
DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: January 26, 2015

Meeting Location: Room 144

Approval: February 23, 2015

Recorded By: Rita Young

Chad Knudson, Chairman

Kathleen Zander, Secretary

ATTENDANCE

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	No
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Mike Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President of Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business & Finance	Dawson Community College	Yes
Mikol Eberle	ASB Senator	Dawson Community College	Yes
Marsha Riley	Interim Assistant Vice President	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

Chairman Knudson recognized that Dr. Phillips would be leaving the College and the Board wished him well.

AGENDA

- **Minutes**

- **Trustees Fritsch/Kettner made a motion to approve the December 22, 2014 regular meeting minutes as submitted.** Chairman Knudson noted that on page four under Dawson College Foundation and Board Relationship, he was not responsible for purchasing or placing the ad; he only worked with the Foundation Board to create the ad. **Trustee Fritsch made a motion to amend her motion to approve the December 22, 2014 regular meeting minutes as corrected. Trustee Kettner seconded the motion.** Trustee Wilondek noted that the limit on the EMC Insurance policy was only related to identify theft coverage. **The motion unanimously carried.**

- **List of Vouchers**

- **Vice Chairman Stanhope/Trustee Wilondek made a motion to approve the updated List of Vouchers as presented.** Executive Director Zander noted the voucher from Ellucian Support is for the annual Banner maintenance support. Question was asked whether the College received any reimbursement for Banner expenses. Executive Director Zander stated the College receives approximately \$83,000; however, the total cost for Banner support is \$120,000. Question was raised regarding the voucher from Jock Stop. Executive Director Zander informed the Board that this voucher was for women's basketball sweatshirts, men's basketball uniforms, and baseball equipment and shirts. Discussion ensued regarding athletic uniforms. President Simon informed the Board that athletics utilize their club accounts when necessary. **The motion carried unanimously.**

Chairman Knudson welcomed ASB Senator Mikol Eberle.

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

- As Deputy Cech was out of town Sue Jones, Director of Two-Year Mission Integration, stood in. She stated that Deputy Cech sends his regrets he could not be here tonight. She shared that the three community college Presidents will be in Helena to present to the Legislative Budget Committee during the Two-Year Community College Education Day. Director Jones noted her appreciation for the College's efforts to the Main Street Montana Project.

- **Strategic Plan**

- President Simon handed out a draft copy of the 2015-2018 Strategic Plan. He noted this draft includes input from students, faculty, staff, administrators, community members, and the online input form. He stated it was a three-year plan and does not have a lot of emphasis on tactics. President Simon reminded the Board that the Strategic Plan was a living document. Question was raised as to what emporium math was. President Simon stated it was of style of delivery that is computer mediated; it allows a student to work at his/her own pace. **Vice Chairman Stanhope/Trustee Kettner made a motion to adopt the 2015-2018 Strategic Plan as presented. The motion carried with Vice Chairman Stanhope and Trustees Kettner, Hicks, and Wilondek voting in favor. Trustee Fritsch abstained.**

- **BP 1-9 Communicable Disease (draft)**

- It was the consensus of the Board of Trustees to wait until the February 2015 Board Meeting to bring BP 1-9 Communicable Disease to a vote. Chairman Knudson noted that he felt BP 1-9 Communicable Disease as presented may have too much procedure in it.

- **Review of current Tuition Rates and Mandatory Student Fees**

- President Simon noted that reviewing tuition and fees will be done annually. He explained that the Board of Regents must approve any tuition and fee increase and depending on the fee, the student body may also need to approve. He stated that as the cost of Banner maintenance keeps going up each year, the Board may need to look at increasing the Computer Fee yearly to keep up; the Computer Fee helps pay for Banner. Executive Director Zander stated the College might be ok this year, but will definitely want to look at increasing the Computer Fee yearly. She stated she is fairly confident that the Library Fee is where it needs to be at this time, but the Board may need to look at changing it down the road. Executive Director Zander noted the fee she is most worried about is the Technology Fee. She stated that after talking with Technology Director Bishop, the ending balance for FY15 will be approximately \$16,000 not the \$50,000 she listed on her report. She further stated that the comfort zone to cover all the expenses is approximately \$18,000. Executive Director Zander explained that the last increase was in 2012-2013 and is currently at \$11 per credit hour. She stated Technology Director Bishop is requesting the fee be raised to \$16 per hour. She noted that the hardware rotation has been cut back the last couple of years and there are added expenses with Copley Square. President Simon stated that slowing down the rotation is an issue as it will catch up to the College very quickly. Discussion on course fees ensued.
- President Simon stated the other two community colleges look at some marker every year and raise their tuition accordingly. President Simon recommended the Board consider a 2%-3% increase in tuition every year.
- Discussion ensued regarding credit courses verse non-credit or enrichment classes and auditing a class.
- President Simon stated his recommendation is to increase tuition by 2% this year along with adjusting the Technology Fee. President Simon explained that tuition increases do not need to go to a student vote; however he would probably take the increase to a student voice. He noted that the Technology Fee would need a student vote. President Simon stated the Board could wait on the tuition increase, but vote on an increase in the Technology Fee so he could take it to a student vote.
- **Vice Chairman Stanhope/Trustee Wilondek made a motion to increase the mandatory fee for Technology by \$4 per credit hour from \$11 to \$15 and a 2% increase in tuition across the board. The motion unanimously failed.**
- **Vice Chairman Stanhope/Trustee Fritsch made a motion to raise the Technology Fee from \$11 to \$16 per credit hour and to raise tuition 2% across the board.** Discussion ensued on whether a 2% tuition increase was sufficient. **The Board voted down Vice Chairman Stanhope's original motion with Trustees Wilondek, Hicks, Fritsch, and Vice Chairman Stanhope voting nay and Trustee Kettner abstaining.**
- **Vice Chairman Stanhope/Trustee Fritsch made a motion to raise the Technology Fee from \$11 to \$16 per credit hour and to raise tuition 4% across the board.** President Simon stated he would take these increases to the student body for their vote. **The motion carried with Trustees Wilondek, Hicks, Fritsch and Vice Chairman Stanhope voting yea and Trustee Kettner abstaining.**

Chairman Knudson noted he received correspondence regarding the resignation of Trustee Kettner. He stated this will be accepted at the next meeting after it has been noticed.

- **DCHS Partnership Opportunity – Caterpillar Simulator**

- President Simon stated he feels this piece of equipment would augment several of the academic courses, workforce development, welding and agriculture. He explained the College would partner with the school district in purchasing the caterpillar simulator. He noted it would rest primarily with the school district and insurance would be covered by the school district. President Simon explained the College would enter into a Memorandum of Understanding with the school district that would allow the College access to their lab. He further stated funding for this partnership would come from the Perkins Grant and Program Development Funds.
- **Trustees Fritsch/Kettner made a motion to contribute \$5,713.36 from the Program Development Fund for purchase of the caterpillar simulator. The motion unanimously carried.**

- **Consideration of Sale of 1994 Prevo 54 Passenger Bus**

- **Trustees Fritsch/Wilondek made the following motion: Whereas the 1994 Prevo 54-passenger bus owned by Dawson Community College has become unsuitable for the school purposes of the district, pursuant to Montana Code Annotated 20-6-104 and 20-6-204, I move to authorize the administration to sell the bus effective 13 days after public notice of the Board's intent to sell it, and to credit money realized from the sale to the building fund.** President Simon explained the 15-passenger van has been put on the sideline. He stated the Safety Committee met and their recommendation was to sell the 15-passenger van and to put the proceeds from the sale toward purchase of a smaller car more suitable for travel.
- Question was raised as to where the van and bus were currently parked. President Simon stated the van was currently parked by the old bus barn and the bus is parked in the leased storage. He stated he has asked the facilities crew to prepare the old bus barn from BNSF to accommodate the small bus. He noted that currently the College pays approximately \$1,250 per month rent for storing the bus. President Simon noted that the first month of savings from not leasing storage will be spent upgrading the bus barn from BNSF. He stated the lease where the bus is currently stored expires in February. He will just need to give notice that the College will not be renewing their lease and have our stuff out by February 28th.
- **The motion carried unanimously.**

- **Committee Reports – Finance Committee**

- Executive Director Zander noted the Finance Committee met on January 20th. The committee discussed the sale of the 1994 Prevo bus and went over the list of restricted and designated funds. Trustee Sevier requested monthly reports on them.

- **President's Report**

- President Simon noted this year is the 75th anniversary of the College. He requested a subcommittee be appointed to work with administration to plan the celebration. Trustees Fritsch and Hicks volunteered to serve on the committee.
- President Simon handed out Chapter Three of the Northwest report for the Board's information. It was the consensus of the Board to take Chapter 3 with them to read.

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

- Vice President Phillips noted he has been trying to tie up the SOAP data. He stated that faculty did a good job developing plans based on this data. Vice President Phillips noted he hopes that data will continue to be collected.

- **Executive Director of Business and Finance**

- Executive Director Zander noted she will miss working with Vice President Phillips. She asked if the Board had any questions regarding her report. None were noted.

- **Open Forum for Public Input**

- Assistant Vice President Riley stated that Vice President Phillips will be missed.

MEETING END

Meeting Ended: 7:03 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
It was the consensus of the Board of Trustees to wait until the February 2015 Board Meeting to bring BP 1-9 Communicable Disease to a vote.	President Simon	

DECISIONS MADE

- It was the consensus of the Board to take Chapter Three of the Northwest Report with them to read.

NEXT MEETING

Next Meeting: February 23, 2015 at 5:30 p.m. in Room 144

PARKING LOT

1. Extent of Detail on Agenda
2. Consider the Assets in the Program Development Fund
3. Policy on Contagious Outbreaks
4. Job Descriptions

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: February 23, 2015

Meeting Location: Room 144

Approval: March 23, 2015

Recorded By: Rita Young

Chad Knudson, Chairman

Kathleen Zander, Secretary

ATTENDANCE

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	No
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Mike Simon	President	Dawson Community College	Yes
John Bole	Assistant Vice President of Student Affairs	Dawson Community College	Yes
Marsha Riley	Interim Vice President Academic Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Todd Knispel	Librarian	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes – January 15, 2015**
 - **Trustees Sevier/Fritsch made a motion to approve the January 16, 2015 Board Retreat meeting minutes as submitted.** Chairman Knudson noted that on page three under Board Self Evaluation, second bullet, Foundation should be added to the Dawson College Board of Directors. **The motion carried unanimously.**
- **Minutes – January 26, 2015**
 - **Trustees Wilondek/Fritsch made a motion to approve the January 26, 2015 regular meeting minutes as submitted. The motion unanimously carried.**
- **List of Vouchers**
 - **Trustees Sevier/Fritsch made a motion to approve the updated List of Vouchers as presented.** Question was raised as to whether there was any vouchers out of the ordinary. Vice President of Administration Zander noted there were not. Question was raised as to the Printing For Less voucher. Vice President of Administration Zander stated it is a company that prints some of the college's promotional material. **The motion carried unanimously.**
- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**
 - Deputy Cech shared that if anyone wishes to follow the Montana University System's priorities with the legislature they can do so at: www.mus.edu.
 - Deputy Cech noted there is a Board of Regents meeting March 5th & 6th in Helena. He will be meeting with the two-year college Presidents and Deans the day before the Board of Regents meeting.
 - He congratulated FVCC on winning the 2015 Bellwether award.
 - Deputy Cech noted the Montana Teacher Dual Credit Incentive Program issued 147 credit-for-credit coupons to 97 individual high school instructors representing 486 credits.
 - Deputy Cech stated 175 individuals attended the Wednesday Dual Credit 411 webinar series.
 - Deputy Cech noted dual enrollment opportunities continue to grow in the Montana University System. He provided the following data for the Fall 2013 cohort: compared to the rest of the incoming traditional freshman, students who participated in Montana dual enrollment had higher retention rates, higher first year GPA's on average, and completed more credits in their first year. President Simon questioned if the data for those students taking dual credit is compared to a control cohort of students who do not take dual enrollment but have similar GPAs and demographic background. Deputy Cech stated that he did not know, but would speak with Deputy Commissioner Tyler Trevor and get back to President Simon.
- **BP 1-9 Communicable Disease (draft)**
 - President Simon noted the procedural items from the last draft have been cut out. **Trustee Fritsch/Vice Chairman Stanhope made a motion to approve BP 1-9 Communicable Disease as presented.** Question was raised as to leaving position titles out of the policy. Discussion followed. **The motion carried with Vice Chairman Stanhope and Trustees Fritsch/Wilondek voting yea and Trustee Sevier voting nay.**
- **Board of Trustee Resignation**
 - Chairman Knudson explained the Board needed to accept the resignation from Trustee Kettner. **Trustee Sevier/Vice President Stanhope made a motion to accept Trustee Kettner's resignation with regrets and appreciation for years of service. The motion unanimously carried.**

- With unanimous consent the following resolution was read and adopted:

**RESOLUTION
DAWSON COMMUNITY COLLEGE
Formal Resolution of Thanks
February 23, 2015**

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

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

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

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

Chairman, DCC Board of Trustees

Date

Secretary, DCC Board of Trustees

Date

- **Appointment of Board Member**

- Chairman Knudson stated a new member needed to be appointed to replace Trustee Kettner. He further noted that individual Trustees have made a number of overtures for individuals they thought might want to serve; as of yet no individual has been found that expressed a strong interest to do so. Chairman Knudson stated he felt the Board needed to put a procedure in place to make individuals aware the Board is looking. **Trustees Sevier/Wilondek made the following motion:**

I move that we fill the vacant trustee position using this procedure:

- **We accept a one-page letter of interest from any interested and eligible candidate for the vacant trustee position to be sent to the Board of Trustees at 300 college Drive and to be received no later than March 12.**
- **The Chairman appoints a committee, which will review the letters.**
- **The committee recommends a candidate to the Board at our March meeting.**

There was discussion on holding a special meeting to appoint the new Board member.

The motion unanimously carried.

- Chairman Knudson asked for volunteers to serve on the special committee. Chairman Knudson, Vice Chairman Stanhope, and Trustee Wilondek volunteered to serve.
- Trustee Sevier noted that in the past when appointing a member the Board looked at what area of expertise were needed. He asked the committee to keep that in mind when reviewing the letters from prospective members.
- Chairman Knudson stated he would put together a press release.

- **Notice of Trustee Election**

- Question was raised as to whether the proposed resolution actually listed the Trustees positions up for election. Vice President of Administration Zander noted the resolution does not. She noted the positions are for Trustees Kettner and Fritsch.
- **Trustees Sevier/Fritsch made a motion to adopt the resolution as written. The motion unanimously carried.**

DAWSON COMMUNITY COLLEGE
RESOLUTION TO CALL FOR
TRUSTEE ELECTION, MAY 5, 2015

IN ACCORDANCE with Section 20-20-105, School Laws of Montana, 1999, it is hereby resolved,

THAT, the Trustees of all the component Elementary School Districts in Dawson County conduct an election of Trustees for the Dawson Community College District on the regular School Election Day of Tuesday, May 5, 2015, and

THAT, the Trustees of the various component Elementary School Districts in Dawson County designate the polling places, hours the polls will be open, and meet such other requirements as are specified in the 1999 edition of School Laws of Montana in the conduct of this election (Sections 20-20-104, 20-20-106, 20-20-107), and those applicable sections included in Chapter 20 titled SCHOOL ELECTIONS, Parts 1, 2, 3 and 4, and

THAT, positions for membership in the Dawson Community College District to be voted on are as follows:

in the Dawson County District 1 **two (2) three-year term expiring in 2018**

and THAT, Dawson Community College will provide election materials, pay their portion of the School Election, and perform such other acts as are specified in the School Laws of Montana that are necessary in the conduct of this election. If it is later determined that any portion of the election is not required, the Board of Trustees authorizes Kathleen Zander, Election Administrator, to cancel that portion of the election in accordance with 13-1-304 and 20-3-313, MCA.

Chad Knudson
Chairperson of the Board

Becky Hicks, Trustee

Bob Stanhope
Vice-Chairperson of the Board

Alan Sevier, Trustee

Kathleen Fritsch, Trustee

Mike Wilondek, Trustee

ATTEST:

Kathleen Zander
Clerk of the District

(Date)

- Question was raised as to term expiration for current Board members. Chairman Knudson noted that Vice Chairman Stanhope's and Trustee Sevier's along with his term expire in 2016 and Trustees Hicks' and Wilondek's terms expire in 2017.

- **Call Mutual Concerns Committee Meeting**

- President Simon stated that the contract with the Federation of Teachers and the Board of Trustees indicates that the Board will take turns calling the Mutual Concerns Committee meeting and it is his understanding that it is the Board's turn. Chairman Knudson noted the Board called the last meeting. Trustee Sevier stated the way the Master Agreement reads is that a meeting should be held every semester; he does not know if it makes a difference who calls the meeting, but they will take turns chairing the meeting. Chairman Knudson requested one of the committee members contact GFT President Ring. Trustee Sevier stated he would contact GFT President Ring. Chairman Knudson noted that Trustees Sevier and Hicks along with himself serve on the Mutual Concerns Committee.

