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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: January 27, 2014

Meeting Location: Community Room

Approval: February 24, 2014

Recorded By: Rita Young

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Jim Squires, Chairman

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Kathleen Zander, Secretary

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## ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	No
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

## MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

## AGENDA

- **Minutes**

- Trustees Kettner/Stanhope made a motion to approve the December 16, 2013 regular meeting minutes. The motion carried unanimously.

- **List of Vouchers**

- Trustees Sevier/Kettner made a motion to approve the List of Vouchers as presented. The motion unanimously carried.

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Deputy Cech gave an update on the two-year grant from the Lumina Foundation regarding prior learning assessment, the Strengthening Workforce Alignment in Montana's Manufacturing and Energy Industries (SWAMMEI) grant, and the Carl Perkins grant.
- Deputy Cech wished the College the best of luck on the Aspen Institute award.

- **Correspondence**

- No correspondence was noted.

- **Institutional Effectiveness Model Presentation**

- Vice President Phillips explained the Institutional Effectiveness Model that administration will be instituting in the next couple of weeks.
- Vice President Phillips stated the Board identifies the mission and objectives and the College's job is to implement and evaluate how well the mission and objectives are working; that information will then come back to the Board.

- **Mission and Core Themes Review**

- President Simon asked the Board members to write down their #1, #2, and #3 reasons why the College exists. He then grouped their responses into the following categories:

Category A

- Provide quality workforce development programs to meet community workforce needs
- Provide coursework in academic and workforce topics

Category B

- To give our youth an affordable launch to their college goals
- Build and provide a group of instructors to enable basic skills and lifelong learning
- Provide quality transfer education

Category C

- Community involvement in the DCC
- Provide quality cultural and social experiences for our community
- Link the community to the outside world

Category D

- Quality technical education
- Educational value

Category E

- Facilitate a culture of collaboration between DCC and Dawson County business and services
- Education inclusiveness more types of courses – comprehensive
- Add skills, knowledge, and experiences to enrich the community
- Adult education – community
- Comprehensive community college

Category F

- Continuous improvement

- President Simon advised the Board to change the College's Mission Statement. He stated the current mission statement could be used for marketing if that is their wish.
- President Simon suggested he bring back to the Board a mission statement based on the Board's reasons for the College's existence along with draft core themes that build on the mission statement; the Board was in agreement. Trustee Sevier requested President Simon provide two or three draft mission statements for the Board to review.

- **Board Manual Online**

- Trustees Fritsch/Sevier made a motion the online version of the Board Policy Manual be the official copy of the manual. The motion failed with a vote of 0 to 6.
- Trustees Fritsch/Knudson made a motion that the Board directs the President to maintain the Board Policy Manual both online and one printed copy in the Office of the President. The motion unanimously carried.

- **Proposed Board Policy BP 1-3**

- Trustees Kettner/Stanhope made a motion to table proposed Board Policy BP 1-3 until the February Board of Trustee meeting. The motion carried unanimously.

- **Distinguished Service Award Nomination**

- Trustees Sevier/Stanhope made a motion the Board support the nomination for the Distinguished Service Award. The motion unanimously carried with Trustee Fritsch abstaining.

- **Committee Reports – Finance Committee**

- Trustee Sevier reported the Finance Committee met today and he was assured that there are funds available for the recent additional expenses the College has accrued. Trustee Stanhope questioned when the Board would receive monthly financial summaries. Executive Director of Business and Finance noted the Board should receive a limited financial summary in February with more details included in future months.

- **President's Report**

- President Simon reported the College is not in compliance with CP 2-4 (Evaluation of Classified Staff); however DCCU still has a few weeks to review the new procedure and then it will be implemented.
- President Simon noted the data in his report is from the Montana University System report.
- Trustee Stanhope questioned how many Classified Staff the College currently had. President Simon noted he did not have that number; however, would get the exact number for him.

- President Simon noted being invited by the Aspen Institute to apply for the \$1 million is significant. He also stated the Office of Public Instruction notified him the College is being invited to apply to be one of the top two-year colleges in Montana.
- **Vice President of Instruction and Student Services**
  - Vice President Phillips reported he has been having good progress regarding program development.
- **Executive Director of Business and Finance**
  - Executive Director Zander reported the auditors were on-campus for one week and do not feel they will need to come back for anymore on-site work. She noted she is still working on a list of items to send them.
- **Faculty Report**
  - No Faculty Report was noted.
- **Staff Report**
  - No Staff Report was noted.
- **Students Report**
  - No Student Report was noted.

### **Open Forum for Public Input**

- Trustee Sevier questioned whether there was any progress on establishing a Mutual Concerns Committee meeting. President Simon noted not at this time.
- Trustee Sevier questioned whether Administration was aware of the procedures needed for the upcoming Board election. President Simon noted he will be meeting with individuals from the county regarding the procedure for the election.
- Trustee Sevier commended Administration for their representation at the basketball game against Miles Community College.
- Trustee Stanhope questioned whether a Board Calendar was going to be put together for 2014. President Simon noted he has been approaching the Board Calendar as a rolling calendar.
- Chairman Squires noted there are two trustee positions up for election in May; Trustee Linn's position and his position. He stated he has made the personal choice not to run for re-election.

## **MEETING END**

Meeting Ended: 7:38 p.m.

## **POST MEETING ACTION ITEMS**

Action	Assigned To	Deadline
President Simon will get Trustee Stanhope the exact number of classified staff.	President Simon	

## **DECISIONS MADE**

- President Simon will take the Board's #1, #2, and #3 reasons why the College exists and come up with two or three draft mission statements along with core themes that build on those mission statements.

## **NEXT MEETING**

Next Meeting: Monday, February 24, 2014 at 5:30 p.m. in the Community Room.

## **PARKING LOT**

1. Audit Report
2. Review of Student Fees
3. Extent of Detail on Agenda
4. Consider the Assets in the Program Development Fund
5. Policy on Contagious Outbreaks

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: February 24, 2014

Meeting Location: Community Room

Approval: March 24, 2014

Recorded By: Rita Young

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Jim Squires, Chairman

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Kathleen Zander, Secretary

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## ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

## **AGENDA**

- **Minutes**

- Trustees Kettner/Knudson made a motion to approve the January 10 & 12, 2014 Board Retreat meeting minutes as submitted. The motion carried unanimously.
- Trustees Alan/Stanhope made a motion to approve the January 27, 2014 regular meeting minutes as submitted. The motion unanimously carried.

- **List of Vouchers**

- Trustees Kettner/Fritsch made a motion to approve the List of Vouchers as presented. The motion carried unanimously.

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Deputy Cech gave updates on Big Sky Pathways (DCC has completed 34 pathways); the Strengthening Workforce Alignment in Montana's Manufacturing and Energy Industries (SWAMMEI) grant (DCC has a \$37,721 request in for two welders, a fabricator package, a pickup and an ultrasonic weld tester; DCC is working on welding and Oil & Gas short term training); the College Affordability Plan (this does not affect the three community colleges).

- **Correspondence**

- Chairman Squires noted the Board received correspondence from the State of Montana, Board of Personnel Appeals.
- It was decided if there is no correspondence when the Board packets are mailed out then the Correspondence item will be removed from that month's agenda.

- **Proposed Board Policy BP 1-3**

- Trustees Fritsch/Knudson made a motion for the sentence to read as follows: "shall be treated as correspondence to the Board of Trustees and shall be forwarded to the Office of the President within five (5) business days of receipt." The motion unanimously carried.
- Trustees Sevier/Stanhope made a motion to adopt BP 1-3 (Correspondence) as corrected. The motion carried unanimously.

- **Mission and Core Themes**

- President Simon explained that the Commissioner's Office is convening a group of Academic Officers statewide to develop guidelines for the creation of Mission and Core Themes. He recommended the Board pause their process until the committee has developed their guidelines; the Board was in agreement.

- **Process for Taking Board Minutes**

- Trustee Stanhope questioned whether it was necessary for the Board meetings to be recorded in their entirety as he thinks it is overkill. Trustees Kettner and Sevier noted they were also opposed to the meetings being recorded. President Simon stated that he checked with legal counsel and the Board is not obligated to record the meetings, but once they are recorded they become an official record. He further stated there is no legal support for the College's past practice of having to listen to the recording in the President's Office; if someone wants a copy of the recording then they are legally entitled

to receive a copy. Trustee Knudson stated he felt there was more opportunity to distort the record when you are relying on one person's interpretation in note taking and relying on individuals' memories of what they think they said or what someone else said, rather than the recording which will tell you exactly what was said. He felt sketchy notes were worse than the recording.

- It was the consensus of the Board to table Process for Taking Board Minutes until the next regular meeting.

- **Trustee Election**

- **Trustees Sevier/Kettner made a motion to put forth the Trustee Election Resolution as presented. The motion carried unanimously.**
- All Board of Trustees signed the Trustee Election Resolution.
- Trustee Linn noted she will not be running for re-election.

- **Mill Levy Election**

- Trustee Knudson questioned whether anyone has examined the College's Mandatory Mill level to determine if it is accurately calculated and the College is indeed assessing what the College under the law can assess. President Simon stated he has no clear answer; however, he wants to dig deeper into it along with going to the two other community colleges to get a sense of what they are doing. He further stated that will be a part of the budgeting process.
- After discussion, it was the consensus of the Board to not seek a special mill levy at this time.

- **Faculty Development Fund Request – Holly Dershem-Bruce**

- **Trustees Knudson/Linn made a motion to approve the Faculty Development Fund Request from Instructor Dershem-Bruce. The motion unanimously carried.**

- **Appointment of Trustees to the College Negotiation Team**

- President Simon noted he sent out an email to the Board requesting volunteers to serve on the College Negotiation Team; Trustees Sevier and Knudson responded they would be willing to serve on the committee. He also has asked Executive Director of Business and Finance to serve with him as well.
- **Trustees Fritsch/Stanhope nominated Trustees Knudson and Sevier to serve on the College Negotiation Team. The motion carried unanimously.**
- Trustee Sevier requested clarification as to whether the Administrative team as a sub-committee of the Board needs to have their meetings public or whether they can have closed meetings to discuss strategy. Chairman Squires stated the Open Meeting Law is very specific in terms of the extension to secondary boards; they are noticeable meetings. Trustee Fritsch stated that when the Board negotiators choose to caucus those caucuses are open as well. Trustee Sevier requested a second opinion from the legal perspective although Chairman Squires and Trustee Fritsch's understanding of the Open Meeting Law is the same as his. President Simon noted he would contact the College's attorney for clarification.

- **Committee Reports – Finance Committee**

- Trustee Fritsch questioned where the Schloss Funds fit into the Edward Jones statement. Trustee Sevier stated that the Program Development Funds are a combination of the Ullman, Schloss, and other monies. Trustee Fritsch questioned whether the College had Ms. Schloss' Will from when she gave the money to the College. Trustee Fritsch stated it

was her understanding that all the interest from the Schloss funds were to go to scholarships for writing and music and she wondered if that has been done. After some discussion, President Simon stated he would speak with Financial Aid and report back to the Board regarding this matter.

- Trustee Sevier reported the Finance Committee met on February 19<sup>th</sup> and discussed the Audit which is still in progress. He asked Executive Director Zander when she thought the audit would be ready to go. Executive Director Zander stated it will be submitted to the Legislative Audit Division March 7<sup>th</sup>. Trustee Sevier stated the committee also discussed the Anderson Zurmuehlen accountants; still working with them to try and get all the accounts organized and up to date from the past accounting that was not done properly. Trustee Sevier also stated the College's insurance, whether it was feasible to charter a bus for athletic events instead of replacing or maintaining a College bus, and the College's \$3.9 million outstanding debt (including general obligation bonds) were discussed. Executive Director Zander noted she would provide the Board the breakdown of the College's outstanding debt.

