

**BITTERROOT VALLEY COMMUNITY COLLEGE
BOARD OF TRUSTEES
REGULAR BOARD MEETING / ANNUAL ORGANIZATION MEETING
5:30 PM, MONDAY, JUNE 6, 2022**

MEETING MINUTES

1. Call to Order and Roll Call - 5:32 PM
Chair Marci Smith Vice Chair RAN Pigman
Trustee Carrie Guarino Trustee Sue Smith
Trustee Janet Woodburn

Public:

Nancy Bussiere, BVCC District Clerk
Dr. Victoria Clark, Transition Services Contractor
Paul Ashcraft, Incoming BVCC Trustee
Jeffrey John
Charles E. Wissenback
Saundra Amsden, BVCC Foundation
Eric Gren, Bitterroot College faculty
Kierstin Schmitt, BVCC Foundation Secretary

2. Review, Revise, and Approve Agenda (Action)
 - A. Trustee Sue Smith made a motion, seconded by Trustee Pigman, to approve the agenda. With no trustee or public discussion, the motion passed with five (5) "yes" votes.
3. Public Comment/Correspondence on Items Not on the Agenda
 - A. Charles Wissenback encouraged the board to hold a non-permanent levy election in the autumn and offered suggestions on engagement of the public in order to have the levy pass. Jeffrey John, formerly an advanced machinist instructor at Missoula College, encouraged the board to move forward as a community college offering trade classes and offered assistance in finding faculty and industry partners for classes and for apprenticeship programs. John's students are finding employment immediately upon completion of their course. John encouraged the board to look for a large building, similar in size to Kmart or 1st Interstate fairgrounds building, and have machines owned by industry partners. John stated the board should focus on what the public really wants: skilled trades.
4. Consent Agenda (Action)
 - A. Trustee Sue Smith made a motion to approve minutes from the Regular Meeting, May 2, 2022 and the Special Meeting, May 12, 2022, and the Warrant List for May 2022. With no trustee or public discussion, the motion passed with five (5) "yes" votes.

5. Reports/Announcements (Information)
 - A. Chair's Report
 - i. Transition Services Report (Attachment A):
 - a. Victoria Clark stated she will complete the remaining Board of Trustees policies before the end of this contract.
 - ii. Chair Marci Smith presented a gift, sincere appreciation for years of vision and leadership, and best wishes to Victoria Clark as she steps down as Director of Bitterroot College. Clark received a standing ovation from all persons present.
 - B. Secretary's Report - none
 - C. Clerk's Report - none
 - D. Bookkeeper's Report (Attachment B and C)
 - E. Communications Committee - none
 - F. Building and Grounds Committee
 - i. Trustee Pigman reported the options being considered have settled with the loss of the levy election.
 - G. Finance and Audit Committee
 - i. There will be a committee meeting to draft a FY2023 budget for submission to the regents on or before August 15.
 - ii. Trustee Woodburn inquired whether BVCC will receive any state money. Clark stated BVCC could submit a FY2024-25 biennium budget and ask for state money, the receipt of which would be contingent on college student numbers. A biennium budget is due August. At this point in time, state law does not require a local levy in order for the BVCC to be eligible for state money. However, it is likely a minimum local levy of 1.5 mills will be required in order for the BVCC to receive state money following the upcoming legislative session (Spring 2023). BVCC could also choose to request state money for FY2025 only
 - iii. Trustee Guarino reported there have been no responses to our RFP for an audit. Clark will reach out to auditing companies and noted there is not a hard date on audit completion required by legislature.
 - H. Human Resources Committee - none
6. Unfinished Business (Action) - none
7. New Business (Action)
 - A. Resignation of Trustee Don Gardner
 - i. Trustee Woodburn made a motion, seconded by Trustee Sue Smith, to accept the resignation of Trustee Don Gardner. Trustees and Clark individually spoke of the attention and careful deliberation Gardner gave to BVCC work over the past two years, and the heavy load of work and many, many presentations he covered during the levy election period. It was agreed his presence will be missed.
 - ii. Approve process for appointing new trustee to fill trustee vacancy
 - a. The trustee vacancy is for a one-year period. Suggestions were made to reach out to the candidate who received the 3rd most votes in the election and/or open the position up to the public through a vacancy posting in the

newspaper as done previously. Trustee Woodburn made a motion, seconded by Trustee Sue Smith, to postpone the approval of a process for appointing a new trustee to fill the trustee vacancy to the July regular meeting. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.

