



777 Grandview Drive, Kalispell, MT 59901  
REGULAR BOARD MEETING  
Monday, January 27, 2025, 3:45 p.m.  
Board Room, Blake Hall 140

**AGENDA**

I. CALL TO ORDER & ROLL CALL.....1  
II. PUBLIC COMMENT.....2  
III. CONSENT ITEMS.....\*3  
    A. December 16, 2024 – Board of Trustees Meeting Minutes  
IV. MONTHLY REPORTS  
    A. Student Activities.....4  
    B. Executive Staff.....5  
V. COLLEGE ISSUES  
    A. Student Success: Library Update.....\*6  
    B. Resolution 25-1, Trustee Resolution Calling for an Election by Mail Ballot.....\*7  
    C. Naming Entrepreneurship Center.....\*8  
    D. Finance and Audit Committee\*\*\*.....9  
        1. Quarterly Budget Report Ending December 31, 2024  
    E. Board Policy, Chapter IX, Planning and Research, Section 10 – First Reading.....\*10  
    F. Board Policy, Chapter XIII, Information Systems, Sections 10, 20, 30, and 40 – First Reading.....\*11  
    G. Board of Trustees’ Events Calendar.....12  
    H. Board Self-Evaluation.....13  
    I. President’s Report .....14  
VI. ADJOURNMENT

\*-Action Items

\*\*\*Finance and Audit Committee will meet at 3:15 p.m.\*\*\*

*Flathead Valley Community College promotes excellence in lifelong learning,  
focused on student success and community needs.*

FLATHEAD VALLEY COMMUNITY COLLEGE

AGENDA ITEM \*3

III. CONSENT ITEMS

- A. Approval of Minutes - Regular Board Meeting Minutes 12/16/24

BACKGROUND:

A copy of the minutes from the Regular Board meeting on 12/16/2024 is attached for review by Board members prior to the meeting. All consent items, with no corrections, will be approved with one motion.

FLATHEAD VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
Regular Board Meeting  
Monday, December 16, 2024, 3:45 p.m.  
Blake Hall 140

A regular meeting of the Flathead Valley Community College Board of Trustees convened at 3:45 p.m., Monday, December 16, 2024.

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

Chairperson Kelly Stimpson called the meeting to order at 3:45 p.m. The following Board members were in attendance:

Patrick Gulick	Callie Langohr	Jamie Pickering
Mary Ruby	Travis Steindorf	

Trustee Peter Akey was absent with prior Board approval. Also present were President Jane Karas and Suzanne DeCamp, Clerk of the District.

**II. PUBLIC COMMENT – None**

**III. CONSENT ITEMS – ACTION**

**A. Approval of the minutes of the Regular Board of Trustees meeting on November 25, 2024.**

Trustee Travis Steindorf moved that the Board of Trustees approve ITEM A under Section III, Consent Agenda. Trustee Callie Langohr seconded the motion. The motion carried unanimously.

**IV. MONTHLY REPORTS**

**A. Student Activities Report**

The Student Activities Report was submitted to the Board as a written report.

**B. Faculty Activities Report**

The Faculty Activities Report was submitted to the Board and presented by the Faculty Senate Vice President, Dr. Jessica Ennist, Associate Professor, Chemistry.

**C. Executive Staff Activities Report**

The Board acknowledged the Executive Staff for their informative reports.

**V. COLLEGE ISSUES**

**A. Renaming the Learning Resource Center**

The Learning Resource Center (LRC) was named when the new FVCC campus opened in its current location in 1991. Services provided in the LRC building have evolved and expanded. Two significant changes include moving the library to the newer Broussard building and adding the student lounge. There has been discussion over the past several years about changing the name of the LRC to better reflect the services provided in the building.

Student Government and the leadership committee considered several names and narrowed it down to two before presenting them to the President and the Board for consideration.

The top two names are: Student Center and Student Success Center. President Karas recommended that the Board approve the student recommendation of Student Center.

Trustee Travis Steindorf moved that the Board approve the renaming of the Learning Resource Center to the Student Center. Trustee Jamie Pickering seconded the motion. With no further discussion, the motion carried unanimously.

