

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: January 23, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board Meeting
January 23, 2017

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	No
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
John Bole	Vice President – Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
Angela McLean		Office of the Commissioner of Higher Education	Yes
Community Members			
Rose Marie Aus Holly Dershem-Bruce Traci Masau Anthony Varriano – (Ranger Review)			

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, January 23, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

Meeting called to order by Chairman Knudson at 5:30 p.m.

Chairman Knudson modified the agenda to read correspondence.

- From Glendive Federation of Teachers Union, a letter requesting the Board to open contract negotiations.
- From MDU Resources Foundation, a letter confirming a grant award of \$50,000 to DCC for a Corrosion Technology Field Lab.

Minutes

- Trustees Wilondek/Handran moved/seconded to approve the minutes of the December 19, 2016 meeting. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Rowe moved/seconded to approve the vouchers as presented.
 - Stanhope questioned the vouchers for legal services. Zander stated these expenses related to faculty wage claims. A lengthy discussion followed.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Stanhope moved/seconded to approve the report.
 - Discussion followed regarding the adjunct instructor positions and the search for a Vice President of Academics and Student Affairs.
 - **Motion carried unanimously.**

Call-in by Angela McLean, Office of the Commissioner of Higher Education (non-action item)

- Ms. McLean reported on the progress of the Educator Recruitment and Retention Taskforce
 - Questions were posed to McLean and discussion followed regarding incentivizing educators, proposed legislation supporting educators and competitive wages. McLean plans to visit eastern Montana this spring and will have more information on the progress of the taskforce.

- Chairman Knudson commended the taskforce for quickly addressing this issue and thanked Ms. McLean for her time.

New Business

Policies

- Trustees Handran/Wilondek moved/seconded to approve DCC Board Policy BP2-28 Emeritus Faculty.
 - The Policy Committee reviewed and approved this policy.
 - **Motion carried unanimously.**
- Eleven draft policies were presented for review. Mickelsen and Zander briefly summarized the policies. Discussion followed. Trustees Rowe/Fritsch moved/seconded to refer the policies back to committee.
 - Chairman Knudson asked for public comment. There was none.
 - **Motion carried unanimously.**

IES Committee Structure (non-action item)

- In response to Trustee Stanhope's question in December, Mickelsen provided information to the Board about the IES (Institutional Effectiveness System) committee structure. Discussion followed.

Finance Committee Report

- Trustee Wilondek presented the Finance Committee Report. Zander stated she is collecting additional information regarding tuition, fees and housing rates before bringing this issue to the board.

President and Vice President of Academic Affairs Reports

- Mickelsen presented the President's Report and the Vice President's Report. Discussion followed regarding recruiting international students. Trustee Fritsch stated DCC should create a policy to address international student financial feasibility.

Vice President of Administration Report

- Zander presented the Vice President's Report and stated she would be speaking with parents and students at DCHS January 24, and to students at Glasgow HS January 26, regarding dual enrollment.

Vice President of Student Services Report

- Bole reviewed the Vice President's Report. He encouraged the Board to visit The Cove, the newly redecorated student commons area of housing.

Open Forum for Public Input

- Trustee Knudson called for comment.
 - Rose Marie Aus commented on DCC's website. From a marketing standpoint, DCC may be missing a number of potential students due to a poorly-maintained webpage.

Meeting adjourned by Trustee Knudson at 7:00 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: February 27, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board of Trustees Meeting
February 27, 2017

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
John Bole	Vice President – Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
Angela McLean		Office of the Commissioner of Higher Education	No
Community Members			
Attachment “A”			

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Toepke Center Auditorium
Monday, February 27, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

Meeting called to order by Chairman Knudson at 5:30 p.m. The Chairman commented on the sizeable crowd.

Correspondence

- President Mickelsen thanked the public for attending the meeting and reviewed the funding threat presented by Rep. Don Jones, HD 46, Billings.
- Letters from M.A. Vester and M. Kintz in support of DCC were read

Minutes

- Trustees Stanhope/Wilondek moved/seconded to approve the minutes of the January 23, 2017 meeting. There was no discussion.
 - **Motion carried unanimously.**
- Trustees Handran/Hicks moved/seconded to approve the minutes of the January 25, 2017 Board Retreat. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Stanhope/Rowe moved/seconded to approve the vouchers as presented.
 - Fritsch questioned the payment to Eide Bailly. Zander stated the expenses related to the FY2016 audit. There was no further discussion.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Wilondek moved/seconded to approve the report.
 - Zander stated candidates for the position of Vice President of Academics and Student Affairs are expected on campus at the end of March; applications are being accepted for the position of Controller.
 - **Motion carried unanimously.**

Call-in by Angela McLean, Office of the Commissioner of Higher Education (non-action item) was postponed.

New Business

By unanimous consent, the Board of Trustees opened the meeting for public comment. Chairman Knudson stated comments will be limited to three minutes per person and those speaking must state their name and contact information. Written statements will also be accepted and entered into the record.

Tavi Masau, Glendive, stated he is a student in the Corrosion Technology program; a program which allows students to gain valuable vocational skills. He noted he personally benefits from community enrichment classes. Funding cuts will damage community and industry.

Paul Hopfauf, Glendive, stated he is a member of the Glendive Unified School Board, a member of the Board of the DC Foundation and recently, served as an adjunct faculty at DCC. He has heard “talk” of DCC becoming an elementary school. An exhaustive study was conducted about a year ago which found this proposal to be unworkable and inappropriate.

Bob Ackerman, Glendive, said he doesn’t understand what exactly is being proposed. He called Rep. Jones as well as other legislators in Helena and has received no response from any of them. He is frustrated and wants to know what is going on. President Mickelsen relayed his conversations with Rep. Alan Doane and Lobbyist Ed Bartlett. Ackerman asked about the position of MCC. Knudson stated MCC supports DCC.

Carol Swanson, Glendive, stated the college is an integral part of the Community and defunding DCC is defunding eastern Montana. It would be an utter travesty for this to happen.

Paul Sturlaugson, Glendive, questioned why a legislator from Billings would try to defund DCC? This is OUR college and it is integral to the fabric of Glendive. We won’t go down easy; what is the Action Plan?

Craig Anderson, Glendive, noted he is a retired sheriff, interim director of DCEDC and president of the Board of DC Foundation. He stated Montana has a budget shortfall and we all have to make cuts but, perhaps some of the 506 school districts could be reduced or consolidated. Perhaps counties could be consolidated. He is offended by any proposed reduction in funding. We must fight for the college.

Amy Hopfauf, Glendive, asked what Rep. Doane intends to do to help DCC? Mickelsen stated Rep. Doane is aware of the situation. Mickelsen also noted he and others will be in Helena to personally address this issue with the Committee.

Dennis Zander, Glendive, stated he is a county commissioner and an alumni of DCC. He is passionate about DCC and the community. Government doesn’t operate in a vacuum and we cannot stop contacting Jones and others. Keep calling and writing letters; get your voices heard.

Tom Ree, Glendive, stated he was place-bound military service in 1964 and had it not been for the opportunity to get an education at DCC, he would not be here today. After DCC, he furthered his education and returned as faculty for 33 years. A problem is developing our most valuable resource – kids. I commend all of you on the platform; it isn’t an easy job. There is always a problem with funding. Eastern Montana is thinly populated and it’s difficult to have our voices heard. Know that you have your backs covered by the community. We are educationally-oriented. An amazing amount of public outcry will be heard if you ask for it. My father was adamant about education; you can fix stupid. Persevere.

Understand the community is behind you. Look at the crowd; they're here to support you. It is counter-intuitive to think one can save money by squeezing community colleges.

Mitchell Siegle Lucido, Glendive, stated he is a senior at DCHS and is very upset that DCC is threatened as this is a threat to his opportunity for higher education. This is not just for the adults. High school students support DCC as well.

Kathy McLane, Glendive, a DCC alumni and an employee of Mid Rivers, asked what percentage of funding is received from the state. Zander explained the state contributes 42 percent of DCC's \$4.5 million general fund; \$3 million is allocated to salaries and benefits for its 50 employees.

Christine Whitlatch, Glendive, adjunct faculty and director of the Glendive Chamber of Commerce stated everyone in the room supports DCC and has a story which is important when communicating to the legislators. Students state the cost of college is a big factor in choosing a college, especially when they are unsure of career. Whitlatch offered Chamber resources to assist those without e-mail to fax letters to Helena.

Mary Zimdars, Bloomfield, noted the impact DCC has in her family. As a middle-school teacher, she comes to DCC for continuing education credits; one daughter is a student at DCC and enjoys the opportunities available to her; another daughter has plans to attend DCC and is currently earning credit through dual-enrollment courses; and, she hopes the two youngest in her family will attend DCC when their time comes. Threatening DCC's funding threatens our community.

~~Annette~~ *Nanette Troutner*, Glendive, stated she and her family have lived in Glendive for three years and love it. Her 13 year-old plans to enroll in dual-credit classes. However, without the college, she and her family would have to leave. For her, that means leaving the state of Montana. Do our representatives understand the economic impact to the state if funding to DCC is cut?

Murray Vester, Glendive, stated although it is nice to hear these stories, he is interested in the action plan. What are we doing? Are other communities voicing their support for DCC? We need feet on the ground in Helena. Find out who at the Legislature supports community colleges. Who can we contact? He looks forward to hearing more from KXGN and the Ranger Review. Mickelsen noted a list of House Appropriations Committee members along with email addresses as well as a sample letter would be distributed before the meeting ended. Vester asked if a fund can be set up for donations to help fund DCC's efforts in Helena.

Derek Gibbs, Glendive, stated he has lived in Glendive about 8 months. He reiterated the importance of people's public comment. Go to Helena as a community and make your voices heard; Legislators listen and value opinions. He encouraged the board to consider a fast-action plan to stop this dead in its tracks.

