
DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: January 28, 2013

Meeting Location: Community Room

Approval: February 25, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Justin Cross, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Kimberly Stulc	Trustee	DCC Board of Trustees	Yes
Jane Baker	Interim President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
Justin Cross	Dean of Administrative Services	Dawson Community College	Yes
Jackie Schultz	Dean of Instructional Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Skype/Phone
Pamela Fisher	Consultant	ACCT	Skype/Phone
Tracey Clingsmith	Committee Member	DCC Presidential Search Committee	Yes
Rick Holden	Committee Member	DCC Presidential Search Committee	Yes
Jullie Griffith-Seder	HR Director/Committee Member	Dawson Community College/ DCC Presidential Search Committee	Yes
Todd Knispel	Committee Member	DCC Presidential Search Committee	Yes
Chad Knudson	Committee Member	DCC Presidential Search Committee	Yes
Kathleen Zander	Committee Member	DCC Presidential Search Committee	Yes
Kortney Diegel	Rodeo Coach	Dawson Community College	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:40 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- **Trustee Sevier made a motion to approve the December 17, 2012 regular meeting and the December 20, 2012 special meeting minutes as presented.**
- Trustee Kettner noted that paragraph eight on page three should read “reflect” not “reflex”.
- Dean Ayre noted that paragraph five on page two should read “Division I” not “Division II”.
- **Trustee Kettner seconded the motion with the noted changes. The motion carried unanimously.**

- **Financial Reports**

- Both the Designated Funds Report and the General Fund Report have undergone a change to a more usable format.
- Dean Cross noted the enrollment for spring is below 200, so will need to modify the expected revenue on the tuition side which will require cuts to the expenditure side of the General Fund Report.
- Dean Cross noted that AG Power and Machinery, Web Development, and Farm Ranch Business Management are all programs that are presently not in existence. He requested those programs be deleted from the General Fund Report as uncollectable accounts.
- **Trustee Kettner made a motion to delete the AG Power and Machinery, Web Development and Farm Ranch Business Management programs from the Program Development Fund as uncollectable accounts. Trustee Linn seconded the motion. The motion unanimously carried.**
- **Trustee Fritsch made a motion to pay the List of Vouchers as presented. Trustee Stulc seconded the motion. The motion carried unanimously.**

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

- Deputy Cech noted the three community college presidents, members of the Board of Trustees and members of the Board of Regents met in Helena on January 7, 2013. He stated these meetings should be held annually.
- Deputy Cech reported he has been spending time with the Legislature and following the Cap Plan laid out in the Governor’s Budget, HB 25 and HB 14 (Jobs Bill). He noted the Education Committee will be meeting over the next couple of days.
- Deputy Cech gave an update on the Developmental Education Reform Taskforce.
- Chairman Squires and Interim President Baker asked Deputy Cech to look into the tuition waivers for the three community college employees.
- Deputy Cech provided some statistics regarding the challenges community colleges face in recruiting leaders.

- **ACCT Presidential Search Proposal**

- Pam Fisher gave a presentation on ACCT’s Presidential Search services.
- Recommended 6-8 weeks to advertise.
- The expected time frame for the search is four months.
- Total expenses above and beyond the \$25,000 would be about \$10,000.
- ACCT does not have good luck in recruiting from industry.

- **ACCT Presidential Search Proposal - Continue**

- **Trustee Fritsch made a motion that a decision be made tonight and to do the presidential search internally. The motion died for a lack of a second.**
- The Presidential Search Committee will meet on Thursday, January 31, 2013 at 5:30 p.m. to decide their recommendation to the Board.
- The Board will hold a special conference call meeting on Tuesday, February 5, 2013 at Noon to vote on use of ACCT's services or the In-House Presidential Search Committee.

- **Obsolete Property**

- Dean Cross requested permission from the Board to hold an obsolete property sale.
- **Trustee Stanhope made a motion to approve Dean Cross' request to hold an obsolete property sale. Trustee Kettner seconded the motion.**
- Trustee Sevier requested a list of obsolete property before the sale.
- **The motion unanimously carried.**

- **Staff Development Fund Requests**

- **Trustee Kettner made a motion to approve the Staff Development Fund Requests as submitted. Trustee Linn seconded the motion. The motion carried unanimously.**

- **Correspondence**

- Chairman Squires read a letter from Rita Kratky thanking the Board for the opportunity to interview for the Interim President.

- **Athletic Department Dorm Rooms**

- Dean Ayre reported the Resource Management Effectiveness Committee voted down nine beds for the athletic department and approved the \$100 per semester dorm increase for deferred maintenance and remodeling.
- Discussion on what the actual tabled motion was. It was adding nine dorm bed waivers for the three Division I sports.
- Dean Ayre explained this was a procedure; however, the Board stated they wanted to be part of the decision making on the Intercollegiate Athletic Programs. That is why it is in front of the Board tonight.
- As this is a procedural issue not a policy issue, the Board is leaving the decision up to Administration.

- **Legislative Update**

- Will be done in the President's Report.

- **Committee Reports – Finance Committee**

- Nothing else to be added.

- **President's Report**

- Reported the relationship with the community colleges and the Commissioner's Office is much stronger.
- Is doing some internal restructuring in terms of the lines of communication.
- Presentation to the Legislature focused on eastern Montana and the oil boom.
- Requested from the Legislature \$1 million for workforce development funds to help with training of industries workforce. These funds would be split between DCC and MCC.
- Legislature supported the request for \$330,000 Banner implementation funds to help with the implementation of Banner at DCC and MCC.
- Let the Legislature know all three community colleges support the current 50.8% state funding.

- **Dean of Administrative Services Report**

- Report stands as submitted.

- **Dean of Instructional Services Report**

- Report stands as submitted.

- **Dean of Student Services Report**

- For recruiting purposes a two-page ad will be placed in the Bismarck Tribune.
- ASB is proposing a vote to students of adding a \$1.00 per credit fee for the weight room project.
- Approximately \$40,000 has been raised for the weight room project.
- A bus for the student body will be traveling to Miles City for the basketball games.

- **Faculty Report**

- Report stands as submitted.

- **Staff Report**

- No report noted.

- **Students Report**

- No report noted.

- **Open Forum for Public Input**

- Trustee Fritsch questioned why the Deputy Commissioner of Two-Year and Community College Education was attending the Board meetings. Chairman Squires explained his position has oversight of community colleges for the Commissioner of Higher Education and it is his approach to developing a relationship with the college.

MEETING END

Meeting Ended: 8:45 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Check into University System tuition waivers for DCC employees.	Deputy Commissioner of Two-Year and Community College Education	N/A
Provide list on obsolete property for sale to the Board.	Dean of Administrative Services	Before obsolete property sale.

DECISIONS MADE

- Presidential Search committee will meet on Thursday, January 31, 2013 at 5:30 p.m. in the Board Room.
- Board of Trustees will hold a Special Conference Call Meeting on Tuesday, February 5, 2013 at Noon to make the decision on in-house committee or ACCT's services.
- Administration is to make the decision on the nine dorm bed waivers for the three Division I teams.

NEXT MEETING

Next Meeting: February 5, 2013 at Noon in the Community Room.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: February 25, 2013

Meeting Location: Community Room

Approval: March 25, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Justin Cross, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	No
Kimberly Stulc	Trustee	DCC Board of Trustees	Yes
Jane Baker	Interim President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
Justin Cross	Dean of Administrative Services	Dawson Community College	Yes
Jackie Schultz	Dean of Instructional Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Phone
Jullie Griffith-Seder	HR Director/Committee Member	Dawson Community College/ DCC Presidential Search Committee	Yes
Mike Gross	Guest	Leadership Glendive/Mid-Rivers	Yes
Todd Knispel	Committee Member	DCC Presidential Search Committee	Yes
Chad Knudson	Committee Member	DCC Presidential Search Committee	Yes
Patty Thompson	Guest	Dawson Community College	Yes
Kathleen Zander	Committee Member	DCC Presidential Search Committee	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- Trustees Sevier/Kettner made a motion to approve the January 28, 2013 regular meeting minutes as presented. The motion unanimously carried.
- Trustees Kettner/Fritsch made a motion to approve the February 5, 2013 special meeting minutes as presented. The motion unanimously carried.

- **Financial Reports**

- Trustees Sevier/Kettner made a motion to approve the List of Vouchers as presented. The motion carried unanimously.
- The January Edward Jones report speaks for itself.

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

- He gave a brief overview of the Two-Year and Community College Education Committee agenda for the March Board of Regents meeting in Helena.
- Dual Enrollment
 - Concurrent Enrollment – high school student enrolled in high school and being taught by a high school instructor in a college level course, who is academic qualified to be a college instructor. The student is earning high school credit and college credit at the same time.
 - Dual Credit – high school student is either taking a course on the college campus or online by a college faculty member who is either secondary certified or has a Class A Licensure. The student is earning both high school and college credit at the same time.
 - Early College – high school student is taking a course at the college, but is not receiving high school credit; only college credit.
- On behalf of the Commissioner of Higher Education and Deputy Commissioner Cech himself, he complimented the Board for their consideration of holding a joint meeting with Miles Community College's Board of Trustees.

- **Request to Serve Alcohol**

- Chairman Squires read a request from the Dawson County Economic Development Council to serve alcohol during the Eastern Montana Energy Expo mixer. **Trustees Fritsch/Linn made a motion to approve the request by the Dawson County Economic Development Council to serve alcohol during the Eastern Montana Energy Expo mixer. The motion unanimously carried.**

- **Staff Development Fund Request**

- Trustees Kettner/Stulc made a motion to approve the Staff Development Fund Request from Human Resources Director Griffith-Seder for \$300.00. The motion carried unanimously.
- Interim President Baker explained that each campus of the University System makes the decision on community college employee tuition waivers. Those employees that are far enough into their program will be grandfathered in for the tuition waivers; however, no community college employee just starting a program will be offered the tuition waivers.

- **Dorm Rent Increase**

- Interim President Baker explained that the Resource Management and Effectiveness Committee recommended increasing the student housing rent by \$100 per semester; bringing the total rent to \$1250 per semester. The additional fee will be used for student housing deferred maintenance and small capital projects.
- **Trustees Sevier/Stulc made a motion to approve the Resource Management and Effectiveness Committee's recommendation of increasing the student housing rent by \$100 per semester.**

Fritsch – Nay

Linn – Yea

Stanhope - Absent

Sevier – Yea

Stulc – Yea

Kettner - Yea

The motion carried.

- **Budget Amendment Proclamation**

- **Trustees Kettner/Fritsch made a motion to approve the Budget Amendment Proclamation as presented. The motion unanimously carried.**

- **Presidential Search Recommendation for Salary and Incentives**

- Chad Knudson provided the Board with the Profile, Pool and Promotion Sub-Committee's recommendation that the next president must love a challenge, have industry experience, have turn around expertise and have a passion for education. The committee further recommends that the next president must normalize enrollment, establish a clear market niche, achieve financial sustainability and provide exceptional advocacy.
- The Profile, Pool and Promotion Sub-Committee recommended a base salary in the range of \$110,000 with a significant performance based incentive of 20-25% of the base salary payable upon completion of the third year and completion within those three years of increasing enrollment to 350 FTE, increasing workforce training revenue by \$125,000, increasing online revenue by \$25,000 and raising \$150,000 in grants or donations.
- **Trustees Fritsch/Linn made a motion to accept the committee's base salary and incentive program in their search for a president.** Trustee Sevier expressed his concern about focusing so much on industry for a president. He noted there are so many things relevant to higher education that he feels the next president needs to have some experience and knowledge of those factors. **The motion carried unanimously.**

- **Correspondence**

- No other correspondence was noted.

