

1 FLATHEAD VALLEY COMMUNITY COLLEGE  
2 BOARD OF TRUSTEES  
3 Regular Board Meeting  
4 Monday, July 28, 2014, 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, July 28, 2014, in the Board Room of Blake Hall/SCA 140/144.  
9

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

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

14 Mark Holston Thomas Harding Tom McElwain  
15 Shannon Lund John Phelps  
16

17 Also present were President Jane Karas and Monica Settles, Clerk of the District. Trustee  
18 Ralene Sliter was absent with prior Board approval.  
19

20 **II. CONSENT ITEMS - ACTION**

- 21 **A.** Approval of the minutes of the Board of Trustees meeting on June 23, 2014.  
22 **B.** Recommendation that the Board of Trustees accept the Monthly Human Resources  
23 Report as submitted.  
24 **C.** Next regular Board of Trustees meeting – September 22, 2014  
25

26 Tom McElwain moved that the Board of Trustees approve ITEMS A, B & C Under Section II,  
27 Consent Agenda-Action. Thomas Harding seconded the motion. The motion carried  
28 unanimously with six (6) "yes" votes.  
29

30 **III. COMMENTS**

31 **A. Monthly Reports**

32 **1. Executive Staff Activities Report**

33 The Board of Trustees thanked the Executive Staff for their informative  
34 reports. Trustee Nystuen noted that he was impressed with the amount of activity that happens  
35 on campus every month.  
36

37 **B. Commissioner of Higher Education Report-**

38 Sue Jones, Director of Two-Year Mission Integration, and Amy Williams, Dual  
39 Credit Coordinator for Gallatin College and the Montana University System, presented the Board  
40 with an update from the Commissioner's Office. Ms. Williams updated the Board on the most  
41 recent work on dual credit throughout the state. Ms. Williams and the Dual Credit Coordinators  
42 throughout the state are currently working on a concerted effort and collaboration through the  
43 state to increase dual and concurrent enrollment across the state. The state's dual credit incentive  
44 program is designed to reward high school instructors teaching concurrent enrollment courses (a  
45 form of dual credit) for college credit. For every college credit the instructor teaches they will  
46 receive a credit for credit coupon. The coupon is good for any graduate or undergraduate tuition  
47 in any MUS program (college, university or tribal college). The coupon can be used for self  
48 enrollment and it can also be transferred to a student, a dependent, friend or neighbor. The  
49 program is clearly designed to incentivize growth of concurrent enrollment across the state. Ms.

1 Williams is the point of contact for the program and has already spoken to approximately 70 plus  
2 teachers and administrators across the state since the program was announced on May 23, 2014.

3  
4 **C. Public Comment-None**

5  
6 **IV. COLLEGE ISSUES**

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8 **A. Student Success: Student Health Clinic Update**

9 Chuck Jensen, Vice President of Administration and Finance, and staff  
10 from the Student Health Clinic provided the Board with an update on the first year of the clinic.  
11 Chuck noted that students are currently paying a mandatory \$45 student health clinic fee if they  
12 are taking seven or more credits. Students who are taking between 4-6 credits can choose to pay  
13 the fee to be able to use the clinic. Chuck acknowledged and thanked the partnership with  
14 Kalispell Regional Medical Center and Kelly Gallipeau. The partnership and Kelly's extensive  
15 work in helping set-up the clinic made a tremendous difference. The clinic opened in Fall 2013  
16 with a soft opening and is approaching the end of the first year of operation. The clinic currently  
17 has four employees. The clinic operates three days a week during the semester and two days a  
18 week during the summer. Shelly Naomi, The Student Clinic Physician Assistant, updated the  
19 Board further on the clinic. Ms. Naomi noted that clinic has completed over 400 visits from  
20 students in the past year. The clinic has seen over 160 different diagnoses. The clinic is treating  
21 several students with depression and has been able to connect those students with the appropriate  
22 counseling and medical treatment necessary. Approximately 98% of students seen in the clinic do  
23 not have insurance and the clinic is also able to help connect those students with programs and  
24 outside referrals to help assist them. The clinic will continue to see students and increase their  
25 marketing efforts so that they are able to reach as many students as needed.

