
DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: December 18, 2023

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

Attendance for the December 18, 2023 Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Kathy Hoiland	Trustee	Yes
Sarah Thorson	Trustee	Yes
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
Daisy Nyberg	DCC Director of HR	Yes
Joe Peterson	Athletics Director/Men's Head Basketball Coach	Yes
Community Members		
Hunter Herbaugh	Ranger Review	Yes



 Cindy Larsen, Chair



 Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
Monday, December 18, 2023, at 5:30 pm
Recorded by Becca Klang**

Chair Cindy Larsen called the meeting to order at 5:32 p.m.

I. Introductions

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

II. Correspondence

There was no correspondence presented.

III. Minutes

Vice-Chair Knudson moved to approve the minutes of the November 27, 2023, Regular Board Meeting. Trustee Thorson seconded the motion. The motion passed unanimously.

IV. Reports

• **President's Update:**

President Villmer reviewed his report with the Board of Trustees. He also gave an update on Winter Session and all of the work that goes into this process. He stated that DCC is lower on enrollment this year but also that NJCAA has made changes to their eligibility, so that had some effect on athletes needing to take courses to continue to stay eligible. This was still a profit overall. He reviewed the progress on the OCHE Non-Credit Workforce Training Group. The proposal that was submitted was accepted through the State Higher Education Executive Officers Association (SHEEO). There will be more to come on this as it gets closer to presenting this to the legislature. President Villmer spoke regarding the scoreboards on campus and the sponsorships that are helping with the funding. The Adult Education department hosted the fir HiSet Completion Ceremony and it went very well. There were eight (8) students that participated.

• **Department Reports:**

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

• **Dawson Foundation Report:**

Dennis Harp, Executive Director of Dawson College Foundation, presented the annual report for the Foundation. He spoke on the Buccaneer Bash and the success that came from the fundraiser. The plan going forward is to continue to plan the event at a max of 40 tables. Copies of thank you notes that came from students who were recipients of specific scholarships were passed around the room. He talked about the other various development efforts to enhance fund-raising along with the annual giving campaign.

Finance Committee

Meeting minutes are included in the board packet for review for the December 12, 2023 meeting. Chair Larsen spoke on specifics in the meeting. The FY2022 Audit is coming along and the accounting firm is helping DCC with this. The Employee Retention Tax Credit (ERC) was looked into further and with this being trusted by the ACCT, RCCA and NJCAA President Villmer brought this forward to the Finance Committee and went over the exact details of what this would look like if we were accepted or if we were denied this tax credit.

Sheridan Wealth has been in contact with President Villmer and received approval to sign a contract to start this process.

Tuition, Fees, Housing and Meal Plan:

President Villmer reviewed the history of what was presented to the Board of Trustees on Tuition, Fees, Housing, and Meal Plan. He presented that a more sustainable path for this would be to follow CPI, as there are a number of data points to help figure the price of goods annually. He has seen this method at a few other institutions and would like to follow at DCC going forward. President Villmer reviewed the tuition cost and the proposed increase per student classification. Dean Engle presented the mandatory fees and reasons for any increases in these fees, such as the cost of goods increasing. Some fees must be looked into further to ensure they are allocated correctly. He also presented the cost of meals along with the proposed meal plan changes. Additional discussion was held on different possibilities in the cafeteria and potential changes in the menu selection and pricing. The cafeteria contract and student meal plans will be discussed in an upcoming finance committee meeting. The finalized Tuition, Fees, Housing, and Meal Plan will be presented to ASB for review, and then it will come back to the January Board of Trustee meeting with the ASB feedback.

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

HR Committee

Meeting minutes are included in the board packet for the December 6, 2023 meeting. Trustee Johnson reviewed the meeting. There was discussion regarding the advisory committee that is in the process of being coordinated for the criminal justice faculty position. There is a specific IT department need that may come with a change to that department overall. President Villmer gave an update on a recent meeting with Shaun Brown with Morrison Maierle, where they discussed the contract and the history of the partnership between DCC and Morrison Maierle. A large concern is the amount of computers and other equipment that is out of date around campus. There will also be two large implementations along with Single Sign On that will be taking place for DCC soon, IT will play a part in the testing process for these. Morrison Maierle would be a back-end networking part of IT instead of on the front-end support.

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 December 5, 2023 meeting. Vice Chair Knudson reviewed the minutes along with each of the policies that were brought forward in the packet for a first viewing. BP 2-06 Faculty Development Fund was updated and reviewed at the December committee meeting and was included in the packet for a first viewing. BP 2-34 Social Media - Employee, this is a new policy and was included in the packet for a first viewing. There was a small language change added. BP 3-14 Social Media – Students, is a new policy and was included in the packet for a first viewing. BP 4-04 Academic Freedom was updated and reviewed and is included in the packet for a first viewing. BP 5-0a Accounting Standards minor edits were made to this policy and it is included in the packet for a first viewing. BP 5-0b Budgeting System was presented with edits along with a potential name change to Annual Operating Budget. This was included in the packet for a first viewing. There was discussion on the renumbering of Chapter 5 policies as well since they do not follow consistency with the other Chapters. This would ideally happen after all of the Policies were reviewed in this chapter.

V. **Public Comment**

Chair Larsen called for public comment. There was none.

VI. **New Business**

• **2024 Board Meeting Schedule**

The presented schedule was discussed. Date adjustments were made to May 2024 and December 2024. Vice-Chair Knudson made a motion to approve the 2024 calendar with the date adjustments to May and December 2024. Trustee Garceau-Glaser seconded the motion. The motion carried unanimously. Motion passed.

• **Alcohol request letter for Flashback Wrestling Event**

A letter was submitted to the Board of Trustees requesting the allowance of alcohol to be served at the Flashback Wrestling Event on Saturday, April 13, 2024, in the Toepke Gym. The request was discussed. Trustee Hoiland moved to approve the serving of alcohol request. Trustee Thorson seconded the motion. The motion carried unanimously. Motion passed. There was additional discussion about the possibility for a portion of the alcohol sales to be donated back to DCC from these events. This would be something that would need to be looked into further before a decision would be made on this.

• **Policies to review for second reading**

i. **BP 3-09 Residency Status**

This was originally presented for a second reading, but Dean Engle provided a potential change due to Canadian residents. This will be tabled and brought back to the policy committee for review in January.

ii. **BP 4-03 Program Moratorium and Termination**

Trustee Thorson moved to approve BP 4-03 Program Moratorium and Termination as presented in the packet. Trustee Johnson seconded the motion. The motion carried unanimously. Motion passed.

VII. **Consent Items**

Vice-Chair Knudson moved to approve the vouchers and HR report 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.**

Vice-Chair Knudson stated that he spoke with GROW recycling and they would like to discuss a potential contract to provide cardboard recycling at DCC. Dean Engle could be the primary contact for this.

The Regular Board of Trustee meeting was adjourned at 7:08 p.m.