

Bitterroot College Steering Committee Protocol

I. Formation of the Steering Committee

A. Establish the duties of the Steering Committee.

1. The primary responsibility of the Bitterroot College Steering Committee is to develop a plan for the new adult learning entity in Ravalli County. The plan will include:
 - A mission statement and name for the entity
 - A governance, management and funding structure
 - A prioritized academic plan reflecting the results of the needs and resources assessment
 - A three- to five-year business plan for start-up of the new entity
 - Performance metrics for continued support beyond the start-up period
2. The secondary responsibility of the Steering Committee is to identify and recommend responses to high-priority needs and opportunities for adult learning programs currently existing or emerging prior to the completion of the plan. These needs and opportunities include, but may not be limited to:
 - Continuity and quality of HHEC for-credit services in Ravalli County during the planning and transition phase
 - Workforce training
 - Emergent opportunities through the ARRA and Montana legislation related to the ARRA, as well as the Making Opportunity Affordable Initiative.
3. The Steering Committee may delegate portions of these tasks to subcommittees (internal) or to workgroups (internal + external) as it deems necessary, all reporting back to the Committee as a whole.

B. Identify the membership of the Steering Committee.

1. Local stakeholders:
 - County Commissioners – Carlotta Grandstaff
 - School Superintendents – Tim Bronk
 - Economic Development – Rick O’Brien
 - Workforce Development Representative – Deb Morris
 - Adult Education Representative – Dixie Stark
 - BVCC Trustees-elect Representative – John Robinson
 - BVCC-E Representative – Patricia Wilson Meakin
 - Student Representative – Anita Driscoll/Kimberley Mills
2. Higher education partners:
 - Commissioner’s Office – Mary Moe
 - UM Academic Affairs – Royce Engstrom
 - FVCC Designee – Chuck Jensen
 - UM Continuing Education Representative – Sharon Alexander
 - UM COT Representative – Lynn Stocking
 - MSU Extension – Katelyn Andersen/Bobbie Roos

C. Establish Steering Committee philosophy and operating guidelines.

1. The Steering Committee embraces a collaborative model in which all members have equal status and are respected for the value they bring to our shared work.
2. The Steering Committee will strive for consensus in all its decisions, especially those related to its primary responsibility, but will accommodate division when time constraints require a decision before consensus can be reached.

3. At its first meeting, the Steering Committee will establish the scope of its work and a timeline for each task identified in the scope of work. As new opportunities, information, challenges and emerge this scope of work and timeline may be adjusted.
 4. As a working group with a defined goal and the expectation of dissolving and transition to a more formal structure identified in the plan, the Committee will operate informally in a work session format, using a pre-approved agenda facilitated by the Planning and Transition Director to accomplish session goals. Until the Planning and Transition Director is retained, Mary Moe will facilitate the Steering Committee's work. The duties of facilitation include:
 - a. Preparing an agenda for each planning session and providing such support materials as needed/requested.
 - b. Identifying and arranging for the input of other consultants, stakeholders, etc.
 - c. Facilitating discussion to ensure the agenda is addressed, all voices are heard, and the goals of the meeting are achieved.
 - d. Preparing summaries of decisions/next steps resulting from each session.
- D. Recruit and retain and Planning and Transition Director.
1. Primary duty: Leading the planning process.
 - a. Facilitate the sessions of the Steering Committee and provide leadership and support for its activities.
 - b. Communicate with stakeholders in Ravalli County and parties of interest in the state on a regular basis to inform them of progress made.
 - c. Supervise and coordinate the needs assessment and resource-mapping.
 - d. Serve as primary point of contact for community input and community forums on the subject of adult learning services in Ravalli County.
 - e. Identify resources and alternatives for the permanent governance, structure, funding, and academic programming suggested by the Steering Committee.
 2. Secondary duty: Identifying and responding to existing and emerging higher education needs in Ravalli County until the Steering Committee's work is finished.
 - a. Ensure continuity and quality of HHEC for-credit services in Ravalli County during the planning and transition phase
 - b. Collaborate with local organizations to respond to immediate and emergent needs and opportunities during the planning and transition phase, including
 - Workforce training
 - High-speed internet/broadband connectivity
 - ARRA-related stimulus opportunities
 - MOA-related planning and resource opportunities