

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

**Tuesday, November 4, 2014**

**9:00 a.m.-3:00 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., Tuesday, November 4, 2014.

Board members present were Robert Nystuen, Tom Harding, Shannon Lund, Tom McElwain, John Phelps, and Ralene Sliter. President Jane Karas, Vice President of Administration, Chuck Jensen, and Monica Settles, Clerk of the District, were also in attendance. Trustee Mark Holston was absent due to illness.

Chairperson Nystuen called the meeting to order at 9:10 a.m.

**President's Update**

President Karas updated the Board on a new partnership opportunity with Whitefish High School (WHS). Whitefish High School has recently opened its new school and President Karas has been in contact with the Whitefish School Districts Superintendent, Kate Orozco, to work on a new partnership with the WHS for some new Technology and Media Arts classes. Flathead Valley Community College and WHS are currently working on designing curriculum for dual enrollment and dual credit classes in computer science, GIS, theatre and music. The opportunity will allow WHS students access to dual credit classes at their campus and is also a step in growing our partnership with the Whitefish School District and our dual credit offerings.

The Culinary Arts Program has implemented a new capstone course this semester. The capstone course gives second-year culinary students the opportunity to plan, open and operate their own restaurant on the college's campus. The restaurants are open to members of the public for lunch. In addition, President Karas did note that there will be no Chef's Tables this upcoming Spring Semester.

The Art Committee, chaired by Susie Burch, continues to move forward with purchasing art for the campus. With the purchase of art and the growing number of art shows and traveling art the college displays, the college will be looking into enhanced security for art displays and showings.

Due to requests from the business community, the college is in the beginning stages of building a possible new Brew Master Program. The college is working with community members, Dr. Heather Estrada, Assistant Professor/Program Director, Agriculture, and other college staff to design curriculum and course materials for such a program.

President Karas reported that all employees will be required to complete the College's Sexual Harassment Prevention training. The training will now be offered online for all employees. Federal regulations require all employees to be periodically trained in sexual

harassment prevention and reporting. Work time will be allowed for employees to complete the training that will take approximately one hour to complete. Once the employees complete the training a certificate of completion will be retained for employee's personnel files. Karen Glasser, Director, Human Resources, is also working on putting together supervisory training for all supervisors. The Office of Civil Rights Compliance will be conducting an on-site visit in January. It was also noted that the college recently completed an audit to the TRS/PERS retirement systems for FVCC employees. The college will need to address a few questions from the audit such as, how some employees are designated under TRS or PERS and there may need to be some shifting of employees from one system to another.

*\*\*Break 10:10am-10:25 am\*\**

### **Student Housing**

President Karas noted that FVCC is primarily a commuter campus, supported in part by local taxpayer dollars. The development of student housing could change the focus of the campus from serving students in our service region to attracting and serving out of district and out of state students. Trustee Phelps noted that if housing were provided for one to two percent of the student body, it would not change the focus of the college. There was discussion as to the impact of housing to the college. No definitive decision was reached.

At the October Board meeting, an overview of issues associated with student housing was presented. After further Board conversation, at that meeting, the Board decided they would like more information and discussion at the retreat. If the decision is made to provide student housing, an on-going commitment of resources must also be addressed. The Board was presented with several different types of student housing models along with benefits and challenges to each model. Following the discussion of the challenges and benefits of student housing, the Board requested that President Karas conduct a feasibility study with an outside agency to address the types of housing and the feasibility of sustaining student housing within our community.

President Karas stated she would begin working with an outside agency to conduct a feasibility study with the goal of having the study completed this spring for presentation to the Board. The feasibility study should include specific housing models to include associated costs and potential revenue generation. Several trustees requested copies of the proposals received from consultants for their review. The Board agreed that the decision to hire a consultant was within President Karas' responsibilities.

In addition, the Board discussed the potential need for a fitness center and student center. President Karas and Dean of Students Brenda Hanson noted that student government had identified a fitness center as one of their priorities. A student center and fitness center have also been discussed at previous meetings. President Karas noted that she would bring a proposed timeline and plan of action for possibilities of funding a fitness center and student center to the Board at the December Board meeting. President Karas noted that building a fitness center and/or a student center could also benefit students, even if the college did not add student housing. A feasibility study will provide the Board with information necessary to determine if a fitness center and/or student center would be advantageous to and/or necessary for student housing.

## **Student Training Policy**

President Karas updated the Board on the recent student sexual assault and alcohol training. Due to the Campus SaVE Act, effective this fall, all students will be required to complete the Haven sexual assault prevention course. Additionally, all students 21 or younger, as of the first day of the semester, will be required to complete the AlcoholEdu alcohol abuse prevention course. To ensure compliance of this new requirement, students will not be able to register for future classes until the required course(s) are successfully completed. Once a student completed the required courses, they will not need to retake the course at FVCC or upon transfer at participating MUS schools. The Montana University System and all three community colleges partnered with Everfi to provide the training. There have been some questions from students and parents concerning the training and who is required to take the training. At this time, all students taking any credit class is required to take the training.

## **Legislative Session**

President Karas noted that the next Legislative Session will begin in January. The Office of the Commissioner of Higher Education will be hosting a Legislative Planning Meeting on Monday, November 17, in which President Karas and Chuck Jensen will be attending. President Karas stated that preparations would be made to host another Legislative Breakfast in December for all currently elected and local legislators. Trustee Nystuen requested that the college again invite Governor Bullock to visit FVCC.

## **Miscellaneous/Other**

The Board requested that tours of departments on campus and presentations during Board meetings continue as these are quite helpful for the Board and provide substantial information. Trustee Nystuen shared information on an upcoming workshop. Trustee Nystuen, Jodi Smith, Susie Burch and Ned Cooney have been putting together a workshop that will focus on high functioning Boards. The workshop is designed to be a day-long workshop that will provide board members with tools on being a successful board. In addition to the workshop, there will also be break-out sessions available.

The Board would like to revisit the Board Self Assessment tool that is used every spring. The Board did ask for review of the self assessment process at the next Board retreat possibly in March. The Board also requested an update on the Lincoln County Campus at the next retreat.

Trustee Nystuen requested President Karas check into doing a risk assessment to identify FVCC's top 10 risks. Some risks could include vendor risks, technical and infrastructure risks, human capital, cyber attack risk and internal fraud.

***\*\*Break 12:15 pm-1:30 pm\*\****

Trustee Phelps requested discussion of Grandview Drive as a future retreat topic. Trustee Sliter requested review of the Master Plan at the next retreat. Trustee Harding would like to see

final copies of the most recent audit mailed to all Trustees.

With no further discussion, the meeting adjourned at 1:32 p.m.  
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Robert Nystuen, Chairperson of the Board

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Ralene Sliter, Secretary to the Board