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

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Meeting Date: July 25, 2022

Meeting Location: DCC Board Room

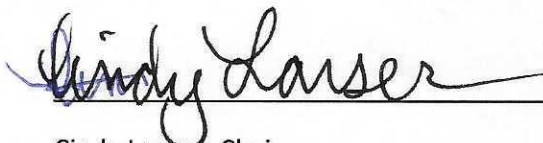
Approval: FINAL

Recorded By: Becca Klang

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**Attendance**

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes - Phone
Mike Wilondek	Trustee	No
Sarah Thorson	Trustee	Yes
Kathy Hoiland	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
Justin Beach	DCC Dean of Student Success/F.A. Director	Yes
Tammy Reed	DCC Assistant Business Manager-Payroll	Yes
Todd Thompson	DCC Director of Physical Plant	Yes
<b>Community Members</b>		
Sandy Johnson	Public Citizen	Yes
Gloria Garceau-Glaser	Public Citizen	Yes

  
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 Cindy Larsen, Chair

  
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 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Monday, June 27, 2022 5:30 pm**  
**Recorded by Becca Klang, Executive Assistant**

**Present (in person unless noted otherwise):** Board: Chairwoman Cindy Larsen, Vice Chair Chad Knudson (Phone), Trustees: Kathy Hoiland, Sarah Thorson  
Absent: Trustee Mike Wilondek  
DCC: Justin Villmer - President, Justin Beach - Dean of Student Success, Dennis Harp – Dawson College Foundation, Daisy Nyberg – Director of Human Resources, Tammy Reed – Assistant Business Manager-Payroll, Todd Thompson – Director Physical Plant  
Public: Sandy Johnson – Public Citizen, Gloria Garceau-Glaser – Public Citizen

**Chair Larsen called the meeting to order at 5:30 p.m. The Chair called for introductions.**

**Introductions**

Introductions were made around the room.

**Correspondence**

- **NWCCU Approval letter** – this letter was hand delivered. President Villmer stated this was positive and DCC is thankful to receive this letter of approval.

**Minutes**

- Trustee Thorson / Trustee Hoiland moved/seconded the motion to approve the minutes of the June 27, 2022 Regular Board Meeting with the changes that were requested. Motion carried unanimously.

**Reports**

- **President's Update** – President Villmer stated with the new approved mission statement and strategic priorities, people who are at DCC, or visit the website, will start to see this updated around campus. He spoke on the FY 2021 audit. President Villmer has reached out to multiple firms across Montana looking for someone to complete the audit and have only heard back from a few that are either not qualified to audit community colleges or that do not have the staff currently. President Villmer remains hopeful and will continue to search for a company that will audit on a three year contract for FY21, FY22 and FY23. President Villmer gave an update on the Second Chance Pell Grant and that DCC is currently exploring offering the Second Chance Pell programming at the Montana Women's Prison in Billings starting the spring 2023 semester. These discussions are still in the very early stages, however there is a lot of support for this. DCC would partner with MSU Billings for any shared services and idea sharing to make this successful. There will be students returning to campus and the dorms in the next few weeks. Volleyball starts practice the week of August 1st and Track and Cross Country will be moving onto campus the weekend of August 6th. Dean Beach and Dean Hull are both busy finalizing plans for Fall 2022 semester and there will be different opportunities for the Board members to be involved around campus.

In-service is set for August 18 and 19 and Orientation week will begin August 22nd. DCC will be submitting a formal request to the Association of Community College Trustees (ACCT) to be entered into a lottery system for a complimentary board training retreat. This would be a great opportunity. President Villmer has an upcoming meeting with Shawna Lyons regarding the OCHE Funding Formula. President Villmer also spoke on the Montana's Future at Work Grant and the administrative team is considering submitting an application for the grant. President Villmer reported a shout out to the Women's Basketball team as DCC tied for number one in the nation by the Women's Basketball Coaches Association for having the highest GPA in the nation among the two year sector.

There was a question brought forward from Chair Larsen on when Move In Day is for students on campus outside of the two groups that move in early. Dean Beach stated the date for move in day is August 20, The Community Bar-B-Q is August 23 along with the Regatta on August 27.

