

1 FLATHEAD VALLEY COMMUNITY COLLEGE
2 BOARD OF TRUSTEES
3 Regular Board Meeting
4 Monday, October 27, 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, October 27, 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 Ralene Sliter
15 Shannon Lund Tom McElwain Mark Holston
16

17 Also present were President Jane Karas and Monica Settles, Clerk of the District.
18

19 **II. CONSENT ITEMS - ACTION**

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

25 Ralene Sliter moved that the Board of Trustees approve ITEMS A, B, & C Under Section II,
26 Consent Agenda-Action. Shannon Lund seconded the motion. The motion carried unanimously
27 with seven (7) "yes" votes.
28

29 **III. COMMENTS**

30 **A. Students**

31 Student Government President, Roseanna Stanfield, presented the Board with an
32 update.

- 33 • Intramural gym nights have started at Stillwater Christian School where
34 basketball and volleyball take place. Basketball, flag football and soccer
35 were all well attended along with the annual golf scramble which was held
36 at Buffalo Hills Golf Course. The golf scramble took place on the same
37 day as paint the Flathead Pink and participants were encouraged to wear
38 pink attire in support of breast cancer awareness. First place winners for
39 the best pink attire went to the Math Department team, which has now
40 won this category all three years. Costume bowling night was well
41 attended with thirty plus students dressed in costume. This was a free
42 event and Student Government provided free pizza to participants.
43 • Service Learning mailed one hundred sixty-three newsletters and
44 Community Partner questionnaires in September and has received a great
45 response from local non-profit agencies and schools. A meeting will be
46 held this fall with several of the partners to assess the needs in our
47 community. In the spring, a meeting with faculty members and division
48 representatives will be held to help develop appropriate service learning
49 opportunities. Monday, October 13, service learning hosted 15-20 middle

1 school and high-school aged students from the OPI Youth Days/Pillars of
2 Leadership program for a two hour Columbus Day Clean Up service
3 project in the community garden behind the AT building. The Service
4 Learning Office is partnering with Girl Scouts of Montana to host a Ghoul
5 Scout Halloween on October 30. Local girls of all ages are invited to
6 attend this STEM themed event. A Montana Campus Compact/FVCC
7 AmeriCorps VISTA is placed with Girl Scouts of Montana. The Service
8 Learning Office recently partnered with the Sparrow's Nest (AmeriCorps
9 VISTA site placement) to recruit FVCC students to volunteer at their Eat,
10 Drink and be Scary fundraising event at Castle Sagestone on October 25.
11 FVCC also has nine students placed at the Russell Elementary School to
12 help tutor students scoring below grade level in math and reading. Twelve
13 students volunteered for Make a Difference Day and helped framed and
14 paint a Habitat of Humanity House in Columbia Falls.

- 15 • AmeriCorps currently has 37 Compact Service Corps (CSC) members
16 enrolled. AmeriCorps has reached 161% enrollment for the 2013-14
17 academic year and will receive an extra \$3,378 in administrative funds.
18 Montana Campus Compact is hosting a series of conference calls
19 regarding a new AmeriCorps program anticipated to start in the fall of
20 2015. Training workshops include a reflection session for all CSC
21 members.
- 22 • Student Government's student elections were held on October 1. There
23 were 113 students who voted and filled six of seven available seats. Free
24 hamburgers were served to all voters at a BBQ in front of Blake Hall with
25 the help of the intramurals program. On Sunday, October 19, an all-day
26 leadership retreat was held for Student Government at the Bohemian
27 Grange Hall and the Whitefish High School Ropes and Challenge Course.
28 Tim Shaw, a professional experiential learning facilitator led the students
29 and advisor, Genia Allen-Schmid, through a series of trust building
30 exercises, mission statement creation and group and leadership
31 development activities throughout the day. The outcome was a core group
32 of individuals who have a better understanding of one another and a
33 thoughtful vision for student government that will strengthen its overall
34 effectiveness, deepen its student advocacy and productivity this year.
35 Student Government and intramurals will be co-sponsoring a family
36 movie night on December 5. This movie night is targeted at students with
37 young children. Student Government will decorate AT 139 to create an
38 atmosphere to go along with the film "Maleficent" and Phi Theta Kappa
39 students will run the concessions for the film.
- 40 • Student Clubs and organizations were represented at the student activities
41 meeting on October 2. In addition to the thirteen student clubs and
42 organizations represented at the meeting, there are several new groups that
43 are in various stages of organizing. These new groups include a computer
44 club, a piano performance group, a music club and a chess club.
- 45 • The Gay/Straight Alliance, or GSA, has over twelve active members, has
46 developed a mission statement and will be holding elections for officers
47 on Thursday, October 31 and then applying to become a formal FVCC
48 club. It has sponsored a "Diversity Wall" display in Blake Hall and will
49 be holding a movie night next week, open to everyone, featuring the

1 nationally recognized film “Bridegroom” produced by a local man on the
2 topic of Gay Marriage.