- **Trustee Election**

- Dean Cross reported the Trustee Election will be conducted May 7th. He noted trustee nominations are open at this point and those interested can obtain the forms through his office or the President's Assistant; they are due thirty days prior to the election. Trustee positions held by Sevier, Stanhope and Stulc are all up for election this year.

- **Mill Levy Election**

- Dean Cross stated that in concert with the Trustee Election, the Board has the opportunity to decide if they want to put before the voters a mill levy increase. After discussion, it was the consensus of the Board not to put before the voters a mill levy increase.

- **Joint Board of Trustee Meeting with Miles Community College**

- Chairman Squires explained that through a conversation with Vice-Chairman Sevier, Interim President Baker, former Commissioner of Higher Education Sheila Stearns and Deputy Commissioner of Two-Year and Community College Education Cech, the idea of a joint meeting with Miles Community College's Board of Trustees and DCC's Board of Trustees surfaced. He read an email he wrote to Susan Stanton, MCC's Board Chairman, along with MCC's Board Chairman Stanton's response and his response to Chairman Stanton's response.
- Trustee Linn questioned whether it was possible to include former Commissioner of Higher Education Sheila Stearns in one of the upcoming Presidential Search Committee meetings so she is up on what the Presidential Search Committee is doing. It was decided that Chairman Squires would contact former Commissioner of Higher Education Sheila Stearns.
- After some discussion, it was decided to postpone the joint Board of Trustee meeting with MCC until later in April or May.

- **Presidential Search – Interview, Interface and Investigation Committee**

- Todd Knispel explained applicants will submit their completed application online through DCC's website with the Presidential Search Committee doing the initial screening of those applications. Skype interviews of 6-8 candidates will be conducted by the Presidential Search Committee with the final interviews of 3-4 candidates being conducted on campus by the Board of Trustees.
- Todd Knispel explained a static button will be placed on DCC's website in three places directing interested individuals to the Presidential Search page. There will also be an additional web address so those interested individuals can go directly to the Presidential Search page. Information on the presidential prospectus, application procedures, timeline, the college and the community can all be found on the website.
- Kathleen Zander noted the only thing slightly different with the application procedure is the request for a cover letter, not more than five pages, addressing the issues in the presidential profile. The committee is also asking for 6-8 professional references; one each from a supervisor, direct report, colleague and business or community leader. A supplemental question page will also be required with the questions addressing the relationship with the Board, building relationships with business and industry, enrollment and fiscal responsibility.
- The committee is hoping to start advertising by March 4th.

- **Committee Reports – Finance Committee**

- Trustee Sevier reported that after the Finance Committee meeting with Trustee Kettner, Interim President Baker and Dean Cross, he is comfortable that the College has the ability to meet its budget shortfall by utilizing designated funds.
- Dean Cross stated the accounts being looked at for utilization of the budget shortfall are CCC Online, Workshop and Miscellaneous Contingency. He noted that although these are designated funds, the Board of Trustees, at their discretion, can tap those funds if they believe the funds are needed other places. He also noted these funds will be tapped out after taking the funds for the shortfall.
- **Trustees Stulc/Fritsch made a motion that by April 1st, regardless of any Banner issues, the Board will have cash balances for every account. The motion unanimously carried.**

- **President's Report**

- Interim President Baker reported discussions have opened regarding a culinary program. She noted the curriculum is solid, there are qualified individuals to teach the program and the college does not have to pay for the infrastructure of the kitchen; however, a need for the program must be shown and there must be placement. She further stated that if it can be proven there is an urgency from industry then the College can get the program through the Board of Regents with one meeting and then go back in three years to update the proposal.
- Interim President Baker reported that she spoke with Casey Johnson of PTEC and PTEC is interested in donating three CNC lathes. She stated she would like to negotiate with PTEC to train one of our instructors. Mr. Johnson will be here sometime the first few weeks of March and she will have a face-to-face meeting with him then.

- **Dean of Administrative Services Report**

- Dean Cross pointed out that based on the 15-day enrollment and refunds therein; it appears for this semester the College is down \$101,320 for a total of \$470,987. His report stands as submitted.

- **Dean of Instructional Services Report**

- Dean Schultz handed out the summer course schedule noting the College will be showcasing Early College. Her report stands as submitted.

- **Dean of Student Services Report**

- Dean Ayre reported that both Men's and Women's Basketball have finished their regular season and will now enter tournament play and the Dawson Christian Fellowship sponsored a debate this past Sunday. Her report stands as submitted.

- **Faculty Report**

- Stands as submitted.

- **Staff Report**

- No report noted.

- **Students Report**

- No report noted.

- **Open Forum for Public Input**

- Chad Knudson questioned at what point the Presidential Search Committee will be able to give potential candidates the college's financial condition and enrollment for the fall of 2012. He stated this is something that needs to be considered.

MEETING END

Meeting Ended: 7:36 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Provide Board with cash balances of every account.	Dean of Administrative Services	April 1, 2013
Will look into Montana Code Annotated regarding Dual Enrollment.	Deputy Commissioner of Two-Year and Community College Education	N/A
Will look into why Wyoming and North Dakota rank so much higher than Montana with regard to students under 18 years old enrolled in higher education.	Deputy Commissioner of Two-Year and Community College Education	N/A
Contact former Commissioner of Higher Education Sheila Stearns regarding including her in an upcoming Presidential Search Committee meeting.	Chairman Squires	N/A

DECISIONS MADE

- It was the consensus of the Board not to put before the voters a mill levy increase.
- It was decided to postpone the joint Board of Trustee meeting with MCC until later in April or May.

NEXT MEETING

Next Meeting: March 25, 2013 at 5:30 p.m. in the Community Room.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: March 25, 2013

Meeting Location: Community Room

Approval: April 22, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Justin Cross, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Kimberly Stulc	Trustee	DCC Board of Trustees	No
Jane Baker	Interim President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
Justin Cross	Dean of Administrative Services	Dawson Community College	Yes
Jackie Schultz	Dean of Instructional Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Phone
Jullie Griffith-Seder	HR Director/Committee Member	Dawson Community College/ DCC Presidential Search Committee	Yes
Todd Knispel	Committee Member	DCC Presidential Search Committee	Yes
Chad Knudson	Committee Member	DCC Presidential Search Committee	Yes
Patty Thompson	Guest	Dawson Community College	Yes
Kathleen Zander	Committee Member	DCC Presidential Search Committee	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- **Trustees Stanhope/Kettner made a motion to approve the February 25, 2013 regular meeting minutes as presented. The motion unanimously carried.**

- **Financial Reports**

- Trustee Sevier requested Item B under Action Items be changed from Financial Reports to List of Vouchers.
- **Trustees Kettner/Linn made a motion to approve the List of Vouchers as presented. The motion carried unanimously.**

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

- Deputy Cech reported work has begun on the statewide proposal for the TAACCCT Workforce Training Grant; he has been working with the American Council of Education (ACE) to reach out to returning veterans with regard to credit for prior learning; and he has been working with the state apprenticeship programs to develop protocols to receive credit for prior learning.
- Deputy Cech reported he has been working in partnership with the Office of Public Instruction (OPI) on the Big Sky Pathways Program to build the pathways with dual credit and high school students who want to pursue a career in technology education programs.
- Deputy Cech shared that HB2, which includes the \$1 million workforce bill, was approved by the House and is now in the Senate. He noted there have been questions from the Legislators regarding the declining enrollment at DCC and MCC, and what is actually happening. The Legislators are wondering if DCC and MCC could handle workforce development with the declining enrollment. He stated he felt if both Boards are able to put together a joint meeting, before the end of the Legislative Session, it would look favorable to the Legislature

- **Resolution for Budget Amendment**

- **Trustees Kettner/Sevier made a motion to approve the Resolution for Budget Amendment as presented. The motion unanimously carried.**

- **Resolution to Call for Trustee Election**

- **Trustees Fritsch/Linn made a motion to approve the Resolution to Call for Trustee Election for Dawson Community College. The motion carried unanimously.**
- Trustee Kettner encouraged those Board members whose terms are up to file for re-election in May. Trustee Sevier stated he plans to file for re-election. Dean Cross handed out the 2013 Nomination Form to those Board members whose terms are up in May.

- **Faculty Development Fund Requests**

- Trustee Sevier questioned why only partial payment for some of these requests was approved. Dean Schultz stated that since \$5,000 in Faculty Development Funds has already been spent this academic year, along with the size of these requests, it was felt that approval for some requests should be for only partial payment. She further noted the committee also felt there should be guidelines established for recovery of Faculty Development Funds. She stated at some point the committee would like the Board's help to establish those guidelines. Trustee Stanhope stated he has felt for quite a while there should be a recovery policy and even brought it up when the policies were reviewed over a year ago. He stated he felt it was fair to institute a policy that if you use Faculty Development Funds and quit the college within so many months, then you are responsible for those funds and they will be withheld from your paycheck. Discussion followed.

- Trustee Sevier suggested that Dean Schultz put together a committee, including a couple Board members, to put those guidelines in place. Chairman Squires requested that Dean Schultz move forward with the committee which would include Trustees Stanhope and Sevier.
- **Trustees Stanhope/Kettner made a motion to approve the Faculty Development Fund Request from Instructors Gail Ring, Rudy Stulc and Leanne Hoagland for \$1,058.34, the request from Librarian Knispel for \$1,500.00 and the request from Instructor H. Dershem-Bruce for \$1,000.00. The motion unanimously carried.**

- **Correspondence**

- No correspondence was noted.

- **Joint Board of Trustee Meeting with Miles Community College**

- Chairman Squires read an email from MCC President Stefani Hicswa regarding a joint Board of Trustee meeting with MCC and DCC at Terry High School. After discussion, it was agreed to schedule an April 30th joint Board of Trustee meeting with Miles Community College; dinner at 5:00 p.m. and the meeting at 6:00 p.m.

- **Presidential Search Update**

- Chad Knudson reported that most of the advertising has been placed, the dedicated website is up, and applications are now being accepted. He showed the Board, on his laptop, what the website looked like.
- Kathleen Zander stated the website went live March 15th with a Question & Answer page being added. She stated that as press releases are done, they will be added to the website as well. She explained the advertising has been done in a wide variety of places.
- Both Chad Knudson and Kathleen Zander felt that direct recruiting was very important and would probably be what secures the college's next president.
- Kathleen Zander noted the Interview, Interface and Investigation Committee will start working on the candidate screening procedure, interview questions and how background checks will be done. She stated the deadline to apply is May 3rd and currently seven applications have been received.

- **Commencement Speaker**

- Interim President Baker reported that Paul Hopfauf from WBI Energy has agreed to serve as this year's Commencement Speaker.

- **Program Development Fund Request**

- Dean Schultz handed out a report detailing her request to fund an Engineering Technology Instructor with Program Development Funds. She explained she is requesting the salary and benefits for an 11-month contract for a full-time Engineering Technology instructor for the next three years. She stated the extra two months will allow this instructor to deliver classes in the summer or specialized work that is not necessarily part of the Engineering Technology curriculum. Dean Schultz stated the \$30,005.00 is a Level 1, Step 2, which is a Bachelor's Degree with 3 years' experience; the \$32,505.00 is a Master's Degree with 3 years' experience. She stated that after the three years the position will then revert back to funding through the General Fund.
- Interim President Baker noted that if the college receives the \$1 million workforce training funds and/or the TAACCT grant funds, then some of those funds could offset the Program Development Funds in funding this position. However, in order for the college to move forward with this position the Board would need to commit to funding the position with Program Development Funds for three years.
- Dean Schultz explained this is not the transfer level engineering; this is the kind of engineering which would train in the technical side (i.e., assistant, helpers).

