

Meeting Notes
Bitterroot College Steering Committee Meeting
2 p.m., April 28, 2009
School Administration Building Conference Room
Hamilton, Montana

Agenda

Attending:

- Patricia Wilson Meakin – BVCC-E Representative
- John Robinson – BVCC Trustees-elect Representative
- Patti Furniss – Job Center Representative
- Katelyn Andersen – MSU Extension
- Rick O'Brien – Economic Development
- Dixie Stark – Adult Basic Education Representative
- Tim Bronk – School Superintendents
- Royce Engstrom – UM Academic Affairs
- Chuck Jenson – FVCC Designee
- Sharon Alexander – HHEC Representative
- Lynn Stocking – UM COT Representative
- Mary Moe – Commissioner's Office (by phone)

Also Attending: Maria Cole, UM HRS Recruiting Manager (by phone), Frank Laurence, Victoria Clark, Rama Baikadi, Sarah Monson

1. Approve Decision/Actions Summary from April 14 Meeting

After spelling corrections to Sepp Jannotta and Katelyn Andersen, notes from the April 2 meeting were approved.

2. Search Committee Report – Sharon Alexander, Maria Cole

The Search Committee, chaired by Sharon Alexander, met on April 22nd to [draft a role description](#). Maria Cole, Recruiting Manager for Human Resource Services at UM, ensured the draft was compliant with University/State policies.

Maria explained that the role description outlines responsibilities, tasks, reporting line, and physical requirements, and serves as the foundation from which the position advertisement will be developed.

Committee Edits to Role Description:

- Section 4:
 - To correct the redundancy in listing needs assessment twice, delete the second mention, on the second line of the third paragraph
 - Also, the very last sentence should read “Provost and Vice President for Academic Affairs, minus the hyphen and replacing the word “of” with “for”

- Section 5:
 - The first sentence, “The Interim Director will supervise volunteer administrative staff” should be removed. Section 7, Bullet 7 speaks to enlisting support at the community level.
 - Correction was made to the name of Dixie Stark’s group, Literacy Bitterroot, instead of the Adult Education and Literacy Group.
- Section 6:
 - The first paragraph should read: “The minimum education requirement for this position is a Master’s degree in Education, Business Management or other closely related area and three (3) years of related experience. An equivalent combination of education and experience may be considered.”
 - In bullet 7: remove “remain within statutory compliance” and replace with “comply with applicable policies, regulations, and laws.”
- Section 7
 - The decision was made to add a bullet addressing candidate’s knowledge of workforce training systems in Montana, both credit and non-credit in nature.
- The Search Committee will also insert a bullet in the appropriate section regarding working with the secondary education sector – for example, overseeing dual credit, scholarships, enrollment, working with counselors, getting information to school districts, recruitment, marketing, visiting schools.
- The Search Committee will also insert a bullet in the appropriate section regarding community involvement/community knowledge. An item about Ravalli County specifically could be added to the preferred qualifications. The committee could also include a supplemental question such as “How would you feel about relocating to the Bitterroot Valley?”

Action Items:

- Search Committee will make the above edits and email revised version to steering committee.
- Per Maria Cole, next steps include: draft ad copy, decide on recruitment plan, create supplemental questions and decide where to post them.
- The finalized position can be posted on UM HRS website, or whatever website the Steering Committee prefers. It will need to be posted for a minimum of two weeks. Typically positions are run in the newspaper on Wednesdays and Sundays.

Other Notes:

- The steering committee will address the working title of the entity and the salary range of the director in a future meeting.
- The Interim Director will receive any administrative support from UM CE and Sharon Alexander’s staff.

The Committee voted to approve the role description after above edits are made.

3. Criteria/Process for Selecting Student Representative – Patricia Meakin

Committee Edits to Application Posting for Non-Traditional Student Position

- Royce Engstrom requested removing the title “Bitterroot College” and suggested using “College Programs of the Bitterroot” instead.
- The third bullet regarding age specifications for non-traditional students will be removed.
- Patti Furniss’ contact information will be added to the announcement.

Action Items:

- Patricia Meakin will distribute the announcement immediately, once the changes are made. The position announcement could be distributed through any or all of the following: PSA (and possibly an article) in Ravalli Republic, a notice at the HHEC, Friday morning radio.
- Patti Furniss will collect Applications for Non-Traditional Student position on Steering Committee, by regular mail, email, fax, or in person.
- A few committee members will serve as a screening committee, to discuss applications and present recommendations at the next meeting. Dixie Stark and Katelyn Andersen volunteered to assist on this sub-committee.
- Patricia Meakin will come to the next meeting with recommendations on the topic of the non-traditional student representing constituencies in and out of school, outreach to other non-traditional students, and/or coordination of a larger group.

4. Fall 2009 Offerings – Lynn Stocking

The schedule for Fall Semester 2009 will be finalized at/by the next meeting, with the agreement that:

- Fall 2009 Enrollment will be used to determine Spring 2010 and Fall 2010 offerings.
- Current HHEC enrollment will be reexamined, especially where the 8-10 Accounting students are concerned, to be sure that options are available to continue their courses of study in Fall 2009.

Possible Edits to Course Offerings

- FALL 2009
 - Add MATH 121, or another college level math course, to enable a student to take 15 college credits total.
- SPRING 2010
 - Remove Math 121, College Algebra.
 - Replace WRIT 121 with WRIT 101, a repeat from Fall 09, depending on student demand.

Action Items:

- There's a possibility that AASC 101, Study and Learning Strategies, could be repeated every autumn, or even offered online in the summer, depending on whether the course content can be compressed into the shorter time period. Lynn Stocking will look into that possibility.

5. Needs Assessment – High School Student Demographic – Mary Moe

- Given that a) there isn't any time left in the spring semester for a needs assessment, b) many students have their fall schedules already set up, c) the schools would prefer that a plan is in place before students get involved, no needs assessment will take place this semester.
- The class offerings need to be finalized and distributed in the next two or three weeks to let students know what's available for Fall 2009 and to optimize enrollment.

6. Other**a. Non-credit offerings:**

- Patricia Meakins has compiled a list of possible non-credit offerings and will distribute the list, to include Computer Basics, QuickBooks, and Certified Nursing Assistant (CNA) classes.
- These courses will be offered primarily during the summer, so as not to compete with courses already offered by schools. Workforce training opportunities were identified at Dickinson Learning Center in Missoula and the Flathead Valley Community College to see what is successful at drawing students. We'll also try not to duplicate services offered elsewhere in the Bitterroot and will circulate the final list of non-credit offerings to make sure there are no conflicts.
- Some schools might be open to provide space for these courses, as a PR interest. The CNA course might be held in a clinic instead.
- Lynn Stocking, Patricia Meakin, and Patti Furniss are on the sub-committee for non-credit offerings.

b. Meeting Notice and Materials Dissemination:

- Mary Moe will compile and develop materials for upcoming meetings and will work with Patricia to get those out.
- Patricia Meakin will distribute the materials to a broader local group and will continue to do PSAs.

Public Comment:

- Victoria Clark and Patricia Meakin have worked on a stakeholder list. Victoria asked whether the list could be distributed to the whole group for additions before the next meeting.

Good of the order:

- There was some discussion about having the next meeting in Darby, using Vision Net, instead of conference calling. Other Vision Net locations include the Helena COT, and UM.
- The committee will communicate electronically to determine the best date for the next meeting, likely during the week of May 18th.