

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
5:30 PM, MONDAY, NOVEMBER 6, 2023
MINUTES**

1. Call to Order and Roll Call 5:30 PM
Trustee Carrie Guarino. Chair
Trustee Jean Butler. Secretary
Trustee Darwin Ernst
Trustee Jennifer Johnson
Trustee RAN Pigman- absent.
Trustee Sue Smith

Victoria Clark. BVCC Chief Operations Officer
Jamie Ogden. BVCC Management Consultant
Katie Grey. BVCC District Clerk
Robert Underwood. BVCC Bookkeeper

Tana Doyle. BVCC Auditor

2. Review, Revise, and Approve Agenda (Action)
Trustee Sue Smith made a motion, seconded by Trustee Jennifer Johnson, to approve the meeting agenda as presented. Discussion by Trustee Johnson to move items 7 B & E up to. With no discussion the motion passed unanimously with five (5) "yes" votes.
3. Public Comment/Correspondence on Items Not on the Agenda
None
4. New Business (Action)

7D. Recommendation to approve FY2022 Audit Report as submitted by Dole & Associates, P.C. (Attachments G1 and G2).
A Motion was made by Trustee Jean Butler, seconded by Trustee Smith to approve FY 2022 Audit Report. Discussion by Tana Doyle on going concern with focus on risk assessment. With no further discussion, the motion passed unanimously with five (5) "yes" votes.

7E. 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. A motion was made by Trustee Smith, seconded by Trustee Butler to approve FY 2023 Audit engagement letter from Doyle & Associates, P.C., to task Finance & Audit Committee with finalizing and approving

the engagement letter terms. With no further discussion, the motion passed unanimously with five (5) “yes” votes.

- A. Approve minutes from regular meeting on October 2, 2023, special meeting on October 9, 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*)

A motion was made by Trustee Butler, seconded by Trustee Smith to approve 4 A, B & C. Discussion by Trustee Guarino to change ongoing concern to going concern in minutes. With no further discussion, the motion was passed unanimously with five (5) “yes” votes.

5. Reports/Announcements (Information)

- A. Chair’s Report
 - i. Chief Operations Officer Report (*Attachment D*)- No discussion
- B. Secretary’s Report- No discussion
- C. Clerk’s Report – No discussion
- D. Bookkeeper’s Report (*Attachments E1 and E2*) – BVCC Accountant discusses issuing of mileage checks.
- E. Communications Committee – Remains Inactive
- F. Building and Grounds Committee – Trustee Ernst states some movement occurring in the building and grounds area.
- G. Finance and Audit Committee - Trustee Smith, audit approved. Accountant Underwood to provide internal control in writing into policy and procedures to include credit card and donation information.
- H. Human Resources Committee – Trustee Johnson to conduct an interview for the Bookkeeper position after Indeed is closed. Employee evaluations have not been placed into protocol yet.
- I. Engagement Work Group – Trustee Butler recap on successful summer activities. Trustee Smith presented Chief Operations Officer Clark with a photo memento. Trustee Butler states “face to face” wrapped up, now going live on internet.

6. Old Business (Action)

None

7. New Business (Action)

- A. Recommendation to accept resignation of Trustee Paul Ashcraft.
A motion was made by Trustee Ernst seconded by Trustee Johnson to accept the resignation of Trustee Ashcraft. With no further discussion the motion passed unanimously with five (5) “yes” votes.

B Recommendation to reorganize board officers due to resignation of Trustee Paul Ashcraft, Board Vice Chair.

A motion was made by Trustee Butler seconded by Trustee Smith to reorganize board officers. Trustee Ernst nominated Trustee Butler to vice chair position. With no further discussion, the motion to reorganize board officers and appoint Trustee Butler to Vice Chair position passed unanimously with five (5) "yes" votes. A motion is made by Trustee Johnson seconded by Trustee Ernst to appoint Trustee Smith to the vacant position as BVCC Secretary. With no further discussion, the motion passed unanimously with five (5) "yes" votes.

C. Recommendation to adopt process for filling trustee vacancy (*Attachment F*).

A motion was made by Trustee Smith seconded by Trustee Ernst to adopt process for filling trustee vacancy. Discussion by Trustee Butler & BVCC Chief Operations Officer Clark as to procedure. Trustee to get vacancy announcement on website. With no further discussion, the motion passed unanimously with five (5) "yes" votes.

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*).

A motion was made by Trustee Ernst, seconded by Trustee Johnson to approve the recommendation. Discussion by Trustee Butler, language is good, add clarity as to what failure to pass levy would mean. Trustee Butler volunteers to work on ballot narrative. Trustee Ernst to review Butler's suggestions. Wording on ballot finalized by February 12, 2024. With no further discussion, the motion passed unanimously with five (5) "yes" votes.

8. Policy Adoption and Review (Action)

A. First Reading

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

1. 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*)

1. 4001. Definitions

2. 4005. Academic Freedom

3. 4010. Academic Calendar

4. 4015. Academic Policies

5. 4020. Programs and Curricula

6. 4025. Degrees and Certificates

7. 4030. Non-College Credit, Industry-Recognized Credential Programs

8. 4035. Courses for College Credit

9. 4040. College Credit by Examination or Prior Learning Assessment

10. 4045. Articulation

11. 4050. Dual Credit

12. 4055. Community Outreach

- 13. 4060. Faculty Qualifications
- 14. 4065. Advisory Committees for Career and Technical Education Programs
- 15. 4070. Library and Learning Support

A motion was made by Trustee Ernst, seconded by Trustee Smith to adopt policy. With no further discussion the motion passed with five (5) "yes" votes.

B. Second Reading

- i. Section 2020. Officers and Committees (revision of existing policy) (*Attachment K*)
 - 1. 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*)
 - 1. 3060. Alcohol, Drugs, Marijuana, Nicotine, and Tobacco on Campus
 - 2. 3065. Weapons on Campus
 - 3. 3068. Speech on Campus
 - 4. 3070. Vehicles on Campus
 - 5. 3073. Animals on Campus
 - 6. 3080. Computer and Network Use
 - 7. 3085. Facilities and Property Use
 - 8. 3090. Copyright and Intellectual Property
 - 9. 3095. Records Security, Retention, and Destruction
 - 10. 3098. Public Records Requests
 - 11. 3100. Public Communications
 - 12. 3105. Claims against the College

A motion was made by Trustee Smith, seconded by Trustee Johnson to adopt the Second Reading. Upon no further discussion the motion was passed with five (5) "yes" votes.

D. Adjournment

A motion was made by Trustee Smith, seconded by Trustee Johnson to adjourn. Upon no further discussion the motion was passed unanimously with five (5) "yes" votes. Adjourned 7:14 P.M.

Carrie Guarino
Trustee, Carrie Guarino, Board Chair

2/5/24
Date

Jean Butler
Trustee Jean Butler, Board Secretary

2/5/2024
Date