
DCC Board of Trustees

Meeting Minutes

Meeting Date: May 19, 2025

Meeting Location: DCC Board Room

Approval: FINAL


Recorded By: BreAnn Miller

BreAnn Miller

Attendance for the May 19, 2025, Board of Trustee Meeting

Name	Title/Organization	Present
Cindy Larsen	Chair	No
Sarah Thorson	Vice Chair	Yes
Gloria Garceau-Glaser	Trustee	Yes
Brendan Heidner	Trustee	Yes
Jordan Ulrich	Trustee - Elect	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	Interim Dean of People and Culture	No
BreAnn Miller	Interim Dean of Academic Affairs /DCC ALO	Yes
Joe Peterson	Athletic Director	No
Community Members		


 Cindy Larsen, Chair


 Sarah Thorson, Vice Chair

Dawson Community College

Board of Trustees Meeting

May 19, 2025

Meeting called to order by Vice-Chair Thorson at 5:30 pm.

- I. Introductions were made around the room.
- II. **Correspondence:** Unofficial Election Results from Dawson County Clerk and Recorder. Trustees Gibbs, Johnson, and Chairwoman Larsen were elected to their respective positions for another term. New Trustee elected is Jordan Ulrich.
- III. Minutes of the regular board meeting of April 28, 2025 moved by Trustee Heidner seconded by Trustee Gibbs. Correction to Glaser's (remove an 's') name under Section 3. Minutes approved.

IV. **Reports**

President Knudson update: Graduation was a success. Most of the students are out of the dorms with the exception of some of the Track nationals students.

There is a civil rights audit with the USDA at Kettner Hall.

There will be a few students on campus over the summer. They will be working for the campus over the summer.

Denny has hit the ground running in the property coordinator position; working on a variety of projects.

Headed to Great Falls on Tuesday and Wednesday for OCHE meetings.

Trustee Gibbs thought that graduation was a success, however she has decided a new graduation bell-ringing tool with the school colors is needed. She is going to work on this.

Trustee Heidner asked about an audit update and if there is anything with the DoE coming in. President Knudson has not heard anything at this point.

OCHE will have to crunch numbers to figure out what Legislative monies will be coming our way. We need these numbers so we have a better idea of the budget.

Dean Smith added that Jenzabar Go-Live for JRM is happening today and tomorrow. All of the applications have been built. The enrollment team has done a fantastic job of making this all happen. Audits have been scheduled. The Chart of Accounts has all been able to be rolled into J1.

Director Miller added that there are 259 participants in the Para Pathways Project with 39 of them being eligible to move to Level 2.

V. **Committees**

Finance committee: Did not meet.

HR: Did not meet. President Knudson did note that we need to get a Business Instructor, Math Instructor, and a Resident Director for Housing.

Policy: Did not meet. Is caught up. Mainly just working on if the policies are in compliance or not.

VI. **Public comment:** None.

VII. **New Business:**

Accept the election results: Trustee Johnson Moved Trustee Garceau-Glaser Seconded.
Motion passed.

Swear in trustees: Returning trustees: Gibbs, Johnson. New trustee: Ulrich. Co-Chair Thorson welcomed Trustees Gibbs and Johnson back to the board, and welcomed Trustee Ulrich.

Board reorganization: President Knudson asked the Board to help manage the communication and the organization of the board. This includes minutes, board packets, meetings, etc. This can also be more of a cooperative effort between the board and administration. This also includes all committees and when/if they need to meet. It may be helpful to have a designated point of contact to liaise with the President's office. The committees dictate what the administration needs to prepare for the board. Trustee Gibbs asked if the committees needed to be decided at this meeting. Trustee Thorson was wondering if this is something that can be discussed at the summer Board Retreat.

Trustee Gibbs was wondering if there is another committee that needs to be added or adjusted. Mainly a technology committee along with a finance committee.

President Knudson reminded the board that their main concern is the mission and whether the college is doing it effectively/well.

Communication amongst the board may be a valuable step to ensure that everyone is getting the same information. This is something that can be talked about at the summer Retreat.

Delegate some of the clerk duties to a board member. This would combine some secretarial duties. It is requested that there would be.

Chair: Trustee Garceau-Glaser; Seconded by Johnson to nominate Trustee Larsen as chair of the board. No other nominations. Motion passed.

Vice-Chair/Secretary: Trustee Johnson seconded by Trustee Heidner to nominate Trustee Thorson as vice-chair. No other nominations. Motion passed.

In the interim between this meeting and retreat:

Heidner & Ulrich for Policy 2nd Friday @ noon

Johnson, Gibbs & Garceau-Glaser for HR 2nd Wednesday @ noon

Larsen & Thorson for Finance 2 Tuesday @ 3:30.

Review/Revise board calendar:

This is to give administration guidance on what to bring to the board meeting; at least once a year.

Interim Director Miller suggested the following: Modify January to take off KPI Review/College-wide assessment. Modify September to only do KPI Review/College-wide Assessment

Motion by Trustee Gibbs and seconded by Trustee Heidner to approve the suggested revisions to the calendar. Motion passed.

Consent Items: Trustee Johnson moved, seconded by Trustee Heidner. Passed

Trustee Ulrich needs to get in touch with Daisy to get set up with an email for correspondence.

VIII. **Public Input** on any Dawson Issues: None

Meeting Adjourned: 6:29 pm