Brendan Heidner, Glendive, stated as an early start student at DCC, he will graduate this spring with both a high-school diploma and an associate's degree. Being at DCC has given him opportunity to meet and work with many great people and has prepared him for a better future.

Amy Deines, Glendive, stated we must remember young parents who cannot move away for an education. DCC gave her opportunities she wouldn't have had otherwise, which paved the way for a

successful business and additional education. DCC believed in me. Little steps become bigger and bigger steps. We must make sure DCC is here to stay.

Kortney Diegel, Glendive, stated she is an alum and currently an employee and rodeo coach at DCC. Her parents and sisters are also alumni. It is in the family blood. She urged people to reach out to those on the Appropriations Committee.

Ty Dufner, Glendive, stated that Helena might think they don't need eastern Montana, but it is us who do not need them. It is assumed eastern Montanans will go west, but that isn't always so.

Katy Peterson, Glendive, stated Mid Rivers will assist the public in sending letters via fax or email to Helena.

Allan Sevier, Glendive, stated he is a DCC grad and as a former board member, he appreciates the work Trustees do on behalf of DCC. It is an all-volunteer board. He noted DCC has been through this before and that Helena seems to target what is furthest away.

Christina DiGangi, Glendive, DCC faculty, is proud to be here and proud so many people came in support of DCC.

Penny Zimmerman, Glendive, is the field representative for Sen. Jon Tester's office. She stated Sen. Tester's office will help as much as possible. She encouraged everyone to make their voices heard.

Jack Rice, Glendive, stated he is a 1982 graduate of DCC. It upsets him that Helena seems to balance the budget on the backs of eastern Montana. Write letters; send emails.

Traci Masau, Glendive, stated she is a DCC employee. There are exciting things happening at DCC. The welding program is growing; corrosion technology program recently received a \$50,000 grant from MDU Resources Foundation.

Joe Peterson, Glendive, DCC Athletic Director, stated he is a native of Arizona and a 1996 graduate of DCC. He has lived other places around the globe and when it was time for a change, he did not hesitate to come home to Glendive. The experiences here prepared him for life. He meets people throughout Montana who got their start at DCC. We cannot sit back and wait for someone else to address this. We must team up together.

Knudson stated he testified a few weeks ago at a Joint Subcommittee hearing on education. Montana's number one export is young people. The role of community colleges to retain people is important but we are also an importer of young people; look around at people who came to DCC and stayed or left but returned. Not everything can be measured in dollars and cents.

Knudson asked if there was further comment. There being none, he thanked everyone for their support and reminded people to register their names. Sign-in sheets were located outside the auditorium in the foyer. He announced the meeting would resume after a five-minute recess.

By unanimous consent, the Board of Trustees deferred action on Items A-D until its next regularly scheduled meeting.

- Trustees Stanhope/Rowe moved/seconded to approve Investment Management Services be transferred from A. Hagen of Edward Jones to A. Sevier of Edward Jones. Discussion followed. Zander will notify both Hagen and Sevier.
 - **Motion carried by a vote of 5 to 2.**
- President Mickelsen presented a draft MOU between DCC and The American Campus–Mauritius (TAC). Discussion followed.
 - **Knudson stated that no action by the board is required and there is no objection to moving forward with the MOU**

Finance Committee Report

- Report was accepted as submitted.

Policy Committee Report

- Report was accepted as submitted.

President and Vice President of Academic Affairs Reports

- Report was accepted as submitted.

Vice President of Administration Report

- Report was accepted as submitted.

Vice President of Student Services Report

- Report was accepted as submitted.

Open Forum for Public Input

- Trustee Knudson called for comment.
 - Holly Dershem-Bruce stated her concern that the integrity and reputation of DCC could be compromised in a partnership with TAC. Dershem-Bruce also stated her concerns regarding HB 372.

Meeting adjourned by Trustee Knudson at 7:50 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: March 27, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board of Trustees Meeting
March 27, 2017

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	No
Darla Handran	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
John Bole	Vice President – Student Affairs	Dawson Community College	No
Erik Rose		Office of the Commissioner of Higher Education	Yes
Community Members			
Holly Dershem-Bruce			
Stephanie Lewis			
Casey Thiel			
Dexter Thiel			
Jason Stuart			

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, March 27, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

Meeting called to order by Chairman Knudson at 5:30 p.m.

Correspondence

- A letter from D. Nolker of DC Foundation requesting the trustees support the Buccaneer Bash with a financial contribution.
- A letter from A. Sevier of Edward Jones thanking the trustees for naming him fund investment manager.

Minutes

- Trustees Stanhope/Handran moved/seconded to approve the minutes of the February 9, 2017 special meeting. There was no discussion.
 - **Motion carried unanimously.**
- Trustees Wilondek/Hicks moved/seconded to approve the minutes of the February 27, 2017 meeting. The names of two individuals in the public comments section were corrected.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Stanhope moved/seconded to approve the vouchers as presented.
 - Questions followed regarding payments for the credit card, the softball team's spring training in Arizona, legal services and NWCCU. Zander provided explanation for each of those payments. Chairman Knudson requested an itemized credit card statement be provided in the future. There was no further discussion.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Hicks moved/seconded to approve the report.
 - Discussion followed regarding the positions currently available.
 - **Motion carried unanimously.**

Call-in by Erik Rose, Office of the Commissioner of Higher Education (non-action item).

- Mr. Rose discussed co-req remediation courses in English and math. No questions were asked of Mr. Rose

New Business

Tuition Rates

- Trustees Stanhope/Hicks moved/seconded to approve, as presented, the proposed tuition rate increase of three percent. Zander stated the Finance Committee reviewed this proposal; however, it does not take into account current legislative uncertainties. Zander noted tuition rates must be submitted to the Board of Regents by April 17. Discussion followed. The Trustees will address this issue at the next board meeting when they hope to have more information regarding state funding support.
 - **Motion tabled failed.**

Housing Rates

- Trustees Handran/Wilondek moved/seconded to increase housing rates to \$1,500 per semester. Discussion followed. Chairman Knudson allowed public comment. H. Dershem Bruce stated her opinion that housing improvements are expected with the increase.
 - **Motion carried unanimously.**

Fees

Zander stated mandatory fees will not change. Other fees were reviewed separately as follows:

- International Student Processing Fee – Trustees Wilondek/Rowe moved/seconded to approve this new \$70 fee. Discussion followed.
 - **Motion carried unanimously.**
- CCC-Online Per Credit Tuition Increase – Trustees Handran/Hick moved/seconded to approve this increase. Zander explained the CCC-Online contract allows an annual three percent tuition increase and we are merely carrying this forward. Discussion followed.
 - **Motion carried unanimously.**
- Digital Content Fee – Trustees Hicks/Wilondek moved/seconded to approve fee increase Zander explained CCC-Online increased its fee and we are simply carrying it forward. There was no discussion.
 - **Motion carried unanimously.**
- Online Application Processing Fee – Trustees Stanhope/Rowe moved/seconded to approve a new \$30 processing fee for online applications. Discussion followed. Chairman Knudson allowed public comment. H. Dershem Bruce stated in her opinion this fee will not deter students.
 - **Motion carried unanimously.**

- Housing Deposits – Trustees Wilondek/Handran moved/seconded to approve a \$150 housing deposit which is nonrefundable. Discussion followed.
 - **Motion carried unanimously.**

Roof Repair Bid Selection

- Zander stated the Finance Committee received two bid proposals for roof repairs to Brueberg and Gibson Halls. Based on the scoring rubric, the Finance Committee recommended Thiel Bros. Roofing be awarded the bid. Discussion followed. Trustees Rowe/Wilondek moved/seconded to award the bid to Thiel Bros. Roofing.
 - **Motion carried unanimously.**

Board Policies

- BP 1-11, Public Records Requests – Trustees Wilondek and Handran moved/seconded to approve BP 1-11 as presented. Zander reviewed the policy. Discussion followed.
 - **Motion carried unanimously.**
- BP 2-29, Employment Background Check – Trustees Rowe/Hicks moved/seconded to approve BP 2-29 as presented. Zander reviewed the policy. The Trustees discussed the language of the policy which, as written, derives authority from procedure.
 - **Rowe withdrew the motion. Referred back to committee.**
- BP 2-30, Employee Recognition Awards – Trustees Handran/Wilondek moved/seconded to approve BP 2-30 as presented. Discussion followed.
 - **Motion carried unanimously.**
- BP 4-2, New Program Development – Trustees Rowe/Handran moved/seconded to approve BP 4-2 as presented. Mickelsen explained the process of new program development. Discussion followed. On line three of the first paragraph, the Trustees inserted the word “committees” after Dawson Community College.
 - **Motion carried unanimously.**
- BP 4-7, College-Wide Assessment – Trustees Handran/Hicks moved/seconded to approve BP 4-7 as presented. Mickelsen explained the policy and discussion followed. Chairman Knudson noted the report will be added to the board calendar.
 - **Motion carried unanimously.**
- BP 6-2, Keys – Trustees Wilondek/Stanhope moved/seconded to approve BP 6-2 as presented. Mickelsen explained the policy. Discussion followed. This policy will be renamed Secure Access Policy.
 - **Motion carried unanimously.**

- BP 6-6, Naming of Facilities and Academic Units – Trustees Handran/Wilondek moved/seconded to approve BP 6-6 as presented. Mickelsen reviewed changes made to the policy. Knudson stated redlined documents are helpful when considering policy updates and requested such going forward. Discussion followed.
 - **Motion carried unanimously.**
- BP 6-8 – This policy was tabled.

