

Flathead Valley Community College  
Foundation Board Meeting  
Tuesday, December 1, 2015  
AT 139  
3:30 p.m.

Present: *Board of Directors* – Chair Justin Sliter, Russell Barnes, Jessica Hanson, Frank Garner, Nancy Gordley, Mark Johnson, Donna Lawson, Andy Miller, Diane Morton, Marylou Patterson, Jarrod Shew, Margie Simpson, Debbi Waldenberg, Stephanie Wallace, Suzy Williams, Pat Winkle; *Associate Members* – Cindy Lewis, Kathy Mercord, Leslie Mercord, Lisa Schnee; *Ex-Officio Members* –Shannon Lund, and Brad Eldredge; *Staff* – Colleen Unterreiner, Sue Evans, and Heidi Hickethier

Excused: Meredith Boulter, John Bowdish, Stephanie Breck, Kayleen Kohler, Patrice LaTourelle, Jim Lehner, Chris Ridder, Al Stinson

Chair Justin Sliter called the FVCC Foundation Board meeting to order at 3:30 PM. Justin then introduced FVCC Scholars Program Director Christina Relyea and former FVCC Scholars Program Director Ivan Lorentzen.

I. **2015 ENHANCEMENT GRANT PRESENTATION:**

Christina Relyea provided the Board with an overview of the FVCC Scholars Program and thanked the FVCC Foundation Board for their support over the years. The overview included:

- List of Scholars Program courses offered for this year
- The academic requirements for students
- Overview of Scholars Program requirements in other colleges
- Transfer of FVCC Scholars students to other colleges. FVCC Scholars Program belongs to the National Collegiate Council and also has an Articulation Agreement with the University of Montana. This enables FVCC Scholars students to transfer directly to the University of Montana.
- Instructors exercise a collaborative, cross disciplined teaching approach which provides students with unique learning opportunities

Ivan Lorentzen thanked the FVCC Administration and the FVCC Foundation Board for their support. He reported the Scholars Program is in its 7<sup>th</sup> year. Ivan invited board members to serve as judges for the Friday, Scholars Conference on Student Research.

Suzy Williams thanked Ivan for his contributions to the college and she congratulated him on the success of the program.

Colleen reminded the board of the endowment fund that was created for the Scholars Students.

Justin Sliter drew the board's attention to the Conflict of Interest Form and asked the voting board members to complete the forms prior to the end of the meeting and give them to Sue.

II. **APPROVAL OF THE MINUTES OF SEPTEMBER 1, 2015:**  
Suzy Williams moved to approve the minutes of September 1, 2015. Russ Barnes seconded the motion and the motion passed unanimously.

III. **TREASURER'S REPORT:**  
FVCC Foundation Treasurer Jarrod Shew outlined the Statement of Financial Position for August, September and October 2015 as presented. Justin also highlighted the increase in Foundations net assets which included:

- Increased outstanding pledges and payments
- Higher First Interstate Bank Checking balance
- Higher Building Fund balance

Justin Sliter asked Leslie Mercord to provide a summary of the Foundations holdings. Leslie reported the market is up a little from the last meeting due to a balanced portfolio.

V. **COMMITTEE UPDATES:**  
Review Committee

**Enhancement Grants:** Diane Morton provided the board with an overview of the 2016 Enhancement Grant Applications. She reported there were 17 applications and the Review Committee recommends using \$28,972 from event proceeds to fund 11 of the grants, \$9,548 from the Technology Endowment Fund to fund two of the grants. She also said that one of the grants will be funded by a private donor. Diane asked board members to review the recommendations as presented. Diane also reported on different types of grants and projects that have been funded in the past.

**Study Abroad Scholarships:** Diane then outlined the Study Abroad Scholarships for FVCC Students. She stated the Review Committee recommends using \$10,000 from the event fundraising for Study Abroad Scholarships for the spring semester. This will provide students with a \$500 scholarship to travel. The Venice program has its own funding source with the Big Night event. Colleen outlined each of the Study Abroad Trips to Tahiti and Brazil in more detail for the board.

**Montana Credit Union Grant Program:** Colleen provided the board with an overview on the Montana Credit Union Grant Program as presented. Diana said the Review committee is supportive of the program as it teaches students financial literacy. Colleen reported there are 53 credit unions in Montana. Earnings from the Christmas Tree Excellence program in the amount of \$11,250 was recommended as a match to the credit union grant program.

