

1 FLATHEAD VALLEY COMMUNITY COLLEGE  
2 BOARD OF TRUSTEES  
3 Regular Board Meeting  
4 Monday, October 17, 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, October 17, 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 Mark Holston Kelly Stimpson Tom McElwain  
15 Callie Langohr Jeremy Presta Tom Harding  
16

17 Trustee Jeremy Presta, joined the meeting via conference phone at 4:15 pm. Also present  
18 were President Jane Karas and Monica Settles, Clerk of the District.  
19

20 **II. PUBLIC COMMENT-None**  
21

22 **III. CONSENT ITEMS - ACTION**

- 23 A. Approval of the minutes of the Regular Board of Trustees meeting on September 26,  
24 2016.  
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 – November 28, 2016  
28

29 Trustee Tom McElwain moved that the Board of Trustees approve ITEMS A, B, & C Under  
30 Section III, Consent Agenda-Action. Trustee Kelly Stimpson seconded the motion. The motion  
31 carried unanimously with six (6) "yes" votes.  
32

33 **IV. COMMENTS**

34 **A. Students**

35 Garret Deffert, Student Body President, presented the Board with the students'  
36 activities report.

37 • **Student Government**

38 Student Government held their fall elections on September 28<sup>th</sup> and  
39 provided free burgers to over 100 students. They elected and swore in three new  
40 senators. Progress is being made on their Food for Thought project and they are  
41 in the process of narrowing down topic ideas. They have partnered with the  
42 Veterans Association to host the 3<sup>rd</sup> Annual Trunk or Treat.

43 • **Phi Theta Kappa**

44 Phi Theta Kappa has been meeting weekly. They have selected their  
45 honors in action topic and have already started researching and writing it. They  
46 were part of the festival of flavors kickoff as well as the leadership retreat that  
47 took place over the weekend the first of the month. They have also selected their  
48 service projects for the next few months and will be helping with the community  
49 kitchen and one warm coat drive, just to name a few. In addition, PTK was able to

1 hold a successful scholarship meeting to information PTK members of the  
2 scholarship opportunities available to them.

3 • **Tobacco Free Task Force**

4 The Tobacco Free Task Force has been attending the Student Health and Wellness  
5 Committee meetings and has agreed to sponsor an information table during the  
6 Student Wellness event on October 12 & 13. Task force members attended the  
7 Student Leadership Retreat.  
8

9 In addition to the students' activities report, Zoa Phillips, Phi Theta Kappa (PTK)  
10 President, shared with the Board the recent Leadership Conference that she was able to  
11 participate in on behalf of PTK.  
12

13 **B. Faculty and Staff**

14 Rich Haptonstall, Associate Professor, Theatre, presented the Board with the  
15 Faculty and Staff report.

- 16 • **Ruth Wrightsman** - The Biotechnology Program held a 2-day workshop for local life  
17 science teachers on Sept. 30 - Oct. 1. The workshop "DNA Bootcamp for Educators"  
18 was funded by the National Science Foundation Advanced Technology Education grant,  
19 that was awarded to FVCC in April. The \$400,000 three-year grant will fund outreach  
20 activities to our local high schools and middle schools, and will provide materials and  
21 equipment for participating teachers to add biotechnology laboratory experiments to  
22 their curriculum. The 2-day workshop was attended by 9 teachers from Flathead HS,  
23 Troy HS, West Valley Middle School, and Browning Community College. A similar  
24 workshop was held in May and was attended by 8 teachers from Columbia Falls HS,  
25 Whitefish HS, Glacier HS, the Flathead-Glacier Vo-Age Center, and Cayuse Prairie  
26 Middle School. Participating teachers are adding lab activities in DNA isolation, DNA  
27 barcoding of plant species, and testing for GMO food products. Another boot camp is  
28 scheduled for April 2017.
- 29 • **Joe Byers** - The Brewing Academy of Montana at FVCC was recently approved for a  
30 Pilot License, allowing production of full-scale batches of beer. On our new 3.5-barrel  
31 brewing system (capable of producing ~100 gallons per batch), the first batch, an  
32 American Pale Ale, was brewed on September 26th, and will be ready for analysis around  
33 October 17th. The Pilot License restricts the use of beer produced for research and  
34 development, which will allow students to refine methods and recipes while the program  
35 applies for a state license.
- 36 • **Ben Barckholtz** - attended the GRADE (Greater Rockies Association of Developmental  
37 Education) conference in Bozeman on Saturday. This is a local chapter of the National  
38 Association of Developmental Education (NADE), and the conference focused on local  
39 efforts to improve Dev. Ed. The sessions that he attended were focused on co-requisite  
40 models of Dev. Ed. There is a state mandate which has a goal of 75% of Dev. Ed.  
41 students taking at least one co-requisite Dev. Ed. model. He facilitated a panel discussion  
42 about Accelerated Learning Program (ALP) writing courses for one of the sessions.
- 43 • **Nichole Sanford** - The FVCC Music Department is hosting a Music Workshop with the  
44 Kalispell Area Music Teachers Association on "Practicing Effectively" and "Playing  
45 Your Best When It counts – Mental Skills for Musicians" with guest clinician Kenneth  
46 Christensen. This workshop will be on Saturday, October 3<sup>rd</sup> all day long.