Prior Learning Assessment

- Mickelsen explained the Prior Learning Assessment policy recently formalized by the Office of the Commissioner of Higher Education and the Board of Regents as well as by NWCCU. Mickelsen recommended the Trustees consider and adopt this policy. Knudson requested a draft policy be presented to the Policy Committee for review.
 - **No action was taken.**

Trustee Election

- Zander presented a resolution for election. Chairman Knudson called for an election to be held May 2 by mail-in ballot and appointed Dawson County Election Administrator to oversee the election. Two positions are open. Trustees Rowe/Stanhope moved/second to approve the resolution.
 - **Motion carried unanimously.**

Finance Committee Report

- Report was accepted as submitted.

President and Vice President of Academic Affairs Reports

- Report was accepted as submitted. Mickelsen provided an update regarding funding from the Legislature. DCC will receive substantially less funding in the next biennium. Discussion followed.

Vice President of Administration Report

- Report was accepted as submitted. Zander stated DCCU would like to open negotiations. Knudson stated the board will follow the same process as the GFT negotiations.

Vice President of Student Services Report

- Report was accepted as submitted.

Open Forum for Public Input

- Trustee Knudson called for comment.
 - Stephanie Lewis, Director of Housing, gave a brief presentation on housing.

- Trustee Rowe noted the ASB student who testified at the HB 2 hearings in Helena has received two offers of internship from contacts he made that day.

Meeting adjourned by Trustee Knudson at 7:30 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: April 24, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board of Trustees Meeting
April 24, 2017

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	No
Rich Rowe	Trustee	DCC Board of Trustees	No
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
John Bole	Vice President – Student Affairs	Dawson Community College	Yes
Amy Williams		Office of the Commissioner of Higher Education	Yes
Community Members			
Rose Marie Aus			
Holly Dershem-Bruce			
Frank Rojas			
Jason Stuart			

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, April 24, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

The meeting was called to order by Chairman Knudson at 5:30 p.m.

Correspondence

- S. Kreiman, Dawson County Election Administrator, served notice the Trustee Election has been cancelled.

Minutes

- Trustees Stanhope/Wilondek moved/seconded to approve the minutes of the March 27, 2017 meeting. Minutes were corrected to indicate that the motion regarding tuition rates failed.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Wilondek moved/seconded to approve the vouchers as presented.
 - Trustee Handran questioned the number of reimbursements to employees and asked if college credit cards could be provided instead. Vice President Zander stated Stockman Bank is in the process of issuing credit cards for certain positions. There was no further discussion.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Fritsch moved/seconded to approve the report.
 - Discussion followed regarding temporary positions in the accounting department as well as other staffing needs. President Mickelsen stated Shawn Holz accepted the VPASA position and will begin June 1.
 - **Motion carried unanimously.**

Call-in by Amy Williams, Office of the Commissioner of Higher Education (non-action item).

- Ms. Williams discussed the Montana Career Pathways grant, formerly known as the Big Sky Pathways grant. No questions were asked of Ms. Williams.

NEW BUSINESS

Tuition Rates

- Trustees Handran/Stanhope moved/seconded to approve, as presented, a tuition rate increase of five percent, rounded up to the nearest dollar, for In-District, Out-of-District, GEM and WUE students and a tuition rate increase of two percent, rounded up to the nearest dollar, for Out-of-State and Canadian students. Discussion followed. Trustee Stanhope stated the Finance Committee reviewed the overall increase and considered the impact to students and believes this is a fair increase. He noted the increased tuition will not address the state's appropriations reduction. Chairman Knudson commented that the increased revenue could provide for a new faculty position. Chairman Knudson called for public comment. There being none, Chairman Knudson called for a vote.
 - **Motion carried unanimously.**
- Trustees Stanhope/Wilondek moved/seconded to approve, as presented, a tuition cap 18 credits per semester. Tuition is currently capped at 15 credits per semester. Discussion followed. Trustee Fritsch expressed concern about students taking more than 18 credits becoming overloaded with coursework. Ms. Dershem-Bruce stated taking more than 18 credits requires a faculty override. She also noted many of her students take between 15 -18 credits each semester in order to graduate within two-years. Chairman Knudson called for additional public comment. There being none, Chairman Knudson called for a vote.
 - **Motion carried unanimously.**

Tenure

- Trustees Fritsch/Wilondek moved/seconded to approve the President's recommendation to renew the tenure of Mr. M. Hunter. Discussion followed.
 - **Motion carried unanimously.**
- President Mickelsen noted the current steps to achieve tenure and reviewed ideas to strengthen this process. Chairman Knudson questioned the procedures when tenure is not renewed. Vice President Zander explained the instructor would teach one more year and employment is then terminated. Discussion followed.

Dashboard Review

- Mr. F. Rojas provided a demonstration on the Key Performance Indicators dashboard. President Mickelsen stated the KPI reporting process has been streamlined to ensure accuracy as well as identify and correct any compliance issues. No questions were asked of Mr. Rojas. Chairman Knudson thanked Mr. Rojas for the demonstration.

REPORTS

Finance Committee Report

- Corrections to the report will reflect new building code requirements call for 5/8-inch decking materials.
- Trustee Stanhope noted the cost to upgrade the decking on the roofing project is covered by the insurance policy.
- Trustee Stanhope stated Legislators want to be informed of any contingency plans the Board may develop regarding the future of the college.

Policy Committee Report

- The report was accepted as submitted.

President and Vice President of Academic Affairs Reports

- The report was accepted as submitted. President Mickelsen provided a legislative update noting that HB 372 and 159 are in enrollment as is HB 647. President Mickelsen has requested the Governor veto certain items in HB 647, Section 16. HB 2 is still awaiting the Governor's signature. Chairman Knudson expressed his frustration with HB 647. Discussion followed.
- President Mickelsen noted several opportunities to partner with other groups and institutions and will provide more information as discussions move forward.

Vice President of Administration Report

- The report was accepted as submitted. Vice President Zander reviewed the Resource Fair she is coordinating with a number of community partners. Although the Fair was created in response to the BNSF layoffs, it is open to all unemployed persons.

Vice President of Student Services Report

- The report was accepted as submitted. Vice President Bole stated he looks forward to the incoming class of students this fall. He commended the recruiting efforts of enrollment management staff and coaches.
- Bole noted the annual honors banquet will be held April 30 at 6:00 at the Moose.

Open Forum for Public Input

- Chairman Knudson called for comment. There was none.

The meeting was adjourned by Chairman Knudson at 6:50 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: May 22, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board of Trustees Meeting
May 22, 2017

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	No
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
John Bole	Vice President – Student Affairs	Dawson Community College	Yes
Amy Williams		Office of the Commissioner of Higher Education	Yes
Community Members			
Holly Dershem-Bruce			
Traci Masau			
Jason Stuart			

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, May 22, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

The meeting was called to order by Chairman Knudson at 5:30 p.m.

Correspondence

- There was no correspondence.

Minutes

- Trustees Stanhope/Wilondek moved/seconded to approve the minutes of the April 24, 2017 meeting. Discussion followed. The minutes were corrected.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Rowe/ Handran moved/seconded to approve the vouchers as presented.
 - Discussion followed. Trustee Stanhope commented on the cost of insurance and asked if the College reviews or compares other insurance companies on the basis of price. Zander stated such a review has not happened recently. The Trustees recommended the College conduct a price comparison when the policy is up for renewal.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Stanhope moved/seconded to approve the report.
 - Questions were asked about the position of library director as well as several recently-filled positions. Discussion followed.
 - **Motion carried unanimously.**

Call-in by Dr. John Cech, Office of the Commissioner of Higher Education (non-action item).

- Dr. Cech thanked the Trustees for the honor of participating in commencement ceremonies on May 11. He reviewed the Montana University System's Healthcare Education and Workforce Coordinating Council which has been created to address workforce needs in the healthcare industry. Currently, the Council is targeting all areas in the field of nursing.

NEW BUSINESS

Oath of Office

- Trustees Fritsch/Handran moved/seconded to reappoint, by acclamation, Trustee Wilondek to the Board. Chairman Knudson asked for Board and for public comment. There being none, Chairman Knudson called for a vote.
 - **Motion carried unanimously.**
- Chairman Knudson administered the Oath of Office to Trustee Wilondek. Zander thanked Trustee Wilondek for his continued service to the College.

Board Reorganization

- Vacancy – Chairman Knudson noted that Trustee Hicks's term has expired and that no members of the public filed for office in the recent school board elections which leaves an open seat on the Board. Discussion followed. Zander will post a notice in the newspaper to solicit letters of interest.
- Nominations for Chair – Trustees Wilondek/Fritsch moved/seconded to nominate Chairman Knudson. There was no discussion nor comment from the public.
 - **Motion carried unanimously.**
- Nominations for Vice Chair – Trustees Stanhope nominated Trustee Rowe who declined the nomination. Discussion followed. Trustee Rowe/Wilondek moved/seconded to nominate Trustee Stanhope. There was no further discussion or comment from the public.
 - **Motion carried unanimously.**
- Finance Committee – Trustees Knudson/Rowe moved/seconded to nominate Trustees Stanhope, Handran and Wilondek. Discussion followed. There was no comment from the public.
 - **Motion carried unanimously.**
- Policy Committee – Trustees Knudson/Wilondek moved/seconded to nominate Trustees Rowe and Fritsch. Discussion followed. There was no comment from the public.
 - **Motion carried unanimously.**
- Negotiation Committee – Trustees Knudson/Handran moved/seconded to nominate Trustees Knudson and Wilondek. Discussion followed. There was no comment from the public.
 - **Motion carried unanimously.**
- Permanent Grievance Committee – Trustees Knudson/Fritsch moved/seconded to nominate Trustees Wilondek and Rowe. Trustee Rowe will serve as alternate. Discussion followed. There was no comment from the public.
 - **Motion carried unanimously.**

Organizational Change

- President Mickelsen announced that effective September 1, 2017, Vice President Zander will transition to the new position of Special Liaison to the President. The duties of this position were reviewed. Discussion followed. Zander stated she is excited for this opportunity to educate

others about the importance of community colleges and to advocate for DCC. The Trustees thanked Zander for her dedicated service to the College.

