

**BITTERROOT VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
5:30 PM, MONDAY, NOVEMBER 6, 2023  
Conference Room, 317 North 3<sup>rd</sup> Street, Hamilton, Montana  
Virtual Attendance Option: [Zoom Link](#)**

**AGENDA**

Agenda available at [bvcommunitycollege.org/meetings](https://bvcommunitycollege.org/meetings); supplemental materials available by emailing [district.clerk@bvcommunitycollege.org](mailto: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](https://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 October 2, 2023, special meeting on October 19, 2023, and executive session from special meeting on October 19, 2023 (*Attachments A1, A2, and A3*)
  - B. Approve minutes from Finance and Audit Committee meeting on November 1, 2023 (*Attachment B*)
  - C. Approve warrant list for October 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 accept resignation of Trustee Paul Ashcraft
  - B. Recommendation to reorganize board officers due to resignation of Trustee Paul Ashcraft, Board Vice Chair
  - C. Recommendation to adopt process for filling trustee vacancy (*Attachment F*)
  - D. Recommendation to approve FY2022 Audit Report as submitted by Doyle & Associates, P.C. (*Attachments G1 and G2*)
  - E. Recommendation to request a FY2023 Audit engagement letter from Doyle & Associates, P.C., and task the Finance & Audit Committee with finalizing and approving the engagement letter terms
  - F. Recommendation to place an operational levy of 1.5 mills, with a four-year duration, on the May 7, 2024 school election ballot—an operational levy amount of at least 1.5 mills is needed for state appropriation eligibility (*Attachment H*)
8. Policy Adoption and Review (Action)
- A. First Reading
    - i. Section 2020, Officers and Committees (revision of existing policy) (*Attachment I*)
      - a. Recommendation is to remove the Policy Committee as a standing committee
    - ii. Section 4000. Instructional Services (policies for annual review with suggested revisions in red) (*Attachment J*)
      - a. 4001. Definitions
      - b. 4005. Academic Freedom
      - c. 4010. Academic Calendar
      - d. 4015. Academic Policies
      - e. 4020. Programs and Curricula
      - f. 4025. Degrees and Certificates
      - g. 4030. Non-College Credit, Industry-Recognized Credential Programs
      - h. 4035. Courses for College Credit
      - i. 4040. College Credit by Examination or Prior Learning Assessment
      - j. 4045. Articulation
      - k. 4050. Dual Credit
      - l. 4055. Community Outreach
      - m. 4060. Faculty Qualifications
      - n. 4065. Advisory Committees for Career and Technical Education Programs
      - o. 4070. Library and Learning Support
  - B. Second Reading

- i. Section 2020, Officers and Committees (revision of existing policy)  
(*Attachment K*)
  - 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 L*)
  - 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

9. Adjournment