

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
5:30 PM, MONDAY, OCTOBER 2, 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 September 11, 2023 (*Attachment A*)
 - B. Approve minutes from Engagement Work Group meeting on September 12, 2023 (*Attachment B*)
 - C. Approve warrant list for September 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 Trustee Jean Butler as the college’s designee for issuing public statements concerning the college, per Board Policy Section 3100. Public Communications (*Attachment F*)
 - B. Recommendation to task the Finance and Audit Committee with reviewing the FY2022 audit and identifying an auditor for the FY2023 audit
 - C. Recommendation to task the Human Resources Committee with a) conducting annual employee performance reviews as the committee deems appropriate and b) completing a recruitment for the recommendation of a permanent, part-time bookkeeper
8. Policy Adoption and Review (Action)
- A. First Reading
 - i. Section 2020, Officers and Committees (revision of existing policy) (*Attachment G*)
 - a. Recommendation is to remove the Communications Committee as a standing committee
 - ii. Section 3000. General Institution (policies for annual review with suggested revisions in red) (*Attachment H*)
 - a. 3060. Alcohol, Drugs, Marijuana, Nicotine, and Tobacco on Campus
 - b. 3065. Weapons on Campus
 - c. 3068. Speech on Campus
 - d. 3070. Vehicles on Campus
 - e. 3073. Animals on Campus
 - f. 3080. Computer and Network Use
 - g. 3085. Facilities and Property Use
 - h. 3090. Copyright and Intellectual Property
 - i. 3095. Records Security, Retention, and Destruction
 - j. 3098. Public Records Requests
 - k. 3100. Public Communications
 - l. 3105. Claims against the College
 - B. Second Reading
 - i. 3101. Privacy Policy – Email Notifications (new policy) (*Attachment I*)
 - ii. Section 3000. General Institution (policies for annual review with suggested revisions in red) (*Attachment J*)
 - 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

9. Adjournment