

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
4:30 PM, MONDAY, JULY 10, 2023
Conference Room, 317 North 3rd Street, Hamilton, Montana
Virtual Attendance Option: Zoom Link**

MINUTES

1. Call to Order and Roll Call-4:54 AM

Chair Carrie Guarino

Trustee Paul Ashcraft

Trustee Sue Smith (attended virtual)

Trustee Jennifer Johnson

Trustee Jean Butler

Trustee RAN Pigman

Victoria Clark, BVCC Chief Operating Officer (attended virtual)

Candace Erisman, BVCC District Clerk (attended virtual)

Public:

Darwin Ernst

2. Review, Revise, and Approve Agenda (Action)

- A. Trustee Butler made a motion, seconded by Trustee Ashcraft, to approve the agenda with an amendment, to include new item K Press Release. With no trustee discussion and no public comment, the motion passed unanimously with six (6) "yes" votes.

3. Public Comment/Correspondence on Items Not on the Agenda- No discussion

4. Consent Agenda (Action)

- A. Trustee Butler made a motion, seconded by Trustee Smith, to a) approve minutes from regular meeting, June 5, 2023, b) approve minutes from Engagement Work Group meetings, June 6, 20, and 27, 2023 with grammatical modifications, and c) approve warrant list for June 2023. With no trustee discussion and no public comment, the motion passed unanimously with six (6) "yes" votes.

5. Reports/Announcements (Information)

A. Chair's Report

i. Chief Operations Officer Report

Chief Operations Officer, Victoria Clark gave a FY2022 audit update.

B. Secretary's Report- No discussion

C. Clerk's Report- No discussion

D. Bookkeeper's Report- No discussion

E. Communications Committee- No discussion

F. Building and Grounds Committee- No discussion

G. Finance and Audit Committee- No discussion

H. Human Resources Committee

- i. Trustee Jennifer Johnson explained the Human Resources Committee has been developing interview questions for the new District Clerk position. The next Human Resources Committee meeting will be July 12, 2023. The committee will be looking at eligible candidates for the District Clerk position. District Clerk, Candace Erisman informed the Board of Trustees that she is working on a desk procedure for the District Clerk position.

I. Engagement Work Group

- i. The next engagement work session is July 11, 2023, at 2PM. Trustee Butler explained the Engagement Work Group (EWG) had meetings on June 6, 20, and 27. During these meetings, the EWG developed the Ask and Listen campaign. Community events have been investigated and narrowed down. Survey questions were developed. The next two Engagement Work Group meetings will be July 11, 2023 and July 25, 2023. Trustee Butler expressed the importance of a BVCC press release. A press release will reintroduce BVCC to the community. Also suggested were updates and better quality photographs of the trustees for the BVCC website. COO Clark presented the BVCC press release list of recipients for future BVCC press releases. COO Clark recommended also providing the community with an update via social media. Additional recipients for future press releases were discussed. Trustee Pigman presented his concerns with running a FY2024 levy. Trustee Butler and Trustee Guarino will meet with Joe Thiel, OCHE's Interim Deputy Commissioner, Academic, Research & Student Affairs on July 27, 2023. Trustee Butler discussed the list of questions developed to discuss with Joe Thiel. Trustee Pigman discussed concerns of how the public may perceive BVCC.

6. Old Business (Action)

None

7. New Business (Action)

- A. Chair Guarino expressed appreciation from the Board of Trustees (BOT) to Trustee Marci Smith. Trustee Johnson and Trustee Butler stated Trustee M. Smith brought the BOT through an incredibly tumultuous time. Trustee M. Smith was an incredible leader and led the BOT to where they are now. Trustee Ashcraft made a motion, seconded by Trustee Smith, to approve the resignation of Trustee Marci Smith. With no further trustee discussion or public comment, the motion passed unanimously with six (6) "yes" votes.
- B. Chair Guarino introduced trustee candidate Darwin Ernest. Candidate Darwin Ernest explained he would very much appreciate the opportunity to assist BVCC in their success by utilizing his experience in the community and in education. Trustee Ashcraft asked Ernest how he perceives BVCC? Ernest stated he believes BVCC is in a great spot. The only way to go is up. He believes the key to BVCC success is gathering all opinions and constructively building a team that can listen to the community's wants and needs. Trustee Butler made a motion, seconded by Trustee Pigman, to appoint trustee candidate Darwin Ernst to the trustee vacancy.

With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.

