

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING
10:00 AM, TUESDAY, SEPTEMBER 5, 2023
Virtual Meeting Held Over Zoom**

MINUTES

With Chair Carrie Guarino absent, Vice Chair Paul Ashcraft presided over the meeting.

1. Call to Order and Roll Call
Vice Chair Ashcraft called the meeting to order at 10:00 AM. Vice Chair Ashcraft asked Secretary Butler to call roll. Trustees present were Paul Ashcraft, Jean Butler, Darwin Ernst, Jennifer Johnson, and Sue Smith. Trustees not present were Carrie Guarino and RAN Pigman. Staff present was Victoria Clark, Chief Operating Officer (COO). No public was present.
2. Review, Revise, and Approve Agenda (Action)
Trustee Smith made the motion to approve the agenda as presented. Trustee Johnson seconded the motion. With no discussion, the motion passed unanimously with five (5) "yes" votes.
3. Public Comment/Correspondence on Items Not on the Agenda
With no public present, there was no public comment.
4. New Business (Action)
 - A. Recommendation to finalize the resignation of Candace Erisman as District Clerk and remove her authority to sign district warrants, effective September 6, 2023, AND to appoint Katie Grey as District Clerk and grant her authority to sign district warrants, effective September 6, 2023.
Trustee Butler made the motion as presented above in agenda item 4.A. Trustee Johnson seconded the motion. Discussion began with Trustee Johnson stating that all hiring contingencies had been met for District Clerk candidate Katie Grey and that Grey's appointment was ready to be finalized. Trustee Butler thanked out-going District Clerk Candace Erisman for her professionalism and stated that she would be missed. Vice Chair Ashcraft echoed Trustee Butler's sentiments regarding Erisman and added that the college was lucky to have secured someone with Grey's qualifications as a replacement. Trustee Smith asked for some highlights of Grey's qualifications. Trustee Johnson noted Grey's 14 years as a court clerk in Missoula as well as her experience with court clerk training and protocols. Trustee Johnson also mentioned Grey's positive references with respect to taking initiative, ability to work autonomously, and getting along with others. Trustee Smith asked about on-boarding. COO Clark remarked she would be meeting with Grey tomorrow, and thereafter out-going Clerk Erisman would also be meeting with Grey for additional training. Both Erisman and Grey would be present for the trustee's September 11, 2023 meeting. Vice Chair Ashcraft asked about salary and hours. Trustee Johnson and COO Clark explained these details were in the district clerk job description which Trustee

Johnson had reviewed in detail with Grey. Vice Chair Ashcraft asked if there were changes in the district clerk position with the new hire. COO Clark explained that while the salary remained at \$19.23 per hour, maximum weekly hours had been increased to 16 hours as it was expected that the new district clerk would be taking over some COO tasks. With no further discussion, Vice Chair Ashcraft called for a vote. The motion passed unanimously with five (5) "yes" votes.

5. Adjournment

Prior to adjournment, Trustee Smith asked about the scheduling of a BVCC Foundation fundraising committee meeting. COO Clark responded that the meeting had not yet been scheduled. COO Clark thanked Trustee Smith for the reminder and said she would follow through.

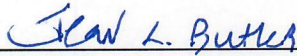
Trustee Smith made a motion to adjourn the meeting. The motion was seconded by Trustee Johnson. The motion passed unanimously with five (5) "yes" votes. The meeting adjourned at 10:12 AM.



Signature, Presiding Chair

9/11/23

Date



Signature, Presiding Secretary

09/11/2023

Date