Bitterroot College University of Montana
Minutes of the Advisory Council
DRAFT

Meeting Location: Room 12, Westview Center, 103 South 9th Street, Hamilton
Meeting Time and Date: 3 PM, Wednesday, June 18, 2014
Chair: Lynn Stocking (absent)
Vice Chair: Dixie Stark (acting chair)

1) Call to Order and Roll Call
   a) Reminder to Council Members to Declare any Conflict of Interest (per Bitterroot College Advisory Council Bylaws, Article V, Section 1) as May Arise during the Course of the Meeting
   b) Advisory Council members present: Terry Berkhouse, Perry Brown, Pat Connell, Tom Korst, Roger Maclean, Al Mitchell, Deb Morris, Dixie Stark, and Nancy Valk
   c) Advisory Council members absent: Kaweh Etminan-Rad and Lynn Stocking
   d) BC staff present: Victoria Clark (Director), Patricia Skinner (Operations Manager; taking notes), Roch Turner (Acting Workforce Programs Coordinator), and Scott Ralston (CDL Program Director)
   e) Members of the public present: Tom Engelmann (Bitterroot College adjunct faculty), Wendy Fawns (home school advocate), Elena Garrison (prospective Bitterroot College adjunct faculty), Ron Klaphake (Bitterroot College Political Science adjunct), and Ria Overholt (Hamilton School District Facilities Manager)

   Discussion Summary: None

2) Introductions

   Discussion Summary: Members of the public introduced themselves (see Item 1, Letter e).

3) Announcements and Documents Received

   Discussion Summary: None

4) Approval of Meeting Minutes from May 21, 2014

   Discussion Summary: With the correction of the spelling of Kaweh Entminan-Rad’s first name, the minutes from May were unanimously approved.

5) Public Comment

   Discussion Summary: None

6) Information Items
   a) Director’s Report – see supplemental materials
   b) Director’s Topic

   Discussion Summary: Vice Chair Dixie Stark asked about hiring for the Welding instructor. Roch Turner replied that recruitment was under way and several candidates had presented themselves. Stark noted that if more applicants were needed Trapper Creek Job Corps might have an interested candidate. Stark asked about the Perkins Local Grant award. Clark explained that of the two proposals she submitted to Missoula College requesting Perkins Local Grant moneys, one was denied in full (partial salary for a Learning Center Coordinator) and the other was funded in full. This second request was for providing access to all of Missoula College’s Computer Support CAS courses in Hamilton. While this request totaled $10,000, the Bitterroot College would only actually be receiving $2,000 of its end while Missoula College’s Applied Computing Department would receive the $8,000 grant balance to provide support for the distance delivery courses. Stark asked if receiving such a little amount in Perkins Local Grant funding would prohibit the Bitterroot College from being in the upcoming Perkins Grant funded publication Your Guide. Stark stressed the importance of the Your Guide as a marketing tool. Clark replied that Bitterroot College would still be in the Your Guide, as inclusion is not related to the size of the grant award. Regarding the...
latest TAA CCT IV Grant submission, Clark reported that the grant was focusing on improving statewide healthcare career pathways and aligning, streamlining, and improving existing curriculums. However, the grant writers had asked the consortium colleges to submit ideas for new programs; Bitterroot College requested a CNA to LPN program as well as a Certified Medical Assistant program. Clark also cycled back to the issue of the Learning Center Coordinator; despite this position not being funded by the Perkins Local Grant, Clark said she was determined to find a way to fund this position, and she thought SWAMMEI grant funds might be available. Clark remained hopeful that a new Learning Center Coordinator position could be flown by late July. Vice Chair Stark asked to be notified if such a position opened up, as she knew an individual she would encourage to apply.

Turning to the Director’s Topic of Facilities Expansion, Clark first mentioned the supplemental materials related to a possible move to the Hamilton School District’s Westview Center: one document was a draft plan of possible renovations to the building and the other was an initial estimate of renovation costs. It was noted that furniture and equipment was not part of the estimate and that such costs would likely total about $50,000. Too, Provost Perry Brown commented that modifications needed for American for Disabilities Act (ADA) compliance (bathrooms and entrances) were included in the estimate. In terms of other possible expansion options, Clark provided some numbers to the Council: the cost to build a brand new 20,000 sq. ft. building was estimated by UM Architect Jameel Chaudhry to be $7.2 million (price does not include land cost); the cost of adding a modular to the Ravalli Entrepreneurship Center (REC; existing College location) was estimated at $180,000 for classrooms and $100,000 for offices (cost does not include transport to site and set-up at site) (estimate provided by UM Architect Chaudhry). Other possible expansion options mentioned included the Forest Service building on Hwy 93 (on about seven acres), the Creamery Building on Main Street (no room to expand), and the Hamilton Middle School (old Hamilton High School) (UM Architect Chaudhry projected that renovation costs would be prohibitive) . New construction locations mentioned included Besseney land off of Old Corvallis Road (maybe three acres; possible land donation) and a commercial parcel on Skeels Ave in east Hamilton (about five acres; sale price about $700,000).