- **President**

- President Simon reported he will continue to report on four to five Board Policies each month and whether or not the College is in compliance.
- President Simon reported he participated in the reading program at one of the elementary schools.
- President Simon stated his hope is to eventually contextualize the data he has been providing the Board into a Score Card, but has just not gotten there yet.
- Trustee Kettner question who the College's lobbyist was. President Simon stated it was Ed Bartlett and all three community colleges have entered into a contract with him.
- Trustee Fritsch noted she has a safety concern that all the classroom doors lock from the outside; she feels they should be locked from the inside. President Simon noted there have been discussions about wanting to change the College's approach to door safety in general and as that change is done he would recommend some sort of change as to how the doors are locked; however it is very expensive. Trustee Fritsch stated there are a lot of keys out again and only certain individuals should have keys. President Simon stated that if any staff, faculty, or Board member know a student or thinks a student has a key, he would be more than happy to have a conversation with that student.
- Trustee Sevier questioned what the significance was with the data included in President Simon's report. President Simon stated that one of the things that is an industry standard data point is the first 24 credit hours; is the student staying full-time and are they staying both semesters. He stated that as community colleges move toward completion, a lot of the granting agencies are requiring you to produce this sort of data to apply.

- **Vice President of Instruction and Student Services**

- Vice President Phillips reported a lot of recent effort has been put toward the Northwest Report. The report is at the editing level now and will be out by Monday so we can meet Northwest's six week deadline.
- Discussion ensued regarding the development of a culinary program. VP Phillips explained the intent would be to train individuals to work at entry level or mid-management level jobs. He noted the culinary program would do that in a stackable certificate format.
- Vice President Phillips noted the interview with the first candidate for the Assistant Vice President position will be held tomorrow due to the weather; the second candidate will be on campus Thursday with the final candidate being on campus next Monday the 3<sup>rd</sup>. Vice President Phillips stated there were very good candidates that applied for the position.

- **Executive Director of Business and Finance**

- Executive Director Zander reported the Business Office staff have been busy working on the audit which is approximately 80% complete.
- Executive Director Zander stated the auditors asked general questions regarding the College's long term debt and she will email that information to the Board.

- **Open Forum for Public Input**

- None noted.

- **Executive Session**

- A break was taken at 6:46 p.m.
- Went into Executive Session at 6:54 p.m.
- Came out of Executive Session at 7:37 p.m.

## MEETING END

- Opened meeting to the public at 7:37 p.m.
- No motions were made.
- Meeting was adjourned at 7:38 p.m.

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
President Simon will contact the College's attorney for clarification as to whether the College Negotiation Team needs to have their meetings public or whether they can have closed meetings to discuss strategy.	President Simon	
President Simon will speak with Financial Aid and report back to the Board regarding the interest from the Schloss funds going towards writing and music scholarships.	President Simon	
Executive Director of Business and Finance will email the Board a breakdown of the College's outstanding debt.	Executive Director of Business and Finance Zander	

## DECISIONS MADE

- Correspondence will be removed from the agenda if there is none at the time the packets are mailed out.
- The Board will pause their process of creating Mission and Core Themes until the committee convened by the Commissioner's Office has developed their guidelines.

- Process of Taking Board Minutes was tabled until the next meeting.
- The Board will not seek a special mill levy at this time.

## **NEXT MEETING**

Next Meeting: Monday, March 24, 2014 at 5:30 p.m. in the Community Room.

## **PARKING LOT**

1. Audit Report
2. Review of Student Fees
3. Extent of Detail on Agenda
4. Consider the Assets in the Program Development Fund
5. Policy on Contagious Outbreaks
6. Mission and Core Themes
7. Interest from the Schloss Funds

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: March 24, 2014

Meeting Location: Community Room

Approval: April 28, 2014

Recorded By: Rita Young

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Jim Squires, Chairman

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Kathleen Zander, Secretary

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## ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	No
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes – Via Phone
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

## AGENDA

- **Minutes**
  - Trustees Kettner/Fritsch made a motion to approve the February 24, 2014 regular meeting minutes as submitted. The motion unanimously carried.
- **List of Vouchers**
  - It was requested that when a revised voucher list is presented to the Board that it distinguish the new vouchers listed. It was also requested the revised list be three-hole punched.
  - Trustees Stanhope/Kettner made a motion to approve the List of Vouchers as presented. The motion carried unanimously.
- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**
  - Deputy Cech gave an update on an opportunity for all colleges throughout the state regarding Developmental Education Reform.
  - Deputy Cech announced he is looking forward to representing the Board of Regents at DCC's commencement ceremony on May 8th.
- **Process of Taking Board Minutes**
  - Several trustees felt there was no need to record the Board meetings, while one trustee believed in full disclosure so would like the meetings recorded. **Trustees Kettner/Sevier made a motion to not record the Board meetings.** One trustee felt there was far more liability to having the meetings recorded and that the recorder could keep perfectly good notes while keeping track of the main content of the meeting. Another trustee noted the Board was liable for what was said in the meetings whether they were recorded or not. **The motion carried with Trustees Kettner, Sevier, Stanhope voting in favor, and Trustees Fritsch and Linn voting against.**
- **Budget Amendment**
  - Trustees Fritsch/Stanhope made a motion the Board of Trustees for the Community College District of Glendive, Montana, adopt a budget amendment for the fiscal year ending June 30, 2014, in an amount up to \$160,000 in the Dawson Community College general budget. The purpose of the budget amendment is to pay for unforeseen needs of the District that cannot be postponed without adversely affecting the educational functions of the district. The money for this amendment will be taken from greater than anticipated oil and gas payments. The motion unanimously carried.
- **BP 1-4 Board Evaluation**
  - Trustees Sevier/Linn made a motion to adopt BP 1-4 (Board Evaluation) as presented. A trustee felt the self-evaluation done by the Board was not good enough. It was suggested that the self-evaluation go along with other forms of evaluation of the Board. After some discussion the following were ideas brought forward regarding other means of evaluating the Board: One to two listening sessions per year; hold open forums; putting an article in the newspaper regarding what shape the college is in; encouraging individuals to vote for Trustees during the election; or use the Dawson County Healthy Community Coalition spot in the newspaper to write an article. Jason Stuart cautioned the Board about writing as an individual in the newspaper. **The motion carried with Trustees Sevier, Kettner, Linn, Stanhope voting in favor, and Trustee Fritsch voting against.**

- **Committee Reports - Finance Committee**

- It was reported that when the Finance Committee met today, they looked at the College's tuition rates. With the College having the lowest rates in the state, perhaps raising tuition should be looked at. It was stated the Finance Committee also looked over the College's revenues and expenses. With approximately 73% of the fiscal year complete, the College has expended approximately 73% of its expenditures and collected approximately 87% of its revenue.
- Trustee Stanhope thanked the members who sat on the Finance Committee.
- The question arose why the Finance Committee can meet without noticing its meetings publicly. President Simon stated he is looking into this and will be bringing a new policy (BP 1-5) to the Board next month dealing with this exact issue.

- **President**

- President Simon thanked Shane Bishop, Virginia Boysun and Teresa Schulte for their work on the application for the Aspen Prize for Community College Excellence.

- **Vice President of Instruction and Student Services**

- Vice President Phillips reported seven site visitors will be coming with Northwest; he has hired Chris Ingram as a welding instructor; and Rich Vincent has been hired as the new Workforce Navigator and Grant Specialist.
- Vice President Phillips stated that when starting new programs the College should be looking whether the program should be credit generating or non-credit generating.
- It was asked when the Mutual Concerns Committee would be meeting. After some discussion it was decided that administration will take the lead and contact GFT to set up this meeting.

- **Executive Director of Business and Finance**

- Executive Director Zander noted the format for the General Fund Revenue and Expenses may change in the future.
- A trustee questioned whether the Title III application was done in conjunction with another college. Executive Director Zander noted it was only for this college; it was a Title III/Title V eligible application.
- A trustee questioned whether the College's IT department could handle the proposed new website software. Executive Director Zander noted that IT Director Bishop felt his department could handle the new software. She further stated the new software would interface with Banner.
- Executive Director Zander was questioned whether she was any closer to producing a Restricted Funds Report for the Board. Executive Director Zander stated she checked around with other colleges and Banner does not produce that report. She stated she will need to play around with Banner to see what she can produce. It was decided this would be a Parking Lot item.

- **Open Forum for Public Input**

- It was reported that the Schloss scholarships have been paid out of the General Fund. Executive Director Zander is in the process of doing the paperwork to draw down the funds from Edward Jones to pay back the General Fund for these funds in the amount of approximately \$17,000. A trustee would still like to see the original paperwork from when Mrs. Schloss gave the funds to the College.
- The progress on Workforce Development was questioned. President Simon noted the newly hired Workforce Navigator and Grant Specialist will be handling workforce development once he starts next week.
- The logo on the gym floor was questioned. President Simon stated the committee gave the go ahead to have a company redesign the new logo.

- Jason Stuart stated that he did not care whether the Board records their meetings or not. However, as a reporter he has the right, and does, record the meetings. He further stated that he has the right to share this recording with any public member who requests it. Jason stated that the Board is always saying they want to be transparent, then perhaps when voting whether to record the meetings or not, the Board might have considered waiting on holding the vote until Trustee Knudson, who was opposed to not recording the meetings, was in attendance.

## MEETING END

Meeting Ended: 7:05 p.m.

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Present BP 1-5, regarding noticing meetings, at the April Board meeting.	President Simon	
Set up the Mutual Concerns Committee meeting.	President Simon	
Find original paperwork for the donation from Mrs. Schloss.	Executive Director Zander	
Check into producing a Restricted Funds Report for the Board.	Executive Director Zander	

## DECISIONS MADE

- When a revised voucher list is presented to the Board, the new vouchers will be distinguished and the list will be 3-hole punched.

## NEXT MEETING

Next Meeting: Monday, April 28, 2014 at 5:30 p.m. in the Community Room.

## **PARKING LOT**

1. Audit Report
2. Review of Student Fees
3. Extent of Detail on Agenda
4. Consider the Assets in the Program Development Fund
5. Policy on Contagious Outbreaks
6. Mission and Core Themes
7. Interest from the Schloss Funds
8. Restricted Funds Report

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

---

Meeting Date: April 28, 2014

Meeting Location: Community Room

Approval: May 21, 2013

Recorded By: Rita Young

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Sue Jones	Director of Two-Year Mission Integration	Office of the Commissioner of Higher Education	Yes – Via Phone
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building  
Conference Room: Community Room  
Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.  
Meeting Actual Start: 5:30 p.m.  
Meeting Scribe: Rita Young

# AGENDA

- **Minutes**

- Trustees Kettner/Stanhope made a motion to approve the March 24, 2014 regular meeting minutes as submitted. The motion passed with Trustees Fritsch, Kettner, Linn, Stanhope and Sevier voting in favor; Trustee Knudson abstained.

- **List of Vouchers**

- Trustees Fritsch/Sevier made a motion to approve the List of Vouchers as presented. The motion carried unanimously.

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Deputy Cech was unable to make the meeting so Sue Jones, Director of Two-Year Mission Integration in the Commissioner's Office, gave an update for him.
- Director Jones reported the Commissioner's Office received funding through a grant from the Bill and Melinda Gates Foundation for about \$200,000. The grant is designed to fund some of the postsecondary initiatives.

- **Correspondence**

- President Simon explained the college received a letter from the United States Department of Education indicating we had not submitted an audit that was required. He stated that Montana has negotiated an exception to the rule that the United States Department of Education was writing the college about. President Simon stated it was his understanding that every institution in Montana received the letter from the United States Department of Education and then the Montana Legislative Audit Division reminds them that Montana has negotiated the exception.
- Chairman Squires reported all the Board members received a request from a former student and that request has been dealt with through the appropriate channels.

- **Budget Amendment**

- President Simon noted the Board approved the Budget Amendment at the March 24<sup>th</sup> meeting; however, he thought it was advisable to give an opportunity for public input at this meeting. He noted public comment is required when voting on the budget, but it is not clear if it is required for budget amendments.
- Chairman Squires opened up the meeting for public comment on the Budget Amendment. Hearing no public comment the Budget Amendment stands as approved at the March 24<sup>th</sup> Board meeting.

- **BP 1-5 - Public Participation in Board of Trustee Decisions**

- President Simon explained BP 1-5 Public Participation in Board of Trustee Decisions was reviewed by the County Attorney to make sure the college is in compliance with Montana Code. He stated this sets up two levels of notice; one where the Board meets in its official capacity and with a quorum can make decisions, and one where the meeting is a sub-committee of the Board and final decisions cannot be made.
- President Simon stated that the County Attorney agreed with him that the notice requirement was lower for the sub-committee meetings where final decisions could not be made. He noted the County Attorney felt that if a community member was interested in a sub-committee meeting then that individual will check the board where the notices are published.
- Trustees Knudson/Linn made a motion to approve BP 1-5 Public Participation in Board of Trustee Decisions as presented. The motion unanimously carried.



