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***DCC BOARD OF TRUSTEES***  
**SPECIAL MEETING MINUTES**

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Meeting Date: August 5, 2022

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

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**Attendance**

<b>Name</b>	<b>Title/Organization</b>	<b>Present</b>
Cindy Larsen	Chair	Yes
Chad Knudson	Vice Chair	Yes
Sarah Thorson	Trustee	Yes
Kathy Hoiland	Trustee	Yes
Mike Wilondek	Trustee	Yes
Sandy Johnson	Trustee	Yes
Justin Villmer	President	Yes
Becca Klang	Executive Assistant to the President	Yes
Daisy Nyberg	Director of Human Resources	Yes
Justin Beach	Dean of Student Success/F.A. Director	Yes
Dennis Harp	DC Foundation	Yes
Joe Peterson	Athletic director	Yes
<b>Community Members</b>		
Jamie Crisifulli	Ranger Review	Yes

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Cindy Larsen, Chair

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Chad Knudson, Vice Chair

**Dawson Community College Board of Trustees**  
**Minutes of Special Board Meeting - Approval of Presidential Contract**  
**Friday, August 5, 2022 at 3:00 pm**  
**Recorded by Becca Klang**

Present (in person except where noted):

Board: Chairwoman Cindy Larsen, Vice Chair Chad Knudson, Trustees: Mike Wilondek, Sarah Thorson, Kathy Hoiland

DCC: Justin Villmer – President; Justin Beach – Dean of Student Services, Director of Financial Aid; Daisy Nyberg – Director of Human Resources; Joe Petersen – Athletic Director; Dennis Harp – DC Foundation  
Public: Jamie Crisafulli– Ranger Review, Sandy Johnson (public citizen)

Chairwoman Cindy Larsen called the Special Meeting to order at 3:07 PM for the purpose of swearing in a new Board Member and the approval of the purchase of additional student housing.

**New Business:**

**Swear in New Board Member:** Trustee Sandy Johnson was sworn in for a three year term.

**Student Housing – Purchase of Apartment Complex:** Vice Chair Chad Knudson opened up the discussion on the purchase of the apartment complex to utilize as student housing. Student housing has been an ongoing issue for Dawson Community College and Vice Chair Knudson and Trustee Wilondek have been actively working with Jack and Diane Crockett on the potential purchase of 500 Patt Ave in Glendive, MT. There were different options discussed prior to the decision of this complex being an option. This building would open up the capabilities of housing students, staff, and Glendive citizens. President Villmer spoke on the buy/sell agreement that was included in the packet to the Board of Trustees. He stated the purchase price is two million, five hundred thousand dollars, the down payment agreed upon is \$250,000 and broke it down to earnest money along with the amount that is due at closing. This will be a seller financed property purchase with a projected closing date of no later than August 31, 2022. There will be multiple inspections on the property no later than August 16, 2022 and if issues are found they will be in touch with the sellers to discuss resolving them. This purchase is not subject to appraisal, however, DCC may choose to have an independent real estate firm evaluating and verifying the purchase price is reasonable. President Villmer stated the purchase will be done through a contract for deed which is very common when the seller finances the property. He stated there will be multiple planned next steps that will need to occur prior to closing such as physically signing of the buy-sell agreement and related documents, paying the earnest funds, scheduling the various inspections and working with Felt Martin to draft the contract for deed and any related documents/disclosures.

Trustee Hoiland asked President Villmer “Does DCC plan to get a sewer inspection on the property?”  
President Villmer stated that DCC does plan to do an inspection through a licensed contractor.

Trustee Thorson asked President Villmer why DCC isn’t planning on doing an official appraisal on the property itself. President Villmer explained that it is in the benefit of the seller and buyer not to have one as there isn’t time and there are no other comparable options in the area. Outsourcing to a realtor independently from the state outside of the area to do a comparable appraisal of what they would list this property as is a more beneficial option for both parties involved.

President Villmer also spoke on financials, as this is important with buying a new property. For FY23 he broke out these amounts in general over each spreadsheet he handed out starting with FY23. He worked with previous Interim President Kathleen O’Leary on getting the current ending balance as of June 30, 2022. He spoke on FY24 and the overall financial picture of purchasing the property. One

benefit DCC will see in the future budget is moving into FY2026 DCC will no longer have Kettner Hall payments as this will be a fully purchased asset for DCC.

President Villmer spoke on what Morrison and Maierle is planning for wifi to the dorms and also the new apartments.

Vice Chair Knudson spoke on the situation with the current tenants at 500 Patt Ave as some have been living there long term. As these tenants move out, the amount of rent will be adjusted as new tenants come in if there isn't a need to utilize the open apartment for student housing.

**Action:**

**Student Housing – Purchase of Apartment Complex Approval:**

Knudson/ Hoiland made the motion/second for Chair Larsen to enter into the buy-sell agreement as presented and authorize the President to begin to work with legal counsel and the seller to prepare the formal contract for deed to be presented at the August 22, 2022 board of trustee meeting.

Motion Passed unanimously.

**Open Forum for Public Input on Dawson Community College**

**Any Public comment:** None noted.

With no further business, the meeting adjourned at 3:55pm.