

DCC Board of Trustees

Meeting Minutes

Meeting Date: January 25, 2016

Meeting Location: Board Room

Version: FINAL

Approval: February 22, 2016

Recorded By: Vincent Nix

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	No
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	No
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
Holly Dershem-Bruce	Interim Academic Officer	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Kirk Lacy called in for the Commissioner
Community Members			
Kortney Diegel			

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-377-7800

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Vincent Nix

Chairman Knudson called meeting to order at 5:30 PM. All trustees were present with the exception of Trustee Hicks.

Agenda

- **Minutes from previous Board of Trustees meeting**
 - **Trustees Stanhope/Wilondek motioned/seconded to accept the December 28, 2015 regular meeting minutes as amended. The motion unanimously carried.**
 - Page 5, “addiction” vs “addition” error (2x).
 - The program discussed was Certificate of Public Service (not Administration). Will be changed to CPS going forward.
 - **Trustees Sevier/Stanhope motioned/seconded to approve the January 14, 2016, special meeting minutes as amended. The motion unanimously carried.**
 - Trustee Handran was present at the meeting.
- **List of Vouchers**
 - **Trustees Rowe/Stanhope motioned/seconded to accept the vouchers as presented. The motion unanimously carried.**
 - Trustee Rowe questioned “duty days”. The cafeteria supplied one or two meals during two days of training for faculty, staff, and administration before each semester.
 - Trustee Stanhope asked about settlement consideration for Rita Young. VP Zander commented that it would be paid not through payroll but through accounts payable. Ms. Young will receive a 1099 for the specified dollar amount.
 - Trustee Sevier asked for clarification about unusual expenses related to labor negotiations. VP Zander commented that one is for legal services for Jeff Weldon under FMFWPC, which is \$22,000. One more bill is expected. Another fairly large one is for \$17,000 for Warden Thane who worked in consultation on settlements. Another bill is expected from him as well.
- **Tuition**
 - VP Zander reported that the Board of Regents has requested that tuition increases be turned in by February 1st. The Budget and Strategic Planning Committee has developed a tuition policy. Last year the board approved a 4% increase across the board. The prior year there was an increase of 12% to bring DCC in line with competitors. There are five categories of tuition: in district, in state, WUE (Western Undergraduate Exchange), out of state, and the Canadian exchange. The Committee has recommended a 3% increase for in-district and in-state, in which case the WUE would automatically increase, for five years, a decrease in out-of-state tuition, and bringing Canadian exchange rates in line with WUE.
 - **Trustees Stanhope/Wilondek motioned/seconded to increase the in district, in state and WUE rates by 3% each for the 2016/2017 academic year. The motion unanimously carried.**
 - *A question was raised as to whether there would be pushback from the Board of Regents, as they want to consider tuition in either even-numbered years or odd-numbered years, every other year. DCC was out of cycle, and two years ago was the*

only school that requested the increase, which was fairly large. The other community colleges are anticipating increasing rates annually. The WUE rate has to be 150% of the in-state rate, but it is not tied to the in-district rate. It was felt that the 3% increase would keep DCC current with expenses, but would still allow DCC to say that it has the lowest tuition.

- Trustee Stanhope asked about the make-up of the committee. It includes the controller, an accounts payable clerk, the director of workforce development, a coach, a student, two faculty members, and a representative of enrollment management.
- The Board has to make a motion, which is then presented as an agenda item to the Board of Regents in March. Logistically they don't have a right to say no.
- Trustee Knudson commented that they need a trigger or tie that would indicate based on the current student mix, X is what we are trying to accomplish. If we fall below that, we will do X. If we go above that, we will do Y.
- VP Zander commented that it hurt DCC that it did not continuously increase tuition rates in the past because it ties into the cost of education. Chairman Knudson commented that the cost of education is too high. It is a balancing act.
- VP Zander commented that right now 46% of funding is through the state and about 33 to 34% is through local Levees, with about 16% from tuition. In the past tuition was never seen as a revenue source. The goal is to figure out what DCC needs from tuition.
- Trustee Sevier commented that the labor agreements have built in increases every year, which is another reason they should build in an increase in revenues as well.
- Trustee Stanhope stated that they want to make the decisions based on data, but they just don't have the data to study yet. The committee needs to start the process earlier.
- o **Out of State Tuition. Trustees Sevier/Handran motioned/seconded to create a GEM (Growing Eastern Montana) tuition rate allowing DCC to charge North Dakota, South Dakota and Wyoming students the in-state rate. The motion unanimously carried.**
 - IP Nix commented that it would affect less than eight students. An increase in total students would make up for it. VP Bole responded that on an enrollment side as well as an academic side it is a win/win. IAO Dershem-Bruce asked why they are following Miles Community College instead of looking at Utah or Colorado and instead of GEM looking at something that is different and may expand the states. The response was that the distinguishing factors for GEM were uniqueness and need.
 - Trustee Rowe brought up the Corrosion program and that the energy state schools should be included as a selling point.
 - Trustee Stanhope called the question. 2/3's voted in the affirmative.

- **Call-in by Deputy Commissioner (non-action item)**

- o Kirk Lacy Called in for the Commissioner. State workforce development partnerships are underway between the Montana URC System and the Montana Department of Labor and Industry. The first priority area of focus is data alignment and integration between the databases of the Montana URC system and the Department of Labor and Industry. The objective is to integrate and align data between the systems. The second area of focus is integrating new apprenticeships and work-based learning experiences into academic programs offered by colleges with the goal of identifying more and more ways that individuals won't have to decide between being a student or in the workforce. Third, we are working with employers on post-employment training needs to upscale employees that are already in the workforce. The fourth area of focus is taking advantage of new developments in prior learning assessment guidelines that will open the door for new dialog with union groups and employers that have existing training programs. Finally, we are working with colleges and community stakeholders locally and regionally to develop sector strategy partnerships that can help identify priority workforce development needs.
- o Discussion
 - Trustee Sevier commented that the five initiatives would be helpful at the local college level in working toward their goals and objectives.
- **New Business**
 - o Litigation Settlement Agreement. VP Zander commented that they are still waiting for signatures and for notification from DCCU that they approved the tentative agreement.
 - Chair Knudson asked what has caused the delay, and VP Zander commented that it is simply a lengthy process and there are a lot of pieces.
 - Trustee Stanhope asked what the point would be to approve it before it is signed and finalized. The settlement agreements are tied to a date.
 - **No action was taken.**
 - o Liquidity Policy
 - **Trustees Sevier/Stanhope motioned/seconded to adopt the Liquidity policy. The motion was defeated.**
 - Trustee Sevier brought forward the Liquidity Policy in October. It allows the college to invest certain funds instead of getting 1/10th of interest in a cash-bearing account. It allows for investment in FDIC-insured CDs and government-guaranteed bonds of a short-term nature. The Policy was read in its entirety.
 - Trustee Stanhope pointed out that the Finance Committee of the College is the Finance Committee of the Board. That adjustment will be made. The Finance Committee makes a recommendation.
 - **Trustees Stanhope/Handran motioned/seconded to refer the proposed Liquidity policy to VP Zander for edits and refinement and to then bring it back before the Board. The motion unanimously carried.**
 - o There was no Finance Committee meeting in January

- **Interim President's report**

Minutes from the Board Retreat will be prepared, and one thing that was discussed was Scorecard data. More data will be presented soon.

DCC wants to be on the cutting edge of creating programs to get people who may lose jobs into programs that can put them to work quickly. An Expo for alternative energy will be held at the end of the semester with some high-profile players. In addition, bootcamps for kids will be held during the summer. The semester was kicked off with the duty days, and organizational shared values were talked about. The top 12 to 15 were identified, and a clarified list will be shared soon.

A community impact grant-writing team has been formed, but grants are due in 16 days. There was no time to get those together. The team will be ready to respond to future opportunities. Miles has decided not to partner with DCC for a Perkins grant. Trust will need to be built and a team formed, but the inclination is not to respond to the Perkins grant in the next round.

It has been a struggle to find instructors. An interim vice president of academics will be named and start by March the 1st. Regular meetings by chairs will be resumed in the upcoming week.

Dawson Community College has been placed in "warning status" from Northwest Commission on Colleges and Universities. One standard about which DCC has been warned is Standard 2A.2, which does not apply to DCC because it is a stand-alone district. DCC needs to clarify how it does not conform to a multi-governance system and how its governance works. 2F.1 is the other standard, which has to do with finances. It will be addressed in the ad hoc report. 5B.1 and 5B.3 have to do with financial stability. They want to know that DCC is not declaring bankruptcy. DCC was asked to be mindful of doing a thorough program review to evaluate whether DCC is meeting learning outcomes. DCC has two weeks to finalize a report and submit it to them by February 29th.

DCC has 280 enrolled, but that does not include dual enrollment. There are 308 students on the 15th day last time and 29 graduated.

- **VP Student Affairs Report**

The first full baseball practice took place today, and there was a meeting with the baseball team last Thursday. The boys want to play, and there is some good talent.

- **Interim Academic Officer Report**

DCC had to find adjuncts for 27 classes. A lot of different contacts have been made. There are still some issues with a lot of the music performance courses. A decision has to be made about those because if the students need to find other classes, they have until next Tuesday. A couple of music classes will be canceled. An adjunct orientation was held, and a lot of faculty, staff and administrators joined to talk about various components of DCC. Work needs to be done on putting documentation together to show that when a student walks across the stage and gets a degree they can do communications, they can do critical thinking, and they can do the six things that DCC says they can do.

- Trustee Sevier asked how adjunct faculty members are evaluated. There are student evaluations of instruction, and once they are teaching, one time a year a peer reviewer or administrator visits the class and documents that on a particular form. They are encouraging more mentor/mentee types of relationships and encouraging communication.

-
- VP Bole commented that the Baseball coach position would be posted soon.
 - **VP Administration report**

Auditors have completed their final draft of the audit, and it has been sent to the legislative audit division for review. It will go to the Legislative Audit Committee for approval and then will be presented to the board.

The coffee shop is starting to be opened on Saturday.

Revenue is anticipated to be at about 50%, and at the end of December, DCC had 46% of what was budgeted, which was a good place to be. Contracted services was budgeted at \$156,000, and \$129,000 has been spent to date, the bulk of which were legal expenses.
 - **Open Forum for Public Input**
 - Chairman Knudson asked for public input twice.
 - Kortney Diegel commented about adjunct faculty and looking at whether it saves money. She suggested that it needs to be re-evaluated. While qualified faculty have been found for some positions, most of them are helping for a "need" and will not be continually interested in serving out as adjunct faculty. Program directors and full-time faculty have a huge role, and she suggested that the full-time faculty positions should be filled.

