Meeting Location: Conference Room, Human Resource Council Building, 316 North 3rd Street, Hamilton
Meeting Time and Date: 3:00 PM, Wednesday, October 15, 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, Roger Maclean, Jaime Middleton, Deb Morris, Bob Nicholls, and Dixie Stark
   c) Advisory Council members absent: Perry Brown, Pat Connell, Kaweh Etminan-Rad, Tom Korst, Lynn Stocking, and Nancy Valk
   d) BC staff present: Victoria Clark (Director) and Patricia Skinner (Operations Manager; taking notes)
   e) Members of the public present: Tom Engelmann (BC Adjunct Faculty)

   Discussion Summary: None.

2) Introductions
   Discussion Summary: None.

3) Announcements and Documents Received
   Discussion Summary: Director Victoria Clark announced that Jane Baker, former Dean at Highlands College and former Interim President at Dawson Community College, had been selected as the Missoula College Interim Dean to replace retiring Dean Barry Good on November 1, 2014. Chair Dixie Stark announced that she had recently met Board of Regents Chair Paul Tuss. Chair Stark said she had a positive exchange with Tuss about the Bitterroot College.

4) Approval of Meeting Minutes from July 16, 2014 and September 15, 2014
   Discussion Summary: A quorum was not present at the meeting. Consequently, it was agreed that the minutes would be approved via email.

5) Public Comment
   Discussion Summary: None.

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

   Discussion Summary: Vice Chair Terry Berkhouse asked Clark if the new Learning & Testing Center Coordinator position included duties relating to Disabilities Services for Students (DSS). Clark responded that the new hire would be responsible for organizing all BC tutoring, handling all test proctoring (placement testing, make-up exams, DDS testing accommodations, and non-BC student test proctoring), and serving as the BC liaison to the Mansfield Library. Additionally the new position would research and write grants to support academic services at the BC. Deb Morris asked for more detail on the Montana HealthCARE grant. Clark reported that the BC would gain a three-year, grant-funded Healthcare Transformation Specialist position. This position would connect the BC to both local healthcare employers and the state-wide HealthCARE grant team, with the state-wide grant team primarily focused on creating a state-wide nursing curriculum with career on-ramps at numerous levels (e.g., CNA to LPN; LPN to RN; RN to BSN). Chair Stark asked about the accreditation item on the Director’s Report. Specifically, she was interested in how the BC met accreditation requirements with respect to library access and
services. Clark responded that Mansfield Library was partially funding the new Learning and Testing Center Coordinator position in order to provide the level of library services needed for accreditation standards. Clark also noted that depending on the Northwest Commission on Colleges and Universities (NWCCU) reading of the BC’s substantive change application, it was possible that NWCCU would be scheduling a site visit to the BC in the next six months. Vice Chair Berkhouse wondered if such a visit might coincide with the BC’s proposed move to the Westview Center property. Bob Nicholls commented that attention from NWCCU would likely benefit the Bitterroot College. Clark agreed.

Regarding the Director’s Topic, Clark reported that the UM Architect and UM Engineer would be visiting the Westview Center on October 16 for a discussion with Hamilton School Superintendent Tom Korst. Chair Stark asked if BC adjunct faculty were aware of the possible move to Westview. Clark responded that she had not made any formal announcement as she was waiting for the UM Provost to give the green light on lease negotiations. However, she said that a more informal information session for faculty was planned for November.

7) Work Items
   a) Community Outreach Strategic Goal
      i) Task Force Update
         **Discussion Summary:** Clark commented that her time had been limited, and she had not been able to call a first meeting of the Task Force. Consequently there was no update. Clark said that she would send out a scheduling poll following the Council meeting, and get the Task Force underway with a first and subsequent meetings. Clark mentioned that she had an idea for a student who could ultimately facilitate the Task Force.

8) For the Good of the Order
   **Discussion Summary:** Chair Stark mentioned that the new HiSET was undergoing slight adjustments so as to match the pass rate associated with the GED exam. Vice Chair Berkhouse suggested that the Council ask UM Dean of Students Rhondie Voorhees to present to them about issues related to sexual assault reporting, as this was a commonly misunderstood topic.

9) Adjournment
   Meeting adjourned at 4:30 PM.

*Meeting notes subscribed by Patricia Skinner and summarized by Victoria Clark*