Turning back to the Westview option, possible lease terms would be: five-year lease with an option to buy (contingent on voter approval of sale); if lease were broken or sale was disallowed, Hamilton School District would reimburse Bitterroot College (at least in part) for renovations; school district would not charge Bitterroot College for use of the facility, but Bitterroot College would pay for all renovation costs (Bitterroot College would use current annual $90,000 lease allocation to secure and pay off $500,000 renovation loan); Bitterroot College would pay for all utilities (about $25,000 annually) and custodial services (about $20,000 annually). A major outstanding issue concerned parking—were there enough parking spaces available to meet city parking requirements for the number of clientele to be served? If Bitterroot College needed to secure funding for parking improvements, moving to Westview could prove cost prohibitive. Questions remaining regarding Westview included having the entire property appraised by the school district (likely to happen in July; area was between 13 and 15 acres) and a plausible timeline—could the College move in by the spring 2015 term or would moving be delayed until fall 2015?

Clark commented that the deadline for all renovations to be completed by January 2015 so that the College could move into Westview for the start of spring 2015 had passed. Clark said that the earliest renovations could be completed now was the first week of April 2015. Stark asked about the affordability of having to pay two rents over spring 2015—one to the Ravalli County Economic Development Authority (RCEDA; owner of building where College is currently a tenant) and one to the bank holding the construction (renovation) loan. Provost Brown suggested that the College could move into Westview prior to all the renovations being complete; thereby avoiding the “double” payment scenario. Clark said she would check with UM Architect Chaudhry about that possibility. Member of the public Wendy Fawns remarked that using the building while also renovating the building was likely to be problematic and might send a mixed message to the public about the College’s standing.

Pat Connell suggested a matrix be developed wherein all potential expansion sites could be graded/rated against set criteria. Connell said producing a matrix document would enable the public to understand the decision-making process and allow the Council and the UM to defend their decision. Al Mitchell remarked that such a matrix should include level of public support. Provost Brown commented that many in the public seemed interested in the College being located downtown [Hamilton]. Vice Chair Stark asked Provost Brown that if there were lease savings from a move if the College would keep the lease savings or if the savings would go back to the UM. Provost Brown replied that the College would retain any lease savings. Vice Chair Stark then asked if the UM would be providing the College with additional instructional funding if the College’s footprint grew. Vice Chair Stark noted that there was no point to expanding the Bitterroot College facility if there would be no additional
funds allocated for instruction. Provost Brown replied that for this first year the Bitterroot College would not be receiving any additional instructional dollars. However Provost Brown remarked that with larger classroom sizes the College would be able to increase its student numbers without any increase in its instructional allocation. Vice Chair Stark commented that one advantage of the Westview location was its proximity to Marcus Daly Memorial Hospital as well as local nursing homes, which would be a plus for healthcare professions students. Nancy Valk noted that the Westview location was convenient for parents, especially with Early Headstart co-located at Westview. Tom Korst added that if the College were to lease Westview, the Early Headstart lease money would be turned over to the College. Vice Chair Stark asked Korst if a lease signed by the existing Hamilton School District Board of Trustees would be binding with the election of a new/later Board of Trustees. Korst said that School District leases were binding across Board of Trustee membership changes. Korst then commented on generally why the current Hamilton School Board and Administration were interested in the College leasing Westview. He said, “We are looking at improving the community and expanding the PK-14 concept. Training students earlier with more long-term programming is important. The vision is how do we enhance educational programming for the whole valley? Hamilton High School has enough space to add onto and expand so this building [Westview] is not needed.”

Member of the public Ron Klaphake reasserted the need for due diligence in making the decision. He encouraged the Council to consider all options, to make sure the “numbers added up,” and to have a methodology. Provost Brown reminded everyone that the questions are different if the issue is a temporary lease versus a permanent purchase. Klaphake agreed. Vice Chair Stark said designing a matrix would allow for more community comment and a more open-discussion. Klaphake noted that one criterion on the matrix should concern whether or not a property would be removed from the tax rolls.

