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

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Meeting Date: July 26, 2021

Meeting Location: DCC Board Room

Approval: FINAL

Recorded By: Staci Rothamer

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**Attendance**

<b>Name</b>	<b>Title/Organization</b>	<b>Present</b>
Chad Knudson	Chair	Yes
Cindy Larsen	Vice Chair	Yes
Spencer Johnson	Trustee	Yes
Sarah Thorson	Trustee	Yes
Mike Wilondek	Trustee	No
Justin Beach	Dean of Student Success/F.A. Director	Yes
Suela Cela	VP – Academic and Student Affairs	Yes
Doug Cherry	VP – Business and Finance	Yes
Dennis Harp	DC Foundation Director	Yes
Mike Hunter	Faculty	Yes
Joe Peterson	Athletic Director/Coach	Yes
Staci Rothamer	Assistant to the President	Yes
Leslie Weldon	VP – Advancement and Human Resources	Yes
<b>Community Members</b>		

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Chad Knudson, Chair

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Cindy Larsen, Vice Chair

**Dawson Community College Board of Trustees**  
**Minutes of the Regular Board Meeting**  
**Monday, July 26, 2021 5:30 pm**  
**Recorded by Staci Rothamer**

**The meeting was called to order by Chair Knudson at 5:34 p.m. The Chair called for introductions.**

**Correspondence**

NWCCU letter in regards to the accreditation was provided and discussed.

- Suela Cela discussed the accreditation process and standards; more explanation on low cash flow and the issues that are already being addressed was part of the report. Accreditation is every 7 years then followed by a visit; 7 year report is already being worked on and April 23 – 25, 2022 will be the visit. The report is provided to them prior to the visit.

Email from faculty member Riley Caudle was included and discussed.

- Chairman Knudson read parts of the email received and stated that anyone can view it if they choose to.

**Minutes**

- Trustee Johnson / Trustee Thorson moved/seconded the motion to approve the minutes of the June 10, 2021 Special Board Meeting. Trustee Johnson / Vice Chair Larsen moved/seconded the motion to approve the minutes of the June 21, 2021 Special Board Meeting. Vice Chair Larsen / Trustee Thorson moved/seconded the motion to approve the minutes of the June 28, 2021 Regular Board Meeting.

**Motion carried unanimously.**

**Reports**

**Campus Report**

- Students will start arriving the end of July for volleyball; asking for volunteers, groups to provide meals for the team and to connect with Coach Peterson if able/interested
- In-service is scheduled for August 19<sup>th</sup>
- Student orientation is August 21<sup>st</sup>
- Justin Beach provided update stating dorm room assignments are being worked on, cleaning, repairs, maintenance are all happening
- Doug Cherry stated that housing is sitting well currently and additional housing available to utilize if needed
- Doug Cherry provided update on FY2022 budget; tuition has been reduced due to not as many baseball players attending – looking at 40 but if more show up will cross that bridge when needed; looking currently at a deficit of around \$36k which is way better than where we were.
- Chair Knudson stated no final budget decision will be made at tonight's board meeting but a Special Board Meeting will be scheduled next week for final approval of the budget.

- Doug Cherry stated that depending on where the college is mid-year, academic waivers should be looked at to recruit students.

### **Finance Committee Meeting report by Chair Knudson**

- Nothing to report at this time

### **HR Committee Meeting report by Vice Chair Larsen**

- Report from HR submitted and discussed; Tami Lagmay has been hired as head softball coach; Katy Peterson from Marketing is in a temporary contracted position; multiple layoffs and open positions were discussed; Interim President is coming together – anyone that knows anyone who would be interested, pass the information along; other positions open are being posted external.

### **Policy Committee Report by Trustee Johnson**

- No meeting held in June; but the policy that was discussed a couple months ago is included in this month's board packet as New Business.

**Chairman Knudson called for public comment. There was none.**

### **Consent Items**

**Motion carried unanimously.**

Trustee Thorson / Trustee Johnson moved/seconded the motion for the approval of the Vouchers List and HR Report.