Executive Session adjourned at 7:23 PM

Meeting adjourned 8:02 PM; Trustee Rowe motioned

Post Meeting Action Items

Action	Assigned To	Deadline
Correct and re-propose "Liquidation Policy"	VP Kathleen Zander	Next DCC Trustee meeting, Feb 22, 2016

NEXT MEETING

Next meeting: Monday, January 25, 2015 at 5:30 p.m. in the Board Room.

Parking Lot

DCC Board of Trustees

Meeting Minutes

Meeting Date: February 22, 2016

Meeting Location: Board Room

Version: FINAL

Approval: March 28, 2016

Recorded By: Vincent Nix

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	No
Darla Handran	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	No
Alan Sevier	Trustee	DCC Board of Trustees	No
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
Holly Dershem-Bruce	Interim Academic Officer	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	No
Community Members			
Kortney Diegel		Rose Marie Aus	
Gail Ring			

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-323-9800 (6933773#) (state your name #) then wait

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Vincent Nix

Chairman Knudson called meeting to order at 5:30 PM. Trustees Stanhope, Rowe, & Sevier were absent.

Agenda

- **Minutes from previous Board of Trustees meeting**

- o Trustees Wilondek/Handran motioned/seconded to accept the 1/8-9/16 minutes with corrections

- First sub-bullet, "distributed" is repeated.

- o Trustees Wilondek/Knudson motioned/seconded to accept 1/25/16 minutes with corrections.

- Page 4, "Levis" will be changed to Levees

- o **Both motions unanimously carried.**

- **List of Vouchers**

- o Trustees Handran/Wilondek motioned/seconded to accept the vouchers as presented.

- Trustee Wilondek asked if the MSU School of Architecture is routinely checked on. VP Zander responded that it was for the master plan when they were at DCC in August. They had billed before for a set rate, and they just registered that they had not billed for travel. It was a follow-up payment. The School of Architecture had provided a very nice analysis of the campus and physical facilities. The seniors did it as part of one of their last classes. The charge was \$1300 plus travel. There were six to eight students on campus two different times for about a week each to prepare it. It was very nicely done.

- o **The motion unanimously carried.**

- **Tuition**

- o VP Zander reported that the discussion on tuition would go back to the IES committee structure. The deadline is May, not February as previously thought.

- o No action was taken.

- **Call-in by Deputy Commissioner (non-action item)** The call with Angela McLean was unable to be connected.

- **Election Resolution**

- o There was a motion followed by a second by Trustee Wilondek to call for Trustee elections. Two individuals have filed for election. There are four open positions.

- o **The motion unanimously carried.**

- **New Business**

- o Litigation Settlement

- An abbreviated draft of the settlement was presented to the Board. It was noted that certain items still indicated that they were awaiting signatures, but the signatures have been obtained. The Tibbs

settlement is the one for which signatures have not yet been obtained. The difference in the budget was noted to be about \$250,000 from what was originally budgeted. The State is going to assist with settlement expenses at \$45,000. The program development fund is at \$110,000, which is in addition to the \$98,000 that was already budgeted to come out of the program development fund. The Foundation has already discussed allocating some sources to the college to cover waivers. The motion that was being considered related to the settlement but did not relate to how the expenses would be covered in the budget. The notifications to the agencies have already taken place and are finalized. The rest of it is going through the process of what was agreed to in the settlements as to how employees are paid according to a certain schedule. That continues to the end of the fiscal year, which is June 30. Seven settlements related to two staff members and five faculty members.

- *Trustees Wilondek/Hicks motioned/seconded to affirm to resolve DCCU ULP number 33-215, DCCU grievance dated June 8th, 2015, GFT grievance dated October 19th, 2015, GFT grievance dated August 25, 2015, DCCU grievance dated August 31st, 2015, GFT ULP number 5-2016 and GFT ULP number 13-2016.*

- **The motion unanimously carried.**

o Liquidity Policy

- **NO ACTION TAKEN**

o There was no Finance Committee meeting in February

o Fund Transfers

- When Northwest was at DCC, one of the deficiencies that was identified in the finance area was that there was no set policy on transfers of funds. That was put into place during the last year. Any time funds are transferred from one fund for a set designation into another the Board is made aware of the transfers and why they occurred. Four regular annual entries were made along with the annual transfer for staff development and additional entries that were made, some from inactive accounts and others that had been sitting in there since it was created. The volleyball bank account was closed, and the funds were transferred to the General Fund.
- *Trustees Hicks/Wilondek motioned/seconded to approve the transfers as presented.*
- **The motion unanimously carried.**

o Presidential Search

- The Finance Committee met and recommended that the Board go forward with the presidential search process.
- *Trustees Wilondek/Handran motioned/seconded to adopt the recommendation of the Finance Committee and go forward with the presidential search process.*
- **The motion unanimously carried.**

- **Interim President's report**

- o Interim President Nix reported that he attended the Dawson Economic Development Council on January 26th where they discussed tourism and how to take advantage of Makoshika State Park being the top park in the state. Perhaps down the road they will look into offering a hospitality management certificate. Bobbi Lane will bring some recommendations to the Board. Interim President Nix started teaching Sociology 101. The DCC Foundation met on January 27th, and they will post their director position. Interim President Nix had lunch with President Klippenstein on January 29th to formulate a plan to meet the needs of surrounding communities. DCC had representatives present at the Chamber of Commerce and Agricultural meeting on February 2nd. A career fair was held on February 4th. The 75th Anniversary Celebration Committee is planning a year-end event in April or May. Two potential welding instructors were interviewed preparing for anticipated program growth. Dr. Scott Nicholson has signed a 16-month contract ending June 30th, 2017, and he came and visited campus for three days. He will report to work on March 1st. Everyone on campus has been involved in the three Northwest reports that are being written, a one-year self study, an ad hoc report, and a warning letter to do another ad hoc report. The feds are coming to the state any time from March until the end of April. They will likely visit campus. The Welding shop has been upgraded, and money has utilized to get the curriculum written for the corrosion technology program. DCC received \$560,000 via a grant. A comprehensive plan is being developed and will be presented to the deputy commissioner on increasing capacity to prepare adult learners. The Board of Regents meeting will take place on March 3rd and 4th, and immediately after that Interim President Nix will attend the American Technical Education Association Conference. After that, he will go to the National Association of Student Personnel Administrator's Pre-Conference Community College CEO Workshop. The pre-legislative meeting will be April 5th, 6th and 7th, and specialized bachelor's degrees will be looked at as well as a budget allocation funding formula adjustment. The Northwest Accrediting Body reports are basically finished. They will not visit April 4th and 5th, as they canceled the visit. Interim President Nix expressed that he enjoyed his time at DCC and appreciated the trust that was placed in him. He will not, however, be applying for the position, as he will be pursuing options closer to home.

- **Interim Academic Officer Report**

- o Instructors were found for most of the courses. One was canceled that had students enrolled in it, but they were rolled into a different class. Right now there are 11 full-time and 22 adjuncts with the five coaches that teach courses. They are looking at scaling down the courses while offering a good package making sure that students can graduate. There are 5 courses and 20 students in the dual enrollment program. For the spring, there are 184 degree-seeking students, and 156 non-degree seeking, which would include the dual enrollment students. Of degree-seeking

students, two-thirds are transfer.

- **VP Administration report**

- o VP Bole submitted a written report. VP Zander reported that the Northwest report has taken up an extraordinary amount of time. She is looking forward to handing that off, and she expressed her appreciation for the many hands involved in writing the report. Institutional Effectiveness Plans are being worked on. The attendance at the games has been good.

- **Open Forum for Public Input**

- o Chairman Knudson asked for public input twice.
- o Kortney Diegel comments
 - Ms. Diegel underscored the value of full-time faculty members. They serve as more than just instructors. In 2001, there were 23 full-time instructors, and they are now down to 11. There are students that are making the choice not to return in the fall because they don't know what is offered, and they have difficulty getting the classes they need. Her budget has been cut to more than half of what it was when she took over four years ago. It takes just 18.5 Montana students to pay for one full-time faculty member. The Board needs to focus on this issue.
- o Rose Marie Aus comments
 - Ms. Aus underscored Ms. Diegel's comments. She commented that she has a daughter who has taught accounting at several colleges and universities, and it can't be done with adjuncts. You have to lead the students step by step.

Meeting adjourned 6:41 PM; Trustee Wilondek motioned to adjourn.

Post Meeting Action Items

Action	Assigned To	Deadline
Correct and re-propose "Liquidation Policy"	VP Kathleen Zander	Next DCC Trustee meeting, Feb 22, 2016

NEXT MEETING

Next meeting: Monday, March 28, 2016 at 5:30 p.m. in the Board Room.

Parking Lot

DCC Board of Trustees

Meeting Minutes

Meeting Date: March 28, 2016

Meeting Location: Board Room

Version: FINAL

Approval: April 25, 2016

Recorded By: Vincent Nix

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	No
Mike Wilondek	Trustee	DCC Board of Trustees	No
Darla Handran	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Scott Mickelsen	Vice President of Academics	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes
Community Members			
		Rose Marie Aus	

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-323-9800 (6933773#) (state your name #) then wait

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Vincent Nix

Chairman Knudson called meeting to order at 5:30 PM. Trustee Wilondek was absent.