- **Trustees Stanhope/Sevier made a motion to allow up to \$175,000 of the Ullman Funds over the course of the next three years to fund the Engineering Technology Program instructor, some equipment as needed, and if other funds become available in the form of grants or funding that can offset the Ullman Funds, then the college would no longer use the Ullman Funds and would use the grants or whatever other revenue there is.** Dean Cross informed the Board this was not an action item for tonight's meeting, but rather an informational item and would be put on next month's agenda as an action item.

- **Committee Reports – Finance Committee**

- Trustee Sevier gave a brief history of the Program Development Funds held in Edward Jones. He noted the original investment was \$334,000 and has grown to \$1.7 million; the funds are still in the original accounts that Harold Ullman set up.
- Trustee Sevier explained that the original budget that was submitted in June 2012 for 2012-2013 was based on 350 FTE. The budget was revised in November and was then based on 225 FTE. The budget was again revised in February and was based on 200 FTE, leaving the college with a \$3,682,721.00 budget for 2012-2013.
- Trustee Sevier explained the \$101,000.00 shortfall is being taken from CCC Online, the Workshop Account and the Miscellaneous Contingency Fund.

- **President's Report**

- Interim President Baker reported she continues to lobby with the Legislature, is watching closely the Campus Gun Bill which allows guns to be carried on campus, and served on a panel last week at MCC regarding possible business models for their college.

- **Dean of Administrative Services Report**

- Dean Cross noted that at some point in the future discussion needs to take place regarding retrofitting the lights in the Toepke Gymnasium. His report stands as submitted.

- **Dean of Instructional Services Report**

- Report stands as submitted.

- **Dean of Student Services Report**

- Dean Ayre reported the college hosted a View Day last Monday and it was one of the best held; she noted the college is a member of the Yellow Ribbon Program and is set up for scholarship funding for veterans; ASB passed the \$1.00 per credit weight room activity fee so it will be put on next month's agenda as an action item; and the college will be hosting a Martial Arts Academy Taekwondo Regional Tournament on May 18th.

- **Faculty Report**

- Stands as submitted.

- **Staff Report**

- Stands as submitted.

- **Students Report**

- No report noted.

- **Open Forum for Public Input**

- No public comment noted.

MEETING END

Meeting Ended: 7:35 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Financial Reports under Action Items will be renamed to List of Vouchers.	Executive Assistant Young	April 22, 2013
Dean Schultz is to convene a committee, including Trustees Stanhope and Sevier, to put together recommendations for instituting a recovery plan for Faculty Development Funds.	Dean of Instructional Services Schultz	
After discussion, it was agreed to schedule an April 30 th joint Board of Trustee meeting with Miles Community College; dinner at 5:00 p.m. and the meeting at 6:00 p.m.	Chairman Squires	

DECISIONS MADE

- None

NEXT MEETING

Next Meeting: April 22, 2013 at 5:30 p.m. in the Community Room.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: April 22, 2013

Meeting Location: Community Room

Approval: May 20, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Justin Cross, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Kimberly Stulc	Trustee	DCC Board of Trustees	Yes
Jane Baker	Interim President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
Justin Cross	Dean of Administrative Services	Dawson Community College	Yes
Jackie Schultz	Dean of Instructional Services	Dawson Community College	No
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	No
Jullie Griffith-Seder	HR Director/Committee Member	Dawson Community College/ DCC Presidential Search Committee	Yes
Dave Johnson	Reporter	Ranger Review	Yes
Todd Knispel	Committee Member	DCC Presidential Search Committee	Yes
Chad Knudson	Committee Member	DCC Presidential Search Committee	Yes
Gail Ring	Committee Member	DCC Presidential Search Committee	Yes
Kami Sevier	Guest	Leadership Glendive	Yes
MaryAnn Vester	Director of Extended Learning	Dawson Community College	Yes
Kathleen Zander	Committee Member	DCC Presidential Search Committee	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- Trustees Kettner/Fritsch made a motion to approve the March 25, 2013 regular meeting minutes as presented. The motion unanimously carried.

- **List of Vouchers**

- Trustees Sevier/Stanhope made a motion to approve and authorize payment of the List of Vouchers as presented. The motion carried unanimously.

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

- Deputy Cech was unable to attend the meeting.

- **Program Development Fund Request**

- Trustees Fritsch/Kettner made a motion to allow up to \$175,000 of the Ullman Funds over the course of the next three years to fund the Engineering Technology Program instructor, some equipment as needed; and if other funds become available in the form of grants or funding that can offset the Ullman Funds, then the college would no longer use the Ullman Funds and would use the grants or whatever other revenue there is. The motion unanimously carried.

- **ASB Weight Room Activity Fee**

- Trustees Fritsch/Kettner made a motion to accept the activity fee increase of \$1.00 per credit hour on all credits up to a maximum of 15 credits only as approved by the Associated Student Body.
- Trustee Sevier noted it was important to see that ASB has agreed to tax themselves basically to improve the facilities on campus; it makes it much easier to approve something like this.
- The motion carried unanimously.

- **Retirement Incentive**

- After Interim President Baker explained the reason behind the letter to Dean Schultz from past President Cargill, Trustee Kettner questioned whether the extension was brought before the Board. Trustee Kettner strongly advised that these types of fiduciary things made by a President should come before the Board for approval.
- Trustees Kettner/Fritsch made a motion to honor the \$8,000 Retirement Incentive offered to Dean of Instructional Services Schultz by past President Cargill.
- It was the consensus of the Board that in fact there was a retirement incentive extended in 2011 to those who qualified and that only two individuals took advantage of that incentive. However, the extension of this incentive to Dean Schultz was not brought before the Board for approval.

- **Stanhope – Nay**

Fritsch – Yes

Sevier – Yes

Stulc – Yes

Kettner – Yes

The motion carried.

- Chairman Squires asked the Board members to review the Board's policies to see if there is a policy in regard to retirement incentives. Interim President Baker stated that her office would also check out the Board Manual for such a policy.

- **Annual Leave Balance**

- Interim President Baker explained this request is not for any additional hours worked, but for accumulated annual leave.
- Trustee Kettner reiterated that these kinds of requests should come before the Board for approval.
- **Trustees Sevier/Kettner made a motion to honor this obligation to pay out the leave balances, caused by the Banner conversion, for Dean Cross and Assistant Business Manager Thompson in the amounts of \$8,500 (137 hours) and \$3,400 (235 hours) respectively.**
- Trustee Sevier noted that going forward the Board cannot have the President encumbering them without Board discussion. He stated the Board needs to make sure the future administration of the college understands that the Board cannot have leave time built up to the point that it can never be taken. Administration needs to ensure that employees are taking proper leave at the proper time; someone needs to monitor this and make sure it is being done properly.
- **Stanhope – Nay Fritsch – Abstained Sevier – Yes**

The motion carried.

- **Correspondence**

- Discussion ensued on an email sent to Chairman Squires from Jack Young regarding his observations.

- **Joint Board of Trustee Meeting with Miles Community College**

- It was decided to meet at the Astoria Hotel front parking lot at 5:15 p.m. Interim President Baker and Trustee Stanhope will drive their vehicles to Terry for the joint dinner/meeting at 6:00 p.m.

- **Update of Trustee Election**

- Interim President Baker noted Trustees Sevier and Stanhope along with Chad Knudson and Gerald Reichert are the four candidates for the three open trustee positions.

- **Presidential Search Update**

- Trustee Fritsch commended the Search Committee on their work.
- Kathleen Zander handed out and reviewed the minutes from the April 18th Presidential Search Committee meeting. She noted there are 24 complete applications.
- As the college does not have a policy on background checks, the Presidential Search Committee is limited to in-state and out-of-state sexual/violent offender checks along with education and employment verifications. She noted the Presidential Search Committee would like to do more thorough background checks.
- Chairman Squires stated he has asked Human Resource Director Griffith-Seder to contact Vivian Hammill, Chief Legal Counsel with the Office of the Commissioner of Higher Education, regarding the background checks.
- Trustee Sevier suggested that Administration come up with a background check policy that can be implemented within the next two weeks.
- Ms. Zander noted that once the candidates are narrowed down to the top three, members of the Presidential Search Committee will travel to the respective home towns to conduct reference checks in person.
- Dean Cross brought it to Kathleen Zander's attention that the interview questions included with the Presidential Search Committee minutes she handed out are public information. Ms. Zander collected the interview questions from those in attendance.

- **Change Date of May Board Meeting**

- Trustees Sevier/Fritsch made a motion to move the May Board meeting from May 27th to May 20th at 5:30 p.m. The motion unanimously carried.

- **2013-2014 Preliminary Budget**

- Dean Cross explained that as the Legislature has not approved the budget yet, the 2013-2014 Preliminary Budget has not been completed.
- Trustee Sevier suggested the Finance Committee be involved with setting the 2013-2014 Preliminary Budget. Dean Cross stated he would set up a meeting with the Finance Committee.

- **Committee Reports – Finance Committee**

- Trustee Sevier reported the college has a little over \$2 million in Cash Funds and \$1.7 million in Program Development Funds. He noted funds from ~~the Program Development Fund~~ Designated Funds will be used to balance the 2012-2013 budget.

- **President's Report**

- Interim President Baker thanked the Board for their letters of support for the Legislature.
- Trustee Sevier asked Interim President Baker whether she had any recommendations on restructuring the Administrative team and how it functions. Interim President Baker stated she is still in the thought process, but will have something for the Board at the May 20th meeting.

- **Dean of Administrative Services Report**

- Dean Cross handed out a list of surplus property for their review. He noted that Dave Burch from Missoula Centennial will come to campus to pick up the Engines/Transmission and Automotive/Metalwork Tooling for their Automotive Technology program. He further noted the Weight Equipment will be sold by the pound and be based on the price of scrap metal.
- Report stands as submitted.

- **Dean of Instructional Services Report**

- No report noted.

- **Dean of Student Services Report**

- Dean Ayre reported NJCAA tabled the college's request to move to Region 13 along with adding some new criteria. She stated Region 13 would like the college to appeal that decision.
- Dean Ayre announced the hiring of Gerry Standridge as the new .4 Volleyball coach.
- The Awards Banquet will be held May 1st at 7:00 p.m. at the EPEC.
- The Graduation is at 7:00 p.m. on Thursday, May 9th in the Toepke Auditorium.
- Dean Ayre stated she thinks three individuals will place bids for the college's Food Service proposal.
- Dean Ayre announced that on May 18th and 19th Region 9, 11 and 13 Champions could possibly be playing the District Tournament on the college's baseball field. She noted that due to a conflict, if Miles Community College were to host this tournament the games will be played on this college's field.

- **Faculty Report**

- No report noted.

- **Staff Report**
 - No report noted.
- **Students Report**
 - No report noted.
- **Open Forum for Public Input**
 - None noted.

MEETING END

Meeting Ended: 7:04 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Board of Trustees/President's Office are to review the Board's policies to see if there is a policy regarding retirement incentives.	Board of Trustees President's Office	N/A
Administration is to come up with a background check policy that can be implemented within the next two weeks.	Administration	May 6, 2013
Dean Cross is to convene a meeting of the Finance Committee to produce the 2013-2014 Preliminary Budget	Dean Cross	May 20, 2013.

DECISIONS MADE

- Administration needs to ensure that employees are taking leave time; someone needs to monitor this and make sure it is being done properly.
- The Board is to meet at the Astoria Hotel front parking lot at 5:15 p.m. to leave for the Joint Board of Trustee Meeting with Miles Community College in Terry.
- The May Board meeting has been changed from May 27th to May 20th at 5:30 p.m.

