

DCC BOARD OF TRUSTEES

MEETING MINUTES

Meeting Date: August 27, 2018

Meeting Location: Board Room

Approval: FINAL

Recorded by: R. Johnson

Dawson Community College
 Board of Trustees Meeting
 August 27, 2018

Chad Knudson, Chairman

Darla Handran, Vice Chairman

Attendance

Name	Title	Organization	Present
Chad Knudson	Chairman	DCC Board of Trustees	Yes
Darla Handran	Vice Chairman	DCC Board of Trustees	Yes
Rich Rowe	Trustee	DCC Board of Trustees	Yes
Bob Stanhope	Trustee	DCC Board of Trustees	Yes
MaryAnn Vester	Trustee	DCC Board of Trustees	Yes
Mike Wilondek	Trustee	DCC Board of Trustees	No
Scott Mickelsen	President	Dawson Community College	Yes
Traci Masau	Interim Vice President – Academic and Student Affairs	Dawson Community College	Yes
Community Members Present			
Sarah Brockel		DCC	
Jamie Ausk Crisafulli		Ranger Review	
Holly Dershem-Bruce		GFT	
Dennis Harp		DC Foundation	
Jennifer King		DCC	
Cindy Larsen		Glendive	
Janelle Olberding		DCC	
Kathleen O’Leary		DCC	
Joe Peterson		DCC	
Leslie Weldon		DCC	

**Dawson Community College Board of Trustees
Minutes of the Regular Board Meeting
DCC Board Room
Monday, August 27, 2018–5:30 p.m.
Recorded by Randi Johnson**

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

Chairman Knudson immediately closed the meeting to hold a Public Hearing regarding the Permissive Medical Mill Levy.

Chairman Knudson opened the hearing stating that the Governor’s Budget Office determined that community colleges should be funding the increase in employee medical insurance through the permissive medical levy 2-9-212 MCA. Because of this determination, no state funding has been provided to community colleges for the increase in medical insurance costs since FY2010. This levy is a cumulative levy each fiscal year.

The cost for Dawson Community College’s medical insurance for FY2019 is \$1,054 per month per employee or \$12,648 per year per employee. This levy covers all campus employees except those whose health benefits are paid wholly from another fund.

For FY2019, DCC respectfully requests board approval to levy \$287,528 (12.38 mills) for the increased cost of medical insurance over the FY2010 base year. This is a \$43,474 increase over last year’s assessment.

Per 2-19-212 MCA, DCC published a public notice according to 7-1-2121 MCA, stating the increase in the levy compared to the previous fiscal year. Public notice was published in the Ranger Review on August 16, 2018 and August 23, 2018.

Chairman Knudson called for questions or comments from the public. There were no questions or comments. The hearing was closed.

Chairman Knudson reopened the regular meeting at 5:40 p.m.

Correspondence

A letter from NWCCU stated that the Spring 2018 Mid-Cycle Evaluation and the Spring 2018 Ad Hoc Reports have been accepted. The letter also listed required follow-up and future evaluations.

Minutes

- Trustees Vester/Rowe moved/seconded to approve the minutes of the July 17, 2018 Board Retreat. There was no discussion.
 - **Motion carried unanimously.**

- Trustees Stanhope/Handran moved/seconded to approve the minutes of the July 23, 2018 meeting. Discussion followed. President Mickelsen stated that Trustee Wilondek voted nay and Trustee Rowe voted aye to adopt Plan B of the FY2019 Budget. The minutes will be corrected.
 - **Motion carried unanimously.**

Reports:

President

President Mickelsen reviewed his report and provided additional information regarding enrollment. Further discussion regarded scholarship assistance to students at The American Campus. President Mickelsen reviewed bonus incentives from his 2016 contract. Trustee Vester asked about the VPASA position. Discussion followed.

Key Performance Indicators

Ms. Masau introduced a balanced scorecard that aligns with the new strategic plan. Discussion followed.

Finance Committee

Minutes of the last meeting were reviewed. Trustee Handran stated the Committee recommends that the Board approve the transfer of funds from the Program Development Fund (Ullman Fund) and adopt the Mill Levies as presented.

