

1 FLATHEAD VALLEY COMMUNITY COLLEGE  
2 BOARD OF TRUSTEES  
3 Regular Board Meeting  
4 Monday, May 23, 2022, 3:45 p.m.  
5 Blake Hall 140  
6

7 A regular meeting of the Flathead Valley Community College Board of Trustees convened at  
8 3:48 p.m., Monday, May 23, 2022.  
9

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

11 Chairperson Pete Akey called the meeting to order at 3:48 p.m. The following Board  
12 members were in attendance:

13 Patrick Gulick Callie Langohr Mary Ruby  
14 Travis Steindorf Kelly Stimpson

15 Trustee Lyle Mitchell was absent. Also present were President Jane Karas and Suzanne DeCamp,  
16 Clerk of the District.  
17

18 **A. Oath of Office**

19 The Clerk of the District administered the “Oath of Office” to Mary Ruby and Travis  
20 Steindorf and requested their signatures on the “Certificate of Election” form.  
21

22 **II. PUBLIC COMMENT - None**  
23

24 **III. CONSENT ITEMS - ACTION**

25 **A.** Approval of the minutes of the Regular Board of Trustees meeting on April 25, 2022.  
26

27 **B.** Board Meeting Schedule for FY23.  
28

29 Trustee Kelly Stimpson moved that the Board of Trustees approve ITEMS A & B under Section  
30 III, Consent Agenda - Action. Trustee Mary Ruby seconded the motion. The motion carried  
31 unanimously with six (6) "yes" votes.  
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33 **IV. MONTHLY REPORTS**

34 **A. Student Activities Report**

35 The Student Activities Report was submitted to the Board for review (see  
36 Attachment I).  
37

38 **B. Faculty Activities Report**

39 The Faculty Activities Report was submitted to the Board and presented by Dr.  
40 Julie Robertson, Associate Professor, Physical Therapy Assistant Program (see Attachment II).  
41 Dr. Robertson noted that her two-year term as Faculty Senate Vice-President was coming to an  
42 end. Dr. Christina Relyea, Professor, Natural Resources and Director, Honors Program, will be  
43 the new Faculty Senate Vice-President and will be presenting at the Board meetings in the fall.  
44  
45

1           **C.     Executive Staff Activities Report**

2           The Board acknowledged the Executive Staff for their informative reports.  
3 Chairman Akey asked when the launch date for the new FVCC website will be? President Karas  
4 reported that the tentative date is June 1<sup>st</sup>, she will ask the Marketing Department to give a  
5 presentation at the June 27<sup>th</sup> Board meeting.  
6

7           **V.     COLLEGE ISSUES**

8           **A.     Student Success: Continuing Education**

9           Luke Lavin, Continuing Education Director, provided an update on Continuing  
10 Education programs.

11           Community Lecture Series - After a two-year hiatus, they relaunched their  
12 community lecture series. There were four presentations with an average of fifty attendees at  
13 each session.

14           Work Based Learning and Apprenticeship - A high school student from Bigfork  
15 just concluded his first year of a youth apprenticeship in HVAC and Building Maintenance with  
16 Immanuel Lutheran Communities. He attended the HVAC program in the evenings through  
17 Running Start while working part-time for Immanuel Lutheran in the afternoons after school  
18 and on weekends. In addition, they just graduated the first non-credit apprentice in the carpenter  
19 program for Swank Enterprises. The student took six classes over three years, using the NCCR  
20 (National Construction Curriculum and Education Resources) curriculum. The student still has  
21 a number of hours to complete with Swank to finish the registered apprenticeship program.  
22 There were other students who started the program, but left early because they were hired before  
23 completion.

24           Contract Training - Jodi Smith, Workforce Training Director, had one of her  
25 busiest semesters providing customized trainings for businesses and organizations. The courses  
26 ranged from Jump Start for Supervisors to Microsoft Excel. More than seventeen classes were  
27 held for ten different employers with one hundred sixty-eight enrollees. Some courses were  
28 held on campus and other were at the employers' businesses.

29           General Open Enrollment – This spring was the best semester Continuing  
30 Education has had. Over 1,300 individual students were registered for more than 1,800 classes.  
31 The most popular classes continue to be culinary, art, gardening, and avalanche safety.

32           Lincoln County Campus – The Kalispell program continues to support continuing  
33 education on the Lincoln County Campus, forty-four people signed up for classes that included;  
34 pottery, dog obedience training, QuickBooks and advanced life support for healthcare providers.