Agenda

- **Minutes from previous Board of Trustees meeting**
 - o Trustee Handran moved to accept the 2-22-16 minutes with corrections
Seconded by Trustee Hicks.
 - Trustee Handran was in attendance (name missing).
 - o **Motion unanimously carried.**
- **List of Vouchers**
 - o Trustee Hicks moved to accept the vouchers as presented. Seconded by Trustee Stanhope.
 - Questions
 - Trustee Hicks RE Music Licensing
 - *VP Zander's answers should be fairly detailed*
 - Trustee Stanhope RE Umpire's name
 - Zander A:
 - Chair Knudson RE Legal Fees
 - Zander A:
 - Chair Knudson RE City Guidebook
 - Zander A:
 - o **The motion unanimously carried.**
- **Tuition**
 - o VP Zander spoke to tuition
 - Trustee Sevier motioned; Trustee Rowe seconded
 - Discussion: Chair Knudson RE Dual Enrollment
 - Trustee Hicks RE Foundation
 - o Chair Knudson answered
 - Trustee Rowe RE DCHS dual-enrollment
 - o VP Zander answered
 - Vice Chair Stanhope comment
 - Chair Knudson suggestion
 - Trustee Sevier comment; motion withdrawn
- **Call-in by Deputy Commissioner (non-action item).**
 - o **Commissioner Cech called in at 5:30, to start the meeting. Details necessary, please**
- **BP 1-11**
 - o Chair Knudson explained and will bring back to Board in April. Trustee Sevier questioned rationale; Chair Knudson answered.
 - o **NO ACTION TAKEN.**
- **New Business**
 - o T Masau spoke to stacked credentials, tier model for welding
 - ***please be detailed here***
 - *Trustee Stanhope moved; seconded by Trustee Rowe*

- **The motion unanimously carried.**

- o T Masau spoke to Corrosion Technology program updates

- *Details please. Stanhope Q, Masau answers.*
- *VP Zander*
- *Chair Knudson comment RE out of order, not on action item agenda, need motion next month*
- *Sevier comment*
- **NO ACTION TAKEN**

- o Dr. Mickelson spoke to Wind Energy issue

- Interim President Nix spoke
- Trustee Rowe Question
- Sevier motion, Hicks 2nd.
- Masau spoke to issue
- Trustee Rowe Q to Trustee Handran
 - Handran Answered
- Stanhope comment
- Knudson comment
- Motion of support to investigate

- o Presidential Search

- *Some discussion, details are necessary*
- *Knudson spoke to issue.*
- *Stanhope recommendation.*
- **NO ACTION TAKEN.**

- o Finance Committee update: Trustee Sevier

- *Some discussion, details are necessary*
- *Knudson question*
- *Zander spoke to issue*
- *Nix commented*
- *Zander spoke to transfers out in relation to settlements*
- **NO ACTION TAKEN.**

- o

- **Interim President's report**

- o *Executive summary*

- **VP Student Affairs Report**

- o *Executive summary, written report was included*

- **VP Academics Report**

- o *Executive summary*

- **VP Administration report**

- o *Executive summary*

- **Open Forum for Public Input**

o Rose Marie Aus comments

▪ *No comment, but thank you*

Meeting adjourned 7:17 PM; Trustee Sevier motioned

Post Meeting Action Items

Action	Assigned To	Deadline
Correct and re-propose "Liquidation Policy"	VP Kathleen Zander	Next DCC Trustee meeting, April 25, 2016

NEXT MEETING

Next meeting: Monday, April 25, 2016 at 5:30 PM in the Board Room.

Parking Lot

DCC Board of Trustees

Meeting Minutes

Meeting Date: April 25, 2016

Meeting Location: Board Room

Version: FINAL

Approval: May 23, 2016

Recorded by: Vincent Nix

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Scott Mickelsen	Vice President of Academics	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	No (no call-in due to NASH TS3 Summit)
Community Members			
Holly Dershem-Bruce		Kortney Diegel	
Joe Petersen		Suela Cela	
Jamie Chrisafulli (Ranger Review)			

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-323-9800 (6933773#) (state your name #) then wait

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Vincent Nix

Chairman Knudson called meeting to order at 5:30 PM. All trustees were present.

Agenda

- **Minutes from previous Board of Trustees meeting**
 - o Trustee Sevier moved to accept 3-28-16 minutes with typographical corrections as noted. Seconded by Trustee Rowe.
 - o **Motion unanimously carried.**
- **Minutes from special Board of Trustees meeting**
 - o Trustee Sevier moved to accept 4-8-16 minutes Seconded by Trustee Wilondek.
 - o **Motion unanimously carried.**
- **List of Vouchers**
 - o Trustee Stanhope moved to accept the vouchers as presented. Seconded by Trustee Hicks.
 - Questions
 - Trustee Rowe asked about the cost effectiveness of using Harlow Charter.
 - VP Zander stated she has not conducted a comparison but the contract will be going out for bid again this year.
 - Chair Knudson inquired about feedback from students.
 - VP Bole stated the charter is preferred by the students and the coaches are working on schedule for next year and trying to coordinate trips to keep costs down.
 - Trustee Sevier requested VP Zander prepare a cost analysis for review.
 - Chair Knudson suggested the cost analysis be postponed until the budget meetings
 - Trustee Sevier asked if there had been any additions to the vouchers.
 - VP Zanders responded any additions have been highlighted
 - Trustee Hicks asked about charges for the student housed at the Astoria.
 - Trustee Bole explained removal was for safety issues and the placement was necessary while travel arrangements for the student were completed.
 - Trustee Wilondek inquired the insurance for the dugout.
 - VP Zander responded the dugouts were covered by insurance.
 - Chair Knudson inquired about a roof repair bid process approved a year ago.
 - VP Zander explained it had been interrupted by the insurance claims but can be looked at this summer:
 - o **The motion unanimously carried.**
- **HR Updates, Consent Items, VP Zander**
 - o Trustee Wilondek asked about progress for the librarian.

-
- VP Mickelsen stated the search committee has three candidates that should be interviewed by the end of school.
 - Chair Knudson asked about status of baseball.
 - VP Zander stated 38 applications had been received and screened down to 4 candidates.
 - VP Bole added the candidates were all quality individuals
 - Trustee Stanhope asked about the number of openings.
 - VP Zander responded there are 12.
 - Chair Knudson asked about Corrosion Instructors.
 - VP Mickelsen stated they will be interviewing a qualified candidate and will continue to pursue others as long as the job is open.
 - Trustee Sevier asked if the HR report will be a regular item.
 - Chair Knudson responded the Board has hiring authority and should be getting updates. He asked VP Zander asked if work was getting done with so many openings
 - VP Zander reviewed processes in place to ensure training and coverage. Interviews are scheduled through Skype and will start screening applications and scheduling interviews for HR Director and Controller.
 - Chair Knudson commented having the HR Director opening makes the process a challenge but things are moving forward and should be complete in the next month or so.
- **Call-in by Deputy Commissioner (non-action item).**
 - Interim President Nix explained Deputy Commissioner Cech was attending the first annual TS3 with a team of 8 students. He will provide a detailed report next month.
 - **BP 5-2, Tuition, Chairman Knudson introduced Joseph Peterson and Suela Cela**
 - Mr. Peterson and Ms. Cela reported and presented data to support the proposal to decrease out-of-state tuition rates.
 - Trustee Sevier asked if there was sufficient data to back up assertions.
 - Ms. Cela noted that athletes not receiving full tuition had to withdraw due to expense.
 - Interim President Nix, Trustee Sevier, and Chair Knudson discussed withdrawals primarily expense driven.
 - VP Zander stated waiver allocations were now limited dollar amounts.
 - Mr. Peterson explained the committee recommendation of setting out-of-state rate at 175% of in state tuition rate.
 - Trustee Wilondek asked if Corrosion Tech were likely to be out-of-state students.
 - VP Zander noted Board of Regents would have issues and questions regarding cost of education.
 - Interim President Nix spoke to possible CConline questions from the Board of Regents and noted to the Board that this avenue provides an avenue of revenue that referring to MSU Billings does not.

- o Vice Chair Stanhope complimented the work done.
 - o VP Zander requested a motion as she needs to send a request to the Board of Regents this week for tuition requests.
 - o Vice Chair Stanhope motioned, Seconded by Trustee Wilondek.
 - o Trustee Sevier asked when this would be effective.
 - VP Zander responded it would go into effect this fall.
 - o Trustee Sevier noted future changes to in state tuition automatically affects other rates.
 - o **The motion unanimously carried.**
- **Liquidity Policy**
 - o Trustee Hicks asked about previous item of dual enrollment tuition and Foundation coverage.
 - VP Zander explained the wording was changed as the Foundation coverage was not a waiver or set in tuition.
 - o VP Zander presented a thorough review of the current funding sources and allocation process conducted through the county. She explained this will document and tighten those processes through a Board policy.
 - Trustee Rowe inquired about internal controls.
 - VP Zander explained controls are already in place but Board needs to state in writing that this is an important part of managing those funds.
 - o Vice Chair Stanhope commented this has been reviewed by Finance Committee.
 - o Chair Knudson stated these were part of gaps noted where Board needed to have policies documented in writing.
 - o Trustee Sevier commented this is a comprehensive policy.
 - o Trustee Rowe motioned to approve, seconded by Trustee Sevier to approve proposed board policy BP-5-0D.
 - o There was no public comment.
 - o **The motion unanimously carried.**
 - **BP 1-11**
 - o Chair Knudson clarified the purpose was to have process documented and asked Trustee Rowe if the committee had changes or additions.
 - o Trustee Rowe stated there was committee discussion to have a copy posted online.
 - o It was motioned by Vice Chair Stanhope, seconded by Trustee Hicks to approve proposed board policy BP 1-11.
 - o Ms. Dershem-Bruce cautioned the Board to be sure they were utilizing the most current edition of Robert's Rules of Order.
 - o **The motion unanimously carried.**
 - o Chair Knudson noted the proposed revisions to board policy 1-5, was a proposal to add language in public participation policy formalizing process by which we can limit each statement made during meetings and request indentifying information from those who make public statements.
 - o Trustee Hicks suggested adding website.

-
- o Trustee Hicks motioned to include notification on Website, Trustee Sevier seconded.
 - o **The motion unanimously carried.**
 - o Chair Knudson moved and Trustee Handran seconded to approve changes presented and discussed.
 - o **The motion unanimously carried.**
 - **President Job Description**
 - o VP Zander reviewed history and proposed changes and additions.
 - o Chair Knudson noted the job description changes are long overdue as they have never been updated.
 - o Trustee Wilondek moved, Trustee Rowe seconded to approve revisions to the president's position job description.
 - o **The motion unanimously carried.**
 - o Interim President Nix candidates for position will need to receive an updated job description.
 - o Vice Chair Stanhope called the question
 - o **The motion unanimously carried.**
 - **MOU with DCC Foundation**
 - o VP Zander reviewed history, updates, and noted this was an old document being updated. The Foundation Director will be employee of foundation, DCC will process payroll and will be reimbursed. The Director, will also work w/president and Chairman. The bylaws of Foundation were updated to include an annual review of MOU.
 - o Trustee Sevier noted there were few changes.
 - VP Zander noted it was updated to make more current and a deadline for the audit report had been added.
 - o Trustee Sevier moved approval and Trustee Handran Seconded.
 - o Trustee Rowe asked about cost coverage for benefits.
 - VP Zander explained benefits costs are covered through Mill Levy.
 - o Trustee Rowe asked if there was a provision for reports to Board.
 - VP Zander noted that can be set up in procedures.
 - o **The motion unanimously carried.**
 - **Finance Committee**
 - o Trustee Sevier noted everything discussed in committee had been discussed tonight.
 - **NO ACTION TAKEN**
 - **Kortney Diegel spoke to President Search committee**
 - o Ms. Diegel reviewed subcommittee recommendations to the board regarding housing and transportation costs, proposal grant of 10 days of relocation leave not to be counted against annual leave, an increase to \$1,200 per month for use of personal vehicle, spousal accommodation, and asks the Board create realistic guidelines when setting numbers.

