Meeting Location: Conference Room, Human Resource Council Building, 316 North 3rd Street, Hamilton
Meeting Time and Date: 3 PM, Wednesday, July 16, 2014
Chair: Dixie Stark
Vice Chair: Terry Berkhouse

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 (arrived during Director’s Topic [agenda item 6.b]), Pat Connell, Kaweh Etminan-Rad, Jaime Middleton, Deb Morris, Bob Nicholls, Dixie Stark, and Nancy Valk
   c) Advisory Council members absent: Tom Korst, Roger Maclean, and Lynn Stocking
   d) BC staff present: Victoria Clark (Director), Patricia Skinner (Operations Manager; taking notes) and Roch Turner (BC Workforce Programs Coordinator)
   e) Members of the public present: John Robinson (past chair of the Bitterroot College Steering Committee)

Discussion Summary: None

2) Introductions
   a) New Advisory Council Members
      i) Jaime Middleton
      ii) Bob Nicholls

Discussion Summary: New Advisory Council members Jaime Middleton and Bob Nicholls were welcomed and provided personal introductions. Member of the public, John Robinson, introduced himself.

3) Announcements and Documents Received
   Discussion Summary: None

4) Approval of Meeting Minutes from June 18, 2014
   Discussion Summary: The minutes from June were unanimously approved.

5) Public Comment
   Discussion Summary: None

6) Information Items
   a) Director’s Report
      i) Questions on Director’s Report
   b) Director’s Topic
      i) Facility Expansion

Discussion Summary: Regarding the Director’s Report, Victoria Clark noted that student FTE to-date for fall 2014 was equal with student FTE for mid-July in fall 2013. While she did not have accurate data regarding student headcount to-date for fall 2014, her sense was it was on track with headcount for mid-July from fall 2013. She mentioned that the fall 2014 figures did not yet include the new welding students; she expected with the addition of the welding students, fall 2014 student FTE and headcount numbers would ultimately exceed fall 2013 student FTE and headcount numbers. Chair Dixie Stark asked for more information about TRiO (number 7 on the Director’s Report). Stark asked if Bitterroot College could submit an application for a TRiO program that would be separate from Missoula College. Clark said that they were just beginning to investigate TRiO, but that at present her understanding was that there were two types of TRiO programs at the UM, with UM housing a TRiO program to assist enrolled students and with Missoula College housing a TRiO program to assist students in becoming enrolled. She said that she thought the UM’s type of TRiO program was only available to 4-year units as these
programs were in place to assist students in earning Baccalaureate degrees. She also noted that the Missoula College TRIo employee had reached out to the Bitterroot College, but that the partnership, due to issues of distance, was hard to maintain or make productive. Stark suggested that perhaps the Missoula College TRIo employee could outreach to Literacy Bitterroot and the Human Resource Council. BC Workforce Programs Coordinator Roch Turner both thought that some 2-year units in the state did have TRIo programs which assisted enrolled students. Pat Connell suggested that enrollment data on TRIo eligible students at the Bitterroot College needed to be gathered in order for the BC to make it case for a TRIo program. Berkhouse suggested that current UM TRIo Director Darlene Samson and past UM TRIo Director Ray Carlyle should be contacted to help clarify the issue and to assist with a potential TRIo grant application. Clark supported all these suggestions, and Turner was identified to look further into the issue. The Director’s Report concluded with Stark congratulating Turner on his new appointment as BC Workforce Programs Coordinator.

Regarding the Director’s Topic of Facility Expansion, Clark reported that the Facility Expansion Committee had met twice since the June Advisory Council (AC) Meeting. She said there had been technical troubles with those trying to connect to the meeting via telephone (Kaweh Etminan-Rad and Deb Morris), but that in-person participants Ron Klapheke, Bob Nicholls, Dixie Stark, Nancy Valk, and herself had been able to have rich discussions. A matrix to rate properties suggested for lease was being developed, with the two main options to date being the Westview Center and the Ravalli Entrepreneurship Center (REC) (present BC location, owned by the Ravalli County Economic Development Authority [RCEDA]). Committee conversations to date had included dialogue on staying at the REC. The primary REC issue was the need for the BC’s physical expansion as the BC had exceeded REC occupancy. Too, it was noted that the BC’s lease with RCEDA for its REC space was up on November 1, 2014; if the BC were to decide to leave the REC, would RCEDA be willing to extend the BC lease past November 1 while the BC was preparing a new location?