- **BP 2-17 - Classified Staff Leave**

- President Simon stated the college for some time has been giving more leave time to classified staff than the Board actually had in their policy. He recommended aligning classified staff personal leave with faculty personal leave which has been the past practice. President Simon noted the DCCU contract is silent on personal leave; however, it has been past practice to give the additional leave so he feels it is binding.
- One Trustee questioned whether this needed to be added to the DCCU contract. President Simon stated he did not feel it was necessary as long as the Board complied with past practice.
- **Trustees Sevier/Fritsch made a motion to approve BP 2-17 Classified Staff Leave as presented. The motion carried unanimously.**

- **Change May Board Meeting Date**

- **Trustees Kettner/Knudson made a motion to move the May Board meeting to Wednesday, May 21<sup>st</sup>. The motion unanimously carried.**

- **Committee Reports - Finance Committee**

- It was reported the Finance Committee met today. It was noted that administration will be off campus tomorrow to discuss the next biennium budget; administration will most likely come back to the Board with a recommendation to increase tuition as high as 15%; Northwest did look at the college's finances and feel it is in a stable financial position; the audit has been submitted to the Department of Education and the Legislative Audit Division will meet on May 23<sup>rd</sup> to approve the audit (there does not seem to be a reason for them not to approve it); and the ongoing DCCU negotiations were discussed.
- One trustee felt it might be a good idea next year to run a mill levy.
- President Simon stated that a student who pays their full tuition and fees at DCC are really only paying 16% of the cost of their attendance and if tuition was raised 15% the student would then only be paying 17% of the cost of their attendance. He noted the national average among community colleges is 40%.

- **DCCU Negotiations**

- It was reported that DCCU negotiations teams have met three times with the next meetings scheduled for May 15<sup>th</sup> and 16<sup>th</sup>. DCCU requested a \$.10 per cell increase across the pay schedule; there is some language that is being cleared up or clarified; and the Board Negotiation Committee has requested a monthly payroll instead of bimonthly.

- **Mutual Concerns Meeting**

- It was reported that the Mutual Concerns Committee met on April 17<sup>th</sup>; minutes were distributed from this meeting. It was noted the intention of the Board was to designate DCC as a tobacco free campus and to designate an employee parking lot away from the spots in the front of the building.

- **President**

- President Simon stated he was very pleased with the turnout for the ASB Awards Banquet. He noted he will continue working with the Office of Public Instruction on dual enrollment. One Trustee suggested getting our instructors certified to teach University System classes. President Simon reported athletic funding has been changed to allow Division One sports to use their funding for other expenses besides tuition; Vice President Phillips has taken over the Athletic Director duties; he is looking into a charter bus for athletics; and gratuities can be paid out of the athletic budget. A Trustee questioned whether the coaches and Enrollment Coordinator are aware there is a Board policy to strive to have 60% in-state participation for athletics.

- **Vice President of Instruction and Student Services**

- Vice President Phillips reported DCC is going to be the first institution in the state to partner with the Department of Education with the Ed Ready Program. He stated Vincent Nix, the new Assistant Vice President of Instructional and Student Services, will be starting May 12<sup>th</sup>. Vice President Phillips stated he is impressed with Workforce Navigator, Rich Vincent's approach in the community.

- **Executive Director of Business and Finance**

- Executive Director Zander handed out a copy of the May 6<sup>th</sup> ballot. She stated that accounts receivable has collected everything except around \$3,000.

- **Open Forum for Public Input**

- A Trustee questioned whether the college could partner with the school district on housing. President Simon stated he has had discussions with the Superintendent of Schools.
- A Trustee questioned the report that was to be presented on the Schloss funds; she requested the report be provided to the Board. President Simon stated he will respond.
- Trustee Stanhope will be unable to attend commencement.

## **MEETING END**

Meeting Ended: 6:35 p.m.

## **POST MEETING ACTION ITEMS**

Action	Assigned To	Deadline
Find original paperwork for the donation from Mrs. Schloss and provide a report to the Board.	Executive Director Zander	

## **DECISIONS MADE**

None

## **Next Meeting**

Next meeting: Wednesday, May 21, 2014 at 5:30 p.m. in the Community Room.

## **PARKING LOT**

1. Audit Report
2. Review of Student Fees
3. Extent of Detail on Agenda
4. Consider the Assets in the Program Development Fund
5. Policy on Contagious Outbreaks
6. Mission and Core Themes
7. Interest from the Schloss Funds
8. Restricted Funds Report

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: May 21, 2014

Meeting Location: Community Room

Approval: June 23, 2014

Recorded By: Rita Young

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	No
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	No
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
J. Vincent Nix	Assistant Vice President Instruction and Student Services	Dawson Community College	Yes
Rich Vincent	Workforce Navigator/Grant Specialist	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building  
Conference Room: Community Room  
Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.  
Meeting Actual Start: 5:30 p.m.  
Meeting Scribe: Rita Young

# AGENDA

- **Certify Election Ballots**

- Executive Director of Business and Finance Zander read the election results: Bruce Bainbridge 504 votes; Becky Hicks 838 votes; Jamie Rathbun-Iwen 420 votes; and Mike E. Wilondek 875 votes. **Trustees Knudson/Sevier made a motion to accept and certify the election results. The motion unanimously carried.**

- **Oath of Office**

- Chairman Squires administered the Oath of Office to incoming Trustees Hicks and Wilondek. Trustees Hicks and Wilondek signed the Oath of Office and were seated as Trustees.
- Trustees Fritsch, Knudson, and Sevier affirmed their Oath of Office.

- **Board Reorganization**

- Outgoing Chairman Squires turned the meeting over to Vice Chairman Sevier.
- **Trustees Knudson/Fritsch made a motion to extend a Formal Resolution of Thanks to Trustee Linn for her years of service on the Dawson Community College Board of Trustees. A copy to be attached as part of the minutes. The motion carried unanimously.**
- **Trustees Knudson/Fritsch made a motion to extend a Formal Resolution of Thanks to Trustee Squires for his years of service on the Dawson Community College Board of Trustees. A copy to be attached as part of the minutes. The motion unanimously carried.**
- **Trustee Fritsch nominated Trustee Knudson for Chairman and Trustee Stanhope for Vice Chairman. With no other nominations, nominations ceased. The motion carried unanimously.**

- **Finance Update**

- Executive Director of Business and Finance Zander handed out and reviewed the 2013-2014 budget to date.
- Executive Director of Business and Finance Zander reported that in the next couple of weeks she will be sitting down with each Trustee individually to go over the 2014-2015 Preliminary Budget and will present it at the June meeting; final approval will be at the July meeting.

- **Adoption of Proposed Mission and Core Themes**

- President Simon reported Northwest made it clear during their April visit that the College must be able to measure mission fulfillment and meet its core themes. The current mission and core themes are very hard if not impossible to measure.
- President Simon stated administration would like the Board to adopt their proposed mission and core themes for at least the next 18 months. Once the College is back to Year One, the mission and core themes will be revisited.
- Trustee Fritsch questioned how you assess quality teaching and quality learning. President Simon noted that each faculty member will develop student learning outcomes for each course he/she is teaching and then those will build to program outcomes. Program outcomes are formed by two things: 1) On the transfer side – do students successfully transfer to their target institution and how do they do once they transfer. 2) On the career/technical side – do the students complete the program they enroll in and once completed are they able to enter the workforce directly.
- **Trustees Sevier/Wilondek made a motion to adopt the Mission and Core Themes as presented. The motion unanimously carried.**

- **Presidential Performance Review**

- Chairman Knudson noted that BP 2-20 indicates the Board will review the President once a year by June 30<sup>th</sup>. Trustee Sevier recommended having the Presidential Review in Executive Session either before or after the next regular scheduled Board meeting.
- Chairman Knudson suggested appointing 2-3 Trustees to a Presidential Review Process Committee to decide how the review will be done. He called for volunteers to sit on the committee. Trustee Fritsch volunteered to sit on the committee; however, she did feel it was unfair to evaluate the President after only one year and with the way the Northwest visit went. Trustee Sevier recommended Trustee Kettner serve on the committee. Trustee Wilondek volunteered to also serve on the committee.
- **Trustees Hicks/Wilondek made a motion to accept Trustees Fritsch, Kettner and Wilondek to serve on the Presidential Review Process Committee. The motion carried unanimously.**

- **Minutes**

- **Trustees Fritsch/Sevier made a motion to approve the April 28, 2014 regular meeting minutes as submitted. The motion carried unanimously.**
- **Trustees Fritsch/Sevier made a motion to approve the May 7, 2014 special meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Executive Director of Business and Finance Zander handed out an updated list of vouchers to be paid.
- President Simon noted the \$50 caviar reimbursement was a present for Lt. Governor McLean for speaking at commencement.
- **Trustees Sevier/Wilondek made a motion to approve the updated List of Vouchers as presented. The motion carried unanimously.**

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Deputy Cech was unable to make the meeting.

- **Unfinished Business**

- Executive Director of Business and Finance Zander handed out and reviewed the Ella Schloss Investment History as of May 19, 2014. Trustee Fritsch stated she does not feel the Schloss Investment corpus needs to grow; instead she would like to put the interest towards scholarships. President Simon asked that Executive Director of Business and Finance Zander work with Director of Admissions and Financial Aid Myers on this issue.

- **Committee Reports - Finance Committee**

- Trustee Sevier reported the Finance Committee did meet today where they reviewed the 2014 budget to date. Trustee Sevier noted the committee talked about the final audit being presented to the Legislative Audit Committee on May 23<sup>rd</sup>; sometime after May 23<sup>rd</sup> he would like the auditors to conduct a teleconference with the Board to discuss in detail the audit and the findings. Trustee Sevier also noted the committee discussed better ways to utilize the Ullman Funds for new vocational programs and new facilities to house those programs.
- Trustee Hicks questioned whether there was a need to check with other colleges before instituting a new program. President Simon stated the Board of Regents approves any new programming and he works with other presidents in the event of duplicating of programs.

- Chairman Knudson questioned whether the 2014 - 2015 budget will be more properly aligned. Executive Director of Business and Finance Zander noted the budget would be more aligned.

- **DCCU Negotiations**

- Chairman Knudson noted the Negotiation Committee met with DCCU's Negotiation Committee on Monday morning and are very close to an agreement on a one year contract. The next scheduled meeting is set for Tuesday, May 27<sup>th</sup> at 7:30 a.m.
- Chairman Knudson stated it is the committee's goal to align the contract terms with the Legislature so the contracts are not expiring on an off year from the biennium.

- **President**

- President Simon introduced Assistant Vice President of Instruction and Student Services Nix and Workforce Navigator/Grant Specialist Vincent.
- President Simon noted the policies listed in his report are all in compliance.
- Trustee Fritsch stated she felt there should be a policy on student rape. President Simon stated sexual assault and sexual misconduct is written into the Student Code of Conduct. He noted he has asked Assistant Vice President of Instruction and Student Services Nix to review the new guidelines for postsecondary education put out by the Department of Education and develop a procedure that ensures the confidentiality and protection of the survivor of the assault while making sure the College complies with the necessary steps.
- President Simon noted he sent the new Trustees material regarding the College, but would be happy to sit down individually or collectively to talk about where the college stands.
- Trustee Sevier suggested Trustee Orientation be conducted with the President. Both Trustees Hicks and Wilondek noted Thursdays would work best for them.

- **Vice President of Instruction and Student Services**

- Vice President of Instruction and Student Services was unable to attend the meeting. His report was included in the Board packet.
- President Simon reported the Marketing Committee has been working on the new DCC logo and brand; this includes the logo, Buccaneer, and ship. President Simon noted that he has asked the graphic designer to put together a female Buccaneer also.
- President Simon reported that with the help of the Dawson College Foundation the gym floor is being refinished in the Toepke Center. He noted the Marketing Committee has decided to put the letter D (same D used on letterhead) down instead of replacing the Buccaneer with the new image.
- President Simon reported the graphic designer is helping the Marketing Committee put together a Marketing and Publications Guidebook.
- Trustee Fritsch questioned whether any faculty member was up for tenure or tenure review. President Simon stated Vice President of Instruction and Student Services Phillips is in the process of reviewing tenure.