-
- Chair Knudson noted the offer date is June 10th and the committee is looking for feedback from the Board for other areas to explore.
 - Trustee Sevier noted we need to be competitive with our pay package.
 - Trustee Hicks asked if Miles City pay package included other incentives.
 - Trustee Wilondek suggested a further look at transportation and liability issues.
 - Trustee Hicks inquired as to the current expense rate for automobiles.
 - Interim President Nix noted \$500 doesn't cover and \$800 would be more realistic.
 - Trustee Sevier asked if reimbursements were actual expenses.
 - Ms. Diegel noted state reimbursements went down.
 - Trustee Sevier asked about making total amount of salary all inclusive.
 - Discussion:
 - Vice Chair Stanhope suggested tailoring budgeted amount to individual candidate.
 - Interim President Nix suggested finding out if other schools have retainer bonus.
 - Trustee Sevier motion of support to investigate, Trustee Hicks 2nd.
 - **Interim President's report**
 - Interim President Nix noted the attachment is a rough draft of a policy that will come back to the Board next month to provide a specific policy for granting emeritus status to faculty. A general policy is in place but there are no criteria for measurements. Please provide any feedback you may have before next month.
 - **VP Academics Report**
 - VP Mickelson reported the faculty listening session went well. Business, History, and Music are faculty areas looked at. Education areas are Education, Pre-engineering, and Computer Science. We are looking at trends in education and employment for the State of Montana and are awaiting a State use report to be released in September. Next steps are to develop a three to five year education plan possibly with new courses, new programs, and ideas looking toward to the future.
 - Trustee Rowe asked about attendance for listening session.
 - VP Mickelsen stated there were 18 total between daytime and evening sessions. An adjunct training session is scheduled for this fall.
 - Trustee Rowe asked about adjunct faculty credentialing issues.
 - VP Mickelsen stated we are waiting for transcripts and missing information.
 - **VP Student Affairs Report**
 - *Executive summary, written report was included.*
 - VP Bole added the awards dinner for Associated Student Body meeting went well. He will be attending a meeting in June of the National Association of Student Personnel Administrators (NASPA). Jim is setting up a web-based program to allow live streaming of games from both
-

fields. A meeting is scheduled regarding better utilization of our cameras. We are working on leads for housing areas that have been noted as a great recruiting tool and will continue to build that as a strength.

- o Trustee Rowe noted Jim's five straight years in this process.
- o Chair Knudson noted there should be more bear hugs for Jim.

- **VP Administration report**
 - o VP Zander explained we are in the middle of budgeting. Please make sure any inclusions for the Presidential package are provided to for inclusions in the budget. The first budget draft will be presented at the June meeting to be passed at the July meeting. Please let me know if there are items you feel need to be budgeted or items you feel are under-budgeted so they may be included in the first round.

- **Aspen Prize**
 - o Interim President Nix stated Dawson Community College has been recognized as one of the top 150 community colleges in the country and is a finalist for the Aspen Prize. The recognition was received in February but not reported to the Board.

- **Open Forum for Public Input**
 - o Knudson called for comment, none.

- **Executive session began at 7:41**
- **NO ACTION TAKEN**

- **Executive Session ended at 8:10**

- **Open Forum for Public Input**
 - o Knudson called for comment three times. There were none.

Meeting adjourned 8:11 PM; Trustee Stanhope motioned to adjourn.

Post Meeting Action Items

Action	Assigned To	Deadline

NEXT MEETING

Next meeting: Monday, May 23, 2016 at 5:30 PM in the Board Room.

Parking Lot

DCC Board of Trustees

Meeting Minutes

Meeting Date: May 23, 2016

Meeting Location: Board Room

Version: Final

Approval: June 27, 2016

Recorded by: Vincent Nix

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	No
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Outgoing Trustee	DCC Board of Trustees	Yes
Kathleen Fritsch	Incoming Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Scott Mickelsen	Vice President of Academics	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	No (Eric Rose expected, no call, text, or email)
Community Members			
Holly Dershem-Bruce		Kortney Diegel	
Kim Sokoloski		Suela Cela	
Eric Killelea (Ranger Review)		Daniel Nolker (DCC Foundation)	
Paul Eiker		Rose Marie Aus	
Marlene Eiker		Suela Cela	
Traci Masau		Joni Garpestad	

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-323-9800 (6933773#) (state your name #) then wait

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Vincent Nix

Chairman Knudson called meeting to order at 5:30 PM. All trustees were present except for Trustee Hicks and incoming Trustee Fritsch.

Agenda

- **Minutes from previous Board of Trustees meeting**
 - o Trustees Stanhope/Wilondek moved/seconded to accept April 25, 2016, minutes as presented. Trustee Wilondek was present last month; minutes will be corrected.
 - o **The motion unanimously carried.**
- **List of Vouchers**
 - o Trustees Stanhope/Handran moved/seconded to accept the vouchers as presented.
 - Questions
 - Trustee Stanhope asked about the fees for late W-2s.
 - VP Zander responded that the W-2s were late going to the state by two days, and the fine is pretty hefty per W-2. There is a procedure in place to check that.
 - o **The motion unanimously carried.**
- **HR Updates, Consent Items, VP Zander**
 - o VP Zander addressed reductions in the work force.
 - There has been one hire, and there was a reduction by two staff employees. Faculty contracts normally go out in the fall, but the hope is to get them out in April next year before the faculty leaves allowing 20 days for them to be signed and returned. Contracts for John Bole and Kathleen Zander have been issued. Updates were provided regarding current searches.
 - o Trustees Rowe/Wilondek moved/seconded to approve hirings through May 18th.
 - o Trustee Rowe question about faculty contracts.
 - VP Zander explained that the CBA requires that faculty contracts go out on an annual basis. The collective bargaining agreement states that faculty are issued annual contracts.
 - o Chair Knudson asked for an update on openings.
 - VP Zander commented that an offer was extended for HR director, but it was declined. A verbal offer was extended for the coordinator position, as well as the head baseball coach. An offer is close to being sent out for the IT director position. Interviews are being done for the specialist opening.
 - o **The motion unanimously carried.**
- **Call-in by Deputy Commissioner (non-action item).**
 - o No call. Interim President Nix checked for texts and e-mails; there were none. Eric Rose was expected to call in.
- **Board Canvassing of Election Results**
 - o Trustees Wilondek/Rowe moved/seconded to accept the election results.

-
- o **Trustee Sevier voted against accepting the results.**
 - o Trustees Fritsch, Stanhope, Handran, Knudson swore oaths and signed two copies for the records.
 - **Board Officers Elected**
 - o Trustees Wilondek/Rowe moved/seconded to nominate Chad Knudson as Chair.
 - o **The motion unanimously carried.**
 - o Trustees Wilondek/Handran moved/seconded to nominate Bob Stanhope as Vice Chair.
 - o **The motion unanimously carried.**
 - o Chairman Knudson stated that committees should be reconstituted
 - Trustee Rowe was reappointed to the Permanent Grievance Committee; Trustee Handran will serve as the alternate.
 - Discussion regarding Mutual Concerns Committee
 - The Mutual Concerns Committee is to meet once per semester. The last meeting, however, was in the spring of 2013. It is in the Collective Bargaining Committee that there will be a Mutual Concerns Committee made up of three members appointed by the Board and three members appointed by the UFT.
 - **Trustees Stanhope, Knudson, and Hicks were appointed to the Mutual Concerns Committee.**
 - **Trustees Rowe, Fritsch, and Handran were appointed to the Policy Committee.**
 - **Trustees Wilondek, Stanhope, and Handran were appointed to the Finance Committee.**
 - **BP 2-28.**
 - o Interim President Nix presented the new faculty emeritus policy and asked the new Policy Committee to review the policy as drafted. It will be brought back before the Board next month.
 - Trustees Stanhope/Wilondek moved/seconded to present the policy as written to the Policy Committee
 - **The motion carried unanimously.**
 - **Resident Hall Fee Increase**
 - o VP Zander presented the increase in the resident hall fee by \$100/semester beginning fall of 2016.
 - o Trustee Wilondek asked if there was an increase previously, and it has been about five or six years since an increase.
 - o Trustees Wilondek/Rowe moved/seconded to approve the increase in the resident hall fee by \$100/semester.
 - o Trustee Rowe commented that the dorms are very nice compared to the others that were listed.
 - o Chair Knudson asked what types of things are paid out of the dorm fees, and VP Zander explained that it pays for salaries directly related to dorms, utilities, a loan payment that stays the same every year, supplies, repairs and maintenance and replacing appliances, in addition to some of the programming. Chair Knudson asked if there is deferred maintenance that

is building up, and VP Zander said there definitely is. They need to develop a five to ten-year plan and figure out what to do with housing fees going forward. There are likely to be future increases.

- o VP Bole commented that the residence complex is a recruiting tool, and long-term they need to do a better job on the aesthetics.
- o Trustee Handran asked when the last increase occurred, and it started in the fall of 2013. It was just before that.
- o Chair Knudson asked for public comment
 - Ms. Diegel asked if there was a way that they could make decisions like that closer in time. Her budget has been cut in half and then some. Students commit, and she said their hands are being tied when they put in new numbers. A heads-up would be helpful. Even making the decision in March is better than the end of May.
 - Ms. Garpistead commented that she encourages the kids to stay home and not live in the dorms.
 - Trustee Stanhope asked how many years they have left on the loan payment, and that will be presented in connection with the budget in the next Board report.
 - Trustee Rowe commented that hearing the public comments puts a different light on it. There are no additional increases currently anticipated.
 - Trustee Fritsch pointed out that the increase is only \$100/student/semester.
 - Ms. Diegel commented that when there are six kids in the dorm that is \$1,200 extra for the program. VP Zander explained that the coaches are given a certain dollar amount, and depending on what athletic program it is, they can use it for different things. The concern is that the scholarship money doesn't go as far. Softball and baseball can't use the money for rooms. Ms. Diegel commented that there are families that cannot afford that additional money. Chair Knudson commented that with all sympathy to the fact that costs go up, they do have to take care of the assets that they have.
 - Trustee Fritsch asked Ms. Diegel if the scholarship money also goes to pay for travel or fees, but the fees can't be paid for from that money. Ms. Diegel explained that if she can put four kids in a house that somebody has to rent and it's a better deal, she can give them that money versus putting them in the dorms.
- o **The motion passed with Trustees Rowe and Wilondek voting in opposition to the motion.**

- *Still no call-in, emails, texts from Deputy Commissioner's Office*

- **Reports**

- o **There was no Finance Committee meeting held.**
 - The Finance Committee will agree on a regular time to meet.
- o **Presidential Search Committee**
 - Chair Knudson had nothing to report from the Presidential Search Committee.

