

1 FLATHEAD VALLEY COMMUNITY COLLEGE
2 BOARD OF TRUSTEES
3 Regular Board Meeting
4 Monday, November 24, 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, November 24, 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 John Phelps Thomas Harding
15 Shannon Lund

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17 Trustee Tom McElwain participated via conference phone. Also present were President Jane
18 Karas and Monica Settles, Clerk of the District. Trustees Mark Holston and Ralene Sliter were
19 absent with prior Board approval.
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21 **II. CONSENT ITEMS - ACTION**

- 22 **A.** Approval of the minutes of the Board of Trustees meeting on October 27, 2014 and
23 the Board of Trustees Retreat on November 4, 2014.
24 **B.** Recommendation that the Board of Trustees accept the Monthly Human Resources
25 Report as submitted.
26 **C.** Next regular Board of Trustees meeting – December 22, 2014
27

28 Tom McElwain moved that the Board of Trustees approve ITEMS A, B, & C Under Section II,
29 Consent Agenda-Action. John Phelps seconded the motion. The motion carried unanimously
30 with six (6) "yes" votes.
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32 **III. COMMENTS**

33 **A. Students**

34 Student Government President, Roseanna Stanfield, presented the Board with an
35 update.
36

Intramurals

- 37 • Intramurals has hosted a Mario Kart tournament, which was held in the Student
38 Lounge, and an outdoor laser tag activity which was on campus. Along with
39 these two events Basketball and Volleyball has continued and the hockey program
40 has started which is a 4 week program that allows students to receive basic
41 instructions about the sport and scrimmage. Coming up are a couple themed
42 bowling nights, hockey will continue as well as basketball, there will be a dodge
43 ball night and a premier showing of The Box Trolls for students, employees and
44 their families. There has been a great response from students this semester and
45 they have enjoyed some of the new events and activities that have been added,
46 there have been 188 total students involved in Intramurals so far this semester.

47 **Student Government**

- 48 • A few Student Government members are driving down to Missoula tomorrow,
49 Wednesday, Nov. 19, to attend the two-day Montana Association of Students

1 (MAS) conference.

- 2 • Student government helped sponsor the Veteran’s Association Trunk or Treat
3 event on Halloween and is helping Intramurals and Phi Theta Kappa present a
4 family movie night for early December.

5 **Student Clubs**

- 6 • **The Gay/Straight Alliance**, or GSA, held elections and will be submitting a
7 petition to become a formal club this week. The GSA sponsored a showing of a
8 documentary film on Gay Marriage, featuring a former Flathead valley resident
9 which was followed by a good discussion.
- 10 • **The Veteran’s Association** held a wildly successful “Trunk or Treat” event in the
11 FVCC West Parking lot on Halloween for the public. Cars were decorated for the
12 event and candy was distributed to the children from the car trunks. There were so
13 many eager trick or treaters that it necessitated several emergency runs for more
14 candy over the course of the evening; fortunately several other clubs and student
15 government contributed money for the candy. It is estimated that 300 children and
16 their parents were in attendance.
- 17 • **Global Friends** had a highly successful international week including visual
18 displays in Blake hall by all the foreign students on their home countries, a
19 presentation by the students involved in the Brazil Connection, and a whole week
20 of international cuisine provided by the Eagle’s Nest.
- 21 • **The Tobacco Prevention Task Force** sent two students to the national
22 conference for Tobacco Prevention in Orlando, Florida. Their cost was entirely
23 covered by the BACCHUS Initiative. The ideas and information they gathered at
24 the conference will help our campus Tobacco Prevention task force with anti-
25 smoking activities. This week, to promote the Great American Smoke Out, the
26 Student Health center had an tobacco cessation table in the LRC, the Task Force
27 will have one in Blake Hall on Wednesday, and on Thursday the County Health
28 Department will have a table in the Broussard Center. On Friday, Nov. 21 we will
29 take interested students to the Whitefish Hockey rink for the Whitefish
30 Wolverines Hockey team’s “Quit Cold Turkey” event, featuring a hockey match,
31 frozen turkey bowling and chuck a puck during intermission, along with door
32 prizes and a raffle. Our Campus task force is providing cups for concessions with
33 the FVCC Tobacco Free logo, thermal mugs with logos for the raffle baskets, as
34 well as tobacco cessation literature and items.

