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

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Meeting Date: October 28, 2024

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Becca Klang

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## Attendance for the October 28, 2024, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	Yes
Sarah Thorson	Vice Chair	Yes
Gloria Garceau-Glaser	Trustee	Yes
Brendan Heidner	Trustee	Yes
Jessica Duede	Trustee	No
Sandy Johnson	Trustee	Yes
Lesley Gibbs	Trustee	Yes
Chad Knudson	President of DCC	Yes
Becca Klang	Assistant to the President	Yes
Becky Smith	Dean of Finance and Operations	No
Daisy Nyberg	Interim Dean of People and Culture	Yes
BreAnn Miller	Interim Dean of Academic Affairs /DCC ALO	Yes
<b>Community Members</b>		
Jamie Crisafulli	Ranger Review	Yes
Jon Fitch	Dawson County Resident	Yes
Dennis Harp	DC Foundation	Yes
Erica Milne	Enrollment	Yes
Shawn McGinley	DCC Rodeo Head Coach	Yes
Bradie Schmidt	DCC Faculty	Yes
Joe Peterson	Athletic Director/Head Men's Basketball Coach	Yes
DCC Student Associated Student Body		Yes

  
Cindy Larsen, Chair

  
Sarah Thorson, Vice Chair

**Dawson Community College Board of Trustees  
Minutes of the Regular Board Meeting  
Monday, October 28, 2024, at 5:30 pm  
Recorded by Becca Klang**

**Chair Larsen called the meeting to order at 5:31 p.m.**

**I. Introductions**

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

The Associated Student Body took this time to introduce themselves and their role to the Board of Trustees.

**II. Correspondence**

There was no correspondence included in the packet for review.

**III. Minutes**

Vice-Chair Thorson moved to approve the minutes of the September 23, 2024, Regular Board Meeting. Trustee Garceau-Glaser seconded the motion. The motion passed unanimously.

**IV. Reports**

• **President's Update:**

President Knudson presented a verbal report to the Board of Trustees. He reported about the OPI grant and the progress with a goal of December 1 to start with phase 1. Cultivating Careers happened on campus and was a huge success. They are already planning to next years event. The legislative luncheon was held and was hosted in the Jane Carey Memorial. Library on campus. There was good conversation held and great connections were made. The Buccaneer Bash took place as well and as usual was a success and they were at capacity for guests. Great positive feedback overall on the event. Dennis Harp thanked the number of student volunteers and the whole crew at the end of the night for the quick cleanup after the event. President Knudson also reports a miscommunication regarding a Northwest report that was due the beginning of September. This is the financial resources review report. There was an extension filed to the end of September and this was turned in. The liaison gave good feedback on our efforts to move forward with our financial situation. Dawson Community College held a Cross Country meet on Thursday, October 24. Records were set overall and we had four women and three men running and did very well. There are athletes that are planning to go to nationals in Richmond, Virginia. There was also an early look at the basketball teams for Dawson Community College with the Red and Black scrimmage that was held. President Knudson reported that the NorthWest Accreditation annual conference is coming up November 20 through the 22<sup>nd</sup> and he plans to attend along with a few members of the administration team.

• **Department Reports:**

Reports were included in the packet for review. President Knudson noted that a number of various reports from specific departments are due to various organizations and companies this time of the academic year. A lot of time goes into these reports and they include multiple people and departments but all of these deadlines were met.

• **Enrollment Management Report:**

Interim Dean of People and Culture, Daisy Nyberg, along with Director of Enrollment, Erica Milne reported on this together. The report is included in the packet for review. Jenzabar (JRM) will have a lot of tools with recruitment, digital and reaching out to students and potential students. The company we marketed through, Monterey, did targeted digital advertising program has increased the enrollment. They reported on Apply MT and how all of the community colleges struggle with this as applications require to be processed manually, this is very time consuming overall. There was discussion regarding scholarship interest for students; this would



include both athletic and non-athletic scholarships. Dual Enrollment has been going well overall. Marketing for Winter Session is currently happening through Dual Enrollment but also for all students overall to be able to register in advance.

- **Program Review/Prioritization**

Interim Dean of Academics, BreAnn Miller, presented on the program review/prioritization to the Board of Trustees. She reported that with Gina Roos and her working side by side on this they have been overall learning that there are some programs that need to be looked into more. Early Childhood is at the top of the list to review as the graduation rate overall is lower than preferred. The Agriculture program of study has had a lot of program changes overall due to turnover in the faculty for this program. The program needs to be reviewed and restructured to solidify what students are attending those classes for at Dawson Community College. Criminal Justice needs to be restructured as well. The new instructor is working through a few things with the community but also with the student program overall. BreAnn and Gina have been working closely with Bryce Humphreys on navigating through these program reviews.