35           The Continuing Education Department also collaborates with other on-campus  
36 departments. Eliza Thomas, Associate Professor, Education, has two education students who  
37 will be teaching at Kids College this summer. This collaboration gives the students more work-  
38 based learning with teaching and gives the Kids College learners the opportunity to interact with  
39 our college students. They have also partnered with the FVCC Campus Farm, changing a  
40 previously offered gardening class to a small acreage farming class that better aligns with Dr.  
41 Heather Estrada and Dane Regan's Agriculture Program. Of the twenty-one students in that  
42 class, four went on to enroll in the comparable prep class that Dr. Estrada runs. In addition, the  
43 Occupational Trades teachers offered Women in Welding and Blueprint Reading Basics classes.  
44 Chef Dan Moe, Instructor, Baking and Pastry, offered a number of classes this spring.

45           Kids College - When summer registration opened, it was the single highest day of

1 revenue ever. Sixty-seven classes are being offered, nineteen are already full with wait lists and  
2 three hundred forty students are registered. This year, Continuing Education is piloting an  
3 experiential learning academy aimed at junior high aged students. They have created a full-day,  
4 week long camp to give the students an abbreviated college experience with faculty, and staff,  
5 and hands on learning experiences. Chef Dan Moe is teaching a pop-up kitchen camp and  
6 Lincoln Seal, Welding and Fabrication Instructor, is teaching an introduction to welding camp.  
7

#### 8 **B. Early Childhood Center Lease**

9 President Karas reminded the Board that at the Board Retreat in February, they  
10 discussed the option of possibly leasing out the Early Childhood Center (ECC) to another  
11 organization to run a daycare. The center was closed in March of 2020 due to COVID. There is  
12 a great need in the community for childcare, but it does not fit the college's mission to provide  
13 childcare for the community. This topic is in front of the Board for discussion and action.  
14 President Karas stated that we would require applicants to complete a RFP and to guarantee  
15 spaces for FVCC students and employees as well as provide observational opportunities for Early  
16 Childhood students for internships and curriculum-based observations. Trustee Kelly Stimpson  
17 moved that the Board begin the RFP process for licensed childcare providers to submit proposals  
18 to lease the Early Childhood Center building to run it as a daycare. Trustee Patrick Gulick  
19 seconded the motion. The music department has been using the building while they are waiting  
20 for space in the College Center to be finished. President Karas also stated that applicants would  
21 be required to carry insurance to protect the college from liability. Chairperson Akey asked if the  
22 respondents would be brought back to the Board for a vote. President Karas responded that she  
23 can present the options with a recommendation. With no further discussion, the motion carried  
24 unanimously with six (6) "yes votes."  
25

#### 26 **C. Wachholz College Center Furniture Bid**

27 The college conducted the RFP process for furniture for the College Center. Three  
28 bids were received, one of them was incomplete. The architects reviewed both of the complete bids  
29 and recommended going with the lowest bid of \$271,507.22 from Contract Design Associates  
30 (CDA) from Missoula. President Karas recommended that the Board accept the bid from CDA.  
31 Trustee Kelly Stimpson moved that the Board of Trustees approve accepting the furniture bid from  
32 Contract Design Associates. Trustee Travis Steindorf seconded the motion. President Karas  
33 reported that this will provide most of the furniture for the College Center. With no further  
34 discussion, the motion carried unanimously with six (6) "yes" votes.  
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#### 36 **D. Board of Trustees Event Calendar**

37 President Karas reviewed the Trustees event calendar. The next Board meeting is  
38 scheduled for Monday, June 27<sup>th</sup>. Rather than hold a special retreat on a separate day for the  
39 Board of Trustees to review the budget, it was decided that the Board would meet earlier on the  
40 regularly scheduled day of June 27<sup>th</sup>. Formal notice will be sent with meeting notice.  
41

#### 42 **E. President's Report**

43 President Karas updated the Board on several items:

- 44 • Gallagher Consultants- The consultants were hired to conduct a compensation  
45 study starting with faculty. They have been meeting with faculty and