35 **Phi Theta Kappa**

- 36 • **Phi Theta Kappa** has held two officer meetings and one general meeting this
37 month. Officers and members have been busy researching their Honors in Action
38 Project topic: Impact of Bullying on Human Expression. They would like to
39 submit an application for a Hallmark Award in January. They have hosted two
40 training seminars to include Eagle Mail, Google Docs and Graphing Calculators.
41 All together, they had 10 students in attendance for this “trial run”. Officers
42 would like to offer more of these sessions during spring semester. Their
43 Thanksgiving Dinner Food Drive will conclude this Friday. They will provide
44 Thanksgiving Dinner for four FVCC students/families in need. The Fall
45 Induction Ceremony is scheduled for November 24, 2014 at 6 pm.

46 **B. Faculty and Staff**

47 Gregg Davis, Associate Professor, Economics, reported to the Board on faculty
48

1 activities. Dorothy Hintz, Professor of English, brought the play “Shakespeare Makes a Scene”
2 to the FVCC Libby campus on November 7th. Sally Johnson, FVCC’s graphic designer,
3 performed in the two-person play along with Jeremias Johnson. Libby student Abigail Miller
4 assisted as stage manager. Craig Naylor, Adjunct Professor of Theatre and Music, guest
5 conducted his composition “Yes, I Want To Cross Over” with the Columbia Falls High School
6 Wind Ensemble at the Veteran’s Day celebration on November 11th. Dr. Cynthia Auge Adjunct
7 Professor of Humanities was appointed by Governor Bullock to the State Historic Preservation
8 Review Board. Dr. Auge has also been hired as curator for the University of Montana’s
9 Anthropological Curation Facility. And finally, Dr. Auge has a chapter accepted in a
10 forthcoming internationally published and edited archaeology book. Dr. David Long, Assistant
11 Professor of Chemistry, presented a talk on “Telomerase in Cancer and Aging” to undergraduate
12 students in the biotech program at Montana State University in Bozeman on November 21st. Dr.
13 Christina Relyea, Associate Professor of Natural Resources, attended the National Collegiate
14 Honors Council in Denver, Colorado where she was appointed to the math and science
15 committee. Dr. Relyea is the only representative on the committee representing two-year
16 schools. Dr. Ami Mezahav, Assistant Professor of Sociology, attended the International
17 Association for the Study of Popular Music conference at Erasmus University in Rotterdam, the
18 Netherlands. The conference brought together scholars and artists from many different countries
19 who shared their research and insights into various facets of popular music. Dr. Mezahav was
20 particularly interested in learning about the many ways in which people use pop music and pop
21 culture in their teaching, particularly in introductory level social science classes. Dr. Mezahav is
22 sharing what he learned at the conference with students in his Introduction to Sociology and
23 Sociology of Popular Culture classes. He is working on developing a new assignment for next
24 semester’s Sociology of Popular Culture class based on the work of some of the presenters at the
25 conference. Tim Eichner, Assistant Professor of Surveying and Natural Resources, completed a
26 two-year program on remote sensing called Integrated Geospatial Education and Technology
27 Training. This program helps two-year colleges meet the growing workforce needs for geospatial
28 skills. Tim attended two summer institutes, the USGS Earth Observation and Science Center in
29 Sioux Falls, South Dakota and the NASA Goddard Space Flight Center in Greenbelt, Maryland.
30 In addition to establishing relationships with USGS and NASA scientists, the programs will help
31 develop curriculum materials to update and enhance the existing FVCC geospatial courses.
32 Laura VanDeKop, Associate Professor of Mathematics, attended the Office of Public Instruction
33 Math Research meeting in Helena this month. The meeting is collaboration between OPI and the
34 Post-Secondary Math Education Community to discuss plans for supporting strong mathematics
35 instruction in Montana schools. Nicole Sanford, Adjunct Professor of Music, has visited six high
36 school music classrooms to talk about the music program at FVCC. Nicole has also set up the
37 “Celebrate the Arts Week” for December 8-12 which will feature the art, music, culinary arts,
38 and theatre departments at FVCC with a vocal jazz ensemble, a theatre production, catering from
39 the Eagles Nest, and FVCC student performances throughout the week.