- **Rodeo Facilities**

An update was given on the status of the progress on the Rodeo Facilities and the donation of the steel that was given. Shawn McGinley, head rodeo coach, gave an update on the rodeo students that are also taking Agriculture classes. The ball is rolling to start getting a plan put together regarding the beginning stages of the facility. There is a plot of property near campus that has brought interest in the location for the facility. Phases will be planned and presented in the future as well. Bradie Schmidt, Faculty at Dawson Community College, also talked about the Perkins Grant funding that will be utilized for her program as well. The previous Agriculture Faculty worked diligently to get a Perkins Grant regarding equipment. Hands on experience is one of the items our students are missing. The Grant funding that is being requested will be received specifically for our students and learning but the facility will help with the student needs with their animals and learning as well. The major equipment needs to be purchased by December for the grant.

### **Finance Committee**

Meeting minutes are included in the board packet for review of the October 8, 2024, meeting. Vice-Chair Thorson reviewed the minutes and items that were discussed during the meeting. At this meeting there was discussion regarding the Tuition, Fees, Housing and Meal Plan reviews. There was various discussion regarding if and by how much should fees be raised. There is a plan to always have a small increase with the technology fee.

### **Tuition, Fees, Housing and Meal Plan review:**

There was documentation of what was approved previously in the packet. The Board reviewed this and discussed. Getting the Tuition, Fees, Housing and Meal Plan reviewed and approved is important for recruiting students.

**A copy of the voucher list was included in the board packet for review.**

### **Human Resource Committee**

Meeting minutes are included in the board packet for review for the October 9, 2024 meeting. Trustee Johnson reviewed the minutes and items that were discussed during the meeting. There was discussion regarding the most recent updated Organizational Chart. It was also decided at this meeting that this committee doesn't need to meet on a monthly basis. The committee will touch base but only meet as necessary. Chair Larsen requested that the Human Resource Committee could please review the President's Evaluation criteria.

**The updated Human Resource report was included in the board packet for review.**

### **Policy Committee**

Meeting minutes are included in the board packet for the October 11, 2024 meeting. Trustee Heidner reviewed the minutes for the meeting. The policies from this meeting that were presented for a compliance review were BP 2-1 Employee Leave, BP 2-2 Compensatory Leave, BP 2-3 Sick Leave Fund, and BP 2-4 Evaluation of Staff. There was discussion regarding clarification on what a compliance review will look like. In a compliance review, based on what a policy states does Dawson Community College have a procedure and is that procedure being followed. There was also discussion regarding if the procedures should be on the website or not.

### **V. Public Comment**

Board Chair Larsen called for public comment. There was none.

### **VI. New Business**

- **Audit**

This will be tabled until the next Board of Trustee meeting.

- **Introduction of the 2024-2025 Academic Year Associated Student Body Officers**

The ASB officers introduced themselves at the beginning of the meeting.

- **Policies to review for second reading**

- i. **BP 1-3 Correspondence** Vice Chair Thorson made a motion to approve BP 1-3 Correspondence with the corrections made. Trustee Gibbs seconded the motion. No discussion was held. The motion carried unanimously. Motion passed.

- ii. **BP 1-4 Board Evaluation** Trustee Garceau-Glaser moved to approve BP 1-4 Board Evaluation with the corrections made. Trustee Heidner seconded the motion. There was no discussion held. The motion carried unanimously. Motion passed.

- iii. **BP 1-5 Public Participation** Trustee Johnson moved to approve BP 1-5 Public Participation with the corrections made. Trustee Gibbs seconded the motion. There was no discussion held. The motion carried unanimously. Motion passed.

- iv. **BP 1-6 Legal Basis and Authority** Vice Chair Thorson moved to approve BP 1-6 Legal Basis and Authority with the corrections made. Trustee Garceau-Glaser seconded the motion. There was no discussion held. The motion carried unanimously. Motion passed.

### **VII. Consent Items**

Trustee Heidner moved to approve the consent items distributed in the Board Packet. Vice Chair Thorson seconded the motion. The motion carried unanimously. Motion passed.

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

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

Board Chair Larsen called for public comment. There was none.

**The Regular Board of Trustee meeting was adjourned at 6:58 p.m.**