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# DCC Board of Trustees

Meeting Minutes

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Meeting Date: December 22, 2025

Meeting Location: DCC Board Room


Approval: Final

Recorded By: Daisy Nyberg

Attendance for the December 22, 2025, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Sarah Thorson	Vice Chair	Yes
Gloria Garceau-Glaser	Trustee	No
Brendan Heidner	Trustee	Yes
Jordan Ulrich	Trustee	Yes
Sandy Johnson	Trustee	Yes
Lesley Gibbs	Trustee	Yes
Chad Knudson	President of DCC	Yes
Becky Smith	Dean of Finance and Operations	Yes
Daisy Nyberg	Dean of People and Culture	Yes
BreAnn Miller	Interim Dean of Academic Affairs /DCC ALO	Yes
Joe Peterson	Athletic Director	No
Community Members		
Jamie Crisafulli	Ranger Review	Online
Dennis Harp	DC Foundation	Yes

  
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 Cindy Larsen, Chair

  
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 Sarah Thorson, Vice Chair

Dawson Community College Board of Trustees  
Minutes of the Regular Board Meeting  
Monday, December 22, 2025, at 5:32 pm  
Recorded by Daisy Nyberg

Chairperson Larsen called the meeting to order at 5:32 p.m.

I. Introductions

Chairperson Larsen called for introductions. Introductions were made around the room.

II. Correspondence

There was no correspondence.

III. Minutes

Trustee Johnson moved and Trustee Thorson seconded to approve the minutes of the November 24, 2025, regular board meeting. There were no corrections. Motion passed unanimously.

IV. Reports

• President's Update:

President Knudson commented on how the end of the semester went well. Students were to check out of their dorm rooms on December 12<sup>th</sup>, but due to weather conditions students were given extra days to leave. We had a small group of students who stayed a day or a few extra days to drive home in better conditions. The Campus Property Coordinator is working with students who needed to stay longer. Dorm inspections occurred as students were leaving and some fines were issued. President Knudson stated that some students had not been paying their bills, but the business office has done a fantastic job, going case by case, to get the money collected. Some students may not be returning due to not paying their bill and not attending class, which is sad but necessary. President Knudson reviewed the Men's and Women's basketball teams' trip to Arizona. Due to weather the very affordable flights home were canceled twice and Tim Lytle (outstanding bus driver) drove to Denver and picked the team up after the second canceled flight. President Knudson stated that we are implementing the Distance Education program with the cooperation of the Glendive Federation of Teachers' Union. There have been some bumps along the way, but we are working through it all. There is good faculty buy in and planning on adding a minimum of two (2) new classes this spring semester. Gina Roos and BreAnn Miller worked together to create a class to train the faculty on how to teach a Distance Learning class well, being effective and with rigor, which is what the faculty would like as well. Gina Roos has substantial experience in this area. Interim Dean Miller stated that the Para-Pathways Program has finished its second course and all 42 students passed the second course. The third class will be

Education Psychology and Child Development. Several students have expressed interest in what happens next. The second cohort is starting in the spring with 20-25 students from approximately 50 of the 56 Montana counties. If teachers (not para's) were included in the numbers, all 56 counties would be represented in this program. President Knudson stated that this program is a big win. President Knudson stated that we have been in the planning process for 1 ½ years and we were finally able to replace the front doors. It took the crew two (2) days in cold weather, during finals, but the doors were replaced. President Knudson stated that the campus will be closed Wednesday, Thursday, and Friday (December 24-26) this week, and Wednesday and Thursday (December 31-January 1) of next week. The spring in-service will be January 8 and 9.

Trustee Thorson asked questions about students registering for spring semester, if they owe a balance. Dean Smith stated that they can register if they owe \$200 or less on their student bills. President Knudson stated that Dean Smith has been updating the payment plans and the updates are listed in Dean Smith's report. Trustee Thorson asked why the '91 days and over' amount has increased so much from last year, per Dean Smith's report. Dean Smith responded that was due to the Winter Session classes.

#### Department Reports:

Reports were included in the packet for review.

- Dawson College Foundation Annual Update

Executive Director, Dennis Harp, provided an update including the "Highlights of the Foundation's Efforts in 2025" sheet attached to these minutes, and brochures for the Richard & Winifred McMullin Endowment and the Ellis & Irene Jones Endowment. Director Harp spoke with the Financial Aid Director Payne who stated that \$93,000 in scholarship funds were provided to Dawson Community College in Academic Year 2024-2025. There was an increase in scholarship funds provided to Dawson Community College for Academic Year 2025-2026 and that amount was \$139,000. Approximately 85 students received a minimum of one (1) scholarship. Director Harp discussed the option for donors to provide a scholarship for a specific student through a "pass-through" donation. Director Harp stated that the Annual Scholarship Giving Campaign is currently going strong with one donor from Terry, Montana, donating \$9,500 for scholarships.

