

---

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

---

Meeting Date: April 24, 2023

Meeting Location: DCC Board Room

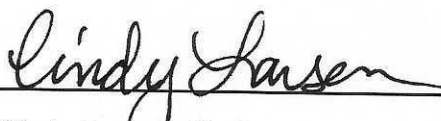
Approval: FINAL

Recorded By: Becca Klang

---

**Attendance**

Name	Title/Organization	Present
Cindy Larsen	Chair	No
Chad Knudson	Vice Chair	Yes
Kathy Hoiland	Trustee	Yes
Sarah Thorson	Trustee	Yes
Mike Wilondek	Trustee	Yes
Sandy Johnson	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Justin Villmer	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Daisy Nyberg	Director of HR	No
Matt Hull	Dean of Academics	No
Becky Smith	Dean of Finance and Operations	No
Dennis Harp	Dawson College Foundation	Yes
<b>Community Members</b>		
Brendan Heidner	Ranger Review	Yes

  
 \_\_\_\_\_  
 Cindy Larsen, Chair

  
 \_\_\_\_\_  
 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Monday, April 24, 2023 5:30 pm**  
**Recorded by Becca Klang**

**Vice-Chair Chad Knudson called the meeting to order at 5:31p.m.**

**I. Introductions**

Vice-Chair Knudson called for introductions.

**II. Correspondence**

There was a letter submitted from the Community GATE board stating there was a previous letter submitted in the March board packet without the approval of the Community GATE board.

**III. Minutes**

Trustee Thorson moved to approve the minutes of the March 27, 2023, Regular Board Meeting. Trustee Hoiland seconded the motion. The motion passed unanimously.

**IV. Reports**

- **President's Update:** President Villmer reported an update on House Bill 13 and the one-time bonus payment that was approved through legislation. Funding from the State of Montana will be received to cover a portion for this as well. He also spoke on the raises for full-time employees for FY2024 and FY2025. Employee retention is the main idea behind the one-time bonus and raises that are being given for House Bill 13. There will be some per diem rate updates that will take effect on the travel forms due to the change in the bill as well. President Villmer also gave a recap on how the Fight for our Future MMA event went at the Toepke. The event went well overall and no issues. He had received noteworthy amounts of positive feedback and would like to do more events on our campus from external sources.
- **Department Reports:** Department reports are included in the packet for review.
- **Budget Update:** President Villmer presented a timeline handout to the Board of Trustees and stated the Budget Committee meets on a regular basis to make sure this is being followed. They are still working through Department budgets to review and discuss.
- **Strategic Priority/KPI Update:** Virginia Boysun, Registrar, presented a handout of the Strategic Priorities and KPI's to the Board of Trustees. She reviewed each of these and gave a brief detail what the plan is for each Key Performance Indicator (KPI). The Data and Assessment Committee will oversee and make sure we are following the process for each of these. IPEDS and The National Student Clearinghouse will be the primary resource on where this data will come from but other departments and individuals outside of these will also gather data. Academic year 2022-2023 will be the baseline year and this process will continue from there. Some of the KPI's will be met

right away and some will not always be met; this will be an important thing to look into and adjust as needed. The goal is to be led by the collective body overall. These metrics will define the success of our institution. There will be a process in place for adjusting and correcting when needed. The Data and Assessment Committee will meet with the Directors Cabinet group to adjust as necessary. This data will also be reviewed on an annual basis by the Board of Trustees at the March and September meetings.

### **Finance Committee**

Meeting minutes are included in the board packet for the April 11, 2023 meeting. Vice-Chair Knudson gave a brief update on the meeting that occurred. There was a revision to a minor calculation error in the Tuition and Fees that was previously approved by the Board of Trustees that was presented and discussed.

### **HR Committee**

Meeting minutes are included in the board packet for the April 12, 2023 meeting. President Villmer gave a brief update on the Human Resource report to the Board of Trustees. There was discussion on the different openings and the status of the applications and interview process.

### **Policy Committee**

The Policy Committee minutes were included in the packet from the April 11, 2023 meeting and changes were presented for a first review by the Board of Trustees. Trustee Hoiland briefly reviewed each of the policies that were brought forward in the packet for a first viewing. BP 1-11 Public Records, BP 1-16 HIPAA, BP 6-8b Individual Email Account will be brought to the May 2023 meeting for a second reading.

## **V. Public Comment**

**Vice-Chair Chad Knudson called for public comment. There was none.**

## **VI. New Business**

### **• Board Policies for Approval Second Reading**

BP 2-21 Community Service Trustee Wilondek moved to approve BP 2021 Community Service policy with the suggested edits. Trustee Thorson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-22 Classified Staff Pay Grade System Trustee Garceau-Glaser moved to approve BP 2-22 Classified Staff Pay Grade System policy with the suggested edits including a name change. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

BP 2-23 Post-Retirement Employment Trustee Thorson moved to approve BP 2-23 Post-Retirement Employment policy with the suggested edits. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously with no discussion. Motion passed.

- **Tuition and Fees Approval**

This was originally approved at the February 27, 2023 meeting by the Board of Trustees. The calculated amount for WUE was \$223.50 but should have been at \$229.50. The Canadian Exchange students follow the same rates so this also needed to be changed.

Vice-Chair Knudson moved to approve adjusting our fees to reflect that WUE and Canadian rates will be 1.5 times the state rate. Trustee Wilondek seconded the motion. The motion carried unanimously with no discussion. Motion passed.

**VII. Consent Items**

Trustee Garceau-Glaser moved to approve the Voucher report distributed in the Board Packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

Trustee Thorson moved to approve the HR report distributed in the Board Packet. Trustee Hoiland 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.**

A public comment was submitted online regarding students at a DCC Bucs baseball game. This concern was addressed when the comment was received.

There was also a concern brought forward regarding parking at the baseball/softball fields. This will be brought to the attention of those coaches.

**The Regular Board of Trustee meeting was adjourned at 6:13 p.m.**