Budget Overview

- Zander stated that in spite of a significant reduction in funding, new faculty positions will be added to support new programs and enrollment growth. She will draw from reserves when necessary to help balance the budget. Zander noted the Foundation is providing increased financial support by funding the salary of the music instructor position for the first year as well as providing scholarships for the summer term. Zander stated the state's reimbursement rate going forward is unknown as the funding formula is under review this summer. Discussion followed. Zander will present the budget in its entirety at the Trustees' meeting in June. The budget will be voted upon in July.
- Revenue-generating projects such as The American Campus – Mauritius (TAC) and Bottega Technologies were reviewed. Trustee Fritsch asked if the Board of Regents approved the TAC partnership. Mickelsen noted Board of Regents approval is not required. The partnership has been discussed with NWCCU and a substantive change proposal is in process. Trustee Rowe asked about revenue. Zander stated projected revenue from this partnership is \$450,000 and that these funds are unrestricted. Discussion followed. Trustee Rowe requested that Mickelsen host a program for the community once he and the other delegates return from Mauritius.
- Mickelsen explained the partnership with Bottega Technologies will also generate revenue and allow the College to revive its computer science program as well as partner with Fort Hays State University and further expand the partnership with TAC. Discussion followed.
- Chairman Knudson noted the College is dangerously low on ~~low~~ faculty and programs which affect the College's ability to grow enrollment. Revenue from these partnerships will help address these needs.

President's Annual Review

- Chairman Knudson asked President Mickelsen to submit a self-evaluation in three weeks. At the July meeting, the Board will meet in executive session for the performance review.

Policies

- Trustees Handran/Stanhope moved/seconded to approve BP 2-29: Employment Background Check. Discussion followed.
 - **Motion carried unanimously.**
- Trustees Rowe/Fritsch moved/seconded to approve BP 6-3: Facilities Use. Discussion followed.
 - **Motion carried unanimously.**
- Trustees Rowe/Wilondek moved/seconded to approve BP 6-8A: Information Technology. Discussion followed.
 - **Motion carried unanimously.**

- Trustees Fritsch/Wilondek moved/seconded to approve BP 6-9: General Records Retention. Discussion followed.
 - **Motion carried unanimously.**

Rural Organization Employee Management Program

- President Mickelsen reviewed this new program. After review by OCHE and the Board of Regents, the program will come before the Trustees for approval. Classes are expected to begin fall 2018. Discussion followed.

REPORTS

Finance Committee Report

- The report was accepted as submitted.
- Trustee Rowe asked about the processes to receive revenue from TAC. Mickelsen stated a financial MOU is in place. Zander noted the processes will follow generally accepted accounting procedures and all monies will be in US dollars.

President and Vice President of Academic Affairs Reports

- The report was accepted as submitted. President Mickelsen noted the July board meeting will need to be rescheduled to accommodate travel to Mauritius.
- AVP Masau explained the restructured Institutional Effectiveness System and reviewed the committees. Discussion followed.

Vice President of Administration Report

- The report was accepted as submitted. Vice President Zander stated the Legislative Audit Committee meets June 27 to review the audit of the College. The auditors will review the audit with the Trustees at the Board meeting in July. Zander noted 13 DCHS graduates are attending DCC in the fall.

Vice President of Student Services Report

- The report was accepted as submitted. Vice President Bole stated he is in the process of creating an "Adopt-A-Room" proposal to improve student housing. Bole noted GearUp students will be on campus the week of June 11.
- The Trustees thanked Bole for his service to the College. Mickelsen reviewed Bole's duties going forward which include serving as an athletics liaison, building tribal relations, and pursuing potential international partnerships.

Open Forum for Public Input

- Chairman Knudson called for comment. T. Masau noted there is still time to enroll in summer courses, including art camps; scholarships are available.

The meeting was adjourned by Chairman Knudson at 7:25 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: June 26, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board of Trustees Meeting
June 26, 2017

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	No
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	No
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
Shawn Holz	Vice President – Academics and Student Affairs	Dawson Community College	Yes
Erik Rose		Office of the Commissioner of Higher Education	Yes
Community Members			
Rosemarie Aus			
Jennifer King			
Jason Stuart			
MaryAnn Vester			

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, June 26, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

The meeting was called to order by Chairman Knudson at 5:30 p.m.

Correspondence

- Correspondence was moved to New Business.

Minutes

- Trustees Stanhope/Wilondek moved/seconded to approve the minutes of the May 22, 2017 meeting. Discussion followed. The minutes were corrected.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Stanhope moved/seconded to approve the vouchers as presented.
 - Questions were asked of Vice President Zander regarding several expenditures. Discussion followed.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Wilondek moved/seconded to approve the report.
 - Trustee Fritsch stated she would like the opportunity to meet new employees.
 - Trustee Fritsch asked about employee background checks. Chairman Knudson stated that the question was outside the scope of the report.
 - **Motion carried unanimously.**

Call-in by Erik Rose, Office of the Commissioner of Higher Education (non-action item).

- Mr. Rose provided a Workforce Executive Summary. He stated President Donald J. Trump recently signed an executive order to increase federal grant funding for apprenticeship programs and that Montana is well-situated to receive such funding.
 - Chairman Knudson noted the difficulty in attracting and retaining qualified career and technical faculty. Discussion followed.

NEW BUSINESS

Open Trustee Position

- Chairman Knudson distributed correspondence from three community members regarding the Trustee position. One candidate withdrew for personal reasons. The remaining candidates both stated their interest in serving as a Trustee. Questions were asked of the candidates and discussion followed. The Board thanked both candidates for their interest in the position and involvement in public service.
- Trustees Fritsch/Handran moved/seconded to appoint MaryAnn Vester to the Board of Trustees. Chairman Knudson asked if there were any further questions or comments. There being none, Chairman Knudson called for a vote.
 - **Motion carried unanimously.**
- Chairman Knudson administered the Oath of Office to Trustee Vester and welcomed her to the Board.

Reschedule July Meeting

- The regular monthly Board of Trustees meeting on July 24, 2017 must be rescheduled as Chairman Knudson and President Mickelsen are unavailable that day.
- Trustees Stanhope/Handran moved/seconded to reschedule the meeting on July 31.
 - **Motion carried unanimously.**

Surplus Equipment

- Trustees Wilondek/Stanhope moved/seconded to declare as surplus for disposal the list of housing equipment.
 - **Motion carried unanimously.**

Roof Repairs – Ullman Center

- Vice President Zander asked for an emergency declaration to replace the Ullman Center roof. She described the current condition of the roof and noted that temporary repairs from storm damage in 2014, expected to last five years, have been ineffective. To prevent further damage to the building, the roof must be replaced. Discussion followed.
- Trustees Stanhope/Handran moved/seconded to declare that the College has the ability to manage the roofing contract.
 - **Motion carried unanimously.**
- Trustees Stanhope/Fritsch moved/seconded to declare an emergency stating the project has significant schedule deadlines due to safety concerns, there is significant cost savings by completing the project now, and the project has significant technical complexities.
 - **Motion carried unanimously.**

- Trustees Handran/Wilondek moved/seconded to accept the bid, as presented, from Thiel Bros. Roofing to repair the Ullman Center before August 14, 2017.
 - **Motion carried unanimously.**

2018 Budget Presentation

- Vice President Zander introduced the College's controller, Jennifer King. The Trustees welcomed her to the College.
- In her budget presentation, Vice President Zander reviewed revenue and expenses in the FY2017 general fund to-date. Several questions were asked about the various department operating budgets. Discussion followed.
- Zander explained the difficulty in preparing the FY2018 general fund budget and outlined her proposal to address the revenue shortfall through the creative use of Ullman Funds, Oil & Gas Funds and CCCOnline Funds along with increased support from the Foundation. Discussion followed regarding the state's funding formula, the cost-of-education band within the funding formula as well as funding support for Banner. Additional discussion regarded mill levies. Zander will evaluate the mill levy formulas.
- Zander reviewed changes in the budget, including past grants that supported faculty positions. She reviewed new faculty and staff positions as well as positions that have been eliminated or hiring postponed. Zander noted department operating budgets have been further reduced from FY2017. Chairman Knudson commented the College cannot cut any further and expect to meet the goals set forth by the Legislature.
- The Ullman Fund request is substantial and Zander reviewed the proposed use of these funds to support career and technical education and cautioned against perpetual reliance on the Ullman Fund. The use of this and other funds is seen as a "bridge" to help carry aggressive plans for growth, enrollment and revenue in the next one to two years.
- Zander noted any comments or questions regarding the budget should be submitted to her by July 7, 2017. Chairman Knudson commended Zander for her budget preparation and presentation.

REPORTS

Finance Committee

- The report was accepted as submitted.

Policy Committee

- The Committee did not meet this month.

President

- The report was accepted as submitted.

Vice President of Administration

- The report was accepted as submitted.

Vice President of Academic and Student Services

- The report was accepted as submitted.
- The Trustees welcomed Vice President Holz to the DCC community.

Open Forum for Public Input

- Chairman Knudson called for comment.
- J. Stuart asked if the stipend currently paid to assistant coaches is per semester. Vice President Zander replied that is an annual stipend.
- J. Stuart commented that wages for adjunct faculty are tied to the faculty salary scale. He hopes that throughout contract negotiations, someone is advocating on behalf of adjunct faculty. He also hopes the Board and others understand the value adjunct faculty provide to the College.
- R. Aus agreed with J. Stuart and recommended the Board consider asking adjunct faculty to serve as advisors to students. Aus sees this as one avenue toward student retention.

