

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING
5:30 PM, MONDAY, MARCH 6, 2023
Conference Room, 317 North 3rd Street, Hamilton, Montana
Virtual Attendance Option: MS Teams Link**

MINUTES

1. Call to Order and Roll Call- 5:34 PM
Chair Marci Smith Absent: Trustee Carrie Guarino
Trustee Sue Smith Trustee Jean Butler
Trustee Paul Ashcraft Absent: Trustee RAN Pigman

Victoria Clark, BVCC Chief Operations Officer
Candace Erisman, BVCC District Clerk

Public:
Jennifer Johnson
2. Review, Revise, and Approve Agenda (Action)
 - A. Trustee Butler made a motion, seconded by Trustee S. Smith, to approve the agenda, with an amendment, to include a new item 6b: correct version 457 B PERS Contract. With no trustee discussion and no public comment, the motion passed unanimously with four (4) “yes” votes.
3. Public Comment/Correspondence on Items Not on the Agenda- No Discussion
4. Consent Agenda (Action)

Trustee S. Smith made a motion, seconded by Trustee Butler, to approve minutes from regular meeting, February 6, 2023, approve minutes from Strategic Planning Special Committee meeting, February 21, 2023, and approve warrant list for February 2023. With no further trustee discussion or public comment, the motion passed unanimously with four (4) “yes” votes.
5. Reports/Announcements (Information)
 - A. Chair’s Report- No Discussion
 - i. Chief Operations Officer Report
 - a. FY2023 budget update. Chief Operations Officer, Victoria Clark discussed the Bitterroot Valley Community College Budget. All options to scale back financially were discussed. Understanding the state appropriation. The governor’s funding proposal was discussed. COO Clark discussed the document Funding Formula Appropriation: Existing Districts. The appropriation in the budget is proposed by the Office of the

Commissioner of Higher Education (OCHE) on behalf of the governor. An exceptional working relationship between BVCC and OCHE is imperative. Trustee Ashcraft asked what exactly is a mandatory levy. COO Clark stated that a mandatory levy in the BVCC context is a levy required for receipt of a state appropriation. However, the levy itself must be approved by district voters before it can go into effect. Essentially, no state funds until district voters pass a mandatory levy amount set by the legislature. Existing community colleges established prior to 2021 do have mandatory levies set by the legislature that do/did not first require approval by their district voters (health insurance and retirement levies), however, these levies by law are not available to the BVCC. It was noted that at present the legislature has not set or proposed a mandatory levy amount for receipt of state funds. Clark discussed the community college funding formula for existing districts versus the community college funding formula for new districts. Clark discussed how OCHE has proposed categorizing BVCC as an existing district rather than a new district for the 2025 Biennium and beyond. It was discussed that it appeared in law that BVCC must return any unspent 2023 Biennium appropriation at the end of FY2023. Trustee Ashcraft will discuss this issue with HD 86 Representative David Bedey and get clarification on the BVCC retaining spending authority of its 2023 Biennium appropriation through the 2025 Biennium.

- b. *Chair M. Smith adjourned the meeting for a 7-minute break at 7:13 PM. Chair M. Smith reconvened the meeting at 7:20 PM.*

Discussion on understanding the community college state appropriation continued. Discussion focused on the impacts of different FTE funding factor proposals and the impact of categorizing BVCC's FY2022 state appropriation as part of OCHE's FY2023 base year calculations.

- 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- No discussion
- I. Strategic Planning Special Committee-
 - i. BVCC Campus Report for March 2023 Montana Board of Regents meeting. Trustee Butler explained that the BVCC business plan had been sent to the board of regents. BVCC submitted a campus report to the board of regents, going forward a BVCC campus report will be submitted at

every board of regents meeting. Trustee Butler gave an update on what the strategic planning special committee (SPSC) had accomplished. The next SPSC meeting is March 13, 2023.

6. New Business (Action)

- A. Trustee Butler made a motion, seconded by Trustee S. Smith, to approve Jon Swallow for a temporary hire to teach a non-college credit, Veterans Upward Bound Introduction to Computers course for spring 2023.
- B. Trustee Butler made a motion, seconded by Trustee S. Smith to approve the adoption of the correct version 457 B PERS Contract. With no further trustee discussion or public comment, the motion passed unanimously with four (4) “yes” votes.

7. Policy Adoption and Review (Action)

A. First Reading

- i. Section 6000. Business and Fiscal Service (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
- ii. Trustee S. Smith made a motion, seconded by Trustee Ashcraft, to approve the first reading Section 6000. Business and Fiscal Service, 6001-6065. With no further trustee discussion or public comment, the motion passed unanimously with four (4) “yes” votes.

B. Second Reading

- i. Section 5000. Student Services (policies for annual review with suggested revisions in red) (*Attachment K*)
 - 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
- ii. Trustee S. Smith made a motion, seconded by Trustee Butler, to approve the second reading Section 5000. Student Services, 5001-5040. With no further trustee discussion or public comment, the motion passed unanimously with four (4) "yes" votes.

8. Adjournment- 8:10 PM

- A. Trustee Butler made a motion, seconded by Chair M. Smith, to adjourn the meeting. With no trustee discussion or public comment, the motion passed unanimously with four (4) "yes" votes.



Marci Smith, Chair



Paul Ashcraft, Secretary

5/1/2023
Date

5/1/2023
Date