- **Tenure Review**

- President Simon stated it was his pleasure to notify the Board that Librarian Knispel has served the institution the required amount of time to be reviewed for tenure. He noted that once tenure is granted that individual will be evaluated every five years instead of every year. President Simon along with former Vice President of Academic Services Phillips recommend Librarian Knispel for tenure. President Simon passed around Librarian Knispel's tenure packet for the Board to review. **Trustee Fritsch/Vice Chairman Stanhope made a motion to grant Librarian Knispel tenure. The motion carried unanimously.**

- **Committee Reports – Finance Committee**

- President Simon encouraged the Board to add one more member to the Finance Committee to replace Trustee Kettner. Trustee Sevier recommended a replacement wait until after the trustee election.
- Trustee Sevier noted the Finance Committee met and discussed the loss of the TRIO Grant; he stated that administration has plans in place to manage this loss. Trustee Sevier also noted that President Simon gave the committee an update on the legislative session and the budget was discussed. He stated the \$139,000 tuition shortfall, loss of the TRIO Grant, and the expectation that both unions will be opening their contracts to ask for raises are budget concerns to him. Trustee Sevier stated the Finance Committee also discussed the budget timeline, the open positions, and the Northwest Report.
- Discussion on the tuition shortfall ensued.
- With the loss of the TRIO Grant, Trustee Fritsch expressed her concern regarding peer tutoring. Trustee Sevier noted it was his understanding that not a large number of students took advantage of the tutoring offered. President Simon stated administration is looking into having faculty who are under their load help in the tutoring area. He further noted that the TRIO Grant runs through August. Chairman Knudson stated that the TRIO Grant was always something that could go away.

- **President's Report**

- President Simon introduced Vice President of Student Affairs Bole. Vice President of Student Affairs Bole stated he was excited with this opportunity.
- President Simon introduced Interim Vice President of Academic Affairs Riley. Interim Vice President of Academic Affairs Riley noted it was awesome to be here, she will be turning in the Northwest Report at the end of the week, the Northwest evaluators will be on campus April 15th, and evaluators from the SWAMMIE Grant will visit campus the end of April.
- President Simon stated Northwest has requested a meeting with the Board of Trustees or at least the Chairperson. He noted the itinerary will be developed once the report is in

the mail and he will work with the Board to find a time for them to meet with Northwest. President Simon stated the College will also host a breakfast for Northwest the first morning they are on campus and the Board is invited.

- President Simon reviewed the Policy Governance Compliance noting the College is in compliance with those listed.
- President Simon reported the 75th Anniversary Committee has already had two meetings. He noted the committee is planning a Community Read, Film Night (Gone with the Wind), Community Open House the first weekend the students are back on campus, and a Casablanca themed Gala with no gambling. The big band era will be emphasized.
- President Simon noted if the College enters into the three plus one dual enrollment agreement with the Sidney Public Schools, the College would be the first community college in the State of Montana to enter into such an agreement. He explained the concept is that students would take their freshman and sophomore regular classes at the high school, their junior year they would be taking concurrent classes taught at the high school (earning both high school and college credits) and their senior year the students will take classes here on campus completing their career technical program. This would allow the students to graduate with both their high school diploma and a career technical degree.
- President Simon reported the Open House for Legislators was very successful with approximately 60 legislators in attendance.
- President Simon stated the Appropriation Subcommittee on Education used the budget model without WUE and it is unlikely that WUE will be put back in the model.
- Chairman Knudson reported he had the chance to watch President Simon in action at the Legislature and he did an incredible job. He stressed the importance of communication with Legislators.
- President Simon reviewed the data points in his report noting that none of the services were below the “good” even though he would like them all to be ones. He explained what you don’t see is that the survey breaks into very specific offices/areas with some very good comments written in. Question was raised as to whether the score for the Jolly Roger Café was for the food or service. President Simon stated he felt what needed to be done was drill into that feedback and find out; perhaps collect more qualitative data and do more focus groups. He noted that he met with the Student Senate on two occasions this year regarding food service and some of the feedback was on how they were treated and what was said to them. He also noted that the Food Service provider is aware and working on those things; she has stepped up and is more personally on the line. President Simon stressed he does not feel it is negative feedback just because it is the lowest.
- President Simon said he felt it was very important that the Board read and be familiar with Chapters Four and Five of the Northwest Report. Discussion followed. Question was raised as to whether faculty were getting into this process. President Simon stated he felt they were getting that it is not about evaluating the faculty member, but rather their classes/offering.
- President Simon explained although data is still being collected for one KPI on the Balanced Scorecard, 14 of the 19 KPI’s (73.68%) are currently in the green which is the threshold for mission fulfillment.

- **Open Forum for Public Input**

- None

MEETING END

Meeting Ended: 6:48 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Deputy Cech will check with Deputy Commissioner Tyler Trevor regarding the control cohort of students and get back to President Simon	Deputy Commissioner of Two-Year and Community College Education Cech	
Trustee Sevier will contact GFT President Ring to set up a Mutual Concerns Committee meeting.	Trustee Sevier	

DECISIONS MADE

- It was decided to wait until after the trustee election to appoint a new member to the Finance Committee.

NEXT MEETING

Next Meeting: March 23, 2015 at 5:30 p.m. in Room 144

PARKING LOT

1. Extent of Detail on Agenda
2. Consider the Assets in the Program Development Fund
3. Job Descriptions

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: March 23, 2015

Meeting Location: Room 144

Approval: April 27, 2015

Recorded By: Rita Young

Chad Knudson, Chairman

Kathleen Zander, Secretary

ATTENDANCE

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	No
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	No
Mike Simon	President	Dawson Community College	Yes
John Bole	Assistant Vice President of Student Affairs	Dawson Community College	Yes
Marsha Riley	Interim Vice President Academic Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes
Rich Rowe	Community Member	Community Member	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- **Trustee Sevier/Vice Chairman Stanhope made a motion to approve the February 23, 2015 regular meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Question was raised regarding the voucher from Ed Bartlett. President Simon explained Ed Bartlett was the lobbyist for the three community colleges. He stated each community college pays 1/3 of the cost of Mr. Bartlett's services.
- Question was raised as to how much umpires are paid. Vice President Zander stated they are paid \$100 per game.
- Question was raised regarding the voucher from Harlows Trailways. Vice President Zander noted the voucher was for one trip for both men and women's basketball to multiple locations. Question was raised as to whether the College was content with the service provided by Harlows Trailways. President Simon noted he was very pleased with their service; the buses are in excellent condition, on time, and professional. He stated only two concerns have been expressed regarding the service: 1) no College logo on the side of the bus and 2) Harlows Trailways is not a local company. President Simon stated that by utilizing their service the College does not have to worry about the bus breaking down and stranding teams on the side of the road. Vice President Bole stated that in a meeting today with coaches they were very positive about Harlows Trailways' service. Question was raised as to whether it was financially a better deal than running the College's own buses. President Simon stated that when you look at the cost of utilizing the College's bus within the athletic budget it looks like Harlows Trailways is more expensive. However, other expenses associated with owning and operating the College bus such as housing of the bus, repairs and maintenance, etc. are not charged toward the athletic budget. With these expenses added in, operating the College's own bus is very close to what chartering the bus costs. He add that the other benefits are well worth the cost of chartering.
- **Vice Chairman Stanhope/Trustee Sevier made a motion to approve the Update List of Vouchers as presented. The motion carried unanimously.**

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

- There was no call into the meeting from Deputy Cech or a representative from his office.

- **Appointment of Board Member**

- Chairman Knudson explained as no individual has come forward to show an interest to serve on the Board of Trustees, there is no appointment at this time. He felt the election process should play out before appointing a member.
- Question was raised as to whether anybody had requested nomination forms. Vice President Zander stated one individual has picked up a form.
- Question was raised as to what would happen if no individual turned in nomination forms; would the Board of Trustees just appoint two new members. Chairman Knudson stated there would not be an election and the Board would appointment two new members. He noted this would not be a good outcome.

- **President's Evaluation Form Sent to Faculty/Staff**

- Chairman Knudson explained the policy regarding the President's evaluation. Trustee Fritsch brought developing an evaluation form up at the February meeting; however, nothing became of it. She suggested that someone create a form. Chairman Knudson questioned what information would be valuable to the Board members. Trustee Fritsch suggested asking approximately five questions which can be commented on. Chairman

Knudson stated he did not feel items that would come before the Mutual Concerns Committee should be included on the evaluation form. Trustee Fritsch suggested questions regarding communication and whether administration is being supportive. Chairman Knudson suggested questions regarding the College's vision/strategy and organizational direction. Trustee Sevier suggested questions regarding leadership; he deferred to Chairman Knudson to put the form together.

- Discussion on how the evaluation form would be designed or whether it would even be valuable. Trustee Fritsch suggested a scoring system of one to five with a place for comments. Vice Chairman Stanhope stated he felt the Board should try having faculty/staff evaluate the president; it may or may not be valuable. He further noted that employees should be informed that they can come to the Board meetings at any time. Trustee Sevier requested that individuals filling out the evaluation form be required to put their names on it; Trustee Fritsch was against employees having to put their names on the evaluation forms as the Board did their evaluation of the President anonymously. Chairman Knudson suggested giving the faculty/staff the option of putting their names on the form; he stated he would put more stock in evaluations with names on them. Trustee Fritsch stated that she would put less stock in evaluations that have scorings of all one's or five's as those would have no value. Chairman Knudson stated he will design the evaluation form and distribute it to the Board members before he sends it out to faculty and staff.

- **Committee Reports – Finance Committee**

- Trustee Sevier noted the Finance Committee met on March 18th. Items that were discussed included: 1) new budget process, 2) audit; the audit is complete with no major findings and is presently at the State, 3) early retirement incentive's impact on the College; President Simon's concern regarding keeping enrollment numbers up so the College's funding is solid going forward, and 4) legislative process; considering asking for \$250,000 one-time-only funding.
- Trustee Fritsch questioned the Edward Jones statement. Trustee Sevier explained that half the funding is in cash (interest bearing account) with the other half in investments. He noted that Edward Jones still holds all the funding. Chairman Knudson noted the direction of investments should be added to the Parking Lot for later discussion.

- **President's Report**

- President Simon noted the College is in compliance with all policies listed on his report.
- President Simon stated Dr. Booker's lecture on sonic space vis-à-vis political strife in Ireland was very good.
- President Simon noted he will be back in Helena on April 2nd or 7th to lobby the Senate Finance and Claims Committee where he will be asking for one-time-only funding for workforce development and dual enrollment. He noted it is likely that he will be asking the citizens of Glendive to contact their legislators showing their support for this one-time-only funding.
- President Simon stated he has started development of an operational plan that will be put on the website once completed. He stated the operational plan will be a marriage between activities being done day-to-day and the strategic plan.
- President Simon passed around a CCSSE report that shows data points that have changed significantly over the past 10 years. He noted it speaks to the enrollment management initiatives the College has initiated this year and will be investing into more.
- Trustee Sevier questioned the vacancy/hiring status. President Simon noted he has offered the positions of Director of Financial Aid and Assistant Vice President of Workforce and Technical Programs, but has not heard back from either candidate. He stated two candidates for Vice President Academic Affairs will be scheduled for campus interviews after the Northwest visit. He further noted that as the College has not been able to fill various open positions, he is looking into collapsing those positions into other positions to attract applicants.

- President Simon noted the budgeting process that is currently being conducted will flush out any positions/programs that are felt necessary. He would then be bringing those position/program requests to the Board for their approval.
 - President Simon reported finalist interviews for the Writing/Communication/Literature position are next week. He noted he is in conversations with faculty regarding positions in the following: 1) Criminal Justice; which is one of the College's largest program and has opportunities for growth; 2) Ag Program in terms of both Ag and revitalizing the Pre-Engineering Program that has not been taught in a while; and 3) Psychology or Counseling and Chemical Dependency with strong preference to individuals who will teach online. President Simon noted one of these positions has not yet been decided on.
- Chairman Knudson reported Trustee Fritsch and himself met with the Foundation on March 10th. He stated the Foundation is in the process of conducting their strategic planning; they discussed how important it was to align the Foundation's mission and goals with the College's goals. Chairman Knudson noted there was discussion on the contribution the Foundation could make to help fund athletic scholarships to offset some of the tuition waivers in that area. Chairman Knudson stated there was discussion on the naming rights process; the Foundation would like maximum flexibility when wooing a potential donor, but understands the Board should have some say over the naming rights. Chairman Knudson stated he did let the Foundation know they could serve on both boards. President Simon stated he sat in on the strategic planning process for the Foundation and the naming rights issue is not contiguous at all; they just want to know what their role is. He stated what has been flushed out is that administration will come up with the spaces that could be named and ballpark figures associated with those spaces. Administration would have the Board look at the spaces and figures for their approval. By doing this the Foundation could go out and operate with confidence knowing they are at least within the ballpark figures. He stated the Foundation is very clear that they would need to come to the Board before making a commitment with any potential donor. Chairman Knudson stated another issue that came up was what is considered a lifetime contribution; do their overall donations count toward a lifetime contribution. President Simon noted that one thing that he would like to tackle during this budget process is furniture in the resident's halls.
- **Interim Vice President of Academic Affairs**
 - Interim Vice President Riley reported she likes the new budgeting process, has been working on the summer and fall schedules, and she will be recognizing the two retiring faculty members at graduation (they do not wish anything internally).
 - Interim Vice President Riley noted that President Simon will be inviting the Board to the April 15th breakfast with Northwest from 8:30 a.m. – 9:30 a.m. She further noted that the Board's meeting with Northwest will also be on April 15th from 9:30 a.m. – 10:00 a.m. She feels the breakfast will conclude much more quickly than is scheduled; at which time the Board's meeting can start.
 - Chairman Knudson encouraged the Board to come prepared to understand the Northwest Report they have been reviewing. President Simon stated that Northwest understands if any Board members are unable to attend the Breakfast or meeting. He noted it is required that the Chairman meet with the Chairperson of the Northwest Committee while they are on campus.
- **Vice President of Student Affairs**
 - Vice President Bole stated he is trying to get a handle on things and getting to know more students. He noted that over the weekend there were baseball games, a bon fire, a dance, and a play. He stated that ABE has half a dozen HiSET tests set up, and he has been working on the budget process including the Unified College Testing Plan, the dorms, open positions, enrollment, and CCC Online. He stated he has registered for another Clery Act Training webinar. President Simon noted the Clery Act has to do with the crime on campus and Title IX deals with equality for female and male students in all services not just in athletic programs offered.
 - Vice President Bole reported he met with the coaches today regarding the budget and general pieces which went very well.

- Question was raised as to the shape of the dorms. Vice President Bole noted that some areas need work, but basically they are well cared for. He noted that needs will come up during the budget process.
- **Vice President of Administration**
 - Vice President Zander stated the budgeting process information is being requested not just on the operational expenses, but capital equipment needs, informational technology needs, facility needs, ideas on cost savings proposals, and cost of projected needs down the road.
 - Vice President Zander reported she has been doing staff training for the Northwest visit, has been doing interviews for open positions, has been working on the retirement incentive, and the College is considering contracting out the Controller position as the position has not been filled.
- Trustee Fritsch requested individuals expound on the results of their meetings in their reports instead of just stating a meeting was held.
- **Open Forum for Public Input**
 - No public comment.

MEETING END

Meeting Ended: 6:33 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Add Direction of Investments to the Parking Lot	President Simon	
Expound on results of meetings in reports instead of just stating a meeting was held.	Finance Committee President Interim VP of Academic Affairs VP of Student Affairs VP of Administration	

DECISIONS MADE

- Chairman Knudson will design the President's evaluation form and distribute to the Board members before he sends it out to the faculty and staff.

NEXT MEETING

Next Meeting: April 27, 2015 at 5:30 p.m. in Room 144

PARKING LOT

1. Extent of Detail on Agenda
2. Consider the Assets in the Program Development Fund
3. Job Descriptions
4. Direction of Investments

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: April 27, 2015

Meeting Location: Room 144

Approval: DRAFT

Recorded By: Rita Young

ATTENDANCE

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Becky Hicks	Trustee	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
Mike Simon	President	Dawson Community College	Yes
John Bole	Assistant Vice President of Student Affairs	Dawson Community College	No
Marjorie Price-Seeger	Vice President of Academic Affairs	Dawson Community College	Yes
Marsha Riley	Interim Vice President	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- **Trustee Fritsch/Vice Chairman Stanhope made a motion to approve the March 23, 2015 regular meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Question was raised regarding the vouchers from NJCAA Region 13. President Simon explained the fines are the result of nobody from the College attending two AD meetings.
- Question was raised as to what umpires actually get paid per game. President Simon stated he will look into this and get back to the Board with an answer.
- **Trustee Fritsch/Vice Chairman Stanhope made a motion to approve the Updated List of Vouchers as presented. The motion carried unanimously.**

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

- Deputy Cech gave a shout out to the College and all two-year colleges in the state for their work with Phi Theta Kappa. He highlighted the PTK honorees; Keturah Lund was the honoree from DCC.
- Deputy Cech reported the draft guidelines and policy recommendations done by the Prior Learning Assessment Taskforce will be presented for action to the Board of Regents in September.
- Deputy Cech reported he will be meeting with the community college Presidents and two-year CEO and Deans on May 20th in Kalispell. Dr. Tom Bailey, Director, Center for Community College Research at Columbia University, will speak electronically regarding student success.
- Question was raised regarding how Deputy Cech felt community colleges fared with the Legislature. Deputy Cech asked President Simon for his take. President Simon noted the base budget is formula driven based on the cost of education and the FTE produced. He stated the Governor's Office and Legislature moved the base budget forward without much of a discussion at all. He noted the community colleges did try to get one-time-only funding for workforce development; however, the funding was not received. President Simon noted the formula driven budget did not contain a 3% increase. He stated the community colleges will redouble their efforts of networking and developing relationships with the Legislators and Governor over the next two years so they are perhaps better positioned going forward.
- President Simon congratulated Deputy Cech on his new position as Deputy Commissioner of Academic & Student Affairs. Deputy Cech noted he will still be working with the community and two-year colleges.

- **Correspondence**

- Vice President of Administration Zander handed out a letter from Joseph Eve. She explained it is standard business practice for the auditors to send this letter out; it is usually sent closer to when the audit is presented. Vice President Zander noted the audit has been completed; however, she is not authorized to release it until the Legislative Audit Committee approves it which will probably be in June. She stated the letter explains what the auditors came across in the course of their audit. Vice President Zander noted the auditors will call into the Board meeting when the audit is presented to the Board of Trustees.
- President Simon handed out a letter from Mona Humphrey indicating her interest in serving on the Board of Trustees. Question was raised as to whether there were any other individuals showing interest to serve on the Board. There was no other interest noted. Chairman Knudson requested that if any Board member had any comments/concerns after reading Ms. Humphrey's letter to please email him.

