

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
5:30 PM, MONDAY, SEPTEMBER 11, 2023
Conference Room, 317 North 3rd Street, Hamilton, Montana
Virtual Attendance Option: [Zoom Link](#)**

AGENDA

Agenda available at bvcommunitycollege.org/meetings; supplemental materials available by emailing district.clerk@bvcommunitycollege.org.

NOTICE: Agenda items may be posted or changed up to 48 hours in advance of any meeting. Please visit bvcommunitycollege.org/meetings 48 hours prior to any meeting for latest agenda.

*At this meeting the board takes official action on agenda items. Items of information and discussion are also on the agenda. **Public comment on items specifically listed on the agenda is taken when the item comes up for discussion and action.** Comments which may be construed as evaluative of the performance of a district employee are not allowed in an open meeting.*

1. Call to Order and Roll Call
2. Review, Revise, and Approve Agenda (Action)
3. Public Comment/Correspondence on Items Not on the Agenda
This is an opportunity for the public to bring to the board's attention any questions or relevant comments concerning district matters not on the agenda. The board is not permitted to take any action on matters brought to its attention unless the matter is specifically listed on a properly noticed agenda. Individual public comment in this section is limited to three (3) minutes.
4. Consent Agenda (Action)
 - A. Approve minutes from regular meeting on August 7, 2023; executive session at regular meeting on August 7, 2023; and special meeting on September 5, 2023 (*Attachments A1, A2, and A3*)
 - B. Approve minutes from Engagement Work Group meetings, August 3, 15, and 29, 2023 (*Attachments B1, B2, and B3*)
 - C. Approve warrant list for August 2023 (*Attachment C*)
5. Reports/Announcements (Information)
 - A. Chair's Report
 - i. Chief Operations Officer Report (*Attachment D*)
 - B. Secretary's Report
 - C. Clerk's Report
 - D. Bookkeeper's Report (*Attachments E1 and E2*)
 - E. Communications Committee
 - F. Building and Grounds Committee

- G. Finance and Audit Committee
- H. Human Resources Committee
- I. Engagement Work Group

6. Old Business (Action)

None

7. New Business (Action)

- A. Recommendation to approve Jamie Ogden as a temporary hire to teach non-credit, Veterans Upward Bound (VUB) writing refresher courses for FY2024; cost reimbursed by VUB (*Attachments F1, F2, and F3*).
- B. Recommendation to purchase one laptop computer for approximately \$1,000 for instructor use; cost reimbursed by BVCC Foundation.
- C. Recommendation to approve Jon Swallow as a temporary hire for IT support for new computer configuration and on-going computer maintenance/updates for FY2024 with the stipulation that all hours are pre-approved by board action (*Attachment G*).
- D. Recommendation to approve IT Support Jon Swallow for two (2) hours of IT support work to configure newly purchased laptop.

8. Policy Adoption and Review (Action)

A. First Reading

- i. 3101. Privacy Policy – Email Notifications (new policy) (*Attachment H*)
- ii. Section 3000. General Institution (policies for annual review with suggested revisions in red) (*Attachment I*)
 - a. 3001. Definitions
 - b. 3005. Organizational Structure
 - c. 3010. Accreditation
 - d. 3015. Compliance
 - e. 3020. Institutional Effectiveness
 - f. 3025. Institutional Planning
 - g. 3030. Equal Opportunity
 - h. 3035. Prohibition of Sexual and Other Assaults
 - i. 3040. Prohibition of Discrimination, Harassment, and Retaliation
 - j. 3045. Campus Safety, Security, and Access
 - k. 3050. Reporting of Crimes
 - l. 3055. Communicable Diseases

B. Second Reading

- i. Section 2000. Board of Trustees (policies for annual review with suggested revisions in red) (*Attachment J*)
 - a. 2050. Policies
 - b. 2055. Appeals
 - c. 2060. Delegation of Authority to President
 - d. 2061. Selection of President
 - e. 2062. Acting and Interim Presidents
 - f. 2063. Evaluation of President
 - g. 2065. Code of Ethics and Standards of Practice

- h. 2070. Conflicts of Interest
- i. 2075. Communications
- j. 2080. Political Activity
- k. 2085. Compensation
- l. 2090. Personal Liability and Indemnification

9. Adjournment