

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
5:30 PM, MONDAY, MARCH 4, 2024
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 February 5, 2024 (*Attachment A*)
 - B. Approve warrant list for February 2024 (*Attachment B*)
5. Reports/Announcements (Information)
 - A. Chair's Report
 - i. Administrator's Report (*Attachment C*)
 - B. Secretary's Report
 - C. Clerk's Report
 - D. Bookkeeper's Report (*Attachments D1 and D2*)
 - E. Building and Grounds Committee
 - F. Finance and Audit Committee
 - G. Human Resources Committee
 - H. Engagement Work Group

6. Old Business (Action)
 - A. Recommendation to review and approve terms for FY2023 Audit from Doyle & Associates, P.C. *(At its Nov. 6, 2023 meeting, the Board approved a recommendation to request a FY 2023 Audit engagement letter from Doyle & Associates, P.C., and task the Finance & Audit Committee with finalizing and approving the engagement letter terms) (Attachment E)*
7. New Business (Discussion)
 - A. BVCC Launch plan draft *(Attachment F)*
 - B. Calendar Review
8. Policy Adoption and Review (Action)
 - A. First Reading
 - i. Section 7050-7100, Human Resources (policies for annual review) *(Attachment G)*
 - a. 7050. Overtime & Compensatory Time
 - b. 7055. Expense Reimbursement
 - c. 7060. Personnel File
 - d. 7065. Conflict of Interest
 - e. 7070. Standards of Conduct
 - f. 7075. Political Activities
 - g. 7080. Employee Development
 - h. 7085. Alcohol, Drugs, Marijuana, Nicotine and Tobacco Free Workplace
 - i. 7090. Grievance
 - j. 7095. Whistleblower Protections
 - k. 7100. Volunteer Workers
 - B. Second Reading
 - i. Section 7000-7045, Human Resources (policies for annual review) *(Attachment H)*
 - a. 7001. Definitions
 - b. 7002. Responsibilities
 - c. 7005. Equal Employment Opportunity
 - d. 7010. Recruitment, Selection and Employment
 - e. 7015. College's Management, Discipline, and Discharge Rights
 - f. 7020. Separation from Employment
 - g. 7025. Insurance Coverage
 - h. 7030. Retirement Plan
 - i. 7035. Tuition Waivers
 - j. 7040. Holidays
 - k. 7045. Leaves
9. Adjournment