40 41 **C. Monthly Reports**

42 **1. Executive Staff Activities Report**

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

46 47 **D. Commissioner of Higher Education Report-**

48 Sue Jones, Director of Two-Year Mission Integration, presented the Board with
49 an update. It was noted that the Main Street Montana Pillar I Submissions for November

1 represented the outstanding workforce developments underway by Montana’s two-year and
2 community Colleges. Teachers continue to apply for the credit for credit coupons in which
3 teachers can gain graduate credits, if needed, to teach concurrent enrollment. The program has
4 seen a substantial growth in the concurrent enrollment courses and the credit for credit coupons
5 will be give to 94 different Montana educators so far. Montana College Application Week was
6 held recently. College Application Week is a college access initiative aimed at getting more
7 students to apply to college in a timely manner. In addition, it was reported that the Prior
8 Learning Assessment initiative, funded by the Bill & Melinda Gates Foundation continues to
9 move forward with the creation of the PLA Taskforce, training on differing methods of assessing
10 prior learning and increasing awareness of adult educational pathways that are available
11 throughout the Montana University System.

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13 **E. Public Comment**

14 None

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16 **IV. COLLEGE ISSUES**

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18 **A. Student Success: Supplemental Instruction Update**

19 Russ Lamson, Academic Advisor, and Dr. Ruth Wrightsman, Associate
20 Professor, Biology, presented the Board with an update on Supplemental Instruction (SI). It was
21 reported that supplemental instruction consists of weekly review sessions that are focused on
22 historically difficult courses. SI tends to target subjects rather than students and the program is
23 free and open to all students. Attendance to SI sessions is voluntary and is peer facilitated. SI
24 facilitators or SI leaders are students whom have taken the same course from the same instructor
25 and are selected by instructors of the courses on which SI focuses. SI leaders receive training, sit
26 in on class and then will promote group discussion and interaction among those who attend an SI
27 session. Supplemental Instruction at FVCC started in Fall 2011 with BIOB 160 and BIOM 250.
28 Currently the college is using ten SI Leaders to hold sessions in several different areas. Student
29 Zoe Glasser-Breeding, one of the ten SI Leaders, shared her experience and comments with the
30 Board. It was reported that SI has proven to be an efficient and effective way to provide support
31 to students in historically challenging classes. The program not only benefits the students, but it
32 benefits the SI leaders and the instructors of the courses.

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34 **B. Early Childhood Center CACFP Update**

35 Laurie Peiffer, Director, Early Childhood Center (ECC), presented the
36 Board with the annual Early Childhood Center and CACFP (Child and Adult Care Food Program)
37 update. Laurie noted that the ECC will start its seventh year in January. The center is currently
38 full and a waiting list has been established. The center is currently serving approximately 50%
39 community members and 50% student, faculty and staff members. The center also reported that it
40 continues to participate in the Child and Adult Care Food Program with the state of Montana. In
41 addition, the center continues to be at a Level Star III Rating on the State’s Quality Filed Test.

42
43 **C. Tenure Recommendation**

44 President Karas indicated faculty member Janice Heil, Assistant Professor,
45 Program Director, Physical Therapist Assistant, submitted her portfolio for tenure review.
46 President Karas reported that she, the Tenure Committee, Vice President of Instruction and
47 Student Services, Kristen Jones and the Board of Trustees Personnel Committee had reviewed the
48 application. Based on the recommendations of the Tenure Review Committee and Vice
49 President, Dr. Kristen Jones, President Karas recommended tenure for Janice Heil. Thomas

1 Harding moved that the Board of Trustees approve the recommendation for tenure for faculty
2 member Janice Heil. Shannon Lund seconded the motion. With no further discussion, Thomas
3 Harding called for the question. The motion carried unanimously with six (6) “yes” votes.
4

5 **D. VFA Dashboard Indicators Update**

6 Dr. Brad Eldredge, Executive Director, Institutional Research Assessment
7 and Planning, presented the Board with an update on the VFA (Voluntary Framework for
8 Accountability) Dashboard Indicators. Dr. Eldredge shared several key pieces of data that the
9 college can use to compare how it is doing against our counterparts nationally. The information
10 contained within the VFA is also very beneficial in the college’s future strategic planning and
11 marketing efforts.
12