- C. Trustee Johnson asked if the budget itemized fee for the P.O. Box is up to date. COO Clark explained the P.O. Box fee is up to date. Trustee Ashcraft asked about elections and for which elections (general, primary, school district, ect.) would the BVCC have to bear the cost. COO Clark gave an overview of the election types and discussed BVCC’s cost for each type. Trustee Smith made a motion, seconded by Trustee Johnson, to approve the second reading of the FY2024 budget. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.
- D. Chair Guarino gave an overview of the MOU with the Human Resources Council. Trustee Butler made a motion, seconded by Trustee Smith, to approve the MOU with Human Resource Council (HRC) for the use of the room at 317 North 3rd Street, Hamilton for FY2024. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.
- E. Trustee Johnson asked if BVCC is receiving feedback from students who participate in the VUB program. COO Clark explained VUB does receive feedback from the students as well as conduct pre and post-tests. COO Clark will monitor this closely in the future for reporting back to the trustees. Trustee Pigman made a motion, seconded by Trustee Johnson, to approve Jon Swallow as a temporary hire to teach non-credit, Veterans Upward Bound (VUB) Introduction to Computers classes for FY2024 with cost reimbursed by VUB. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.
- F. Chair Guarino explained Kurt Foster will be a temporary hire rather than a contractor. She wants to be assured the Board of Trustees is comfortable with this. COO Clark explained that Foster can take trustees portraits, could take photos at trustee events, and could provide local landscape and community photos for BVCC communications. Trustee Butler made a motion, seconded by Trustee Johnson, to approve Kurt Foster as a temporary hire to take and provide photographs for use in BVCC communications. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.
- G. Trustee Smith made a motion, seconded by Trustee Ashcraft, to approve the purchase of seven laptops at approximately \$1,000 per laptop: five for student use, one for instructor use, and one for administrative use; BVCC Foundation will reimburse the BVCC for the purchase of the one instructor and five student laptops. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.
- H. Trustee Butler made a motion, seconded by Trustee Pigman, to approve Jon Swallow as a temporary hire for IT support to configure newly purchased laptops. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.
- I. Trustee Johnson made a motion, seconded by Trustee Ashcraft, to approve the purchase of an instructor podium, instructor stool, and secure cart for student laptop storage for approximately \$1,750; BVCC Foundation will reimburse the BVCC for the purchase of this equipment. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.

- J. Trustee Ashcraft recommended the use of a prepaid phone. COO Clark will explore the most affordable plan. Trustee Butler made a motion, seconded by Trustee Johnson, to approve the purchase of a cell phone and one-year cell phone plan for approximately \$500 in annual expense to establish a permanent BVCC District phone number; the district clerk will be the primary custodian of the cell phone. With no further trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.
- K. Trustee Butler explained a possible amendment to the current draft of the BVCC press release. Trustee Butler recommended drafting a new press release with the Engagement Work Group on July 11, 2023. Trustee Pigman recommended amending the press release at the July 10, 2023 meeting. The trustees briefly discussed amending the press release. Trustee Butler made a motion, seconded by Trustee Johnson, to approve the BVCC press release with the discussed amendments. With no further trustee discussion or public comment, the motion passed unanimously with five (5) “yes” votes and one (1) abstained vote. (Trustee Smith abstained as she hadn’t seen a copy of the press release as it was distributed via hard copy at the meeting, and she was attending virtually).

8. Policy Adoption and Review (Action)

A. First Reading

i. Section 1000. The District

- a. 1005. Legal Basis and Authority
- b. 1010. Mission

ii. Section 2000. Board of Trustees

- a. 2001. Definitions
- b. 2005. Authority and Composition
- c. 2010. Duties and Responsibilities
- d. 2015. Organization and Meetings
- e. 2020. Officers and Committees
- f. 2025. Quorum and Voting
- g. 2030. Agendas
- h. 2035. Minutes
- i. 2040. Public Participation
- j. 2045. Decorum

- iii. Trustee Butler made a motion, seconded by Trustee Johnson, to approve the second reading of Section 1000. The District, 1005-1010 and Section 2000 Board of Trustees, 2001-2045. With no trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.

9. Adjournment-6:48PM

- A. Chair Guarino mentioned the BVCC Foundation picnic is Tuesday July 18, 2023. Trustee Smith made a motion, seconded by Trustee Johnson, to adjourn the meeting. With no trustee discussion or public comment, the motion passed unanimously with six (6) “yes” votes.

Carrie Guarino

Carrie Guarino, Chair

8/7/23

Date

Jean L. Butler

Jean Butler, Secretary

8/7/2023

Date