- Chairman Knudson noted that since only one individual filed for a position on the Board of Trustees, there will be no election. He noted that Rich Rowe automatically is elected to the Board by Acclamation. Trustee Row read and signed the Oath of Office.

- **Faculty/Staff President's Evaluation Form Due**
 - Chairman Knudson noted the President's Evaluation Form has been distributed to the Board members and has been reviewed by the President. He stated he did make some minor changes to the form due to the feedback he received. Chairman Knudson stated he will be sending the form to Faculty and Staff soon.

- **Review Draft Budget**
 - President Simon explained he did not have a budget draft for the upcoming year. He noted the new budget process is much more inclusive.
 - Vice President Zander explained the budget sheets included in the packet is a quarterly update on how the College sits in regards to this year's budget. She reviewed the quarterly update.
 - Chairman Knudson questioned whether next year's budget will be available for the next meeting. Vice President Zander noted she may have something in May; however, they will be ready in June/July.
 - President Simon explained there will be a budget book/presentation for next year's budget that provides context for budgeting decisions.

- **Change May Meeting Date**
 - **Trustee Sevier/Vice Chairman Stanhope made a motion to change the May meeting date to May 18th at 5:30 p.m. The motion unanimously carried.**
 - Trustee Wilondek noted he will be unable to attend on May 18th.

- **Committee Reports – Finance Committee**
 - Trustee Sevier reported the Finance Committee met briefly last week. He stated the committee discussed the following: 1) budget that was presented tonight, 2) union negotiations; the Negotiation Team includes Chairman Knudson, Trustee Sevier, Vice President Zander, and possibly HR Assistant Roehl, 3) the three faculty that have put in for the retirement incentive, 4) the Northwest Report; Dr. Pumphrey shared with President Simon that the College probably needed more administrative staff to keep up with all the recordkeeping and requirements that are heaped upon present Administration and that Dr. Pumphrey was surprised that the College managed as well as they have with the little staff that it has, and 5) the College has hired an outside firm to do reconciliations.
 - Question was raised as to the cost of the retirement incentive. President Simon noted the amount was \$30,000; \$10,000 per person.

- **President's Report**
 - President Simon noted the College is in compliance with all policies listed on his report.
 - President Simon explained he had a meeting with Commissioner Christian and MCC President Klippenstein regarding support for the Banner System. He stated there were several ideas passed around: 1) hold a summit with OCHE staff, University of Montana staff and the two community colleges to discuss what the community colleges need, 2) the addition of modules to Banner, 3) reduce the amount of funds paid to University of Montana for Banner support, and 4) switch to MSU-Billings for Banner support site.
 - President Simon reported on the Title IX Compliance data included in his report. He explained that Title IX requires equal opportunities for all students not just in athletics. President Simon noted the area the College needs improvement in is the slots for female athletes. He explained the number of slots available for female athletics needs to be proportional to the female/male makeup of your student body in general. He further

noted that funds available for female/male travel, uniforms, etc. needs to be exactly equal.

- **Interim Vice President of Academic Affairs**

- President Simon introduced Vice President of Academic Affairs Price-Seeger to the Board.
- Interim Vice President Riley stated registration for the summer and fall has begun. She noted she has been working on graduation.
- President Simon asked for a count of the Trustees who would be attending commencement on May 14th at 6:00 p.m. Six Board members noted they would be attending. President Simon asked that they be at the Coka Cola room in the Toepke Center by 5:30 p.m. President Simon explained the graduates will be ringing the bell outside the Main Building before they walk over to the Toepke Center to begin the commencement ceremony.
- President Simon stated that Vice President Price-Seeger jumped right into her position by holding meetings with individual graduates.
- Question was raised as to enrollment. Interim Vice President Riley noted that faculty advisors are encouraging their students to meet with them and new student we won't see for a while. President Simon stated there has been 4 or 5 applications per day for online courses.
- President Simon thanked Interim Vice President Riley for her part as the Interim Vice President and the Interim Vice President of Academic Affairs.

- **Vice President of Student Affairs**

- President Simon reported Vice President Bole is in Helena. He stated he would try to answer any questions regarding Vice President Bole's report. Trustee Fritsch wanted it noted that the last remarks on Vice President Bole's reports are hysterical.
- President Simon stated that Jane Wynne, who has worked for the College for some time, stepped into the ABE role a few weeks ago and has more students than the College has had in quite some time.

- **Vice President of Administration**

- Vice President Zander announced two new hires in her department: 1) HR Assistant Roehl started on Monday and 2) Interim Controller May will start next Monday; this is an interim position for seven months and then the position will be reevaluated to see what is needed at that time.
- Question was raised as to whether the search process had been started for a Men's Basketball Coach. President Simon stated the position will be posted internally for five days and then applicants for that pool will be reviewed before making a decision whether to select from that pool or to extend to a regional or national search. President Simon stated there has been a lot of external interest in the position already.

- **Open Forum for Public Input**

- No public comment.

MEETING END

Meeting Ended: 6:28 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Look into the pay for umpires and report back to the Board of Trustees	President Simon	May 18, 2015

DECISIONS MADE

- None

NEXT MEETING

Next Meeting: May 18, 2015 at 5:30 p.m. in Room 144

PARKING LOT

1. Extent of Detail on Agenda
2. Consider the Assets in the Program Development Fund
3. Job Descriptions
4. Direction of Investments

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: May 18, 2015

Meeting Location: Room 144

Approval: June 22, 2015

Recorded By: Rita Young

Chad Knudson, Chairman

Kathleen Zander, Secretary

ATTENDANCE

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Bob Stanhope	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	No
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	No
Mike Simon	President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Marjorie Price-Seeger	Vice President of Academic Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Room 144

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:34 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- **Trustee Sevier/Vice Chairman Stanhope made a motion to approve the April 27, 2015 regular meeting minutes as submitted. The motion unanimously carried.**

- **List of Vouchers**

- Vice President of Administration Zander noted she has not received all the MidRivers bills yet; however, they run approximately the same each month so she included the \$1,803.60 figure.
- Question was raised regarding the vouchers from Stockman Bank for the NSF checks. Vice President Zander explained it was reimbursement to the cash drawer for three NSF checks for tuition and fees over the last couple of months. She further explained these charges will go onto the students AR account and collected through the normal process.
- Question was raised regarding the Anderson Zurmuehlen voucher for \$10,000.00. Vice President Zander stated the voucher was for helping get information for the auditors and to compile financial statements.
- **Vice Chairman Stanhope/Trustee Rowe made a motion to approve the Updated List of Vouchers as presented. The motion carried unanimously.**

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

- Deputy Cech noted that on Wednesday, May 20th in Kalispell he will have the opportunity to spend some time with the Presidents, Deans and CEOs of the two-year and community colleges.
- Deputy Cech stated his joint report with Commissioner Pam Bucy was to emphasize and draw attention to the work they are doing together.
- Deputy Cech noted we are facing a serious gap of approximately 24,000 workers in Montana over the next 10-15 years between the baby boomers retiring and the younger workers (age 16 to 24) entering the workforce. He stated the Montana Department of Labor and Industry and the Montana University System are working together to explore how they can close that gap.
- Deputy Cech stated the most known work of the partnership between the Montana University System and the Montana Department of Labor and Industry is the TAACCCT 3 grant (RevUp) and TAACCCT 4 grant (Healthcare Montana). He noted the Workforce Navigators help connect students with colleges that meet their need.
- Deputy Cech stated that another area the partnership is working on is closing the canyon between apprenticeship programs and two-year and community colleges in the state.
- Deputy Cech reported that during the Board of Regents in Kalispell this week Helena College will be submitting for approval the first ever 100% Competency Based Education degree in the State of Montana.
- Deputy Cech stated that Commissioner Bucy's office and Commissioner of Higher Education Christian have been discussing the creation of a jointly funded position that would work for both agencies, but would really be helping two-year and community colleges further grow some of these efforts.
- Chairman Knudson questioned whether Deputy Cech foresaw any problems when our Tuition increase is presented before the Board of Regents. Deputy Cech stated he has not had a chance to visit with President Simon to know if he has had a chance to have a conversation with the Commissioner regarding that. President Simon noted he has not had a conversation regarding the tuition increase with Commissioner Christian. Although Deputy Cech does not see any problems, he suggests President Simon have that conversation.

- Trustee Sevier stated that earlier he mentioned to Deputy Cech about holding a Board of Regents meeting in Eastern Montana and wondered if Deputy Cech had any luck arranging that. Deputy Cech stated he did have a conversation with Commissioner Christian. He explained the Board of Regent meetings are scheduled two-years in advance. He stated the Commissioner is interested, but has not nailed a date down yet.
- Deputy Cech stated he hoped the college's commencement was a great success.
- **Pay for Umpires/Referees**
 - Vice President Zander explained baseball umpires are paid \$100 per game and softball umpires are paid \$75 per game. The college can choose what to pay the umpires for nonconference games; however, they are paid the same as conference games. Tournament umpires are paid \$175 per game due to travel.
- **New DCC Board Member Appointed**
 - Chairman Knudson explained at this time there is no new appointment to make. He is going to try to set up a lunch with the potential candidate to see what he/she has to offer the Board; if any Board member would like to attend, please let Chairman Knudson know after the meeting tonight.
 - No other Board members have had individuals express interest in serving on the Board.
 - Chairman Knudson stated that technically this is Trustee Fritsch's last meeting and her replacement technically arises next month.
- **DCC Board Reorganization**
 - **Trustee Sevier/Vice Chairman Stanhope nominated Chairman Knudson to continue as Chairman. With no other nominations, nominations ceased. The motion unanimously carried.**
 - **Trustees Sevier/Rowe nominated Vice Chairman Stanhope to continue as Vice Chairman. With no other nominations, nominations ceased. The motion carried unanimously.**
- **DCC Board Committee Appointments**
 - Chairman Knudson stated there are three standing committees: Finance, Policy Review and Mutual Concerns. He suggested two Trustees serve on each committee excluding the Chairman.
 - Trustee Sevier volunteered to serve on the Finance Committee.
 - Chairman Knudson appointed Vice Chairman Stanhope to serve on the Finance Committee, Trustees Wilondek and Rowe to serve on the Policy Review Committee, and Trustee Hicks and the incoming new Trustee to serve on the Mutual Concerns. **Trustees Sevier/Rowe made a motion to approve Chairman Knudson's committee appointments. The motion unanimously carried.**

Chairman Knudson stated it has been raised a number of times whether the Board meetings are held in the right location. After some discussion it was the consensus of the Board to utilize the official Board Room for their Board meetings.

- **Policy Task Force Meets**
 - President Simon stated this item is on the Board Calendar. He suggested the Policy Review Committee read the Board policies during the summer and report back to the Board with any needed changes in August. Chairman Knudson asked Trustee Rowe to take the point on this committee.

- **BP 5-11 Relationship Between Funds**

- President Simon explained this policy came out of the Northwest visit; the standard states the college will clearly define the relationship between the General Fund and auxiliary funds.
- Trustee Sevier questioned whether the policy meets what Northwest wanted. President Simon stated that frankly it is how the college operates now. He drew the Board's attention to paragraph two. President Simon noted that MT Code states the Board has the authority to move allocations within the same fund; however, the practice, at least since he has been President, is that the Board has designated to the President those sort of moves.
- President Simon and Vice President Zander noted that transfer of restricted funds requires public notice and approval of the Board.
- President Simon explained the proposed 2016 budget includes moving CCC Online funds to the General Fund for expenses that occur in support of CCC Online. This transfer of restricted funds will not come as a separate request, but rather as part of the actual 2016 budget proposal package.
- **Trustee Sevier stated that if Administration feels this is an adequate policy, then he moves to accept BP 5-11 Relationship Between Funds. Vice Chairman Stanhope seconded the motion. The motion carried unanimously.**

- **Student Appeal: Keegan Border**

- President Simon explained he did not include the appeal letter in the Board packet as there is information contained in the letter of a personal nature and he did not feel the public would benefit from viewing it and that he is in compliance with Board Policy passed this last year.
- President Simon explained that Mr. Border was a student athlete that graduated this year. He further explained that during one of the away games Mr. Border collided with an opposing player and fell to the ground hitting his head hard. The other team's trainer indicated he felt Mr. Border had a concussion. As part of standard protocol the college required Mr. Border seek medical clearance to come back as part of the team; he went to Glendive Medical Center to seek and did receive that clearance.
- President Simon explained that Mr. Border is requesting the college pay for a portion of the bill incurred. The point Mr. Border makes is that since the college did not have a trainer he incurred costs that he would not have if the college had a trainer on staff.
- President Simon noted that Vice President Bole reviewed this request with the coaching staff who denied the request. The request then went to the President's office where President Simon also denied the request on the grounds that the college does not extend medical coverage to athletes and it is not clear to him that a trainer would have within his/her scope of practice the ability to make a concussion assessment to clear the student athlete for competition.
- President Simon noted that with any student concern, if they do not like the President's decision they can appeal to the Board. President Simon stated that Mr. Border was going to be at the meeting tonight, but he started a summer job.
- Trustee Rowe question why the college did not have an athletic trainer. President Simon stated that he has reached out to someone who is not an athletic trainer but is a physical therapist and he is considering entering into a relationship with the college; not an employee contract but rather a contract for the amount of what his insurance would go up with this extension of his practice. Chairman Knudson informed Trustee Rowe discussion on an athletic trainer is out of order and the item could be put on the Parking Lot to be discussed at a later time.
- After some discussion, Mr. Border's request died due to a lack of a motion.

- **Presentation by Brenda Stockert Regarding On-Campus Early Childhood Facility**
 - Instructor Stockert gave a presentation on the proposed on-campus early childhood facility. President Simon noted the presentation is being brought to the Board to see if the concept goes with the college's mission and core themes. If the concept does then it can be included in the facilities master plan being conducted this summer.
 - President Simon asked the Board if the concept aligned with the college's mission and core themes. The Board felt it did. President Simon asked if the Board had any problems with the options in the proposal. Trustee Hicks noted she would like to see the facility run for 12 months instead of the proposed nine. After a lengthy discussion, it was the Board's consensus to explore this concept further.
- **Computation of Faculty/Staff Evaluation Form Due to President**
 - Chairman Knudson noted he had nothing to report on this item.
- **Committee Reports – Finance Committee**
 - President Simon noted he cancelled the Finance Committee meeting since the committee had met less than a month before.
- **President's Report**
 - President Simon noted the College is in compliance with all policies listed on his report; however, he suspects he may bring the Sexual Misconduct Policy back to the Board.
 - President Simon stated the Northwest Commission will be meeting June 24-26, 2015, with the college's hearing on Friday, June 26th at 1:00 p.m. He stated he plans on taking the administrative team and would like one Trustee to accompany them. Chairman Knudson stated he was willing to go to the hearing.
 - President Simon noted the Casablanca screening was on May 16th with approximately 20-30 individuals in attendance. He further noted that AAUW has agreed to co-host the community read in January or February 2016.
 - President Simon reported he will be sending in the lease agreement for the commercial grade aerobic equipment. The lease will be covered by student weight room fees. President Simon stated that at the end of the lease the college can buy the equipment for \$1 or can enter into a new lease.
 - President Simon reviewed Chart A: Enrollment trends in Dawson and Custer counties. President Simon noted the peak years coincide with the new recruiters first year of employment. President Simon wonders if recruitment could be designed so those duties are shared over several positions. Trustee Sevier requested the complete report be shared with the Board of Trustees.
 - Trustee Stanhope questioned only two faculty and staff members attending President Simon's Lunch with the President. President Simon noted he holds this meeting once a month and this is typical of the attendance.
- **Vice President of Academic Affairs**
 - Vice President of Academic Affairs Price-Seeger stated her report is based on Northwest Commission's response concerning the college's ability to prove how it documents student learning and how it improves faculty teaching.
 - Vice President Price-Seeger stated she wanted to get a student view of their learning so she interviewed about half of the 2015 graduates. What she learned from a student's perspective is that although their experience was very positive, they do have concerns about academic rigor of the general education core. Vice President Price-Seeger stated assessment of general education across the board fell short in the Northwest Report so she decided to conduct a pilot project where she pulled a couple faculty from each of the six general education core and those faculty will assess the intended learning outcomes on those classes with the highest attendance. She stated the outcomes written a few

years ago were unique to the college. She further stated the faculty involved in the pilot project have shown a desire to adopt the learning outcomes written by the Montana University System; they are very flexible and have a connection to the college's courses. Vice President Price-Seeger stated one of the benefits of utilizing the Montana University System's learning outcomes is related to transferability of our courses.

- **Vice President of Student Affairs**

- Vice President of Student Services Bole reported large chunks of time in the last month have been committed to work with the budget and the enrollment management process including moving admissions out of financial aid.
- Vice President Bole noted that during the budget process he heard from employees that the Institutional Effectiveness System was good and allowed individuals to have their voice heard.
- Vice President Bole noted the softball team did loose in the super regionals. He stated he did receive correspondence complimenting the college for their part in putting on the super regionals. He stated that several softball players made both the MonDak and Region 13 teams along with Coach LeProwse being selected Coach of the Year.
- Vice President Bole has been working on the selection process for the Men's Basketball Head Coach. He stated there were approximately 30 candidates; the committee will narrow those candidates down and will do seven skype interviews (three candidates are DCC graduates); and from those interviews three finalists will be selected. He stated he is hoping to have some open sessions with the community for the three finalists. President Simon noted there will also be an interview for the finalists with just the coaching staff along with committee interviews and the interviews with himself. President Simon stated the committee will forward him the strength and weaknesses of the three final candidates; however, he does have the final say in the hiring of the candidate.