There being no further public comment, the meeting was adjourned by Chairman Knudson at 7:40 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: July 31, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board of Trustees Meeting
July 31, 2017

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	No
Scott Mickelsen	President	Dawson Community College	Yes
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
Shawn Holz	Vice President – Academic and Student Affairs	Dawson Community College	Yes
Erik Rose		Office of the Commissioner of Higher Education	Yes
Community Members			
Holly Dershem-Bruce			
Rose-Marie Aus			
Leslie Weldon			
Chris Ingram			
Mike Hunter			
Joe Peterson			
Kyle Vuille	Ranger Review		

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, July 31, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

The meeting was called to order in due form by Chairman Knudson at 5:30 p.m.

Correspondence

- There was no correspondence.

Minutes

- Trustees Stanhope/Vester moved/seconded to approve the minutes of the June 26, 2017 meeting. There was no discussion.
 - **Motion carried unanimously.**
- Trustees Rowe/Stanhope moved/seconded to approve the minutes of the July 17, 2017 meeting. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Stanhope moved/seconded to approve the vouchers as presented.
 - Questions were asked of Vice President Zander regarding the Coppermine Fire Suppression Company. Discussion followed.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Vester moved/seconded to approve the report.
 - Trustee Stanhope asked about several open positions. President Mickelsen reported the College has received a number of applications for the position of Vice President of Business and Finance and a committee is preparing to interview candidates. Vice President Holz informed the Trustees of the progress made to date to fill open faculty positions. Adjuncts will provide instruction if faculty positions are vacant at the start of the semester.
 - Trustee Rowe asked about the students in the Corrosion Program, noting the struggle to fill that faculty position. President Mickelsen commented that the new salary structure should help attract qualified faculty. Discussion followed.
 - **Motion carried unanimously.**

Call-in from the Office of the Commissioner of Higher Education (non-action item).

- Mr. Erik Rose provided the Commissioner's report on HealthCare apprenticeships. Mr. Rose noted that DCC is not part of this consortium and, therefore, not part of the \$15M grant which ends next year. Trustee Fritsch asked about other available apprenticeships for which DCC could be eligible. Rose stated there are opportunities for competitive funding including PLA and apprenticeships; however, he did not have information regarding specific opportunities. Discussion followed. No other questions were asked of Mr. Rose. The Board thanked Mr. Rose for his report.

FY2016 Audit

- The FY2016 audit review was moved to the August meeting.

DCCU CBA

- Vice President Zander had anticipated the DCCU collective bargaining agreement would be presented to the Board for ratification; however, negotiations are still in process.

GFT CBA

- Vice President Zander thanked everyone involved for their efforts in negotiating the Collective Bargaining Agreement (CBA) and stated that the CBA had not been opened for negotiation since 2010. She reviewed the changes to the CBA, including the salary structure. She also noted there are sections of the CBA that will undergo review throughout the year via the Labor Management Committee. Those sections include Evaluation and Tenure, Discipline and Termination and Professional Development. Discussion followed.
- Chairman Knudson asked for a motion. Trustees Stanhope/Handran moved/seconded to ratify, as presented, the GFT Collective Bargaining Agreement. Chairman Knudson called for questions or comments.
- GFT President H. Dershem-Bruce thanked those involved in the negotiating process, noting it worked very well.
- Trustee Rowe questioned the salary index levels. Vice President Zander explained the salary levels and steps as well as the process to advance across the salary scale.
- Trustee Stanhope asked about the sections of the CBA still under review. Vice President Zander and GFT President H. Dershem-Bruce both anticipate discussions will last about a year and result in a Memorandum of Understanding (MOU) attached to the CBA and incorporated into the agreement the next time negotiations are opened.
- Chairman Knudson asked what happens if the CBA is not approved. Vice President Zander stated the parties would go back to the negotiating table. Discussion followed.
- Trustee Stanhope asked if the goal of bringing faculty salaries to 75 percent of the regional cohort has been achieved. President Mickelsen stated the College is getting closer to that goal and he complimented the productivity of both parties at the negotiating table.
- Trustee Rowe questioned the impact to the budget. Vice President Zander stated \$80,000 has been incorporated into the FY2018 Budget for salary adjustments. Trustee Rowe asked if there

is any ongoing litigation related to the CBA. Vice President Zander stated the only ongoing litigation relates to wage claims which is not related to the CBA.

- Chairman Knudson asked for further comments or questions.
- GFT President H. Dershem-Bruce noted the grievance process now includes informal steps toward resolution before filing formal grievances. She expects this process will be more effective than past processes.
- Trustee Rowe asked if the voting could be delayed. Vice President Zander would like to begin issuing contracts. Chairman Knudson noted there has been little time to read through the CBA. Trustee Fritsch agreed. Trustee Stanhope stated a special meeting could be held the following week to vote on the issue. The idea garnered little interest.
- Chairman Knudson restated the motion to approve the CBA and called for a vote.
 - **Five Trustees voted yes and one Trustee voted no. Motion carried.**

2018 FY Budget

- Vice President Zander reviewed the information contained in the FY2018 Budget Book. Of particular interest is the information regarding state and local appropriations. She noted the Board will approve the local levies at its August meeting. Discussion followed.
- Trustee Stanhope noted the trend in decreasing state support and the increase in local appropriations. President Mickelsen commented on the tuition rates noting DCC is still an affordable education.
- Revenue and expenses were discussed. Vice President Zander stated some expenses have been transferred from the General Fund to other funds such as the Program Development Fund. She reviewed a chart which illustrated how reserves will be used to support the General Fund.
- Trustee Rowe asked about funding for Banner. Vice President Zander stated Banner funding is no longer a separate line item in state appropriations. She also noted that a portion of Banner expenses are covered by student IT fees.
- Trustee Rowe questioned funding for building repairs and maintenance. Vice President Zander noted general funds cannot be used for these purposes; however, some mandatory fees are allocated to repairs and maintenance.
- Academic and athletic waivers were reviewed.
- Vice President Zander also reviewed a three-year budget projection. Discussion followed.
- President Mickelsen complimented Vice President Zander efforts to craft a balanced budget under difficult circumstances.
- Trustees Handran/Rowe moved/seconded to approve, as presented, the FY2018 Budget. Chairman Knudson asked for questions from the public. There were no comments or questions.
 - **Motion carried unanimously**

REPORTS

Finance Committee

- The report was accepted as submitted.

Policy Committee

- The Committee did not meet in July.

President

- The report was accepted as submitted. President Mickelsen provided a brief update to the Board about the visit to TAC-Mauritius.
- Chairman Knudson noted DCC is the only US two-year school in this partnership. Interestingly, in Mauritius, high school ends in November and university begins in February so DCC may see higher enrollment in the spring semester.

Vice President of Administration

- The report was accepted as submitted. Chairman Knudson thanked Vice President Zander for her service to the Board and the College.

Vice President of Academic and Student Services

- The report was accepted as submitted.
- Vice President Holz stated he is pleased with the pool of applicants for faculty positions.
- Trustee Rowe asked about Title IX. Vice President Holz noted all Title IX issues will be addressed by the Human Resources Department.

Open Forum for Public Input

- Chairman Knudson called for comment.
- Trustee Rowe noted volleyball begins on August 22. Vice President Holz stated team practice begins on Saturday, August 5. Additionally, 10 of the 13 student-athletes are from Montana and two players are local residents.

There being no further public comment, the meeting was adjourned by Chairman Knudson at 7:45 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: August 28, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board of Trustees Meeting
August 28, 2017

Chad Knudson, Chairman

Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	No
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
Shawn Holz	Vice President – Academic and Student Affairs	Dawson Community College	Yes
John Cech	Deputy Commissioner	Office of the Commissioner of Higher Education	Yes
Community Members			
Holly Dershem-Bruce			
Rose-Marie Aus			
Kyle Vuille	Ranger Review		

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, August 28, 2017–5:30 p.m.
Recorded by Randi J. Mayer**

The meeting was called to order by Chairman Knudson at 5:30 p.m.

Chairman Knudson immediately closed the meeting for a Public Hearing regarding the Permissive Medical Mill Levy.

Chairman Knudson opened the hearing stating the Governor's Budget Office determined that community colleges should be funding the increase in employee medical insurance through the permissive medical levy 2-9-212 MCA. Because of this determination, no state funding has been provided to community colleges for the increase in medical insurance costs since FY2010. This levy is a cumulative levy each fiscal year.

The cost for Dawson Community College's medical insurance for FY2018 is \$1054 per month per employee or \$12,648 per year per employee. This levy covers 54 employees—all campus employees except those whose health benefits are paid wholly from another fund. This is a \$28,054 increase from last year when \$216,000 was levied.

For FY2018, DCC respectfully requests board approval to levy \$244,054 (10.73 mills) for the increased cost of medical insurance over the FY2010 base year.

Per 2-19-212 MCA, DCC published a public notice according to 7-1-2121 MCA, stating the increase in the levy compared to the previous fiscal year. The increase originally calculated was \$32,202 and was published in the Ranger Review. After further review, the actual increase is \$28,054 over last year. The public notice was published in the Ranger Review on August 17, 2017 and August 24, 2017.

Chairman Knudson asked three times for questions or comments from the public. There were no questions or comments. The hearing was closed.

Chairman Knudson reopened the regular meeting at 5:40

Correspondence

- Chairman Knudson read a letter from President Mickelsen regarding the Board of Regents visit to DCC in September. Discussion followed.
- Chairman Knudson read a notice from HUB Insurance stating an automobile policy was canceled on a vehicle that is no longer used by the College.