NEXT MEETING

Next Meeting: May 20, 2013 at 5:30 p.m. in the Community Room.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: May 20, 2013

Meeting Location: Community Room

Approval: June 24, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Justin Cross, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Kimberly Stulc	Trustee	DCC Board of Trustees	No
Jane Baker	Interim President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
Justin Cross	Dean of Administrative Services	Dawson Community College	Yes
Jackie Schultz	Dean of Instructional Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes
Tracey Clingsmith	Committee Member	DCC Presidential Search Committee	Yes
Jullie Griffith-Seder	HR Director/Committee Member	Dawson Community College/ DCC Presidential Search Committee	Yes
Dave Johnson	Reporter	Ranger Review	Yes
Todd Knispel	Committee Member	DCC Presidential Search Committee	Yes
Patty Thompson	Assistant Business Manager	Dawson Community College	Yes
Kathleen Zander	Committee Member	DCC Presidential Search Committee	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- **Trustee Kettner made a motion to approve the April 22, 2013 regular meeting minutes as presented.** Trustee Sevier requested that "Program Development Fund" be changed to "Designated Funds" under Committee Reports – Finance Committee. **Trustee Kettner amended his motion to approve the April 22, 2013 regular meeting minutes as corrected.** Trustee Linn seconded the motion. **The motion unanimously carried.**

- **List of Vouchers**

- Dean Schultz noted that all agreements with the Recreation Department generated 22 FTE for 2012-2013; Volleyball generated 8.5 FTE.
- **Trustees Sevier/Kettner made a motion to approve the List of Vouchers as presented. The motion carried unanimously.**

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

- Deputy Cech noted that on Friday morning at the Board of Regents meeting in Great Falls there will be a 45-minute overview of the work of the Statewide Developmental Education Reform Taskforce.
- Deputy Cech gave a general update on the Lumina Grant; particularly two-year education across the state – excluding tribal colleges. The update included where the State is on enrollment, transfer, completion and the overall cost to educate a student per completion.
- Deputy Cech gave an update on the Statewide Workforce Development Taskforce's work on the TAACCCT Consortium Grant.
- Deputy Cech reported that on April 19th the First Annual Student Research Day for Montana's Two-Year Colleges was held at Highland College in Butte.
- Deputy Cech reported that the GEAR UP Grant is providing funds for every high school junior in Montana to take the ACT exam free for the next 6 years.
- Deputy Cech stated that an overview of the Joint Board of Trustee meeting with MCC will be provided by Interim President Baker and Lisa Watson. He thanked Chairman Squires for the use of his photos for the handout.
- Deputy Cech stated the spotlight will be shined on the Phi Beta Kappa All State Team in order to honor and grow the program for next year.

- **Staff Development Fund Request**

- Interim President Baker reported that due to a position change, the Staff Development Fund Request from Jennifer Temple is being withdrawn and will be resubmitted in June as a Faculty Development Fund Request.

- **Dean of Instructional Services Retirement**

- **Trustees Sevier/Kettner made a motion, that with great appreciation for her years of service, to accept Dean of Instructional Services Schultz retirement. The motion unanimously carried.**

- **Correspondence**

- No correspondence was noted.

- **2013-2014 Preliminary Budget**

- Trustee Sevier stated that at the recent Finance Committee meeting the committee looked at the 2013-2014 revenue which is based on 255 FTE for a total of \$4.1 million. He further stated the 2013-2014 expenditures total approximately \$4.4 million leaving a \$267,000 deficit. Trustee Sevier noted there are things that will need to be cut if the college is going to meet its 2013-2014 budget.
- Dean Cross noted the \$4.1 million includes the \$250,000 Workforce Development monies from the Legislature.

- **Presidential Search Update**

- Kathleen Zander reported the Presidential Search closed on May 3rd and 42 applicants were received. She stated the committee spent the week of May 6th-10th evaluating the applicants. On May 12th the committee narrowed the applicants down to the top 8 applicants with two of those applicants withdrawing their applications. Skype interviews will be conducted on May 21st and 22nd. A meeting will be held on May 23rd to review the Skype interviews and narrow down the applicants down to three candidates to present to the Board of Trustees.
- Kathleen Zander noted the Presidential Search Committee has expended \$6,983.00 of their \$25,000.00 budget with a few expenditures still outstanding.
- Interim President Baker stated the Skype interviews will be taped so the Board of Trustees can view the interviews of the three final candidates. She also noted the schedule for those candidates coming to campus for interviews needs to be moved on very quickly.
- Kathleen Zander noted that if the committee does not have three strong candidates to recommend to the Board of Trustees, then it will go back and start the process over again.

- **Joint Board of Trustee Meeting Follow-Up**

- Interim President Baker noted the Joint MCC/DCC Trustee Meeting minutes placed on the tablet for each Board member are the most up to date version. She spoke with BOSS and there can be one purchasing agent between the two campuses with all purchases going through that individual with delivery and billing to the separate campus.
- Interim President Baker stated the college is forming a consortium with MCC and Fort Peck Community College to qualify for the Perkins Grant.
- Interim President Baker suggested that since MCC and DCC both have new Board members they do joint training for those new members. She further suggested that MCC and DCC do their Board Retreats together as a cost savings item.
- Chairman Squires will work with MCC's Board Chairman to set up a Joint Board Retreat and training.
- Chairman Squires and Trustee Kettner will have lunch with newly seated Trustee Knudson within the next couple of weeks for a question and answer session.

- **Canvas Election Ballots**

- Dean of Administrative Services read the results of the Trustee Election:
 - Chad C. Knudson – 1412 votes
 - Gerry Reichert – 927 votes
 - Alan W. Sevier – 1204 votes
 - Bob Stanhope – 1438 votes

Trustees Kettner/Fritsch made a motion to approve the canvassing of the votes. The motion carried unanimously.

- Trustee Knudson signed the Oath of Office and was seated as a Trustee.

- **Board Reorganization**

- **Trustee Sevier made a motion to extend a Formal Resolution of Thanks to Trustee Stulc for her years of service on the Dawson Community College Board of Trustees. A copy to be attached as part of the minutes. Trustee Fritsch seconded the motion. The motion unanimously carried.**
- **Trustee Sevier nominated Chairman Squires for another term as Board Chairman. Trustee Fritsch nominated Trustee Stanhope for Board Chairman. Trustee Stanhope appreciated the nomination, but declined the nomination. Trustee Fritsch withdrew her nomination of Trustee Stanhope. Trustee Fritsch moved that Chairman Squires be elected Board Chairman by Acclamation. The motion unanimously carried.**
- **Trustee Kettner nominated Vice Chairman Sevier for another term as Vice Chairman. Trustee Fritsch moved that Vice Chairman Sevier be elected Vice Chairman by Acclamation. The motion carried unanimously.**
- Interim President Baker reported her last day is July 7th and she is not able to stay on longer; however, she does have a backup plan.
- Chairman Squires stated that committee assignments will be made in September.
- Trustee Fritsch stated she reviewed the Board Policies and there are none regarding retirement incentives.
- Trustee Fritsch noted there are several Board Policies that are in need of updating. Trustee Stanhope will contact Trustee Fritsch to set up a meeting to review the policies.
- Trustee Knudson questioned the Post Meeting Action Item regarding background check policy. Chairman Squires and Interim President Baker both noted that after checking with legal counsel the background check policy was not needed.

- **Adult Education Budget**

- Dean Cross explained last year's Adult Education Budget was \$120,000. He stated that anticipating the increase in PERS and TRS was approved at the last Legislative session and the mandatory 2% step increase for those individuals on the classified scale; he believes the preliminary budget should be at \$124,000.

- **Retirement Levy Budget**

- Dean Cross explained that since at the present time there is not a solid General Fund Budget for next year he increased the Retirement Levy Budget by 1%; budget for last year was \$406,965 and the preliminary budget for this year is \$410,000.

- **Permissive Medical Levy**

- Dean Cross explained at the present time it is unknown whether 100% of the \$73 per person covered will be paid out of the Pay Plan or whether 50.8% will be paid out. He stated this will be based on those individuals paid out of the General Fund alone.

- **Committee Reports - Finance**

- Trustee Sevier noted an approximate \$330,000 shortfall for the 2012-2013 budget. He stated the shortfall will be paid as follows: \$120,000 – Oil/Gas Severance; \$120,000 CCC Online; \$80,000 Workshop Funds and \$10,000 Miscellaneous Contingency. He noted these Designated Funds can be tapped into in emergency situations such as this budget shortfall.

- **President's Report**

- Interim President Baker reported she will be attending the Board of Regents and Two-Year meetings in Great Falls this week. She noted the new organizational structure is for informational purposes. Interim President Baker stated she is advertising for a Vice President of Instruction and Student Services and that Dean Ayre will report to that individual. She explained the reason for the Vice President position is due to the leverage for recruiting; she stated it is critical to bring someone in that has been at the Administrative level at a

Dean's position or equivalent. At the present time she is not recommending the other two Dean's positions be moved to Vice President positions.

- Interim President Baker noted there are some great candidates for the Vice President position from the Presidential candidates that did not make the on-campus interviews. Human Resources Director Giffith-Seder will notify the Presidential candidates of the position when she notifies them of not making the on-campus interviews.
- Trustee Sevier questioned whether there was any cost savings from the new organizational structure. Interim President Baker stated the Vice President Position will require paying up to \$5,000 more than the current Deans' are receiving.
- Interim President Baker noted that under the new organizational structure the HR Director position will be a direct report to the President and the Director of Public Relations will be a direct report to the Dean of Student Services.

- **Dean of Administrative Services Report**

- Dean Cross noted his report stands as submitted.
- Trustee Fritsch questioned where the funds for the summer office help was coming from. Dean Cross explained that typically three summer custodians are hired; however, this year only two summer custodians were hired along with the summer office help.

- **Dean of Instructional Services Report**

- Dean Schultz handed out drafts of BP/CP 2-6 (Faculty Development Fund). She noted parameters have been added regarding reimbursement of Faculty Development Funds.
- Trustee Knudson recommended the actual procedure for collection of Faculty Development Funds from employees be spelled out in the draft procedure.
- Dean Schultz reported the Energy Expo went well. Discussion on the college's cost associated with having the Energy Expo on campus followed.
- Dean Schultz stated that although the college's FTE has not risen to where we would like it, the headcount has risen from 447 to 738.
- Chairman Squires requested a list of activities held on campus for the past 12 months.
- Interim President Baker noted that Dean Schultz prepared the Northwest Focus Report and it was accepted.
- Trustee Kettner agreed with Dean Schultz regarding her commendation of Instructional Services Administrative Assistant Dutton.

- **Dean of Student Services Report**

- Dean Ayre gave an athletic update.
- Dean Ayre thanked the Board for their attendance at graduation and reported that graduation will once again be held in the evening next year.
- Dean Ayre reported the college hosted the North Plains Baseball District Tournament this past weekend.
- Chairman Squires stated he will be suggesting that David Duncan contact Dean Ayre regarding the disc golf project. Discussion on the disc golf project ensued.
- Trustee Sevier questioned when the bids for Food Service closed and whether any bids have been received. Dean Ayre noted the bid closing is tomorrow and that at the present time she has not received any bids.
- Dean Ayre reported the following recruits: 11 baseball players all within Montana WUE; 5 baseball players with 2 being WUE; 12 softball players with all being Montana WUE; 10 volleyball with 9 being Montana WUE; women's basketball has 13 players signed and Rodeo has 5 signed. She stated she feels the college is ahead on recruiting at this point compared to other years.

- **Faculty Report**
 - No report noted.
- **Staff Report**
 - Report stands as submitted.
- **Students Report**
 - No report noted.
- **Open Forum for Public Input**
 - None noted.