- **Vice President of Administration**

- Vice President of Administration Zander reported that preparing the budget is taking a lot of her time. She has been spending time with the Controller, Shannon May, who is working on reconciliations along with Human Resources Assistant Roehl to get them up and running.
- Vice President Zander stated reviewing of the IEP's her area did last August will be started and new IEP's generated. She also stated her area will also start working on documenting their procedures.

- **Open Forum for Public Input**

- No public comment.

MEETING END

Meeting Ended: 7:43 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Provide the Board with the complete report on enrollment trends.	President Simon	

DECISIONS MADE

- The Board will utilize the Board Room for their meetings instead of Room 144.
- Chairman Knudson will attend the Northwest Commission hearing on June 26th in Washington.

NEXT MEETING

Next Meeting: June 22, 2015 at 5:30 p.m. in the Board Room

PARKING LOT

1. Consider the Assets in the Program Development Fund
2. Job Descriptions
3. Direction of Investments
4. Athletic Trainer

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: June 22, 2015

Meeting Location: Board Room

Approval: July 27, 2015

Recorded By: Rita Young

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
Mike Simon	President	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes
Marjorie Price-Seeger	Vice President of Academic Affairs	Dawson Community College	Yes
Kathleen Zander	Vice President of Administration	Dawson Community College	Yes
Rita Young	Recorder	Dawson Community College	Yes
Community Members			
Sue Peterson	Todd Knispel	Margaret Basta	
Patsy Nelson	Mike Hunter	Don Kettner	
Marlon Tibbs	Shannon May	Kathleen Fritsch	
Virginia Boysun	Barb Roehl	Suela Cela	
Willie Boysun	Kortney Diegel	Sarah Simon	
Steve Engebretson	Marlene Eiker	Brenda Stockert	
Bruce Bainbridge	Ralph Lenhart	Barrett Jordan	
Todd Vashus	Romeo Lagmay	Rory Seeger	
Kristi Powell	Patty Thompson	Tom Reeves	
Clint Wynne	Jane Wynne	Amber Hrubes	
Daniel Nölker, Ranger Review Reporter			

MEETING LOCATION

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

MEETING START

Meeting Schedule Start: 5:30 p.m.
 Meeting Actual Start: 5:34 p.m.
 Meeting Scribe: Rita Young

AGENDA

- **Minutes**
 - **Vice Chairman Stanhope/Trustee Sevier made a motion to approve the May 18, 2015 regular meeting minutes as submitted. The motion unanimously carried.**
- **List of Vouchers**
 - **Trustees Sevier/Wilondek made a motion to approve the Updated List of Vouchers as presented.** Trustee Sevier questioned the voucher from Cardmember Service. Vice President of Administration Zander explained the voucher was a combination of all credit card charges. Vice Chairman Stanhope questioned the voucher from Mendenhall Enterprises. Vice President Zander explained the voucher was for spraying the college property for leafy spurge. **The motion carried unanimously.**
- **Deputy Commissioner of Two-Year and Community College Education (Deputy Cech)**
 - Deputy Cech reported on Big Sky Pathways and the effort to better serve the various campuses. He noted that DCC has created pathways in Agribusiness Technology and Structural and Technical Systems at Joliet High School as well as a new pathway in Agribusiness Technology at Huntley Project High School. Deputy Cech stated DCC also is working to strengthen its connection with the Sidney High School Agriculture program and offered its first dual enrollment course this spring.
 - Deputy Cech reported there have been staffing changes in the Commissioner's Office to further the pathways efforts in FY16.
 - Trustee Sevier questioned what services the Commissioner's Office had available to the College regarding the Presidential Search. Deputy Cech stated that if the Board would like some assistance/advice to please give the Commissioner's Office a call.
- **DCC Trustee Appointment**
 - Chairman Knudson stated he had nothing new to report. Trustee Sevier questioned whether Chairman Knudson had met with the interested applicant from last month yet. Chairman Knudson noted he has not met with the interested applicant.
- **Presidential Transition**
 - Chairman Knudson noted President Simon has submitted his resignation effective July 17th and the Board will need to find his replacement both permanent and temporary. He stated he has received a lot of input on the process. Chairman Knudson explained most of the advice and research he has done shows that a traditional search during the spring is much more likely to yield a successful candidate; so the Board will probably be looking for an interim appointment. He stated that in order to appoint an interim, the first point of business would be to decide the length of that appointment.
 - Trustee Rowe stated his concern is that he does not want to pass up on an opportunity now and search later. He wondered if there was a reason the Board couldn't search now and if they find a candidate that meets the Board's standards put that person in place. He also wondered if there was an additional cost to doing it this way. Chairman Knudson stated that his concern is that if you enter into a contract with an interim, they would want a set length of a contract. He stated the college could end up buying out the interim's contract to put a permanent in place.
 - Chairman Knudson reported he received correspondence addressed to himself and Jeff Okerman, Chairman of the Board of Miles Community College, from Commissioner Christian. Commissioner Christian suggested DCC and MCC explore the concept of sharing a President on a permanent basis. Chairman Knudson stated he visited with Chairman Okerman who noted that MCC's Board of Trustees do not think very highly of that recommendation. Chairman Knudson stated he agreed with MCC's Board of Trustees.
 - Chairman Knudson stated, from a purely financial standpoint, he does not think the Presidential Search needs to be as extensive as last time since it has not been that long and the objectives have not changed; the question is how to handle the interim period. Trustee Sevier suggested structuring an interim contract with an "as needed" clause that

could be three months or 12 months; try to make the contract as open ended as possible. Trustee Wilondek stated he felt there does need to be an Interim President so the Board can do a good search and find a permanent President. He felt the Board should not rush into hiring a President or put more burden on the current administration. Trustee Sevier suggested proceeding with an informal search. Chairman Knudson suggested appointing a few trustees to provide the Board with the screening process for the Interim President and then have the committee report back to the full Board. Trustee Hicks questioned whether offering an interim contract for only three months or so would deter applicants. Chairman Knudson stated that he felt if you offered an interim contract for less than one year then you are limiting the applicants. Vice Chairman Stanhope expressed his concern with bringing an interim in that is not familiar with the school or our system versus bringing in someone within the system or familiar with the system. Trustee Hicks questioned whether MCC's President could be the interim. Chairman Knudson stated that Chairman Okerman indicated there was no way their board would agree to that. Discussion followed.

- **Trustee Wilondek/Vice Chairman Stanhope made a motion to appointment an Ad Hoc Committee to explore hiring an interim replacement for the President.**
- Community members Clint Wynne and Brenda Stockert volunteered to serve on the Ad Hoc Committee. Chairman Knudson noted the motion was to appoint Trustees for the Ad Hoc Committee. Community member Sue Peterson questioned how advertising will be done. Chairman Knudson noted that once an Ad Hoc Committee has been appointed everyone will know who the point of contact is and then advertising will be addressed. Community member Kathleen Fritsch recommended Trustee Rowe to serve on the Ad Hoc Committee. **The motion unanimously carried.** Trustees Wilondek, Sevier and Rowe all volunteered to serve on the Ad Hoc Committee.

• **Fiscal Year 2016 Budget Proposal Presentation**

- President Simon noted administration is not asking the Trustees to take official action on the 2016 Budget this evening; he only wants to present information and get input on the direction the Board would like administration to go to finalize the budget. He also noted a new budget development process was followed for the 2016 budget.
- Vice President Zander handed out the Dawson Community College FY 2016 Budget as of June 22, 2015. She noted she will be talking about the General Fund tonight; State Appropriations, Local Levies and Institutional.
- Vice President Zander reviewed DCC FY 2016 Budgeted Revenue noting that State Appropriations are about 45% of the College's budget. Vice Chairman Stanhope asked Vice President Zander to explain HB 13. Vice President Zander explained that HB 13 is what the Legislature uses to determine how they are going to allocate increases across the board to State employees. She stated what the Legislature allocates to us is based on a report sent by DCC last August. Vice Chairman Stanhope questioned what the Legislature is looking for in the report. Vice President Zander replied the Legislature is looking for employee FTE.
- Vice President Zander reported that Local Levies represent about 36% of the budget. She stated she cannot calculate the values until the mills come out in August so her figures may change slightly. Vice President Zander explained the Mandatory Levy is calculated by a formula from state statute, the Medical Levy is based on the medical benefits provided employees in the General Fund, and the Additional Levy is a levy that taxpayers passed years ago and does not change; these three levies total \$910,501. Vice President Zander stated the Retirement Levy includes any payroll expenses that are paid out; it does not include payouts of sick leave and vacation. She explained the Non Tax Revenue is actually property taxes paid to the State and then sent back to the College. Vice President Zander stated the total of the Local Levies comes to about \$1.5 million and the College has been milling the maximum amount allowed.
- Vice President Zander explained the Institutional Revenue is comprised of tuition, CCC Online, interest, miscellaneous revenue and transfer from the Program Development Fund (Ullman Fund). She stated the budgeted \$690,178 in tuition includes a 4% tuition increase passed by the Board along with a 5% increase in enrollment. Vice President Zander noted a slight increase in CCC Online Revenue has been budgeted for FY 2016 as administration sees it as having real growth along with an increase in CCC Online tuition rates. She explained the \$88,380 Transfer to General Fund is repaying the General Fund for salary and benefits for two Enrollment Management positions along

with some overhead costs. Vice President Zander noted revenue from CCC Online is not restricted revenue. She stated the total for Institutional Revenue comes to \$809,693. Discussion ensued regarding the recently renewed contract with CCC Online. President Simon noted there is a provision in the contract allowing the College to get out of the three year contract.

- Vice President Zander reviewed General Fund Expenses FY 2016 Proposed Budget noting the \$3,067,256 in salaries and benefits is the largest expense of the operating budget. She stated there are 18.5 faculty and 22 staff members. Vice President Zander stated that last year Advertising had a \$45,000 budget, but has been cut back this year to \$39,935; there is a slight increase in Office Supplies for promotional items for Enrollment Management; the majority of the General Supplies is for the Physical Plant and approximately \$17,000 for faculty; Travel has been increased over last year to include training for staff and faculty development, travel for the Enrollment Management Specialists for recruiting, and for Human Resources to bring in candidates for open positions; Utilities have been increased approximately 9% over last year and Repairs and Maintenance goes mostly to the Physical Plant. She explained that Academic Waivers comes in at \$84,105 and includes waivers for honor students, Native Americans, music, art, employees and their family, senior citizens discounts, and early start discounts. Vice President Zander noted there is an increase of about \$20,000 in Athletic Waivers over last year. She explained that each coach is given \$84,105 to recruit. If you budgeted that full amount it would come to approximately \$450,000; however, historically each coach has only used approximately \$60,000-\$67,000. President Simon noted the 9% of the FY 2016 Budgeted Operating Expenses for Academics does not include fees students pay for courses; these fees go directly toward consumables to support academics.
- Vice President Zander reviewed the FY 2016 Budgeted Athletic Operating Expenses. She explained there is an increase over last year of about \$52,000; \$39,000 for leasing of the buses and \$12,000 under Athletic Director for a trainer. Trustee Rowe questioned whether the cost of leasing of the buses came out to be what administration thought it would. Vice President Zander stated it actually came out less when you factor in repairs and maintenance. She stated she felt it was a good option for the College as there is less headache worrying about buses breaking down alongside the road and stranding students.
- Vice President Zander stated there is a budget shortfall of approximately \$179,556. President Simon noted the College has experienced an enrollment decline of 6% since 2005 and he is hoping the Trustees will have a conversation regarding the \$179,000. President Simon stated that administration has come up with the following options:
 - 1) Utilizing the Ullman Trust to subsidize CTE faculty salaries; however, this would mean spending some of the principle.
 - 2) Reduce the expenses of the College by a reduction in force.
 - 3) Utilize more CCC Online funds.
- Trustee Rowe questioned whether there is any reason to think enrollment numbers will go up this year. President Simon stated administration is projecting flat enrollment for this year and have set goals for increases the following two years.
- Vice Chairman Stanhope stated he appreciated the work put into the proposed budget.
- Trustee Sevier questioned whether more than the \$88,000 could be moved to the General Fund from CCC Online. President Simon stated that yes the Board can move funds in from CCC Online; however, he cautioned to keep in mind that money does not grow over night.
- Trustee Sevier stated he felt the College needs to look at essential programs, essential classes, and the appropriate personnel that go along with them. Discussion on cutting programs, classes and personnel while at the same time ensuring students can still get their degree followed. Trustee Rowe questioned whether the College had been to this point historically before. Trustee Sevier stated that if the question is whether there have been reductions in force before then the answer is yes.
- Trustee Hicks questioned the increased potential for Veterans in this area. President Simon stated he does not have that answer, but he will research it.
- Chairman Knudson opened the meeting up for public comment on the FY 2016 Budget asking that comments be held to five minutes per individual. He noted that the community could submit questions to the Board of Trustees by mailing them within the next seven business days to the President's office.

- Kathleen Fritsch
 - Ms. Fritsch noted it was reported there are 18.5 faculty, 22 staff, and five administrators (she was corrected that there are only four administrators). She stated that only four administrators are getting 44% of the budget which she feels is way out of line. Ms. Fritsch stated that when you are talking about reduction in force, then you need to talk about some administrative positions as it is just too costly. She realizes it costs money to bring people in, but it also cost money to bring in good staff and faculty and they are not getting it. Ms. Fritsch stated that when you look at the budget you need to look at what this institution is about which is teaching; she feels that is where the money should be going.
- Sue Peterson
 - Ms. Peterson noted the College lost grant funding this year and was wondering if the General Fund was utilized for things that were previously covered by the grant funding. Vice President Zander noted the College was able to absorb a lot of what was lost with the TRIO Grant into other grants, other funds, and some creative changes with the faculty and staff; there is very little covered by the general fund. Ms. Peterson questioned whether the College had lost another \$250,000 grant. Chairman Knudson stated that was the workforce development funds the Legislature did not fund this biennium.
- Brenda Stockert
 - Ms. Stockert noted that Vice President Zander talked about advertising and marketing in the budget. She wondered if she heard right that it went from \$35,000 down to \$25,000. Vice President Zander noted \$45,000 was budgeted last year and it was decreased this year to \$35,000. Ms. Stockert stated that more money should be put into marketing and advertising, and a full-time or part-time recruiter or marketer should be hired. She stated that if you don't have a recruiter at the schools or someone putting advertising in the newspaper then people do not know what the College is doing. Ms. Stockert stated that instead of reducing the force, let's get going and start advertising and marketing. She stated we laid a person off that probable should not have been two or two and a half years ago and since then we have not had a marketer or someone to advertise; we were told to do our own advertising. Ms. Stockert stated she does not advertise well, she teaches. She noted that instead of reductions advertising and marketing should be looked at.
- Virginia Boysun
 - Ms. Boysun stated you are looking at 18.5 faculty, 22 staff and four administrators; she wondered if Assistant Vice President Lane didn't count. Vice President Zander noted Assistant Vice President Lane is not paid through the General Fund. Ms. Boysun questioned whether reductions in administrative costs were being looked at. She stated you are looking at 3.75% per administrator compared to 1.7% per staff and 2.3% per faculty member. Ms. Boysun stated that administration's percentage is way high and she agrees with Ms. Fritsch on that.
- Steve Engebretson
 - Mr. Engebretson stated his comments are on past budgets not this one and have to do with the Retirement Fund. He stated that in 2010/2011 this institution levied 18.91 mills from the County for the Retirement Fund; the following year it was 14.88 mills; the next year it was 16.24 mills; and last year it was 8.78 mills. He noted that every one of those years he was involved in calculating the mills and in every one of those years this College had enough dollars in their Retirement Fund to pay the needed expenses out of that fund. Mr. Engebretson stated that this current year DCC decided to levy the mills on their own and the mills went from 8.78 to 27.19.; the total mills for this institution went from 63.91 to 91.42. He stated this is what happened when the College decided to levy their own mills without understanding how to do it. Mr. Engebretson stated he lives in this college district, is a taxpayer in this

district, and is speaking as a taxpayer, not the County Superintendent of Schools. He stated the college collected \$467,441 for the Retirement Levy (he dispersed the last of it in February) and because you levied incorrectly you kept on levying. He stated you kept taking money out of his pocket, his neighbors pocket, and out of everybody's pocket in this district and took another \$222,483.22; you have collected this year alone \$689,924.22 just in the Retirement Levy because you did not know how to do it. Mr. Engebretson stated that is more than he has ever seen go to a school. He demanded, as a taxpayer, a full accounting of how these dollars were spent as there are quite a few restrictions on how they can be spent and in the past there have been questions on how the funds were spent.

- Suela Cela
 - Ms. Cela questioned how much a Union grievance costs the College, whether there have been any in the last couple of years, and how much have they cost. President Simon stated he did not have those figures, but would be glad to research them.
- President Simon asked if he could summarize what he heard from the Trustees and if the Trustees would like to add additional recommendations, suggestions or direction to the administration on how they want them to proceed modeling for July. What he heard is:
 - 1) Taking an almost one-time only approach to existing College funds that may have reserves plus a reduction in force.
 - 2) Analysis essential programs and courses so the College is only offering those courses that we should offer.
 - 3) Look at other sources of student enrollment including veterans and non-traditional students including those who have started a degree and may want to go back and finish that degree.

He stated he heard a comment about the CCC Online fund, but did not hear a suggestion as to whether the Trustees wanted it included in the one-time-only analysis. He asked if there was anything else the Trustees would like put into a model so they could see what the effect would be on the institutions financial position long term and for the upcoming fiscal year.

- Trustee Rowe asked if the OCHE website would show a breakdown of what the costs are and the staffing is per student. President Simon stated the OCHE website will show a report with the percentage of what is spent on full-time staff, full-time faculty, and full-time administration; this is only for the State of Montana. President Simon stated there is data available that would look at other institutions similar to us. Trustee Rowe stated he would like to see that report.
- Vice President Zander gave the Board a reminder of the timeline for public comment if the Board was planning to pass the budget in July.
- Chairman Knudson stated looking at other sources of student enrollment including veterans and non-traditional students is not something that can be implemented in this budget by itself; it is something more long term.
- Chairman Knudson stated he would like to understand the trade-off for each proposal.

