

**BITTERROOT VALLEY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
5:30 PM, MONDAY, FEBRUARY 5, 2024  
Conference Room, 317 North 3<sup>rd</sup> Street, Hamilton, Montana  
Virtual Attendance Option: [Zoom Link](#)**

**AGENDA**

Agenda available at [bvcommunitycollege.org/meetings](https://bvcommunitycollege.org/meetings); supplemental materials available by emailing [district.clerk@bvcommunitycollege.org](mailto:district.clerk@bvcommunitycollege.org).

*NOTICE: Agenda items may be posted or changed up to 48 hours in advance of any meeting. Please visit [bvcommunitycollege.org/meetings](https://bvcommunitycollege.org/meetings) 48 hours prior to any meeting for latest agenda.*

*At this meeting the board takes official action on agenda items. Items of information and discussion are also on the agenda. **Public comment on items specifically listed on the agenda is taken when the item comes up for discussion and action.** Comments which may be construed as evaluative of the performance of a district employee are not allowed in an open meeting.*

1. Call to Order and Roll Call
2. Review, Revise, and Approve Agenda (Action)
3. Public Comment/Correspondence on Items Not on the Agenda  
*This is an opportunity for the public to bring to the board's attention any questions or relevant comments concerning district matters not on the agenda. The board is not permitted to take any action on matters brought to its attention unless the matter is specifically listed on a properly noticed agenda. Individual public comment in this section is limited to three (3) minutes.*
4. Consent Agenda (Action)
  - A. Approve minutes from regular meeting on January 8, 2024 (*Attachment A*)
  - B. Approve minutes from special meeting on January 12, 2024 (*Attachment B*)
  - C. Approve warrant list for January 2024 (*Attachment C*)
5. Reports/Announcements (Information)
  - A. Chair's Report
    - i. Administrator's Report (*Attachment D*)
  - B. Secretary's Report
  - C. Clerk's Report
  - D. Bookkeeper's Report (*Attachments E1 and E2*)
  - E. Building and Grounds Committee
  - F. Finance and Audit Committee
  - G. Human Resources Committee
  - H. Engagement Work Group
6. Old Business (Action)
  - A. Resolution to approve ballot language for May 2024 Levy Election (*Attachment F*)

- B. Resolution to hold a Trustee and Levy Election in May 2024 – tabled from January 8, 2024 meeting (*Attachment G*)
- 7. New Business (Action)
  - A. Resolution to suspend Trustee vacancy appointments until after the May 2024 election.
- 8. New Business (Discussion)
  - A. BVCC Business Plan Updates (see [Business Plan](#) on BVCC Web site)
  - B. Calendar and Master Task List Review (*Attachment H*)
- 9. Policy Adoption and Review (Action)
  - A. First Reading
    - i. Section 7000, Human Resources (revision of existing policy) (*Attachment I*)
      - a. 7001. Definitions
      - b. 7002. Responsibilities
      - c. 7005. Equal Employment Opportunity
      - d. 7010. Recruitment, Selection and Employment
      - e. 7015. College’s Management, Discipline, and Discharge Rights
      - f. 7020. Separation from Employment
      - g. 7025. Insurance Coverage
      - h. 7030. Retirement Plan
      - i. 7035. Tuition Waivers
      - j. 7040. Holidays
      - k. 7045. Leaves
  - B. Second Reading
    - i. Section 6000, Business and Fiscal Services (policies for annual review with suggested revisions in red) (*Attachment J*)
      - a. 6001. Definitions
      - b. 6005. Delegation of Authority, Business and Fiscal Services
      - c. 6010. Payment of Bills
      - d. 6015. Accounting System
      - e. 6020. Budget System
      - f. 6025. Investments
      - g. 6030. Purchasing
      - h. 6035. Bids and Contracts
      - i. 6040. Financial Audits
      - j. 6041. Financial Records
      - k. 6045. Assets
      - l. 6050. Insurance and Risk
      - m. 6055. Independent Foundations
      - n. 6060. Contributions and Gifts
      - o. 6065. Grants
- 10. Adjournment