- **Executive Director of Business and Finance**

- Executive Director of Business and Finance Zander noted her report stood as submitted.
- She reported that in January there was an approximate \$55,000 balance in accounts receivable; however, as of May 20<sup>th</sup> all but approximately \$1,100 had been collected.

- **Open Forum for Public Input**

- Dara Deines introduced herself as a reporter for the Ranger Review who is interning for the summer.



## MEETING END

Meeting Ended: 6:25 p.m.

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Work with Director of Admissions and Financial Aid on the scholarships through the Schloss Investment	Executive Director of Business and Finance	
Trustee Orientation	President Simon	

## DECISIONS MADE

The President's review will be held in Executive Session at the June 23<sup>rd</sup> regular Board meeting.

## Next Meeting

Next meeting:       Monday, June 23, 2014 at 5:30 p.m. in the Community Room.

## **PARKING LOT**

1. Audit Report
2. Review of Student Fees
3. Extent of Detail on Agenda
4. Consider the Assets in the Program Development Fund
5. Policy on Contagious Outbreaks
6. Mission and Core Themes
7. Interest from the Schloss Funds
8. Restricted Funds Report

**RESOLUTION**  
**DAWSON COMMUNITY COLLEGE**  
**Formal Resolution of Thanks**  
**May 21, 2014**

Whereas, Deb Linn has, for the past three years, been a member of the Dawson Community College Board of Trustees; and

Whereas, Dawson Community College recognizes the excellent and dedicated service that Deb Linn has rendered to Dawson Community College during this term of office; be it

Resolved: That the Board of Trustees of Dawson Community College, extends a unanimous vote of thanks to Deb Linn; and, be it further

Resolved: That the original of the resolution be formally presented to Deb Linn, and that a copy be attached as part of the Minutes.

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Chairman, DCC Board of Trustees

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Date

---

Secretary, DCC Board of Trustees

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Date

**RESOLUTION**  
**DAWSON COMMUNITY COLLEGE**  
**Formal Resolution of Thanks**  
**May 21, 2014**

Whereas, Jim Squires has, for the past six years, been a member of the Dawson Community College Board of Trustees; and

Whereas, Dawson Community College recognizes the excellent and dedicated service that Jim Squires has rendered to Dawson Community College during this term of office; be it

Resolved: That the Board of Trustees of Dawson Community College, extends a unanimous vote of thanks to Jim Squires; and, be it further

Resolved: That the original of the resolution be formally presented to Jim Squires, and that a copy be attached as part of the Minutes.

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Chairman, DCC Board of Trustees

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Date

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Secretary, DCC Board of Trustees

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Date

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: June 23, 2014

Meeting Location: Community Room

Approval: July 28, 2014

Recorded By: Rita Young

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## 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
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Ted Phillips	Vice President of Instruction and Student Services	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

# AGENDA

- **Minutes**

- **Trustee Fritsch and Vice Chairman Stanhope made a motion to approve the May 21, 2014 regular meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Vice Chairman Stanhope questioned whether Deer Creek Design had completed designing the College's logo. Vice President of Instruction and Student Services Phillips noted Deer Creek Design was under two contracts: 1) design the College's logo and 2) publications for View Book, brochures, etc.
- **Trustees Kettner/Sevier made a motion to approve the updated List of Vouchers as presented. The motion carried unanimously.**

- **Correspondence**

- President Simon reported he received a letter from the Department of Education regarding the College not submitting their audit report by the audit deadline. He stated the College submitted their audit on March 31, 2014; however, the audit report was not printed on the auditor's letterhead. President Simon noted the error was caught and the report was resubmitted on the auditor's letterhead. However, because the Department of Education did not consider the audit complete until the report was printed on the auditor's letterhead, the College received the Annual Submission Citation Letter. He noted this is something to make the auditor aware of moving forward.

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- As Deputy Cech was unable to attend, Director of Two-Year Mission Integration, Sue Jones, gave the Board an update on a grant proposal through the Governor's Association that primarily focuses on workforce development, the TAACCT 4 Grant, and dual enrollment.
- Director of Two-Year Mission Integration Jones reported that Amy Williams will be attending next month's meeting via phone along with Deputy Cech.

- **FY 2014-2015 Budget – First Reading**

- President Simon reported that although a 15% tuition rate increase was approved by the Board, only a 10% tuition rate increase was put into the 2014-2015 budget. He noted that as of today several indicators show the College should hold their own with regard to enrollment.
- With the suspension of Volleyball, President Simon reported that any returning student athlete on a volleyball scholarship will be offered employment in the athletic department to work activities.
- President Simon reported he is recommending an approximate \$110,000 reduction in salaries and benefits. President Simon noted he plans to achieve the \$110,000 reduction through offering a retirement incentive program; he is working with legal counsel in preparing the retirement incentive proposal. President Simon stated he would like to have the retirement incentive proposal in place by the end of August as individuals will have 45 days to consider the retirement incentive. President Simon reported he has budgeted \$60,000 to cover the cost of term pay for those individuals who accept the retirement incentive.
- President Simon noted that recent budgets did not include allocations for legal fees, election fees, audit costs, etc. These types of items will be budgeted in the 2014-2015 budget.

- President Simon reiterated that \$35,000 has been allocated for the payout of vacation and compensatory time above what is allowable.
- President Simon explained the 2014-2015 budget does not include oil and gas monies; however, he will be coming to the Board with a budget amendment for them to approve as has been done in the past.
- President Simon stated that 10% of the anticipated gross revenue from CCCOnline will be put back into the General Fund; \$22,962 this year.
- President Simon reported that \$250,000 in one time money from the State will be put into the budget for workforce development.
- President Simon noted that no reserves will be utilized to balance this budget.
- President Simon stated that no Ullman Funds are being put into the budget. However, if funds are requested, he will come to the Board with a separate proposal for spending of those funds.
- President Simon reported that fees collected from students will be utilized in their specific area instead of utilizing General Fund monies and then doing transfers.
- President Simon and Director of Business and Finance Zander reviewed the General Fund budgets that Director of Business and Finance Zander handed out. Board discussion followed.
- Chairman Knudson requested that Director of Business and Finance break out Utilities from the Utilities, Communication and Contracts line items.
- President Simon noted none of the \$84,000 allocated for Volleyball was shifted to other sports; it was absorbed into the General Fund. President Simon further noted that \$84,000 in tuition waivers is allocated for Music and Art.
- Vice Chairman Stanhope questioned how many additional positions the increase in salaries and benefits would cover. President Simon stated the increase also includes the longevity increase for both faculty and staff. He stated he is replacing positions and adding only one new position (Controller/Labor Relations).

## - **Presidential Performance Procedure**

- Trustee Fritsch reported the committee decided the President's yearly self-evaluation will be due at the June Board meeting; July this year as everything is being put off one month. The self-evaluation will cover fiscal matters, accreditation, public relations, faculty/staff relations, communications, goals for upcoming year, campus culture, contract incentives and other. She reported an executive session for the President's evaluation normally would be held July 15th; August 15th this year. Trustee Fritsch further explained that during even number years the Board will evaluate the President and odd number years there will be a Faculty/Staff evaluation of the President. The Faculty/Staff evaluation will cover communications, relationships, goals and campus culture. An evaluation will be sent out to faculty and staff in March and will be due back to the Board in April; the best and worst evaluations will be thrown out. The computation of the Faculty/Staff evaluation forms will be submitted to the President by May. Discussion on the extension of the President's contract will be done during the July meeting.
- **Trustees Kettner/Sevier made a motion to approve the committee's format for the President's self-evaluation. The motion unanimously carried.**

## - **Ratify DCCU Contract**

- Chairman Knudson reported the Union Negotiation Committee has completed negotiations and signed a tentative agreement with DCCU. He stated the changes to the agreement include the elimination of Grade 6 on the pay scale and clarifying wording regarding leave.
- Director of Business and Finance Zander stated there is a leave policy and it was included in the contract already; however, it was not being followed as to the amount of vacation and compensatory time a staff member could accrue. She stated a staff member will have 90 days past June 30, 2014 to use up any amount of annual leave or compensatory time over the allowed maximum. She noted because leave balances have



grown quite large, any amount of annual leave over the maximum level or compensatory time as of June 30<sup>th</sup> will be paid out the second payroll after September 30<sup>th</sup>. Thereafter, staff will be given notice of any amount of annual leave over the maximum allowed and will have 90 days to use this leave or it will be forfeited; and compensatory time should be used during the semester in which it was earned. She noted \$35,000 has been budgeted to pay down staff's leave balances over the maximum and to pay off compensatory time.

- **Trustees Fritsch/Kettner made a motion to accept the negotiated DCCU contract contingent on DCCU's ratification. The motion unanimously carried.**

- **Board of Trustees Self Evaluation Process**

- President Simon noted the survey he sent to each Board member was intended as a draft; however, several members filled out and returned the survey. He further noted he has drafted a Board Policy regarding the Board Self-Evaluation Survey. He stated Northwest expects the Board to complete this survey.
- As several Board members felt the Board Evaluation Survey was too lengthy, it was decided all Trustees will email four recommendations to Chairman Knudson by July 1<sup>st</sup>.

- **Phone conference with Tiffany Madden, CPA with Joseph Eve**

- Tiffany Madden from Joseph Eve gave an overview of the audit findings from the audit for fiscal year ending 6/30/13 and the restated audit for fiscal year 2012 and 2011.

- **General Fund Budget Amendment**

- **Trustee Kettner/Vice Chairman Stanhope made a motion to adopt the Budget Amendment Proclamation in the amount up to \$100,000 as presented. The motion unanimously carried.**

- **Committee Reports - Finance Committee**

- Trustee Sevier reported the Finance Committee met today and went over the budget that was presented tonight.

- **President**

- President Simon reported that BP 3-7 (Sexual Misconduct) is in compliance; however, he is looking into whether the procedure is up to date legally and the College is doing the right thing.
- President Simon noted the College is not in compliance with BP 4-1 (Educational Program Review); this will be addressed through the institutional effectiveness model.
- President Simon reported that the three community college Presidents and the Chairman of their respective Boards are working at scheduling a meeting with the Chairman of the Board of Regents and the Montana Commissioner of Higher Education to touch base and remind them how the State structures community college districts and that the Board of Trustees are the body that controls and manages the district.

- **Vice President of Instruction and Student Services**

- Vice President of Instruction and Student Services Phillips reported that the Transition Team and Gap Analysis Team have been working diligently; the Gap Analysis Team has completed their work and submitted their recommendations.
- Vice President of Instruction and Student Services Phillips noted that he has changed the number of college committees; standing committees will be reduced to as few as ten.
- Vice President of Instruction and Student Services Phillips reported his area has been working hard on workforce development; part of the workforce development will be done with non-credit offerings. He noted that all non-credit offerings will be built so that CEU's can be awarded. Board discussion followed.

- **Executive Director of Business and Finance**

- Executive Director of Business and Finance Zander asked the Board if they have any questions or would like more information to please contact her in the next few weeks.

Chairman Knudson requested that Executive Assistant to the President Young calibrate her three-hole puncher and to include a Table of Contents or put something such as a colored sheet between the different sections when mailing the Board packets.

- **Open Forum for Public Input**

- None noted.

## **MEETING END**

Meeting Ended: 7:55 p.m.

## **POST MEETING ACTION ITEMS**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
Break out Utilities from the Utilities, Communication and contracts line item in the budget.	Director of Business and Finance Zander	July 28, 2014

## **DECISIONS MADE**

-All Trustees will email four recommendations for the Board of Trustees Self Evaluation Survey to Chairman Knudson by July 1<sup>st</sup>.

## **Next Meeting**

Next meeting: Monday, July 28, 2014 at 5:30 p.m. in the Community Room.