- 1 • **Wai Mizutani's** concert was fabulous on Friday, September 30<sup>th</sup>! There was a great  
2 turnout and Wai and his guest performers Griffin Browne (cello), Idara Aguinaga  
3 (violin), Eunhwa Park (student pianist) and Ladeine Thompson (piano) performed  
4 beautiful music.
- 5 • **Rob Blackston** - The Surgical Technology program just received its 6th Certificate of  
6 Merit from the National Board of Surgical Technology and Surgical Assisting  
7 (NBSTSA). The Certificate of Merit is awarded to surgical technology programs that  
8 have 100% of their graduates pass the national certification exam on the first attempt.  
9 This marks the 6th year that the program has received this designation (since they've  
10 started awarding it). Last year, we were awarded the Certificate of Excellence by the  
11 NBSTSA, which was only awarded to 10 programs in the nation.

## 12 **C. Monthly Reports**

### 13 **1. Executive Staff Activities Report**

14 The Board of Trustees thanked the Executive Staff for their informative  
15 reports. Trustees noted all the hard work faculty and staff do every day to continue to make  
16 FVCC an amazing place for students.  
17

### 18 **D. Commissioner of Higher Education Report**

19 Eric Rose, Compliance and Workforce Data Analyst, presented the Board with a  
20 brief update from the Commissioner's Office. Mr. Rose congratulated President Karas on her  
21 recent award presented at the ACCT National Leadership Summit. Mr. Rose thanked President  
22 Karas for all her hard work to bring two-year education to the forefront in the state of Montana  
23 and nationally. The Commissioner's Office recently held a conference in October, "Reaching  
24 Out to the Adult Learner." The conference had 85 attendees and focused on how to reach-out to,  
25 retrain, retain and graduate the adult learners in the state of Montana. In addition, another  
26 workshop was held on October 18, in Missoula. This workshop focused on program  
27 prioritization. This workshop had approximately 130 participants. A process that has become  
28 popular through the Dickeson Process. The process uses a set of guidelines and metrics to  
29 evaluate all programs on a campus not just academic programs. Following the prioritization  
30 process a campus could then look at how to fund and prioritize all the programs on their campus.  
31 A third event that will be held is the Complete College America Co-Requisite Academy that will  
32 occur November 3-4 in Bozeman. There are 80 participants from around the state expected at  
33 this event. The workshop will focus on the Math Pathways Initiative. The Academy will focus  
34 on how to design co-requisite developmental math and English courses.  
35

## 36 **V. COLLEGE ISSUES**

### 37 **A. Student Success: Developmental Writing**

38 Ben Barckholtz, Assistant Professor, Writing, presented the Board with an update  
39 on developmental writing. Professor Barckholtz recently attended the Greater Rockies  
40 Association of Developmental Education. It was noted that some of the information to come  
41 from the conference are some of the new goals that are coming out of the Commissioner's Office  
42 on co-requisite developmental education. The goal in 2018 is to have 75% of all developmental  
43 education students attempt at least one co-requisite model course through gateway courses such as  
44 writing 101 or beginning college algebra. The conference was able to have developmental math  
45 and writing instructors together. At the conference Professor Barckholtz participated on a panel  
46 on an accelerated co-requisite model. Currently at FVCC Professor Barckholtz teaches a 101  
47  
48

1 section which is a mixed class of developmental students and non-developmental students. All  
2 students will attend the 101 class and following that class, Professor Barckholtz will have a class  
3 with the developmental writing students. They can spend some additional time discussing  
4 grammar, sentence structure, problems that could arise from the previous 101 class, study skills  
5 and any issues that students may be having with writing. Following the conference, the English  
6 faculty believe that the 75% goal is completely attainable and can possibly even exceed that goal.  
7 Based on current raw data, the 095 class combined with the 101 class and the 095 class as a  
8 standalone seem to be equal in success rates at this point. The next goal for will be to train more  
9 staff so that we can more sections of the co-requisite model and to collect more data on student  
10 success in the new model compared to the old model.

### 11 12 **B. ECC Update/CACFP Report**

13 Renee August, Manager, Early Childhood Center (ECC), presented the Board  
14 with an ECC update. Renee reported that this past July the ECC raised its rates to be competitive  
15 with other childcare centers in the area. Additional changes included changing the ratios in two  
16 of the current classrooms to meet the NAYCE accreditation and new licensing requirements. This  
17 past fall a new curriculum was adopted as a framework for teachers to use in assessing learning  
18 goals and objectives. The center is currently full at 52 children with a long waiting list. Of the 52  
19 enrolled children, 50% are children of either students or FVCC faculty and staff. The center  
20 currently has 8 student workers at the center who work a variety of hours. The center participates  
21 in the Child Adult Care Food Program (CACFP) with the meals that are served at the center. In  
22 April the center was again awarded its Star III rating and are the center is currently awaiting its  
23 Star IV assessment the first two weeks in November. This process is through the Montana Best  
24 Beginnings Stars to Quality Program. The center was also awarded a \$3,000 playground grant  
25 through the Best Beginnings Program to update the center's playground equipment. The center  
26 continues to collaborate with the Best Beginnings Counsel, The Nurturing Center and Glacier  
27 High School and began to again host students from the Early Childhood and Elementary  
28 Education Programs for field experience and observations.