• Budget Amendment Resolution

- **Trustee Sevier/Vice Chairman Stanhope made a motion to adopt the Budget Amendment Resolution as written. The motion carried unanimously.** Copy of resolution attached to these minutes.
- Chairman Knudson opened the meeting up for public comment on the Budget Amendment Resolution. None was noted.

• Roofing Projects Proposal

- President Simon explained the Toepke Center roof needs to be repaired and the Ullman Center roof needs replaced. He stated the two items he is bringing forward for the Board's consideration is an Alternative Project Delivery Contract instead of the regular bidding process and how those two projects will be funded. President Simon stated he did have the process reviewed by the County Attorney and received her approval. He further noted that he feels Jim LeProwse has the expertise to manage the project. Discussion followed.

- **Trustees Sevier/Rowe made a motion to adopt the Roofing Resolution as presented.** Chairman Knudson opened up the meeting for public comment on the roofing resolution. Ms. Stockert stated she has had buckets in her classroom for the last couple of years. Todd Knispel questioned whether the contract would cover leaks in the main building; Chairman Knudson noted it would not. President Simon stated he is unaware of any leaks. Todd Knispel stated he did report them to Jim LeProwse. President Simon stated the main building roof is still under warranty. **The motion unanimously carried.** Copy of resolution attached to these minutes.
- President Simon noted the College is eligible to apply for an InterCap Loan which is a long-term loan with a very low interest rate. He stated the Board does not have to approve the InterCap Loan tonight and that administration would bring a resolution to the July Board meeting once all the details are known for approval at that time.
- **Committee Reports – Finance Committee**
 - Trustee Sevier noted the Finance Committee did not meet this month.
- **President's Report**
 - President Simon apologized for not having his report ready by the time the packets were mailed. He reported later this week he will be traveling to Helena where last year's audit will be presented to the Legislative Audit Committee; will then head to Seattle for the Northwest hearing; Gear Up students are on campus this week; and lots of physical plant and grounds projects are underway.
- **Vice President of Academic Affairs**
 - Vice President of Academic Affairs Price-Seeger reported on the summit held May 28th with members of the oil, gas, and welding industry. She noted the College was able to fund, on a one-year interim basis, an Assistant Vice President position with grant funds. Vice President Price-Seeger stated all six general education core areas have been reviewed. Trustee Sevier questioned whether the General Education assessment would satisfy Northwest. Vice President Price-Seeger stated she thinks they will be surprised at what has been accomplished.
- **Vice President of Student Affairs**
 - Vice President of Student Affairs Bole reported the Toepke Center basketball court has been refinished with the first use being a Basketball Camp put on by Coach Lagmay. He noted that three units in the dorms are being updated; he has been working with Suela Cela on adjustments regarding marketing; applications for the two Enrollment Management positions have been received and he plans to move on these positions as soon as possible; the new leased workout equipment is in the Toepke Center; and the CCC Online component has taken a significant amount of his time as he tries to grow it.
- **Vice President of Administration**
 - Vice President of Administration Zander reported she has been working on year-end closing and will be presenting the audit next week. She noted that she will try to arrange a phone call with the auditors during next month's Board meeting to review the audit. She also noted she has been working on DCCU negotiations.
- **Open Forum for Public Input**
 - Margaret Basta
 - Ms. Basta noted she appreciated the Board and their work. She finds it interesting that some people don't want money spent on administration.
 - Kortney Diegel
 - Ms. Diegel felt the College should look at ideas to bring students in and to set DCC apart from other schools. She stated a niche needs to be created for students to come to DCC. Ms. Diegel also stated that honest consideration needs to be given to block scheduling or something that makes us different from other schools. She stated we need to get programs that students need and want.

- Clint Wynne
 - Mr. Wynne stated that if you are that worried about grievances affecting the budget, then that is a giant red flag on the relationship between administration and the Unions. If you have that many grievances that affect the budget then something is not right, something is very wrong.
- Jane Wynne
 - Ms. Wynne asked exactly what staff jobs are going to be riffed or combined. Trustee Knudson stated he did not know the answer to that at this point. Ms. Wynne asked why staff was the only group asked to RIF or combine.
- Brenda Stockert
 - Ms. Stockert stated that CCC Online has been what has kept the College going for quite a while and she would hate to see us loose it. She stated that 75% of her students are taught through the Moodle System. Ms. Stockert would like to see a half-time or full-time person in CCC Online. She would also like the College to look at unique ways that makes it stand out; four day weeks, block classes, 60 minutes classes. Ms. Stockert encouraged all CTE programs to be taught over the Moodle System.
- Sue Peterson
 - Ms. Peterson stated extra detail needs to be put into CCC Online as it is an essential program.
- Steve Engebretson
 - Mr. Engebretson stated he has supported and will continue to support the College. He noted a new teacher was hired and he feels that having DCC here in Glendive may have helped. Mr. Engebretson stated he does not feel there needs to be a reduction in anything; the less you offer the fewer students you are going to attract.
 - Mr. Engebretson stated the County Superintendent of Schools relationship with the College in the last couple of years has deteriorated to the point of being broken. He stated a good example of that is an article in the Ranger Review that was derogatory and frankly very inaccurate; he did not feel it was worthy of a response. Mr. Engebretson stated if he is required to validate this college's mills then his authority as County Superintendent of Schools to do any kind of business at all with this institution can be found in several Montana codes such as 20-20-101 20-3-305. He would like to start to rebuild that relationship.
- Bruce Bainbridge
 - Mr. Bainbridge stated he worked here as a faculty member and the issues the College is facing know are the same ones it has faced for twenty years. He stated the things we don't get are programs that put students in the classrooms and keep them there. Mr. Bainbridge stated this Board really needs to go to work to improve things and it will take students coming here first and foremost. He stated you need programs and faculty to put butts in seats and we are not seeing that; it comes back to the Board to get that done or this institution will not survive.
- Clint Wynne
 - Mr. Wynne asked if the Board knew they were on a list with the Montana Department of Labor for different state and federal programs (i.e., Workforce Investment Opportunity Act, Voc Rehab). He told President Simon he should do his best with the five minutes in Seattle because otherwise the College will be coming off that list.
- Tom Reeves
 - Mr. Reeves knows we are in a financial situation, but in the past he has seen in similar situations loss of classes especially with low enrollment. He stated that if we only offer those classes with high enrollment we will cease to attract the student who knows where they want to transfer to and what course they need. If they see we do not offer those courses they are less likely to come to this college. Chairman Knudson stated that is what he meant when he stated he wants to see the tradeoff for the budget proposals.

MEETING END

Meeting Ended: 8:05 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Research the potential increased FTE from Veterans in the area.	President Simon	
Research the figures for what Union grievances have cost the College in the past few years.	President Simon	
Prepare alternative budget proposals showing the trade-off per proposal.	Administration	
Research and prepare a report showing the breakdown of what the costs are and the staffing is per student for DCC and institutions similar to DCC.	President Simon	
Bring resolution on the Intercap Loan to the July Board meeting.	President Simon	

DECISIONS MADE

- Trustees Wilondek, Sevier and Rowe all volunteered to serve on the AD Hoc Committee.

NEXT MEETING

Next Meeting: July 27, 2015 at 5:30 p.m. in the Board Room

PARKING LOT

1. Consider the Assets in the Program Development Fund
2. Job Descriptions
3. Direction of Investments
4. Athletic Trainer



COMMUNITY COLLEGE DISTRICT OF GLENDIVE, MONTANA
DAWSON COMMUNITY COLLEGE

RESOLUTION

WHEREAS, the Trustees of the Community College District of Glendive, Montana, (hereinafter "the District") have determined that unforeseen needs of the District exist that cannot be postponed without affecting the educational function of the District, and the District's budget for the general funds does not provide sufficient funding to properly maintain and support the District's needs; and

WHEREAS, the Trustees have determined that an amendment to the District's general fund budget in an amount up to \$248,698 is necessary under the provision of Montana Code Annotated § 20-15-323(4); and

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

BE IT RESOLVED that the Board of Trustees amends the District's general fund budget for fiscal year ending June 30, 2015, in the amount of \$248,698 to fund unanticipated operating expenditures.

Board of Trustees Chairperson

District Clerk



COMMUNITY COLLEGE DISTRICT OF GLENDIVE, MONTANA
DAWSON COMMUNITY COLLEGE

RESOLUTION

WHEREAS Montana Code Annotated § 20-6-606 (1999) empowers the Board of Trustees of the Community College District of Glendive, Montana (hereinafter "Dawson Community College") to let alternative project delivery contracts for the construction or furnishing of a new, enlarged, remodeled, or repaired building; and

WHEREAS the Board of Trustees desires to let a contract to repair a portion of the Toepke Center roof and replace the Ullman Center roof, and

WHEREAS Dawson Community college employs Jim LeProwse as the Director of the Physical Plant, and Mr. LeProwse has the knowledge and capacity to manage a building roof replacement and/or repair project stemming from over 16 years of facility construction and renovation experience; and

WHEREAS the Board of Trustees has determined (a) the roofing industry has significant scheduling deadlines in Eastern Montana due to the brief summer session; (b) Dawson Community College requires the work is substantially completed prior to August 26, 2015, to Minimize disruption of classroom instruction by activities related to the roof repairs and/or replacement; and © the roof repair and replacement projects involve significant technical complexities related to the extreme weather variability of Eastern Montana where the Toepke Center and Ullman Center are located; and

WHEREAS the alternative project delivery contract method will not encourage favoritism or bias or substantially diminish competition for the contract because the selection of qualified contractors to present proposals will be based on merit and ability to complete the contract in a timely manner: Now therefore,

BE IT RESOLVED that the Board of Trustees assembled this twenty-second day of June, 2015, in the City of Glendive, Montana, authorizes the Dawson Community College administration to,

1. prepare and publish in the Glendive Ranger Review a summary of the manner in which the alternative deliver contract award process will be conducted; a list of the qualifications for interested contractors, and a Request of Qualifications which also reverences how subcontractors and suppliers will be selected; and
2. send a request for proposal for the project to each respondent to the Request of

Qualifications that meets the qualifications; and

3. collect and score proposals received by the deadline; and

BE IT FURTHER RESOLVED Board of Trustees will select an applicant to receive the contract and document why the Board selected the successful applicant at a properly-noticed, public regular or special meeting of the Board of Trustees.

SIGNATURES

Chairperson, Board of Trustees

Date

Clerk of the District

Date

DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: July 27, 2015

Meeting Location: Board Room

Approval: August 24, 2015

Recorded By: Rita Young

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
J. Vincent Nix	Interim President	Dawson Community College	Yes
Marjorie Price-Seeger	Vice President of Academic Affairs	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	Via Phone
Community Members			
Kathleen Fritsch		Patty Thompson	
Shane Bishop		Kortney Diegel	
Shannon May		Marilyn Dutton	
Brenda Stocker		Jane Wynne	
Todd Vashus		Rory Seeger	
Suela Cela			

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: Rita Young

AGENDA

- **Minutes & Written Public Comments for the June Board of Trustee Meeting**
 - **Trustees Sevier/Wilondek made a motion to approve the June 22nd regular meeting minutes as presented.** Chairman Knudson noted on Page 9 under Steve Engebretson it was a Letter to the Editor not an article in the Ranger Review. **The motion unanimously carried.**
 - **Trustee Sevier/Vice Chairman Stanhope made a motion to approve the July 2nd special meeting minutes as presented. The motion carried unanimously.**
 - Chairman Knudson pointed out that public comments that were sent to the Board of Trustees after the June 22nd meeting are incorporated with the minutes as presented.
- **List of Vouchers**
 - Trustee Sevier questioned the voucher for DCC Foundation. VP Zander noted this voucher is for the Faculty Development Fund for 2014-2015 and 2015-2016.
 - **Vice Chairman Stanhope/Trustee Rowe made a motion to approve the Updated List of Vouchers as presented.**
 - Chairman Knudson questioned what the video was the college is making. VP Zander noted it was a marketing video for the college and this is the last of three installments.
 - **The motion unanimously carried.**
- **Unfair Labor Practice Charge Number 33-2015 and College Response**
 - Trustee Sevier requested a summary of the Unfair Labor Practice Charge. VP Zander noted the Unfair Labor Practice Charge contains two issues: 1) whether the Controller position should be in the DCCU unit or exempt and 2) requested information.
 - Vice Chairman Stanhope questioned whether administration had any idea what the Unfair Labor Practice Charge will cost the college. VP Zander noted the cost can vary depending on how long the process goes on; however, the attorney fees alone can cost up to \$30,000 if the process goes on for several months.
- **Legal Opinion Regarding Responsibility for Budgeting and Mill Levy**
 - Chairman Knudson noted that at the June 22nd meeting County Superintendent of Schools, Steve Engbretson, raised the issue of setting certain levies and made the accusation that the college did not know what they were doing and made ~~ascertain~~ assertions that it was costing the taxpayer's money. Chairman Knudson stated the Board then directed President Simon to get another legal opinion. He stated this does not solve the problem, but reassures the Board that the college is working in their best ~~face~~ faith effort to get the budget and the mills set.
- Chairman Knudson shared with the Board correspondence received from the Northwest Commission on Colleges and Universities stating the college's accreditation has been reaffirmed on the basis of the Spring 2015 Year Seven Mission Fulfillment and Sustainability Evaluation.
- **Approval of Interim President Contract**
 - Tabled
- **DCC Trustee Appointment**
 - Chairman Knudson had nothing new to report. No other Trustee has had a conversation with community members who have expressed interest.

- **Naming Rights for College Property and Programs**

- Chairman Knudson stated he had a conversation with the Foundation President, Melonie Beeler, who asked him to bring Naming Rights for College Property and Programs back to the Board's attention. He noted that Melonie supplied him with the list from when the Toepke Center was built as a guide. Chairman Knudson will distribute the document to the Trustees.
- Chairman Knudson stated to his recollection the Board had asked administration to do an inventory of rooms and buildings that might draw donor support and then the Board would weigh in on what values were appropriate for each.
- Chairman Knudson just wanted to bring this back up as unfinished business.

- **Fiscal Year 2015-2016 Budget**

- VP Price-Seeger gave a presentation on "Mission Fulfillment: A Balanced Scorecard" regarding Transfer Education, Career & Technical Education, College Readiness, Continuing Education & Community Service, and Affordability & Operational Quality. The two items she touched on were Transfer Education and Affordability & Operational Quality.
- Trustee Sevier questioned whether VP Price-Seeger was comfortable with the accuracy of her data. VP Price-Seeger noted she was as sure as she could be. Discussion followed.

- Chairman Knudson called for a 10 minute break.

- VP Zander noted the budget process will begin in September this year and she may start bringing the budget to the Board in January.
- VP Zander reviewed the 2015-2016 Budget noting it is supported with transfers from CCCOnline (\$90,000) and the Program Development Fund (approximately \$96,000). She noted the transfer from CCCOnline will probably be an annual transfer going forward; the Program Development Fund will go through the Institutional Effectiveness System before coming to the Board for their approval.
- VP Zander answered the questions brought up by the public in the June 22nd meeting: 1) There will be reductions in force on both the faculty and staff side, 2) Most of the administration's conversations have happened behind closed doors which is appropriate considering the nature of what was being discussed, 3) As more information comes forward administration is able to readjust the budget numbers to be more realistic, 4) All three community colleges calculate their mills the same way and audits are conducted annually; no problems have been found with these audits, 5) Last year the college implemented evaluating all employees using a similar tool which resulted in updating of job descriptions and the request for desk audits; so increases have been on both the administration side and staff side, 6) Increase in administration and professional staff has increased over the last couple of years as was necessary to move the college forward, 7) She hopes the budget will be passed tonight, the mill values will come out next week, then she will bring the proposed mill levies to the August meeting, and from there they will go to the County Commissioners. In the meantime, actual data and budgeted data will be sent to OCHE who will compile that data for the Board of Regents who hopefully will pass the budget in September.
- Vice Chairman Stanhope questioned whether she relied upon information from the County Superintendent of Schools to complete the budget and mills process. VP Zander stated she does to calculate the mills in August. Vice Chairman Stanhope questioned whether she received that information yet or not. VP Zander noted she has not as he is currently writing his own legal brief and once that is done and commented on he would supply the information. She further stated her concern is that she needs the information for the Board packet well ahead of time. Vice Chairman Stanhope requested VP Zander keep the Board informed on the situation. VP Zander stated that if the Board is OK with it she will probably send out a letter from the attorney to the County Commissioners.

- Chairman Knudson stated that the County Commissioners had to break the impasse last year at the eleventh hour as County Superintendent of Schools brought forward another set of numbers. He noted that County Superintendent of Schools' lack of cooperation is a concern.
- Trustee Sevier commended administration for their efforts in providing a balanced budget. He stated the same issues with balancing the budget may need to be discussed again next year.
- Chairman Knudson asked for public comment:

Kortney Diegel

- When the signage went through for the Toepke Center there has been no recognition beyond the concession stands and building, while there were community members who gave for office spaces and the like without any signage.
- Chairman Knudson stated the public comments are regarding the budget.

Brenda Stockert

- Since you are talking about RIF's is there going to be a hiring freeze on some of the other positions posted out there.

Kortney Diegel

- Have the employees in the positions being cut been notified or will that come after the budget has been finalized?
- VP Zander stated the effected positions will not be notified until after the budget has been passed.
- Chairman Knudson noted the budget does not speak to the positions eliminated, it speaks to the amount of money available and then administration will determine any cuts that are necessary.