## **PARKING LOT**

1. Review of Student Fees
2. Extent of Detail on Agenda
3. Consider the Assets in the Program Development Fund
4. Policy on Contagious Outbreaks
5. Restricted Funds Report

BUDGET AMENDMENT PROCLAMATION  
COMMUNITY COLLEGE DISTRICT OF GLENDIVE, MONTANA  
DAWSON COMMUNITY COLLEGE

At a regular meeting of the Community College District of Glendive, Montana, Board of Trustees held June 23, 2014, at 5:30 p.m. at Dawson Community College, the following resolution will be introduced:

WHEREAS, the Trustees of the Community College District of Glendive, Montana, have made a determination that unforeseen needs of the District exist that cannot be postponed without affecting the educational function of the District. Furthermore, the District's budget for the general funds does not provide sufficient financing to properly maintain and support the District's needs.

WHEREAS, the Trustees have determined that an amendment to the Community College District of Glendive, Montana, general fund budget in an amount up to \$100,000 is necessary under the provision of Mont. Code Ann. § 20-15-323(4); and

WHEREAS, the anticipated source of financing the budget amendment expenditures shall be greater than anticipated oil and gas revenues in the general fund.

THEREFORE BE IT RESOLVED that the Board of Trustees of the Community College District of Glendive, Montana, proclaims a need for an amendment to the District's general fund budget for fiscal year ending June 30, 2014, in an amount up to \$100,000 pursuant to Mont. Code Ann. § 20-15-323(4) to fund unanticipated operating expenditures, and;

BE IT FURTHER RESOLVED that the Board of Trustees of the Community College District of Glendive, Montana, will meet at 5:30 p.m. at Dawson Community College on June 23, 2014, for the purpose of considering and adopting the budget amendment. This meeting is open to the public and any taxpayer in the District has the right to appear and be heard.

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Board of Trustees Chairperson

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Community College District of Glendive, Montana, Clerk

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: July 28, 2014

Meeting Location: Community Room

Approval: August 25, 2014

Recorded By: Rita Young

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## 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
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President of Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Marsha Riley	Interim Assistant Vice President	Dawson Community College	Yes
Vince Nix	Assistant Vice President of Instruction and Student Services	Dawson Community College	Yes
Suela Cela	Enrollment Management Coordinator	Dawson Community College	Yes
MaryAnn Vester	Director of Extended Learning	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

# AGENDA

- **Minutes**

- **Trustee Kettner/Vice Chairman Stanhope made a motion to approve the June 23, 2014 regular meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Director of Business and Finance Zander handed out and reviewed an updated List of Vouchers.
- **Vice Chairman Stanhope/Trustee Kettner made a motion to approve the updated List of Vouchers as presented. The motion carried unanimously.**

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- ~~De~~ Due to phone difficulties, Deputy Cech was unable to connect to the meeting.
- President Simon gave a brief update on a conference call he had with Deputy Cech this week. He noted that Montana did submit an application for the 4<sup>th</sup> round of the TACCCT Grant (Health Care); the Governor's office will be holding a Main Street Montana session here on our campus in August; and Deputy Cech did have a visit from the Bill and Melinda Gates Foundation who have funded various projects mainly dealing with college completion and developmental education.

- **Correspondence – NWCCU 7-Year Visit**

- President Simon explained the letter from Sandra Elman, President of NWCCU, is to confirm that NWCCU will be on campus to conduct a Year Seven Evaluation the spring of 2015; he noted this is 12 months from their suspended visit instead of the original 18 months. Discussion followed.

- **FY 2014-2015 Budget – Second Reading**

- After significant discussion, **Vice Chairman Stanhope/Trustee Kettner made a motion to accept the 2014-2015 Budget as presented.**
- Chairman Knudson called for Public Comment on the 2014-2015 Budget with none noted.
- **Trustee Fritsch voted nay with all other Board members present voting yea. Motion carried with a vote of 6-1.**

- **Board Evaluation Form**

- Chairman Knudson thanked the Board members for their feedback in formulating the Board Evaluation Form. He noted this form will be completed by the Board each year if adopted.
- **Vice Chairman Stanhope/Trustee Kettner made a motion to accept and use the Board Evaluation Form as presented in tonight's Board packet. The motion unanimously carried.**
- Chairman Knudson set August 11<sup>th</sup> as the deadline to have the Board Evaluation Form returned to him. Discussion followed.

At 6:10 p.m. Chairman Knudson called for a break to tour the welding facility and to look at the new gym floor in the Toepke Center. At 6:40 p.m. the meeting was reconvened.

- **Assessment & Retention Conference Team**

- Assistant Vice President of Instruction and Student Services Nix, Enrollment Management Coordinator Cela, and Director of Extended Learning Vester each gave a short presentation on the sessions they attended while at the NASPA Assessment and Persistence Seminar in San Antonio, TX.

Trustee Fritsch explained the Presidential Evaluation sheet she handed out contains suggestions for the Board members to look at while going through President Simon's self-evaluation. She further noted that President Simon's self-evaluation is confidential.

- **Committee Reports - Finance Committee**

- Trustee Sevier reported the Finance Committee met today. He noted the College's Banner cash report balances with the County Treasurer.
- Trustee Sevier stated that when he asked President Simon what his concerns were, President Simon stated the enrollment numbers. Trustee Sevier noted the present occupancy rate at the dorms is approximately 67%; last year at this time it was around 90%. Trustee Sevier explained that President Simon feels this is due to athletic recruiting not being up to what it should be because of the transition taking place in the athletic department.
- Trustee Sevier reported there are currently over \$2 million in Program Development Funds. He noted the Finance Committee and Administration has asked for the County Attorney's opinion on whether these investments can be managed differently than is currently being done.

- **President**

- President Simon reported the College is in compliance with the policies that were due for assessment this last month.
- President Simon introduced Dr. Marsha Riley, the new Interim Assistant Vice President.

- **Vice President of Instruction and Student Services**

- Vice President of Instruction and Student Services Phillips reported one of the things he has been doing in conjunction with the accreditation and assessment initiatives is to have conversations with President Simon and members of the community regarding Workforce Development and Program Development. He stated he is convinced that not all programs need to start at the credit level.
- Vice President of Instruction and Student Services Phillips stated there is great potential for the Welding Program with the implementation of the Tier 1 Certificate. Discussion followed.
- Vice President of Instruction and Student Services Phillips reported the College is in the process of doing background checks on the two Women's Basketball Coach Finalists.

- **Executive Director of Business and Finance**

- Executive Director of Business and Finance Zander stated her report stands as submitted; however, she would entertain any questions from the Board. None were noted.
- Executive Director of Business and Finance Zander handed out the Cash Report as of July 28, 2014 and gave a power point presentation on it.

- **Open Forum for Public Input**

- None



President Simon handed out his self-evaluation to the Board members. Chairman Knudson reiterated the President's self-evaluation is a confidential document.

The Board of Trustees unanimously made the decision to hold an Executive Session on Monday, August 11, 2014 at 5:30 p.m. for the purpose of the President's evaluation.

## **MEETING END**

Meeting Ended: 7:38 p.m.

## **POST MEETING ACTION ITEMS**

Action	Assigned To	Deadline
None		

## **DECISIONS MADE**

-To have the Board Self-Evaluation to Chairman Knudson by Monday, August 11, 2014.

-To hold a Special Board Meeting on Monday, August 11, 2014 at 5:30 p.m. in the Community Room for the purpose of President Simon's evaluation.

## **Next Meeting**

Next meeting: Monday, August 11, 2014 at 5:30 p.m. in the Community Room

## **PARKING LOT**

1. Review of Student Fees
2. Extent of Detail on Agenda
3. Consider the Assets in the Program Development Fund
4. Policy on Contagious Outbreaks
5. Restricted Funds Report

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: August 25, 2014

Meeting Location: Community Room

Approval: September 22, 2014

Recorded By: Marilyn Dutton

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## 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
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President of Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Marsha Riley	Interim Assistant Vice President	Dawson Community College	Yes
Marilyn Dutton	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Marilyn Dutton

# AGENDA

- **Minutes**

- **Trustees Kettner and Wilondek made a motion to approve the July 28, 2014 regular meeting minutes as submitted.**

Discussion: Bullet three, first line change Do to Due.

**With the noted change the motion unanimously carried.**

- **Trustees Fritsch and Kettner made a motion to approve the August 11, 2014, special meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Executive Director of Business and Finance Zander stated the updated list of vouchers distributed highlights the vouchers which have been added and the bolded items are those which have been paid.

Question was asked as to what Misc. Employment Law Consult (last item on list) was for. President Simon explained this is for attorney fees (Missoula). Trustee Kettner noted DCC has use of the County Attorney's office for consultation. President Simon stated their office is used for many issues and is the initial point of contact.

- **Trustees Sevier and Kettner made a motion to approve the updated List of Vouchers as presented. The motion carried unanimously.**

- **Deputy Commissioner of Two-Year and Community College Education**

- As Deputy Cech was unable to attend, Director of Two-Year Integration, Sue Jones, introduced Mindi Askelson, Big Sky Pathways & Perkins Manager. Ms. Askelson gave a brief update on Big Sky Pathways and Perkins.

- **BP 1-6 (Legal Basis & Authority)**

- President Simon stated Northwest Accreditation had pointed out the need for policy updates.
- After review of MUS policies, bullets from all the laws were pulled together and combined into one policy. DCC is an independent institution and not under MUS. Board Chair, Knudson, asked if anything was omitted. No. Trustee Fritsch asked to see all job descriptions. President Simon stated they are located on the kdrive. He will bring them to the next meeting (parking lot item).
- The bullet referring to sue and be sued (page one, third bullet) – DCC has six million in coverage. It was stated there are codes where monies can be invested. President Simon stated the county attorney is looking into that.
- **Trustees Kettner and Hicks made a motion to approve the changes made to BP 1-6. The motion unanimously carried.**

- **BP 4-4 (Academic Freedom)**

- President Simon reported case laws are included in the references section.
- **Trustees Sevier and Wilondek made the motion to approve the revisions to BP 4-4.**

Trustee Fritsch gave some background information regarding the first master agreement and academic freedom. President Simon stated the Board does an annual review of policies so if this is approved it can be reviewed later.

- **The motion unanimously carried.**

- **BP 6-3 Revision (Facilities Use Policy)**

- President Simon reported the mission statement is stated in this policy. In the revision it is proposed the statement be stricken since it has changed. If leave in then each time the mission is revised this policy would also need to be revised.
- **Trustees Fritsch and Sevier made a motion to approve BP 6-3 revisions.**

Trustee Kettner stated something should be mentioned in facilities use regarding religious services. President Simon stated the priority is classroom (students), athletics, community. Board Chair, Knudson, stated it is good to use the facilities as much as possible. The fee structure is meager. President Simon stated we are asked for waivers. We have not figured out how much (daily) cost, overtime we will have a set-up, for the time being have left as is. Some fee waivers are good when function is a value to the institution.

- **The motion unanimously carried.**

- **Set the Levy**

- Executive Director of Business and Finance, Zander, reviewed the handout regarding FY2015 Mill Levy. The retirement mill levy is higher due to anticipation of retirements. The adult education decreased because of cash balance. Debt service increased because of bonds issued for Toepke Center and library expansions and dorms.
- **Trustees Fritsch and Wilondek made a motion to approve the proposed Medical Levy. The motion unanimously carried.**
- **Trustees Kettner and Fritsch made a motion to approve the total levy of 91.42 Mills.**

Additional levy – if voted levy is approved three times in succession then it is ongoing.

- **The motion unanimously carried.**

- **President's Evaluation and Contract Review**

- On August 11, a performance evaluation was conducted.
- **Trustee Sevier made a motion that in light of the very positive Presidential performance review that was conducted on August 11<sup>th</sup>, I would like to move that the Board of Trustees extend President Simon's contract to June 30<sup>th</sup>, 2017 under the same terms and conditions as described in the original contract with all performance incentives extended to the contract and date. Trustee Fritsch seconded the motion.**

Trustee Kettner suggested there be a 3% raise on the base otherwise the salary will be frozen for the next two to three years.

- **Trustees Fritsch, Wilondek, Sevier, Hicks, and Board Chair Knudson voted aye. Trustee Kettner abstained.**

- **College Website Re-Launch**

- President Simon showed the Board the new website.
- The Marketing committee worked on the redesign logo.
- Kudos to the IT department. IT Director, Shane Bishop, did a phenomenal job on the layout and design.