- 3 • The Veteran’s Association is holding a “Trunk or Treat” event in the
4 FVCC West parking lot on Halloween for the public. Cars will be
5 decorated for the event and candy will be distributed to the children from
6 the car trunks. Several other clubs and Student Government have
7 contributed monetarily for the event.
- 8 • Global Friends sponsored a talk by a Vietnamese Buddhist Dharma
9 teacher on “Cultivating Happiness” last Wednesday evening which was
10 attended by 140 students, staff and community members. Club members
11 will be involved in presentations during International Week in mid-
12 November, including some on the FVCC student exchange programs with
13 Brazil and Germany as well as the home countries of our current foreign
14 exchange students.
- 15 • Phi Theta Kappa has held several meetings in the past month. Phi Theta
16 Kappa held an Open House on October 14 and 15 with a good turnout of
17 about 14 students. The Fall Induction Ceremony that was originally
18 scheduled for October 20 will now be held on November 24. Liz Vinson,
19 Phi Theta Kappa Vice President, attended the PTK District V Conference
20 in Coeur D’Alene, Idaho on October 24 and 25. Phi Theta Kappa will be
21 hosting a graphing calculator training workshop on Tuesday, October 28
22 for students in Math 90 and above. PTK is working on organizing another
23 student workshop to include information on graphing calculators, eagle
24 mail, google docs and possibly Haven and AlcoholEdu. Officers and
25 members are continuing to work on their Honors in Action projects: Quest
26 of Human Expression. The impact bullying has on human expression is
27 the focus of the project.

28 **B. Faculty and Staff**

29 Gregg Davis, Associate Professor, Economics, reported to the Board on faculty
30 activities. John Rawlings was recently awarded the 2014 ACCT Western Regional Faculty
31 Member Award during the ACCT conference held in Chicago. Assistant Professor of Jewelry,
32 Douglas Harling’s work is in an exhibition, “The Art of the Broche” what will be at Gallery
33 C.A.J. in Kyoto Japan and Kobe Design University, Kobe, Japan. FVCC Theatre will present
34 the opening production of the 2014-2015 Season with the literary masterpiece, “Fifth of July”,
35 directed by Professor Joe Legate and designed by Assistant Professor Rich Haptonstall. The
36 production runs October 31, Nov. 1, 6, 7 and 8 beginning at 7:00 pm. Craig Naylor, adjunct
37 instructor in music, accompanied three FVCC students to the Montana Music Educators
38 Conference in Missoula on October 16 and 17. The students attended many sessions, met and
39 were introduced to many of the faculty at the University of Montana and Montana State
40 University, discussed transfer procedures and began developing their network of colleagues
41 around the state. Amy Chisholm, adjunct instructor in music, has been cast in the play “The
42 King and I” and will be playing Anna. This is an upcoming production for the Whitefish Theatre
43 Company. Sabine Brigitte, Adjunct Professor of English, facilitated for students to intern as
44 readers and assistant editors and/or submit work for publication to the local *Whitefish Review*.
45 Adam Wenz, Assistant Professor of Chemistry, attended the fall meeting of the Montana section
46 of the American Chemical Society. The meeting is for undergraduate and graduate students
47 from around the state to present posters on research in chemistry. Dr. Ivan Lorentzen, Professor
48 of Psychology, will be presenting as part of a panel at the National Collegiate Honors Council
49

