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: 6:00 PM, Wednesday, July 15, 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, Penny Jakes, Jaime Middleton, Deb Morris, Bob
      Nicholls, Dixie Stark, and Nancy Valk
   c) Advisory Council members absent: Perry Brown, Pat Connell, Kaweh Etminan-Rad, and Roger Maclean
   d) BC staff present: Victoria Clark (Director), Kate Johnson (AmeriCorps VISTA for BC), Patty Skinner
      (Operations Manager; taking notes), and Roch Turner (Workforce Programs Coordinator)
   e) Members of the public present: Elena Garrison (BC Business Technology adjunct faculty) and Norma
      Gilmore (retired educator)

Discussion Summary: None.

2) Public Comment

Discussion Summary: Norma Gilmore stated that she had a letter published in the Bitterroot Star asking about
how the College would accommodate parking at its new location. Director Victoria Clark thanked Gilmore for her
concerns and explained that the College had identified 85 paved parking spaces at the new facility. Fifty of the
spaces were divided between the building’s east entrance and the building’s southwest entrance. The remaining
paved spaces were located at the National Guard Armory across the street from the new College location. The
Armory and the College had signed a Memoranda of Understanding allowing the College use of these paved
spaces as needed during weekdays. Chair Dixie Stark asked that the College respond in writing to the Gilmore’s letter.
Clark said that this would be done.

3) Presentation of the Annual Report for FY2015 (Victoria Clark)

Discussion Summary: Clark opened by thanking AmeriCorps VISTA Kate Johnson for the hard work she had put in
working with UM Printing and Graphics to organize and format the report. Clark was very appreciative that
Johnson had taken on this role and produced such a professional-looking document.

Turning then to the report’s contents, Clark first discussed the year’s highlights. She mentioned the start-
up of the welding program under the guidance of Roch Turner (BC Workforce Development) and via a facility
partnership with Hamilton High School. She mentioned the hiring of Jenny Moore as the Bitterroot College’s
Healthcare Transformation Specialist using TAACCCT IV (HealthCARE Montana) funds. It was also noted that Lynn
Stocking, Missoula College Associate Dean who passed away in November 2014, was instrumental in securing this
grant for the state of Montana. Clark next mentioned the advent of the College’ 3D program which was made
possible by a $100,000 grant from the Rob and Terry Ryan Foundation combined with personnel funding from the
TAACCCT III (RevUp Montana) grant. Next, Clark cited the hiring of Beth McHugh as the College’s first Learning &
Testing Center Coordinator. It was noted that McHugh had recently been honored with the 2015 Meadowlark
Award for Montana woman writers. Gilmore asked about operating hours and services associated with the new
Learning and Testing Center. Clark responded that McHugh was on-site 30 hours a week for library, testing, and
tutor oversight duties. The Center was also open for an additional 12+ hours of subject tutoring (math, writing,
science, etc.). Clark then spoke to the College’s relocation to the Hamilton School District Westview building. Clark
highlighted the partnerships with the School District and City of Hamilton which enabled the move to occur. Clark
mentioned the growth of the Bitterroot College Commercial Driver’s License (CDL) program and acceptance of the
program into the National Association of Publicly Funded Truck Driving Schools (NAPFTDS) thanks to the efforts of
program director Scott Ralston. Clark discussed this year’s College graduation on the grounds of the Marcus Daly
Mansion. Clark closed her highlight’s overview commenting on the new relationship between Literacy Bitterroot
and Bitterroot College regarding the delivery of EdReady Math preparation programming. Vice Chair Terry
Berkhouse and Chair Stark both mentioned that collaboration and partnership seemed to be recurring themes of FY2015.

Clark then moved to the programming pages of the report. Vice Chair Berkhouse asked if the one-year certificate programs counted toward Missoula College Associate of Applied Science programs. Penny Jakes responded generally, noting that in some cases credits transferred as major credits while in other instances they transferred as elective credits. Jakes stated courses with common state-wide numbers transferred to any institution in the state. Berkhouse suggested adding this caveat to the report. Next Clark discussed the faculty page of the report. It was noted that art instructors Pamela Caughey and Amanda Miller had been left out. Clark said she would get them added. It was also suggested that next year the report include more information about faculty and some pictures of faculty. Clark said she would follow through.

Enrollment was the next report topic discussed. Clark noted that the College Fulltime Equivalent (FTE) student numbers continued to slowly edge upwards. Clark said that numbers relating to retention were not yet available, but that once they were they would be added and the report would be updated. On the topic of retention, Vice Chair Berkhouse stated that the UM had started calling students who had not returned to try to understand the various issues surrounding retention. Clark said the Bitterroot College would like to initiate a similar process. In reviewing demographics of the BC students, Clark mentioned that there had been a 25 percent gain in the traditional-age student population and a 109 percent gain in the number of students attending who lived in Stevensville. Regarding Continuing Education student numbers, Clark noted that enrollment was up 12 percent from the prior fiscal year. Finally, Clark mentioned that a table with Dual Enrollment numbers was also missing. She said this would be added with the other needed updates, with a “final” report ready for the next Council meeting.

The last report topic covered revenues and expenditures. Clark stated that the UM had added $90,000 to the College’s base General Fund award in FY2015. She said that this money had gone to adjunct faculty raises (and accompanying benefits) and the addition of the Advising and Enrollment Services Assistant position (Meri Telin) and the Learning and Testing Center Coordinator position (Beth McHugh). The Council asked about revenue from student fees. Clark responded that the BC was now receiving student fee money to support instructional equipment and computer equipment. Too, Clark said that the BC was working with UM Health Services to recoup student fees to support an on-site mental health specialist. Finally, it was noted that the “Other Revenue” total nearly equaled Bitterroot College’s base General Fund award from the UM.

4) For the Good of the Order

Discussion Summary: None

5) Adjournment

Meeting adjourned at 8:30 PM.

Meeting notes subscribed by Patricia Skinner and summarized by Victoria Clark