- **Committee Reports – Finance Committee**

- Trustee Sevier reported the committee met today. The dorms are almost full with 165 students checked in.
- Cash balances with the County.

- Enrollment looks good.
- Need to address the roof leaks in the Toepke Center and the Ullman Center.
- There are program development funds available.

- **President**

- Continuing working on BP compliance.
- Reported on Student Loan Defaults – we are at a 14.6% default rate (three year cohort). Which is a low rate comparably but because of the rate funds will be distributed over two payments each semester rather than all at once.
- Default analysis shows those graduating have a higher percentage rate for paying off loans and Pell Grant recipients have a much lower payoff percentage.

Question was asked if we know how this compares with MCC or other Montana colleges.

Board Chair, Knudson, stated he attended the Main Street Montana session held last Wednesday on the DCC campus and had many compliments regarding the campus. Credit goes to Jim LeProwse.

- **Vice President of Instruction and Student Services**

- The candidate offered the position of Head Women's Basketball Coach has withdrawn.
- Another candidate, Romeo Lagmay, was offered the position and has accepted. He is on his way and should be here this week.

The question was asked if other duties will be assigned to him. Yes, sports information director will also be one of his assignments.

- **Executive Director of Business and Finance**

- IT is working on updating all Banner modules.
- The Bookstore is undergoing a remodel. Jim LeProwse and crew have done the work and have completed the installation of the glass front.
- A new register counter has been ordered.

Trustee Fritsch suggested the Bookstore be open during basketball games. Executive Director of Business and Finance, Zander, stated yes, the bookstore would be open during evening events.

Trustee Wilondek stated he has been contacted by the DCC Foundation Director, Lea Ringen, to help revive the DCC Booster program.

- **Open Forum for Public Input**

- None noted.

## **MEETING END**

Meeting Ended: 6:52 p.m.

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
None		

## DECISIONS MADE

None

## Next Meeting

Next meeting: Monday, September 22, 2014



## **PARKING LOT**

1. Review of Student Fees
2. Extent of Detail on Agenda
3. Consider the Assets in the Program Development Fund
4. Policy on Contagious Outbreaks
5. Restricted Funds Report
6. Job Descriptions

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: September 22, 2014

Meeting Location: Community Room

Approval: October 27, 2014

Recorded By: Rita Young

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## 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
Becky Hicks	Trustee	DCC Board of Trustees	No
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	No
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President of Instruction and Student Services	Dawson Community College	No
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Marsha Riley	Interim Assistant Vice President	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

## MEETING START

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

# AGENDA

- **Minutes**

- **Trustee Kettner/Vice Chairman Stanhope made a motion to approve the August 25, 2014 regular meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Executive Director of Business and Finance Zander reviewed the updated List of Vouchers explaining the items bolded have already been paid and the highlighted items are revised or new vouchers since the original listing.

Question was raised as to what MPSEOC was for. President Simon explained it was the registration for the college fairs. Question was asked regarding reimbursement for athletic travel. Executive Director of Business and Finance Zander explained athletics pay for expenses while they are traveling with a debit card and this is just reimbursement into their respective accounts.

- **Vice Chairman Stanhope/Trustee Kettner made a motion to approve the updated List of Vouchers as presented. The motion carried unanimously.**

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Deputy Cech gave an update on the four key areas of the 2015 Work Plan presented to the Board of Regents:
  - Developmental Education
  - Dual Enrollment
  - Workforce Development
  - Pathways
- Chairman Knudson asked President Simon if the Board could get a written report from John either before or after each Board meeting. President Simon will speak with Deputy Cech.
- A Trustee noted she was not interested in Deputy Cech's report unless he had something new to report as she feels the college has been doing the four key areas for 25 years. Chairman Knudson stated he likes hearing what is happening with the two-year and four-year colleges.
- President Simon reminded the Board of Trustees that the meetings are theirs and they set the agenda.

- **Unfinished Business**

- None

- **Obsolete Property**

- Executive Director of Business & Finance Zander explained the majority of equipment on the 2014 Obsolete Equipment List are computers that have been rotated out according to the five-year rotation cycle. She noted that any items that are not sold will be given to non-profit organizations.
- **Trustees Kettner/Wilondek made a motion to approve the auction of the items listed on the 2014 Obsolete Equipment List. The motion unanimously carried.**

- **Discussion on Program Development Funds**

- Chairman Knudson stated he had correspondence from Edward Jones regarding the Program Development Funds. He noted this item was not on the agenda; however, the

Trustees could vote to put it on the agenda so it could be distributed and discussed tonight.

- **Trustees Fritsch/Kettner made a motion to add Discussion on Program Development Funds to the agenda. The motion unanimously carried.**
- Chairman Knudson handed out the correspondence from Edward Jones noting that no action can be taken tonight on this added agenda item.
- After allowing time for the Board to read the correspondence, Chairman Knudson explained that as the portfolio has matured it has been maintained in the original investment funds that were gifted to the college. Since the funds are heavily weighted in stocks, which leaves them volatile, Trustee Sevier recommended and the decision was made to pull a portion of those funds (approximately \$990,000) into cash. Going forward, the Board is being asked to consider a policy under which the Program Development Funds are managed. The funds have not been actively managed in the past.
- President Simon stated what he would like the Board to consider is to develop an investment policy on how these funds will be managed. Quarterly or how often the Board decides, he would then report the performance of these funds to the Board. He also stated that spending of these funds will follow the past practice of getting Board approval.
- Trustee Sevier recommended that Edward Jones' professional fund managers continually look at the balances and manage the account. However, this would increase the fee that Edward Jones charges and the portion Trustee Sevier receives.
- President Simon stated he felt it would be very reasonable to ask Edward Jones to produce a report that tracks fund performance along with fees charged.
- President Simon noted it was the County Attorney's opinion that the Program Development Funds could be moved from their original gifted investments.
- President Simon recommended that a representative from Edward Jones give a presentation at the upcoming Board Retreat along with their recommendations.
- After some discussion, it was decided to add Board Retreat to the Parking Lot.

- **Committee Reports - Finance Committee**

- Trustee Kettner reported the Finance Committee met last Friday morning. He stated the college is fiscally sound and the correspondence from Edward Jones that was handed out tonight regarding the Program Development Fund was briefly discussed.

- **President**

- President Simon stated the Library Collection Management Procedure is due for revision this year. He noted BP 6-7 is the last Board Policy so next month he will start over with BP 1-1.
- President Simon reported he has been reaching out to candidates for the Montana legislature so when he testifies during the legislative session, he has some faces he recognizes and they recognize him.
- President Simon reported that President Klippenstein and he will be attending the Business Over Breakfast in Sidney tomorrow.
- Trustee Kettner commended President Simon on the new pictures in the hallway.
- Trustee Fritsch noted that Senator Tester will be meeting with students on campus Thursday, September 25<sup>th</sup> at 5:00 p.m. in the Library.
- President Simon noted the official opening of the hiking trail linking the campus with Makoshika State Park will be held at 4:00 p.m. on Friday, September 26<sup>th</sup>.
- Trustee Kettner reminded President Simon to get a listing of property owned by the college from the courthouse.

- **Vice President of Instruction and Student Services**

- In the absence of Vice President of Instruction and Student Services Phillips, President Simon stated the report stands as submitted.

- President Simon noted he has added a procedure to the policy and procedure manual under the Board's policy regarding the use of college property to deal with trespassing.

- **Executive Director of Business and Finance**

- Executive Director of Business and Finance Zander reported collections for accounts receivable is going well and the Bookstore is receiving a lot of positive comments. She noted the Bookstore was open during the recent theatre performance and had several sales.
- The seven open positions in HR were questioned. Executive Director of Business and Finance Zander noted the open positions include: Coordinator for the Center for Student Success, Controller and Labor Relations Administrator, Maintenance Technicians, Assistant Women's Basketball Coach, and temporary positions in the Bookstore.
- President Simon noted the physical plant positions are part-time positions. He stated that most open positions are actually replacing existing positions.
- It was asked if any of the open positions could be performed by work study students. President Simon noted one of the physical plant positions has already been filled with a student; he is unsure if the student is a work study student or not.
- President Simon noted that allocation of work study positions will be evaluated.

Chairman Knudson asked the Board when they would like to hold their Board Retreat. He noted in the past it has been held on a Friday evening and Saturday morning. Trustee Kettner recommend holding the retreat in January and asked why it couldn't be held on just one day. Trustee Fritsch noted she liked holding an evening and next morning retreat. Trustee Wilondek also recommended holding the retreat in January. Chairman Knudson recommended holding the retreat January 16<sup>th</sup> and 17<sup>th</sup>; being done on the 16<sup>th</sup> between 8:00 and 9:00 p.m. and noon on the 17<sup>th</sup>. President Simon asked what preference the Board had as to the location of the retreat. Trustee Fritsch noted she would like the retreat held off-campus. Trustee Stanhope recommended holding the retreat off-campus.

- **Open Forum for Public Input**

- None

## MEETING END

Meeting Ended: 6:30 p.m.

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Ask Deputy Cech for a written report either before or after the Board meeting.	President Simon	
Get a listing of property owned by the college from the courthouse.	President Simon	

## DECISIONS MADE

- Add Board Retreat to the Parking Lot.
- The Board Retreat will be tentatively held January 16<sup>th</sup> and 17<sup>th</sup>.

## **Next Meeting**

Next meeting:       Monday, October 27, 2014 at 5:30 p.m. in Room 144

## **PARKING LOT**

1. Review of Student Fees
2. Extent of Detail on Agenda
3. Consider the Assets in the Program Development Fund
4. Policy on Contagious Outbreaks
5. Restricted Funds Report
6. Job Descriptions
7. Board Retreat



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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: October 27, 2014

Meeting Location: Room 144

Approval: November 24, 2014

Recorded By: Rita Young

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## 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
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Mike Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President of Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business & Finance	Dawson Community College	Yes
Marsha Riley	Interim Assistant Vice President	Dawson Community College	Yes
Hunter Herbaugh	ASB Senator	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

## MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

Chairman Knudson introduced Hunter Herbaugh, ASB Senator, and Kay Hoffer, Ranger Review Reporter.

## AGENDA

- **Minutes**

- Discussion ensued on the last bullet on page 4 under Discussion on Program Development Funds: "After some discussion, it was decided to add Board Retreat to the Parking Lot".
- **Trustees Kettner/Wilondek made a motion to approve the September 22, 2014 regular meeting minutes as submitted. Trustees Kettner, Fritsch, Wilondek, Sevier and Hicks voted yea. Chairman Knudson and Vice Chairman Stanhope voted nay. The motion carried.**

- **List of Vouchers**

- Executive Director Zander entertained questions regarding the updated List of Vouchers. Question was raised as to the cost of bus service to Dickinson, ND. Executive Director Zander explained the college pays for the bus to come out of Bismarck, ND. Question was raised as to whether the college was contracting out all athletic bus service. Executive Director Zander explained the college has a temporary contract with Harlow's Bus Service until the end of December and has put in a Request for Proposal until the end of the school year; the bids will be opened in November. She further explained that approximately \$93,000 was spent on bus repairs/rent to store the buses over the last three years; chartering of the buses is estimated to cost \$50,000 to \$60,000. President Simon noted that along with the cost factor, the college bus has a horrible track record of breakdowns. He further noted that finding drivers with a CDL that are willing to accept the college's bus driver pay has been an issue. Question was raised as to whether the college's bus was sold. President Simon noted the chartering of athletic buses is a pilot project so the bus has not been sold; however, there is outside interest in purchasing the college's bus. Question was raised as to whether the insurance on the bus was cancelled. Executive Director Zander stated that since chartering buses is a pilot project, the insurance has not be cancelled. She also noted that if needed the bus could be utilized. Question was raised as to the reliability of the chartered buses. President Simon stated that other institutions in the state have chartered their buses and after a while have built relationships with the bus service. He noted that Miles City has chartered their buses for a few years and have built a relationship where the bus is parked in Miles City and local drivers are hired by the charter service to drive the bus. Question was raised as to the use of rental cars. President Simon explained the college does not have enough vehicles for all travel. He noted that under the previous administration it was decided it was cost effective to utilize an Enterprise rental versus the cost to utilize the college vehicle. Question was raised as to the Trailer Delivery Service voucher. Executive Director Zander explained it was the delivery charge for a trailer Jim LeProwse purchased for maintenance.
- **Vice Chairman Stanhope/Trustee Kettner made a motion to approve the updated List of Vouchers as presented. The motion carried unanimously.**

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Due to phone difficulties, Deputy Cech was unable to connect with the meeting.