- VP Zander reported that they have received 24 completed applications, and they started the screening process last week, which they hope to complete by Wednesday. A meeting will then be held to decide on the top applications to set up Skype interviews with during the next week and a half. The goal is to have someone in place by July 1st. On-campus interviews with finalists are targeted for the second and third week of June.
- A question was raised regarding whether Dr. Nix could stay on if needed, and Dr. Nix commented that he will be taking a job in the next week so if that is a need, it needs to be addressed.
- A question was raised regarding the make-up of the Search Committee, and Chair Knudson explained that policy dictates that the Board chairman appoints the members. They tried to get a mix of faculty, staff, administrators, board members, and community members at large, in addition to representations from the Foundation Board.
- o **President's report**
 - Interim President Nix reported that he had received notice in the mail this morning that three faculty members filed individual wage claims against the college indicating that they feel they deserve to accrue annual leave as full-time employees would. One student filed a civil rights complaint.
- o **VP Academics' report**
 - Vice President Mickelsen reported that they are finalizing job descriptions for two instructors. There have been discussions regarding using the park in their backyard for some of their programming.
 - A curriculum modification process is being started, which is prioritizing degrees, programs, and classes. Some second-year students are having a difficult time getting the courses they need.
 - No Perkins grant application will be done this year, as they are getting a new state Perkins coordinator who should be on by July 1st.
 - They are in the process of developing a three to five-year education plan.
- o **VP Student Affairs' report**
 - VP Bole reported that their desire is to be profoundly intentional in the programing that is provided to meet the needs of changing students. It is not meant to be a reaction to something that isn't going well. Chairman Knudson commented that they want to give students a rich experience that benefits them in life.
- o **VP Administration's report**
 - VP Zander reported that the director of enrollment management submitted a Big Sky Pathways grant application for about \$60,000, which will come out May 31st. It would allow for another person on campus working on dual enrollment and the admissions process.
 - There are three audits upcoming from three different agencies.
 - The FY 2015 audit will be presented to the Legislative Audit Committee June 17th. Interim President Nix and VP Zander will be

there for that, after which it will be brought to the Board for approval at the June meeting. One of the auditors can call in for questions.

- Interim President Nix commented that the three community college presidents had been trying to get their funding formula revised. The office is short-staffed, however, so rather than going into a complete policy review they asked the presidents to delay it until its next scheduled review. The indicated that they would give their support to asking for a flat increase in funding.

- **Open Forum for Public Input**

- Rose Marie Aus commented that young people have been talking to her about signing up for summer courses and being told the courses may not be offered if enrollment is too low. She suggested they reconsider the policy.
- Public asked whether a baseball coach has been secured, but nothing can be discussed since there is no contract. An offer has been made.
- Kortney Diegel commented that the decision of who to hire as a baseball coach was an opportunity to gain some trust in the community. The program is vital, and the decision is another black eye in the community right now, one that they can't afford.
- Paul Eiker commented that they have a lot on their plates right now, but he expressed concern about hiring a young coach at the college level. A lot of times the right coach can bring kids back who are headed down the wrong trail, and that takes life experience.
- Kim Sokoloski commented that her son played baseball. The coach was the only reason that he came to Dawson, and he won't play for anyone else. Right now Dawson is a joke to local graduating seniors. Coach Carroll didn't recruit local kids. He didn't want them. The only reason the fan base continued this year was because Brent Diegel was back.
- Joni Garpestad commented that she has had baseball players in her classes, and they would go out and work on the ranch with Coach Diegel and do anything for him. The played baseball for him, and they were good students.

- **Meeting closed at 6:59 PM**
- **Executive session began at 7:07 PM**
- **NO ACTION TAKEN**
- **Executive Session ended at 7:35 PM**

Meeting adjourned 7:36 PM; Trustee Fritsch motioned to adjourn.

Post Meeting Action Items

Action	Assigned To	Deadline

NEXT MEETING

Next meeting: Monday, May 23, 2016 at 5:30 PM in the Board Room.

Parking Lot

DCC Board of Trustees

Meeting Minutes

Meeting Date: June 27, 2016

Meeting Location: Board Room

Version: DRAFT

Approval: July 25, 2016

Recorded by: Vincent Nix

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	No (Conference)
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Scott Mickelsen	Vice President of Academics	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes (Angela McLean called in for DC Cech)
Community Members			
Eric Killelea (Ranger Review)			

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-323-9800 (6933773#) (state your name #) then wait

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Vincent Nix

Chairman Knudson called meeting to order at 5:30 PM. All trustees were present.

Agenda

- **Minutes from previous Board of Trustees meeting**
 - Trustees Wilondek/Handran moved/seconded to accept 5-23-16 minutes incorporating suggested revisions.
 - Interim President Nix/Trustee Stanhope noted changes that will be made to public comments.
 - Trustee Rowe's name was misspelled "Rose".
 - **Motion unanimously carried.**
- **List of Vouchers**
 - Trustees Stanhope/Rowe moved/seconded to accept the vouchers as presented.
 - No comments
 - **Motion unanimously carried.**
- **HR Updates, Consent Items, VP Zander**
 - VP Zander reported that a corrosion technology instructor has been hired. An admission specialist will be leaving, and an employee will be moving into that position from enrollment management leaving a position that will be posted. Final candidates for library director will be on-site the second week in July. An offer letter and a contract have been issued for a baseball coach. His intention is to sign. A contract has been issued to Scott Mickelsen so he is no longer "interim" but is now the VP of Academics.
 - Trustees Wilondek/Hicks moved/seconded to approve.
 - Discussion :
 - A question was raised about the qualifications of the new corrosion technology instructor. He has a Bachelor's Degree and spent 30 years in the military as a corrosion specialist. He will be starting July 1st.
 - There is a good lead on a candidate for one enrollment management specialist, and one more will need to be filled.
 - **Motion unanimously carried.**
- **Call-in by Deputy Commissioner (non-action item).**
 - Ms. Angela McLean called in for the Deputy Commissioner.
 - The American Indian Scholars program was highlighted. Forty-three students were designated as scholars throughout the system, and twenty-five attended training on April 12th at Montana State University. Liaisons were designated from each campus, and a meeting took place around moving plans forward to address the needs of American Indian students across campuses. Each campus will submit their plan for using their scholars to reach other students by design. The hope is in the end it will lead to more American Indian student success.
 - The priorities for the K12 partnership continue to be developed, and another area of focus will be on the ACT and providing data to high schools to mitigate the math needs of students based on the ACT

results. Additionally, focus will be placed on developing ways to support teachers in their student teaching placements in remote communities and also support them once they are hired.

- Questions:
 - Trustee Fritch asked if salaries are being considered with regard to rural locations and the teacher crisis. Ms. McLean reported that some districts were able to offer stipends and sign-on bonuses, and the conversation around elevating salaries and benefits packages is ongoing. Legislative assistance would be required if it is to happen across the districts.
 - Chairman Knudson asked if there have been conversations regarding how campuses like Dawson that have not had a role in education historically may contribute. Ms. McLean explained that they are looking at a pipeline model that would get high school students into introductory courses to education through dual enrollment. That could be a niche for Dawson.
 - Trustee Wilondek commented on Las Vegas' experience having been down for a long time and coming back as far as their need for schools and teachers. There are now long lines at job fairs for students going to Clarke County, Nevada. They are offering sign-on bonuses and salaries that are higher than some communities in Montana.

- **Call-in by Christina Zwainz**

- VP Zander introduced Ms. Zwainz, Audit Manager for Eide Bailly. The Legislative Audit Division of the State chooses the auditors. This last year they were bid out for a two-year contract for all three community colleges. The audit couldn't be disbursed until the Legislative Audit Committee approved and accepted it, which happened June 17th.
- Ms. Zwainz briefed the board:
 - Dawson Community College was audited, which did not include the Dawson College Foundation component. The College changed accounting policies related to pensions adopting GASB 68 and 71. The guidance had to be retrospectively applied to 2014. No difficulties were encountered during the audit. There were some corrected and uncorrected misstatements, which they believed were significant enough to require attention but not significant enough to require a journal entry. There were no disagreements with management throughout the audit process. They do not believe that management consulted other independent consultants.
 - With regard to the financial statements, the auditor issued an unmodified, clean opinion. The statement of net position is a positive number indicating that the assets are higher than liabilities. The change in net position is also positive indicating there is more income coming in than is going out. There was a significant deficiency related to new standards, which is not uncommon. Management agreed with the changes that were suggested.
- Questions/Comments:

- Trustee Rowe asked if the new standards are from the state, but they are Federal Government Auditing Standards.
 - Chairman Knudson asked if the net change in position of \$2 million added that amount to liability in connection with the re-statement. Ms. Zwainz explained that based on the pension liability, the net position was reduced.
 - Trustee Rowe commented that the audit had significantly fewer corrections/findings than in the past. VP Zander commented that it was first audit in approximately five years that did not have a material weakness. They will be working on improving the significant deficiency. It's the first clean audit in recent memory.
 - Trustees Stanhope/Wilondek motioned/seconded to accept the FY 2015 audited financial statement as presented.
 - **Motion unanimously carried.**
- **Interim/interim president discussion**
 - Chairman Knudson explained that the agenda item was related to the fact that they thought it unlikely that they would be able to recruit/hire a new president in time and so would need to appoint an additional interim.
 - VP Zander requested once they know the time frame for an interim, if it is going to be longer than a short amount of time that the Board name a point of contact for the College.
 - Interim President Nix listed the scheduled phone calls that would need to have DCCC representation. He agreed with VP Zander if it's going to be longer than a couple of weeks. He has delegated e-mail to both Dr. Mickelsen and VP Zander. Voicemails would need to be checked.
 - Chairman Knudson suggested that they appoint him or someone to work with remaining administrators to designate duties or decision points and who will address what.
 - Trustee Fritsch suggested that when someone leaves who is in a key position, one should go into their e-mail and ensure that they are addressed. VP Zander said that there are processes in place when someone leaves to pick up the e-mail and phone, in addition to having access to the hard drive/files.
 - Trustees Stanhope/Wilondek motioned/seconded that following the termination of Interim President Nix's contract, the three vice presidents will have responsibility for their respective areas until the Board takes further action on the appointment of a new president.
 - Trustee Rowe asked if they would be crossing any board/staff boundaries by getting into the operations, but that did not seem to be an issue.
 - **Motion unanimously carried.**
 - Compensation for the additional responsibilities could be contemplated but would need to be added as new business on a future agenda.
- **VP Zander presented draft budget.**

A preliminary budget was presented to the Board. VP Zander reviewed the timeline for the budget. The majority of the difference in revenue for the

upcoming fiscal year is made up of local levies, largely due to increase in medical coverage rates.