- 1 administrative representatives and have identified several peer colleges to use for  
2 analysis. The faculty portion should be completed in the next few months. After  
3 that time, we will continue to work with these consultants on the analysis for the  
4 other employees of the college so that we can benchmark those positions as well.
- 5 • ARPA State Funds - President Karas and Beckie Christiaens submitted a proposal  
6 for \$5M to help support the College Center building. They have been responding  
7 and providing the information that has been requested. The Commission meets  
8 on May 26<sup>th</sup>, a decision should be made shortly after that time.
  - 9 • Legislative Audit Committee – President Karas sent a letter to the Committee in  
10 response to Senator McGillvray.
  - 11 • AACC Conference – President Karas attended the annual American Association  
12 of Community Colleges conference in New York at the beginning of May. She  
13 was one of six community college presidents who was invited to meet with the  
14 Undersecretary of the Department of Education to talk about community college  
15 issues and priorities.
  - 16 • Employee Outreach – Continue to meet with the different departments on campus  
17 to help feel more connected coming out of the COVID silos. The Marketing  
18 Department hosted May’s monthly gathering with a “launch party” for the new  
19 website.
  - 20 • Achieving the Dream (ATD) – ATD President Karen Stout came to the college  
21 and met with the executive team and the ATD team. She spoke about the  
22 different things we are doing to break down the silos and help students to be  
23 successful. President Stout felt FVCC was getting back to “normal” and engaging  
24 with employees more than she has seen at other colleges.
  - 25 • Commencement Activities – President Karas thanked everyone who was able to  
26 attend the Nurse Pinning Ceremony and Commencement on May 13<sup>th</sup>. The  
27 Commencement tent was set for 1,400 and was almost full. She also  
28 acknowledged the Student Services team, Kelly Murphy, Amber PaulsonHofseth  
29 and all of the other volunteers for their hard work putting the event together.
  - 30 • Board of Regents – The meeting took place in Havre last week. The Regents  
31 approved the fee increase that the FVCC Board approved at the April meeting.
  - 32 • Campus Visitors – Senator Tester and the Secretary of the Interior were on  
33 campus last Friday and met in one of the Broussard Library rooms with  
34 representatives from all of the different tribal groups in the state.

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36 **VI. REORGANIZATION OF BOARD OF TRUSTEES**

37 **A. Appoint Board Members to Positions of Board Chair, Board Vice-Chair, and**  
38 **Secretary to the Board**

39 Chairperson Akey called for the reorganization of the Board of Trustees and  
40 opened the meeting to nominations for Chairperson of the Board. Trustee Kelly  
41 Stimpson recalled that last year the Board discussed having the officers serve for two-year  
42 terms. Trustee Kelly Stimpson moved that the Board of Trustees reelect Peter Akey for a  
43 second term as Chairperson of the Board. Trustee Mary Ruby seconded the motion.  
44 With no further discussion, the motion carried unanimously with six (6) “yes” votes.

45 Trustee Callie Langohr moved that the Board of Trustees reelect Kelly Stimpson

1 for a second term as Vice-Chairperson of the Board. Trustee Mary Ruby seconded the  
2 motion. With no further discussion, the motion carried unanimously with six (6) “yes”  
3 votes.

4 Trustee Kelly Stimpson moved that the Board of Trustees reelect Patrick Gulick  
5 for a second term as Secretary of the Board. Trustee Travis Steindorf seconded the  
6 motion. With no further discussion, the motion carried unanimously with six (6) “yes”  
7 votes.

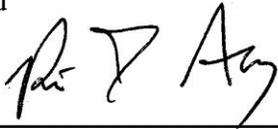
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9 **B. Appoint a Clerk of the District**

10 Trustee Kelly Stimpson moved that the Board of Trustees reelect Suzanne  
11 DeCamp as Clerk of the District. Trustee Patrick Gulick seconded the motion. With no  
12 other appointees, the motion carried with six (6) “yes” votes.

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14 **VII. ADJOURNMENT**

15 With no further discussion, the meeting was adjourned at 4:32 p.m.

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Pete Akey, Chairperson of the Board

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Patrick Gulick, Secretary to the Board

**Student Activities Report  
May 2022**

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In April and May of 2022, Campus Rec had about 40 students attend events and activities. The last intramural volleyball and basketball events were held with slightly lower participation than earlier months in the semester. Other events held were a Mario Kart tournament, Bob Ross Paint Night, Wii Bowling, checkers, and a Super Smash Bros tournament. The marathon training group is still practicing and will have 3 participants in the full marathon and 4-5 participants in the half marathon on the 21<sup>st</sup> of May.

The Student Wellness Team hosted several events in April and May. The first event was a speed friending event with a Harry Potter theme including trivia. Safe drinking resource materials were provided. An outdoor Walk the Walk event was held on April 19<sup>th</sup> and focused on sexual assault awareness, bystander intervention, and affirmative consent. Attendance was low due to the cold weather. The team also provided a training on bystander intervention and healthy relationships as well as promoted Sexual Assault Awareness month through a variety of media on campus. On May 4, the team held a Stress Less Day in the student lounge with therapy dogs, massagers, calming crafts, food, and many giveaways. Stress Less Day was the most successful event for the wellness team this semester with 30+ participants.

Intervarsity Christian Fellowship continued to host weekly bible studies. An Easter Egg Hunt was held in housing for all the residents, and an Easter carnival took place in front of Blake Hall in April.

Phi Theta Kappa Honor Society hosted a Ping Pong and Pizza meet n' greet for everyone on April 20<sup>th</sup>. A service activity took place on April 29<sup>th</sup> for Feeding the Flathead at Adventure Church. The spring induction ceremony took place on April 18<sup>th</sup> and 28 new members were inducted.

