

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: May 21, 2018

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Johnson

Dawson Community College
 Board of Trustees Meeting
 May 21, 2018

Chad Knudson, Chairman

Darla Handran, Vice Chairman

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	No
Kathleen Fritsch	Trustee	DCC Board of Trustees	No
Darla Handran	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Scott Mickelsen	President	Dawson Community College	Yes
Traci Masau	Interim Vice President – Academic and Student Affairs	Dawson Community College	Yes
Community Members Present			
Suela Cela		DCC	
Jamie Ausk Crisafulli		Ranger Review	
Jody Daugherty		Eide Bailly	
Holly Dershem-Bruce		GFT	
Elizabeth Determan		DCC	
Paul Hopfauf		Glendive	
Jennifer King		DCC	
Karen Ryan		Glendive	
Oliva Vester		DCC	
Leslie Weldon		DCC	

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, May 21, 2018–5:30 p.m.
Recorded by Randi Johnson**

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

Correspondence

- President Mickelsen reviewed letters received from President Emeritus Don Kettner and Mr. Bob Carr regarding graduation ceremonies.

Minutes

- Trustees Handran/Vester moved/seconded to approve the minutes of the April 23, 2018 meeting. There was no discussion.
 - **Motion carried unanimously.**

Presentation of FY2017 Audit

The FY2017 Audit was reviewed by Ms. Jodi Daugherty, audit partner at Eide Bailly. On behalf of Eide Bailly, she thanked the Board for the opportunity to provide audit services. The audit and its findings were reviewed. Lengthy discussion followed regarding the findings and the processes the College has implemented to correct the deficiency and material weaknesses in internal controls. Chairman Knudson called for public comment. There was none. The Board thanked Ms. Daugherty for her presentation.

Reports:

President

President Mickelsen reviewed his report. He announced the 2018 Gala fundraising event will be held June 8 at the Toepke Center. President Mickelsen reviewed the NWCCU Mid-Cycle Report much of which regarded program review and student assessment. Several Trustees expressed their concerns about the report. President Mickelsen noted there is work to be done in the next three years. Discussion followed.

Finance Committee

Minutes of the last meeting were reviewed. The Committee expressed its disappointment in the audit and requested greater transparency and improved communication from administration. Going forward, a reconciliations report will be provided to the Committee each month. Discussion followed.

Chairman Knudson asked for clarification regarding meal cards. At this time, no changes will be made to the meal plan; however, students will have the option of purchasing a separate auxiliary card

The Trustees reviewed the list of vouchers.

HR Committee

Chairman Knudson reviewed the minutes of the last meeting. Ms. Weldon stated a Financial Aid Director has been hired and will be on campus June 18. Chairman Knudson asked about the search for an IT Director. Ms. Weldon noted the search continues. Geographic location, salaries, and finding people with the right skill sets are some of the challenges that factor into filling open positions. Discussion followed.

Chairman Knudson called for public comment. There was none.

Consent Items

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

New Business

Oath of Office

- Chairman Knudson administered the Oath of Office to Darla Handran, Rich Rowe and MaryAnn Vester.

Board Reorganization

- Trustees Wilondek/Rowe moved/seconded to nominate Chad Knudson for the position of Board Chair. Chairman Knudson stated he is pleased to serve another term as Chair; however, he strongly urged other Trustees to consider serving in this position in the future.
 - **Motion carried unanimously.**
- Trustees Rowe/Knudson moved/seconded to nominate Darla Handran for the position of Board Vice Chair. There was no discussion.
 - **Motion carried unanimously.**
- Trustees Rowe/Vester moved/seconded to nominate Darla Handran, Bob Stanhope and Mike Wilondek as members of the Finance Committee. There was no discussion.
 - **Motion carried unanimously.**
- Trustees Handran/Wilondek moved/seconded to nominate Kathleen Fritsch and Chad Knudson as members of the Policy Committee. There was no discussion.
 - **Motion carried unanimously.**
- Trustees Wilondek/Handran moved/seconded to nominate Rich Rowe and MaryAnn Vester as members of the HR Committee. There was no discussion.
 - **Motion carried unanimously.**

FY2017 Audit

- Trustees Wilondek/Vester moved/seconded to accept the FY2017 audit. There was no discussion.
 - **Motion carried unanimously.**

Certificate of Technical Studies

- Trustees Handran/Rowe moved/seconded to approve the Certificate of Technical Studies. Trustee Vester asked how many credits are needed to earn the certificate. Ms. Masau stated a minimum of 15 credits are required to earn the certificate.
 - **Motion carried unanimously.**

President's Evaluation/Summer Board Retreat

The Board Clerk will schedule a half-day Board Retreat in mid-July. The President's evaluation will be scheduled at that same time.

Information

Staff Presentation – Olivia Vester

Ms. Vester, Assistant Director of Recruiting, reviewed the general duties of her position and her recruiting efforts and strategies. Discussion followed. The Board thanked Ms. Vester for her presentation.

Open Forum for Public Input

- Chairman Knudson called for public input. There were no comments.

The meeting adjourned at 7:00 p.m.