**Spring Round on Enhancement Grants:** Diane reported some projects that would fall under of an Enhancement Grant umbrella happen in the spring. She asked the board to consider a spring Enhancement Grant review process.

Justin motioned to approve the Enhancement Grant Recommendations, the Montana Credit Union Program and the Spring Round Enhancement Grant meetings as presented. Donna seconded the motion to approve the Enhancement Grants. The motion passed unanimously. Diane Morton

seconded the motion to approve the Montana Credit Union Grant Program and the motion passed unanimously. Donna also seconded the motion to approve a spring round of Enhancement Grants and that motion passed unanimously as well.

Diane then invited the Foundation Board to the December 11 luncheon honoring Enhancement Grant recipients and all FVCC employees.

#### Events Committee

##### *Festival of Flavors*

- a) Donna Lawson thanked the Events Committee for their help with the Festival of Flavors (FOF). She said the goal was to raise over \$200,000 and ultimately \$210,000 was raised. She then stated all the FOF events sold out and the silent and live auctions were the most successful to date.
- b) Donna highlighted events from the 2015 year which included the Spanish Paella Kick-off, restaurant dinners, in-home dinners and the Grand Wine Tasting event.
- c) Colleen outlined the following items for the board:
  - a. Expense and revenue summary for FOF
  - b. Grand Wine Tasting recap
  - c. Status of the April New York themed event,
  - d. Timeline for sponsorship letters to be mailed out early spring
  - e. September 16 – 24, 2016 for FOF week

The board discussed possible venues for next year's Festival of Flavors. Wednesday, July 13 was a proposed date for the summer event at Flathead Lake.

Donna moved that 3% of the Festival of Flavors proceeds be given to the Culinary program totaling \$6,300 and \$3,000 be given to the Art Department in support of their program as well. Russ Barnes seconded the motion and it passed unanimously.

#### Board Development Committee

- a) Stephanie Wallace provided the board with preview on the upcoming board retreat January 12, 2016 from 3:00 – 6:00 pm with Chef's Table immediately following. Stephanie said accomplishments and strategic goals will be discussed. Stephanie also said there will be a reflection piece to end the board retreat.
- b) The board discussed the current Foundation Board structure consisting of 24 voting members. Stephanie said the bylaws state there must be at least 15 voting members and diversity from different geographical and generational demographics is valuable. Stephanie asked for input on the current board structure. Justin said if board members have thoughts or potential board members to touch base with Colleen or Stephanie.

#### A & A Update

Suzy Williams reported that the A&A council is working to reach \$5,000 in their scholarship fund so A&A can establish an endowed fund. She reported Heidi Hicketier will be the new staff member coordinating A&A and she invited everyone to the March 9<sup>th</sup> A&A luncheon. Suzy then reminded everyone about the Distinguished Alumni Nomination deadline which is February 12. (Note: The name for A&A has been changed to Alumni & Friends.)

### Donor Development

Marylou reported on the December 7 Donor Luncheon. Marylou said Colleen has a list of donors who donated between \$500 – \$1000 this year and asked Foundation board members to help make thank you calls. Marylou also said Colleen and her staff will be taking thank you baskets to senior donors over the holidays.

## VI. **PRESIDENT'S REPORT**

FVCC Vice President of Academic Affairs Brad Eldredge presented the President's Report for President Jane Karas. Brad reported on the following:

- FTE down 3.8% from last year
- Student enrollment numbers are down 7% statewide
- Conversion rate of Running Start students to start as freshmen at FVCC is about 30%
- Enrollment Management Committee formed at FVCC. Committee is comprised of FVCC employees across campus to serve as a cross functional team to strategize on recruitment and retention of new students.
- New Director hired for Learning Center Amber Paulson-Hofseth.
- Federal government grant awarded for nursing program in Libby
- All accredited healthcare programs passed licensure program
- FVCC Board continues to look at student housing with regards to viability, costs, and benefits.

## VII. **DEVELOPMENT REPORT**

Colleen said she would provide the board with a full report in March.

## VIII. **NEW BUSINESS**

Justin reminded board members to complete the Conflict of Interest Forms and return them to Sue.

The meeting adjourned at 5:00 p.m.