MEETING END

Meeting Ended: 7:39 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Chairman Squires will work with MCC's Board Chairman to set up a Joint Board Retreat and training.	Chairman Squires	
Chairman Squires and Trustee Kettner will have lunch with newly seated Trustee Knudson within the next couple of weeks for a question and answer session.	Chairman Squires Trustee Kettner	
Trustee Stanhope will contact Trustee Fritsch to set up a meeting to review the Board Policies.	Trustee Stanhope	
Collection of Faculty Development Funds from employees be spelled out in the draft procedure.	Dean Schultz	June 24, 2013
Chairman Squires requested a list of activities held on campus for the past 12 months.	Dean Schultz Dean Ayre	June 24, 2013

DECISIONS MADE

- Trustee Sevier requested that "Program Development Fund" be changed to "Designated Funds" under Committee Reports – Finance Committee.
- Chairman Squires will have David Duncan contact Dean Ayre regarding the disc golf project.

NEXT MEETING

Next Meeting: June 24, 2013 at 5:30 p.m. in the Community Room.

RESOLUTION
DAWSON COMMUNITY COLLEGE
Formal Resolution of Thanks
May 20, 2013

Whereas, Kim Stulc 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 Kim Stulc 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 Kim Stulc; and, be it further

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

Chairman, DCC Board of Trustees

Date

Secretary, DCC Board of Trustees

Date

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: June 24, 2013

Meeting Location: Community Room

Approval: July 22, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Justin Cross, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Jane Baker	Interim President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
Justin Cross	Dean of Administrative Services	Dawson Community College	Yes
Jackie Schultz	Dean of Instructional Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes
Todd Knispel	Committee Member	DCC Presidential Search Committee	Yes
Gail Ring	Committee Member	DCC Presidential Search Committee	Yes
Tom Reeves	Faculty	Dawson Community College	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

ANNOUNCEMENT: Chairman Squires announced the Board of Trustees have selected and offered the position of President to Michael Simon. Mr. Simon has accepted the position.

AGENDA

- **Minutes**

- Trustees Kettner/Linn made a motion to approve the May 20, 2013 regular meeting minutes as presented. The motion unanimously carried.
- Trustees Kettner/Fritsch made a motion to approve the June 21, 2013 special meeting minutes as presented. Trustee Linn noted that the word “noon” needs to be changed to “none”. The motion carried unanimously.

- **List of Vouchers**

- Trustees Stanhope/Sevier made a motion to approve the List of Vouchers as presented. The motion unanimously carried.
- Chairman Squires requested a summary of the monies utilized for the recruitment of the new President be presented to the Board next month.

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

- Deputy Cech congratulated the Board of Trustees and Dawson Community College on hiring their next President. He is very much looking forward to working with President Simon.
- Deputy Cech reported he just attended a meeting in Great Falls where Governor Bullock announced Great Falls College is the recipient of an Economic Development Authority (EDA) Award of \$1.4 Million which will be used to expand their welding program. Deputy Cech encouraged the college to go after an EDA grant itself next year. Trustee Knudson questioned what the cycle of awards was for the EDA grant. Deputy Cech stated he did not know but would check it out and get back to the college.
- Deputy Cech stated the \$25 Million TAACCCT Consortium Grant will be sent to the United States Department of Labor one week from today.

- **Faculty Development Fund Request**

- Trustees Fritsch/Kettner made a motion to approve the Faculty Development Fund Request from Instructor Temple as submitted. The motion carried unanimously.

- **Correspondence**

- Interim President Baker reported she received an invoice from Association of Community College Trustees (ACCT) for the 2013-2014 Membership in an approximate amount of \$1,900. She recommended waiting to pay the invoice until the new President is on campus.

- **2013-02014 Preliminary Budget**

- Dean Cross handed out and reviewed the 2013-2014 General Fund Preliminary Budget. He noted the \$250,000 HB 2 Workforce Development is included in the budget. He further noted that those items highlighted in orange are items that have been changed; generally downsized or reduced. He stated that \$16,000 from Library/AV and \$4,000 from the Omni Fee-IT-Library has been moved down to Library Fee. The college will be

tapping the Library Fee for 2014 and if need be 2015 to make the budget work. Dean Cross stated the Program Development Fund–Contribution includes the \$75,000 the Board approved to pay the Engineering Tech salaries. He stated that \$60,000 has been taken out of the Scholarships and Tuition Waivers.

- Interim President Baker noted the \$49,633 deficit in the General Fund. To help balance the budget, she stated the designated accounts will be looked at and both athletic and academic tuition waivers will be rolled back (all waivers need to be awarded by August 16th).
- Chairman Squires suggested the final budgets be voted on during the regular July Board meeting.

- **Adult Education Budget**

- Dean Cross explained the slight change in the Adult Education Budget from 2012-2013 to 2013-2014 is due to the 2% step increase for employees along with \$600 for supplies.
- Chairman Squires noted this budget will be voted on at the regular July Board meeting.

- **Retirement Levy Budget**

- Dean Cross explained the Retirement Levy is a mandatory levy that covers TRS, PERS, Social Security and Medicare expenses that are paid from the General Fund. He further explained this budget does not mirror the Mandatory Retirement Levy on the front page of the 2013-2014 General Fund Budget in case a number of employees retire and the college would need to match TRS and/or PERS.

- **Permissive Medical Levy**

- Dean Cross explained the Permissive Medical Levy is on the first page of the 2013-2014 General Fund Budget. He noted the Mandatory Retirement Levy increased 49.1% for the college's share of the increase in medical premiums for those employees covered under the General Fund.

- **Presidential Search Update**

- Please see announcement above.

- **BP/CP 2-6 (Faculty Development Fund)**

- Trustees Kettner/Fritsch made a motion to change “eighteen (18) months of employment” to “two academic years of employment”.

Linn – No

Fritsch - Yes

Sevier – No

Kettner - Yes

Stanhope – No

Knudson – Yes

Squires - Yes

The motion carried.

- Trustees Fritsch/Knudson made a motion to approve BP 2-6 with the change of “two academic Years”. Discussion followed. Trustee Knudson added the change “no reimbursement will be made and” to “no reimbursement will be made or”. The motion unanimously carried.

- **Committee Reports – Finance Committee**

- Trustee Sevier stated the Finance Committee had nothing to add to the budget reports at this point.

- **President's Report**

- Interim President Baker thanked Dean Schultz for time and effort at the college.
- Interim President Baker noted both the TAACCCT and Perkins grants will be submitted the end of June.
- Interim President Baker thanked the Board for the opportunity to serve the college.

- **Dean of Administrative Services Report**

- Dean Cross reported the audit is complete. He stated there will be three comments from the auditors: 1) hiring another person, 2) becoming more aggressive on tracking and collecting delinquent accounts and 3) using a Fixed Assets Module.

- **Dean of Instructional Services Report**

- Dean Schultz gave a short narrative of what the TAACCCT Grant encompasses.
- Dean Schultz reported the Perkins Grant, if approved, will help fund Adobe Connect.

- **Dean of Student Services Report**

- Dean Ayre corrected her recruit report as follows: 5 basketball players with 2 being WUE instead of baseball players.
- Dean Ayre noted the college has accepted the food service bid from Karen Ryan.
- Dean Ayre reported that Tracy Merrill has been hired as Administrative Assistant for Student Services.
- Dean Ayre handed out and reviewed parts of the college's Emergency Management Plan.

- **Faculty Report**

- No Faculty Report was noted.

- **Staff Report**

- No Staff Report was noted.

- **Students Report**

- No Student Report was noted.

- **Executive Session**

- Public Meeting Closed and Board Took a Break: 7:05 p.m.
- Opened Executive Session: 7:18 p.m.
- Closed Executive Session: 8:46 p.m.
- Reopened Public Meeting: 8:47
- **Trustees Kettner/Linn made a motion to provide a three-year contract to Michael Simon as President of DCC with a base salary of \$115,000 plus benefits and incentives. The motion passed unanimously.**

- **Open Forum for Public Input**

- No Public Input was noted.

MEETING END

Meeting Ended: 8:50 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Deputy Cech will check out the cycle of awards for the EDA Grant and get back to the college.	Deputy Cech	

DECISIONS MADE

- Wait until the new President is on campus to pay the ACCT invoice.
- Final Budgets will be voted on at the July 22nd regular Board meeting.

NEXT MEETING

Next Meeting: Monday, July 22, 2013 at 5:30 p.m. in the Community Room.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: July 22, 2013

Meeting Location: Community Room

Approval: August 26, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Justin Cross, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
Justin Cross	Dean of Administrative Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes – Via Phone
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- Trustee Knudson noted the paragraph pertaining to “the average of 350 at the end of three years” needs clarification. The paragraph should read “It was agreed the meaning of paragraph 2(a) of Attachment A is an average of 350 at the end of the 2015-2016 academic year.”
- **Trustees Sevier/Stanhope made a motion to approve the June 24, 2013 regular meeting minutes as presented and the July 12, 2013 special meeting minutes as corrected. The motion unanimously carried.**

- **List of Vouchers**

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

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

- On behalf of the Board of Regents, Commissioner of Higher Education Christian and himself, Deputy Cech welcomed Michael Simon as the new President of Dawson Community College.
- Deputy Cech reported that last Tuesday he attended the Board of Education meeting where growing dual enrollment opportunities across Montana, further developing K-12 pathways to college, efforts to grow workforce development opportunities, and the continued efforts to improve developmental remedial education were discussed.
- Deputy Cech reported the TAACCT Grant has been submitted and he fully expects to hear something by the end of September.
- Deputy Cech reported that next week the two-year system directors from around the country will convene here in Montana at Big Sky.
- Deputy Cech reported he will convene a meeting in August with the CEO and Chief Academic Officers centered around a concept called degree tuning; which is really working to align outcomes from a two-year institution to a four-year institution (improving transferability).
- Deputy Cech reported that following the Board of Regents meeting in Butte he will be convening the Two-Year Leadership meeting.
- Trustee Kettner questioned what Deputy Cech’s role was with community colleges. Deputy Cech explained that the Board of Regents and his office is responsible for approval of all curriculum along with setting the standards for minimum qualifications for faculty. He stated the role his position has played in working with the Presidents, CEOs and Deans of the two-year colleges in the state has been working from a strategic effort with respect to curriculum and other academic related issues that are beneficial not only to the college but the system and how we can leverage our capabilities. Deputy Cech stated at the next meeting he would be happy to get into a little more detail on the state statute and the role the state statute has for the Board of Regents as a coordinating authority for the three community colleges.
- Trustee Knudson questioned the EDA award cycle. Deputy Cech stated there is no set cycle; proposals can be brought to the Department of Commerce on an as needed basis.
- Trustee Sevier questioned whether other colleges across Montana were further advanced with dual enrollment than DCC or are they on about the same page. Deputy Cech stated there are some a little more advanced than others.

- **Correspondence**

- Chairman Squires stated he has been in contact with Jim Cargill and things are moving acceptably in that direction.

