

**FLATHEAD VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
RETREAT**

**Wednesday, December 13, 2017  
1:00 p.m.-5:00 p.m.  
Flathead Valley Community College**

A Board Retreat comprised of the Flathead Valley Community College Board of Trustees, and President Karas was convened at 1:00 p.m., Wednesday, December 13, 2017.

Board members present were Shannon Lund, Pete Akey, Stephanie Wallace, Tom McElwain, Kelly Stimpson, Mark Holston and Callie Langohr. President Jane Karas, Vice President of Administration and Finance, Kirk Zander, and Monica Settles, Clerk of the District, were also in attendance.

Chairperson Lund called the meeting to order at 1:00 p.m.

**Update**

**VP of Administration and Finance/CEO**

Kirk Zander will be leaving at the end of January to pursue other opportunities. Beckie Christiaens has been hired to replace Kirk and will begin on January 17. Beckie has a strong background in higher education finance and administration as demonstrated by her tenure with the University of Montana from 2009 through the end of 2017. Most recently, she has held the role of Associate Vice President of Administration and Finance, but she also held the positions of Director of Academic Budgets and Personnel and Executive Director of Administration and Programs, respectively. Prior to her employment with the University, Beckie worked for the City of Missoula as its Controller and Assistant Finance Director, and in the Office of the Superintendent in Hamilton as the Chief School Business Administrator. Beckie earned a Master's Degree in Public Administration and a Bachelor's of Science in Business Administration with an emphasis in Accounting and Management from the University of Montana.

**Culinary Program Director**

Chef Howard Karp will be retiring at the end of the semester. The college has hired Shannon Hayashi. Shannon comes from the Art Institute of Colorado, where he was a culinary instructor. Shannon will begin at the beginning of January.

**Leave of Absence Request**

A leave of absence request will be brought to the Board at their December meeting. A faculty member has asked for a one semester leave of absence to pursue research. The faculty's schedule and classes will be covered by others in the department.

**Brewing Science Program**

The college is currently working on receiving its brewery license through the Tax and Trade Bureau (TTB). The original license was a pilot license. The TTB license will allow the brewery to act and respond as a corporation. President Karas will be responsible under the TTB

license.

### Occupational Trades Update

The Occupational Trades programs are continuing to grow. Peter Fusaro has been the new Director of the Occupational Trades Programs since August and is doing very well.

### Accreditation

The Northwest Commission on Colleges and Universities (NWCCU), our accrediting body is currently in search of a new President, as Sandra Elman recently retired. The commission will be reviewing their current standards and processes. Flathead Valley Community College's next full visit is scheduled for Spring 2020. Following review of the current process, some of the processes may change between now and our next regularly scheduled visit.

### Art Committee/Veterans Student Association

The Veterans' Association has partnered with the FVCC Art Committee to create the final design of the future monument. The two groups will continue to work together to create and provide funding for a Veteran's Monument on campus.

### Campus Resource Officer

The college has a new Campus Resource Officer, Cory Clarke, former Resource Officer at Flathead High School. We were able to create this position through a partnership with the Kalispell Police Department. Cory has been extremely helpful and fully engaged with the campus community.

### Sexual Assault/Sexual Harassment Policies and Procedures/Title IX

The college continues to review and update its policies and procedures for Sexual Assault/Harassment and Title IX. Karen Glasser is currently the Title IX representative and has completed training for this position.

### Budget

Kirk Zander, Vice President of Administration and Finance and President Karas completed an in depth review of the budget with the Board to include information from the most recent Special Legislative Session. The college will continue to look at its programs and services to ensure students are successful while operating in the constraints of tight budgets. In addition, President Karas indicated that the Community College Funding Formula is up for review every six years and so review will be coming during the 2019 Legislative Session. President Karas, Kirk Zander and Beckie Christiaens will be attending a meeting January in Helena to discuss the upcoming review.

### Employee Contract Approval

President Karas noted that currently the Board approves all employee contracts, resignations, terminations and retirements in the consent agenda during its Board meetings. This has been done as practice but is not required under policy. Sometimes this can cause difficulty in the hiring process of qualified individuals as we have to wait for the Board to approve these

contracts before a job offer can be made or accepted or before a prospective employee can give notice at a prior job. The Board of Regents does not approve employee contracts and in line with policy, President Karas asked the Board if it would be more prudent to include these in the monthly HR report but remove them from the consent agenda on a Board agenda. The Board agreed that putting them in the monthly HR report would be just as efficient and allowing the Board to still be aware of personnel changes on campus.

### **Founders Hall**

President Karas reported that the occupancy rate for Founders Hall continues to beat expectations. Founders Hall experienced a 94% occupancy rate for the semester. The end of the semester will bring 23 vacancies to student housing but as students move out, new students will be moving in before the start of spring semester. The college will continue to review and plan for summer vacancy rates. Some of the areas to cover summer vacancy rates might include partnering with area programs and groups to provide housing for staff and attendees. The college is also working on a new radiant cooling system for Founders Hall. Founders Hall will see 106 students staying or returning for Spring semester. Resident life continues to be a diverse group of students with 39 local students, 14 students who live less than two hours away, 14 students who are extended in district, 25 out of district students, 2 international students and 12 out of state students from states like California, Colorado, Texas and Washington. Kelly Murphy, Director, Residence Life and the current Resident Advisors has continued to keep students engaged by providing BBQs, ice cream socials, ping pong tournaments, pizza nights, game nights and many other activities. There have been a few conduct issues to deal with to include, incense burning, alcohol issues, illegal downloading, guest policy violations and noise violations.

*\*\*Break 2:25 pm-2:45 pm\*\**

### **Master Plan/Facilities**

President Karas and the Board reviewed the most current master plan. President Karas also provided the Board with some ongoing facility updates such as, roof replacement on buildings and boiler updates and maintenance.

### **Building Campaign**

An update on an upcoming building campaign was presented to the Board. As the campaign is currently in the silent phase, the campaign will be announced to all employees at an all employee in-service on January 17 and to the public shortly thereafter.

With no further discussion, the meeting adjourned at 3:30 p.m.  
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Shannon Lund, Chairperson of the Board

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Mark Holston, Secretary to the Board