1 (NCHC) annual conference in Denver, CO in early November. Dr. Lorentzen's presentation will
2 focus on how to develop multi-disciplinary honors courses. This will be the second time Dr.
3 Lorentzen has presented on this topic at this particular conference. Dr. Lorentzen was invited to
4 speak at the AdvancED annual Montana conference in Bozeman in late September. This group
5 is the recognized accrediting agency for K-12 schools across the US and Dr. Lorentzen spoke
6 about the role of school boards on student achievement which is the subject of his recently
7 completed dissertation. Dr. Christina Relyea, Associate Professor, Natural Resources, and eight
8 of her students from the Recreation Management class hosted a community wide geo-caching
9 event. There were 118 participants with a little more than half of the participants being children.
10 The purpose of the event was to allow students the hands-on opportunity to manage a
11 recreational event from start to finish. The students did all the fundraising, advertising, course
12 design, registration, course management and set-up. Dr. Ami Mezahav, Assistant Professor,
13 Sociology, and Marlyn James, Professor, Early Childhood Education, led a group of students
14 conducting comparative research on social issues in Seattle and the Flathead Valley to Seattle,
15 Washington. Students traveled to Seattle where they were divided into small groups and visited
16 a variety of sites in the Seattle-Tacoma area. Students were able to learn valuable information
17 that helped them develop their research. Janice Heil, Assistant Professor, Program Director,
18 Physical Therapy Assistant, noted that 100% of PTA students passed their national PTA
19 licensing exam. The last two cohorts of students (22 students) have passed this exam with a
20 100% success rate. All of the students with the exception of one are employed in their respective
21 area. Twelve students from the PTA program presented a three session community class on
22 posture, balance and fall prevention for Continuing Education for Senior Citizens. The sessions
23 were attended by eleven senior citizens and created a great opportunity for both the PTA students
24 and senior citizen students. Dr. Ruth Wrightsman, Associate Professor of Biology, has been
25 working with the 9th grade biology teachers at Glacier High School to develop a lab exercise
26 involving DNA testing on plants. The exercise is called DNA Barcoding and it involves
27 extracting DNA from the plants, amplifying the DNA with polymerase chain reaction and then
28 having the DNA sequenced. Teachers were able to receive a grant to pay for the lab materials
29 and part of the equipment that they needed and the FVCC biology department loaned the
30 additional equipment.

31 32 **C. Monthly Reports**

33 **1. Executive Staff Activities Report**

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

37 38 **D. Commissioner of Higher Education Report-**

39 Deputy Commissioner, John Cech, presented the Board with an update. Deputy
40 Commissioner Cech provided the Board with an overview of the EdReady rollout that will be
41 happening across the state of Montana. This project was funded by gift from the Dennis and
42 Phyllis Washington Foundation. The program is being implemented in twelve high schools with
43 771 students enrolled during Fall 2014. The Deputy Commissioners John Cech and Neil Moisey
44 will be accompanying either the Governor or Lt. Governor for on-site visits to each of the tribal
45 community colleges it include, Fort Peck Community College, Blackfeet Community College,
46 Little Bighorn College, Chief Dull Knife College, Aaniiih Nakoda College, Stone Child College
47 and Salish Kootenai College. At each visit discussion will take place on the tribal college's
48 participation in the EdReady project as well as other educational and workforce related topics.
49 In addition, Deputy Commissioner Cech also updated the Board on the recent Montana

1 HealthCare TAACCCT Grant. Missoula College-University of Montana was awarded
2 \$14,998,597 to fund a 15 college consortium Montana HealthCARE grant. Flathead Valley
3 Community College is one of the consortium members. Flathead Valley Community College
4 will receive \$637,940 under this consortium grant. The grant will help those participating to
5 create statewide healthcare pathways through curricula, address Montana’s nursing shortages by
6 providing accelerated pathways to credential completion, increase success for students by
7 providing services that better prepare adult learners for college and engage the healthcare
8 industry, education, workforce programs and other stakeholders in healthcare workforce
9 transformation.

10
11 **E. Public Comment**

12 None

13
14 **IV. COLLEGE ISSUES**

15
16 **A. Student Success: Siemens Software Update**

17 Dan Leatzow, Specialist, Advanced Manufacturing, presented the Board
18 with an update on the recent Siemens Software Grant. In 2013, FVCC received a \$46-million
19 grant from Siemens PLM Software. Siemens PLM Software awarded FVCC \$46-million worth
20 of software to train students for jobs in manufacturing. Mr. Leatzow updated the Board on the
21 current software and how it is currently being used in classes. FVCC will use the software to take
22 students through concept development, design and manufacturing of products. Mr. Leatzow
23 noted that the software is used by approximately 70,000 plus companies from around the world.
24 Some of these companies include top manufacturing, architectural and construction companies.
25 The ability for FVCC students to learn and train on cutting edge software will give them an
26 advantage in the workforce.

