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***DCC BOARD OF TRUSTEES***  
**MEETING MINUTES**

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Meeting Date: October 23, 2023

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

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**Attendance for the October 23, 2023 Board of Trustee Meeting**

<b>Name</b>	<b>Title/Organization</b>	<b>Present</b>
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Kathy Hoiland	Trustee	Yes
Sarah Thorson	Trustee	No
Sandy Johnson	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Brendan Heidner	Trustee	Yes
Justin Villmer	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	Yes
Matt Hull	Dean of Academic Affairs	Yes
Dennis Harp	DC Foundation	Yes
Tom Smith	DCC Faculty	Yes – Zoom
Daisy Nyberg	DCC Director of HR	Yes
Reece Fleming	ASB President	Yes
Alaina Woods	ASB Senator	Yes
Evelyn Old Coyote	ASB Treasurer	Yes
<b>Community Members</b>		
Hunter Herbaugh	Ranger Review	Yes
N. Buescher	Spouse of Previous Criminal Justice Faculty	Yes

  
 Cindy Larsen, Chair

  
 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees  
Minutes of the Regular Board Meeting  
Monday, October 23, 2023 5:30 pm  
Recorded by Becca Klang**

**Chair Cindy Larsen called the meeting to order at 5:30 p.m.**

**I. Introductions**

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

**II. Correspondence**

No correspondence was presented at the meeting.

**III. Minutes**

Vice-Chair Knudson moved to approve the minutes of the September 25, 2023, Regular Board Meeting. Trustee Heidner seconded the motion. The motion passed unanimously with no suggested corrections.

**IV. Reports**

• **President's Update:**

President Villmer's president's update was hand delivered to the meeting. He highlighted a few items in the report. He covered that MSU Billings and DCC have built out a number of articulation agreements. There was also discussion regarding the Buccaneer Statue and the placement of it on campus. Chair Larsen proposed to have a small committee that would work on this project starting the beginning of 2024. President Villmer also brought forward the status of the DCC Ford Edge. This is currently broken down in Kalispell and the ideal situation is to bring this back to Glendive to American Ford so they can work on it here since they know the full history of the vehicle.

• **Department Reports:**

Department reports were included in the packet for review. There was no additional discussion on these.

• **Enrollment Management Report:**

Dean Engle reported and stated with the Registrar out of the office the week prior he will have a full census report next month. There is a strategic plan for student success that was formed this year and these highlights were generated around those. He went over the highlights along with the goals and priorities for the enrollment report. He also reported the enrollment staff is still in a temporary model with Erica and Chris sharing the duties of the Assistant to Recruitment. They are still planning to review this model of shared duties and see if enrollment is effective in a positive way.

• **Program Review/Prioritization Report:**

Dean Hull reported the overall process of the program reviews and working with the faculty to get a realistic picture on the individual programs. There is discussion on a number of areas with each program to review the strategic strength of the programs. He follows a four year schedule and there will be five programs to review this spring. Those programs are: English, Communications, Sociology, Welding Technology and Technical

Skills. These programs will be reported on in the spring with the plan to conduct these meetings March/April and then will report to the Board in June/July.

- **Review Tuition, Fees, Housing and Meal Plan:**

President Villmer went over the timeline of the approval process for the Tuition, Fees, Housing and Meal plan information. A two-year approval plan would be ideal, as this would help with marketing and recruitment and budgeting purposes. This would also help create predictability and planning ahead for the college. President Villmer plans to present this at the Finance Committee in November.

- **Strategic/Action Plan Review:**

Dean Hull went over briefly the background of how the Strategic Plan, Action Plan and KPI's were developed. At the In-Service this last August Dean Hull integrated reviewing this process with DCC Employees. Processes need to be put in place and followed to help outline the framework and steps to follow. Dean Hull went over what the Guiding Principles such as what we are known for and what do we want to be known for along with the Strategic Planning aspect such as Where we are as an institution compared to where we want to be as an institution. Departmental meetings have been happening to go over a plan moving forward with guided discussions. Then the administrative team plans to meet as well to go over the information. There is a timeline of finalizing this in May with a goal of implementation over summer 2024.