- Trustee Hicks asked if the mandatory requirement for retirement is based on the number of teachers, but VP Zander explained that it increases with any staff. As part of the collective bargaining agreement salaries go up 2% per year, and that results in a corresponding increase in payroll expense.
- Chairman Knudson asked why they raised more than anticipated in a levy last year, and VP Zander explained that she budgeted \$425,000. The actual is related to the increased expense related to settlement costs and paying out people as they retired or left.
- Trustee Fritch asked if it's a mandatory levy, but it is a permissive medical levy. There will be a separate motion when the levies are set in August.
- **VP Zander presented the institutional portion of report, and it is 18% of the budget. The majority of that is tuition. On-line courses fall under a separate fund. It is unrestricted revenue as it comes in. Interest and miscellaneous revenue stays approximately the same.**
 - Trustee Hicks asked if the banner support costs are paid whether or not it is used, and VP Zander explained it is a revenue that the state allocates. They allocate \$83,000 every year to cover banner support, but it does not cover the banner support fees.
- **VP Zander presented the operating expenses portion of the report. Salaries and benefits make up 68% of the total budget. Contracted services went up due to the new people that are coming in. It also includes legal fees and rent. Another increase is related to corrosion expenses. There is a slight decrease in utilities. Repairs and maintenance was increased. Athletic/academic waivers have been decreased.**
 - Trustee Fritch commented that the coach expense was awfully high, and VP Zander commented that the highest paid coach they have on staff is \$20,000. The \$195,000 includes salaries and benefits for five individuals.
 - Trustee Rowe asked if they are still paying salaries for individuals who aren't working related to settlement expenses, and VP Zander explained that they will be paying for 1.5 positions throughout the year. The last settlement payment will be in the July 10th payroll.
- **Zander presented an overview of the Athletics portion of the report.**
 - Post-season play is now being budgeted for, as teams are becoming more and more successful.
 - A trainer in the areas is interested in being on campus one day a week to serve athletes and attend games. She will help wrap athletes before events also, and that expense has been added into contract services.
 - Based on the number of athletes being brought in and the reimbursement from the state, DCCC does make money on its athletic program.
 - Chairman Knudson how they came in ~\$80,000 below budget even with post-season play, but all of the numbers are not in yet. Trustee Fritsch commented, however, that the budget is up.

-
- Trustee Rowe asked how pre-season play factors in, and VP Zander said the coaches have made some changes to the scheduling so they are closer. The expenses won't be as great.
 - Chairman Knudson asked about the mileage expense, which is for the bus. The amount is less than what was being paid in repairs for the bus. Trustee Rowe asked about the sale of the large bus, which was approved by the Board. VP Zander said they will be required to post it for sale, but it has not been posted yet. It has to be put out for bids.
 - Zander gave overview of Operating Expenses portion of report
 - Trustee Fritch asked if the DCC Foundation as agreed to pay part of the academic and athletic scholarships, and they are contributing \$15,000 total to the waivers in addition to the scholarships that they already are offering.
 - VP Zander commented that everyone is sharing in the pain of a tight budget.
- **Reports**
 - **Trustee Stanhope gave report from Finance Committee meeting**
 - The Finance Committee met regarding the possible presidential compensation package, an update on annual leave claims, and the baseball coach.
 - Trustee Fritch asked about the baseball head coach, and an offer has been made and verbally accepted. The name won't be released until the contract is signed and back.
 - **Presidential Search Committee**
 - Chair Knudson commented that he thinks the package they are developing is a fair package and a good place to start. They have interviewed two of the three finalists; the third will be coming on Wednesday. The process has gone well so far, and there has been good feedback. A meeting will need to be scheduled to make a decision to enter into negotiations with a final candidate.
 - **President's report**
 - Interim President Nix reached out to Dr. Les Steele with Northwest Commission on Colleges and Universities, and Dr. Steele indicated that things were going well. They wouldn't likely hear anything until a month after their meeting, which was last Thursday.
 - **VP Academics' report**
 - VP Mickelsen drew attention to the 2016 graduate survey report. With regard to international students and proposed policies, he pointed out that federal laws do not require health insurance for international F1 students, but it is highly recommended. He also commented that WS verifies that documents for international students aren't forged. Other colleges also require students to verify that they have funds to pay for their first year of college.
 - **VP Student Affairs' report**
 - VP Bole was absent.
 - **VP Administration's report**

- VP Zander thanked Interim President Nix for his time spent at DCCC. It has been a challenging and exciting year, and he has made important contributions to DCCC.
- **Open Forum for Public Input**
 - Knudson called for comment
 - Trustee Fritch asked if there are still judges that are basically sentencing students to college because that is scary.
- **Meeting closed at 7:32 PM**
- **Executive session began at 7:33 PM**
- **NO ACTION TAKEN**
- **Executive Session ended at 7:38 PM**

Meeting adjourned 7:39 PM; Trustee Fritsch motioned to adjourn.

Post Meeting Action Items

Action	Assigned To	Deadline

NEXT MEETING

Next meeting: Monday, May 23, 2016 at 5:30 PM in the Board Room.

Parking Lot

*Dawson Community College provides affordable and open access
to quality teaching and learning.*

Dawson Community College
Board Meeting Minutes
Monday, July 25

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	No
Becky Hicks	Trustee	DCC Board of Trustees	No
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Scott Mickelsen	Acting Vice President of Academics	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	No
Community Members			
Jamie Crisafulli (Ranger Review)			
Holly Dersham-Bruce			
Rose Marie Haas			

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-323-9800 (6933773#) (state your name #) then wait

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Scott Mickelsen

Chairman Knudson called meeting to order at 5:30 PM. Trustees Bob Stanhope and Becky Hicks were absent.

Agenda

- **Minutes from previous Board of Trustees meeting**
 - Trustees Wilondek/Handran moved/seconded to accept 6-27-16 minutes.
 - Trustee Fritsch's name was misspelled.
 - **Motion unanimously carried.**
- **Minutes from previous special Board of Trustees meeting**
 - Trustees Handran/Wilondek moved/seconded to accept 7-11-16 minutes.
 - No discussion.
 - **Motion unanimously carried.**
- **List of Vouchers**
 - Trustees Handran/Rowe moved/seconded to accept the vouchers as presented.
 - Discussion on Gala expense. Gala is expensed out of General budget but reimbursed by Gas and Oil.
 - Expense to Miles community College is for the Dawson Community College background checks in the short term.
 - Expense for Brett Nolker was for him to come to Dawson Community College to help re-evaluate our music program.
 - **Motion unanimously carried.**
- **HR Updates, Consent Items, VP Zander**
 - VP Zander updated the Board on recent HR hires and activities
 - Trustees Rowe/Wilondek moved/seconded to approve.
 - Discussion on .05 faculty position in Organizational Leadership for Chris Lewis. He is also our new Baseball coach.
 - Library Director has been hired and will begin on August 16.
 - Art position we are interviewing two applicants on campus.
 - Adjunct needs are as follows:
 - Welding, Public Speaking, and Business Accounting

- **President Contract**
 - Scott Mickelsen accepted the contract updates on July 11, 2016.
 - Trustees Rowe/Wilondek moved/seconded to approve.
 - No public comment
 - **Motion unanimously carried.**
- **Call-in by Deputy Commissioner (non-action item).**
 - No call in during this meeting.
- **Budget Presentation**
 - VP Zander presented the following
 - July 1, 2016 – June 30, 2017 Fiscal Year
 - See Budget book for details
 - Discussion on meeting students' needs for unexpected expenses. One way may be through Foundation loans or scholarships.
 - Public comment – The budget was complimented by Holly Dersham-Bruce.
 - Trustees Wilondek/Rowe moved/seconded to approve the July 1, 2016 – June 30, 2017 fiscal year budget.
 - **Motion unanimously carried.**
- **President Report**
 - Scott Mickelsen presented President's report
 - Discussion about Internal programs with Nigeria and what the risks might be. Dr. Mickelsen indicated that fraud has been an issue and that DCC is putting things in place to minimize that risk.
- **Vice President of Academic Report**
 - Scott Mickelsen presented President's report
- **Vice President of Administration Report**
 - Kathleen Zander presented the Vice President's report.
- **Vice President of Student Services Report**
 - John Bole presented the Vice President's report.
- **Open Forum for Public Input**
 - Knudson called for comment
 - No public comment

Meeting adjourned 7:15 PM; Trustee Rowe motioned to adjourn.

Dawson Community College Board of Trustees
Regular Board Meeting
DCC Board Room
August 22, 2016

Chad Knudson, Board Chairman, called the regular meeting of the Dawson Community College Board of Trustees to order at 5:30pm on Monday, August 22nd, 2016.

Those trustees present included: Chad Knudson, Darla Handran, Rich Rowe and Kathleen Fritsch. Also present were VP of Administration Kathleen O’Leary Zander and VP of Student Affairs John Bole. Trustees Bob Stanhope, Mike Wilondeck and Becky Hicks and President Mickelsen were absent.

Members of the public present included: Ranger Review Reporter Anthony Variano, Jerry Geiger, Holly Dershem-Bruce and Jerusha Shipstead.

VP of Administration introduced new Library Director Jerusha Shipstead to the Dawson Community College of Trustees.

I. PUBLIC HEARING – PERMISSIVE MEDICAL LEVY

Chairman Knudson closed the regular meeting at 5:40 for the Permissive Medical Levy Public Hearing
Minutes Attached

Chairman Knudson re-opened the regular meeting at 5:45pm following the conclusion of the Public Hearing.

II. STANDARD CONSENT ITEMS:

July 25, 2016 minutes – Trustee Rowe moved to approve the July 25, 2016 minutes. Second by Handran and the motion carried.