Minutes

- Trustees Rowe/Wilondek moved/seconded to approve the minutes of the July 31, 2017 meeting. There was no discussion.

- **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Wilondek moved/seconded to approve the vouchers as presented.
 - Discussion followed regarding payment to Wordan Thane, the welding lab upgrade and an employee reimbursement.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Vester moved/seconded to approve the report.
 - Discussion followed regarding the corrosion instructor and the library director positions. Further discussion regarded adjunct instructors. Of particular note, the newly-hired assistant baseball coach holds a Ph.D. in physics and will serve as an adjunct physics instructor as well as an assistant coach.
 - **Motion carried unanimously.**

Call-in from the Office of the Commissioner of Higher Education (non-action item).

- Deputy Commissioner Cech reported on the Complete College Montana compact. He stated a Complete College Montana Summit will be held October 25 to launch scaling efforts across Montana. Discussion followed. President Mickelsen stated that at DCC, the English co-requisite model is being taught this fall and the Math co-requisite will begin in the spring. No questions were asked of Deputy Commissioner Cech. The Trustees thanked Dr. Cech for his report.

FY2016 Audit

- The FY2016 Audit was reviewed by Ms. Jodi Daugherty, audit partner from Eide Bailly. On behalf of Eide Bailly, she thanked the Board for the opportunity to serve. The findings were reviewed. Discussion followed regarding steps the College is taking to correct areas of deficiency or material weakness in internal controls. Ms. Daugherty noted the auditors will be on campus in September to review student financial aid processes and procedures. Vice President Zander thanked Eide Bailly for their services and noted the high degree of professionalism among the auditors.
- Trustees Wilondek/Rowe moved/seconded to approve the FY2016 Audit as presented.
 - **Motion carried unanimously.**

FY2018 MILL LEVIES

- Vice President Zander conveyed her thanks to the taxpayers for their continued support of the College. She reviewed the mill levies presented to the Board and noted the FY2018 mill levies have been reduced by five mills or \$11,000. Vice President Zander stated she has reviewed the mill levies with the County Superintendent of Schools. The County Commissioners will vote on the mill levies at their meeting on September 5. Discussion followed.

- Trustees Fritsch/Wilondek moved/seconded to approve, as presented, the mandatory General Mill Levy for the purpose of education and general operating expenses of the College, for the amount of \$799,576 for 35.16 mills. Chairman Knudson called for questions or comments. There were none.
 - **Motion carried unanimously.**
- Trustees Wilondek/Rowe moved/seconded to approve, as presented, the Permissive Medical Mill Levy for the purpose of employer contributions for insurance premiums for the amount in excess of base contribution as determined by MCA 2-18-703, in the amount of \$244,054 for 10.73 mills. Chairman Knudson called for questions or comments. There were none.
 - **Motion carried unanimously.**
- Trustees Rowe/Vester moved/seconded to approve, as presented, the voted Optional Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$144,000 for 6.33 mills. Chairman Knudson called for questions or comments. There were none.
 - **Motion carried unanimously.**
- Trustees Vester/Handran moved/seconded to approve, as presented, the mandatory Retirement Mill Levy for the purpose of employer contributions for Social Security, Medicare and Retirement Systems, in the amount of \$227,622 for 10.01 mills. Chairman Knudson called for questions or comments. There were none.
 - **Motion carried unanimously.**
- Trustees Handran/Fritsch moved/seconded to approve, as presented, the mandatory Adult Education Mill Levy for the purpose of supporting Adult Education Programs, in the amount of 79,536 for 3.50 mills. Chairman Knudson called for questions or comments. There were none.
 - **Motion carried unanimously.**
- Trustees Fritsch/Wilondek moved/seconded to approve, as presented, the mandatory Debt Service Mill Levy for the purpose of principal, interest and fees due during the fiscal year on obligation bonds, in the amount of \$201,828 for 8.88 mills. Chairman Knudson called for questions or comments. There were none.
 - **Motion carried unanimously.**

REPORTS

Finance Committee

- The report was accepted as submitted. Trustee Rowe asked about the progress of DCCU negotiations. Discussion followed.

President

- The report was accepted as submitted.
- President Mickelsen encouraged the Trustees to attend the community forum on September 5 at 7:00 p.m. in the Toepke Center for a presentation about The American Campus – Mauritius. Discussion followed regarding the TAC partnership.

Vice President of Administration

- The report was accepted as submitted.
- Vice President Zander reported on the success of the cardboard boat regatta and the community fair and thanked the Board for its participation in these events. Chairman Knudson thanked Vice President Zander for her service to the Board and the College.

Vice President of Academic and Student Services

- The report was accepted as submitted.
- Vice President Holz stated the Adopt-A-Buc program has returned and is open to all students.

Open Forum for Public Input

- Chairman Knudson called for public input.

There being no public comment, the meeting was adjourned by Chairman Knudson at 6:50 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: September 25, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Johnson

Dawson Community College
Board of Trustees Meeting
September 25, 2017

Chad Knudson, Chairman

Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	No
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	No
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
Shawn Holz	Vice President – Academic and Student Affairs	Dawson Community College	No
John Cech	Deputy Commissioner	Office of the Commissioner of Higher Education	No
Community Members			
Holly Dershem-Bruce		GFT	
Jennifer King		DCC	
Stephanie Lewis		DCC	
Tavi Masau		Student	
Traci Masau		DCC	
Kyle Vuille		Ranger Review	
Leslie Weldon		DCC	

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, September 25, 2017–5:30 p.m.
Recorded by Randi Johnson**

The meeting was called to order by Chairman Knudson at 5:30 p.m.

Correspondence

- Chairman Knudson read a letter from President Mickelsen stating the Board of Regents visit to DCC was postponed.

Minutes

- Trustees Stanhope/Wilondek moved/seconded to approve the minutes of the August 28, 2017 meeting. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Vester moved/seconded to approve the vouchers as presented.
 - Trustee Vester asked about a payment to the Fairgrounds for a rodeo. Ms. King noted that due to inclement weather, the rodeo was moved to an indoor facility and the payment to the Fairgrounds was voided. Chairman Knudson asked about employee reimbursements. Ms. King stated a purchasing card system will be implemented later this fall.
 - **Motion carried unanimously.**

Human Resources

- Trustees Stanhope/Wilondek moved/seconded to approve the report.
 - The library director, the vice president of finance and adjunct instructor positions were reviewed. President Mickelsen stated that due to additional state budget reductions, the vice president position is currently on hold. Trustee Handran asked how this might affect internal control processes. Discussion followed.
 - **Motion carried unanimously.**

Call-in from the Office of the Commissioner of Higher Education (non-action item).

- There was no report from the Office of the Commissioner of Higher Education. Chairman Knudson noted that going forward, the Deputy Commissioner will provide a report to the Trustees on a less frequent basis.

BOARD SECRETARY

- Discussion was held regarding the appointment of a Board Secretary. No action was taken.

FACILITIES REVIEW

- Stephanie Lewis, Director of Residence Life, provided a report about student housing, including year-to-year housing statistics. Ms. Lewis presented a plan seeking support from the community to renovate the aging housing units. The renovations are estimated at \$5,000 per unit, which includes new flooring, paint and furnishings.
- Ms. Lewis reported on the Residence Assistant program, various student clubs and organizations and stated that ASB will provide Thanksgiving Dinner for students who remain on campus during the break. She also announced the Library and Toepke Center will have new weekend hours beginning October 7, 2017.
- Traci Masau, Assistant Vice President – Academics and Workforce Development, reviewed the Corrosion Technology Outdoor Field Site. Ms. Masau thanked the companies in the industry who have generously donated money, labor and equipment for the site construction. Additional equipment and supplies will be purchased.
- Tavi Masau, a student in the Corrosion Technology program, stated his appreciation for those in the industry who reach out to students. The support and interest has been beneficial to the students as well as to the program.
- President Mickelsen noted that Toepke Center roof repairs are a priority. Temporary repairs will help; however, the roof needs to be replaced soon. The roof on Brueberg Hall has exceeded its 20-year life expectancy and will need replacing in three to five years. The roof of the auxiliary gym building will also need to be replaced in three to five years.
- President Mickelsen stated he has met with a representative of the Manor Apartments about its availability for additional student housing.

CAMPUS TOUR

- The Trustees toured the corrosion technology classroom, lab, outdoor field site, and student housing.

REPORTS

Finance Committee

- The report was accepted as submitted. Discussion followed regarding additional state-mandated budgets cuts. More information is expected later in October.

President

- The report was accepted with corrections to the percentages of increased enrollment.
- President Mickelsen reviewed practices that have contributed to increased enrollment and retention this fall and stated there is a nice mix of sports and non-sports students. Trustee Vester requested information about traditional and non-traditional students. President

Mickelsen also noted DCC's rodeo team is currently at 17th place in the world and the #3 bronc rider in the world is a DCC student.

Vice President of Academic and Student Services

- The report was accepted as submitted.

Open Forum for Public Input

- Chairman Knudson called for public input.

There were no comments from the public. The meeting adjourned at 7:10 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: October 30, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Johnson

Dawson Community College
Board of Trustees Meeting
October 30, 2017

Chad Knudson, Chairman

Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	No
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	No
Scott Mickelsen	President	Dawson Community College	Yes
Shawn Holz	Vice President – Academic and Student Affairs	Dawson Community College	Yes
John Cech	Deputy Commissioner	Office of the Commissioner of Higher Education	No
Community Members			
Suela Cela		DCC	
Holly Dershem-Bruce		GFT	
Dr. Suneetha diSilva		DCC	
Teri Dwyer		DCC	
Jennifer King		DCC	
Kyle Vuille		Ranger Review	
Leslie Weldon		DCC	
Kathleen Zander		DCC	

Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, October 30, 2017–5:30 p.m.
Recorded by Randi Johnson Mayer

The meeting was called to order by Chairman Knudson at 5:34 p.m.

