

BITTERROOT VALLEY COMMUNITY COLLEGE
FINANCE & AUDIT COMMITTEE MEETING MINUTES

317 N. 3rd Street, Hamilton, MT

JUNE 29, 2022

1. Call to Order – 5:31 PM

Present:

Trustee Sue Smith, Chair – via Zoom

Trustee Janet Woodburn – via Zoom

Trustee Carrie Guarino

Public:

Nancy Bussiere, BVCC District Clerk

Dr. Victoria Clark, BVCC Transition Services Contractor

Robert Underwood, BVCC Bookkeeper

Kierstin Schmitt, Bitterroot Valley Community College Foundation Secretary

2. Agenda- (Action)

A. Trustee Woodburn made a motion, seconded by Trustee Guarino, to approve the agenda. The motion passed with three (3) “yes” votes.

3. Public Comment – None

4. Discussion (Information)

A. Discuss fiscal year 2023 budget development options

1. Victoria Clark presented a BVCC-FY2023 Draft Budget with no programming. The trustees discussed revenue and expense detail line items. Robert Underwood stated the annual audit expense will most likely be \$3000-\$5000 rather than \$10,000. Clark noted election expenses, if the May election is contested with no school districts involved, would cost about \$35,000. In response to Trustee Guarino’s inquiry, Clark stated if there is no programming, expenses would be at least \$50,000-\$70,000 per year. In response to a question from Trustee Smith, Clark stated BVCC could ask the Office of the Commissioner for Higher Education (OCHE) whether the surplus money at the end of FY2023 could be carried over.

2. Clark presented a BVCC-FY2023 Draft Budget with sample Programming, which applied the lowest number of enrolled students in each medical and skilled trades class offering. Clark stated fees are determined by the use of Condensed Curriculum International (CCI), a national firm which provides the curriculum, hires, and pays for the instructor, and provides and pays for all necessary equipment. CCI charges a flat amount for each student, of which BVCC would receive about 20%, and BVCC would add an additional small percentage. Alternately, BVCC could develop the curriculum itself, or BVCC could look to the organization who coordinates testing for the course, purchase the curriculum from that organization, and BVCC hires the instructor and purchases the

necessary equipment. CCI offers both medical and non-medical courses. Trustee Woodburn suggested BVCC offers skilled trades courses as they are not being offered in the valley at this time. Clark revised the draft FY2023 Budget with programming to offer six skilled trade courses offered by CCI and noted BVCC could easily run five to seven courses with two full-time staff members. Clark agreed to forward a list of CCI course offerings and costs to the finance & audit committee trustees. It was noted Bitterroot College (BC) is not offering Patient Access & Registration (PAR) classes. Trustee S. Smith asked about medical billing and coding. Clark stated CCI's medical billing and coding curriculum did not align with the hospital's current billing and coding procedures. Trustee Woodburn does not believe clinics and hospitals would hire a CCI medical and billing coding student due to the technical nature of billing departments but stated she is not strongly against BVCC offering a PAR class. Clark noted NCCER (National Center for Construction Education and Research) provides curriculum for skilled trades which is a longer and stronger program. The trustees discussed locations for classrooms and equipment. Clark stated CCI provides all needed equipment within a trailer classroom setting. Clark shared that Jim Morton with the Human Resource Council (HRC) was amenable to BVCC using HRC conference space for classroom activities. Clark noted there is also a need for retail space for students to come and apply for classes, meet with a staff person, etc., and HRC may also be amenable to sharing its reception space with BVCC. Trustees noted BVCC could also approach local high schools. Clark stated historically high school fees for welding space were \$10,000/semester plus \$35/hour for a custodian to be present during after-hours use. Trustee Woodburn noted the \$25,000 final balance loss on the draft budget. Clark suggested the BVCC Foundation may be willing to assist with capacity building, such as assisting with program development, building rental costs, and furniture. Additionally, Accelerate Montana could be asked for marketing money. Clark agreed BVCC is not sustainable without a levy after this fiscal year, and would need at least \$300,000 annual operating revenue (about 3 mills) to have a bare bones workforce center. The trustees and public discussed levy and election timing. Clark noted BC is not an official campus of the Montana University System and thus lacks legitimacy and the sustainable funding that would follow legitimacy. Kierstin Schmitt stated BVCC must connect with Governor Gianforte's office concerning his "Come Back Montana" plan which includes targeting skilled trades education.

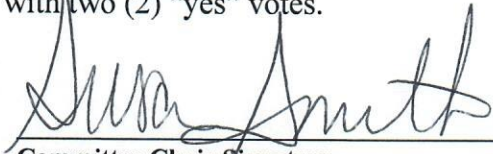
5. New Business (Action)

A. Recommend fiscal year 2023 budget development options be submitted to BVCC Board of Trustees for deliberations

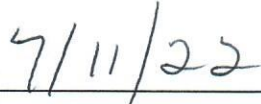
1. Trustee Woodburn made a motion, seconded by Trustee Guarino, requesting Clark to create three BVCC FY2023 Draft budget options for presentation to the BVCC board of trustees at their July 11, 2022 regular meeting: 1) No programming; 2) Skilled trades courses only; 3) A mix of medical and skilled trades courses. With no further trustee or public discussion, the motion passed.

6. Adjournment

A. Trustee Guarino departed the meeting at 6:53 pm. Trustee Woodburn made a motion, seconded by Trustee Sue Smith, to adjourn the meeting at 6:59 pm. The motion passed with two (2) "yes" votes.



Committee Chair Signature



Date