

1 FLATHEAD VALLEY COMMUNITY COLLEGE
2 BOARD OF TRUSTEES
3 Regular Board Meeting
4 Monday, April 27, 2020 3:45 p.m.
5 Virtual-Zoom
6

7 A regular meeting of the Flathead Valley Community College Board of Trustees convened at
8 3:45 p.m., Monday, April 27, 2020, via Zoom.
9

10 **I. CALL TO ORDER AND ROLL CALL**

11 Chairperson Shannon Lund called the meeting to order at 3:52 p.m. The following Board
12 members were in attendance:
13

14 Stephanie Wallace	Lyle Mitchell	Peter Akey
15 Kelly Stimpson	Mark Holston	Callie Langohr

16
17 Also present were President Jane Karas and Monica Settles, Clerk of the District.
18

19 **II. PUBLIC COMMENT-None**
20

21 **III. CONSENT ITEMS - ACTION**

- 22 **A.** Approval of the minutes of the Special Board Conference Call-3/12/2020, the Regular
23 Board meeting-3/16/2020, the Special Board Conference Call-4/2/2020 and the
24 Special Board Conference Call-4/10/2020
25 **B.** Next regular Board of Trustees meeting – May 18, 2020
26

27 Trustee Stephanie Wallace moved that the Board of Trustees approve ITEMS A & B
28 Under Section III, Consent Items-Action. Trustee Pete Akey seconded the motion. The motion
29 carried unanimously with seven (7) "yes" votes.
30

31 **IV. REPORTS/COMMENTS**

32 **A. Students**

33 **1. Student Activities Report**

34 A written report was presented to the Board for a review, please see
35 Attachment I.
36

37 **B. Faculty**

38 **1. Faculty Activities Report**

39 The Board was presented with a written faculty activities report for review,
40 please see Attachment II.
41

42 **C. Monthly Reports**

43 **1. Executive Staff Activities Report**

44 The Board of Trustees received written reports from the Executive Staff
45 for review.
46

47 **V. COLLEGE ISSUES**
48

1 **A. Student Support During Covid-19 Crisis**

2 Dr. Chris Clouse, Vice President of Student and Academic Affairs, presented an
3 update on what the various departments throughout campus have done to support students during
4 the Covid-19 crisis. Faculty, with the help of the college’s instructional designers, have moved
5 over 600 courses to either remote or online delivery. Lab classes have moved to virtual and
6 simulation modes of instruction and in some cases, lab kits have been put together and shipped to
7 students at their homes for completion of their lab courses. In some cases, students have come to
8 campus in small groups of three or less to perform certain labs or use specialized machinery to
9 complete course work. In all cases, these students and faculty are following very strict guidelines
10 and protocols to ensure the health and safety of all students, staff and faculty. Faculty and staff
11 have reached out to all students via a survey to inquire about what resources students need to
12 complete their coursework. More than half of the student population responded and all have been
13 provided with the appropriate resources to help them be successful in their completion of course
14 work. Academic Affairs has collaborated with the Student Support Center and the Registrar, to
15 adopt a modified S/U grading option for students. This grading option will allow students to
16 choose to receive an “S” or “U” grade on their transcripts. This option of receiving an S/U grade
17 will not affect a student’s GPA. The “S” grades will still count toward degree requirements and
18 all “S” grades are being accepted as transfer credit to all the Montana University System’s
19 colleges and universities. In addition, the Business Office is providing students a waiver if they
20 have inadequate technology to complete their classes remotely or have contracted Covid-19. This
21 waiver will allow students to re-take classes in the summer, fall or spring semesters. Tuition
22 refunds are being issued if a student’s class has been cancelled in addition to not adding any late
23 fees to student accounts. Advisors and Counselors continue to be available to all students via
24 Zoom and telephone, and advisors are scheduling appointments at times that best fit with
25 student’s schedules. Tutoring is still available via Eagle Online and tutors are working with
26 individual students in writing, math and science. Additional resources and this information is
27 provided on the college’s webpage, and is easily accessible for students to help them navigate
28 through this challenging time and continue to be successful in their education.

