Bitterroot College University of Montana
Minutes of the Advisory Council
DRAFT

Meeting Location: Classroom 111, Bitterroot College, 103 South 9th Street, Hamilton
Meeting Time and Date: 3:00 PM, Wednesday, September 23, 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: Perry Brown, Pat Connell, Penny Jakes, Tim Johnson, Roger Maclean, Jaime
      Middleton (arrived at break), Deb Morris, Bob Nicholls, Dixie Stark, and Nancy Valk
   c) Advisory Council members absent: Terry Berkhouse and Kaweh Etminan-Rad
   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: Allen Bjergo (RCEDA Board Member), Calleen Callahan (BC Student), Tom
      Engelmann (BC Computer & Physics Adjunct Faculty), and Al Mitchel (BV Chamber of Commerce Director)

Discussion Summary: None.

2) Introductions
   Discussion Summary: Chair Dixie Stark introduced Tim Johnson, Corvallis School District Superintendent, to the
   Council. She remarked that the Council would be voting on Johnson’s Council membership during the “Action
   Items” portion of the meeting. Director Victoria Clark introduced student Calleen Callahan. Clark commented that
   Callahan was currently volunteering to assist Patricia Skinner with BC Operations. Clark noted that Callahan had
   been especially helpful and committed during the College’s summer move across town.

3) Announcements and Documents Received
   Discussion Summary: Chair Stark stated that Terry Ryan, friend of the College and Literacy Bitterroot, was
   especially pleased about the partnership between Bitterroot College and Literacy Bitterroot in the delivery of
   EdReady Math programming.

4) Public Comment
   Discussion Summary: None.

5) Action Items
   a) Approval of Meeting Minutes from June and July 2015
   b) Vote on Work Plan for FY2016
   c) Vote on New Council Member Tim Johnson

Discussion Summary: The June minutes were approved unanimously without change. Voting on the July minutes
was postponed as the July minutes were not yet available. The Work Plan was approved unanimously with the
understanding that a date for the College’s Grand Opening at its new location was still pending for spring 2016.
Superintendent Johnson was unanimously elected to serve on the Council.

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

Discussion Summary: Provost Perry Brown asked for a correction of the Director’s Report with respect to Item 6
Dental Hygiene Program Proposal. Provost Brown related that the proposal would at the very earliest go before
the Regents in spring 2016, as this was when the Regents would next have program/curriculum issues on their
agenda. Clark amended her report to show that a January 2016 decision on the proposal by the Regents was not
possible. Discussion then turned to the Director’s Topic, the final draft of the College’s FY2015 Annual Report. Clark commented that Dual Enrollment numbers had been added on page 6 of the report. She noted that while non-traditional student numbers were down from previous years, traditional student numbers were up. She said this trend seemed to be continuing for this new academic year. Provost Brown clarified that the age for non-traditional students was 25 and above. Also, the non-traditional label was used for all students, regardless of age, who entered college with a GED/HiSET diploma. Pat Connell asked Johnson if Corvallis High School had seen any increase in its high school graduates enrolling in higher education with the opening of the Bitterroot College. Essentially, as stated by Provost Brown, had the Bitterroot College impacted local post-high school behavior? Were more high school graduates going to college? Or were already college-bound high school graduates choosing the Bitterroot College over the UM (had numbers remained equal but placement had shifted)? Johnson commented that at this point there was no way to easily track post-high school college enrollment. Kate Johnson noted that Dual Enrollment students could be tracked from high school to college. Penny Jakes said that Missoula College was tracking these numbers. Provost Brown stated that this was of interest to both the Montana University System and the Office of Public Instruction; dual enrollment numbers were being tracked centrally. Connell asserted that he thought the Board of Regents would be interested in these numbers. Turning to the topic of the college’s new location, Provost Brown asked Al Mitchell what the community thought of the College being in town. Mitchell responded that the “community and City Council are ecstatic.” Clark commented that sharing the new space with the Hamilton High School Alternative Learning Center (ALC) (credit recovery program for high school students) students seemed to be a plus for everyone. The ALC instructors thought the ALC students were behaving more maturely in the college environment. Bitterroot College student Callahan commented that the ALC students “asked a lot of questions” and seemed to be “learning new pathways” by being co-located with the college. Chair Stark remarked that the ALC students are high risk, so this was encouraging. Connell noted that moving from a small community to a large college environment was intimidating, and that having the Bitterroot College would ease this transition for many community residents, especially teenage students.

REFRESHMENT/SOCIAL BREAK (4:15 – 4:45 PM)

7) Work Items
   a) FY2016 Strategic Goals
      i) Community Outreach Strategic Goal – Kate Johnson
         (1) Timeline for Completion of Goal
         (2) Presentation Tools
      ii) New Goal(s) for FY2016?

Discussion Summary: Kate Johnson presented new ideas for materials to be used during community outreach. Discussion concerning community outreach focused on (1) being able to articulate how the Bitterroot College was responding to the needs of the community, (2) having a coherent presentation “package” which included a PowerPoint (possibly with a script and highlighting students), short video clip (preferably with students giving testimonials) and handouts about programming, and (3) structuring presenter teams so that two individuals did outreach together, enabling them to assist each other in the presentation and allowing for debriefing/evaluation of the presentation’s effectiveness.

8) For the Good of the Order

Discussion Summary: None

9) Adjournment
   Meeting adjourned at 6:00 PM

Meeting notes subscribed by Patricia Skinner and summarized by Victoria Clark