### **Department Reports**

- Nothing additional added to reports during meeting.

### **Finance Committee Meeting report by Vice Chair Knudson**

- Vice Chair Knudson reported on what is reflected in the minutes for the committee meeting. Knudson also reported on the recent discussion on the Student Housing and there has been conversation with DCC's legal counsel to review the Buy-Sell that is in progress.
- Furloughed Personnel: Chair Larsen started the discussion on this with a generalized background on what happened with the furloughed staff at DCC.

### **HR Committee Meeting report by Chairwoman Larsen**

- Trustee Hoiland reported on what was reflected in the minutes along with HR Reports with the hiring and recruiting mechanisms. Daisy updated that there is a screening interview with the controller candidate and they have a possible financial aid candidate interview this week and possibly another screening interview as well. The new housing director will start soon and is coming from Missoula.

### **Policy Committee Report by Trustee Thorson**

- Trustee Thorson reported on what was reflected in the minutes. She stated we have a board policy schedule that we will continue to keep the committee on track with reviewing policies on a regular basis. This schedule will be followed and we will track that policies are reviewed, edited and updated on a rotating three year basis. Becca Klang is helping with this process. Vice Chair Knudson gave input on this process and what we are working towards.

### **Public Comment**

No public comment noted.

## **New Business**

### **Furlough Staff**

- Chair Larsen opened with the background on what happened with these specific staff. Some exempt staff took a furlough each month to minimize staff layoffs. There was an original proposal that everyone was going to furlough and then it got worked down to only a select few staff. This was a solution that only effected a small amount of employees instead of a large amount. President Villmer reported the financial of the specific individuals that were furloughed. He then requested for the Board to look into a supplemental contract on this to make each employee whole with what they are owed in pay. Chair Larsen asked the following question: "Could we allow the employee to choose to get vacation time or a cash payout?" President Villmer stated he could discuss that option with each individual employee that was on this list. Vice Chair Knudson made a recommendation going forward that we authorize current employees in the amount President Villmer presented to do a payout but if an employee requested vacation time we could put that at the discretion of President Villmer to decide. Trustee Thorson agreed with Trustee Knudson and prefer we take action on this right away.
- Trustee Hoiland/ Trustee Thorson moved/seconded to make current furlough staff whole by plan made out by President Villmer. Chair Larsen recommended that President Villmer work with what works best for each individual employee. Motion carried unanimously.

### **Budget**

- President Villmer stated the FY23 budget was presented at the June board meeting. There were specific procedures that were followed for the review of this budget and the administrative team recommends the Board of Trustee's adopt this budget. There were no public comments or emails on this budget from the board members so there were no changes requested. The only changes that are being looked at are the waivers for athletics. President Villmer has spoken to the Athletic Director, Joe Peterson, and they will work with the staff on the spending of the recruiting dollars. Trustee Thorson made a statement that she felt this budget is one of the easiest presentation's she has seen in the three years she has been on the board and appreciates that.
- President Villmer followed up on Interim President O'Leary requesting assistance from Dawson College Foundation. DCC requested assistance for \$65,000 and Dawson College Foundation stated they would be willing to help with \$60,000. They also stated that they are tight on funds as well so DCC will not be able to request these amounts on an ongoing basis. President Villmer stated that he plans to meet with the DC Foundation on a regular basis at their meeting and will continue constant communication and transparency.
- Vice Chair Knudson/ Trustee Thorson moved/seconded to approve the budget as presented. There was no discussion on this. Motion carried unanimously.

### **Appoint New Board Members**

- Trustee Thorson/ Trustee Hoiland moved/seconded to appoint Gloria Garceau-Glaser to a term of two years and Sandy Johnson to a term of three years. Vice Chair Knudson welcomed both and looks forward to serving on the board together. Motion carried unanimously.
- Next month the new trustee's will swear in and the board chose to reorganize the committee assignments then.

**Consent Items**

- Vice Chair Knudson / Trustee Thorson moved/seconded the motion for the approval of the Vouchers List and Human Resource Report. Motion carried unanimously with not discussion.

**With no further business, the meeting adjourned at 6:30 pm.**