29
30 **B. Pavement Maintenance Project Bid**

31 The college bid out a pavement maintenance project for the campus parking lots. The
32 college received six bids for the project. G-Man Asphalt, Inc. provided the lowest bid. Trustee Kelly
33 Stimpson moved that the Board approve awarding the contract to the lowest bidder G-Man Asphalt,
34 Inc. and authorize President Jane Karas to sign the Notice of Award and to negotiate the Notice to
35 Proceed and Final Contract with G-Man Asphalt, Inc., pending legal review as deemed necessary.
36 Trustee Stephanie Wallace seconded the motion. With no further discussion, the motion carried
37 unanimously with seven (7) “yes” votes.

38
39 **C. RSID Waiver Approval**

40 The Board was presented with a request for approval of a RSID Waiver. The city
41 is permitting FVCC to build storm water treatment for the new College Center. In return, the
42 college waives the right to protest any Rural Special Improvement District that may be created by
43 the city of Kalispell. Trustee Mark Holston moved that the Board approve the RSID waiver as
44 presented and authorize President Karas to sign the waiver and related documents. Trustee Kelly
45 Stimpson seconded the motion. Upon discussion, Trustee Stimpson did ask why the city would
46 require the college to waive rights to protest any Rural Special Improvement District. Beckie
47 Christiaens, Vice President, Finance and Administration, indicated that it would prevent any

1 future ability to create a levy request, if a special improvement district were to be created. With
2 no further discussion, the motion carried unanimously with seven (7) “yes” votes.

3
4 **D. Resolution 20-5, Authorizing the Issuance and Sale of the Promissory Note to**
5 **Finance Costs of the College Center and Authorizing the Execution and**
6 **Delivery of the Promissory Note and Related Documents**

7 The Board was presented with Resolution 20-5, Authorizing the issuance and sale
8 of up to \$9,750,000 promissory note, to finance a portion of the costs of the College Center
9 facility described under Montana Code Annotated, Title 20, Chapter 15, Part 3; approving the
10 form of documentation in connection therewith; and authorizing the execution and delivery of the
11 promissory note and related documents. President Karas noted that if approved the college would
12 put together a Request for Proposals (RFP) out to all banks for up to \$9,750,000. Trustee Mark
13 Holston moved that the Board approve the Resolution 20-5 as presented. Trustee Pete Akey
14 seconded the motion. With no further discussion, the motion carried unanimously with seven (7)
15 “yes” votes.

16
17 **E. Quarterly Budget Report**

18 Beckie Christiaens, Vice President of Administration and Finance presented the
19 Board with the Quarterly Budget Report, ending March 31, 2020. Beckie noted that the college
20 is financially stable, and is in a strong position going into the last quarter of the current fiscal year.
21 A \$25,000 reduction equal to 180 credits were reported in tuition revenue but was to be
22 expected. Weekly cash payouts are down significantly with the campus working remotely and
23 employees have been extremely mindful of expenditures as we navigate the Covid-19 crisis. The
24 college was recently approved by the Department of Education to receive funding as part of the
25 Coronavirus Aid, Relief, and Economic Security (CARES) Act signed into law March 28, 2020,
26 to help students with emergency grants for food, housing, technology and other purposes.

27
28 **F. Board of Trustees Events Calendar**

29 President Karas reviewed the Trustees’ events calendar and noted that the college
30 is currently having an accreditation visit, the next regularly scheduled Board meeting is Monday,
31 May 18, 2020, and will possibly be a virtual meeting. A Virtual Commencement is scheduled for
32 Friday, May 15. The virtual graduation will be streamed on social media and the college webpage.
33 The Board of Regents’ upcoming May meeting is scheduled for May 20-21 and will be a virtual
34 meeting. The college will be closed for the upcoming Memorial Day Holiday on Monday, May
35 25. The June Board of Trustees’ meeting is scheduled for June 22.

