
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: October 24, 2022


Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance of October 24, 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 Garceua-Glaser	Trustee	Yes - Zoom
Sandy Johnson	Trustee	Yes
Justin Villmer	DCC President	Yes
Becca Klang	DCC Executive Assistant to the President	Yes
Matt Hull	Dean of Academics	Yes
Dennis Harp	DC Foundation	Yes
Justin Beach	Dean of Students	Yes
Rich Rowe	Assistant Director of Housing	Yes
Baleria Castillo	ASB Student	Yes
Zlata Gudanova	ASB Student	Yes
Taylor Fischer	ASB Student	Yes
Shelby Schneider	ASB Student	Yes
Chanielle Richardson	ASB Student	Yes
Community Members		
Jamie Crisafulli	Ranger Review	Yes



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, October 24, 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, Mike Wilondek, Sandy Johnson, Trustee Sarah Thorson, Gloria Garceau-Glaser (Zoom)

Absent: None

DCC: Justin Villmer - President, Dennis Harp – Dawson College Foundation, Matt Hull – Dean of Academics, Justin Beach – Dean of Students, Rich Rowe – Assistant Director of Housing, Baleria Castillo – ASB Student, Zlata Gudanova – ASB Student, Taylor Fischer – ASB Student, Shelby Schneider – ASB Student

Public: Jamie Crisafulli – Ranger Review

Chair Larsen called the meeting to order at 5:34 p.m. The Chair called for introductions.

I. Introductions

Introductions were made around the room.

At this time the Associate Student Body (ASB) Students introduced themselves to the Board of Trustees. Taylor Fischer brought forward things they have planned for this academic year.

II. Correspondence

None Presented

III. Minutes

Trustee Thorson moved to approve the minutes of the August 29, 2022, Special Board Meeting. Trustee Wilondek seconded the motion. The motion passed unanimously.

Trustee Knudson moved to approve the minutes of the September 26, 2022, Regular Board Meeting. Trustee Hoiland seconded the motion. The motion passed unanimously.

IV. Reports

President's Update: President Villmer gave a number of updates to the Board of Trustees. His report is in the packet for review. The business office had a successful meeting with the Dawson County Treasurer to get a better understanding of our accounting partnership. DCC is preparing for the transition away from CCCOnline to Quottly within the next year. There was discussion on the transition to Quottly prior to the ending of the CCCOnline contract. He will report more on that as we get more information. The administrative team has been working on building our Key Performance Indicators (KPI's) that are tied to the strategic priorities. He reported the success of the Buccaneer Bash with the Dawson College Foundation. There was a recent meeting with Senator Bogner and Ron Slinger from Miles City Community College regarding the upcoming Legislative Luncheon on November 29th, 2022. DCC celebrated

Indigenous People's Day on October 10, 2022, and there were a number of speakers along with a presentation of a land acknowledgment plaque ceremony. This plaque will be hanging on display in our Main Hall. President Villmer had attended the annual CTE/Dual Enrollment conference in Kalispell, Montana. He worked with multiple high schools and colleges from Montana on utilizing the Perkins funding in the most beneficial way to expand dual enrollment opportunities. He also reported on upcoming events and meetings he plans to attend including the NWCCU annual conference in Seattle and Board of Regents in Bozeman, which are both in November.

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

Finance Committee: The minutes from the October 6, 2022 meeting were in the packet for review. It was reported that DCC is working on getting documents and various information prepared for the upcoming audit with Wipfli. This will be a big relief to have these audits finished and move forward with it. Institutional purchasing, institutional support, and waivers were discussed. President Villmer stated that Buccaneer Excellence waivers were not accounted for in the document but these will be done soon. Meadowlark housing is going well. There were very few calls that have been made by the non-student residents regarding minor maintenance needs.

HR Committee: The minutes from the October 10, 2022 meeting were in the packet for review. The committee discussed the audit with Wipfli. There was an update given on vacant positions at DCC along with a presentation on memorandums of understanding around holidays throughout the calendar year and for the winter session. The memorandum of understanding for the shared librarian position with MCC was also discussed in this meeting.

Policy Committee: The minutes from the October 11, 2022 meeting were in the packet for review. The policy review process was also discussed as the possibility of trying to expedite the process on policies that need to be updated quickly. An idea was brought forward to possibly have a few special board meetings specifically for policy review. There was a discussion on this idea.

V. Public Comment

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

VI. New Business

Academic Calendar (2023-2024): The presented calendar that was in the packet was reviewed. Dean Hull brought forward a change that needed to be made for spring 2024. He proposed to change the March 27, 2022 advisee day to April 3, 2022, due to a holiday around the same time.

Board Policies for approval:

Vice Chair Knudson moved to approve BP 1-1: Mission and Strategic Priorities policy with the suggested edits. Trustee Thorson second the motion. The motion carried

unanimously with no discussion. Motion passed.

Trustee Hoiland moved to approve BP 1-7: Conflict of Interest policy with the suggested edits. Trustee Garceau-Glaser second the motion. The motion carried unanimously with no discussion. Motion passed.

Trustee Thorson moved to approve BP 1-8: Intellectual Property with the suggested edits. Trustee Wilondek second the motion. The motion carried unanimously with no discussion. Motion passed.

Trustee Johnson moved to approve BP 1-9: Communicable Disease with the suggested edits. Trustee Hoiland second the motion. The motion carried unanimously with no discussion. Motion passed.

VII. Consent Items

Academic Calendar for 2023-2024: Vice Chair Knudson moved to approve the Academic Calendar for 2023-2024 with the edit of April 3, 2023, suggested by Dean Hull. Trustee Johnson second the motion. The motion carried unanimously with no discussion. Motion passed.

Vouchers/HR Report: Vice Chair Knudson moved to approve the Voucher List and HR Report. Trustee Thorson 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 6:34 pm.