13 **E. Contract for 3rd Party Assessment for AMAMII Grant**

14 President Karas reported that FVCC was awarded a Trade Adjustment
15 Assistance Community College and Career Training (TAACCCT) grant worth just under \$3
16 million in the Fall of 2013. The Department of Labor requires TAACCCT grantees to use up to
17 10% of the grant allocation to hire an outside evaluator. The outside evaluator assesses the
18 effectiveness of the grant for the Department of Labor and provides valuable feedback to the
19 grantee on the effectiveness of grant programs. FVCC chose RTI International as the outside
20 evaluator. RTI International has extensive experience evaluation programs in higher education,
21 particularly in the area of career and technical education. The Board is being asked to approve
22 the contract with RTI International. The total contract is for \$2999,955.70. The Department of
23 Labor has approved the use of RTI International for this project. John Phelps moved that the
24 Board of Trustees approve the contract with RTI International in the amount of \$299,955.70, to
25 assess the effectiveness of the Trade Adjustment Assistance Community College and Career
26 Training grant as is specified in the grant. Shannon Lund seconded the motion. With no further
27 discussion, Thomas Harding called for the question. The motion carried unanimously with six
28 (6) “yes” votes.
29

30 **F. Resolution 14-6, Disposal of Surplus Property**

31 Flathead Valley Community College has found it necessary to dispose of
32 surplus property through sale. The college would like to surplus an ether scope network
33 troubleshooter. The equipment has become outdated. The college hopes to sell the equipment
34 for \$2,000-\$3,000. It was noted that the college would like to upgrade the equipment with the
35 proceeds from the sale of surplus property. Thomas Harding moved that the Board of Trustees
36 move to approve Resolution 14-6, Disposal of Surplus Property. Tom McElwain seconded the
37 motion. With no further discussion, Thomas Harding called for the question. The motion carried
38 unanimously with six (6) “yes” votes.
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40 **G. ACCT Annual Conference Reports**

41 Trustees Shannon Lund and Bob Nystuen, who attended the ACCT
42 Annual Conference in Chicago, reported attending several sessions in which they were provided
43 relevant information. The Board also noted that they presented a session which was well
44 attended. In addition, the Board was able to be there for the presentation of the 2014 ACCT
45 Western Regional Faculty Member Award to John Rawlings.
46

47 **H. Trustees Events Calendar**

48 Trustees reviewed the Board of Trustees Events Calendar included in the
49 agenda. President Karas noted that the next Board meeting is scheduled for December 22. The

1 college will be closed Thursday and Friday, November 27 and 28, for the Thanksgiving holiday.

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3 **I. President's Update**

4 President Karas updated the Board on several items:

- 5 • President Karas reported that the recent Scholarship Award Luncheon was
6 held on October 28. The luncheon provided an opportunity to celebrate
7 award recipients and the individuals who make the scholarships possible.
- 8 • President Karas recently attended the AACC Board meeting in
9 Alexandria, Virginia. There was discussion during the meeting
10 concerning the Higher Education Reauthorization Act.
- 11 • President Karas and other staff from the college recently attended the
12 Board of Regents meeting in Missoula on November 19-21.
- 13 • President Karas and Chuck Jensen, Vice President of Administration and
14 Finance recently attended a Legislative Planning Session with the Office
15 of the Commissioner of Higher Education. The meeting was a
16 collaborative meeting amongst the Commissioner's Office and college and
17 universities throughout the state to plan for the upcoming legislative
18 session that begins in January.
- 19 • Flathead Valley Community College was announced as a finalist for the
20 2015 Bellwether Award for Planning, Governance and Finance for using
21 Financial Aid Data and Fundraising Strategies to Improve Access,
22 Persistence and Completion through Scholarships.
- 23 • Phi Theta Kappa will hold its induction ceremony tonight at 6:00 pm.
- 24 • President Karas reported that she was invited to represent Flathead Valley
25 Community College at the upcoming White House Summit. The White
26 House College Opportunity Day of Action on December 4 will focus on
27 new actions to help more students prepare for and graduate from college.

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29 **V. ADJOURNMENT**

30 With no further discussion, the meeting was adjourned at 5:03 p.m.

31 ms

32 _____
33 Robert Nystuen, Chairperson of the Board

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35 _____
36 Ralene Sliter, Secretary to the Board
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