27
28 **B. China Partnership Update**

29 George Shryock, Professor Emeritus, recently traveled to China and
30 updated the Board on his visit and what is ahead for the partnership with China. Approximately
31 two years ago, Flathead Valley Community College was able to host a group of college Presidents
32 from China. Following the visit the college and the schools from China signed a Memorandum of
33 Understanding to see what could be done for future cooperation and partnerships. Some of the
34 partnerships could be faculty exchanges, student exchanges or shared curriculum. One of the
35 Presidents, Mr. Lei, from the Southern Province of Yunnan and the capital city of Kunming has
36 continued to show an interest in a partnership with FVCC. Mr. Lei is the President of Yunnan
37 Vocational College of Mechanical and Electrical Technology. Mr. Lei had invited President
38 Karas to come visit his campus but she was unavailable so George Shryock attended in her place.
39 Following the visit to China, the next steps for the partnership would be to hopefully bring Mr.
40 Lei in to FVCC to teach Chinese as a second language wither through a Fullbright Scholar in
41 Residence or some other form of exchange. It was noted that work has already begun to facilitate
42 this process. The college will also be moving forward in open exploration to recruit students for
43 possible exchange but wanted to give the Board an update on the current partnership we have
44 with China.

45
46 **C. It’s Your Future Presentation**

47 Katie White, Associate Director, Marketing, presented the Board with an
48 update on the new marketing campaign that will be launched in November. Katie noted that the
49 new marketing campaign, “It’s Your Future” will help reach a broader target market. The

1 challenge with current marketing techniques is the ability to reach all the different students FVCC
2 serves, so the new campaign is designed to create a general awareness throughout the entire year
3 and be more of a proactive approach. The campaign will also focus on several student
4 testimonials as to why and how these students chose FVCC and how it has helped them achieve
5 their educational goals. The campaign will roll out in November with new printed materials and
6 radio ads and is expected to run for a twelve month period.

7 8 **D. Strategic Plan Goals**

9 Brad Eldredge, Executive Director, Institutional Research, Assessment
10 and Planning, presented the Board with the recently completed Strategic Plan Goals. The Board
11 approved draft goals at their July meeting. Following the approval of the draft goals, the college
12 community worked on developing objectives and strategies to address the goals set forth by the
13 Board. The goals and objectives are being presented to the Board for review and possible
14 approval. Dr. Eldredge updated the Board on the process of the creation of the draft objectives.
15 The Board is being asked to approve the draft objectives only. Dr. Eldredge did note that the
16 document is a work in progress. Trustee Holston and Trustee Phelps did express concern in
17 differences noted in objective 3C and 3D as presented. Dr. Eldredge did note that 3D is intended
18 to address FVCC not under representing minorities and can be re-worded to better reflect that.
19 Following review of the strategic plan goals, Thomas Harding moved that the Board approve the
20 Strategic Plan Goal and Objectives as presented. Tom McElwain seconded the motion.
21 Following discussion, Thomas Harding withdrew his original motion and moved to approve the
22 Strategic Plan Goals and Objectives as presented with the exception of 3D which will be subject
23 to further revision. Tom McElwain seconded the motion with no further discussion Mark Holston
24 called for the question. The motion carried unanimously with seven (7), “yes” votes.

25 26 **E. Student Housing Report**

27 The Board requested a report on benefits and challenges in considering
28 future on-campus housing for FVCC students. The college has provided housing for students
29 through 16 leased units since August 2011. In-district, out-of-district and out-of-state students
30 have expressed interest in on-campus housing. President Karas and Brenda Hanson, Dean of
31 Students, provided the Board with background information, as well as the benefits and
32 challenges of future on-campus housing. Ninety-six students have been served by student
33 housing since August 2011. Areas of studies for students in housing include culinary arts,
34 nursing, heavy equipment operator, goldsmithing and jewelry arts, business, graphic design as
35 well as the general transfer degrees. The average length of stay per student in housing is
36 approximately four semesters. The average residency status of students is 39% in-district and
37 61% other. As of the current Fall 2014 semester, residency status is 9 in-district students, 16 out-
38 of-district students and 4 international students. Brenda noted that since the first semester of
39 student housing, there has always been a wait list of students wanting student housing. President
40 Karas did also present some benefits on student housing, noting that students who live some type
41 of on-campus student housing are more likely to be successful and complete their education. In
42 addition the college would have housing for any niche programs, it would lower transportation
43 costs for those students who commute and it could increase student diversity. In terms of
44 challenges, President Karas noted the cost of construction, maintenance and operations, more
45 staff would be required to run the facility, rent prices would most likely increase over current
46 prices and potential security issues would require 24 hour on-campus security. There is a
47 potential for expanded food services and student life with additional costs for services and staff
48 to support these services. Insurance and liability issues will also increase. Following review of
49 Brenda and President Karas’ information, the Board would like to have more information and

1 discussion on the topic before any decision can be made to move forward or not move forward
2 with student housing. The Board would like more discussion and information at the next Board
3 Retreat. No action was taken and more discussion and information will be presented to the
4 Board at the next Board of Trustees Retreat.