- **Vice Chairman Stanhope/Trustee Sevier made a motion to approve the 2015-2016 Budget as presented. The motion unanimously carried.**

- **Fiscal Year 2014 Audit Report**

- Tiffany from Joseph Eve Certified Public Accountants reviewed the Dawson Community College Financial and Compliance Audit Report for the Years Ended June 30, 2014 and 2013.
- Vice President Zander thanked the Joseph Eve team as they were excellent to work with.
- Trustee Sevier questioned whether the college had the correct procedures and personnel in place so the audit finding would be less of an issue going forward. Tiffany noted the college has made good progress and the audit work is going to be scheduled several months earlier.
- Chairman Knudson asked if there were any questions by Helena that came as a surprise. Tiffany stated no; most questions were in regard to enrollment.
- **Trustee Sevier/Rowe made a motion to approve the audit as presented. The motion carried unanimously.**

- **Memorandum of Understanding Between the Dawson County Economic Development Council and Dawson Community College**

- **Veteran Priority of Service (BP 1-10)**

- **Residency Status (BP 3-9)**

- **John Cech, Deputy Commissioner for Academic & Student Affairs**
 - In the absence of John Cech, Deputy Commissioner for Two-Year and Community College Education, Eric Rose reviewed Deputy Cech's report.
- **Standing Board Committee Reports – Finance Committee**
- **Interim President**
- **Vice President of Academic Affairs**
- **Vice President of Student Affairs**
- **Vice President of Administration**
- **Open Forum for Public Input**

MEETING END

Meeting Ended: Due to weather concerns the meeting was suspended at 7:38 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Put out the agenda the morning of July 28 th so a continuation of the July 27 th meeting can take place.	President's Office	Morning of July 28 th

DECISIONS MADE

-It was decided to suspend the meeting due to weather concerns and continue with the meeting at 12:00 p.m. on July 30th.

NEXT MEETING

Next meeting: Thursday, July 30, 2015 at 12:00 p.m. in the Board Room

PARKING LOT

1. Consider the Assets in the Program Development Fund
2. Job Descriptions
3. Direction of Investments
4. Athletic Trainer

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: August 6, 2015

Meeting Location: Community Room

Approval: August 24, 2015

Recorded By: Rita Young

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	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
Marjorie Price-Seeger	Vice President of Academic Affairs	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	No
Kathleen Zander	Vice President of Administration	Dawson Community College	No
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	No
Community Members			
Shannon May		Kortney Diegel	

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Scheduled Start: 11:30 a.m.

Meeting Actual Start: 11:30 a.m.

Meeting Scribe: Rita Young

Chairman Knudson stated this is a continuation of the agenda from the stormed out meeting on July 27th.

AGENDA

- **Approval of Interim President Contract**
 - **Vice Chairman Stanhope/Trustee Wilondek made a motion to approve the Interim President's contract as written.** Vice Chairman Stanhope questioned providing the meal plan to the Interim President. Interim President Nix stated he did not want the meal plan. **The motion unanimously carried.**
- **Memorandum of Understanding Between the Dawson County Economic Development Council and Dawson Community College**
 - Chairman Knudson explained the college has unused office space. He stated former President Simon and himself thought there was really good synergy between the college's career technical and employee training functions and some of the functions of DCEDC so they offered to provide DCEDC space in exchange for their help/consulting on some of the issues of career and development needs. He explained the \$6,000 is basically an in-kind donation for providing DCEDC the office space.
 - Trustee Rowe wondered if we were missing out on an opportunity for additional revenue to come in. Interim President Nix stated at this stage he does not think so; he noted that the MOU can be renegotiated at the end of the initial period.
 - Trustee Rowe questioned whether the part-time position could be a student job. Interim President Nix stated his philosophy is to involve students at any level possible to give them career experience. Trustee Rowe stated he would like to see students fill this position.
 - **Trustees Rowe/Hicks made a motion to approve the MOU between DCC and DCEDC as presented.** Chairman Knudson asked for public comment; none was noted. **The motion carried unanimously.**
- **Veteran Priority of Service (BP 1-10)**
 - **Trustee Rowe/Vice Chairman Stanhope made a motion to approve BP 1-10 (Veterans Priority of Service) as presented. The motion carried unanimously.**
- **Residency Status (BP 3-9)**
 - **Trustee Wilondek/Hicks made a motion to approve BP 13-9 (Residency Status) as presented. The motion unanimously carried.**
 - Chairman Knudson noted that Miles Community College does something where they include part of ND as in-state with regard to tuition. He questioned Interim President Nix as to how they were able to do that. Interim President Nix stated that the three community colleges have some leeway so the college could do the same. Vice Chairman Stanhope stated that he thought Dickinson State University was also doing this. Discussion followed. Recorder Young stated she thought it was a Pilot project and suggested checking with President Klippenstein at Miles Community College.
- **Standing Board Committee Reports – Finance Committee**
 - Vice Chairman Stanhope reported the Finance Committee discussed the proposed budget and Controller May's list she has in front of her. Chairman Knudson questioned whether a meeting was scheduled this month. Vice Chairman Stanhope noted there was not one scheduled.
 - Vice Chairman Stanhope stated that one item that did come up was handling the approval of the List of Vouchers within the Finance Committee instead of the Board meeting. Chairman Knudson stated another way that it often handled is with a Consent Agenda. He stated we would need to look into whether that delegates power to a committee and changes the status of the committee. Trustee Rowe stated that as he is new to the Board having the vouchers in the packet gives him a better understanding of

what is going on. He does not have a problem with it being part of the Consent Agenda, but would at least like a copy of the vouchers included in the packet. Chairman Knudson stated he tends to agree with Trustee Rowe.

- **Interim President**

- Interim President Nix thanked the Board for the opportunity to serve as Interim President. He noted he was greatly encouraged by the skill level of the Cabinet and the focus on student retention.
- Interim President Nix stated he has spent time on-campus getting to know individuals he did not know and would like to transition to meeting community leaders. He stated he has started the Buccaneer Blog to get the college's information out to the community so there is not so much misinformation going around; this will be done weekly for the next few months.
- Interim President Nix stated there was an Enrollment Management Analysis meeting this week where they looked at the College Navigator website which is relatively new. Individuals can go to the College Navigator website and compare the different colleges/universities they are considering attending; DCC is in the middle of the pack of 42 peer institutions across the country. He stated the college's reform going forward is how we improve our standing on the College Navigator website and how do we meet the needs of our service area first and anybody else while building enrollment and retaining students.
- Interim President Nix reported the insurance adjuster was on campus and stated he has never seen a better maintained campus; he couldn't believe there were only two full-time employees. He stated there was a great team effort with the clean-up.
- Interim President Nix noted over the next few meetings he will be bringing recommendations from the Cabinet; he has been talking with former President Simon to make sure his perception is correct. He stated the college has an excellent strategic plan qualitatively in place, quantitatively there are some ways to measure things that have not been put into place yet; Cabinet will look at those and decide their prioritization over his 11-month tenure.
- Trustee Rowe complimented Interim President Nix on his Buccaneer Blog. Chairman Knudson stated when he came up to sign checks he did see that everyone was pitching in to clean up after the storm; he thanked everyone for their efforts.
- Chairman Knudson stated that on the topic of negative comments on social media and other places he wanted to remind everyone to be careful responding and not speaking for the institution or Board. He stated he wanted to leave the official speaking to the officials. Chairman Knudson stated to certainly correct the record whenever you can and if anybody has questions have them get in touch with the individuals who know what is going on.

- **Vice President of Academic Affairs**

- VP Price-Seeger stated one of the charges given to her by former President Simon was to grow the career technical programs. She stated upgrades have been done in the welding area which will increase the teaching capacity. VP Price-Seeger stated the college is also preparing to become a welding certification facility; it will make the college the only American Welding Society test facility in eastern Montana and western North Dakota.
- VP Price-Seeger stated she has reached out to GMC to reestablish our relationship in providing CNA training.
- VP Price-Seeger stated September 15th has been set for DACUM (Developing a Curriculum). She is looking at a new program in Corrosion Technology and some additional learning tracks in the welding program including welding inspector. VP Price-Seeger stated Interim Assistant Vice President Bobbi Lane has been in touch with potential members of advisory boards and members of industry in organizing this DACUM.

- VP Price-Seeger stated Farm & Ranch Sustainable Management is a placeholder she has created to get us thinking differently about our Agri-Business Program. She stated when she talked about taking the Agri-Business program off-line for a year it opened a can of worms. She explained what she meant was redesigning the curriculum, not killing, cutting or eliminating the program. She wants to grow the Agri-Business program and make sure we are in step with any changes in technology and embracing that industry. Chairman Knudson stated there is a distinct difference between misunderstanding and misrepresenting; he suspects the latter is as much at work as the former. Trustee Rowe stated that the article in the Ranger Review did a wonderful job of explaining the program was not being cut, killed or eliminated. VP Price-Seeger stated there is a lot of passion on the topic and she would like to redesign the program so it is absolutely viable for the students.
- VP Price-Seeger stated Come Home to Montana is an initiative started by the Montana Chamber of Commerce that has partnered with the Montana High-Tech Business Alliance, MSU and "Why Telecom". The initiative is to get young, native Montanans to move back home and bring their high-tech jobs with them. VP Price-Seeger stated that DCC and the Dawson County Economic Development Council are partnering on a campaign called "Come Home to Dawson County".
- Trustee Hicks questioned what happened to the CAT simulator. VP Price-Seeger stated all she knows is that a simulator was purchased; she knows nothing about the training. Trustee Hicks stated that it was her understanding that Dean Myers was going to go to training for the simulator. Chairman Knudson stated the college purchased the simulator in cooperation with Glendive School District and it is housed at Dawson County High School; it is a portable unit. He stated it was his understanding that Dean was the point person at the high school; he does not know anything beyond that. VP Price-Seeger stated she is just learning about the simulator and needs to meet with the high school to learn about their program. Interim President Nix stated it was purchased through the Perkins Grant and former President Simon came before the Board to request additional matching funding. Trustee Rowe questioned whether it was a program where students could get dual credit. VP Price-Seeger stated it certainly could be. Chairman Knudson stated that Dawson County High School is one of a dwindling number of high schools with a really strong vocational curriculum left and with an instructor who is nearing retirement. He noted that Principal Murphy has expressed concern about the ability of the high school to maintain their vocational instruction. Chairman Knudson stated that is something we should keep on our radar going forward as perhaps there are ways to provide more collaboration in that programing at the high school level for the type of dual enrollment that Trustee Rowe is talking about.

- **Vice President of Student Affairs**

- No report.

- **Vice President of Administration**

- No report.

- **Open Forum for Public Input**

- None.

Vice Chairman Stanhope stated that he was going to get WBI's trailer to use for the 75th Celebration and help with the cooking; however, there may be a chance he will be out of town. He noted he will still get WBI's trailer for the 75th Committee to use.

Trustee Rowe requested a monthly report on enrollment. Interim President Nix reported that the Registrar does bi-weekly reports and once we get to Orientation she will do daily reports until the 15th day. He stated that right now there are almost 120 students registered and he thinks there are 70-80 returning athletes that have not registered. Chairman Knudson noted that the total number of students served is larger than the FTE count. He stated he would like both headcount and FTE.

Vice Chairman Stanhope stated that some month when there is a light agenda he would like a tour of the campus.

VP Price-Seeger reported the college has the opportunity for the Senior Vice President of Noel Levitz, Peter Bryant, to work with the college on growing enrollment. She noted that for just the cost of his flight he has offered to come to campus and work with the employees. VP Price-Seeger stated he has already sent a self-assessment for the college to provide data on. She stated she would like for the Board members to be involved with his presentation August 20th on how marketing and enrollment management touches every member of the college and how it is everyone's duty to grow enrollment. VP Price-Seeger stated there will be an employee breakfast starting at 8:00 a.m. with a welcome by Interim President Nix and then Mr. Bryant's presentation will run from 9:30 p.m. until noon.

Interim President Nix invited the Board to join the MSU Architecture Students' presentation on their Facilities Plan Preliminary Report at 1:00 p.m. today in Room 144.

MEETING END

Meeting Ended: 12:25 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Check with President Klippenstein regarding offering residents of ND in-state tuition.	Interim President Nix	

DECISIONS MADE

-None

NEXT MEETING

Next meeting: Monday, August 24, 2015 at 5:30 p.m. in the Board Room.

PARKING LOT

1. Consider the Assets in the Program Development Fund
2. Job Descriptions
3. Direction of Investments
4. Athletic Trainer

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: September 26, 2015

Meeting Location: Board Room

Approval: 10-26-2015

Version: FINAL

Recorded By: Vincent Nix

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
Alan Sevier	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
Marjorie Price-Seeger	Vice President of Academic Affairs	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	Via Phone
Community Members			
Rory Seeger		Rose Marie Aus	

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 requested that any public member who wished to speak to sign the Public Comment Register. He further notified the public that the meeting was being digitally recorded.

Agenda

- **Minutes**

- **Trustees Sevier/STANHOPE motioned/seconded to approve the July 27th regular meeting minutes as presented. The motion unanimously carried.**

- **List of Vouchers**

- Vice Chairman Stanhope/Trustee Wilondek motioned/seconded to approve the Updated List of Vouchers as presented.
- Trustee Stanhope questioned the voucher item legal fees; asked if this is related still to unfair labor practices and grievances, due to reductions in force/faculty cutbacks. VP Zander confirmed.
- Chairman Knudson pointed out that voucher item "Ranger Review" actually included several regional newspapers. VP Zander confirmed
- Vice Chairman Stanhope/Trustee Sevier commented that it is incredible the amount of taxpayer dollars and student monies that are going toward legal fees.
- VP Zander pointed out voucher item for DCC Viewbook, and passed a sample around. Consensus was that product was impressive.
- **The motion unanimously carried.**

- **John Cech, Deputy Commissioner for Academic & Student Affairs**

- Shared three things: The first is related to the Math Pathways Summit which was held in Helena on September 11th.
 - 60 faculty and staff from across the state participated. It was extremely successful. In fact, the Math Pathway's task force met in Bozeman on Thursday for an all-day retreat to talk about our next steps.
 - The second item is just a very quick update. Deputy Commissioner Cech presented to the United States Senate CTE caucus was part of a panel of three last Tuesday, led by Senators John King from Virginia, Johnny Isaacson from Georgia, and Jimmy Baldwin from Wisconsin. There were a total of 15 US senators on this caucus about career and technical education. The purpose of the meeting was to talk about issues related to CTE as congress considers reauthorization of higher education opportunity act and deals with the skill shortage challenges facing our nation's economy and understanding that those issues and challenges must be central to the debate. Deputy Commissioner Cech was able to highlight some of the great work that's going on in Montana with all of our 2-year colleges, including the work going on with our two TAACCCT grants and the Carl D. Perkins grant.
 - As part of his presentation to the senate sub-committee, he shared four recommendations with respect to higher education reauthorization.
-