Vouchers – Trustee Rowe moved to approve the vouchers as presented. Second by Handran and the motion carried. Rowe questioned the Leafy Spurge Control bill by Mendenhall Enterprises. Trustee Fritsch questioned the Annual Leave/Holiday Claim to the Montana Department of Labor. Zander stated the claim is an unexpected liability from several faculty members who had filed a wage claim with the Department of Labor demanding annual leave (vacation) and holiday leave pay. The claims have caused a potential increase to budgeted expenses of almost \$100,000 for FY2017. The College has requested a redetermination of the initial finding for the faculty and will keep the Board posted.

Human Resources Report – Trustee Handran moved to approve the Human Resource Report as presented. Second by Rowe and the motion carried.

III. DEPUTY COMMISSIONER REPORT – JOHN CECH

Erik Rose called in on behalf of Deputy Commissioner John Cech. The report is included in the packets. Trustee Fritsch questioned Mr. Rose if DCC, considering online opportunities, could benefit from course sharing across the state. Mr. Rose thought definitely DCC would be considered as one of the first recipient campuses once the course sharing structure is more finalized.

IV. NEW BUSINESS

Board of Trustee's Calendar – Chairman Knudson moved to accept the Trustee Calendar as presented in the packets. Second by Handran and the motion carried.

Mill Levies –

Chairman Knudson moved to approve the Mandatory Levy, Additional Voted Levy, Retirement Levy, Adult Education Levy and Debt Levy as presented. Second by Fritsch. Discussion followed regarding how levies are calculated, what they are used for, recent past history, etc. Chairman Knudson asked for public comment three times. With none given, the motion carried with all voting in favor.

Chairman Knudson moved to set the Permissive Medical Levy at a maximum amount not to exceed \$216,000. Second by Fritsch and discussion followed. Administration had presented the levy at \$167,000, which was \$103,951 increase over last year. According to the formula, the College could levy up to a maximum of \$216,000. Discussion was held on what the levied amount is used for, how it is calculated and why the administration would not levy the maximum allowed. Zander stated the administration was trying to be cognizant of the fact that the increase to taxpayers was already substantial and in line with what was originally budgeted. Since the budget was passed however, the College had been hit with the wage claims of several current and previous faculty members and would have to find a way to pay these unexpected liabilities if the redetermination ruling was not in favor of the College. Initial estimates of these liabilities total over \$100,000 and could increase if more claims are filed. In addition, Instructor Stockert had informed administration in August the Best Beginnings grant which has funded half her salary for over 20 years was no longer available. In order to keep Stockert, the general fund would have to fund the remainder of her salary for the year. This is an additional \$25,000 in unexpected salary expenses. Although the mill levy cannot be used to fund these expenses, if the Trustees increase what is proposed, funds that would have gone to supplant the increased insurance costs could then be used to cover a portion of the unexpected liabilities that had arisen since passage of the budget. Discussion was held among the trustees as to whether the maximum amount should be levied or what administration had originally proposed. Chairman Knudson asked for public comment three times. With none received, the motion carried.

V. REPORTS:

Finance Committee - Kathleen O'Leary Zander, VP of Administration, gave the Finance Committee report stating the committee met at 10:00am on Monday, August 22, 2016. The purpose of the meeting

was to discuss the proposed mill levies, a brief update on the wage claims, human resources, and enrollment. Those present included Trustees Darla Handran and Mike Wilondek. No action was taken.

President Report – VP of Administration presented the President’s report on behalf of President Mickelsen. Discussion was held on the fall enrollments to date. Fall enrollment is looking up on campus and in the dorms. Dorm occupancy is up as well. Deputy Commissioner was on campus recently and has asked President Mickelsen, Chairman Knudson and VP Zander to give a short presentation at the September Board of Regents on the accomplishments of the past year and the outcomes of these efforts. In service training was held within the last week and President Mickelsen brought in a guest speaker who was well received by the faculty and staff. The in-service was very positive and feedback indicates staff and faculty appreciated the information presented.

Vice President of Academic Affairs Report – VP of Administration Zander presented the report on behalf of President Mickelsen.

Vice President of Student Affairs Report – VP of Student Affairs Bole presented the report with an update on the start of school activities, planned orientation activities and events to be held within the week. He stated DCC is lucky to have such a great group of students and he is looking forward to a good year.

Vice President of Administration Report – VP of Administration Zander presented the report. Trustees were reminded of the Community Feed Dinner to be held Tuesday evening and the First Annual Regatta to be held August 27th.

VI. Open Forum for Public Input

Chairman Knudson asked for public comment three times.

Jerry Geiger asked how he could learn when a committee meeting was being held. Chairman Knudson responded that committee meeting agendas are posted 48 hours ahead of time on the bulletin in the main hallway.

With no further comment the meeting was adjourned at 6:53pm.

Dated this 22nd day of August, 2016.

Approved the 26th day of September, 2016.

Chairman Knudson asked if there was any additional public comment on any issue pertaining to DCC.
There was none.

With no further business, the meeting was adjourned at 6:45 p.m.

Approved by:

Chad Knudson, Board Chair

Date

Witnessed by:

Kathleen O'Leary Zander, VP of Administration

Date

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: September 26, 2016

Meeting Location: Board Room

Approval: FINAL

Recorded by: S. Mickelsen

Dawson Community College
Board Meeting Minutes
Monday, September 26, 2016

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	No
Scott Mickelsen	Acting Vice President of Academics	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes
Community Members			
Anthony Varriano (Ranger Review)			
Holly Dersham-Bruce			
Jim LeProwse			
Brenda Stockert			
Gail Hardin			
Jerry Geiger			

Meeting Location

Building: Main Building

Conference Room: Board Room

Conference Line: 406-323-9800 (6933773#) (state your name #) then wait

Meeting Start

Meeting Scheduled Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Scott Mickelsen

Vice President Kathleen Zander was absent.

Agenda

- **Minutes from Permissive Mill Levy Public Meeting**
 - Trustees Fritsch/Rowe moved/seconded to accept 8-22-16 minutes.
 - **Motion unanimously carried.**
- **Minutes from previous Board of Trustees meeting**
 - Trustees Handran/Stanhope moved/seconded to accept 8-22-16 minutes.
 - **Motion unanimously carried.**
- **List of Vouchers**
 - Trustees Rowe/Handran moved/seconded to accept the vouchers as presented.
 - Question on Krossover expense. It was explained by Jim LeProwse and Vice President John Bole that it was used for taping games for training purposes. The purchase was the right to use the software.
 - **Motion unanimously carried.**
- **HR Updates, Consent Items, VP Zander**
 - President Mickelsen updated the Board on recent HR hires and activities
 - Trustees Handran/Wilondek moved/seconded to approve.
 - Update was provided on the Vice President of Academics search and progress.
 - **Motion unanimously carried.**
- **Call-in by Deputy Commissioner (non-action item).**
 - Deputy Commissioner Cech gave a report from the Commissioner's office.
 - Thanks to President Mickelsen and Chair Knudson for their update to the Board of Regents at MUS-Billings.
 - November 3 and 4 there will be a Complete College America Conference in Bozeman. DCC will have representation at this conference. The conference is free of charge.

- October 13 there will be a conference in Missoula on University of Montana campus on Program Prioritization. Bob Dickenson and five member panel will be our guests and presenters at the conference. DCC will have representation at this conference.
- No questions were posed for Deputy Commissioner Cech.

- **Facilities Plan Presentation**

- Jim LeProwse presented the following
 - Needs, timeframe, expected costs and urgency on the following:
 - Main Hall
 - Toepke Center
 - Ullman Center
 - Grounds
 - Brueberg Hall
 - Gibson Hall
 - Kettner Hall
 - Softball and baseball fields
 - Chairman Knudson asked Jim to prepare a list of priorities and funding for campus.

- **Early Childhood Education Tuition**

- President Mickelsen and Early Childhood Professor, Brenda Stockert, presented the following information.
 - Discussion on two courses that provide training for Childcare providers.
 - EDEC 249 – MT Infant-Toddler Caregiver Education.
 - EDEC 191Preschool Teacher Education.
 - MSU- Western provides these courses at \$135 per student per course.
 - DCC wants to provide the courses at the same or lessor rate to our Eastern Montana providers.
 - Montana pays for the instruction and supplies.
 - Motion was made to offer these two courses at \$125 per student per course.
- Trustees Stanhope/Wilondek moved/seconded to approve.
- **Motion unanimously carried.**

- **Census Data**

- President Mickelsen presented the data.
 - Online enrollment has increased by 76 from 2015 census. Full-time has increased by 2 fulltime students from the 2015 census while part-time had declined by 12 headcount.
 - Questions were brought up of why online is up and fulltime is not increasing very much. Discussion centered around having a full-time person, on staff, to meet the needs of the on-line students.

- **Finance Committee Report**
 - Trustee Wilondeck presented the Finance Committee Report
 - Regular meetings have been set for the 2nd Wednesday of each month at 10 am.
 - Chair and Vice Chair were selected. Trustee Wilondeck will serve as Chair, while Trustee Stanhope will serve as Vice Chair.
- **President Report**
 - Scott Mickelsen presented President's report
- **Vice President of Academic Report**
 - Scott Mickelsen presented Vice President's report
- **Vice President of Administration Report**
 - Scott Mickelsen presented the Vice President's report.
- **Vice President of Student Services Report**
 - John Bole presented the Vice President's report.
- **Open Forum for Public Input**
 - Knudson called for comment
 - No public comment

Meeting adjourned 7:06 PM; Trustee Wilondeck motioned to adjourn.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: October 24, 2016

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board Meeting
October 24, 2016

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

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

Community Members

Anthony Varriano
(Ranger Review)
Rose Marie Aus
Suela Cela
Holly Dersham-Bruce
Stephanie Lewis
Joe Peterson

**Dawson Community College Board of Trustees
DCC Board Room
Minutes of the Regular Board Meeting
Monday, October 24, 2016
Recorded by Randi J. Mayer**

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

AGENDA

Minutes from September

- Trustees Fritsch/Wilondek moved/seconded to accept 9-26-16 minutes
 - It was noted the previous minutes accepted were dated 7-22-16 instead of 8-22-16. The minutes will be corrected.
 - **Motion unanimously carried**

List of Vouchers

- Trustees Stanhope/Handran moved/seconded to accept the vouchers as presented.
 - Questioned on Cross Braining expense, Vice President Bole noted this expense was for athletic training purposes. Questioned on Medimplex United, Vice President Bole noted this expense is for drug testing student athletes. Questioned about legal fees paid to Stearn and Curray, LLC and Wordan Thane, President Mickelsen explained these fees apply to ongoing arbitration.
 - **Motion unanimously carried**

Call-in by Erik Rose on behalf of John Cech, Deputy Commissioner of Office of the Commissioner of Higher Education (non-action item)

- Mr. Rose gave a report from the Commissioner's office regarding two events in October.
 - Reaching Out to the Adult Learner conference focused on the recruitment and retention of non-traditional adult students. All campuses were represented at this conference.
 - The Program Prioritization Conference explored ways to put students' investment of time and resources to the best possible use. DCC was represented at this conference.
 - Eighty people are registered to attend CCA's Co-Requisite Academy November 3-4 in Bozeman. This conference looks at innovative techniques to address remedial math and English.
 - No questions were posed for Mr. Rose.