### **New Business**

#### **Policy BP-3-12: Accommodations for Students and Staff with Disabilities**

- Trustee Thorson discussed the policy and concluded it could be a combined policy for students and staff.

Trustee Johnson / Vice Chair Larsen moved/seconded the motion to approve Policy BP3-12.

#### **Long-Term Housing Proposal**

- Doug Cherry spoke on the need for additional housing seeing 5 per dorm room is not a long-term solution – discussed potential options near campus; one option is a complete renovation of a building and the second option would be a move-in ready building. Doug Cherry is looking for approval to move forward on investigating the second option; enter into a non-disclosure, the cost benefit analysis and to formally look for financing at this time.

Vice Chair Larsen / Trustee Thorson moved/seconded the motion on approval to move forward on entering into a non-disclosure, the cost benefit analysis and formally look for financing.

#### **Food Services Contract**

- Doug Cherry spoke on 2 potential bids - Jacob Krug and J&L Enterprises were the 2 bidders. After reviewing bids and meeting with the individuals, Doug's recommendation was J&L

Enterprises. Doug is asking for approval from the Board and offered that the Board look at both bids that were provided. J&L Enterprises would come in as independent contract. Chairman Knudson recommended DCC enter into a contract with J&L Enterprises. Background check will be required and it will be a 2-year contract.

Vice Chair Larsen / Trustee Johnson moved / seconded the motion on approval to move forward with the contract with J&L Enterprises.

### **Information Technologies Contract**

- Contract for IT services with Morrison Maierle was discussed. Contract states they will have someone on campus at all times and available to the college and the cyber-security is included with that contract - discussion ensued.

Trustee Thorson / Trustee Johnson moved/seconded the motion to approve the IT contract including cyber security.

### **Financial Aid Services Contract**

- Justin Beach explained the Financial Aid contract for a processing service to process paperwork and pull FAFSA from the State and process the applications. No action is being taken at tonight's Board Meeting but per Justin Beach it can be on the Special Board Meeting next week for approval.

### **Air Conditioning Replacement**

- Air conditioning unit in the cafeteria area went out and the part can be replaced or the entire unit which is a very old unit. Doug Cherry obtained a bid from Johnson Controls and it was recommended the entire unit be replaced due to the age of it; the funds would come out of the building maintenance budget. Doug is asking for approval to replace the entire unit.

Trustee Johnson / Vice Chair Larsen moved/seconded the motion to approve replacing the Air Conditioning Unit through Johnson Controls.

### **Alcohol Exception (Art Show)**

- Request to serve adult beverages at the Art Show on Thursday, July 29<sup>th</sup> was done by Jennifer Wheeler. Suela Cela to let Jennifer Wheeler know her request was approved.

Trustee Thorson / Vice Chair Larsen moved/seconded the motion to approve the request to serve adult beverages at the Art Show on Thursday, July 29<sup>th</sup>

### **Chairman Knudson called for public comment.**

Mike Hunter, Faculty, stated that he's had faculty speak with him stating they want more communication about what is going on within the college. Mike stated that with people at the college resigning, he is being asked what is going on with the academic side at the college. Mike stated that the lack of communication has been an ongoing issue between administration, staff and faculty. Vice Chair Larsen informed Mike Hunter that part of the reason the faculty may not get

as much email communication, during the summer especially, is the fact that they are not on campus so emails aren't necessarily sent to them. Also, the faculty know what they are to do and that is to teach their material to the students and they are doing that already and that won't change. Chairman Knudson discussed the org chart changes and how that looks; a DRAFT of that chart was handed out stating that it is not final as of yet.

**Chairman Knudson called for any additional public comment.**

Head women's basketball coach, Romeo Lagmay stated that purchasing extra apartments at this time should be put on hold and that there is lots of work to be done before students arrive and classes begin.

**Chairman Knudson called for any final public comment.**

Chairman Knudson stated that this is Suela Cela's last Board Meeting. Next week Thursday, August 5<sup>th</sup> will be a Special Board Meeting at 5:30 pm. To discuss the Food Service Contract, the Financial Aid Contract and to approve the FY2022 Budget.

**The meeting adjourned at 6:50 p.m.**