

**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**

MINUTES

1. Call to Order and Roll Call - 5:35 PM
Chair Paul Ashcraft
Trustee Sue Smith
Trustee Jean Butler
Trustee Darwin Ernst
Trustee Jennifer Johnson (Via Zoom)
Absent: Trustee RAN Pigman
Absent: Carrie Guarino

Victoria Clark, BVCC Chief Operating Officer
Candace Erisman, BVCC District Clerk
Katie Gray, BVCC District Clerk
Robert Underwood, BVCC Bookkeeper
2. Review, Revise, and Approve Agenda (Action)
 - A. Trustee Smith made a motion, seconded by Trustee Butler, to approve the agenda with an amendment to include new item 7.E. Bitterroot Valley Community College Name Change. With no trustee discussion and no public comment, the motion passed unanimously with five (5) "yes" votes.
3. Public Comment/Correspondence on Items Not on the Agenda - No discussion
4. Consent Agenda (Action) – 7:39 call for Paul
 - A. Trustee Smith made a motion, seconded by Trustee Butler, to a) approve minutes from regular meeting with grammatical modifications, August 7, 2023; executive session at regular meeting on August 7, 2023; and special meeting, September 5, 2023, b) approve minutes from Engagement Work Group meetings, August 3, 15, and 29, 2023 and c) approve warrant list for August 2023. With no trustee discussion and no public comment, the motion passed unanimously with five (5) "yes" votes.
5. Reports/Announcements (Information)
 - A. Chair's Report
 - i. Chief Operations Officer Report
COO Clark discussed the BVCC printer location. COO Clark introduced the new District Clerk Katie Gray to the trustees.
 - B. Secretary's Report - No discussion
 - C. Clerk's Report - No discussion
 - D. Bookkeeper's Report

- i. The BVCC audit should be done by the week of September 18, 2023. There was a brief discussion regarding remaining funds for FY2024.
 - E. Communications Committee
 - i. Trustee Butler stated that in the near future the communications committee will begin having meetings to discuss communications with the community.
 - F. Building and Grounds Committee - No discussion
 - G. Finance and Audit Committee - No discussion
 - H. Human Resources Committee
 - i. Trustee Johnson welcomed new District Clerk Katie Gray to BVCC.
 - I. Engagement Work Group
 - i. Trustee Butler explained that the Engagement Work Group (EWG) is planning to attend five more events through the end of the year. COO Clark will be working on a workforce assessment survey for businesses. This will allow the businesses to provide feedback. The next EWG meeting is September 12, 2023 at 2:00 PM. At the next EWG meeting the BVCC vision statement will be finalized and ready to be presented to the trustees. The next board for regents (BOR) meeting is November 16 and November 17. Trustee Butler recommended for all trustees to plan to attend the BOR meeting.
- 6. Old Business (Action)

None
- 7. New Business (Action)
 - A. Trustee Ernst made a motion, seconded by Trustee Smith, 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. With no further trustee discussion or public comment, the motion passed unanimously with five (5) "yes" votes.
 - B. Trustee Ernst made a motion, seconded by Trustee Smith, to purchase one laptop computer for approximately \$1,000 for instructor use; cost reimbursed by BVCC Foundation. With no further trustee discussion or public comment, the motion passed unanimously with five (5) "yes" votes. Chair Ashcraft asked how many computers BVCC currently owns. COO Clark informed him that there is a total of 10.
 - C. Trustee Smith made a motion, seconded by Trustee Butler, 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. With no further trustee discussion or public comment, the motion passed unanimously with five (5) "yes" votes. COO Clark discussed instances when IT support would be provided.
 - D. Trustee Smith made a motion, seconded by Trustee Ernst, to approve IT Support Jon Swallow for two (2) hours of IT support work to configure the newly purchased laptop. With no further trustee discussion or public comment, the motion passed unanimously with five (5) "yes" votes.

E. Trustee Smith made a motion, seconded by Trustee Butler, to begin discussion regarding a name change for Bitterroot Valley Community College. Trustee Smith explained the community finds it difficult to differentiate between BVCC and UM Bitterroot. Trustee Ernst mentioned the UM Bitterroot has recently had a name change. COO Clark recommended getting clarification on UM Bitterroot's official name. There was a brief discussion regarding ways to differentiate between UM Bitterroot and Bitterroot Valley Community College. Trustee Butler explained that getting the differentiation out there is important. COO Clark discussed the development of the district. COO Clark suggested presenting BVCC as BV Community College. Trustee Butler described options for communicating the differentiation to the community.

8. Policy Adoption and Review (Action)

A. First Reading

- i. 3101. Privacy Policy – Email Notifications
- ii. Section 3000. General Institution
 - a. 3005. Organizational Structure
 - b. 3010. Accreditation
 - c. 3015. Compliance
 - d. 3020. Institutional Effectiveness
 - e. 3025. Institutional Planning
 - f. 3030. Equal Opportunity
 - g. 3035. Prohibition of Sexual and Other Assaults
 - h. 3040. Prohibition of Discrimination, Harassment, and Retaliation
 - i. 3045. Campus Safety, Security, and Access
 - j. 3050. Reporting of Crimes
 - k. 3055. Communicable Diseases
- iii. Trustee Johnson made a motion, seconded by Trustee Butler, to approve the first reading of Section 3101. Privacy Policy – Email Notifications and Section 3000. General Institution, 3001-3055, with modifications as discussed. With no trustee discussion or public comment, the motion passed unanimously with five (5) “yes” votes.

B. Second Reading

- i. Section 2000. Board of Trustees
 - 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

ii. Trustee Butler made a motion, seconded by Trustee Johnson, to approve the second reading of Section 2000. Board of Trustees, 2050-2045, as presented. With no trustee discussion or public comment, the motion passed unanimously with five (5) "yes" votes.

9. Adjournment - 6:52 PM

Trustee Smith made a motion, seconded by Trustee Butler, to adjourn the meeting. With no trustee discussion or public comment, the motion passed unanimously with five (5) "yes" votes.

Carrie Guarino
Carrie Guarino, Board Chair

10/2/23
Date

Jean Butler
Jean Butler, Board Secretary

10/2/23
Date