Human Resources

- President Mickelsen updated the Board on recent HR hires and activities.
- Trustees Handran/Wilondek moved/seconded to approve
 - Discussion was held about improved recruiting faculty and staff and reducing the turnover rate. A progress update was provided on the search for the position of Vice President of Academics. Also noted, the position of a Corrosion Instructor will be posted externally.
 - **Motion carried unanimously**

New Business

Enrollment Management Report

- Suela Cela presented the Enrollment Management Report.
 - Discussion was held regarding successfully recruiting and retaining students for on-campus and online learning as well as dual enrollment as well as the challenges of recruiting on a limited budget.
 - The Trustees thanked Ms. Cela for her report.

Disposal of Technology and Equipment

- Trustees Knudson/Handran moved/seconded to approve the disposal of obsolete technology and office furniture.
 - Discussion was held regarding allocation of any monies received from disposal. Vice President Bole noted monies are allocated to the departments from which the equipment is received.
 - **Motion carried unanimously**

Finance Committee Report

- Trustee Wilondek presented the Finance Committee Report.

President's Report

- Scott Mickelsen presented the President's Report.

Vice President of Academic Affairs Report

- Scott Mickelsen presented the Vice President's Report.

Vice President of Administration Report

- Scott Mickelsen presented the Vice President's Report.

Vice President of Student Services Report

- John Bole presented the Vice President's Report

Open Forum for Public Input

- Trustee Knudson called for comment
- No public comment

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

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: November 28, 2016

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board Meeting
November 28, 2016

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

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

Community Members

Anthony Varriano
(Ranger Review)
Holly Dershem-Bruce
Kortney Diegel
Kelly Dimick
Traci Masau

**Dawson Community College Board of Trustees
DCC Board Room
Minutes of the Regular Board Meeting
Monday, November 28, 2016
Recorded by Randi J. Mayer**

Meeting called to order by Chairman Knudson at 5:35 p.m.

AGENDA

Minutes from October

- Trustees Wilondek/Stanhope moved/seconded to accept the minutes of the October 24, 2016 meeting. There was no discussion.
 - **Motion carried unanimously**

List of Vouchers

- Trustees Stanhope/Handran moved/seconded to approve the vouchers as presented.
 - Stanhope questioned payment to Hudspeth Appraisal District. Zander explained this payment regards property taxes on Texas land previously donated to DCC. Stanhope offered to research this property on behalf of the Board.
 - Stanhope questioned payment to C. Lewis for baseball equipment and uniforms. Zander explained this was a budgeted expense item.
 - **Motion carried unanimously**

Human Resources

- Trustees Handran/Wilondek moved/seconded to approve.
 - Stanhope asked about the search for an Instructor of Corrosion Technology. Discussion followed.
 - Knudson asked about the Vice President position. Zander noted this position will be posted within 7-10 days.
 - **Motion carried unanimously**

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

- Mr. Cech gave a brief report on funding from the U.S. Department of Education.
 - Montana receives \$5 million grant (Perkins) which is split between secondary and post-secondary schools and used for growing pathways and dual enrollment at the Career and Technical Education level. OCHE and OPI are also invested in these efforts.

- He stated that Montana is a finalist for a grant from JP Morgan Chase. This grant will support efforts in growing dual enrollment programs. Winners will be announced in December.
- Mr. Cech thanked DCC for its involvement in dual enrollment programs and its efforts to provide free tuition in this area.
- No questions were posed to Mr. Cech.

NEW BUSINESS

Board Meetings

- Chairman Knudson stated the next regularly scheduled meeting is December 26, 2016. However, the campus is closed that day. Trustees Wildonek/Handran moved/seconded to reschedule the meeting for Monday, December 19, 2016 at 5:30 in the DCC Board Room.
 - **Motion carried unanimously**
- Chairman Knudson called for comment to schedule the January Board Retreat. Discussion followed. Trustees Fritsch/Wildonek moved/seconded to reschedule the retreat for Wednesday, January 25, 2017 from 1:00p.m. – 9:00 p.m.
 - **Motion carried unanimously**

Stockman Bank Resolution

- Trustees Fritsch/Wildonek moved/seconded to approve a Resolution from Stockman Bank.
 - Zander explained the resolution is requested by the bank due to new a signatory page designating Mickelsen as president.
 - **Motion carried unanimously**

Certificate of Public Service

- Trustees Fritsch/Handran moved/seconded to approve the Certificate.
 - The Certificate of Public Service was previously presented to the Board in December 2015. No action was taken. Discussion followed. T. Masau noted that the rubric was changed to reflect common course alignment; 21 public service credits are available; other credits are available online; DCC plans a spring semester rollout for this program.
 - **Motion carried unanimously**

Report of Preliminary Tuition and Fees

- Zander presented this report which anticipates at three percent increase in tuition for the next academic year. She expects no change in mandatory fees. Discussion followed regarding online and on-campus tuition, fees and enrollment processes. This discussion segued into a discussion about the Governor's preliminary budget.
- Zander provided a handout which showed preliminary General Fund appropriations for the 2017 Biennium from the Governor's office. Discussion followed regarding the proposed reduction in

funding, funding formulas used and the loss of financial support for Banner. Zander anticipates a substantial loss of funding and is reviewing different budget models to address the shortfall

Finance Committee Report

- Trustee Wilondek presented the Finance Committee Report.

President and Vice President of Academic Affairs Reports

- Scott Mickelsen presented the President's Report and the Vice President's Report.

Vice President of Administration Report

- Kathleen Zander presented the Vice President's Report.

Vice President of Student Services Report

- John Bole presented the Vice President's Report.

Open Forum for Public Input

- Trustee Knudson called for comment.
 - H. Dershem-Bruce requested a Mutual Concerns Committee meeting. It is scheduled for Monday, December 12, 2016 at 2:00 p.m. Dershem-Bruce will send notification.
 - T. Masau noted the community theater production of "A Christmas Carol" will be performed December 2 and 3 at 7:00 p.m. and December 4 at 3:00 p.m. at the Toepke Center.

Meeting adjourned by Chairman Knudson at 6:40 p.m.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: December 19, 2016

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Mayer

Dawson Community College
Board Meeting
December 19, 2016

Chad Knudson, Chairman

Kathleen Zander, Secretary

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	No
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Darla Handran	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
John Bole	Vice President – Student Affairs	Dawson Community College	No
Kathleen Zander	Vice President – Administration	Dawson Community College	Yes
Erik Rose		Office of the Commissioner of Higher Education	Yes
Community Members			
Riley Handran Traci Masau Daniel Nolker (DC Foundation)			

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, December 19, 2016–5:30 p.m.
Recorded by Randi J. Mayer**

Meeting called to order by Chairman Knudson at 5:33 p.m.

AGENDA

Minutes

- Trustees Stanhope/Wilondek moved/seconded to approve the minutes of the November 28, 2016 meeting. There was no discussion.
 - **Motion carried unanimously.**

List of Vouchers

- Trustees Handran/Fritsch moved/seconded to approve the vouchers as presented.
 - Fritsch commented on the audit expense. There was no further discussion.
 - **Motion carried unanimously.**

Human Resources

- Trustees Handran/Wilondek moved/seconded to approve the report.
 - Discussion followed regarding the Ag Instructor position as well as open adjunct instructor positions.
 - **Motion carried unanimously.**

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

- Mr. Rose reported briefly on HealthCARE Montana
 - No questions were posed to Mr. Rose.

NEW BUSINESS

Bus Sale

- Trustees Fritsch/Wildonek moved/seconded to declare as surplus property and dispose or sell the DCC 1994 Prevost H3 40 Highway Coach 50 Passenger bus. Discussion followed regarding fair market value.
 - **Motion carried unanimously.**

Emeritus Faculty Policy

- Trustees Handran/Stanhope moved/seconded to approve DCC Board Policy BP2-28 Emeritus Faculty.
 - Mickelsen noted this policy incorporates recommended changes from the policy committee; however, the committee has been unable to meet for further review.
 - **Three voted for; three voted against. Motion failed. The policy will be returned to committee.**

Report of DC Foundation

- Chairman Knudson introduced Foundation director, Daniel Nolker, who provided an overview of the Foundation's assets and fundraising strategies. Events such as the 2016 Gala allowed the Foundation to increase scholarship awards by 99.5 percent. The Foundation expects scholarship awards will again increase approximately 50 percent this coming year.
- Chairman Knudson stated that he, Mickelsen and Zander recently met with Nolker and Foundation Chairman Anderson to discuss strategic initiatives for DCC and the Foundation.
- No questions were asked of Mr. Nolker.

Finance Committee Report

- Trustee Wilondek presented the Finance Committee Report. Discussion followed regarding the wage claims. A decision is expected from the mediator in early January. Other discussion regarded dual enrollment.

President and Vice President of Academic Affairs Reports

- Mickelsen presented the President's Report and the Vice President's Report. Discussion followed regarding classroom use in the Toepke Center and the efforts to revitalize the lower level of Main Hall. Additional questions regarded several academic committees. Trustee Stanhope requested a committee assignment list.

Vice President of Administration Report

- Zander presented the Vice President's Report and reviewed a spreadsheet highlighting budgeted/actual general fund revenues and expenditures. Zander thanked the community and local businesses for the continued support of DCC. Recently, HKT has supplied a vehicle to DCC coaching staff for recruiting-related travel. Thank you, HKT!

Vice President of Student Services Report

- The Vice President's Report was reviewed.

Open Forum for Public Input

- Trustee Knudson called for comment. There was none.

Meeting adjourned by Trustee Fritsch at 6:25 p.m.

POST-MEETING

- Chairman Knudson distributed a board self-evaluation form to be completed and returned in January.
- Chairman Knudson thanked MDU Resources Foundation which supports employee volunteer service. DC Foundation recently received a donation recognizing Trustee Stanhope's service to the Board.