

1 FLATHEAD VALLEY COMMUNITY COLLEGE  
2 BOARD OF TRUSTEES  
3 Regular Board Meeting  
4 Monday, January 25, 2016, 3:45 p.m.  
5 Board Room - Blake Hall/SCA Building  
6

7 A regular meeting of the Flathead Valley Community College Board of Trustees convened at  
8 3:45 p.m., Monday, January 25, 2016, in the Board Room of Blake Hall/SCA 140/144.  
9

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

11 Chairperson Shannon Lund called the meeting to order at 3:45 p.m. The following Board  
12 members were in attendance:  
13

14 Thomas Harding Mark Holston  
15 Jeremy Presta Callie Langohr  
16

17 Trustee Tom McElwain participated via phone. Also present were President Jane Karas and  
18 Monica Settles, Clerk of the District.  
19

20 **II. PUBLIC COMMENT**

21 None  
22

23 **III. CONSENT ITEMS - ACTION**

- 24 **A.** Approval of the minutes of the Board of Trustees meeting on December 21, 2015  
25 **B.** Recommendation that the Board of Trustees accept the Monthly Human Resources  
26 Report as submitted.  
27 **C.** Next regular Board of Trustees meeting – February 22, 2016  
28

29 Thomas Harding moved that the Board of Trustees approve ITEMS A, B, & C Under Section II,  
30 Consent Agenda-Action. Mark Holston seconded the motion. The motion carried unanimously  
31 with six (6) "yes" votes.  
32

33 **IV. REPORTS**

34 **A. Monthly Reports**

35 **1. Executive Staff Activities Report**

36 The Board of Trustees thanked the Executive Staff for their informative  
37 reports. Trustees noted all the hard work all faculty and staff do every day to continue to make  
38 FVCC an amazing place for students.  
39

40 **B. Commissioner of Higher Education Report**

41 Kirk Lacy, Director of Industry Driven Workforce Development Partnerships,  
42 presented the Board with the Commissioner of Higher Education Report. Mr. Lacy  
43 reported the MT Department of Labor and Industry's (DLI) and Montana University  
44 System's (MUS) Driven Workforce Development Partnerships priority areas that they  
45 plan to focus on. These areas are: MUS/DLI Data Alignment, Integrating  
46 Apprenticeships and Work Based Learning Outcomes into College Programs, MUS/DLI  
47 Outreach for Assessing and Serving Employer's Post-Employment Training Needs,  
48 Evaluation of Employer/Union Training Programs for College Credit, and WIOA  
49 (Workforce Innovation and Opportunity Act) Partner Priority Pilot Projects for New

1 Community and Sector Strategy Partnerships.

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3 **V. COLLEGE ISSUES**

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5 **A. Student Success: PTK Update**

6 Christina Nelson, PTK (Phi Theta Kappa) President, presented the Board with an  
7 update on PTK. Christina noted that PTK is the local Honors Society on campus and that the  
8 mission of PTK is recognizing and encouraging the academic achievement of two year college  
9 students and providing opportunities for individual growth and development through  
10 participation in honor, leadership, service and fellowship programs. This past fall PTK  
11 completed its college project that was based upon student engagement and success. Some of the  
12 activities that were held in the fall in conjunction with the project included; holding eight  
13 different workshops to help students learn more about eagle mail and all the services that assist  
14 students in becoming successful. PTK also polled 10% of students to find out where students  
15 receive most of their information in regards to student events, etc. The top three areas where  
16 students receive most of their information include, Timber Alert, Privy Press and Eagle Mail.  
17 With the data that PTK collected, the program applied to present their information and findings  
18 at the PTK International Conference in Washington, D.C. and is accepted to present in April.  
19 PTK will fund their trip to D.C. through an enhancement grant they were recently awarded  
20 through the FVCC Foundation. In addition PTK held several fundraisers. PTK also participated  
21 in the Honors in Action Project. The project consisted of research of solar energy and how it  
22 benefits the Flathead Valley. The FVCC chapter of PTK will receive its Five Star Level this  
23 year. The Five Star Level is the highest level a PTK chapter can reach and is awarded based on  
24 the completion of multiple projects, such as the Action in Honors Project, College Project and  
25 engaging students.

26  
27 **B. Website Update**

28 Katie Pfennigs, Director, Marketing and Communications, presented the Board  
29 with a brief tutorial and update on the new website that launched on Thursday, January 21.

30  
31 **C. Board Policy, Chapter VII, Students, Section 10, Admissions (Second  
32 Reading)**

33 The Board was presented with Board Policy, Chapter VII, Students, Section 10,  
34 Admissions (Second Reading). Tom McElwain moved that the Board approve the second  
35 reading of Board Policy, Chapter VII, Students, Section 10, Admissions. Thomas Harding  
36 seconded the motion. With no further discussion, Mark Holston called for the question. The  
37 motion carried unanimously with six (6) “yes” votes.

