

**FLATHEAD VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
RETREAT  
Tuesday, June 16, 2020  
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., Tuesday, June 16, 2020.

Board members present were Shannon Lund, Peter Akey, Patrick Gulick, Kelly Stimpson, Mark Holston and Callie Langohr. President Jane Karas, and Monica Settles, Clerk of the District, were also in attendance. Trustee Lyle Mitchell was absent.

Chairperson Lund called the meeting to order at 1:01 p.m.

**Budget Process Review and Preliminary Review of FY21 Budget**

Beckie Christiaens, Vice President of Administration and Finance presented the Board with an in-depth review of the proposed FY21 budget and budget process. The first public reading of the budget will be presented at the June 22, 2020 Board meeting, with the second public reading being presented at the July 27, 2020 Board meeting.

**Audit Review**

The audit review has been completed and released. There were no findings. The audits of the three Community Colleges in the state are completed by a third party as contracted with the state. The audit for FVCC was completed by Eide Bailey. Representatives from Eide Bailey will be in attendance at the Finance and Audit Committee meeting, prior to the June Board meeting, to present the audit and answer any questions.

**Legislative Update Review of Funding Formula**

Discussion of the community college funding formula is reviewed every six years. The three community colleges in the state continue to meet with state legislators and agencies to discuss and review the formula. The three state community colleges, the Legislative Fiscal Division (Analyst), the Governor's Budget Office and the Office of the Commissioner of Higher Education will continue to meet to discuss the funding formula. President Karas did note that the funding formula process can be a long process and will take time and effort.

**COVID-19**

President Karas has put together a task force to discuss and prepare for the upcoming fall semester in regard to the changing environment and requirements of COVID-19. The task force recommended that the college begin its Fall semester earlier and end earlier, similar to other institutions in the state. The Fall semester will now begin on August 24 and end on November 25, the day before Thanksgiving. The All Employee In-Service will also be held earlier on August 18. Summer school will be a hybrid of in-person and online or remote courses. Custodial staff are busy cleaning and sanitizing high touch and high use areas throughout campus. Class sizes will be limited in size and we are looking at adding alternate attendance days for students if needed. The college continues to be flexible and adjust plans as changes

occur.

### **Campus Management**

The college continues to work to get the new campus management system up and live. There have been some challenges and there will be a delay of the platform going live. The financial system will go live on this fall and the student services system will go live in the Spring of 2021.

### **ECC**

The Early Childhood Center closed its doors on March 16, due to the COVID-19 pandemic and has been unable to open, along with the furloughing of the teachers and staff. The ECC was planning to re-open in August, but due to the recent resignation of the ECC Manager, and for the safety and health of the children and their families, the center will not re-open for this academic year. The college will look into alternative uses for the building during the year.

### **Eagle's Nest**

The Eagle's Nest was closed in March due to the COVID-19 pandemic. The college plans to re-open the Eagle's Nest mid to late August with a limited menu. We have resumed the operation of Common Grounds with limited hours and a limited menu of grab and go items so that there is availability of some food service on campus.

*\*\*Break 2:30 pm-2:35 pm\*\**

### **Staff Changes**

President Karas updated the Board on the most recent staff changes. Cynthia Kiefer, Financial Aid Director, will be retiring on June 30. Brenda Hanson will be moving to Financial Aid on a temporary one-year appointment as the Dean of Student Financial Services and Compliance. Kelly Murphy will transition from the Director, Residence Life to a one-year temporary appointment as the Dean of Students, and will begin to recruit for and fill a Coordinator, Residence Life position. The search for an Executive Director, Foundation, will resume. In the interim, Darlene Schottle and Ruth Ackroyd will be helping the Foundation with its daily operations. Megan Rayome, Director, LCC, has begun her new position in Libby.

### **Employee Compensation**

President Karas noted that she recently met with the Administrative and Professional (A&P) staff and stated that due to current enrollment for fall, A&P employees would not see an increase in compensation this year. It was noted that should enrollment increase, President Karas would revisit a possible compensation increase for A&P employees and if it is financially feasible will give these employees a retroactive increase. Fulltime faculty and classified staff received wages per their bargaining agreements.

