
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: December 19, 2022

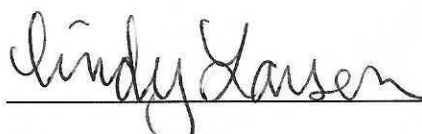
Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance of November 28, 2022

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Mike Wilondek	Trustee	Yes
Sarah Thorson	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Gloria Garceau-Glaser	Trustee	Yes
Sandy Johnson	Trustee	Yes
Justin Villmer	DCC President	Yes
Becca Klang	DCC Executive Assistant to the President	Yes
Justin Beach	Dean of Student Success	Yes
Adam Hilbert	Morrison Maierle	Yes
Daisy Nyberg	Director of Human Resources/Title IX Coordinator	Yes
Becky Smith	Dean of Finance and Operations	Yes
Joe Peterson	Athletic Director	Yes
Community Members		



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

Dawson Community College Board of Trustees**Minutes of the Regular Board Meeting****Monday, December 19, 2022, 5:30 pm****Recorded by Becca Klang, Executive Assistant****Present (in person unless noted otherwise):****Board:** Chairwoman Cindy Larsen, Vice Chair Chad Knudson, Trustees: Kathy Hoiland, Sandy Johnson, Sarah Thorson, Gloria Garceau-Glaser Mike Wilondek

Absent: None

DCC: Justin Villmer - President, Joe Peterson – Athletic Director, Justin Beach – Dean of Student Success, Daisy Nyberg – Director of Human Resources and Title IX Coordinator, Becky Smith – Dean of Finance and Operations**Public:** None**Chair Larsen called the meeting to order at 5:31 p.m. The Chair called for introductions.****I. Introductions**

Introductions were made around the room.

II. Correspondence

Nothing presented at the meeting.

III. Minutes

Regular Board Meeting November 28, 2022: There was one correction regarding the spelling of an attendee's name listed on these minutes. Trustee Thorson moved to approve the minutes of the November 28, 2022, Regular Board Meeting. Vice Chair Knudson seconded the motion. The motion passed unanimously.

IV. Reports

President's Update: This report was included in the packet for review. President Villmer wanted to add a big thank you to all staff and faculty involved in Winter Session. This process has been going great overall and upfront payments have been working out. They are waiting on some payments for their classes and if they don't pay for class by the end of December 20 they will be dropped from rosters. He also added appreciation for staff and faculty helping with last minute changes in the finals schedule with solutions to help students travel safely. This took flexibility on the faculty to assist and make last minute changes.

Trustee Thorson asked a question regarding President Villmer's update. She asked about the position of the shop at the Meadowlark Apartments. President Villmer clarified that Jack Crockett had some personal items in the shop on this site that he agreed to remove.

These items are removed and he left other additional items that are to be utilized such as washers, dryers, ovens, or items that will be essential for the apartments. President Villmer also plans to follow up on the quiet title progress.

Department Reports: Department reports were in the packet for review. Nothing additional was reported at the meeting.

Finance Committee: The committee minutes from the Finance Committee Meeting that occurred on December 8, 2022, will be presented at the January Board of Trustee meeting. Trustee Wilondek reported that the committee discussed the audits that are in progress. President Villmer plans to connect with Wipfli on their progress and timeline, and he plans to report back this information to the Board of Trustees. The committee looked into the audits for FY23 and FY24 along with what information they would prefer to see for formatting.

HR Committee: The committee minutes from the HR Committee Meeting that occurred on December 12, 2022, will be presented at the January Board of Trustee meeting. Trustee Johnson reported that Daisy Nyberg gave an update on vacant positions and they discussed the process for hiring new employees with hiring committees. Daisy added during the Board of Trustee meeting that they have no updated information on the offer that was extended to the Dual Enrollment Coordinator position and human resources have currently received two applications for the Library Director position.

Policy Committee: The committee minutes from the Policy Committee Meeting that occurred on December 13, 2022, will be presented at the January Board of Trustee meeting. Trustee Garceau-Glaser reported the committee went over suggested edits for the following policies: BP 2-4 Evaluation of Classified Staff, BP 2-5 Faculty Hiring Requirements, and BP 2-6 Faculty Development Fund. These policies are being presented to the Board of trustee committee for their first viewing today with the red-lined edits included in the packets.

V. Public Comment

No comments or input was given at this time from the public.

VI. New Business

- Board Policies for Approval Second Reading:
 - i. BP 2-2 Compensatory Time Vice Chair Knudson moved to approve BP 2-2 Compensatory Time policy with the suggested edits. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously with no discussion. Motion passed.
 - ii. BP 2-3 Sick Leave Fund Vice Chair Knudson moved to approve BP 2-3 Sick Leave Fund policy with the suggested edits. Trustee Hoiland seconded the motion. The motion carried unanimously with no discussion. Motion passed.

- 2023 Board Meeting Schedule discussion and approval: The 2023 meeting schedule for Board of Trustee meetings was presented to the trustees. There was a brief discussion on the dates and it was suggested to move the December meeting to December 18, 2023.

Vice Chair Knudson moved to set the meeting in December to December 18, 2023 instead of the pre-scheduled date December 25, 2023 due to the holiday. Trustee Johnson seconded the motion. The motion carried unanimously with no discussion. Motion passed.

VII. Consent Items

Vouchers/HR Report: Trustee Thorson moved to approve the Voucher List and HR Report. Vice Chair Knudson seconded the motion. The motion carried unanimously with no discussion. 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

With no further business, the meeting adjourned at 5:58 pm.