. Public Comment

Board Chair Larsen called for public comment. There was none.

VI. New Business

• Certify Results of the Election

The results of the election for the DCC Trustee election were included in the packet for review. President Knudson reviewed the history on certifying results of elections.

Trustee Hoiland made a motion to certify and accept the election results that were provided in the packet. Trustee Thorson seconded the motion. The motion carried unanimously. Motion passed.

• Seat New Members

Trustee Brendan Heidner, Incoming Trustee Lesley Gibbs and Incoming Trustee Jessica Duede were sworn in for their terms.

• Reorganize Board of Trustees

Trustee Thorson made the motion to keep Cindy Larsen as Chairperson of the board. Trustee Johnson seconded the motion. The motion passed unanimously.

Trustee Johnson made the motion to keep Sarah Thorson as Vice-Chair of the board. Trustee Gibbs seconded the motion. The motion passed unanimously.

The reorganization of the individuals on the committees were discussed with different suggestion. Policy Committee would include Trustee Heidner, Trustee Garceau-Glaser, and Trustee Duede; Human Resource Committee would include Trustee Johnson and Trustee Gibbs; Finance Committee would include Vice-Chair Thorson and Chair Woman Larsen.

• Board Calendar Review

The board calendar was presented in the packet for review. Changes were discussed and will be made to the calendar.

Trustee Thorson made the motion to approve the calendar as presented with the suggested updates. Trustee Johnson seconded the motion. The Motion passed unanimously.

• Policies to review for second reading

i. BP 5-8 Student Funds

Trustee Thorson moved to approve BP 5-8 Student Funds as presented in the packet.

Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

ii. BP 6-1 Vehicle Use

Trustee Johnson moved to approve BP 6-1 Vehicle Use as presented in the packet. Trustee Heidner seconded the motion. There was discussion regarding what a college approved driver will be outlined in the College Procedure. The motion carried unanimously. Motion passed.

iii. BP 6-3 Facilities Use

Trustee Thorson moved to approve BP 6-3 Facilities Use as presented in the packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

iv. BP 6-5 Software Licenses

Trustee Heidner moved to approve BP 5-12 Grants as presented in the packet. Trustee Duede seconded the motion. The motion carried unanimously. Motion passed.

• Enterprise Recourse Planning System Proposal

Dean Smith presented a proposal that was included in the packet for review from Jenzabar. An in depth discussion was held regarding what the conversion will look like.

Trustee Heidner moved to accept the proposal from Jenzabar and to authorize to move into the contract negotiation process with them. Trustee Thorson seconded the motion. The motion carried unanimously. Motion passed.

VII. Consent Items

Trustee Thorson moved to approve the HR Report and Vouchers as the consent items distributed in the Board Packet. Trustee Johnson 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.

Board Chair Larsen called for public comment.

Trustee Gibbs presented a former jersey from previous years to the Board of Trustees.

The Regular Board of Trustee meeting was adjourned at 7:25 p.m.