At this point, Provost Perry Brown arrived at the AC meeting. His late arrival was due to his having been at a RCEDA Board of Directors meeting to discuss the very issues Clark had just reported on to the AC. Consequently, the meeting floor was turned over to Provost Brown for his recap of his discussions with RCEDA. Provost Brown stated the meeting had been very amicable. The Board had discussed options for expansion including building a second story on the existing REC building, building a second building, and bringing in modulars. Also discussed was the need for additional parking if expansion occurred. Provost Brown noted that the RCEDA Board was open to extending the BC lease on a short-term basis if the BC did decide to relocate. Provost Brown said the RCEDA Board was considering expansion/new construction options while weighing the issue of their mission (education versus business incubation). Provost Brown emphasized that cost and timing were the critical factors. He noted that Westview had a $0 lease cost, but relatively high remodeling costs. Provost Brown expressed that everyone now understood where their negotiation lines were. Overall, he was pleased with the RCEDA conversation and believed decisions and/or offers could now be made in an atmosphere of full understanding. Stark commented that she was pleased that these issues were now all out in the open. Etminan-Rad remarked that things needed to move quickly with the November 1 date around the corner. Clark said that the Facility Expansion Committee work needed to be complete by late August. Berkhouse asked if options beside Westview and the REC were being considered by the Committee. Clark said that nothing had been crossed off the list yet, that any property brought to the Committee’s attention could be rated via the matrix the Committee was developing. Stark gave the Creamery building as an example of another property which had been mentioned to put “into the matrix.”

7) Action Items
   a) Vote on Advisory Council Work Plan for FY2015

Discussion Summary: Provost Brown remarked that the Council retreat conflicted with the Board of Regents September meeting. Etminan-Rad asked if 2 hours was enough time for the retreat. Provost Brown suggested a 3:00 PM to 7:30 PM time frame. Stark recommended the HRC Conference Room for the retreat location, as it was convenient, spacious enough, and free. Connell reminded everyone that the retreat needed to be open to the public as the AC was a public board. Deb Morris asked for an update on the BC booth at the Ravalli County Fair. Turner noted that this was his task. He said the BC booth would be outside near the Dog Jump event. He said the BC CDL Truck would be on display at the fair booth, and he hoped this would be a draw for the BC booth. Turner said students and staff would be manning the booth. Stark said she would donate $50 to offset the fair admission costs of students staffing the booth. Stark then called for a vote on the Work Plan with suggested amendments. The amended Work Plan was unanimously approved.
8) Work Items
   a) Initial Discussion of Council’s FY2015 Strategic Goals
   b) Development of Speaker’s Bureau
      i) Update from Roch Turner, BC Workforce Programs Coordinator (outreach liaison for Council)
      ii) Discussion

Discussion Summary: Clark suggested that the AC’s strategic goals for FY2015 should focus on Facility Expansion and developing a speaker’s bureau. Stark remarked that she didn’t want quality to be forgotten in the midst of the focus on growth. Stark thought that maybe evaluation also needed to be of the AC’s work for FY2015. Etminan-Rad suggested the development of an evaluation matrix. Provost Brown mentioned that the new Associate Provost in his office was an expert in postsecondary evaluation and that he could be an asset to a discussion on quality and evaluation. Connell added that understanding how the Bitterroot College did and could fit into the overall picture of higher education delivery in Montana was also needed, especially in light of the Bitterroot College’s funding needs. Stark thought that with the new legislative session coming in January 2015, it would be helpful to have UM Lobbyist Bill Johnson speak to the Council again. Provost Brown suggested the AC’s November meeting as that would be after the November elections.

Regarding development of a speaker’s bureau, Turner said that after the fair would be a good time to start this initiative. He suggested standardizing the BC message as the first task. Berkhouse asked if the BC had ever hosted a Bitterroot Valley Chamber of Commerce (BVCC) afterhours event. Clark said no, but that she and Roch would look into this. Etminan-Rad noted that a BVCC ribbon-cutting could occur simultaneously.

9) For the Good of the Order

Discussion Summary: John Robinson noted that Bitterroot College administration worked as a “real team.” Berkhouse said he had received questions about internship credit via the Bitterroot College and was following through. Connell noted that he’d been at a BBQ for the new director of MSU’s Western Ag Research Center in Corvallis. He thought there might now be an opening for a partnership between the Bitterroot College and the Western Ag Research Center. Stark commented that the Sapphire Health Clinic had an opportunity for five years of grant funding; the Clinic’s future was at last looking bright.

10) Adjournment
    Meeting adjourned at 5:00 PM.

Meeting notes subscribed by Patricia Skinner and summarized by Victoria Clark