

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
5:30 PM, MONDAY, DECEMBER 4, 2023
MINUTES**

1. Call to Order and Roll Call 5:30 PM
Trustee Carrie Guarino. Chair – absent
Trustee Jean Butler. Board Vice-Chair, acting Chair
Trustee Sue Smith. Secretary
Trustee Darwin Ernst
Trustee Jennifer Johnson

Katie Grey. BVCC District Clerk
Jamie Ogden. BVCC Management Consultant
Robert Underwood. BVCC Bookkeeper. absent
2. Review, Revise, and Approve Agenda (Action) – Trustee Sue Smith made a motion, seconded by Trustee Darwin Ernst, to approve the meeting agenda as presented. With no discussion the motion was passed unanimously with four (4) “yes” votes.
3. Public Comment/Correspondence on Items Not on the Agenda - None
4. Consent Agenda (Action) – Trustee Smith made a motion, seconded by Trustee Jennifer Johnson, to approve the consent agenda. Discussion by Trustee Jean Butler and Trustee Johnson to correct typographical errors in minutes. With no further discussion the motion was passed unanimously with (four) “yes” votes.
 - A. Approve minutes from regular meeting on November 6, 2023 (*Attachment A*)
 - B. Approve warrant list for November 2023 (*Attachment B*)
5. Reports/Announcements (Information)
 - A. Chair’s Report – Trustee Butler reported on update from Chair Carrie Guarino, who continues to work with legal counsel to clarify levy minimums for community colleges. Trustee Guarino reports it doesn’t appear a minimum has been set in MCA, though 1.5 mills is an established amount for other community colleges, continues to work on ballot language. Will meet with Clerk and Recorder, Regina Plettenberg for guidance.
 - i. Administrator’s Report (*Attachment C*) – Discussion by Jamie Ogden, BVCC Management Consultant as to obtaining a filing cabinet. Trustee Ernst to provide one. BVCC’s membership dues to Bitterroot Chamber of Commerce (\$125) reviewed. Wi-fi password discussed. Board of Trustee vacancy clarification needed. Discussion by Trustees Butler, Ernst & Johnson. Trustee Vacancy is to remain on website. Veterans Upward Bound computer class has been approved. BVCC Management Consultant Ogden to review specs. will be able to discuss and approve in January meeting.

- B. Secretary's Report - None
- C. Clerk's Report - None
- D. Bookkeeper's Report (*Attachments D1 and D2*) – BVCC Bookkeeper, Robert Underwood to work on accounts receivable procedures.
- E. Building and Grounds Committee - None
- F. Finance and Audit Committee - None
- G. Human Resources Committee – Trustee Johnson discussed bookkeeper application process. Bookkeeper position to be addressed in the next session.
- H. Engagement Work Group – Trustee Butler reviewed Ask and Listen online survey responses. There were 81 responses to the online survey and 85 people provided input at in-person events – for a total of 166 community members. Trustee Butler will forward the summary of the online survey to trustees and prepare an op-ed for local newspapers. Likewise, Trustee Butler will work with Jamie Ogden to update the BVCC Business Plan to incorporate input from the Ask & Listen survey and more concrete action steps related to workforce and trades education. Trustee Butler has attended meetings at the Valley Veterans' Service Center and Ravalli Electric Co-op Board of Directors. Additionally, the Montana Board of Regents thanked BVCC for attending its November meeting. Trustee Butler suggested BVCC's search for an accreditation. institutional partner should advance this spring.

6. Old Business (Action) - None

7. New Business (Action)

- A. Recommendation to approve a candidate as BVCC Staff Bookkeeper (*Attachments E1 and E2*) – A motion was made by Trustee Johnson, seconded by Trustee Smith to approve candidate as BVCC Staff Bookkeeper.

6:20 PM Trustee Butler closes meeting. Zoom muted. Executive session begins.

Executive Session - BVCC Board Policy, Section 2015

The chair may close a meeting during the time the discussion relates to a matter of individual privacy and then only if the chair determines the demands of individual privacy clearly exceed the merits of public disclosure. The right of individual privacy may be waived by the individual about whom the discussion pertains, and, in that event, the meeting must be open.

6:44 PM meeting re-opens.

- B. Recommendation to adopt the Narrative proposed by Trustee Butler, as the designated Board of Trustees communications representative, for the May 2024 Levy Ballot (*Attachment F*) –A motion was made by Trustee Smith, seconded by Trustee Ernst to adopt the Narrative proposed by Trustee Butler for the May 2024 Levy Ballot. Discussion by Trustees Butler, Ernst, Smith as to revise ballot narrative, including minor edits and clarifying property valuation statement.

With no further discussion, the motion to adapt narrative as revised was passed unanimously with four (4) "yes" votes. The resolution will be reviewed by Ravalli County Clerk & Recorder Regina Plettenberg and the Montana Commissioner of Political Practices in the coming months.

8. Policy Adoption and Review (Action)

A. First Reading – A motion was made by Trustee Smith, seconded by Trustee Johnson to approve the Policy Adoption and Review, Section A. With no further discussion the motion passed unanimously with four (4) "yes" votes.

- i. Section 5000. Student Services (policies for annual review with suggested revisions in red) (*Attachment G*)
 - a. 5001. Definitions
 - b. 5005. Admission
 - c. 5010. Tuition and Fees
 - d. 5015. Financial Aid
 - e. 5020. Student Records
 - f. 5025. Student Code of Conduct
 - g. 5030. Student Support Services
 - h. 5035. Student Activities and Organizations
 - i. 5040. Student Email

B. Second Reading – A motion was made by Trustee Johnson, seconded by Trustee Smith to approve Second Reading with revision to footnote 4055, p 67. With no further discussion the motion passed unanimously with four (4) "yes" votes.


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

- 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 – footnote p67 revision
 - m. 4060. Faculty Qualifications
 - n. 4065. Advisory Committees for Career and Technical Education Programs
 - o. 4070. Library and Learning Support

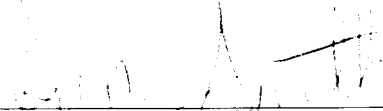
9. Adjournment - A motion was made by Trustee Smith, seconded by Trustee Johnson to adjourn the meeting at 7:23 PM. With no further discussion the motion was passed unanimously with four (4) "yes" votes. Meeting adjourned at 7:23 PM



Trustee Jean Butler, Board Vice Chair

2/5/2024

Date



Trustee Sue Smith, Secretary

Date