Trustee Gibbs asked how much were the dollar amounts of the scholarships given. Dean Smith stated that the scholarships ranged between \$500-\$2,500 and approximately \$39,000 in scholarships were given thanks to the McMullin Endowment. Trustee Gibbs stated that she appreciated the brochures and wished she would have had them when she was teaching to encourage students to apply. Trustee Gibbs also asked about the management fees/administrative fees for the foundation.

Director Harp deferred to President Knudson who stated that the Foundation Board is assessing 1 ½% administrative fee of the proceeds to help cover the new accounting software and other administrative management expenses of the endowments. It is very necessary and the Foundation Board is doing a good job with minimal costs.

- Finance Committee

Trustee Thorson reviewed the December 9, 2025, Finance Committee. The vouchers are in the board packet. Trustee Thorson stated the big topics from this meeting were two main items.

1. 2025-2026 Meal Plan structure to add a third tier. The Prudent Pirate Plan - \$1,200/semester which provides approximately 1 meal per day, 5 days/week, for 16 weeks; The Anchors Away Plan - \$1,700/semester which provides approximately 1.5 meals per day, 5 days/week, for 16 weeks; The Mother Lode Plan which provides approximately 2.5 meals per day, 5 days/week, for 16 weeks; The Anchors Away Plan has a \$125/semester increase and the Mother Lode Plan has a \$600/semester increase. Students are allowed to add more money to their accounts in the semester.
2. President Knudson told the committee that if the board is happy with a President's performance it is standard practice to extend the President's contract to keep it at a 3-year contract. The committee agreed and they wish to extend the President's contract.
  - a. Chairperson Larsen stated that the committee also asked about getting a vending machine in the foyer for when the cafeteria is closed for expensive energy drinks and to go items. Dean Nyberg stated that she had discussed the option with the cafeteria vendor and had asked the vendor to reach out to Coke Cola Company to see if they had a vending machine, etc. Dean Nyberg stated that she met with the Campus Property Coordinator (Denny Malone) and President Knudson and they researched some vending machines which started at \$4,000. They are doing more research and will hopefully have a vending machine in the foyer.
  - b. Trustee Thorson, Trustee Johnson also expressed that it was nice to be able to extend a president's contract. There was general agreement throughout the board that they support and are grateful for President Knudson.

- Community Engagement Committee

This committee did not meet.

- Policy Committee

This committee did not meet.

President Knudson stated that we will start reviewing board policy and college procedures in the next year.

V. Public Comment

Chairperson Larsen called for public comment three (3) times. There was none.

VI. New Business

- 2026-2027 Meal Plan: Trustee Heidner moved and Trustee Gibbs seconded to accept the new meal plan structure. Discussion regarding Trustee Ulrich recusing herself from this vote. The motion passed with four (4) trustees in agreement and Trustee Ulrich abstaining from the vote.
- President's Contract: Trustee Thorson moved and Trustee Ulrich seconded to accept the successor contract for President Knudson, thereby extending his contract. Discussion regarding the board's appreciation for President Knudson and being able to extend the contract. The motion passed unanimously.
- Board Calendar: President Knudson asked the board to review the board calendar. Chairperson Larsen stated that she would visit with President Knudson for ideas and purpose of the board retreat. Then she will reach out to the board to schedule the Board Retreat. The board discussed setting calendar dates or moving dates of meetings. The general consensus was to continue with dates as they currently are.
- Board Self-Evaluation: President Knudson asked the board when they performed their last board self-evaluation. The board discussed the time frame of the last self-evaluation, which occurred approximately six (6) months ago. The general consensus was that another board self-evaluation was not necessary, at this time.

VII. Consent Items

Trustee Thorson moved to approve the consent items distributed in the Board Packet. Trustee Johnson seconded the motion. The motion passed unanimously.

VIII. Press Releases are forwarded to Board members as they are issued.

IX. Open Forum for Public Input on Dawson Community College Issues.

Chairperson Larsen called for public comment on any Dawson Issues three (3) times. No public comment given.

The Regular Board of Trustee meeting was adjourned at 6:24 p.m.