Correspondence

- Chairman Knudson read the engagement letter from Eide Bailly regarding the FY2017 audit.
- Chairman Knudson referred to a letter from President Mickelsen regarding the President's contract. It will be placed on the agenda for the November meeting.
- Chairman Knudson received a request from A. Sevier of Edward Jones requesting his signature to establish the process to electronically transfer funds should the need arise. This only establishes the process; any transfer of funds requires board approval. He will sign the form.

Minutes

- Trustees Stanhope/Vester moved/seconded to approve the minutes of the September 25, 2017 meeting. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Rowe moved/seconded to approve the vouchers as presented. There was no discussion.
 - **Motion carried unanimously.**

Human Resources

- Trustees Stanhope/Handran moved/seconded to approve the report. Discussion followed regarding the tutor and bus driver positions.
 - **Motion carried unanimously.**

New Business

ESTABLISH AN HR COMMITTEE

- President Mickelsen explained the purpose of this type of committee. Chairman Knudson stated this committee would replace the negotiating committee and would consist of two Trustees, President Mickelsen and HR Director Weldon. Trustee Rowe questioned the necessity of such a committee. Ms. Weldon noted it is a way to share more information with the Board. Discussion followed.

- Trustees Stanhope/Handran moved/seconded to establish an HR Committee.
 - **Motion carried unanimously.**
- Trustees Stanhope/Handran moved/seconded to appoint Chairman Knudson and Trustee Vester to the HR Committee.
 - **Motion carried unanimously.**

BOARD SECRETARY

- Discussion was held regarding the appointment of a Board Secretary and Board Clerk. Vice Chair Stanhope will serve as Secretary. Trustees Vester/Rowe moved/seconded to appoint Randi Johnson as Board Clerk.
 - **Motion carried unanimously.**

BANK SIGNATORY

- President Mickelsen informed the Trustees that Ms. Jennifer King has been named as a bank signatory.

DCCU COLLECTIVE BARGAINING AGREEMENT

- Ms. Zander distributed redlined copies of the Collective Bargaining Agreement and thanked the DCCU negotiating team for their hard work to craft this new agreement. Ms. Zander reviewed the changes and explained the longevity and bonus clauses. Chairman Knudson called for a special meeting of the Trustees to vote on the agreement. The meeting will take place at Noon on November 6.

BOARD POLICIES

- Board Policy 1-12 – Campus Security and Safety was reviewed. This new policy is designed to be broad in scope; under this policy, college procedures will address all aspects of campus security and safety. The Policy Committee requested that Board Policy 6-2 – Secure Access be removed as it is narrow in scope only addressing building access. Trustees Rowe/Handran moved/seconded to approve Board Policy 1-12 and remove Board Policy 6-2.
 - **Motion carried unanimously.**
- Board Policy 4-8 – Prior Learning Assessment was reviewed and discussed. This new policy aligns with the Montana Board of Regents policy approved earlier this year. Trustees Rowe/Vester moved/seconded to approve this policy.
 - **Motion carried unanimously.**

BUDGET UPDATE

- President Mickelsen informed the Trustees that at this time, the amount of any additional reduction in state funding is unknown. He stated increased revenue and savings from vacant positions will offset the potential loss of state appropriations. Trustee Stanhope expressed

concern about the unfilled Vice President of Administration position. President Mickelsen assured the Trustees this position has not been eliminated.

ENROLLMENT MANAGEMENT REPORT

- Ms. Suela Cela highlighted a number of achievements of the Enrollment Management department. A strong action plan provided a clear pathway to success and creatively-targeted recruiting efforts played a significant role in increased enrollment. Trustee Vester noted she liked the changes to Buccaneer Day. Chairman Knudson asked about the department's greatest concern or need. Ms. Cela stated additional financial and human resources are needed. The Board thanked Ms. Cela for her presentation.

PROGRAM REVIEW

- Vice President Holz and Ms. Teri Dwyer presented an overview of the program review process established to evaluate program effectiveness and alignment with the College's mission and core themes as well as to provide a framework for continuous improvement. Ms. Dwyer noted that going forward the program review process has been streamlined. Faculty are excited about the improved processes. Discussion followed. The Board thanked Vice President Holz and Ms. Dwyer for their presentation.

ESL PROGRAM

- Dr. De Silva presented a proposal for Teaching English as a Second Language. The need is great for these courses; yet, currently, only one other Montana institution of higher learning offers an ESL program. Dr. De Silva would like this program to begin in the spring semester both online and on campus. The Board thanked Dr. De Silva for her presentation.

REPORTS

Finance Committee

- The report was accepted as submitted. Discussion followed regarding the Quonset hut.

Policy Committee

- The report was accepted as submitted.

President

- The report was accepted as submitted.

Vice President of Academic and Student Services

- The report was accepted as submitted.

Open Forum for Public Input

- Chairman Knudson called for public input.

There were no comments from the public. The meeting adjourned at 7:18 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: November 27, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Johnson

Dawson Community College
Board of Trustees Meeting
November 27, 2017

Chad Knudson, Chairman

Bob Stanhope, Vice Chairman

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	No
Kathleen Fritsch	Trustee	DCC Board of Trustees	No
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	No
Scott Mickelsen	President	Dawson Community College	Yes
John Cech	Deputy Commissioner	Office of the Commissioner of Higher Education	No
Community Members			
Rose Marie Aus		Glendive	
Suela Cela		DCC	
Holly Dershem-Bruce		GFT	
Kortney Diegel		DCC	
Jennifer King		DCC	
Traci Masau		DCC	
Kirk Ricks		Bottega	
Scott Schwab		Bottega	
Kyle Vuille		Ranger Review	
Leslie Weldon		DCC	
Jen Wheeler		DCC	

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, November 27, 2017–5:30 p.m.
Recorded by Randi Johnson**

The meeting was called to order by Chairman Knudson at 5:30 p.m.

Correspondence

- There was no correspondence.

Minutes

- Trustees Handran/Rowe moved/seconded to approve the minutes of the October 30, 2017 meeting. There was no discussion.
 - **Motion carried unanimously.**
- Trustees Rowe/Vester moved/seconded to approve the minutes of the November 6, 2017 special meeting. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Vester moved/seconded to approve the vouchers as presented. Discussion regarded the payment to Ellucian as well as a student's tuition check that had insufficient funds.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Rowe moved/seconded to approve the report. Discussion followed regarding the positions of VPASA and Academic Coordinator as well as the Faculty and Special Lecturer positions for the Corrosion Program.
 - **Motion carried unanimously.**

New Business

PRESIDENT'S CONTRACT

- Chairman Knudson/Trustee Handran moved/seconded to refer contract discussions to the HR Committee.
 - **Motion carried unanimously.**

DECEMBER BOARD MEETING

- Chairman Knudson/Trustee Vester moved/seconded to move the December Board of Trustees meeting to Monday, December 18, at 5:30 p.m. There was no objection.
 - **Motion carried unanimously.**
- Discussion was held regarding the annual Board Retreat. The Board Clerk will contact the Trustees to schedule the retreat in January.

RURAL ORGANIZATION EMPLOYEE MANAGEMENT PROGRAM

- President Mickelsen informed the Trustees that a request to approve the Rural Organization Employee Management program (ROEM) will be sent to the Board of Regents in January. Classes will begin Fall 2018. T. Masau noted the program has been approved by the T&L Committee and that a DACUM will be held December 1. Discussion followed. No motion was made and no action was taken.

BOARD POLICIES

- Board Policy 6-10 – Hunting was reviewed and discussed. Trustees Handran/Vester moved/seconded to approve Board Policy 6-10.
 - **Motion carried unanimously.**
- Board Policy 1-4 – Board Evaluation was reviewed and discussed. Trustees Rowe/Vester moved/seconded to approve the recommended changes made to the policy. Several Trustees expressed concern that the proposed changes weaken the policy or make it too broad. Trustee Rowe withdrew the motion and will return the policy to committee for further review.
 - **Motion withdrawn.**
- Board Policy 1-5 – Public Participation in Board of Trustees Decisions was reviewed. Discussion followed regarding the proposed changes to the policy. No motion was made and no action was taken. The policy will return to committee for further review.

LEGISLATIVE/OCHE/NWCCU STRATEGY AND REVIEW

- President Mickelsen informed the Trustees that Kathleen Zander, representing the College, met with many legislators at the recent special session. Her presence at the Capitol was greatly appreciated. The legislators also stated they appreciate the monthly communications from the President's Office.
- President Mickelsen reported on enrollment at the Board of Regents meeting in November. The Regents were very pleased with the report and the College's progress. The successes are directly tied to the Strategic and Action Plans, copies of which were requested by several Regents. The plans have been sent to the Regents and to OCHE personnel.
- President Mickelsen informed the Trustees that the Ad-hoc and Mid-Cycle Evaluation Reports are in progress. He noted the Mid-Cycle Evaluation campus visit will occur March 28-29, 2018. NWCCU officials are pleased that an assessment plan is being developed. President Mickelsen noted that he attended the NWCCU Demonstration Project meeting in October and he will attend the annual meeting December 5.

STUDENT ACTIVITY FEES

- President Mickelsen stated that ASB has requested information about the account balances of the different funds which are part of the Student Activity Fee. As ASB looks for ways to improve student services, it is considering a fee increase from \$4.00 per credit to \$5.00 per credit. With the additional revenue, ASB proposes to create a fund for campus security. Discussion followed.
- Chairman Knudson asked if there are plans to increase other optional or mandatory fees. He would like this information presented to the Board in a timely manner.
- Jennifer King requested the Board consider a parking fee for repair and maintenance of campus parking lots. Discussion followed. Chairman Knudson, while not wanting to discourage the idea, stated he is not in favor of a parking fee.