- **2013-02014 General Fund Budget**

- Dean Cross reviewed the 2013-2014 General Fund Final Budget as of 7/17/13. He stated HB 2 Workforce Development Programs still needs to be tied down. The Board requested Dean Cross leave the meeting to provide them with the 2012-2013 General Fund Budget, so they can have a side-by-side comparison of the 2012-2013 budget and the 2013 -2014 budget.
- Trustee Sevier requested color copies be provided the Board when necessary.
- Dean Cross explained the Librarian position went from an 11 month to a 10 month position; an additional \$17,000 will be taken from the Library Fee; there is a new Biology instructor that will come in at a lower salary; the Engineering Tech is a new position supported by the Board for three years; Departmental Chairs were cut in half and the Division Chairs were eliminated. President Simon noted cuts have been made to the originally budgeted scholarships and waivers while still accommodating the athletic waivers and scholarships that need to be done.
- **Trustees Sevier/Kettner made a motion to not approve the 2013-2014 General Fund Budget tonight, but to have President Simon and Administrative Staff further review and develop the budget to more accurately reflect what it should; hold a special meeting sometime before the 15th deadline to approve the budget and give Dean Cross time to prepare his report.** It was the consensus of the Board to hold the special board meeting on August 8th with the Board packet being sent out on August 6th. **The motion unanimously carried.**

- **2013-2014 Adult Education Budget**

- **2013-2014 Retirement Levy Budget**

- **2013-2014 Permissive Medical Levy**

- **Trustees Sevier/Knudson made a motion to approve the 2013-2014 Adult Education Budget, 2013-2014 Retirement Levy Budget and the 2013-2014 Permissive Medical Levy as submitted. The motion unanimously carried.**

- **Policy Reviews**

- Trustee Fritsch reported that Trustee Stanhope and herself reviewed the Board of Trustee policies and found a few necessary changes that need to be made. She noted this is for information purposes only.
- Vacation Leave (BP 2-1) – Trustees Fritsch/Stanhope recommended that administrators take all of their vacation leave and encouraged administrators to take at least one vacation which is a minimum of a week long. President Simon stated the College will strive for the 5 days off; however, the College is not ready for that yet.
- Direct Grant of Sick Leave (BP 2-3) – Trustees Fritsch/Stanhope recommended the Human Resources Director gain written consent from the person who is the beneficiary of the contributed leave before sick leave can be contributed to another person.
- Faculty Development Fund (BP 2-6) – Trustees Fritsch/Stanhope recommended the sentence “reimbursed in full, 100%,” be changed to “reimbursed up to 100%”.
- AIDS Policy (BP 2-9) – Trustees Fritsch/Stanhope recommended this policy be omitted.
- External Employment (BP 2-12) – Trustees Fritsch/Stanhope recommended a written procedure be complete to go along with the policy.
- Faculty Evaluation (BP 2-15) – Trustees Fritsch/Stanhope recommended that yearly evaluations for all staff, faculty and administrators be negotiated. This includes faculty that are tenured.
- Distinguished Service Award (BP 2-16) – Trustees Fritsch/Stanhope recommend that this award either be omitted or be enforced. They would like leadership to recognize those persons who have gone beyond their “employee duties” to make a positive impact on DCC.

- Trustee Knutson questioned the ITV policy. Trustees Fritsch/Stanhope explained they did not have enough information on the replacement program. Trustee Knudson questioned whether there was an online course policy separate from ITV. Trustee Fritsch noted there is not, but felt there should be online course policies/procedures.

- **Committee Reports – Finance Committee**

- Trustee Sevier stated the Finance Committee had nothing to add to the budget reports at this point.

- **President's Report**

- President Simon explained he will be meeting with the Deans tomorrow to start creating a Balanced Scorecard to help track key performance indicators. He requested feedback from the Board regarding the key performance indicators he listed on his report.

- **Dean of Administrative Services Report**

- Dean Cross reported he is in the process of closing out 2012-2013.

- **Dean of Student Services Report**

- Dean Ayre made the following corrections to her report: some glass has been delivered for the weight room but no mirrors; the Active Shooter Safety Awareness Seminar has been cancelled and will be rescheduled in October. She stated she attended the National Conference on Student Recruitment, Marketing and Retention sponsored by Noel-Levitz in New Orleans.
- Trustee Kettner questioned the trophy case. Dean Ayre stated it is still being built.
- Dean Ayre reported there were 70 individuals at advanced registration this summer and there is a waiting list for the dorms.

- **Faculty Report**

- No Faculty Report was noted.

- **Staff Report**

- Staff Report was noted.

- **Students Report**

- No Student Report was noted.

Open Forum for Public Input

- No Public Input was noted.

MEETING END

Meeting Ended: 8:10 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline

DECISIONS MADE

- It was the consensus of the Board to hold the special board meeting on August 8th with the Board packet being sent out on August 6th.

NEXT MEETING

Next Meeting: Thursday, August 8, 2013 at 12:00 p.m. in the Community Room.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: August 26, 2013

Meeting Location: Community Room

Approval: September 23, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Alan Sevier, Vice Chairman

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes – Via Phone
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**
 - Trustees Fritsch/Kettner made a motion to approve the August 8, 2013 special meeting minutes as presented. The motion unanimously carried.
 - Trustees Kettner/Linn made a motion to approve the July 22, 2013 regular meeting minutes as presented. Trustee Knudson noted his last name was spelled wrong on page five. The motion passed unanimously.
- **List of Vouchers**
 - Trustees Kettner/Knudson made a motion to approve the List of Vouchers as presented. The motion unanimously carried.
- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**
 - Deputy Cech reported the 2013 Legislature did appropriate \$334,000 over the next biennium for ongoing Banner support for both MCC and DCC. This funding is to be used for the two IT support positions at the University of Montana which do support both colleges as well as pay for the oracle licensing database software fee for both colleges.
 - President Simon questioned whether the IT support positions work just on the database or will they be available to help front-end users develop their skills. Deputy Cech stated he could not answer that question, but would speak with Tyler Trevor and get a telephone conference set up with the three of them.
 - Deputy Cech reported hard work is being done on the expansion of the K-12 Pathways from high school to college. He explained this is a high priority especially as it relates to the expansion of dual enrollment.
 - Deputy Cech explained the Commission of Higher Education has appointed a Dual Enrollment Taskforce that is charged with revising the dual enrollment guidelines for the state and to provide recommendations for strategic ways to expand dual credit across the state.
 - Deputy Cech reported that with the help of the Lumina Foundation he is working on a two-plus-two tuning initiative that is focused on tuning Associate of Science programs in Business with the Colleges of Business in Billings, Bozeman and Missoula.
 - Deputy Cech reported the Commissioner of Higher Education has appointed a Developmental Education Council which is going to work with the recommendations of the Developmental Education Taskforce over the next year. The goal is to get students into college level math and writing courses as soon as possible.
 - Deputy Cech reported RFP's have been sent out to expand dual enrollment and workforce development across the state. Eight proposals for dual enrollment and six for workforce development have been received. The proposals will be reviewed over the next couple of weeks with recommendations to follow.
 - Deputy Cech stated he hopes to have some good news to report by the end of September or beginning of October regarding the \$25 million statewide TAACCCT Grant.
 - Trustee Fritsch asked whether Deputy Cech's report wouldn't be better off given to the VP of Instruction and Student Services or the President rather than the Board since it deals with curricular issues which the Board does not deal with. Deputy Cech replied that it certainly is up to the Board's preference, but he would counter by saying that a lot of the issues have a direct relationship to what the Board does handle.
 - Trustee Sevier questioned how MCC's Presidential Search was going. President Simon noted that MCC is narrowing down the candidates they have received.
 - Chairman Squires questioned whether the community college focus has any connection to leadership development or continuing education for community leaders. Deputy Cech explained the tuning initiative is a faculty driven process to identify the program competency level of two-year to four-year education.

- Chairman Squires questioned whether the tuning efforts have any connection as far as a program similar to the former Business Week. Deputy Cech stated it could possibly have a connection indirectly; however, he is willing to find out why Business Week was cancelled and if there is any chance it may be reinstated.
- Trustee Sevier questioned whether the Board of Regents would consider coming out to eastern Montana to see what issues both DCC and MCC face. Deputy Cech stated he will definitely mention it to the Commissioner of Higher Education; however, the Board of Regents schedules their meeting well in advance.

- **Correspondence**

- None noted.

- **Unfinished Business**

- Trustee Stanhope questioned where the Board stood with the policies Trustee Fritsch and he reviewed at the July Board meeting. Chairman Squires noted that at that time he recommended those policies be looked at in detail during the Board's long range planning session.
- Trustee Linn questioned where the College was standing with the six potential athletes and the tuition waivers. President Simon explained he has not approved any of those waivers at the present time.
- Trustee Linn questioned whether there were any billboards advertising the College up in the Sidney area. President Simon noted he is not aware of any billboards that have been purchased. He further explained the College needs to start with market research to find out what the prospective students are looking for from the College. He stated he expects to break the prospective students into two demographics: 18 to 24 year old outreach students and non-traditional students who are those students typically over 25, have children or are working full time. President Simon explained the College is on a very tight advertising budget.
- Trustee Kettner congratulated President Simon on the good article in the recent Ranger Review.
- After Deputy Cech left the meeting via phone, discussion ensued regarding Deputy Cech's reporting to the Board. Trustees Knudson/Sevier felt Deputy Cech's reports were valuable, but suggested that President Simon coordinate with Deputy Cech regarding his agenda. Trustee Fritsch stated she just wants to listen to reports from the Deputy Commissioner that are important to the members of the Board rather than specific people; she feels coordinating of his agenda with President Simon would be wonderful.

- **Board Retreat Planning (Information Only)**

- Discussion ensued regarding when the Board Retreat would be held. Chairman Squires stated he is shooting for December and asked everyone to be thinking about what they would like to address and whether a professional facilitator was needed. Trustee Knudson questioned whether the retreat could be held earlier. Trustee Fritsch suggested it be held in October before the holidays. Trustee Kettner suggested holding the retreat in January and having President Simon facilitate it. President Simon stated he would be comfortable facilitating if that is the wish of the Board. **Trustees Kettner/Fritsch made a motion to hold a workshop after the first of the year led by President Simon on the President's short and long term goals for the College.** Trustee Knudson stated that for the Board to get together once a year to come to a consensus about what is going on as a Board; independent of the President, who works for the Board after all, is a good idea and he feels it should happen sooner than later. He feels the Board should have a retreat with the President, but should also hold a meeting to come to a consensus as a Board before the retreat. **Trustees Fritsch, Kettner and Sevier voted in favor with Trustees Knudson and Linn voting against and Trustee Stanhope abstaining. The motion carried.**

- President Simon questioned whether the Board considered the use of a Parking Lot for items brought before the Board that are not on the agenda. Several members of the Board liked the idea of a Parking Lot.
- **Trustee Knudson/Linn made a motion to hold a special meeting in October to discuss any outstanding issues that are in purview of the Board's responsibility including but not limited to reviewing the Board's policies. The motion unanimously carried.**
- **Obsolete Property**
 - **Trustees Kettner/Fritsch made a motion to move forward with the obsolete property sale. The motion carried unanimously.**
- **Committee Reports – Finance Committee**
 - Trustee Sevier stated Trustee Kettner and himself met with President Simon before the Board approved the 2013-2014 Budget, but have not met since. The Finance Committee had nothing to add at this point.
- **President's Report**
 - President Simon reported that during the Faculty and Staff Workshop he discussed financial transparency; he reviewed every account the College has and their balances. He further stated that during the workshop he discussed student recruitment and retention and the accreditation process.
 - Trustee Sevier asked for a personnel update. President Simon explained the position of Vice President of Instruction and Student Services has been offered and accepted by Dr. Ted Phillips with a starting date of October 1st; the position of Executive Director of Business and Finance is currently being advertised externally; and the position description for the Director of Enrollment Management is currently being written.
 - President Simon noted the preliminary audit report has been received. One recommendation made in the report is the hiring of a position in the Business Office to take some of the day-to-day load off those individuals working in that department so they have more time to address Banner. He stated he is thinking of doing this on an emergency basis with one-time money. President Simon stated when he has everything ready he will present his proposal to the Board. Trustee Knudson wanted the record to show that the audit report shared the thoughts of the Board regarding Banner. Discussion on Banner ensued.
- **Dean of Student Services Report**
 - Dean Ayre handed out Athletic Passes to the Board.
 - Dean Ayre reported 132 students attended freshman orientation. She further noted that the dorms were full and all students on the dorm waiting list have been taken care of. There are 160 students in the dorm.
 - Here report stands as submitted.
- **Faculty Report**
 - No Faculty Report was noted.
- **Staff Report**
 - Staff Report was noted.
- **Students Report**
 - No Student Report was noted.