26  
27 **B. 2014 Community Conversations Update**

28 President Karas updated the Board on the most recent 13<sup>th</sup> Annual Community  
29 Conversations. This was the thirteenth year that President Karas has held community  
30 conversations. The conversations are held throughout Flathead and Lincoln counties. The  
31 conversations provide an opportunity for President Karas to share information about the college,  
32 but more importantly to give community members a chance to comment on what needs they may  
33 have that the college could address and if they have specific suggestions for improvement.  
34 President Kars noted that the college received positive feedback during the conversations. The  
35 community commented on several areas in which the college is doing well, such as, nursing and  
36 health care training, Running Start and the Culinary Arts program, In addition to all the positive  
37 feedback, there was interest in more outreach for credit and non-credit classes in out-lying areas.

38  
39 **C. Strategic Plan Goals**

40 President Karas presented three draft strategic plan goals to the Board for  
41 review. President Karas noted that the draft goals presented were a work in progress and could  
42 be changed. The goals will be presented to the college community during the upcoming All  
43 Employee In-Service at which point the college employees will work on providing strategies and  
44 objectives to accompany each goal. The Board is being asked to review and approve three goals  
45 draft goals: Increase the academic success of FVCC students, increase access to education and  
46 provide diverse educational opportunities. President Karas noted that this is the very beginning  
47 of a strategic planning process. Once the college community has reviewed, commented and  
48 indicated recommended strategies and objectives to accompany each goal they will be brought  
49 back to the Board for approval. President Karas shared some examples of strategies and

1 objectives that could possibly accompany each goal identified. Following review, Thomas  
2 Harding moved that the Board of Trustees approve the presented goals; Increase the academic  
3 success of FVCC students, increase access to education and provide diverse educational  
4 opportunities. Mark Holston seconded the motion. With no further discussion, Mark Holston  
5 called for the question. The motion carried unanimously with six (6) “yes” votes.  
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#### 7 **D. Institutional Research Update**

8 Brad Eldredge, Executive Director, Institutional Research, Assessment  
9 and Planning updated the Board on the college’s current attrition rate. Dr. Eldredge noted that  
10 students are placed in four different categories, students who are retained from year to year,  
11 students who graduate, students who transfer or students whom we do not know where they go  
12 following attendance at FVCC and are placed in the attrition category. The attrition rate over the  
13 past four years has been remarkably stable, approximately a third of FVCC students. In addition,  
14 all categories of students have been pretty stable. Dr. Eldredge did some testing to see if certain  
15 students are more prone to being placed in the attrition category over other students who are not.  
16 It was noted that age, gender, race, disability status and transfer major or career oriented major  
17 do not make a difference in being placed in the attrition category. What did make a difference  
18 was the amount of credits a student attempts. Students who are successful attempted an average  
19 of 12 credits and those students who are unsuccessful or are placed in the attrition category  
20 attempted an average of 10.2 credits. In addition the students who are more successful tend to  
21 have a higher average GPA than those students who are unsuccessful, an average 3.2 GPA for  
22 successful students to an average GPA of 2.4 for those students who are unsuccessful. Students  
23 who have Pell Grants also tend to have better outcomes than those students who do not have Pell  
24 Grants.  
25

#### 26 **E. Board Policy-Chapter VII-Students, Section 80: Student Email** 27 **(First Reading)**

28 The Board was presented with a new proposed Board Policy. Chapter VII,  
29 Students, Section 80: Student Email for a first reading. Students will be provided with an FVCC  
30 email address that will help serve as communication between FVCC, students and instructors.  
31 Following review of the policy, Shannon Lund moved that he Board of Trustees approve Board  
32 Policy, Chapter VII, Students, Section 80: Student Email (First Reading). John Phelps seconded  
33 the motion. With no further discussion, John Phelps called for the question. The motion carried  
34 unanimously with six (6) “yes” votes.  
35

#### 36 **F. Board Policy-Chapter VII-Students, Section 60:** 37 **Code of Student Conduct and Student Complaints (First Reading)**

38 The Board was presented with Board Policy, Chapter VII, Students,  
39 Section 60: Code of Student Conduct and Student Complaints (First Reading). President Karas  
40 noted that the policy does contain procedures that will be eliminated from the policy. A revised  
41 version will be brought to the Board at the September Board meeting for a second reading and  
42 final approval. A few minor changes were recommended to include revising the numbering.  
43 Thomas Harding moved that the Board of Trustees approve Board Policy, Chapter VII, Students,  
44 Section 60, Code of Student Conduct and Student Complaints (First Reading). Tom McElwain  
45 seconded the motion. Mark Holston noted that he would like the policy to address plagiarism.  
46 President Karas noted that they would look at that for the second reading but that academic  
47 policies usually address plagiarism and they will make sure it is either addressed in this  
48 particular policy if it is not addressed in another policy. Trustee John Phelps, would like the area  
49 of firearms and fireworks to address on college property and make sure it is consistent