Chairman Knudson called for public comment. There was none.

Consent Items

- Trustees Handran/Stanhope moved/seconded to approve the vouchers.
 - **Motion carried unanimously.**
- Trustees Handran/Rowe moved/seconded to approve the HR report.
 - **Motion carried unanimously.**

New Business

Adopt Mill Levies

Ms. O'Leary conveyed her thanks to the taxpayers for their continued support of the College. She reviewed the mill levies presented to the Board and noted that in an effort to reduce the burden to taxpayers, the Retirement and the Adult Education levies have been assessed at less than the maximum allowable amount. These calculations have been reviewed with the County Superintendent of Schools. The County Commissioners will vote on the mill levies at their meeting on September 4. Discussion followed.

- Trustees Handran/Vester moved/seconded to adopt, as presented, the mandatory General Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$838,344 for 36.09 mills.
 - **Motion carried unanimously.**

- Trustees Stanhope/Handran moved/seconded to adopt, as presented, the mandatory Retirement Mill Levy for the purpose of employer contributions for Social Security, Medicare and Retirement Systems, in the amount of \$205,244 for 8.84 mills.
 - **Motion carried unanimously.**
- Trustees Rowe/Stanhope moved/seconded to adopt, as presented, the Permissive Medical Mill Levy for the purpose of employer contributions for insurance premiums for the amount in excess of base contribution as determined by MCA 2-18-703, in the amount of \$287,528 for 12.38 mills.
 - **Motion carried unanimously.**
- Trustees Handran/Rowe moved/seconded to adopt, as presented, the voted Optional Mill Levy for the purpose of education and general operating expenses of the College, in the amount of \$144,000 for 6.20 mills.
 - **Motion carried unanimously.**
- Trustees Rowe/Vester moved/seconded to adopt, as presented, the mandatory Adult Education Mill Levy for the purpose of supporting Adult Education Programs, in the amount of \$53,805 for 2.32 mills.
 - **Motion carried unanimously.**
- Trustees Vester/Handran moved/seconded to adopt, as presented, the mandatory Debt Service Mill Levy for the purpose of principal, interest and fees due during the fiscal year on obligation bonds, in the amount of \$221,636 for 9.54 mills.
 - **Motion carried unanimously.**

Trustee Appointment

Chairman Knudson noted the open seat on the Board and introduced Cindy Larsen to the Trustees. Cindy stated her interest in the position and her desire to serve the College and the community.

- Chairman Knudson/Trustee Handran moved/seconded to appoint Cindy Larsen to the Board of Trustees. There was no discussion.
 - **Motion carried unanimously.**

Board Clerk Johnson administered the Oath of Office to Trustee Larsen. The Trustees welcomed her to the Board.

Committee Reassignments

Chairman Knudson noted that Trustee Vester has requested appointment to the policy committee. He suggested committee reassignments. Discussion followed.

- Chairman Knudson/Trustee Stanhope moved/seconded to appoint Rich Rowe and MaryAnn Vester to the Policy Committee and to appoint Chad Knudson and Cindy Larsen to the HR Committee.
 - **Motion carried unanimously.**

Approve Transfer from Program Development Fund

- Trustees Stanhope/Handran moved/seconded to allow a transfer of \$163,105 from the Program Development Fund (also known as the Ullman Fund) for Career & Technical salary expenses incurred in FY2018.
 - **Motion carried unanimously.**

Year-end transfer information regarding other annual year-end transfers was distributed and explained to the Trustees. Ms. O’Leary provided detail for transfers completed in the Housing, Oil & Gas, Retirement, and CCOnline funds.

Approve Technical Skills Program

Ms. Masau reviewed the Technical Skills Program curriculum proposal and asked the Trustees to approve the proposal as presented. Once approved, it will be presented to the Board of Regents. Discussion followed.

- Trustees Stanhope/Rowe moved/seconded to approve the curriculum proposal as presented.
 - **Motion carried unanimously.**

Open Forum for Public Input

- Chairman Knudson called for public input. There was none.

The meeting adjourned at 6:30 p.m.