### **Achieving the Dream**

The college has completed the first year of Achieving the Dream (ATD) and continues to work on student success and student support plan. The ATD Core Team will be meeting with our ATD coaches to finalize and review our plan in the coming weeks. Once the plan is finalized, it will be shared with the Board at a future meeting.

### **Facilities Update**

Several facility improvement projects will begin this summer around campus. The roofs of the four original buildings on campus will be replaced beginning in mid-July. The boiler replacement project has begun and paving and maintenance to all parking lots on campus will begin soon.

### **College Center Update**

President Karas shared a fly-over view and progression video of the College Center construction project with the Board. Dirt is continuing to be moved and leveled for the beginning of the College Center. Completion of the project should be January, 2022. The college has begun to update fundraising materials for the Encore Campaign and hopes to raise the remainder of the \$3 million dollars needed. The college is working with the foundation to find creative ways to continue its fundraising efforts following a brief break due to the COVID-19 closures.

### **BOT Evaluation Review**

The Board reviewed their recent Board Self-Assessment. The Board completes the assessment yearly and uses it as a benchmark on areas for improvement and to show areas of strength. The Board discussed what they felt the Board was doing well and provided ideas for improvement. The Board did ask that the board policy that gives the board authority to act on specific action items at Board meetings be indicated on the agenda. In addition, the Board requested that the Board receive a more in depth review of the funding structures, processes and budgets on a quarterly basis.

### **Peer Evaluation from NWCCU and NWCCU New Standards**

The Board reviewed the recent peer evaluation from the Northwest Commission on Colleges and Universities. The college recently completed its seven-year review visit April 27-29. President Karas will participate in a meeting on June 25 to provide feedback and respond to the evaluation to the full Commission. In addition, the Board reviewed the new standards that have been released by the Commission. There are many questions that need to be answered on how the new standards will affect those who have just finished the year seven review and how those individual colleges and universities will be expected to start over in the review process. The college should receive their final recommendations and commendations from the most recent accreditation review visit from the Commission by the end of the summer.

*\*\*3:36 pm Trustee Mark Holston exited the meeting\*\**

### **BOT Policy Revision**

The Board did ask that a revision be made to Board Policy, Chapter II, Organization, Section 10, Board of Trustees. It was noted that a revision should be made on how votes are recorded or received during Board meetings. In the current policy, it states that Board members will vote by a show of hands and that "by a show of hands" be stricken from the policy. With changes in how meetings are held, such as virtually or conference call, that it is not possible to have a show of hands when voting. The policy will be brought to the Board at the June 22, Board meeting for revision.

## **Board Organization**

The Board discussed officer positions on the Board. It was suggested that the officer positions on the Board (Chair, Vice-Chair and Secretary) possibly be on a rotating basis or limited term. With each Board member having a three-year term, it would allow others to step into the leadership role of Chair, Vice-Chair or Secretary. After discussion, the Board agreed that it would be prudent to have the officer positions on a rotational basis or limited in term all while noting that the Board is required to re-organize every year as indicated in Montana Code. Following additional discussion, the Board re-organized its standing committees as follows:

### **Personnel Committee**

Kelly Stimpson  
Callie Langohr  
Patrick Gulick

### **Finance and Audit Committee**

Peter Akey  
Shannon Lund  
Mark Holston

## **Other**

### 1.) Title IX:

Trustee Kelly Stimpson inquired about possible policy changes in light of the new Title IX compliance requirements. President Karas noted that the college is already working on the necessary changes and those policies will be brought to the Board at the July Board meeting for review and approval.

### 2.) Tuition Waivers:

The Board discussed the percentage of tuition waivers that are given at FVCC. The Board asked that information and a proposal about tuition waivers be brought to them at a later date for discussion and possible adjustment.

Trustee Callie Langohr thanked the faculty, staff for their tireless efforts and President Karas for her leadership during the COVID-19 pandemic. Trustee Langohr noted that thanks to President Karas leadership, the college was able to become extremely flexible and fast acting to continue to provide students the ability to continue their education.

With no further discussion, the meeting adjourned at 4:11 p.m.

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Shannon Lund, Chairperson of the Board

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Kelly Stimpson, Secretary to the Board