- **Correspondence**

- **Loss Prevention Report**

- President Simon explained the report was from the Hartford Steam Boiler Inspection and Insurance Company. He noted that the college's boilers all passed inspection, were well maintained, and in good shape. President Simon stated the recommendations listed in the report are being looked into.

- **American Association of Community College Trustees**

- President Simon noted that the official ACCT certificate is in his office; the Board of Trustees continues to be members of this organization.

- **Discussion on Program Development Funds**

- Chairman Knudson noted there was discussion last month regarding the changes made to the investment of the Program Development Funds; the transfer of approximately \$990,000 into cash for the purpose of diversifying the portfolio. He asked whether there were any additional questions regarding this matter.
  - Trustee Sevier noted he would be willing to leave the room if the Board wished to have a discussion or he could answer any questions the Board might have.
  - President Simon noted he plans to have a broad investment policy statement available for the Board to preview at the upcoming Board Retreat; procedures will be developed based on the investment policy.
  - Question was raised as to the breakdown of fees paid to Edward Jones. This will be discussed during the Board Retreat.

- **Mutual Concerns Committee**

- Chairman Knudson stated the Board called a Mutual Concerns Committee meeting in the Spring and faculty are to call the meeting in the Fall. He noted he would redistribute the minutes from the Spring meeting.
  - Trustee Hicks volunteered to replace Ex-Trustee Linn on the Mutual Concerns Committee along with Chairman Knudson and Trustee Sevier.
  - President Simon requested the Board ask for clarification on recommendations made by the faculty during the Mutual Concerns Committee meetings. This will aid administration in clearly understanding why the recommendations were made.

- **BP 1-7 Conflict of Interest**

- President Simon stated he took the wording right out of Montana Code Annotated; however, he has added employee to the wording.
  - After some discussion it was decided to get clarification from the County Attorney as to various wording in the policy.
  - President Simon stated he would bring this policy back to the Board at the November meeting with the County Attorney's interpretation of the wording.
  - Chairman Knudson noted the first bullet under the third paragraph should be "trustees" not "trustee's".

- **BP 1-8 Intellectual Property**

- **Trustee Sevier/Vice Chairman Stanhope made a motion to approve BP 1-8 (Intellectual Property) as presented.**
  - No public comment.
  - **The motion unanimously carried.**

- **BP 4-5 Transfer of Credit Policy**
  - Vice Chairman Stanhope/Trustee Kettner made a motion to approve BP 4-5 (Transfer of Credit Policy) as presented.
  - No public comment.
  - The motion carried unanimously.
- **BP 5-0 Asset Protection**
  - Chairman Knudson noted bullet 6 should read “Reasonably” not Reasonable”.
  - Discussion ensued regarding amending bullet 7.
  - Trustees Kettner/Wilondek made a motion to amend bullet seven as follows: “Manage College funds to meet the daily cash flow demands of the college and conform to all state and local statutes governing the investment of public funds while providing maximum security. The motion unanimously carried.
  - Trustees Kettner/Sevier made a motion to approve BP 5-0 (Asset Protection) as amended.
  - No public comment.
  - The motion unanimously carried.
- **BP 5-0(A) Accounting Standards**
  - Trustee Sevier/Vice Chairman Stanhope made a motion to approve BP 5-0(A) (Accounting Standards) as presented.
  - No public comment.
  - The motion carried unanimously.
- **BP 5-0(B) Budgeting System Policy**
  - Trustee Sevier/Vice Chairman Stanhope made a motion to amend BP 5-0(B) (Budgeting System Policy) by changing the word “outcomes” to “core themes” under Budget Presentation. The motion unanimously carried.
  - Vice Chairman Stanhope/Trustee Kettner made a motion to approve BP 5-0(B) (Budgeting System Policy) as amended.
  - No public comment.
  - The motion unanimously carried.
- **BP 5-0(C) Financial Condition Policy**
  - Trustees Sevier/Kettner made a motion to approve BP 5-0(C) (Financial Condition Policy) as presented.
  - No public comment.
  - The motion carried unanimously.
- **Renaming BP 2-10 CIS to BP 6-8 CIS**
  - President Simon requested moving BP 2-10 (Computer Information System) from the Personnel section of the Board Manual to the Property section.
  - Trustees Sevier/Wilondek made a motion to rename BP 2-10 (Computer Information System) to BP 6-8 (Computer Information System) as requested.
  - The motion unanimously carried.
- **Finance Committee – Finance Committee**
  - There was no Finance Committee meeting held this month.

- **President's Report**

- President Simon noted the college is in compliance with the policies listed under Policy Governance Compliance of his report.
- President Simon reviewed the Data section of his report. He felt this information would be something for the Board to think about when working on the Strategic Plan. President Simon noted that Vice President Phillips and himself have had conversations regarding reaching out to the broader community to build a cohort of adjunct faculty; this is less expensive, but more importantly it allows you flexibility within a curriculum.
- Trustee Kettner requested a one-page list of the property owned by the college.
- Trustee Kettner, on behalf of the Board, commended President Simon on completion of his Doctoral Degree.
- President Simon reviewed the draft of Chapter One (Mission, Core Themes, and Expectations) of the Northwest Comprehensive Self Evaluation Report. He noted that Chapters 1 and 5 are the most relevant to the Board; Chapter 1 states how the college is going to measure mission fulfillment and Chapter 5 states whether you fulfilled your mission. He further noted that he will run all chapters of the report by the Board as they are completed. President Simon stated this is the first time he has put forth a scorecard for the institution and that each of the focus areas in Table 1 are taken from best practices and scorecards from other institutions he is familiar with.
- President Simon explained exactly how points are earned. He stated that what he has put forward is that 75% is mission fulfillment. Discussion ensued.
- President Simon handed out and reviewed a document regarding the Strategic Plan. He noted the Strategic Plan should be structured around the college's Core Themes.

- **Vice President of Instruction and Student Services**

- Vice President Phillips stated his report stands as written.
- Vice President Phillips noted he has spent considerable time filling vacancies. He noted that conducting of staff evaluations is close to 100%.
- Question was asked as to coverage of math classes. Vice President Phillips stated that all math classes have been covered.
- Question was asked as to the welding instructors. Vice President Phillips stated the search for instructors is continuing; however, a qualified faculty member will help supplement the teaching and a lab assistant has been hired.

- **Executive Director of Business and Finance**

- Executive Director Zander noted her area has been working to get ready for the audit in November; she is still closing out the fiscal year; and has met with Food Service.
- Executive Director Zander noted that with 34% of the fiscal year complete, the college has expended 27% of its expenditures.
- Question was raised as to the IRS correspondence regarding submitted 2012 1098 forms. Executive Director Zander noted the correspondence had to do with social security numbers not being on the all 1098s. She further noted that students are not required to provide their social security number.
- Question was raised as to Food Service. President Simon noted the food service provider has been working on correcting the issues brought to him in a meeting with the students.

- **Open Forum for Public Input**

- Hunter Herbaugh reported that ASB will be hosting a Trunk or Treat in the parking lot by the old gym on October 31<sup>st</sup> from 4:00 p.m. to 7:00 p.m. He also reported the movie "The Purge: Anarchy" will be shown on Thursday, October 30<sup>th</sup> in the Toepke Center as part of ASB's movie series.

- Question was asked as to the funds raised from the Foundation's Buccaneer Bash. President Simon noted the Foundation raised approximately \$31,000.
- There was discussion on members of the Board of Trustees attending a meeting of the Dawson College Foundation and vice versa. President Simon stated the Board should set aside one meeting, and invite the Foundation Board, for the purpose of discussing the Memorandum of Understanding between the Board of Trustees and Dawson College Foundation.

## MEETING END

Meeting Ended: 7:10 p.m.

## POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Redistribute Spring Mutual Concerns Committee meeting minutes.	Chairman Knudson	
Bring BP 1-7 back to the Board at the November meeting with clarification from the County Attorney.	President Simon	December meeting

## DECISIONS MADE

- The Board investment policy statement will be available to preview at the Board Retreat.
- Fees paid to Edward Jones will be discussed at the Board Retreat.
- Trustee Hicks will replace Ex-Trustee Linn on the Mutual Concerns Committee.
- The Board will get clarification on recommendations that come out of the Mutual Concerns Committee meetings.
- President Simon will run all chapters of the Northwest Comprehensive Self Evaluation Report by the Board as they are completed.

## NEXT MEETING

Next Meeting: November 24, 2014 at 5:30 p.m. in Room 144

## **PARKING LOT**

1. Review of Student Fees
2. Extent of Detail on Agenda
3. Consider the Assets in the Program Development Fund
4. Policy on Contagious Outbreaks
5. Restricted Funds Report
6. Job Descriptions
7. Board Retreat



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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: November 24, 2014

Meeting Location: Room 144

Approval: December 22, 2014

Recorded By: Rita Young

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Chad Knudson, Chairman

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Kathleen Zander, Secretary

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## 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
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Mike Simon	President	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business & Finance	Dawson Community College	Yes
Ajkena Cela	ASB Senator	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

## MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

# AGENDA

- **Minutes**

- **Trustees Fritsch/Kettner made a motion to approve the October 27, 2014 regular meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Question was raised regarding the voucher from the Dawson County Treasurer for 2014 Taxes. Executive Director Zander noted the voucher was for assessment of taxes on water and garbage.
- Question was raised regarding the voucher from the Montana Department of Revenue for a penalty for late submission in September. Executive Director Zander noted the voucher was for something that was missed ~~last year~~ when filing the state 2012 W-2's.
- **Trustee Kettner/Vice Chairman Stanhope made a motion to approve the updated List of Vouchers as presented.**
- Question was raised regarding the voucher from the Jock Stop for Men's Basketball Uniforms and First Aid Kits Locker. Executive Director Zander noted the voucher was not only for Men's Basketball uniforms, but other sport's uniforms as well.
- **The motion carried unanimously.**

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Sue Jones, Director of Two-Year Mission Integration, gave an update on Deputy Cech's report regarding Main Street Montana, Montana College Application Week, Dual Credit, and the Prior Learning Assessment Initiative (PLA).
- Question was asked whether PLA credit was different than regular college credit. Director Jones stated the credits will appear as regular college credits on their transcript.
- Question was asked as to whether there was any restrictions on the number of PLA credits a student could earn. Director Jones stated that due to Northwest Accreditation Standards only 25% of PLA credits are accepted.
- President Simon stressed that PLA is not about experience, but rather demonstrating what was learned from the experience.

- **BP 1-7 (Conflict of Interest)**

- President Simon stated that as requested he checked with the County Attorney regarding the wording within BP 1-7 and the County Attorney agreed the policy is correct as written. He further noted that he worked with Trustee Sevier regarding what may have been a conflict of interest with the interpretation of the bullets in question. President Simon continued to recommend that the policy, as presented, be approved by the Board.
- **Trustees Fritsch/Hicks made a motion to approve BP 1-7 (Conflict of Interest) as presented.**
- Question was raised as to the following wording: "participating in making or taking a decision". President Simon explained that "making" is the conversation that leads up to the decision/vote and "taking" is participating in the decision or vote. He further explained that a person cannot take part in the discussion and then recuse themselves from the vote; the law stated that a person cannot be in the room for the discussion much less take part in the vote if there is a possibility of a conflict of interest.
- **Trustee Kettner voted yea with Trustees Fritsch, Wilondek, Sevier, and Hicks along with Chairman Knudson and Vice Chairman Stanhope voting nay. The motion failed.**
- Suggestion was made to amend as follows: "participating in any way in a decision when a conflict of interest exists".