### **Finance Committee**

Meeting minutes are included in the board packet for the October 10, 2023 meeting. Board Chair Larsen went over the minutes and what was discussed at the meeting. The meeting included an update on the Audit for FY2022 and where Wipfli is in the process of completion. She also talked about the future of Banner along with the general cost. There will be less banner support overall with this change. The estimated ongoing costs for operating is between \$450,000 and \$500,000 per year. The three community colleges will continue to look into the options, as the Banner system is more than we all need overall. OCHE has been supportive through this change. The timeline to make decisions on the future is coming quicker than the college was expecting.

**A copy of the voucher lists are included in the board packet for review.**

### **HR Committee**

Meeting minutes are included in the board packet for the October 11, 2023 meeting. Trustee Johnson reviewed the minutes and what was discussed in the meeting. All technical positions are different with recruitment so they are updating job descriptions for these faculty positions. The Perkins funding along with additional responsibilities are different than with the general education faculty. Agriculture, Business, and Criminal Justice are all three faculty positions that have additional needs and we need to structure these on the strategic directions of their position descriptions.

**A copy of the Human Resource Committee report was included in the board packet for review.**

### **Policy Committee**

Meeting minutes are included in the board packet for the October 10, 2023 meeting. Trustee Hoiland reviewed each of the policies that were brought forward in the packet for a first

viewing. Social Media policies for employees and students were discussed and plan to be drafted and previewed at the November Policy Committee meeting. BP 3-09 Residency Status was discussed and Dean Engle will work on revising this policy and drafting a College Procedure as support. BP 3-11 Academic Policies did not have any changes suggested. BP 3-12 Accommodations for Students with Disabilities had no changes suggested. BP 4-01 Educational Program Review had some suggested changes that were discussed and additional changes added and reviewed. BP 4-02 New Program Development had minor changes that were made to this policy regarding Faculty-led committees. All of these policies will come to the next Board of Trustee meeting for a second viewing.

V. **Public Comment**

Chair Larsen called for public comment. There was none.

VI. **New Business**

• **Alcohol request letter for DCC Athletics Hall of Fame Banquet**

There was a request letter submitted to the Board of Trustees requesting the allowance of alcohol to be served at the DCC Athletics Hall of Fame Banquet. This was discussed. Vice-Chair Knudson moved to approve the alcohol request. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

• **Policies to review for second reading**

i. **BP 3-01 Advance Placement Exams - *Repeal***

Trustee Hoiland moved to approve the repeal of BP 3-01 Advance Placement Exams. Vice-Chair Knudson seconded the motion. The motion carried unanimously. Motion passed.

ii. **BP 3-05 Student Code Conduct**

Vice-Chair Knudson moved to approve BP 3-05 Student Code of Conduct as presented in the packet. Trustee Garceau-Glaser seconded the motion. There was discussion regarding this as there will be a College Procedure drafted for this policy. The motion carried unanimously. Motion passed.

iii. **BP 3-08 Conduct of Student Athletes**

Trustee Garceau-Glaser moved to approve BP 3-08 Conduct of Student Athletes as presented in the packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

iv. **BP 3-10 Mandatory Housing Residency**

Trustee Hoiland moved to approve BP 3-10 Mandatory Housing Residency as presented in the packet. Vice-Chair Knudson seconded the motion. The motion carried unanimously. Motion passed.

v. **BP 4-08 Prior Learning Assessment – *Rename to Credit for Prior Learning***

Trustee Garceau-Glaser moved to approve the updated terminology and the name change for BP 4-08 Prior Learning Assessment. Trustee Heidner seconded the motion. The motion carried unanimously. Motion passed.

VII. **Consent Items**

Trustee Hoiland moved to approve 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.

**The Regular Board of Trustee meeting was adjourned at 6:40 p.m.**