

# **DCC BOARD OF TRUSTEES**

## **MEETING MINUTES**

---

Meeting Date: April 23, 2018

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Johnson

Dawson Community College  
 Board of Trustees Meeting  
 April 23, 2018

---

Chad Knudson, Chairman

---

Bob Stanhope, Vice Chairman

**Attendance**

<b>Name</b>	<b>Title</b>	<b>Organization</b>	<b>Present</b>
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	No
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
Traci Masau	Interim Vice President – Academic and Student Affairs	Dawson Community College	Yes
<b>Community Members Present</b>			
Suela Cela		DCC	
Jamie Ausk Crisafulli		Ranger Review	
Holly Dershem-Bruce		GFT	
Tiffaney Egan		DCC	
Laura Garcia		DCC	
Jennifer King		DCC	
Dr. Tsai-Ying Li		DCC	
Joe Peterson		DCC	
Darren Ryan		Glendive	
Karen Ryan		Glendive	
Leslie Weldon		DCC	

**Dawson Community College Board of Trustees  
Minutes of the Regular Board Meeting  
DCC Board Room  
Monday, April 23, 2018–5:30 p.m.  
Recorded by Randi Johnson**

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

**Correspondence**

- A Notice of Trustee Election Cancellation was received from the Dawson County Election Administrator.
- President Mickelsen read letters of thanks from Commissioner Clayton Christian and Regent Bob Nystuen regarding their visit to DCC on April 11, 2018.

**Minutes**

- Trustees Wilondek/Rowe moved/seconded to approve the minutes of the March 26, 2018 meeting. There was no discussion.
  - **Motion carried unanimously.**
- Trustees Handran/Fritsch moved/seconded to approve the minutes of the March 28, 2018 Special Board Meeting. There was no discussion.
  - **Motion carried unanimously.**
- Trustees Vester/Wilondek moved/seconded to approve the minutes of the April 11, 2018 Special Board Meeting. There was no discussion.
  - **Motion carried unanimously.**

**Reports:**

President

President Mickelsen reviewed his report and noted that the newly installed carpeting in the Board Room was generously donated by Cal's Carpets & More of Glendive. He informed the Board about the intent to plan a Technical Skills Program and Certificate and a General Studies Certificate. President Mickelsen attended the Legislative Audit Committee meeting in Helena on April 20. Audit findings have been addressed. The auditor will present the audit to the Board at its next regularly scheduled meeting. Discussion followed.

Finance Committee

Trustee Handran reviewed the minutes of the last meeting and stated no quorum was present. A draft of a lease agreement with the owner of the Manor Apartments was reviewed and discussed. Trustee Wilondek requested a tour of the property.

Additional discussion regarded meal plans. President Mickelsen discussed the results of the student listening sessions as well as the information provided in the charts and tables. This data was used to create several different options; however, research continues and no changes have been implemented at this time.

The Trustees reviewed the list of vouchers. Questions regarded SARA and membership in area Chambers of Commerce. Discussion followed.

#### HR Committee

Chairman Knudson reviewed the minutes of the last meeting and noted the Committee recommends the Board approve the Human Resources report.

#### Policy Committee

Trustee Rowe reviewed the minutes of the Committee's last meeting. The Committee recommends the Board approve the policies listed below. Discussion followed.

- Policy 1-1 – Mission Statement.
- Policy 2-20 – Evaluation of the College President.

Chairman Knudson asked for public comment. There was none.

#### **Consent Items**

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

#### **New Business**

##### Policies

- Trustees Rowe/Wilondek moved/seconded to approve Board Policy 1-1 as presented. There was no discussion.
  - **Motion carried unanimously.**
- Trustees Handran/Fritsch moved/seconded to approve Board Policy 2-20 as presented. There was no discussion.
  - **Motion carried unanimously.**

##### Dashboard Report

President Mickelsen discussed the National Community College Benchmark Project, a resource to assess and improve efficiency, institutional effectiveness, and student outcomes. Discussion followed.

##### Policy Compliance Review

The Trustees reviewed the list of new and updated policies that have been reviewed by the Policy Committee and the Board in the period January 2017 to March 2018. There was no discussion.

### Board Calendar

The Trustees reviewed the current and proposed board calendars. They are not inclusive of all board business but provide a general schedule. The policy compliance review will remain scheduled in April. The budget process moves ahead one month. Trustee Rowe stated he would like a second board retreat added to the calendar. Discussion followed.

- Handran/Rowe moved/seconded to approve the Board Calendar with changes, as discussed.
  - **Motion carried unanimously.**

### **Information**

#### Faculty Presentation – Laura Garcia

Ms. Garcia presented information about the Ag Program and noted she is meeting with an advisory committee to discuss potential changes to strengthen the program. Trustee Rowe asked how many students are enrolled in the Ag Program. Twelve students are completing their first year in the program; eight incoming freshmen are enrolled for the fall semester. Discussion followed regarding an Ag Learning Lab. The Board thanked Ms. Garcia for her presentation.

#### Staff Presentation – Tiffaney Egan

Ms. Egan, Online Enrollment Specialist, reviewed the general duties of her position and noted that she serves 79-117 online students during a semester. She stated that at DCC, 80 percent of the online applicants enroll in classes and 100 percent of the online students are degree seeking and are drawn to DCC for its affordability and convenience. The Board thanked Ms. Egan for her presentation.

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

- Chairman Knudson called for public input.
  - Trustee Rowe asked for information about TAC. President Mickelsen stated he is meeting with Spalding Jugganaikloo in late May.
  - Ms. Karen Ryan stated that the data used to determine the average cost of meals may not be an accurate reflection. This time of year, students are spending more to zero out their meal cards.

**There were no further comments from the public. The meeting adjourned at 7:04 p.m.**