**B. Board Policy, Chapter IV, Fiscal Affairs, Sections, 10, 20, 30, 40, 50, 60, 70 80, 90, 100, 110, 120, 130, 140, 150, 160, 170 and 180 – Second Reading**

Chairperson Stimpson reviewed Board Policy, Chapter IV, Fiscal Affairs, Sections 10-180. There were no changes recommended.

- Chapter IV – Fiscal Affairs, Section 10 – Accounting System
- Chapter IV – Fiscal Affairs, Section 20 – Investment of Surplus Funds
- Chapter IV – Fiscal Affairs, Section 30 – Student Tuition
- Chapter IV – Fiscal Affairs, Section 40 – Student Fees Establishment and Publication
- Chapter IV – Fiscal Affairs, Section 50 – Accounting of Funds Collected by College Sponsored Clubs and Organizations
- Chapter IV – Fiscal Affairs, Section 60 – Contracts
- Chapter IV – Fiscal Affairs, Section 70 – Purchasing
- Chapter IV – Fiscal Affairs, Section 80 – General Administrative Procedures
- Chapter IV – Fiscal Affairs, Section 90 – Competition with Private Business
- Chapter IV – Fiscal Affairs, Section 100 – Unclaimed Property
- Chapter IV – Fiscal Affairs, Section 110 – Capital Equipment and Supply Disposal
- Chapter IV – Fiscal Affairs, Section 120 – Capital Assets and Control
- Chapter IV – Fiscal Affairs, Section 130 – Use of College Equipment
- Chapter IV – Fiscal Affairs, Section 140 – Official Travel
- Chapter IV – Fiscal Affairs, Section 150 – Foundation and Development
- Chapter IV – Fiscal Affairs, Section 160 – Credit Card
- Chapter IV – Fiscal Affairs, Section 170 – Fraud
- Chapter IV – Fiscal Affairs, Section 180 – Budget System

Trustee Patrick Gulick moved that the Board of Trustees approve Board Policy, Chapter IV, Fiscal Affairs, Sections 10-180 (second reading). Trustee Travis Steindorf seconded the motion. With no further discussion, the motion carried unanimously.

**C. IT Project Management Contract**

President Karas reported that the third-party assessment that was conducted in September strongly recommended that FVCC contract with a project manager to support the Information Technology (IT) area. Project management services would provide support and assist IT in the coordination of numerous critical projects that impact students and employees. A RFP process was conducted, four proposals were received. The Review Committee identified Deerbrook as having the most and extensive experience working with higher education and especially community colleges. President Karas recommended that the Board approve moving forward to work with Deerbrook to finalize a contract for IT project management for six to twelve months.

Trustee Travis Steindorf moved that the Board approve moving forward to finalize a contract with Deerbrook for IT project management. Trustee Patrick Gulick seconded the motion. With no further discussion, the motion passed unanimously.

**D. Board of Trustees' Events Calendar**

President Karas reviewed the Trustees' events calendar. The College will be closed for Winter Break December 24<sup>th</sup> – January 3<sup>rd</sup>. The next Board meeting is scheduled for January 27<sup>th</sup>.

**E. President's Report**

President Karas updated the Board on several items:

- Legislative Update – Many legislators were unable to attend the legislative luncheon in October. President Karas was able to host a second meeting with key legislators a few weeks ago to discuss community college issues and the funding formula. The Legislative Interim Budget Committee, Section E, met today, President Karas listened to their presentation where the funding formula was discussed.
- Employee Holiday Luncheon – An all-employee holiday luncheon was held last Monday and was well attended. President Karas thanked Mette Cephers, Eagle's Nest Café Manager, and her team from food services for preparing the food and the employees who volunteered to help serve and clean up.

**VI. EXECUTIVE SESSION**

**A. Legal Consultation**

Chairperson Stimpson stated that this agenda item will be postponed for a future meeting.

**VII. ADJOURNMENT**

With no further discussion, the meeting was adjourned at 4:02 p.m.

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Kelly Stimpson, JD, Chairperson of the Board

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Travis Steindorf, Secretary to the Board