

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
5:30 PM, TUESDAY, December 2, 2025
City of Hamilton, Downstairs Meeting Room, Bedford Bldg.
223 S. Second Street, Hamilton, Montana
Virtual Attendance Option: [Zoom Link](https://us06web.zoom.us/j/84541148381?pwd=iMYg9z82F5lTldUXBuHx688k2w8kt0.1)
<https://us06web.zoom.us/j/84541148381?pwd=iMYg9z82F5lTldUXBuHx688k2w8kt0.1>**

MINUTES

1. Call to Order and Roll Call – 5:30 pm

Trustee Darwin Ernst – Chair
Trustee Jennifer Johnson – Vice-Chair
Trustee Sue Smith – Secretary
Trustee Michele Binkley

BVCC District Clerk – Katie Emery
BVCC Consultant – Jamie Ogden (virtual)
BVCC Bookkeeper – Robert Underwood

Public – None

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

BVCC Consultant Jamie Ogden suggested that the board add the approval of the November 2025 warrant list as item 4c. Trustee Darwin Ernst motioned to approve the agenda for December 2, 2025 with the suggested edit; the motion was seconded by Trustee Michele Binkley. With no further discussion, the motion passed unanimously with four (4) “yes” votes.

3. Public Comment/Correspondence on Items Not on the Agenda

There was no public in attendance.

4. Consent Agenda (Action)

- a. Approve minutes from Board of Trustees regular meeting on October 20, 2025
(Attachment A)

Trustee Sue Smith asked about whether it should be fiscal year instead of calendar year in the last sentence in item 6a. BVCC District Clerk Katie Emery confirmed that the Ravalli County Commissioners were told that the board was hoping to be dissolved by December 31, 2025. Trustee Sue Smith motioned to approve the regular meeting minutes for October 20, 2025; the motion was seconded by Trustee Jennifer Johnson. With no further discussion, the motion passed unanimously with four (4) “yes” votes.

- b. Approve warrant list for October 2025 (*Attachment B*)

Trustee Jennifer Johnson asked Trustee Darwin Ernst if he had received the purchase order shown on the warrant list. Trustee Darwin Ernst had not received the purchase order at the time and BVCC Bookkeeper Robert Underwood still needed to send it for signature. The purchase order is for the regular monthly subscriptions. Trustee Jennifer Johnson motioned to approve the October 2025 warrant list; the motion was seconded by Trustee Sue Smith. With no further discussion, the motion passed unanimously with four (4) “yes” votes.

- c. Approve warrant list for November 2025

Trustee Michele Binkley motioned to approve the November 2025 warrant list; the motion was seconded by Trustee Jennifer Johnson. With no further discussion, the motion passed unanimously with four (4) “yes” votes.

5. Old Business (Action)

- a. Recommendation to Accept FY24-26 Fiscal Audit engagement with Doyle & Associates (*Attachment C*)

BVCC Consultant Jamie Ogden reported that she spoke with Tana Doyle earlier in the day. Tana will prepare a letter of engagement and is interested in combining FY24 and FY25 into one audit so that the cost is less expensive. The board is interested in finalizing the FY24 and FY25 combined audit before the college is dissolved. If not, then Ravalli County will take over the audit process. There was no action taken on this item.

6. Old Business (Discussion)

- a. Ravalli County Commissioners’ Meeting on Dissolution of the Bitterroot Valley Community College District

BVCC Consultant Jamie Ogden spoke with Ravalli County Commissioner, Dan Huls, earlier in the day to express the board’s desire to dissolve and ask that the commissioners add this request to an upcoming meeting agenda. Trustee Darwin Ernst stated that he can reach out to Chris Taggert, Ravalli County Commission Admin, to get this request on the agenda if need be.

- b. Update on donation of Restricted Funds

BVCC Consultant Jamie Ogden contacted Becci Bargfrede, Chief Transformational Officer with Bitterroot Health, to include her in the process of getting the funds to the hospital program. Jamie drafted a letter and Becci will get Terri Ryan to sign the letter at an upcoming dinner later in the week.

- c. Consideration of plans and responsibilities for storing files and liquidating equipment after dissolution. Recommendation to delete unused subscription accounts.
(Attachment D)

BVCC District Clerk Katie Emery reported that the FY24 electronic folders are missing items. She and BVCC Consultant Jamie Ogden will meet on December 12, 2025 to find missing documents in the paper folders and get them scanned. Katie mentioned that if a signed document is unaccounted for, she will bring an unsigned copy to the board at the next meeting so that it can be signed. She also reported that she will also be converting any documents saved in Word format into Adobe PDFs. Jamie reported that Dixie from Literacy Volunteers would like the six laptops and cart. Jon Swallow is interested in wiping them before they are donated. Trustee Darwin Ernst reported that he can recall that he has one of the plastic chairs. Darwin may not have any of the coolers or the trash can but will take a look in his shop. Jamie has photos of the all the items and will send them to Darwin so he can ask his contact at S.A.F.E. if they would like the desks and table. Jamie will also add the photos of the items to the attachment for the next meeting.

7. Reports/Announcements (Information)

- a. Chair's Report

No report.

- 1. Administrator's Report (Attachment E)

No report.

- b. Secretary's Report

No report.

- c. Clerk's Report

BVCC District Clerk Katie Emery reported that she has been downloading all of the public notice affidavits from the Column subscription into the appropriate meeting folders.

- d. Bookkeeper's Report (Attachment F)

No report.

- e. Human Resources Committee

No report.

- f. Building and Grounds Committee

No report.

- g. Finance and Audit Committee

No report.

8. Announcements

Next Regular BOT Meeting: Monday, January 5, 2026 at 5:30 pm

9. Adjournment

Trustee Sue Smith motioned to adjourn the board meeting; the motion was seconded by Trustee Jennifer Johnson. With no further discussion, the motion passed unanimously with four (4) “yes” votes.

Trustee Darwin Ernst – Chair

Date

Trustee Jennifer Johnson – Vice Chair

Date