Student Government hosted an outdoor Election/BBQ day on April 27. Approximately 75 students attended to vote and enjoy a free burger lunch. Several clubs hosted tables to create awareness about their clubs.

The Environmental Club was provided \$500 to host an Earth Day event on April 22<sup>nd</sup>. The day included a tabling event, lecture, and movie. All events were successful with student and community members in attendance.

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3 **Faculty Activity Report**  
4 **May 2022**  
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6 **Adam Wenz, M.S., Professor – Chemistry**

7 Students in the Forensic Science II class took a field trip to the Montana State Crime Lab in  
8 Missoula on April 14<sup>th</sup>. This field trip provides students with an opportunity to tour the crime  
9 lab, learn what the crime lab does, and see firsthand how various forms of evidence are analyzed.

10 One of the highlights of the trip was learning about analysis of firearms and bullets and touring  
11 the rooms in which these analyses are performed.  
12

13 **Janice Heil, PT, MAPT, Associate Professor, Program Director - Physical Therapist**  
14 **Assistant Program**

15 The Physical Therapist Assistant Program hosted the 2022 Spring meeting of the Montana  
16 Chapter of the American Physical Therapy Association (APTA Montana) in the PTA classroom  
17 on April 23 and 24. The weekend included a Business Meeting for APTA Montana members, as  
18 well as a 2-day continuing education course titled “Integrating Manual Therapy in The  
19 Management of Chronic Pain Disorders”. The course presenter, Dr. Timothy Flynn, PT, PhD,  
20 OCS, FAAOMPT, FAPTA, is an internationally renowned instructor and researcher in the  
21 physical therapy field. Thirty-six physical therapists from around Montana completed the popular  
22 course, with a wait-list of 24 more. Dr. Julie Robertson, PT, DPT was a course participant and  
23 earned 13 hours toward the 30 required to maintain physical therapy licensure in Montana.  
24

25 **Chris Moore, Apprenticeship Coordinator, Instructor - Heavy Equipment Operations**

26 The Heavy Equipment Operations Program is doing work for Montana State Parks at Thompson  
27 Chain of Lakes. The work includes road grading and campground improvements.  
28

29 **Janice Alexander, Ph.D., Division Chair, Science & Engineering, Professor – Chemistry**

30 Dr. Alexander served as Chair of the 7-year Evaluation of Institutional Effectiveness (EIE) peer  
31 led team for a college in Washington state April 27-29, 2022 on behalf of the Northwest  
32 Commission of Colleges and Universities.  
33

34 **Jim Goudy, M.S., Associate Professor - Science/Web Technology**

35 After a hiatus during COVID, the computer club (pictured below) was re-established this spring  
36 quarter. The group, facilitated by Jim Goudy, has been meeting Mondays and Fridays, allowing  
37 students with different schedules to attend. The club members have worked on building a  
38 computer for a fellow student and working on game design. They plan to meet periodically this  
39 summer through Discord (a messaging service).  
40



1 **Eliza Thomas, M.A., Associate Professor - Education**

2 Eliza Sorte-Thomas and co-authors from Judson University recently were published in *Teaching*  
3 *Higher Education* about the power and opportunity of telepresence.

4 The article titled, “A community of practice shares perspectives on utilizing telepresence in  
5 doctoral education” can be viewed at:

6 [https://www.tandfonline.com/doi/abs/10.1080/13562517.2022.2048366?journalCode=cthe20.](https://www.tandfonline.com/doi/abs/10.1080/13562517.2022.2048366?journalCode=cthe20)

7 With this work in mind, the EDEC program is investing in two Kubis (portable robots) for  
8 telepresent learning for those students for whom distance may be a barrier with the assistance of  
9 an Enhancement Grant.

10  
11 The FVCC/UM 2+2 Program for Elementary Education graduated seven students from UM this  
12 weekend. All seven graduates have contracts - six local and one out of state. Graduate Layla  
13 Holloway was recently featured in FVCC communication as one of our student success stories.  
14 Jean Barrigan is also pictured below (back row, far right) and is the program's student teaching  
15 supervisor as well as being a long time adjunct instructor at FVCC.



26 Flathead Electric Cooperative recently rolled funds over to the FVCC's early childhood program  
27 to support students financially. The EDEC Advisory Council split the \$1000 funds and awarded  
28 two students \$500 towards their student accounts. Those two students were: Sadee Miller and  
29 Heather Wicks. Both are currently child care educators and will graduate with their AAS by  
30 Spring of 2023.

31  
32 The Chamber of Commerce Early Childhood Task Force continues to meet. Eliza Thomas serves  
33 on the Recruitment and Scholarship Sub Committee. Community support continues to emphasize  
34 the need for high quality childcare providers and that requires education. Great partnerships with  
35 FVCC are in the works to ensure students can receive the education they need to obtain their  
36 AAS degree in EDEC.