36
37 **G. President’s Update**

38 President Karas updated the Board on several items:

- 39 • President Karas gave an update on Covid-19. Thanks to everyone on
40 campus for all the hard work that has been done to help students through
41 this challenging time. Dr. Chris Clouse did a great job updating the Board
42 on all the hard work faculty and staff are doing to help students transition
43 to remote delivery and work during the closure. President Karas continues
44 to provide weekly updates to the college community.
- 45 • President Karas thanked Kelly Murphy, Director, Residence Life, Amanda
46 Galloway, Manager of Custodial Services and Calvin Pippin, Facilities
47 Director, for all their hard work in addressing the Founders Hall water

1 damage sustained during a recent fire in one of the units. Remediation
2 continues on the water damage and the college is working with all
3 necessary parties to ensure all remediation work is completed.

- 4 • President Karas gave a brief update on the ONE Campaign. It was noted
5 that the campaign has recently been paused due to the recent Covid-19
6 pandemic. The campaign will be re-energized soon with plans to raise the
7 remaining funds needed.
- 8 • The Legislative Finance Committee meeting that was scheduled in April to
9 discuss the Community College Funding Formula was cancelled and will
10 should be rescheduled soon.
- 11 • The Budget Committee has reviewed the tuition and fee structure for
12 FVCC, and how we compare to other State institutions. In light of the
13 Covid-19 pandemic situation, President Karas is not recommending any
14 increase in tuition and fees for the upcoming fiscal year.
- 15 • The Board noted that it was Stephanie Wallace’s last Board meeting with
16 the FVCC Board of Trustees and thanked Trustee Wallace for her
17 dedication to FVCC and its students and for serving on the Board of
18 Trustees for Flathead Valley Community College.

19
20 **VI. EXECUTIVE SESSION**

21
22 **A. President’s Annual Performance Evaluation**

23 Chairperson Lund announced the Board would go into Executive Session to
24 discuss the evaluation of the President and it was determined that the demand of individual
25 privacy clearly exceeded the merits of public disclosure and therefore she would close the
26 meeting. The meeting was closed at 4:29 p.m. The meeting was reconvened at 4:41 p.m. and
27 with no further business to come before the Board, Chairperson Lund moved to adjourn.

28
29 **VI. ADJOURNMENT**

30 With no further discussion, the meeting was adjourned at 4:42 p.m.

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32 ms

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34 _____
35 Shannon Lund, Chairperson of the Board

36
37 _____
38 Kelly Stimpson, Secretary to the Board

**Student Activities Report
April 2020**

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6 During the first two weeks in March, the Student Engagement Office supported several student
7 health and wellness activities. Student Wellness Team members hosted a Mindful Monday
8 session, Wellness Breakfast, Kick Butts Day event, and two Bystander Intervention sessions.
9 DREAMville University was held on March 5th.

10
11 In collaboration with Eliza Thomas and the UM Education students, the first DREAMville
12 University was a success. Several students volunteered to help set up, decorate and guide 178
13 local second graders through five stations (Diversity, Reading, Engineering, Art & Math). Each
14 attendee received a free Scholastic book.

15
16 Through our community involvement programming, 16 students earned service hours for
17 volunteering at five Senior Institute lunches.

18
19 A Red Cross blood drive was hosted on March 11. We collected twenty-eight units and
20 registered five first time donors.

21
22 The last two weeks in March, the Student Engagement Office focused on transitioning to an
23 online presence. In collaboration with Residence Life, Campus Rec and Marketing, we have set
24 up social media accounts and are working on a virtual activities webpage. Connecting with
25 student clubs and organizations is a priority. Weekly Zoom meetings are being created for those
26 groups in order to continue to meet on a weekly basis.