1 throughout the policy. President Karas did note that in the Jurisdiction item, within the policy,  
2 does designate that the Code of Student Conduct and student conduct process applies to those  
3 areas and behaviors that take place on campus. President Karas noted that this should address  
4 the consistency that Trustee Phelps noted but that they would review the entire policy to make  
5 sure it is consistent throughout. In addition some items will be removed from the policy to  
6 procedures. With no further question, Mark Holston called for the question. The motion carried  
7 unanimously with six (6) “yes” votes.  
8

9 **G. Resolution 14-5: Disposal of Surplus Property**

10 Flathead Valley Community College’s Campus has found it necessary to  
11 dispose of surplus property. The Board was presented with Resolution 14-5: Disposal of Surplus  
12 Property. Authorization was requested from the Board of Trustees to dispose of surplus property  
13 that is and no longer used by the college. Items being requested for disposal are 35 computers,  
14 22 desks, 6 tables, 4 metal storage cabinets, 16 stack chairs, 1 pamphlet rack, 2 gurneys (nursing  
15 can no longer use), 1 bookcase, 7 file cabinets, 1 very old wooden bench and a non functioning  
16 1978 Ford pickup truck. The surplus items occupy storage space that should be used for other  
17 purposes. Following review of Resolution 14-5, Thomas Harding moved that the Board of  
18 Trustees approve the Resolution 14-5 Disposal of Surplus Property as identified. Shannon Lund  
19 seconded the motion. With no further questions, John Phelps called for the question. The  
20 motion carried unanimously with six (6) “yes” votes.  
21

22 **H. Finance and Audit Committee Report**

23 Trustee Thomas Harding reported that the Finance and Audit Committee  
24 met prior to the Board meeting in which the committee reviewed the Fiscal Year 2015 Proposed  
25 Budget. Following review and discussion of the Proposed Budget, the Finance and Audit  
26 Committee recommends approval the Fiscal Year 2015 Proposed Budget (Second Public  
27 Reading).  
28

29 **1. Fiscal Year 2015 Proposed Budget (Second Public Hearing)**

30 The budget plan for Fiscal Year 2015 (Second Reading) was  
31 developed and submitted to the Board for review and action. President  
32 indicated that this is the second public hearing of the budget. Following  
33 review of the budget, Thomas Harding moved that the Board of Trustees  
34 approve the Fiscal Year 2015 Proposed Budget of \$18,031,904, with a  
35 continuing education budget of \$870,000, including \$830,000 for the  
36 Flathead County Campus in Kalispell and \$40,000 for the Lincoln County  
37 Campus in Libby. John Phelps seconded the motion. With no further  
38 discussion, John Phelps called for the question. The motion carried  
39 unanimously with six (6) “yes” votes.  
40

41 **I. Trustees Events Calendar**

42 Trustees reviewed the Board of Trustees Events Calendar included in the agenda.  
43 President Karas noted that fall classes will begin on August 28, the College will be closed on  
44 Monday, September 1, in observance of Labor Day and the next Board of Trustees meeting is  
45 scheduled for Monday, September 22.  
46

47 **J. President’s Update**

48 President Karas updated the Board on several items:  
49

- 1 • President Karas thanked all of the 100 plus volunteers from the college for  
2 their help in the Rebecca Farm Event. President Karas also thanked  
3 Nancy Clawson and Colleen Unterreiner and staff for all of their work in  
4 coordinating all of the volunteers.
- 5 • The Physical Therapy Assistant program graduated ten students on Friday,  
6 July 25.
- 7 • President Karas recently attended the Presidents Academy Summer  
8 Institute as the past chair of AACC. The conference had a record number  
9 of Presidents attend. It was a great program talking about all the areas  
10 Presidents have to address. President Karas served on a panel on Student  
11 Success. The panel discussed student success and how presidential  
12 leadership impacts student success.
- 13 • President Karas has also recently spoke to several groups around the  
14 valley about FVCC to include the Kalispell Lions (June 24) and Polson  
15 Rotary (July 8).

16  
17 **V. ADJOURNMENT**

18 With no further discussion, the meeting was adjourned at 4:49 p.m.

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20 ms

21 \_\_\_\_\_  
22 Robert Nystuen, Chairperson of the Board

23  
24 \_\_\_\_\_  
25 Ralene Sliter, Secretary to the Board  
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