8. Policy Adoption and Review (Action)

A. Second Reading (see attachments)

- i. Policy 3060. Alcohol, Drugs, Marijuana, Nicotine, and Tobacco on Campus (original adoption)
 - a. Trustee Sue Smith made a motion, seconded by Trustee Guarino, to accept the original adoption of Policy 3060. Alcohol, Drugs, Marijuana, Nicotine, and Tobacco on Campus. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.
- ii. Policy 7085. Alcohol, Nicotine, and Drug Free Workplace (revisions)
 - a. Trustee Sue Smith made a motion, seconded by Trustee Guarino, to accept the revisions to Policy 7085. Alcohol, Nicotine, and Drug Free Workplace. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.

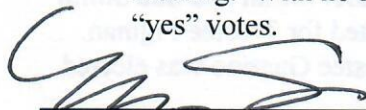
9. Annual Trustee Election and Board Reorganization

A. Notary public Meri Telin administered the oath of office to Newly Elected Trustees Paul Ashcraft, Carrie Guarino and Marci Smith.

B. Reorganization of Board

- i. Elect Board Chair
 - a. Trustee Pigman made a motion, seconded by Trustee Ashcraft, to elect Marci Smith as Board Chair. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.
- ii. Elect Board Vice Chair
 - a. Trustee Woodburn made a motion to elect Trustee Guarino as Vice Chair. Trustee Sue Smith made a motion to elect Trustee Pigman as Vice Chair. Chair Marci Smith made a motion to elect Trustee Ashcraft as Vice Chair. Trustee Pigman stated he would like to devote his attention to buildings and infrastructure. A confidential vote was submitted by each trustee to elect either Trustee Guarino or Trustee Ashcraft as Vice Chair. Chair Marci Smith read the votes: Trustees Pigman, Woodburn, and Guarino voted for Trustee Guarino. Trustees Marci Smith and Sue Smith voted for Trustee Ashcraft. Trustee Ashcraft voted for Trustee Pigman. With no further trustee or public discussion, Trustee Guarino was elected as Vice Chair.
- iii. Elect Board Secretary
 - a. Trustee Woodburn made a motion, seconded by Trustee Pigman, to elect Trustee Ashcraft as Secretary. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.
- iv. Board Committee Appointments
 - a. The following Standing Committee appointments were agreed:

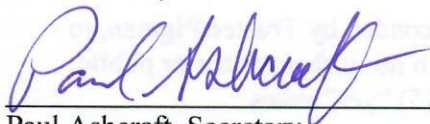
- a. Communications Committee: Trustee Marci Smith, Chair, and Trustee Ashcraft.
 - b. Building and Grounds Committee: Trustee Pigman, Chair, and Trustee Woodburn.
 - c. Finance and Audit Committee: Trustee Sue Smith, Chair, and Trustee Woodburn and Trustee Guarino.
 - d. Human Resources Committee: Trustee Woodburn, Chair, and Trustee Guarino
 - e. Policy Committee: Trustee Marci Smith, Chair, and Trustee Ashcraft.
- v. Appoint District Clerk
- 1. Trustee Pigman made a motion, seconded by Trustee Woodburn, to appoint Nancy Bussiere as district clerk. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.
10. New Business (*continued*) (Action)
- A. Recommendation to move regular board of trustees meeting day for July from Monday, July 4 to Monday, July 11. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.
 - i. Trustee Woodburn made a motion, seconded by Trustee Pigman, to move the regular board of trustees meeting day for July from Monday, July 4 to Monday, July 11.
 - B. Recommendation to approve a special meeting for 5:30 PM, Thursday, June 16 to discuss district's plan for fiscal year 2023 (July 1, 2022 through June 30, 2023)
 - i. Trustee Woodburn suggested deferring the fiscal year discussion to the July 11 regular meeting, however it was agreed that would place the work and decisions too close to the budget due date. Trustee Woodburn made a motion, seconded by Trustee Sue Smith, to approve a special meeting for 5:30 PM, Monday June 20, to discuss the district's plan for fiscal year 2023 (July 1, 2022 through June 30, 2023). It was agreed Chair Marci Smith would reach out to Paul Gladen from Accelerate Montana to attend the June 20 special meeting to explain the process on how BVCC might request ARPA funding. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.
11. Adjournment – 7:50 PM
- A. Trustee Sue Smith made a motion, seconded by Trustee Guarino, to adjourn the meeting. With no further trustee or public discussion, the motion passed with five (5) "yes" votes.



 Marci Smith, Chair

7/11/2022

 Date



 Paul Ashcraft, Secretary

7/11/2022

 Date