Open Forum for Public Input

- No Public Input was noted.

MEETING END

Meeting Ended: 7:12 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Deputy Cech will check with Tyler Trevor to see if the IT support positions are available to help front-end users develop their skills and set up a telephone conference with the three of them.	Deputy Cech	
Deputy Cech will look into why Business Week was cancelled and whether there is any chance it will be reinstated.	Deputy Cech	

DECISIONS MADE

- Trustee Sevier stated he would like to see included in the Board Packets the Restricted Account Balances and the Program Development Fund sheet.
- Trustee Kettner handed out the first of a three part series on the history of Dawson County Junior College, later named Dawson College, and again renamed Dawson Community College. This item will be put on the agenda for the September 23, 2013 meeting.
- President Simon will coordinate with Deputy Cech regarding his agenda items for the Board meetings.
- A workshop led by President Simon will be held after the first of the year.
- A special meeting will be held in October to discuss any outstanding issues that are in purview of the Board's responsibility including but not limited to reviewing the Board's policies.

NEXT MEETING

Next Meeting: Monday, September 23, 2013 at 5:30 p.m. in the Community Room.

PARKING LOT

1. Board policies.

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: September 23, 2013

Meeting Location: Community Room

Approval: October 28, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Alan Sevier, Vice Chairman

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	No
Michael Simon	President	Dawson Community College	Yes
Joyce Ayre	Dean of Student Services	Dawson Community College	Yes
John Cech	Deputy Commissioner of Two-Year and Community College Education	Office of the Commissioner of Higher Education	Yes – Via Phone
Lea Ringen	Executive Director	Dawson College Foundation	Yes
Kaylee Patterson	President	DCC Associated Student Body	Yes
Jason Stuart	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**
 - Trustees Sevier/Linn made a motion to approve the August 26, 2013 regular meeting minutes as presented. The motion unanimously carried.
- **List of Vouchers**
 - Trustees Kettner/Sevier made a motion to approve the List of Vouchers as presented. The motion unanimously carried.
- **Deputy Commissioner of Two-Year and Community College Education Cech (Deputy Cech)**
 - Deputy Cech reported the State of Montana received the \$25 million TAACCCT Grant and the Economic Summit was held last Monday and Tuesday in Butte. He reported the Statewide Development Workforce Taskforce met after the summit on Tuesday afternoon where five themes developed: 1) To develop both the long and short term view of where workforce development is going; how will we prepare students and graduates to go to work and how will we contribute to job development. 2) We must be able to tell our story; what public higher education is doing to respond to workforce needs. 3) Rapid response to industry needs. 4) Partnerships, partnerships, and more partnerships; partnerships with business and industry, partnerships with other institutions, partnerships with state workforce systems, and partnerships with K-12. 5) Recognizing and using the networks of national and international contacts.
 - Deputy Cech reported the Two-Year and Community College Committee of the Board of Regents finalized and approved its work plan for the next academic year. Five key areas of focus: 1) Implementation of developmental education reform recommendations, 2) Improvement of university transfer opportunities among all two-year colleges, 3) Workforce development, 4) Growth and enhancement of dual credit, and 5) Montana University System two-year education metrics for performance based funding. He also noted that we need to continue on efforts that have previously begun: 1) Continued work of comprehensive two-year mission integration, 2) K-12 to post-secondary partnerships in Pathways, and 3) continuing to grow statewide awareness and recognition of opportunities through our two-year colleges.
 - Trustee Knudson asked how the TAACCCT Grant funding was divided up among those colleges who are participating. Deputy Cech explained that when the grant was written each participating college put in what it felt it was capable of doing.
 - Trustee Sevier questioned whether Deputy Cech had a chance to visit with the Board of Regents regarding holding one of their meetings in Eastern Montana next year. Deputy Cech noted he did share it with Commissioner Christian during their Cabinet Meeting the very next day; Commissioner Christian will speak with Regent McLean regarding getting on the schedule.
 - Chairman Squires questioned Deputy Cech regarding why Business Week is no longer offered. Deputy Cech apologized for not being able to connect with the Dean of Business yet.
- **Correspondence**
 - Chairman Squires stated he received notice from ACCT of their upcoming Leadership Congress in Seattle, Washington. No trustees will be attending this meeting.
 - President Simon noted he would like to attend AACC's upcoming spring meeting in Washington, DC and encouraged at least one Board member to attend with him.

- **Unfinished Business**

- It was agreed a Parking Lot meeting will be held October 9th or 10th at the Yellowstone River Inn at 5:30 p.m. Trustee Linn will let Executive Assistant Young know which date works for her by Thursday, September 26th. The deadline for submitting agenda items is September 30, 2013.

- **Part One – History of Dawson Community College**

- Trustee Kettner gave a presentation on the history of Dawson Community College (1941-1981).

- **Graduation Fee**

- **Trustees Sevier/Kettner made a motion to increase the Graduation Fee to \$60.00 per President Simon's recommendation. The motion unanimously carried.**

- **Committee Reports – Finance Committee**

- The Finance Committee had nothing to report.
- President Simon noted the Cash Balance Report is from the Dawson County Treasurer.

- **President's Report**

- President Simon reported the Economic Summit he attended was an incredible event. He passed around the booklet from the summit so the Board could read who the speakers were. He noted that every speaker stated that education was a key component to their company's health and future and talked about the need to have responsiveness to the needs of the business community as part of the higher education ethic. President Simon noted that the speakers were not seeing a segmented higher education landscape, but are seeking K through the doctorate as one system.
- President Simon noted the college is meeting on the USDA Loan; Stockman Bank has completed their reporting on the note, but the Federal Government has given the college an extension to get our reports into them.
- President Simon stated he is still working on the Balanced Scorecard; however, in the meantime he will just share data with the Board as it becomes available.

- **Dean of Student Services Report**

- Dean Ayre reported Student Services is in the process of working with numbers from application to enrollment; why is the college getting the applications, but not the enrollment.
- Dean Ayre reported the college is within the acceptable range for the two-year default rate for financial aid.
- Dean Ayre stated that to help with retention, club advisors are actively promoting their on-campus clubs.

- **Faculty Report**

- No Faculty Report was noted.

- **Staff Report**

- No Staff Report was noted.

- **Students Report**

- Student Report was noted.

Open Forum for Public Input

- No Public Input was noted.

MEETING END

Meeting Ended: 7:35 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Will speak with the Dean of Business regarding the cancellation of Business Week.	Deputy Cech	

DECISIONS MADE

- It was agreed a Parking Lot meeting will be held October 9th or 10th at the Yellowstone River Inn at 5:30 p.m. Trustee Linn will let Executive Assistant Young know which date works for her by Thursday, September 26th. The deadline for submitting agenda items is September 30, 2013.

NEXT MEETING

Next Meeting: Thursday, October 10, 2013 at 5:30 p.m. at Yellowstone River Inn in the 200 Room.

PARKING LOT

1. Board Policies
2. Audit Report
3. Review of Student Fees

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: October 28, 2013

Meeting Location: Community Room

Approval: November 25, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Kathleen Zander, Secretary

ATTENDANCE

Name	Title	Organization	Present
Jim Squires	Chairman	DCC Board of Trustees	Yes
Alan Sevier	Vice Chairman	DCC Board of Trustees	Yes
Kathleen Fritsch	Trustee	DCC Board of Trustees	Yes
Don Kettner	Trustee	DCC Board of Trustees	Yes
Chad Knudson	Trustee	DCC Board of Trustees	Yes
Deb Linn	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
Michael Simon	President	Dawson Community College	Yes
Ted Phillips	Vice President Instruction and Student Services	Dawson Community College	Yes
Kathleen Zander	Executive Director of Business and Finance	Dawson Community College	Yes
Tracey Clingsmith	Women's Basketball Coach	Dawson Community College	Yes
Todd Knispel	Librarian	Dawson Community College	Yes
MaryAnn Vester	Director of Extended Learning	Dawson Community College	Yes
Joslyn Sindelar	Reporter	Ranger Review	Yes
Rita Young	Recorder	Dawson Community College	Yes

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- Trustees Sevier/Linn made a motion to approve the September 23, 2013 regular meeting minutes as presented. The motion unanimously carried.
- Trustee Stanhope noted that he was in attendance at the October 10th meeting; however, Trustee Kettner was absent. Trustees Knudson/Kettner made a motion to approve the October 10, 2013 special meeting minutes as corrected. The motion carried unanimously.

- **List of Vouchers**

- Trustees Stanhope/Knudson made a motion to approve the List of Vouchers as presented. Trustee Stanhope amended his motion to approve the List of Vouchers as presented along with Vice President Phillips' moving expenses. The motion unanimously passed.

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

- Deputy Cech was unable to attend the meeting.

- **Correspondence**

- President Simon handed out a flyer regarding Dawson County Health Department's upcoming training on November 13th.
- Trustee Sevier questioned the progression of installing cable television on-campus. President Simon stated Mid Rivers did contact representatives from the athletic department and his understanding is that it is moving along quite well.

- **Unfinished Business**

- President Simon stated that his intent is to bring the changed/deleted policies to the Board for approval at the next regular scheduled meeting.

- **History of Dawson Community College – Part III**

- Trustee Kettner gave a presentation on the history of Dawson Community College (1981-2000).

- **Discuss a 2—3 Year Board Calendar**

- Chairman Squires requested that all Board members make notes on periodic items that need to be addressed so they can be input into the Parking Lot. Trustee Fritsch would like to include the Board's short and long term goals.

- **Athletic Coaches**

- President Simon introduced for the Board's consideration moving the athletic coaches to .5 assignments. President Simon's reasoning was it would fulfill some of the Athletic Director's duties without filling an athletic director position and the coaches who fulfill their .6 with a teaching load are not at load and they do not feel the .4 accurately reflects their time spent as head coaches; they feel .5 coaching and .5 teaching load or other administrative duties is a more accurate reflection. President Simon noted he has been working with MEA-MFT regarding this change.
- Trustee Fritsch/Kettner made a motion to move the coaches to .5 since MEA-MFT has agreed, and have them make up their other .5 load with duties as assigned by Administration. The motion passed unanimously.

- **Committee Reports – Finance Committee**

- As the Finance Committee did not meet this month, there is no report.
- President Simon noted the Cash Balance sheet is a summary of the Treasurer's report. He stated Executive Director of Business and Finance Zander knows the goal is to have Banner tie back to the Treasurer's report. He further stated the College is working on hiring an outside accounting firm on a temporary basis.

- **President's Report**

- President Simon reported the Fall-to-Fall retention rate for first-time, full-time degree seeking students was 53.5%; the college dorm is at 97.5% occupancy rate; and CCCOnline has netted revenue for the last four semesters.
- President Simon noted he will be investing to recruit more students to register for CCCOnline instead of the infrastructure to create the College's own online system.
- President Simon noted that Director of Extended Learning Vester received a \$2,000 grant from ~~Mid River~~ Mid Rivers to fund the purchase of ~~tablets~~ tablets that will be used in continuing education classes.
- Dean of Student Services Ayre and Director of Student Support Services Dion received a \$10,000 Montana Access Challenge Grant to develop curriculum and hire a staff member to teach financial literacy to students. President Simon noted he may look at combining that funding with funding from the TAACCCT Grant to create a full-time position.

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

- Vice President Phillips reported that during Professional Development Day he held his first faculty meeting.

- **Executive Director of Business and Finance**

- Executive Director Zander stated that she has spent the week visiting with employees within her department along with President Simon and Vice President Phillips.

- **Dean of Student Services Report**

- Report was noted.