5
6 **F. Board Policy, Chapter I, Doctrine, Section 60, Discrimination and
7 Sexual Harassment Policy (Second Reading)**

8 The Board was presented with the second reading of Board Policy,
9 Chapter I, Doctrine, Section 60, Discrimination and Sexual Harassment Policy. President Karas
10 noted that the policy has had legal review. It was also noted that all students, effective this fall,
11 will be required to complete the Haven sexual assault prevention course. This course will
12 provide sexual assault prevention training to students as required by the Campus SaVE Act.
13 Following review of the policy, Shannon Lund moved that the Board of Trustees approve Board
14 Policy, Chapter I, Doctrine, Section 60, Discrimination and Sexual Harassment Policy. Mark
15 Holston seconded the motion. With no further discussion, John Phelps called for the question.
16 The motion carried unanimously with seven (7) “yes” votes.

17
18 **G. Board Policy, Chapter I, Doctrine, Section 95, Weapons
19 (Second Reading)**

20 The Board was presented with the first reading of Board Policy, Chapter I,
21 Doctrine, Section 95, Weapons (Second Reading). President Karas noted that this policy is
22 being updated and replaced with a more comprehensive policy. Following review of the policy,
23 Thomas Harding moved that the Board approve Board Policy, Chapter I, Doctrine, Section 95,
24 Weapons (Second Reading). Shannon Lund seconded the motion. With no further discussion,
25 Thomas Harding called for the question. The motion carried unanimously with seven (7) “yes”
26 votes.

27
28 **H. Finance and Audit Committee Report
29 1. Quarterly Finance Report**

30 The Finance and Audit Committee reported that they met prior to
31 the Board meeting to review the Quarterly Finance Report. The Board was presented with the
32 Quarterly Finance and Audit Committee Report. There were no questions. All areas are on track
33 with projections. It was noted that the Governor’s Budget is expected to be released in
34 November.

35
36
37 **I. Machining Center Equipment Bid Award**

38 The college solicited and received three sealed bids for machining center
39 equipment for its Advanced Manufacturing and Fabrication Welding programs. It is
40 recommended that the Board approve the low bid which came in at \$130,747.00 from Norco, Inc.
41 of Kalispell. The three bids received were Norco, Inc., \$130,747.00, OMAX, \$137,772.00 and
42 Zimmerman, McDonald Machinery, \$165,400.00. Following review of the bids, Thomas Harding
43 moved that the Board approve the low bid of \$130,747.00 from Norco, Inc. of Kalispell for
44 machining center equipment for the Advanced Manufacturing and Fabrication Welding programs.
45 Shannon Lund seconded the motion. With no further discussion, Thomas Harding called for the
46 question. The motion carried unanimously with seven (7) “yes” votes.

47
48 **J. Trustees Events Calendar**

49 Trustees reviewed the Board of Trustees Events Calendar included in the

1 agenda. President Karas noted that the next Board meeting is scheduled for November 24. The
2 Annual Scholarship Awards Luncheon will be held on Tuesday, October 28. The Board of
3 Trustees will meet for a Board Retreat on Tuesday, November 4, on campus. It was noted that
4 no action would be taken during the Board Retreat.
5

6 **K. President's Update**

7 President Karas updated the Board on several items:

- 8 • President Karas thanked all those involved in the recent Festival of
9 Flavors Event. Due to all the hard work of all those involved, the event
10 raised a record amount for scholarships for FVCC students.
- 11 • The Culinary Arts Program is currently in its first semester of a Capstone
12 class that has students running their own restaurants. The capstone course
13 gives second-year culinary students the opportunity to plan, open and
14 operate their own restaurant on the college's campus. The restaurants are
15 open to the members of the public for lunch.
- 16 • President Karas met with Legislative Representatives and candidates on
17 campus September 29. Candidates and representatives were able to meet
18 with President Karas and discuss information and challenges related to the
19 college.
- 20 • The Flathead Business and Education Council met on October 1. Shannon
21 O'Brien, the Governor's Policy Advisor for Education, was able to meet
22 with the group. The discussion focused on early education in the state.
- 23 • Senator Jon Tester dedicated the new Veteran's Center on October 8.
24 Senator Tester and several student veterans spoke on what the center
25 means to them and helped dedicate the new space.
26

27 **V. ADJOURNMENT**

28 With no further discussion, the meeting was adjourned at 5:50 p.m.

29 ms

30 _____
31 Robert Nystuen, Chairperson of the Board

32 _____
33 _____
34 Ralene Sliter, Secretary to the Board