- Expand title four financial aid access to support shorter-term training and educational programs that lead to high industry demands. That includes our certificate of technical studies or some shorter-term workforce training programs for the students who might be interested or want to seek funding such as PELL grant.
 - The second was introduce other provisions that expand access to federal financial aid to accelerate student learning and promote greater levels of completion.
 - The third recommendation was to ensure that the next iteration of CTA includes robust support for innovative practices such as competency-based education for those colleges who wish to do that.
 - Final recommendation was to give consideration to a new round of funding opportunities similar to the TAACCT grants. Senator Baccus had a lot to do with that when he was chair of the US Senate finance committee.
 - Deputy Commissioner Cech then shared a few comments as a result of the Board of Regents discussion which occurred in Butte just a couple of weeks ago.
 - There were some conversations during the budget portion of the Board of Regents meeting and the Board of Regents did engage in some dialog about Dawson Community College's current budget situation.
 - Board of Regents was very clear that it recognizes the dual governance of community colleges by both the Board of Regents and the Board of Trustees of community college. The Board of Regents understands its role as being responsible for supervision and coordination and the Board of Trustees as management and control.
 - The Board of Regents was very clear that they're not trying to get into the management at the local board level and understands that Dawson's financial challenges and the Board of Regents asked the commissioner to work with the interim president, President Nix, to make certain that Dawson Community College has a financial plan that is sustainable where quality is maintained.
 - Commissioner Christian, Deputy Commissioner Robinson and Deputy Commissioner Cech will work with interim president Nix to discuss the issues and return to the Board of Regents this coming November at their request at MSU-Bozeman to discuss and present DCC's plan, which will hopefully reverse trends or manage boldly and appropriately through difficult decisions to match services to the enrollment that the college encounters.
 - Conversations will include not only budgets but quality issues. Given the common course numbering, OCHE wants to make sure that programs and courses emanating from DCC are equal to the rest of the Montana University System.
 - DC Cech said conversations began in Butte with a very good meeting with interim president Nix, one of the evenings of the Board of Regents meeting. Deputy Commissioner Robinson will be in touch with interim president Nix to review his budget presentation soon.
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- Deputy Commissioner Cech paused there for any questions.
 - Interim President Nix thanked Deputy Commissioner Cech for spending time 1:1 in Butte.
 - Trustee Sevier asked for clarification regarding “declaring financial exigency”
 - Deputy Commissioner Cech will clarify as soon as possible.
 - **Unfinished Business Comments**
 - Chairman Knudson and Vice Chair Stanhope discussed vacant position on DCC’s Board of Trustees. There has been no additional interest expressed from anyone to fill the vacancy. Interim president Nix asked for clarification on process of filling vacancy; Chairman Knudson explained process.
 - **Infographic presented by Chairman Knudson**
 - Chairman Knudson presented an infographic that informed the Board regarding issues that DCC has faced over the previous three administrations, and how progress has been made during the last two years.
 - Three years past, in 2012, after 30% enrollment drop; Board of Regents were concerned and questioned DCC’s Board and administration similar to what is happening now. The budget was sent back from Board of Regents, and then-current president was asked to resign.
 - Issues included un-reconciled payroll and incorrect withholdings from employee’s checks — DCC had incomplete and inaccurate audits for years 2012 and 2013.
 - DCC had a complete lack of accreditation preparation nearing the end of a 7-year accreditation cycle. There was nothing in place that suggested that DCC was ready for a 7-year evaluation
 - DCC was confronted with the threat of loan default; had received letters from creditors telling us that because of our failures to report and comply with the terms of their credit they were considering demanding payment on loans because of incorrect reporting to the federal government and failing to acknowledge federal monies received
 - Student aid and further federal funding were in jeopardy.
 - Grant money had been awarded to the college but hadn’t been used because it hadn’t been tracked and it hadn’t been properly planned for or allocated.
 - Interim President Baker served six months while search for previous President Simon was conducted. Interim President Baker recommended major personnel changes.
 - DCC experienced a 125 percent turnover in the administrative team. Every member of the administration had been replaced.
 - DCC Board of Trustees rejected former President Simon’s first budget; it was reworked during his first weeks on the job.
 - In the time under President Simon, the number one goal, the most pressing need was the accreditation reporting cycle which had been neglected; it took 2 years’ worth of effort to put into a number of systems in place such that that accreditation could be re-affirmed.
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- o Institutional effectiveness model was developed, Benchmarking and key performance indicators that were tied to measurable objective performance of the institution were developed.
 - o Several years' of audits were cleaned up and we continue to work to reconcile financial accounts, which had not been reconciled and could not be understood between accounts.
 - o DCC developed a new strategic plan and developed a simplified mission statement.
 - o The team developed student outcome assessment plans for each course being taught so that student performance could be demonstrated to the Northwest commission as expected and throughout the process worked to make sure that the accreditation was renewed.
 - o Also in that time, we created a faculty retirement incentive plan with the understanding that we had more faculty than was required for the students available. President Simon's tenure really culminated with the trip in June to the Northwest commission outside of Seattle in Kirkland, Washington at which they commended the administrative team for how much change they had accomplished in a short time.
 - o Now with the advent of the administration of Dr. Nix and looking forward to course and catalog review at the instruction of the Northwest accreditation team.
 - o Northwest commission is going to be back. They're going to demand to see even more progress on the things they told us we have to do.
 - o DCC administrators are actively and aggressively pursuing new CTE programs and just held a DACUM and developed an exciting curriculum in a new field that we're looking to meet the needs, the workforce needs of our region.
 - o Completed DCC's first enrollment management summit trying to focus with laser precision on how we look at enrollment, how we measure and rethink about how we recruit students, how we retain students and how that is an institution-wide focus.
 - o DCC will be looking into full program review to look at what we're offering and what we can offer.
 - o In summary— four presidents, three chairmen, 13 different trustees have served on this board since 2012. Two-thirds of the current membership of this board is new since 2013.
 - o Trustee Sevier thanked Chairman Knudson for the data. Trustees agreed that the CEO has to be held accountable.
 - o Board discussion determined that there was a 60% turnover in staff during this same period.
 - o Board discussion revealed that there was little faculty turnover during the period.
- **Committee Reports – Finance Committee**
 - o Trustee Sevier noted the Finance Committee met briefly and reported that since July 31st, the administration has spent a thousand hours of the administrator time defending grievances and unfair labor practices; a thousand hours, which translates to about \$66,000. In addition to that, DCC has incurred legal expenses since July 31st of over \$20,000. Reserves are being eaten up by grievances, and unfair labor practice claims.
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- o Proposed changes have resulted in three actual grievances filed by the DCCU, one unfair labor practice, one grievance filled by the GFT, one unfair labor practice, threatened claims with the Human Right Commission.
 - **Interim President**
 - o Interim President Nix picked up discussion where Deputy Commissioner Cech left off. Summarized his perceptions of the meetings in Butte, which included the aforementioned 1:1 and several brief meetings with most Regents at a reception and a breakfast.
 - o Regents and OCHE administrators were concerned with viability of DCC.
 - o Nix stated that at the end of that first day, there were public comments. One of the public comments was from the MEA/MFT Public Policy Director who wanted the Board of Regents to return DCC's budget, rejected.
 - o Instead, Board of Regents were vocal with resounding support of DCC's "right sizing" efforts, but will be keeping close watch on us, and we will need to update our situation at upcoming Board of Regents meeting, in Butte.
 - o The Board of Regents did not have the response that MEA/MFT was hoping for.
 - o Interim President Nix stated the also that Deputy Commissioner Cech strongly recommended that DCC follow the just-completed course prioritization (which resulted in the proposed faculty cutbacks) with a full academic program prioritization.
 - o Interim President Nix discussed that the Cabinet had scheduled strategic task-out meetings, but that two of the three had been consumed by dealing with legal issues surrounding the proposed reductions in force and proposed faculty cutbacks.
 - o Interim President Nix wants the Cabinet to develop tactics and tasks as aggregate strategies to achieve DCC's overall strategic plan.
 - o The Cabinet hopes to develop shared values on which to base decisions, and support the President's Office vision.
 - o As a way to keep the Institutional Effectiveness Committees (IEC) mission-focused, President Nix is creating a flow-chart for use in the meetings. Also IEC Chairs are meeting often to improve communication between committees.
 - o Interim President Nix reported for the second consecutive year, employee evaluations will be conducted for all staff positions; he said this will be the first time in several years this has happened.
 - o DCC Administration and GFT Faculty members are continuing the "Meet and Confer" process. Faculty say they want to be flexible, but when offered options, they are not being flexible. GFT seems to prefer that DCC cut programs, and then allow faculty members to bump less-senior members, even across disciplines. However, cutting programs requires intense program prioritization, and lots of time; DCC does not have the luxury of waiting for that process before making financial-savings and enrollment-growth decisions. Also, cutting programs means we lose students, and lose FTE. VP Zander commented that it is difficult to bring a program back online once it is cut, because other colleges will claim and develop those programs.
 - o VP Price-Seeger/Interim President Nix discussed how cutting programs would require teach-outs, which would end up costing much more in the
-

long run. Chairman Knudson used an analogy that DCC is trying to cut with a scalpel, but it seems some want us to chop with a hatchet.

- o Interim President Nix stated that his president vision is for DCC to be a catalyst for economic development.
- o Interim President Nix gave an update on enrollment: 304 headcount; 224 FTE; 61 non-resident, 43 WUE. FTE includes 152 Montana residents; 72 online students.
- o Chairman Knudson and Vice-Chairman Stanhope questioned our budgeted FTE amount, which was 261, and how that would affect DCC's budget. VP Zander explained that for the three-year rolling average, unless we increase substantially, there will have to be money returned to the State. Trustees discussed how critical this is to increase enrollment.

- **Vice President of Academic Affairs**

- o VP Price-Seeger reviewed the enrollment management summit, and discussed the follow-up activity facilitated by interim president Nix. The activities involved all campus employees, and follow-up is occurring with IEC meetings.
- o VP Price-Seeger reported that right now nearly a hundred percent of our enrollment management recruitment efforts are used to satisfy 21 percent of our potential learners' needs. Chairman Knudson questioned how that statistic was derived. VP Price-Seeger demonstrated with data that 20% of DCC entering students intend to transfer; 35% intend to enroll in CTE majors; another 45% are officially undecided. They haven't chosen a goal; some are non-degree seeking. Some have not declared majors. DCC has not done a reasonably good job at understanding what the goals of that particular group are.
- o VP Price-Seeger stated that In Dawson County, in 2013 from the US Census Bureau's statistics, we know that in grades 9 through 12 in an eight-county area, there are 1800 students headed for jobs or college. Those students should be our base; we will aggressively market for those students.
- o VP Price-Seeger reported that the groups that we have been ignoring are the non-traditional learners, the older adults, ages 30 to 49, we have over 2,000 people, potential learners in Dawson County — then ages 50-plus. That's actually the largest group of the three, just under 4,000 people. Combining, those non-traditional older adults, 6,000 people in Dawson County, much larger than the transfer age segment and we should be paying attention to them; they represent over 70 percent of our market.
- o VP Price-Seeger reviewed the dual enrollment strategies; we expect to enhance our efforts, and may see a jump in those students, even in spring.
- o VP Price-Seeger was excited to talk about the new Corrosion Engineering Technology program and will present the program for approval so it can be addressed at the next Board of Regents meeting. She commended AVP Bobbi Lane for her tireless contributions as this program proposal progressed from an energy symposium to DACUM to submission to the Board of Regents.

- **Vice President of Student Affairs**

- o VP Bole commended and thanked VP Price-Seeger for getting Peter Bryant to campus and the ongoing connections she has made, and her efforts.
- o VP Bole reviewed recent athletic competition, our teams and athletes are doing well. At least equally as important, the athletes are engaged in meaningful community service. Right now, for Rodeo, there are about 225 college rodeo athletes in town. There are about 830 runs or rides in 2 1/2 days. Contestants from our own college, from Miles, from MSU, from UM, from MSU Northern, from UM Western, from Northwest College in Powell, from Iroquois, from Chief Dull Knife College, Little Big Horn College, from the University of Great Falls, and from Blackford Community College.
- o VP Bole reported he had moved offices, and gave details about the physical reorganization—how it was intentional for one-stop student service. He is excited about the potential for reaching students' needs.
- o VP Bole had a productive meeting with Senator Danes, and that senator will follow up with a campus visit soon.
- o VP Bole stated that Enrollment Management team has nearly 400 new contacts over a two-week period of extended off-campus visits. He is pleased with how the team is working and pleased with the dedication.
- o VP Bole discussed a “fake” Dawson Facebook page that we learned about through a parent. His team is investigating how to address and ultimately get that page removed from social media.
- o VP Bole attended the recent Business-Mixer at the Gazebo, sponsored by Cross Petroleum; the other Cabinet members had to meet for a re-scheduled Grievance hearing.
- o VP Bole discussed how the new men's BB coach is integrating into the community, and making superb connections.
- o Interim president Nix reported that a local Butte business owner had told him how much our softball coach is appreciated on that side of the State, since he is great at preparing young women for the next level. VP Bole mentioned there are 28 women on the team. Trustee Wilondek asked how many of those 28 are full-time students; then he said they all were. He suggested that DCC provide free admission to all high school students to all athletic events as a recruiting tool.

- **Vice President of Administration**

- o VP Zander handed out her report to the Board. She reported that the administration is following our CBA and is trying to communicate with the unions. The frustration comes from continually facing ULPs and grievances, it seems no matter what approach we take. She said the administration is considering a different approach, to see if we can work toward a solution without the ULPs and grievances.
 - o VP Zander reported that waivers are a salient issue and are being discussed by budgeting and strategy committee. We want to start utilizing those as a retention tool.
 - o VP Zander stated there are also discussions about what the tuition fees/rates at DCC should be. Strategically, we will look at what needs to
-

be done about tuition fees. We expect to have a decision about rates by January. Currently DCC is at about 25% of what was budgeted for tuition.

- o VP Zander and Chairman Knudson discussed that about 75-76% of DCC students are athletes right now. Waivers are a tremendous part of the athletics, and DCC has to do a better job, strategically, of managing the waivers. The DCC Foundation is working with us, and will offer assistance, small at first, but gradually may be able to help more with supplanting waiver monies.
- o VP Zander noted that all processes and procedures are under review, particularly admissions; DCC will try to improve and increase the use of technology, for example with an online admissions application process that is streamlined to include payment options.
- o VP Zander discussed possibilities of adult and workforce development as an unrestricted revenue stream and looked forward to the possibilities.
- o VP Zander reminded the Board and public of Meet the Bucs night, coming up on October 22.
- o Chairman Knudson requested that the HR publication, Dawson Daily be emailed to the Board of Trustees. VP Zander said she would make that happen.

- **Open Forum for Public Input**

- o Chairman Knudson reminded the public that the Board would be receiving input from the public, but would not be taking action or necessarily provide responses. However, all input does become part of the record. He stated each individual will be limited to five minutes for comments; if they wished to provide additional information beyond that he asks that they do it in writing within seven business days. Chairman Knudson stated those comments will also be delivered to the Board and incorporated in the minutes of this meeting.
 - o Rosemary Haas
 - The public would like to be told what procedure you have for finding out why the freshman didn't come back for spring semester or why the freshman who did complete the whole year didn't come back for the sophomore year. What are we doing?
 - o VP Bole answered that both of those groups are being culled out of the data. They will be called. There will be a personal contact made with each one. Then that data will be put together in a forum that will be able then to discuss it in the enrollment management committee and in our Cabinet to see what we need to do.
 - o VP Price-Seeger also addressed that question by adding that this was a major point of discussion in the enrollment management summit
 - o Chairman Knudson and Vice-Chairman Stanhope said that there would not be a Welding facility tour tonight.
 - o Meeting adjourned.
-

Meeting End

Meeting Ended: 115:45.

Post Meeting Action Items

Action	Assigned To	Deadline

NEXT MEETING

Next meeting: Monday, October 26, 2015 at 5:30 p.m. in the Board Room



DCC BOARD OF TRUSTEES
MEETING MINUTES

Meeting Date: October 26, 2015

Meeting Location: Board Room

Approval: November 23, 2015

Recorded By: Vincent Nix

Chad Knudson, Chairman

Kathleen Zander, Secretary

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

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	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
J. Vincent Nix	Interim President	Dawson Community College	Yes
Marjorie Price-Seeger	Vice President of Academic Affairs	Dawson Community College	No
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 (Sue Jones called in)
Community Members			

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 Stanhope.

Agenda

- **Minutes from previous Board of Trustees meeting**
 - Trustees Sevier/Wilondek motioned/seconded to approve the meeting minutes from the previous meeting. Dr. Nix indicated that there were a couple of errors on the names of the speakers, which will be corrected. The Commissioner's name on page four will also be corrected. Trustee Sevier noted an incorrect date on the agenda (September 28th, 2015 instead of October 28th, 2015). The motion unanimously carried.
- **List of Vouchers**
 - Trustees Rowe/Sevier motioned/seconded to approve the Updated List of Vouchers as presented.
 - Trustee Sevier questioned the voucher item Faculty Development Fund/Faculty Development Fund 2015. VP Zander confirmed one is paying what was due for last year, which was booked as a payable. One is the current year.
 - Chairman Knudson asked if the practice when people are on the road for recruiting trips is they are paying those expenses themselves. VP Zander confirmed some pay themselves; some motels are direct billed back to the college. The efficiency of using the credit card is being explored.
 - Trustee Sevier questioned the voucher item for University of Montana Banner Support, \$68,250. VP Zander confirmed it is the annual amount that is paid for support of the banner system. It covers a full-time position that is made up of a couple of different people. Chairman Knudson commented that there was specific lobbying done making sure that the legislature doesn't turn it into an unfunded mandate. VP Zander commented that they are having an ongoing conversation with Miles City about hiring one person instead of paying the University.
 - **The motion unanimously carried.**
- **Mission Statement**
 - Trustee Rowe proposed adding the mission statement to the header for the minutes. Chairman Knudsen agreed with the proposal, and that will be incorporated.
- **Call-in by Deputy Commissioner (non-action item)**
 - Sue Jones called in standing in for the Deputy Commissioner and provided an update on the Prior Learning Assessment Policy, which was approved by the Board of Regents on September 17th. Faculty/assessor training will take place in the upcoming week, as well as staff training for adult student advisors. Pathways are being built from military training and occupations to healthcare and scholarships are being offered to veterans.
- **Unfinished Business**
 - Naming Rights
 - No update.

- **New Business**

- o Draft Investment Policy

- Trustee Sevier explained that when the Ulman Charitable Remainder Trust donated monies to the College, the understanding from the State statute was that the College could not deviate from what was given and could not change the investments. They have been kept in the same three mutual funds. In May of 2014 when the market was at a much higher level, the Board decided to liquidate half of the fund, about \$900,000. The investment policy was developed to guide what can be done with that. Trustee Sevier read the proposed Investment Policy Guidelines.
 - Trustee Wilondek asked if they are looking at avenues for the cash. Chair Knudson responded that they wanted to get a policy in place, after which the Finance Committee will determine with the administration what is needed out of the program development funds every year to develop and maintain programs. That would have to be government backed and FDIC insured.
 - Chairman Knudson commented that it needed to be stated that it is the position of the board that "bequeathed amounts should go through the Foundation." Trustee Sevier explained that they are limited by what the State allows. The State does not allow public monies to be invested in the stock market. The Foundation has more leeway.

- o Board Retreat

- The evening of January 8th and the morning of the 9th will be looked at as a possible date. The Miles City Board Chair is open to a joint meeting. Trustee Rowe commented that training on best practices to be considered by a Board would be advantageous.

- o Policy Review

- The Board needs to review annually whether the policies that have been adopted are being followed by the administration. That will be kicked off and reviewed by January.

- o Surplus Equipment List

- **Trustees Sevier/Wilondek motioned/seconded approval of the surplus equipment list as presented. The motion unanimously carried.**

- **Standing Board Committee Reports – Finance Committee**

- o Trustee Sevier reported that the Finance Committee met on October 19th. They discussed enrollment trends and the three-year average of resident FTEs. In 2017, they will likely have to give back to the state \$23,740 if the projected numbers are still accurate. The Committee discussed ongoing expenses for unfair labor practices and ongoing union negotiations regarding a 4% across-the-board pay increase for all staff in addition to the 2% pay increase built into the contract as well as a longevity pay increase for employees that have been there for five or ten years. Another thing they would like is a representation fee imposed on all of the staff that choose not to pay union dues and are not involved in union activity.