- **Faculty Report**

- No Faculty Report was noted.

- **Staff Report**

- No Staff Report was noted.

- **Students Report**

- No Student Report was noted.

Open Forum for Public Input

- Librarian Knispel noted Rotary will be holding their Teacher Appreciation on November 5th from 4:00 p.m. to 6:00 p.m. in the library.

MEETING END

Meeting Ended: 7:16 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Board members will make notes on periodic items that need to be addressed so they can be put into the Parking Lot.	All Board of Trustees	

DECISIONS MADE

- Athletic coaches will now be .5 with their other .5 duties as assigned by Administration.

NEXT MEETING

Next Meeting: Monday, November 25, 2013 at 5:30 p.m. in the Community Room.

PARKING LOT

1. Audit Report
2. Review of Student Fees

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: November 25, 2013

Meeting Location: Community Room

Approval: December 16, 2013

Recorded By: Rita Young

Jim Squires, Chairman

Kathleen Zander, Secretary

ATTENDANCE

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

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

INTRODUCTION:

President Simon introduced Enrollment Management Coordinator, Suela Cela, to the Board.

AGENDA

- **Minutes**

- Trustee Knudson noted corrections on Page 4 under President's Report: bullet #3 should read "tablet" not "tables" and bullet #1 should read "the dorms" not "the college". Chairman Squires noted a correction on Page 4 under President's Report: bullet #3 should read "Mid Rivers" not "Mid River".
- **Trustees Kettner/Stanhope made a motion to approve the October 28, 2013 regular meeting minutes as corrected. The motion carried unanimously.**

- **List of Vouchers**

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

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

- Deputy Cech announced the newly acquired grant through the Council for Adult and Experiential Learning should benefit all of the two-year colleges in Montana.
- Deputy Cech gave an update on the Dual Enrollment Recommendations, Social Media Pilot and Main Street Montana.
- Deputy Cech explained the type of certification faculty need to teach dual enrollment:
 - 1) To teach any course that is university transferable, the faculty member must have a master's degree in the discipline teaching or a master's degree with 9 graduate credits in the discipline teaching.
 - 2) A college faculty member who wishes to teach a high school dual credit course needs to be secondary certified or needs to hold a Class A License.

- **Correspondence**

- None noted.

- **Board Policies**

- BP 2-3 Direct Grant of Sick Leave
Trustees Knudson/Fritsch made a motion to adopt BP 2-3 Direct Grant of Sick Leave as presented. The motion unanimously carried.
- BP 2-6 Faculty Development Fund
Trustees Fritsch/Kettner made a motion to table BP 2-6 Faculty Development Fund. The motion carried unanimously.
- BP 2-18 Evaluation of Administrative Staff
Trustees Sevier/Lynn Linn made a motion to adopt BP 2-18 Evaluation of Administrative Staff as presented. The motion carried with a vote of 5 to 1.
- BP 2-26 Selection of Administrative Staff
Trustees Fritsch/Lynn Linn made a motion to adopt BP 2-26 Selection of Administrative Staff as presented. The motion unanimously carried.
- BP 3-8 Conduct of Student-Athletes
Trustees Knudson/Lynn Linn made a motion to adopt BP 3-8 Conduct of Student-Athletes as presented. The motion carried unanimously.

- BP 5-3 ITV Instructor Compensation
Trustees Sevier/Knudson made a motion to eliminate BP 5-3 ITV Instructor Compensation. The motion unanimously carried.
- BP 6-1 Bus Policy
Trustees Kettner/Knudson made a motion to table BP 6-1 Bus Policy. The motion unanimously carried.
- BP 6-2 Audio Visual Equipment Loan Policy
Trustees Sevier/Kettner made a motion to eliminate BP 6-2 Audio Visual Equipment Loan Policy. The motion carried unanimously.
- BP 6-3 Facilities Use Policy
Trustees Knudson/Stanhope made a motion to adopt BP 6-3 Facilities Use Policy as presented. The motion unanimously carried.
- **Date Change for December Board Meeting**
 - **Trustees Kettner/Stanhope made a motion to move the December 23, 2013 Board Meeting to December 16, 2013 at 5:30 p.m. in the Community Room. The motion carried unanimously.**
- **January Date for Board Retreat**
 - It was decided that the Board Retreat will be held January 10th and 11th with dinner commencing at 6:00 p.m. at the Yellowstone River Inn.
- **BP 2-4 Evaluation of Classified Staff**
 - President Simon explained the change to the draft copy of BP 2-4 is that classified staff will be evaluated annually instead of on or before their anniversary date. President Simon will provide the Board with an updated CP 2-4 Evaluation of Classified Staff.
- **Committee Reports – Finance Committee**
 - Trustee Sevier reported the Finance Committee met on November 11, 2013 where the following were discussed: 1) hiring of an accounting firm to reconcile the cash balances; 2) unfunded employee leave balances; and 3) student accounts receivables.
- **President's Report**
 - President Simon reported VP Phillips and himself did travel to Seattle to visit with Northwest Commission on Colleges and Universities; however, he did not attend the Dawson County Economic Development Council's board orientation. His orientation has been rescheduled.
 - President Simon introduced Interim Dean of Student Services, Kent Dion, to the Board.
- **Vice President of Instruction and Student Services**
 - Vice President Phillips reported he is starting to see the data required by Northwest coming together.
 - Trustee Sevier stated the faculty's master agreement requires the Mutual Concerns Committee (comprised of 3 members appointed by GFT and 3 members appointed by the Board) to hold a meeting at least once a semester. He stated this has not been done for a few years. Trustees Sevier, Lynn Linn and Knudson were appointed to serve on the Mutual Concerns Committee.

- **Executive Director of Business and Finance**
 - Executive Director Zander stated her report stands as submitted.
- **Faculty Report**
 - No Faculty Report was noted.
- **Staff Report**
 - No Staff Report was noted.
- **Students Report**
 - No Student Report was noted.

Open Forum for Public Input

- Chairman Squires reserves the right to move the Public ~~Foru~~ Forum to the most appropriate part of the agenda so the public does not have to sit through the meeting in order to speak on an agenda item.
- Trustee Sevier explained the Program Development Fund is now at \$1.77 million and he feels it would be a good time to be thinking of how to utilize some of those funds; the funds could be used to start a new program or supplant funds already utilized in those programs.

MEETING END

Meeting Ended: 7:21p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Provide President Simon with the total cost of the Social Media Campaign.	Deputy Cech	
President Simon will get the athletic uniform rotation and report back to the Board.	President Simon	
President Simon will provide the Board with an updated CP 2-4 Evaluation of Classified Staff.	President Simon	

DECISIONS MADE

- The December Board meeting will be December 16th at 5:30 p.m. in the Community Room instead of December 23rd.
- It was decided the Board Retreat will be held January 10 & 11, 2014.
- Trustees Sevier, ~~Lynn~~ Linn and Knudson were appointed to serve on the Mutual Concerns Committee.
- Chairman Squires reserves the right to move the Public Forum to the most appropriate part of the agenda.

NEXT MEETING

Next Meeting: Monday, December 16, 2013 at 5:30 p.m. in the Community Room.

PARKING LOT

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

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: December 16, 2013
Meeting Location: Community Room
Approval: January 27, 2014
Recorded By: Rita Young

Jim Squires, Chairman

Kathleen Zander, Secretary

ATTENDANCE

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

MEETING LOCATION

Building: Main Building

Conference Room: Community Room

Conference Line: 406-377-7800

MEETING START

Meeting Schedule Start: 5:30 p.m.

Meeting Actual Start: 5:30 p.m.

Meeting Scribe: Rita Young

AGENDA

- **Minutes**

- Trustee Linn noted her name was spelled incorrectly throughout the document; it should be spelled "Linn" not "Lynn". Trustee Stanhope noted bullet #1 under Open Forum for Public Input should read "Public Forum" instead of "Public Form".
- **Trustees Sevier/Kettner made a motion to approve the November 25, 2013 regular meeting minutes as corrected. The motion carried unanimously.**

- **List of Vouchers**

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

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

- Deputy Cech was unable to attend the meeting.

- **Correspondence**

- Chairman Squires reviewed correspondence from ACCT. He recommended not subscribing to the webinars due to the cost.

- **BP 2-9 Aids Policy**

- **Trustees Stanhope/Knudson made a motion to eliminate BP 2-9 Aids Policy. The motion unanimously carried.**

- **BP 2-14 ITV Instructional Competencies**

- **Trustees Fritsch/Linn made a motion to eliminate BP 2-14 ITV Instructional Competencies. The motion carried unanimously.**

- **BP 2-4 Evaluation of Classified Staff**

- **Trustees Knudson/Sevier made a motion to amend BP 2-4 Evaluation of Classified Staff as presented. The motion unanimously carried.**

- **BP 6-1 Vehicle Policy**

- **Trustees Knudson/Sevier made a motion to amend BP 6-1 Vehicle Policy as presented in the red line version. The motion carried unanimously**

- **BP 2-6 Faculty Development Fund**

- Trustee Sevier suggested revising bullet #3 under Faculty Development Fund Disbursement, Reimbursement & Repayment to read "Job-related courses are reimbursed up to 100%" instead of "Job-related courses are reimbursed in up to 100%". **Trustees Knudson/Sevier made a motion to amend BP 2-6 Faculty Development Fund as revised. Trustee Fritsch made a motion to amend Trustee Knudson's motion subject to the Union's approval. The motion died for a lack of a second. The original motion carried with a vote of 6 to 1; Trustees Knudson, Stanhope, Linn, Sevier, Squires and Kettner voting in favor with Trustee Fritsch voting against.**

- **Committee Reports – Finance Committee**

- Trustee Sevier reported the Finance Committee did not meet this month.

- **President's Report**

- President Simon proposed he report to the Board each month on four to five Board of Trustee Policies and indicate very briefly whether the College is in compliance, not in compliance and what is being done to get in compliance, or in compliance but changing the way compliance is met.
- President Simon reported management has spoken with all employees that are affected by the excess accrued vacation leave and compensatory time.
- President Simon reviewed the Information from the Balanced Scorecard included in his Board Report. Trustee Linn requested figures without the athletic recruits. President Simon stated he would email the Board that information.

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

- Vice President Phillips reported while at the Board of Regents meeting he was able to meet with individuals regarding Perkins, dual enrollment, and the TAACCCT grant.
- Vice President Phillips reported that scheduling of classes that are more convenient for students not just faculty was discussed during the Academic Affairs Committee and Faculty meetings. He stated under the Academic Affairs Committee he would like to develop two sub-committees; one committee that deals with academic quality and one that deals with scheduling including classes and buildings. Vice President Phillips stated for the benefit of the students he would like to build a two-year class schedule.

- **Executive Director of Business and Finance**

- Executive Director Zander reported she has spent most of this month working with Anderson Zurmuehlen getting the financials figured out; they have been able to reconcile the total cash to the county and the bank statements as of June 2013. She noted student accounts receivable has been addressed and she will be making some adjustments; which are in response to one of the audit comments. Executive Director Zander reported she has been working on the fixed assets and will be making adjustments to that area as well.
- Executive Director Zander reported that once Anderson Zurmuehlen finishes, all problems will not be fixed; however, going forward the College will be able to utilize the information in Banner.

- **Faculty Report**

- No Faculty Report was noted.

- **Staff Report**

- No Staff Report was noted.

- **Students Report**

- No Student Report was noted.

Open Forum for Public Input

- No public input was noted.

MEETING END

Meeting Ended: 6:50 p.m.

POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Email Board figures without athletic recruits.	President Simon	

DECISIONS MADE

- None

NEXT MEETING

Next Meeting: Monday, January 27, 2014 at 5:30 p.m. in the Community Room.

PARKING LOT

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