27
28 Campus Rec and Intramural Sports have transitioned to remote and virtual programs. Activities
29 that are being offered in April are online gaming tournaments, virtual 5k fun/run walk, virtual trick
30 shot competition, virtual fishing derby, and costume bingo through zoom. Students are
31 interacting through different forms of social media platforms as ways to stay engaged and
32 participate.

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4 **Faculty Activity Report**
5 **April 2020**
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7 This month, many FVCC Faculty report that they are working to ensure student success with
8 online course delivery, helping resolve technological needs, remote advising, and just being there
9 when they need someone to talk too. As one faculty member stated, “the current situation has
10 given us all an opportunity to exercise our flexibility, patience, willingness to adapt and to
11 continue learning”.

12
13 Faculty members have also been busy preparing for the upcoming accreditation “virtual visit”.
14 Those who serve on campus-wide committees will join a variety of meetings related to strategic
15 planning and core themes, and the entire faculty will meet with the accreditation team in a special
16 faculty session.

17
18 **Janice Alexander - Professor - Chemistry**

19 Dr. Janice Alexander served as Chair of an NWCCU accreditation evaluation committee April 8-
20 10 for a year 7 Institutional Effectiveness virtual visit under the new 2020 standards.

21
22 **Ruth Wrightsman - Professor - Biology**

23 On Friday March 13, Dr. Ruth Wrightsman and students from the biology undergraduate research
24 program led by Dr. Wrightsman and Dr. Mirabai McCarthy, gave a presentation titled "The
25 Antibiotic Potential of the Fungi and Flora of the Flathead Valley" at the FVCC Senior Institute
26 luncheon. The students discussed their project's methods and results, and also described how
27 their participation in undergraduate research has impacted their education and career plans.

28
29 This is the fifth year that Drs. Wrightsman and McCarthy have mentored undergraduate research
30 students in the collection, identification, and testing of lichens, ferns, fungi, and other specimens
31 for their ability to inhibit the growth of bacteria, with the long-term goal of uncovering new
32 antibiotic compounds. The project has been funded by annual grant awards from the National
33 Institutes of Health (NIH) through the Montana - INBRE grant. The FVCC team recently
34 received word their project has been awarded \$40,000 in funding for the 2020-21 academic year.

35
36 **Heather Estrada - Associate Professor - Agriculture**

37 The Culinary Arts department recently initiated a partnership with the Agriculture department to
38 supply freshly baked bread to community members in need. The project involves the use of
39 campus-milled flour in a healthy, seven-ingredient loaf developed and baked by Dan Moe. Dan
40 has been baking test loaves and delivering to students in Founders Hall for the past two weeks,
41 and the first weekly delivery of 200 sliced, bagged, and labelled loaves to the North Valley Food
42 Bank is scheduled for April 27. Students enrolled in Dr. Heather Estrada’s AGSC 265 Building
43 Community Food Systems course have been helping with the logistics of the project, including
44 costing ingredients, packaging, labelling, delivery, and impact assessment.

45
46 **Manda Hudak - Chef Instructor - Culinary Arts**

47 Chefs Howard Karp & Manda Hudak have been cooking weekly dinners for donors who would
48 benefit from assistance with in-home cooking. The meals are delivered to donors by the FVCC

1 Foundation as a thank you for their support of the College now and into the future.

2

3 **Dan Leatzow- Instructor, Sr. Advanced Manufacturing**

4 Occupational Trades has been producing PPE in support of Kalispell Regional Healthcare's
5 Project PPE. Over 300 masks were 3D printed or machined. Work continues on to produce the
6 first ever FVCC injection mold for production of what has become known globally as the
7 Montana Mask. The mask was originally designed and produced by Dr. Dusty Richardson, Dr.
8 Spencer Zaugg and Colton Zaugg, from Billings, MT. Injection molding using FVCC's mold is a
9 collaboration with FVCC and local industry.

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