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39 **D. Board Policy, Chapter IV, Fiscal Affairs, Section 30, Student Tuition  
40 (Second Reading)**

41 The Board was presented with Board Policy, Chapter IV, Fiscal Affairs, Section  
42 30, Student Tuition, second reading. With no changes made since the first reading, Thomas  
43 Harding moved that the Board approve the second reading of Board Policy Chapter IV, Fiscal  
44 Affairs, Section 30, Student Tuition. Jeremy Presta seconded the motion. With no further  
45 discussion, the motion carried unanimously with six (6) “yes” votes.

46  
47 **E. Resolution 16-2: Trustee Resolution Calling An Election By Mail Ballot**

48 The Board is being presented with Resolution 16-2: Trustee Resolution Calling for an  
49 Election by Mail Ballot. The Board of Trustees is required to approve a resolution calling for

1 Trustee Election to be held in conjunction with the regular school elections on Tuesday, May 3,  
2 2016. Four (4) Board positions, two (2) in the Flathead/Glacier High School District, for three year  
3 terms beginning May 2016 and expiring May 2019, an additional one (1) in the Flathead/Glacier  
4 High School District for a one year term, beginning May 2016 and expiring in May 2017, to fill the  
5 remainder of the seat previously held by Bob Nystuen and one (1) in the Bigfork, Columbia Falls  
6 and Whitefish High School Districts, for a one year term, beginning May 2016 and expiring May  
7 2017 to fill the remainder of the term previously held by John Phelps will be on the May 3, 2016  
8 ballot. Mark Holston moved that the Board approve Resolution 16-2: Trustee Resolution Calling an  
9 Election by Mail Ballot. Thomas Harding seconded the motion. With no further discussion,  
10 Thomas Harding called for the question. The motion carried unanimously with six (6) “yes” votes.  
11

#### 12 **F. Finance and Audit Committee Report**

13 The Board’s Finance and Audit committee met just prior to the Board meeting.  
14 The committee was presented with the most recent Quarterly Finance Report. Jeremy Presta  
15 reported that the committee reviewed the General Fund Budget Analysis report for the quarter  
16 ending, December 31, 2015 and that the budget looks to be on track with revenues and  
17 expenditures. Tuition revenue is down slightly as was expected but the budget remains healthy  
18 with a good contingency.  
19

#### 20 **G. Optional Retirement Plan Administrators Approval**

21 Trustee Thomas Harding moved that the Board remove the Optional Retirement  
22 Plan Administrator Approval to a future date as the committee is still waiting for additional  
23 information. Callie Langohr seconded the motion. With no further discussion the motion carried  
24 unanimously with six (6) “yes” votes.  
25

#### 26 **H. Trustees Events Calendar**

27 President Karas reviewed the Trustees events calendar and noted the upcoming  
28 February 1, Special Board Meeting, where the Board hopes to appoint a new Board member to  
29 fill the vacancy left by the resignation of John Phelps. The next regularly scheduled Board  
30 meeting is scheduled for Monday, February 22, 2016.  
31

#### 32 **I. President’s Update**

33 President Karas updated the Board on several items:

- 34 • President Karas reported that the request for proposals for design of  
35 student housing went out and are due back on February 9. A  
36 recommendation will be brought to the Board at their February meeting.
- 37 • A new faculty gathering space has been created next to the campus mail  
38 room. Sound proof music rooms have been added in room AT 251, and  
39 now give a nice space for the music program students to practice.
- 40 • Business Days at the Capital were held January 13-14, in Helena.  
41 President Karas and others from the college attended.
- 42 • The Board of Regents held a conference call meeting on January 19.
- 43 • An all employee in-service was held on Tuesday, January 19. All  
44 employees were able to receive an update on the new website prior to its  
45 official launch and were also updated on the new Serve Well Initiative.
- 46 • President Karas thanked the Communications and Marketing Departments  
47 for their work on another successful Annual Report.
- 48 • President Karas noted that anyone interested in the vacant Board position

1 have until 5:00 pm on Wednesday, January 27, to submit their letters of  
2 application.  
3

4 **V. EXECUTIVE SESSION**

5 Chairperson Lund thanked everyone for attending and inquired whether or not  
6 there was any other discussion before the Board convened into an Executive Session. There  
7 being no further discussion, he announced the Board would enter into an Executive Session to  
8 discuss the evaluation of the President and it was determined that the demand of individual  
9 privacy clearly exceeded the merits of public disclosure and therefore she would close the  
10 meeting. The meeting was closed at 4:37 p.m. The meeting was reconvened at 4:46 p.m.

11 Following the reconvening of the meeting, Tom McElwain moved that the Board  
12 of Trustees approve the Emeritus recommendations submitted and honor Michael Ober with  
13 Emeritus distinction. Thomas Harding seconded the motion. With no further discussion, the  
14 motion carried unanimously with six (6) “yes” votes.  
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16 **VI. ADJOURNMENT**

17 With no further discussion, the meeting was adjourned at 4:47 p.m.  
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19 \_\_\_\_\_  
20 Shannon Lund, Chairperson of the Board

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22 \_\_\_\_\_  
23 Callie Langohr, Vice Chairperson to the Board  
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