### 29 30 **C. Medical Lab Technology, AAS**

31 At its September 23 meeting, the Curriculum Committee approved a new Medical  
32 Laboratory Technology, Associate of Applied Science (AAS) Program. It was noted that this  
33 program should have 5-6 students in its first class, with 8-10 students in subsequent classes.  
34 Trustee Thomas Harding moved that the Board of Trustees approve the Medical Laboratory  
35 Technology, Associate of Applied Science (AAS) Program. Trustee Kelly Stimpson seconded  
36 the motion. With no further discussion, Trustee Thomas Harding called for the questions. The  
37 motion carried unanimously with six (6) "yes" votes.

### 38 39 **D. Programming and Game Development, AAS**

40 At its September 23 meeting, the Curriculum Committee approved a new  
41 Programming and Game Development, Associate of Applied Science (AAS) Program. Trustee  
42 Tom McElwain moved that Board of Trustees approve the Programming and Game  
43 Development, Associate of Applied Science (AAS) Program. Trustee Thomas Harding  
44 seconded the motion. Upon further discussion, Trustee Harding did inquire about some of the  
45 suggested credit loads for certain semesters. It was noted that during the semester in which a  
46 higher credit load is suggested is due to block scheduling/classes. With no further discussion,  
47 Trustee Thomas Harding called for the question. The motion carried unanimously with six (6)  
48 “yes” votes.

1                   **E. ACCT Leadership Summit Reports**

2                   Trustees (Callie Langohr, Jeremy Presta and Kelly Stimpson) who attended the  
3 ACCT annual Conference in New Orleans, October 5-8, reported attending several sessions in  
4 which they were provided with relevant information. All Trustee who attended did note that they  
5 appreciated the opportunity to attend the conference for the first time and gained valuable insight  
6 as a Trustee. All Trustees also congratulated President Karas on being chosen for the Marie Y.  
7 Martin Chief Executive Officer Award and stated what an honor it was to be present to see  
8 President Karas receive such a deserving award. The Board will compile all the information  
9 gathered during the conference and will discuss the information at a future Board retreat.

10  
11                   **F. Finance and Audit Committee Report**

12                   The Finance and Audit Committee met prior to the Board meeting. The  
13 committee reported that they received a review of the presented Quarterly Finance Report.

14                   **1. Quarterly Finance Report**

15                   The Finance and Audit Committee reported that after being presented  
16 with the first quarter finance report, revenues and expenses are on track with projections. The next  
17 quarterly report will give a more complete picture of where revenues and expenses stand but  
18 currently all numbers are in range.

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20                   **G. Board of Trustees Events Calendar**

21                   President Karas reviewed the Trustees' events calendar and noted that the Board  
22 of Regents' November meeting will be held in Missoula, November 17-18. The next regularly  
23 scheduled Board meeting is Monday, November 28. The college will be closed in observance of  
24 the Thanksgiving Holiday on Thursday and Friday, November 24 and 25. The December Board  
25 of Trustees' meeting is scheduled for Monday, December 19.

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27                   **H. President's Update**

28                   President Karas updated the Board on several items:

- 29                   • President Karas noted what a great honor it was to receive a national  
30                   award on behalf of the college at the ACCT Leadership Congress.  
31                   President Karas stated that the award was a recognition of the hard work  
32                   of all the employees and Trustees whose focus is to help our students be  
33                   successful, in addition to the amazing community support the college  
34                   receives.
- 35                   • A team of individuals recently attended the MUS Prioritization Workshop  
36                   in Missoula representing FVCC. We will be looking at the prioritization  
37                   process and begin discussing that process with everyone on campus.
- 38                   • Student housing is coming along quickly. President Karas and staff were  
39                   able to have a walk-thru about a week ago and everything is really looking  
40                   good. Swank Enterprises continues to do a great job keeping everything  
41                   on time.
- 42                   • A team of faculty and students from Manizales in Colombia are currently  
43                   here at the college visiting and learning about our manufacturing and  
44                   energy programs. This visit and partnership was made possible by a  
45                   100,000 Strong in the Americas Grant.
- 46                   • The college recently received its pilot brewing license from the Federal  
47                   Government for the Brewing Program. We continue to work with the  
48                   state and have been given the opportunity to move forward with our

1                                brewing facility as a brew on premises. We will continue to work with the  
2                                state to include educational opportunities in brewing in legislation.

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4    **VI.    ADJOURNMENT**

5                                With no further discussion, the meeting was adjourned at 4:43 p.m.

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8    \_\_\_\_\_  
9    Shannon Lund, Chairperson of the Board

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11    \_\_\_\_\_  
12    Mark Holston, Secretary to the Board

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