

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
JUNE 29, 2021 5:30 PM
Bitterroot College, Hamilton, MT**

MEETING MINUTES

I. Call to Order and Roll Call

Chair Linda Doughty called the meeting to order at 5:31 pm. The following board members were in attendance:

Trustee Linda Doughty	Trustee Sue Smith
Trustee Don Gardner	Trustee RAN Pigman

Public Guests:

Nancy Bussiere (volunteer taking minutes)
Victoria Clark (volunteer acting as a resource for the trustees)

II. Review, Revise and Approve Agenda (Action)

A. Trustee Sue Smith made a motion to approve the meeting agenda for June 29, 2021. Trustee Gardner seconded the motion. With no discussion from the trustees and no public comment, the motion carried unanimously with four (4) "yes" votes.

III. Public Comment/Correspondence on items not on the agenda

A. None.

IV. Policy Adoption and Review (2nd Reading) (Attachment A)

A. Section 1000. The District

1. Trustee Pigman made a motion to approve Section 1000 The District, as amended, in its 2nd reading. Trustee Sue Smith seconded the motion. With no further discussion from the trustees and no public comment, the motion carried unanimously with four (4) "yes" votes.

B. Section 2000. Board of Trustees

1. Trustee Sue Smith made a motion to approve Section 2000 Board of Trustees, as amended for grammatical corrections, in its 2nd reading. Trustee Gardner seconded the motion. With no further discussion from the trustees and no public comment, the motion carried unanimously with four (4) "yes" votes.

C. Section 6000. Business & Fiscal Services

1. Victoria Clark explained the warrant list review and approval process.
2. Sections 6010 Designations of Signatures and 6041 Financial Records were discussed by the board with input from Clark. These sections will be drafted by Clark and reviewed by the board as a 1st reading at the July 6, 2021 regular meeting.
3. Trustee Pigman made a motion to approve Section 6000 Business & Fiscal Services, as amended for grammatical corrections, in its 2nd reading. Trustee Gardner seconded the motion. With no further discussion from the trustees and no public comment, the motion carried unanimously with four (4) "yes" votes.

D. Section 7000. Human Resources

1. Trustee Gardner made a motion to approve Section 7000 Human Resources, as

amended, in its 2nd reading. Trustee Sue Smith seconded the motion. With no further discussion from the trustees and no public comment, the motion carried unanimously with four (4) "yes" votes.

V. New Business (Action)

A. Appoint Nancy Bussiere as District Clerk

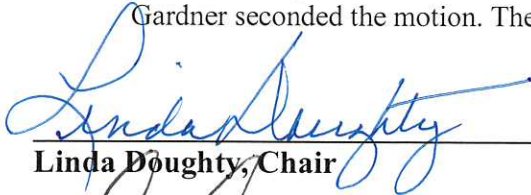
1. Trustee Pigman made a motion to appoint Nancy Bussiere as District Clerk of the Bitterroot Valley Community College. Trustee Sue Smith seconded the motion. With no further discussion from the trustees and no public comment, the motion carried unanimously with four (4) "yes" votes.

B. Authorize Presiding Officer Linda Doughty and District Clerk Nancy Bussiere as signatories on bank account

1. Trustee Gardner made a motion to authorize Presiding Officer (Chair) Doughty and District Clerk Bussiere as signatories on Bitterroot Valley Community College bank account. Trustee Sue Smith seconded the motion. Clark stated that Regina Plettenberg (Ravalli County Clerk & Recorder) was investigating the banking procedures followed by Flathead Valley Community College. Clark said she would investigate processes for Dawson Community College. With no further discussion from the trustees and no additional public comment, the motion carried unanimously with four (4) "yes" votes.

VI. Adjournment

A. Trustee Pigman made a motion to adjourn the special meeting of June 29, 2021. Trustee Gardner seconded the motion. The meeting adjourned at 7:01pm.



Linda Doughty, Chair



Date



Don Gardner, Secretary



Date