Bitterroot College University of Montana
Minutes of the Advisory Council
DRAFT

Meeting Location: Conference Room, Human Resource Council Building, 316 North 3rd Street, Hamilton
Meeting Time and Date: 3:00 PM, Wednesday, June 17, 2015
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, Kaweh Etminan-Rad, Penny Jakes, Roger Maclean, Deb Morris, Bob Nichols, Dixie Stark, and Nancy Valk
   c) Advisory Council members absent: Perry Brown, Pat Connell, and Jaime Middleton
   d) BC staff present: Victoria Clark (Director), Kate Johnson (AmeriCorps VISTA for BC), and Patty Skinner (Operations Manager; taking notes)
   e) Members of the public present: Tom Engelmann (BC Computer & Physics adjunct faculty), Wendy Fawns (community member), and Tim Johnson (Corvallis School District Superintendent)

Discussion Summary: None.

2) Introductions
Discussion Summary: Chair Dixie Stark introduced Tim Johnson, Corvallis School District Superintendent, to the Council. Stark had invited Johnson to attend a Council meeting as a possible candidate for Council membership.

3) Announcements and Documents Received
Discussion Summary: None.

4) Public Comment
Discussion Summary: None.

5) Action Items
   a) Approval of Meeting Minutes from January, March, and April 2015
   b) Vote on New Members and New Officers for FY2016
   c) Vote on Revised Bylaws
      i) UM Legal Counsel Approves Electronic Voting Language

Discussion Summary: January, March, and April minutes were all approved unanimously without any changes. Penny Jakes was officially approved as an Advisory Council Member. Tim Johnson will consider having his name put forward as an Advisory Council Member at the July meeting. Stark and Terry Berkhouse were approved to continue in their respective leadership positions (Stark as Chair, Berkhouse as Vice Chair). Bylaws were unanimously amended (Article IV, Section 1) to allow for approval of meeting minutes via an electronic vote. Wendy Fawns commented that she appreciated that the Council’s meeting minutes were easily accessible and available to the public.

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: In addition to the items on the written Director’s Report, Victoria Clark also spoke about the Student Health Services Fee and Dual Credit at Corvallis High School. Regarding the Student Health Services Fee, Clark announced that UM Health Services and Bitterroot College were discussing options for utilizing Bitterroot College students’ contribution to this fee for some level of local health services. Clark said she would be able to report in more detail on these discussions by the fall. With respect to Dual Credit at Corvallis High School, Clark
wanted to commend Roch Turner for facilitating a surge in participation for the upcoming academic year, with over 120 Corvallis High School Dual Credit registrations anticipated for AY 2015-2016.

Turning to the Director’s Topic of Facility Expansion, Clark said that remodeling was well underway and that she believed things were going smoothly. She noted that costs for a curb around the southwest parking lot had increased from $5,000 to $8,000. Several other items had also cost over initial estimates; consequently, the two alternates of putting windows in the gym (est. $15,000) and painting the exterior of the building (est. $6,700) were on hold until all work associated with the primary bid were complete. Chair Stark commented that to date she had not heard anything negative from community members regarding the College’s pending relocation to the Westview building.

7) Work Items
   b) Community Outreach Strategic Goal – Kate Johnson
      i) View Video Rough Cut
      ii) Presentation on Talking Points

Discussion Summary: The Work Plan for FY2016 was reviewed with comments limited to correcting several typos (e.g., changing FY2015 to FY2016). The corrected Work Plan for FY2016 would be on the agenda as an action item for approval at the July meeting. The floor then was given to Kate Johnson to discuss the Community Outreach Strategic Goal. Johnson began by showing a rough cut of a video which had been done by UM intern Jeffrey Neubauer for the purposes of BC outreach. After showing the video, Johnson asked for feedback. Members suggested more student perspectives in the video. Terry Berkhouse suggested that Bitterroot College student and now UM student Heather Green be interviewed for the video. Nancy Valk stressed the importance of emphasizing the AA transfer program available through Bitterroot College. Berkhouse also commented that pictures of students might be shown while Clark spoke rather than footage of Clark. Wendy Fawns said that she liked the music and the transitions. Johnson said she would meet with the videographer and provide him with the feedback.

   Next Johnson turned to discussing Talking Points with respect to the Speakers Bureau. Johnson presented a PowerPoint with several options for organizing College information for a speaking venue. Attached at the conclusion of the minutes is Johnson’s PowerPoint revised to include the Council’s suggestions.

8) For the Good of the Order

Discussion Summary: Dean Roger Maclean brought up the Dolly Parton Imagination Library initiative. Maclean stated that children who were enrolled in the program received a free, age-appropriate book every month from birth through five years. Maclean encouraged Council members to look into the program. Wendy Fawns mentioned two scholarship opportunities—Montana Magic Money and MESA (Matched Education Savings Account)—which encourage students to save for college (or dual enrollment) expenses by matching student savings with scholarship funds (generally for every $1 saved a student earns $3 in match [for up to $500]).

9) Adjournment

Meeting adjourned at 5:10 PM.

Meeting notes subscribed by Patricia Skinner and summarized by Victoria Clark