Terry Berkhouse turned the conversation back to considering different properties; he asked if the Forest Service were thinking of leaving their Hwy 93 location. Klaphake commented that the Forest Services’ staff had shrunk and that they were subletting some of their space. Vice Chair Stark noted that some properties may not interest the UM and these needed to be struck from the conversation at the onset. Roch Turner added that the Forest Service property would also require renovation; he also commented that some individuals had expressed interest in a divided campus for the Bitterroot College. Provost Brown remarked that the College should move into one place and have one identity. Clark asserted that she supported the matrix idea. Berkhouse asked how long they had to make a decision. Korst remarked that if a vote needed to go to the public to sell Westview, a decision to put the question to the voters would need to be made by the Hamilton Schools Board of Trustees at its July or August meeting. Vice Chair Stark commented that if a lease needed to be renegotiated for the REC, that the RCEDA might consider lowering its lease rate in order to keep the College as long as possible. Mitchell added that the matrix should include whether or not a property included concessions from the owner. Turner noted that the Hamilton Downtown Association was interested in the decision. Klaphake reiterated the concern about parking.

Vice Chair Stark reiterated Provost Brown’s point about not having a divided campus and suggested that a notice be put in the Bitterroot Star about the decision-making process. Provost Brown then reminded the Council that the only item presently on the table was considering a temporary space; purchasing space was not an immediate decision. The Council then directed Clark to form a Facilities Expansion Committee to develop a “decision matrix” to determine a short-term path forward for temporary expansion and a longer-term path forward for permanent consideration.

7) Action Items
   a) Vote on Bylaw Changes — see supplemental materials
   b) Vote on New Advisory Council Member Slate as Presented by the Nominating Committee
   c) Vote on New Advisory Council Leadership as Presented by the Nominating Committee

Discussion Summary: Bylaw changes were unanimously approved with the addition of the word “be” between the words “vacancy” and “filled” in the last sentence of Article II, Section 5. Deb Morris presented the Nominating Committee slate of Jaime Middleton and Bob Nicholls for the two open Council Member seats. Middleton and Nicholls were unanimously approved as the two new Council Members. Deb Morris presented the Nominating Committee slate of Dixie Stark for Council Chair and Terry Berkhouse for Council Vice Chair for the FY2015 Council Leadership positions. Vice Chair Stark commented that in the Council Bylaws it was specified that leadership of the Council was to be split between a local Council Member and a UM-appointed Council Member; in this case, Stark represented the local voice and Berkhouse, UM Director of Internship Services, represented the UM voice. Stark
and Berkhouse were unanimously approved to the respective leadership positions. It was noted that out-going Chair Lynn Stocking requested to step down from her Council Leadership role. The Council acknowledged and thanked Stocking for her two years of leadership on the Council (Stocking was absent from the meeting).

8) Work Items
   a) Discussion of Draft Advisory Council Work Plan for FY2015 – see supplemental materials
   b) Development of Speaker’s Bureau

**Discussion Summary:** Regarding the Work Plan, suggested changes included striking the May Council meeting as this meeting tended to be poorly attended as it was on the heels of the end of the academic year. With the loss of the May meeting, then proposing of the FY2016 Work Plan was moved to the June 2016 meeting and initial presentation of the Nominating Committee slate was moved to the April 2016 meeting.

   Regarding the Speaker’s Bureau, Vice Chair Stark said she had received a non-profit and organization list from the Bitterroot Valley Chamber of Commerce which could be mined for potential presentations. Patricia Skinner suggested asking the Bitterroot Resource and Conservation District (RC&D) for such a list, too. Vice Chair Stark said she would add employers to the list and refine it for the College’s interests. Berkhouse remarked that he had recently met with Rocky Mountain Lab Director Marshall Bloom. Bloom had reminded him that half of the Lab’s employees were non-scientists and that if students were interested in employment at the Lab they should contact Bloom directly. Fawns commented that a Bitterroot College student had recently completed a video for the Lab. Clark asked Fawns to connect with Turner about this.

9) For the Good of the Order

**Discussion Summary:** Mitchell commented that this was his last meeting as a member of the Council. He thanked the Council and the UM for allowing him to participate. Provost Brown thanked Mitchell, saying that he had been a very good representative of the community. Clark introduced new Bitterroot College Commercial Driver License (CDL) Program Director Scott Ralston to the Council, remarking that three students from Ralston’s May class had already passed their CDL exams.

10) Adjournment

   Meeting adjourned at 5:00 PM.

_Meeting notes subscribed by Patricia Skinner and summarized by Victoria Clark_