- o VP Zander provided a brief explanation of the reversion process and the state funding formula. Trustee Sevier commented that the goal is to have an optimistic projection rather than an artificially inflated number of resident FTEs.
- o Chairman Knudson requested a budget update from VP Zander. Normally as of September 30th, 52 to 53% of the tuition has been received. Using those numbers, they are likely to be about \$67,000 short of what was projected for 2015. They are considering any additional expenses that could be cut or if there is additional revenue that can be used to cover that to get through to June.
- o Trustee Sevier reported that the administration would be submitting a Program Development Fund request for the corrosion technology program that is being put together for about \$100,000.
- o Chairman Knudson will accompany President Nix to the Board of Regents meeting in November.
- **Interim President's report**
 - o Interim President Nix reported that the Commissioner from the Labor Department visited in October.
 - o Interim President Nix met with the Miles Community College President looking at ways to save money by combining large purchases and potentially shared auxiliary services. There had been some discussion about the potential of combining administrations, but their Board did not want to take that on.
 - o U.S. Representative Ryan Zinke visited the campus.
 - o Interim President Nix attended the Main Street Montana Symposium October 11th and 12th, 2015.
 - o In the upcoming week, Interim President Nix will meet with the chancellor of MSU Billings and the dean of City College to discuss perhaps combining to have the potential of having a Bachelor's of Applied Technology and/or Bachelor's of Applied Science.
 - o Interim President Nix will attend a two-year CEO leadership retreat in Helena on November 2nd.
 - o The interim president's Institutional Effectiveness Plan has been completed. The Divisional and Functional Institutional Effectiveness plans will be updated. Development of a Retention and Persistence Committee is being explored.
 - o Interim President Nix presented FTE enrollment comparison figures. We must focus on enrollment growth; can not ignore retention of students already enrolled.
 - o Trustee Rowe asked if a four-year degree could be offered. Interim President Nix explained that they could enroll the FTE. The degree would be granted from MSU Billings. There could be course sharing.
- **Vice President of Academic Affairs' report**
 - o Interim President Nix presented brief overview of VP Price-Seeger's report. The request has been turned in for the Corrosion Technology

program. That will be in front of the Board of Regents at the November meeting.

- o Thirty dual enrollment students are expected in Spring 2016.
- o Healthcare apprenticeships will be offered in the fall of 2016.
- o The Agri Business program is being revitalized to incorporate alternative areas.

- **Vice President of Student Affairs' report**

- o VP Bole reported that enrollment management specialists have been increasing the number of visits, and dual enrollment continues to be important.
- o Meet the Bucs was successful. Trustee Rowe commented that it was the best one of those types of events he has participated in.
- o The new coffee shop has opened. Trustee Rowe asked how it is funded. It's an auxiliary and will use its own fees. Initial start up is from oil and gas.
- o Bucs Day will be November 9th.
- o Trustee Sevier suggested that every high school student in the community college district should have a free pass to every Bucs game.

- **Vice President of Administration's report**

- o VP Zander highlighted that the auditors are on-site and are hoping to be done with the audit in early January. It is a new team this year.
- o VP Zander attended a labor management conference with the HR assistant. She suggested that members of Labor should attend as well.
- o New enrollment management initiatives are being implemented. The first priority is dual enrollment. Others include online payment, a smoother admissions process and workforce development.
- o Trustee Rowe suggested that there be more updates between Board meetings regarding labor negotiations. Meeting minutes will be provided to Board members.

- **Open Forum for Public Input**

- o Chairman Knudson called for public comment. None was offered.

Meeting Ended: 7:02 p.m.

Post Meeting Action Items

Action	Assigned To	Deadline
None		

NEXT MEETING

Next meeting: Monday, November 23, 2015 at 5:30 p.m. in the Board Room.

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

Parking Lot

DCC Board of Trustees

Meeting Minutes

Meeting Date: November 23, 2015

Meeting Location: Board Room

Version: DRAFT

Approval: December 28, 2015

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	Trustee	DCC Board of Trustees	Yes (via call-in)
Mike Wilondek	Trustee	DCC Board of Trustees	Yes
J. Vincent Nix	Interim President	Dawson Community College	Yes
Marjorie Price-Seeger	Vice President of Academic Affairs	Dawson Community College	No (Disciplinary)
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 (Eric Rose called in)
Community Members			
Rose Marie Aus		Brenda Stockert	
Kortney Diegel		Andrine Haas	

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 Rowe/Wilondek motioned/seconded to approve the meeting minutes from the previous meeting. Trustee Stanhope noted a correction needed on p.5, "purpose/purchases".
 - **The motion unanimously carried.**
- **List of Vouchers**
 - Trustees Stanhope/Rowe motioned/seconded to approve the Updated List of Vouchers as presented. Trustee Willondek asked if the payment is finished for Banner, but those are annual expenses. There may be one more small one in the spring.
 - **The motion unanimously carried.**
- **Call-in by Deputy Commissioner (non-action item)**
 - Eric Rose called in and discussed the looming workforce shortage that is expected to occur in the next 10 years in Montana. It is expected in healthcare, construction/transportation and installation/maintenance/repair. A big component of the solution is to train workers. Another key piece is increasing the number of certificates of technical skills programs that are awarded as tiered credentials, which is impacted by financial aid restrictions.
- **Unfinished Business**
 - Naming Rights (No update.)
 - Trustee vacancy (No update.)
 - Investment Policy
 - The draft investment policy will go before the Finance Committee in December before approval.
 - Board Retreat
 - Interim President Nix reported that Pam Fisher can do the board training but would prefer March/April. Trustee Stanhope commented that he would prefer a Wednesday/Thursday meeting schedule.
 - Policy Review
 - There had been a suggestion that they meet monthly with faculty and/or staff and review policy. There were questions regarding posting items on the web site and the President's IEP. Those are up to date.
 - Chairman Knudson explained going forward they will audit policies on a rolling monthly basis to ensure they are being followed.
- **New Business**
 - Interim president's status
 - A performance review was conducted for Interim President Nix and he received satisfactory feedback on job performance and execution of direction of the Board.
 - Trustee Rowe commented that he has enjoyed working with Interim President Nix, and he has been very accessible.

- Chairman Knudson commented that the Board's options were to do nothing or to appoint Interim President Nix as permanent president and negotiate with him the terms of his contract going forward.
 - Trustee Sevier motioned for Chairman Knudson to enter into negotiations with Interim President Nix to further his contract and make it a permanent arrangement coming back to the Board for final approval. Trustee Stanhope seconded the motion.
 - Trustee Rowe commented that the contract should include performance measures related to bringing in students. Trustee Sevier suggested that they utilize the previous contract as a starting point in contract negotiations.
 - **Motion passed unanimously**
 - Corrosion Curriculum
 - The Corrosion Technology program was presented last month to the Board of Regents and will come up for vote of the Chief Academic Officers of the State in March. Trustee Rose asked for an estimate of the cost, and they will be asking for funding from the Program Development Fund for approximately \$115,000 for equipment. The nearest similar programs are in Texas and Ohio. The intent would be for the program to be ready in the fall.
 - Trustee Rowe motioned to approve the Corrosion technology degree program. Trustee Stanhope seconded.
 - **Motion passed unanimously**
 - Dawson Community College's Board and Miles Community College's Board will be holding a joint meeting to discuss finding economies of scale. There was a suggestion to hold the meeting in March.
 - Finance Committee—VP Zander reported that they discussed potential settlements with the Unions and potential budget implications.
 - **Interim President's report**
 - Interim President Nix visited with the CEOs of City College and MSU Billings and they will be discussing a possible Memorandum of Understanding regarding joint work on Bachelor's programs offerings. Pictures of DCC's welding program may be included in the "Choose Montana" brochures. He and VP Price-Seeger met with Commissioner Christian and he provided recommendations for the Board of Regent's presentation. He attended the Regents meeting with VP Zander.
 - **VP Student Affairs Report**
 - Data indicates that the more students are engaged in resident life activities, the greater their engagement is after they leave the institution. An appropriate student life program is a work in progress; DCC is committed to establishing a viable and supportive residence life program.
 - **VP Administration report**
 - The presidents and CEOs of three community colleges met with the Governor's budget director to begin preliminary talks for the next legislative session. State fiscal analysts subsequently came to campus.
 - Dual enrollment should be up and running in the spring.
 - The audit team was on site the first weekend in November, and the audit should be completed at the end of January.
 - **Open Forum for Public Input**
-

- o Rose Marie Aus
- o Brenda Stockert
- o Andrine Haas

Executive Session called to order at 6:40 PM

- No action taken.

Executive Session adjourned at 7:28 PM

Meeting adjourned 7:30 PM; Trustees Stanhope/Rowe motion/second.

Post Meeting Action Items

Action	Assigned To	Deadline
Contact President Klippenstein of Miles CC RE dates for Joint-meeting between Boards of Trustees—want Wednesday evening in March 2016.	Interim President Nix	Before next DCC Board meeting.

NEXT MEETING

Next meeting: Monday, December 28, 2015 at 5:30 p.m. in the Board Room.

Parking Lot

DCC Board of Trustees

Meeting Minutes

Meeting Date: December 28, 2015

Meeting Location: Board Room

Version: DRAFT

Approval: January 25, 2016

Recorded By: Kathleen Zander

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	Yes
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	No
Holly Dershem-Bruce	Interim Academic Officer	Dawson Community College	Yes
John Bole	Vice President of Student Affairs	Dawson Community College	Yes (via phone)
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 call this month
Community Members			
Rose Marie Aus		Andrew Lauckner	

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: Kathleen Zander

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

Agenda

- **Minutes from previous Board of Trustees meeting**
 - Trustee Stanhope moved to accept the minutes stating that motions be written with actual wording used. Seconded by Trustee Wilondek.
 - **The motion unanimously carried.**
- **List of Vouchers**
 - Trustee Stanhope moved to accept the vouchers as presented. Seconded by Trustee Hicks. Trustees questioned the timeline for credit card payments. No Changes.
 - **The motion unanimously carried.**
- **Call-in by Deputy Commissioner (non-action item)**
 - No call this month
- **New Business**
 - Joint meeting with MCC Board-Chair and President:
 - Chairman Knudson stated that he, Interim President Nix and MCC President Stacy Klippenstein and their Board Chair met and discussed several topics which included efforts to collaborate in a scheduled joint meeting in March. Both Chairs deferred to the Presidents to create the agenda items for the joint meeting. It was decided that any collaboration be mutually beneficial to both community colleges and not just in response to political pressure. An update was given to the Chairs regarding a meeting where both Presidents of the community colleges traveled to Sidney to see how both schools can work together to address needs in Sidney. Overall the meeting was very positive and trustees should look for agenda items and an announced date/time for the March meeting. No action was taken.
 - Trustee vacancy:
 - **Oath of Office Darla Handran** – Wilondek moved to appoint Darla Handran to the Dawson Community College Board of Trustees. Second by Rich Rowe. Handran gave a brief bio for the board including she was a graduate from DCC, has been a community member of Glendive all her life, is not afraid of hard work and is looking forward to helping DCC continue to succeed. **The motion carried with all voting in favor.** Zander administered the oath of office to Handran and Handran took her seat at the table. Chairman Knudson thanked the trustees in their efforts to replace the open position on the Board.
 - Investment Policy
 - Finance Committee has not had opportunity to meet in December to review the policy. No action taken.
 - Board Retreat
 - The upcoming Board retreat will include Board training from Jeff Weldon, attorney from Billings MT. Interim President Nix is setting up an agenda and more details will follow. Wilondek suggested the

meeting be held in the large room in the back of Maddhatters, where it was held last year. No action was taken.

o Policy Review

- Chairman Knudson moved to appoint Handran to the policy review committee. Second by Stanhope and **the motion carried**. The purpose of the committee is to confirm compliance and relevance of Board policies.

o New Programs

- VP Zander spoke on behalf of Interim President Nix:
 - Certificate of Public Administration – Nix has been working with Pat Edgar from the State in preparing the curriculum for students to be able to obtain a Certificate of Public Administration through DCC. The courses are offered to public employees seeking additional training for advancement in the public workforce. Classes will be offered online to all public employees and DCC will be the only college that offers the certificate. This certificate is expected to be available beginning Fall 2016. No board action at this time.
 - Certificate of Industrial Maintenance – Nix and AVP of Workforce Development Bobbi Laine are continuing to work toward providing the curriculum for this certificate. Local employers have expressed a need and a willingness to assist with students, training facilities and possible internships. The Board will be kept up to date on any progress. No board action at this time.
 - Dual-Enrollment Agri-business programs – Zander distributed information regarding online Agriculture classes that are offered by Larry Nelson in Scobey. Nelson is not the instructor but hires credentialed instructors to conduct the online Agriculture classes. The Office of Public Instruction has approved the classes for high school students and Mr. Nelson is currently working with OCHE to have the online classes and instructors approved for higher education curriculum. DCC is investigating these online classes as a means to compliment classes offered here on campus. More information will follow. No board action at this time.
 - Dual and concurrent enrollment efforts in Sidney – Zander was excited to announce that 8 dual enrollment classes will be offered through Sidney High School. Over the past several months, DCC personnel have worked with Sidney to verify credentials, class syllabi, textbooks and classroom facilities. The agreement allows students attending Sidney High School to obtain credit from DCC while taking these honor classes at their own high school. Dual enrollment is done all over the state, but DCC is just beginning to offer these opportunities. Sidney also has agreements with Miles Community College and Williston so their students are allowed to choose which college they would like to obtain the credit from. All credits granted transfer to any four year

institution in the state regardless of where the credits are obtained. DCC offers the greatest value to students as tuition costs are less than both MCC and WSC. Dual Enrollment is a great way to funnel future students to DCC as 34% of dual enrolled high school students attend the College from which they originally received credits. Zander thanked the DCC personnel who had worked diligently in the past couple months to get dual enrollment lined up. The same efforts continue will all high schools in our seven county area. No board action at this time.

- Online CAS program – Zander explained the College currently offers a Chemical Addition Studies certificate on campus but would like to offer the classes online as well. In order to do so, the Board must first give permission and DCC would then make the request from the Board of Regents. Recent efforts have been made to reconnect and reach out to agencies that require licensed chemical addition personnel in their workforce. There is quite a bit of need across the state for this certificate and creating an online component allows additional students across the state to sign up for the courses. Holly Dershem-Bruce explained to the trustees how the instructor here on campus would use a learning technology system, such as Moodle, to teach students not actually in the classroom. Lectures and videos can be uploaded so students can access from anywhere. Many classes on campus use a hybrid model of in class instruction and Moodle now. The CAS online component would be similar to what Brenda Stockert offers now with her Childhood Development program. Stockert has had students travel from Libby and Troy Montana for DCC graduation after taking two years of her classes online. Stanhope moved to approve offering the Chemical Addiction Studies fully online in addition to offering it on campus. Wilondek seconded and the motion carried with **all voting in favor.**
- Certified Nursing Assistant (CNA) stackable credentials - AVP Bobbi Laine is continuing to pursue offering CNA credentials in the fall of 2016. MCC currently offers the CNA certificate however, GMC has asked that we offer additional credentials that can be added to the CNA. Laine is trying to line up instructors and establish the curriculum for these additional courses. The Board will be updated as more progress is made. No board action at this time.
- Grant-writing collaboration – Interim Pres. Nix has formed a committee with Cathy Kirkpatrick from Dawson County Economic Development, Amy Deines from Job Service and Kathy MacLaine from Mid-Rivers to collaborate together to pursue grant opportunities that will enhance job training and address employers needs in the area. No board action at this time.

- Proposed reduction in force update – An update was provided to Board members in Executive Session. No action by the Board at this time.
- **Interim President's report**
 - o In addition to the report presented in the packet, VP Zander passed out a draft of a revised organizational chart to the Trustees. In an effort to save costs, DCC is going to try to not replace the Vice President of Academics position. Instead John Bole will be name Interim VP of Student Services and Academic Services. He will supervise all adjunct and fulltime faculty, library services, adult basic education, as well as residence life, student conduct and athletics. Holly Dershem-Bruce has stepped up as Interim Academic Officer and although Bole is the supervisor, Dershem-Bruce will be the contact person for all full time and adjunct faculty, oversee the program review and scheduling for summer, fall and spring 2017 classes. Bole and Nix have volunteered to each teach one of Dershem-Bruce's classes to allow her time to complete the extra job duties. VP Zander will now supervise the following areas: Business Dept., Coffee Shop, Campus store, Food Service, Property and Plant, Enrollment Management, IT, Financial Aid, Registrar and Workforce Development. Traci Masau, Workforce Development Coordinator will also be taking on additional duties as she will be the on campus contact for AVP Bobbi Laine. Both Masau and Dershem-Bruce will be given a supplemental contract for the additional duties they are taking on this semester. This organizational chart is on a trial basis and will be adjusted accordingly as the semester progresses. It is intended to be for spring semester 2016 only as the search for VP of Academics will begin soon. The administration would like to thank Dershem-Bruce and Masau for their willingness to step up and take on extra duties for the semester.
- **VP Student Affairs Report**
 - o VP Bole had called in for the meeting but had to disconnect during the call.
- **VP Administration report**
 - o Zander presented her report as submitted but wanted the Board to note that Accounts Receivable Assistant Raimee Haber has done an outstanding job collecting this fall. She is new to the position and done very well learning the job and connecting with students.
- **Open Forum for Public Input**
 - o Chairman Knudson asked for public input twice.
 - o Rose Marie Aus asked if (and it was confirmed the) Pat Edgar referred to earlier was the same Pat Edgar who had lived here years ago.
 - o Andrew Lauckner, 307 Hemlock FP – stated he as a former student wanted the College to focus on the graduation rate and work to help students transition from graduation to the next phase of their lives. He also asked the Board to increase its communication to the public regarding the issue between the administration and the staff. He encouraged everyone to be compassionate in our decisions.

Executive Session called to order at 6:50 PM

- No action taken.

Executive Session adjourned at 7:23 PM

**Meeting adjourned 7:24 PM; Trustees Stanhope/Wilondek motion/second; all
voting in favor.**

Post Meeting Action Items

Action	Assigned To	Deadline

NEXT MEETING

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

Parking Lot