- Trustees Fritsch/Hicks made a motion to accept the following sentence as amended: **“The College prohibits any Trustee or employee from participating in any way in a decision when a conflict of interest exists for the Trustee or employee”.** The motion unanimously carried.
  - Question was raised as to the following wording: “accept any compensation or reward”. President Simon explained the wording was taken directly from statute.
  - Trustees Fritsch/Kettner made a motion to approve BP 1-7 (Conflict of Interest) as previously amended. The motion carried unanimously.
- **Board Self-Assessment**
    - Chairman Knudson noted the Board Self-Assessment criteria was approved last spring. He requested that all Board members fill out the assessment and send it to him by the December meeting. Chairman Knudson will tabulate the results before the January meeting so they can be discussed at the Board Retreat.
- **Naming Rights for College Facilities**
    - President Simon noted that under Board Policy the Board is the only body that can name a facility or space on campus. He stated there are two spaces the Foundation has indicated they may be able to find help in redecorating or refurbishing; the Board Room and the small conference room (old President’s Office).
    - Discussion followed on what dollar amount a donor would need to donate to earn naming rights. There were suggestions to set specific amounts for naming various areas or setting a percentage of the total project cost. It was requested that President Simon bring back to the Board a written draft policy.
    - It was suggested that President Simon contact the University of Montana Foundation regarding their guidelines for naming rights.
    - Discussion ensued on doing a donor board or tree for smaller donations instead of having plaques scattered throughout campus.
    - President Simon stated that it is his understanding that the Board is receptive to honor naming.
- **Committee Reports – Finance Committee**
    - Trustee Sevier noted the Finance Committee did meet this month and discussed how to comply with the new conflict of interest policy. He stated that he has transferred the Program Development Funds to another individual within Edward Jones.
    - President Simon noted the College will be chartering athletic buses for the rest of the year. He further noted that he has someone interested in buying the bus.
    - There were a few Board members who were for selling the bus. Trustee Sevier noted the committee recommended waiting on selling the bus for a while to see how chartering works out.
- **President’s Report**
    - President Simon reviewed his Board report.
    - An update on retirements/vacancies was requested. President Simon noted that Assistant Vice President of Instruction and Student Services Nix has resigned and will be leaving in December. He noted the Vice President of Instruction and Student Services Phillips has spoken to him regarding retiring, but has not officially given notice. President Simon stated with the resignations/retirements he will be changing his administrative model. The present openings include: Assistant Vice President of Academic Affairs and Workforce and Technical Education which will be funded out of the oil and gas training portion of the TAACCCT grant, Vice President of Student Affairs, Coordinator of Workforce Education, and Administrative Assistant Student Services. Due to the fact that

questions are being raised by the community as to the number of administration being hired, it was recommended that President Simon work with the Ranger Review to explain the change in his administrative model. President Simon stated he would bring an organizational chart to the Board Retreat.

- Question was raised as to how the strategic planning sessions went. President Simon stated the session with the students was well attended, but the community session was not very well attended. He did note that although the community session was not well attended there were some good ideas to come out of the session.
- President Simon asked the Board for feedback of Chapter Two of the Northwest Report. The Board gave him several grammatical changes.

- **Vice President of Instruction and Student Services**

- There were no questions of Vice President Phillips' report.

- **Executive Director of Business and Finance**

- Question was asked as to any indications of how the auditor visit went. Executive Director Zander noted that Joseph Eve will submit their report to the Legislative Audit Division by January 31<sup>st</sup>. Once the Legislative Audit Division has given their approval and acceptance, Joseph Eve can give the Board their report.

- **Open Forum for Public Input**

- Ajkena Cela, ASB Senator, reported that ASB is doing a great job. She noted they are trying to be a part of every college event. She also stated ASB is representing DCC in the community with things such as the current Food Drive for charity.
  - Question was asked as to how often ASB met. Ajkena noted ASB meets every Wednesday at 6:00 p.m.

## **MEETING END**

Meeting Ended: 7:01 p.m.

## **POST MEETING ACTION ITEMS**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
Board members will fill out Board Self-Assessments and turn them into Chairman Knudson before the December meeting. He will tabulate the results before the January meeting.	Board of Trustees	Before December meeting.
Bring a written policy on Naming Rights for College Facilities so the policy can be discussed.	President Simon	December meeting

## **DECISIONS MADE**

- None

## **NEXT MEETING**

Next Meeting: December 22, 2014 at 5:30 p.m. in Room 144

## **PARKING LOT**

1. Review of Student Fees
2. Extent of Detail on Agenda
3. Consider the Assets in the Program Development Fund
4. Policy on Contagious Outbreaks
5. Restricted Funds Report
6. Job Descriptions
7. Board Retreat

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## ***DCC BOARD OF TRUSTEES***

### **MEETING MINUTES**

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Meeting Date: December 22, 2014

Meeting Location: Room 144

Approval: January 26, 2015

Recorded By: Rita Young

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Chad Knudson, Chairman

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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
Becky Hicks	Trustee	DCC Board of Trustees	No
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Mike Simon	President	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business & Finance	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

## MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

## MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

# AGENDA

- **Minutes**

- **Vice Chairman Stanhope/Trustee Sevier made a motion to approve the November 24, 2014 regular meeting minutes as submitted.** Executive Director Zander noted the voucher from the Montana Department of Revenue for a penalty for late submission in September was for the 2012 W-2's. **Chairman Knudson made a motion to adopt the amended November 24, 2014 meeting minutes by unanimous consent. The motion unanimously carried.**

- **List of Vouchers**

- Executive Director Zander noted the voucher from Joseph Eve for Audit Fees was a partial bill; the quote was for \$32,000. Question was raised as to finding a cheaper auditor. Executive Director Zander noted audits go out for bid next year; bids are submitted to the state.
- Question was raised regarding the voucher from Card Member Services. Executive Director Zander noted this voucher is for a credit card that is utilized campus wide; all charges are verified before paying the bill.
- **Trustee Sevier/Vice Chairman Stanhope made a motion to approve the updated List of Vouchers as presented. The motion carried unanimously.**

- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**

- Deputy Cech was out of the country; however, a report from him was included in the Board packet.

- **Correspondence (HUB International Letter)**

- President Simon noted the letter from EMC Insurance was received by him and was addressed to the Board of Trustees. He noted that all insurance policies will be reviewed in February. Trustee Wilondek noted that he contacted the underwriter and asked them to quote higher limits in case the Board would be interested in the higher coverage.

- **Board Self-Assessment**

- Chairman Knudson noted he has all self-assessments but one. He thanked everyone for completing the assessment as it helps with the accreditation process.

- **Dawson College Foundation and Board Relationship**

- President Simon noted he has had conversations with individual Board members and Foundation Board members and feels it would be a good idea to invite the Foundation Board to the Board's retreat in January. This way the Board of Trustees' goals for the Strategic Plan could be shared with the Foundation. President Simon felt it might be nice to invite the Foundation Board to the Board Retreat dinner. It was the consensus of the Board to invite the Foundation Board to the Board Retreat dinner.
- President Simon noted his intended plan for the Board Retreat is to reserve the veranda at Madhatters on Friday, January 16<sup>th</sup>. The Board would meet possibly around 3:00 p.m. with the Foundation Board attending the dinner at 6:00 p.m. He further noted that if more time was needed they could meet the morning of Saturday, January 17<sup>th</sup> on-campus. President Simon noted that Madhatters has assured him they would do a prime rib roast just for their group.
- Trustee Fritsch requested it be included in the Foundation Board invitation that the Board of Trustees meeting is open to the public and they are certainly welcome to come to the meeting before dinner and stay for the meeting after dinner.

- President Simon noted that ~~he worked with Chairman Knudson to place a joint ad~~ himself and Chairman Knudson worked with the Foundation Board to design their ad in the Ranger Review regarding donors with naming rights and Foundation Lifetime donors.

## • **Committee Reports – Finance Committee**

- Trustee Sevier noted the Finance Committee met on December 19<sup>th</sup> and discussed the Governor's Budget which is not very kind to community colleges. Trustee Sevier further noted they reviewed the college's fiscal shape.
- Executive Director Zander handed out a sheet containing the FY2015 actual expenses and budgeted expenses along with the FY2015 actual revenue and budgeted revenue. She noted with 49% of the year completed the college is at approximately 50% revenue with 43% of expenses being expended.
- Executive Director Zander reviewed her FY2015 detail of expenses and revenue.
- Executive Director Zander noted \$148,248 in oil/gas revenue has been received for the past two quarters. This revenue is not budgeted.
- President Simon reported the College had projected a slight FTE growth for the next two years, but the Governor's Budget removed this projection; the Governor's Office basically took the fall/spring enrollment and doubled it to come up with their FTE which resulted in a reduction for the College. He also noted the Pay Plan is significantly less than last year. President Simon reported that WUE as in-state reimbursement has also been removed.
- Trustee Sevier reported the Finance Committee looked at out-of-state tuition rates and the possibility of moving those rates more in line with WUE tuition rates. President Simon noted out-of-state tuition rates are approximately \$289 per credit and WUE is approximately \$160 per credit. He suggested charging \$180 or \$200 for out-of-state tuition; this will help reduce the amount of funds budgeted for waivers.

## • **President's Report**

- President Simon reported the College is in compliance with those policies listed on his report.
- President Simon reported The National Student Clearinghouse Research Center released the following data: Two year enrollment is down 3.4% and overall enrollment for two and four year colleges is down 5%.
- President Simon stated what he is hearing from the input strategic planning sessions is that the College should continue competing for the 18-24 year olds, but should also look to grow enrollment with non-traditional students.
- President Simon noted the welding equipment was funded through Perkins, TAACCCT Grant and Ullman Funds.

## • **Vice President of Instruction and Student Services**

- Vice President Phillips was not in attendance; however, President Simon stated he would take any questions regarding Vice President Phillip's report.
- Chairman Knudson noted there is some disconnect with the public regarding job postings and retirements. President Simon stated that if there were suggestions on how to deal with this he would entertain them. It was suggested putting an article in the newspaper that outlined the positions, the position responsibilities, and why the position is being posted. Chairman Knudson stated that as long as the Trustees are consistent in their explanation everything should be fine. President Simon stated it is not the industry norm for a person to stay 20+ years in a position such as has happened with the last administration. Another Trustee suggested that perhaps after the first of the year an organizational chart be published in the Ranger Review.
- Trustee Sevier questioned whether faculty would like to hold a Mutual Concerns Committee meeting. Chairman Knudson stated he had heard from Dr. Booker who thought everything was going ok, but did note that Instructor Ring would be the one to call the meeting.

- **Executive Director of Business and Finance**

- Executive Director Zander apologized for not having her report included in the packet that was mailed.
- Executive Director Zander reviewed her report noting accounts receivable at the end of the semester were only \$4,000 versus the \$270,000 at the start of the semester.
- President Simon asked the Board of Trustees to consider passing a resolution when an employee goes above and beyond such as Deb Vogel's work on accounts receivable. President Simon was asked if he sent a thank you letter to the employee; he noted he sends small personal thank you notes to employees and he did send Ms. Vogel one. It was suggested that President Simon bring a written resolution to the next meeting. A Trustee expressed his feeling that the Trustee's should be very careful passing a resolution on any individual employee. It was noted that feelings could be hurt and other individuals could be doing exceptional things behind the scenes that no one is aware of. It was the consensus of the Board to not pass a resolution for individual employees.
- Year-to-date progress in the bookstore was questioned. Executive Director Zander noted the Bookstore is operating at a slightly larger loss than this time last year. She noted the bookstore opened this year with a lower inventory; however, the College has increased what is spent on inventory. She further noted the Bookstore is generating a profit on the books but is losing on the other items.
- It was questioned when the next Board meeting was. It was noted January 26<sup>th</sup> is the next regular Board meeting.

- **Open Forum for Public Input**

- None

## **MEETING END**

Meeting Ended: 6:15 p.m.

## **POST MEETING ACTION ITEMS**

<b>Action</b>	<b>Assigned To</b>	<b>Deadline</b>
It was the consensus of the Board to invite the Foundation Board to the Board Retreat dinner.	President Simon	

## **DECISIONS MADE**

- It was the consensus of the Board to not pass a resolution for individual employees.

## **NEXT MEETING**

Next Meeting: January 26, 2015 at 5:30 p.m. in Room 144

## **PARKING LOT**

1. Review of Student Fees
2. Extent of Detail on Agenda
3. Consider the Assets in the Program Development Fund
4. Policy on Contagious Outbreaks
5. Restricted Funds Report
6. Job Descriptions
7. Board Retreat