

**FLATHEAD VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
RETREAT
Friday, June 18, 2021
9:00 a.m.-12:00 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 9:00 a.m., Friday, June 18, 2021.

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 Akey called the meeting to order at 9:03 a.m.

ECC

The Early Childhood Center closed its doors on March 16, due to the COVID-19 pandemic and has since remained closed. Due to the center remaining closed, the music program has been using the space for its classes. The college had drafted an RFP (Request for Proposal) to contract with a third party to operate the center, but after research and analysis, it was determined that it is not financially responsible or feasible to open the center up to childcare at this time. During operation as a childcare center, the ECC continued to operate at a substantial loss to the college. With state and licensing requirements the cost to operate the center is not financially sustainable at this time. The college will continue to reevaluate the need to operate the center for childcare with the needs of the college. The center will continue to be used for the music program until the program can move into the completed college center.

College Center Update

The current completion timeline of the college center has been bumped back a little due to delays with COVID and supply chain issues. Swank Enterprises are projecting a late April completion time. The project still remains on budget and the college is working closely with Cushing Terrell, the architects, to order carpeting and furnishings, etc. There currently are no plans for any big events next summer due to new timeline. President Karas has been working with consultants to create plans, policies, and review ticketing systems for the center. The college is currently advertising for a Management/Director who will be on board this summer or early fall. The college has also joined the Western Arts Alliance, a membership group for performance centers. The college will need to begin booking acts this fall for performances for Fall of 2022.

Staff Changes

President Karas updated the Board on the most recent staff changes. As is with most employers in the valley, it has been a challenge currently to hire people. As a public institution, it is hard to compete with private sector wages and so the college is looking at ways to attract employees and retain current employees. Beckie Christiaens and President Karas have worked really hard at how the college can manage recruiting and retention within the current budget. The Classified and Adjunct Faculty Contracts will be brought to the Board at the June meeting

for approval. We are currently negotiating with Full Time Faculty. In addition to pay increases, a few employees are making less than \$15 per hour and those employees will be increased to \$15 per hour. The college continues to also look at ways to save money through reorganization of departments and positions and through vacancy savings. The college is currently advertising for an Executive Director of Institutional Research. With new standards for accreditation and a more data and research driven decision making, the college needs that higher level position. The savings to the college with reorganizations and position vacancy savings has saved the college approximately \$70,000. The college will continue to evaluate and improve its recruiting and retention of employees.

Anthology

The college continues to work to get the new database system tested 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 July 6 with the student portion of the system going live this fall or spring.

Legislative Review

President Karas thanked Representative, Frank Garner, Senator, Mark Blasdel and Representative Llew Jones, and our local legislators for their help in getting the college the additional funds. We also appreciate the Governor's support.

Budget Process Review and Preliminary Review of FY22 Budget

Beckie Christiaens, Vice President of Administration and Finance presented the Board with an in-depth review of the proposed FY22 budget and budget process. The first public reading of the budget will be presented at the June 28, 2021 Board meeting, with the second public reading being presented at the July 26, 2021 Board meeting.

Break 10:14 am-10:20 am

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. The Board discussed officer positions on the Board. It was suggested that the officer positions on the Board (Chair, Vice-Chair and Secretary) be on a rotating basis or limited term. With each Board member being elected to three-year terms, it would allow others to step into the leadership role of Chair, Vice-Chair or Secretary. After discussion, the Board agreed they will consider officer positions on a rotational basis or limited in term with the understanding that the Board will continue to re-organize every year as required by Montana Code.

Board Organization

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
Lyle Mitchell

Boardable Training

The Board received a brief overview and training on its new board management software, Boardable.

Agenda Structure

With the use of the new board management software, the Board agenda structure will be different than it has been in the past. President Karas will work to ensure all necessary information is provided in agendas in the most efficient way possible.

Public Comment Process

The Board will prepare new language for the public comment portion of Board meetings but the public comment period will be left at the beginning of the Board meetings at this time.

With no further discussion, the meeting adjourned at 12:06 p.m.
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Peter Akey, Chairperson of the Board

Patrick Gulick, Secretary to the Board