PROGRAM REVIEW

- Jen Wheeler, Art Faculty, provided a review of the Fine Arts program. She outlined plans for community art programs, a fundraiser for the art club, and planned art exhibitions in 2018. She is developing articulation agreements with four-year institutions in Montana. Additionally, she is developing an Art Emphasis for art majors. Ms. Wheeler distributed invitations to a student art exhibit on November 30 at the Ullman Center. The Board thanked Ms. Wheeler for her presentation.

REPORTS

Finance Committee

- The report was accepted as submitted. Chairman Knudson asked about status of the indoor practice facility for Diamond Sports. President Mickelsen stated that project is delayed due to funding issues.

Policy Committee

- The report was accepted as submitted.

President

- The report was accepted as submitted. President Mickelsen introduced Scott Schwab and Kirk Ricks. Mr. Schwab spoke briefly about the Computer Science Boot Camp.

Open Forum for Public Input

- Chairman Knudson called for public input.

There were no comments from the public. The meeting adjourned at 6:50 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: December 18, 2017

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Johnson

Dawson Community College
Board of Trustees Meeting
December 18, 2017

Chad Knudson, Chairman

Bob Stanhope, Vice Chairman

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
John Cech	Deputy Commissioner	Office of the Commissioner of Higher Education	No
Community Members			
Nasir Awil		DCC	
Holly Dershem-Bruce		GFT	
Kortney Diegel		DCC	
Marilyn Dutton		DCC	
Jim LeProwse		DCC	
Chris Lewis		DCC	
Jennifer King		DCC	
Traci Masau		DCC	
Daniel Nolker		DC Foundation	
Joe Peterson		DCC	
Darren Ryan		Glendive	
Karen Ryan		Glendive	
Jennifer Temple		DCC	
Kyle Vuille		Ranger Review	
Leslie Weldon		DCC	

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, December 18, 2017–5:30 p.m.
Recorded by Randi Johnson**

The meeting was called to order by Chairman Knudson at 5:30 p.m.

Correspondence

- Correspondence included a letter from Lee Schipman of Kila, Montana, who offered to purchase the 1994 Prevost bus for the amount of \$1,500. The offer was accepted.

Minutes

- Trustees Vester/Stanhope moved/seconded to approve the minutes of the November 27, 2017 meeting. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Rowe/Handran moved/seconded to approve the vouchers as presented. Discussion regarded payments for accounting and legal services. Chairman Knudson asked about the new purchasing card system. President Mickelsen reviewed the benefits of this system.
 - **Motion carried unanimously.**

Human Resources

- Trustees Stanhope/Wilondek moved/seconded to approve the report. Discussion followed regarding the Student Life Coordinator position as well as a temporary contract issued to a former employee to complete unfinished projects. Chairman Knudson asked about the HR Committee meeting. The first meeting will be scheduled in January.
 - **Motion carried unanimously.**

New Business

TOEPKE ROOF REPAIRS

- President Mickelsen stated the portion of the Toepke Center Roof that is above the bookstore continues to leak. He stated that Thiel Bros. Roofing will honor a quote issued in 2015 in the amount of \$26,894 for the repairs. The Finance Committee recommends the Board accept the quote and declare an emergency as the work is necessary to prevent further damage to the building and there will be significant cost savings by completing the project now. Discussion followed.

- Trustees Rowe/Wilondek moved/seconded to accept the quote of \$26,894 from Thiel Bros. Roofing for repairs to the Toepke Center roof. Chairman Knudson asked for public comment. There was none.
- **Motion carried unanimously.**

TUITION, FEES, HOUSING, AND MEALS

- Jennifer King presented a spreadsheet of tuition, mandatory fees and housing/meal plan costs. No increase in tuition levels is recommended; however, Ms. King proposed adding a tuition category of \$121 per credit for legacy students.
- An increase of \$1 per credit to the Building Repairs & Maintenance Fee is recommended. Additionally, a \$1 per credit increase to the Student Activity Fee is recommended to improve the parking lots and upgrade campus safety and security. Trustee Handran asked if there are plans to charge students and employees a parking fee. Ms. King stated that at this time, there is no such plan. Further discussion regarded the percentages of the Student Activity Fee allocated to ASB, Athletics, and Publications. Chairman Knudson noted that at this time and without more information about the current fee structure, he is reluctant to change the Student Activity Fee.
- An increase of \$150 per semester for the cost of housing is recommended. Ms. King also proposed changing the meal plan from ala carte service to a flat-rate, all-you-can-eat plan. Trustee Rowe asked what students thought about the proposed change. Ms. King stated she had not spoken with students. Chairman Knudson asked Ms. Karen Ryan, Director of Food Services for comment. Ms. Ryan stated she needs more information and is concerned about the expense to students. Trustee Handran asked about the cost of a meal plan. Currently, the average cost of an ala carte meal is \$6.75 vs. the proposed cost of \$10 for an all-you-can-eat meal. Trustee Rowe asked about the percentage of students using food services. All students residing in campus housing must purchase a meal plan. Chairman Knudson asked if financial aid is available for meal plans. Ms. King affirmed this. Trustee Rowe asked about meal plans at other regional colleges. Ms. King stated the proposed plan is based on the meal plan at Williston State College and is comparable to what other schools offer. Trustee Rowe asked if any unused portion of the meal plan is refundable. Ms. King stated funds can roll forward from fall to spring but no refunds are issued at the end of the spring semester. Chairman Knudson requested a broad group of people further review the issue.
- **No action regarding Tuition, Fees, Housing and Meals was taken by the Board.**

RURAL ORGANIZATION EMPLOYEE MANAGEMENT PROGRAM

- President Mickelsen reviewed the program as presented at the November meeting. Ms. Masau stated that six new online classes have been developed for the program. She also reviewed the Intent to Plan form that will be submitted to the Board of Regents, pending approval by the Board of Trustees. Discussion followed.
- Trustees Handran/Rowe moved/seconded to approve the Rural Organization Employee Management program.
- **Motion carried unanimously.**

DIAMOND SPORTS INDOOR PRACTICE FACILITY

- President Mickelsen reviewed plans to convert the auxiliary gym to an indoor practice facility for the baseball and softball programs. Coaches LeProwse and Lewis noted that as their programs expand, they have run out of adequate practice space. Adverse weather prevents outdoor practice much of the year and an indoor facility helps the programs remain competitive. Trustee Rowe asked about potential impact to the community. Coach LeProwse noted the practice facility won't permanently eliminate use of the auxiliary gym by the public but, it will eliminate public basketball as the materials will remain in place during the academic year. Trustee Fritsch stated that while the first priority is to the students, this plan takes away a service to the community. Trustee Vester agreed but asked if the indoor practice facility would be made available to teams such as Little League and Babe Ruth. Ms. Dutton noted that in addition to community use, the auxiliary gym is used for law enforcement and activities classes. Further discussion debated public use of the Toepke Center Gym.
- Trustee Rowe asked about the project's cost. Ms. King noted three quotes were received. All were similar in price for the materials and one quote included the cost to install the netting. Coach LeProwse will install the flooring. Fundraising efforts over the years by the Baseball and Softball programs will fund two-thirds of the cost of the project. The remainder will be paid from the Oil & Gas Fund. Trustee Fritsch asked if the Foundation would be willing to fund that portion of the project.
- Several Trustees expressed frustration that, given the scope of the project and impact to the community, it was not brought before the Board until now.
- Trustees Vester/Wilondek moved/seconded to accept the bid of \$35,991.92 to install an indoor practice facility in the auxiliary gym.
 - **Five Trustees voted yes; one Trustee voted no; one Trustee abstained. Motion carried.**

LEGISLATURE UPDATE

- OCHE officials recently provided final figures from the Special Session of the Montana Legislature. Further reductions in state appropriations to the College will amount to 1.22 percent in FY 2018 and 1.22 percent in FY 2019.

DC FOUNDATION

- DC Foundation Executive Director, Daniel Nolker, provided an update of Foundation activities and was pleased to note that more than \$100,000 in scholarships will be awarded in the coming year. A new website will debut in January which will allow the Foundation to accept online donations. The website also provides for improved communication and more cost-effective operations.
- Chairman Knudson asked about the Foundation's list of lifetime members. Mr. Nolker stated the Foundation will be reviewing this and other levels of giving.
- Mr. Nolker informed the Trustees that he has resigned his position to join a family business in South Carolina. The Trustees thanked Mr. Nolker for his service to the College and the Foundation and wished him well in his new endeavors.

PROGRAM REVIEW

- Jennifer Temple, Faculty, provided a review of the Biology program. The Board thanked Ms. Temple for her presentation.
- Marilyn Dutton, Instructional Services, provided a review of her duties and activities. The Board thanked Ms. Dutton for her presentation.

REPORTS

Finance Committee

- The report was accepted as submitted. Discussion regarded protecting the Ullman investment portfolio by moving some securities into cash. This issue will be placed on the agenda for the next Board meeting. Additional discussion regarded Ullman Fund expenditures approved in the budget. Chairman Knudson noted that the budget is only a framework and all Ullman Fund expenditure requests must be approved by the Board of Trustees.

President

- The report was accepted as submitted. Ms. H. Dershem-Bruce asked about the MOU between DCC and MCC. President Mickelsen noted the MOU as presented is only a draft for discussion purposes and that no action has been taken.

AVPASA

- The report was accepted as submitted.

Open Forum for Public Input

- Chairman Knudson called for public input.

There were no comments from the public. The meeting adjourned at 7:20 p.m.