Meeting Location: Classroom 111, Bitterroot College, 103 South 9th Street, Hamilton
Meeting Time and Date: 3:00 PM, Wednesday, Nov 18, 2015
Chair: Dixie Stark
Vice Chair: Terry Berkhouse

Meeting started at 3:10 PM

1. Council member Kaweh Etminan-Rad has taken a new job as CFO of Pioneer Log Homes, will let Victoria Clark (BC Director) and Dixie Stark (BC Advisory Council Chair) know about his time commitment
   b. Advisory Council Members Absent: Perry Brown, Kaweh Etminan-Rad, Roger Maclean, and Jaime Middleton
   c. Bitterroot College representatives Present: Victoria Clark (BC Director) and Kate Johnson (AmeriCorps VISTA)
   d. Reminder to council members to declare any conflicts of interest

2. Introductions/Public Present: Maggie Tickell (in Vicki Steele’s place [Bitterroot Job Service]), Sue Smith, Calleen Callahan (BC student), and Susan Penfield (BC writing tutor)
   a. Reminder that students can be co-enrolled in BC and Literacy Bitterroot Program

3. Announcements - none

4. Public Comment - none

5. Approval of October minutes
   a. Morris made motion; Nicholls made second motion
   b. Approved

6. Information Items
   a. Director’s Report
      i. Typo corrections
      ii. Clark explained Point 1 in terms of enrollment (headcount, FTE) numbers; Jakes made point about sorting students through campus codes; Berkhouse suggested looking at other schools’ models to codify the college; Connell discussed a meeting in which he urged Bitterroot College numbers to be separate from Missoula College numbers for Legislative finance reasons; Jakes agreed that the differences between Missoula College and Bitterroot College need to be clear
      iii. Stark encouraged college to apply for funds through the Rapp Family Foundation for upcoming cycle (starting in March); $3,000 is maximum award in most cases
      iv. Stark commented that Sapphire Health Clinic might look for opportunity to share dental clinic with Bitterroot College
      v. Addition to Point 5. Marketing: “Montana A Cappella Society,” add point of 3-year marketing plan (ongoing) will be presented at January Advisory Council meeting
      vi. Stark shared story of carbon monoxide poisoning in local home; would like to raise local awareness of need for carbon monoxide alarms
      vii. How the Advisory Council can help out with the Open House: by attending the event and letting Patty Skinner (BC Operations Manager) know which food item they will bring
      viii. Open House: gym will not be open; Skinner will send email about which classroom(s) food will be in
   b. Director’s Topic
      i. Facility update
         1. When college decided to lease the building, it was agreed upon a 5-year lease
2. Clark has been meeting with reps from Hamilton School District (HSD) and the City of Hamilton
3. HSD will be releasing different options re: a potential sale of the Westview property – what are the options for the College?
   ii. Discussion about possibilities for College to expand from sale of 15 acres (Westview parcel)

7. Work Items
   a. FY2015 strategic goals
      i. Community outreach strategic goal
         1. Touched on presentations at Soroptimists Club and Bitterroot Valley Chamber of Commerce
         2. Dec. 7 presentation at Rotary Club – 12:00 PM at BJ’s Restaurant
         3. Terry Berkhofe would like to have poster created featuring students and quotes about Bitterroot College
         4. Connell suggested “littering” capitol during session with information about Bitterroot College due to lack of representation of 2-year colleges
         5. Tim Johnson suggested making the point of the College’s willingness to expand and stay on the property in these presentations to “plant the seed” in persons’ minds about the College expanding on this property; advertise what the college can do for the City of Hamilton by being Hamilton
   b. FY2016 strategic goals
      i. Assist and support development of BC Strategic Plan FY2017-2020
      ii. Clark distributed FY2012-2016 Strategic Plan
      iii. Hoping to create a Bitterroot College Strategic Planning Subcommittee to meet weekly and delegate assignments
      iv. Bob Nicholls, Deb Morris, and Tim Johnson expressed interest; Connell suggested that a representative of the City of Hamilton should be on subcommittee; Berkhofe indicated the need for 1 or 2 faculty members; talk of including county commissioner or representatives from Stevensville and Darby
      v. Clark will send email in the next week to interested members to create a plan for creating the strategic plan
      vi. Scheduled first subcommittee meeting for Wednesday, Dec. 2 at 3:00 PM

8. For the good of the order
   a. Valk brought up point of criticism of her being on council listed as “BC student representative” when she is now a student of the University of Montana; maybe nominations should go out for a new student representative
   b. Discussed Lee Tickell’s email; Connell made motion to forward Tickell’s emails to UM Legal Counsel; Bob Nicholls seconded the motion
   c. Berkhofe talked with Clark and Stark about having Advisory Council meetings somewhere other than Hamilton a few times each year
   d. Berkhofe commented that the UM signed an agreement with the Oregon University System to provide international internships for students; Berkhofe would like to see Bitterroot College students take advantage of this program in the future (visit Berkhofe’s office’s website [UM Internship Services] and go to IE3 Global); Nicholls suggested that Berkhofe bring materials about this program to the holiday open house

9. Adjournment
   a. Meeting ended at 5:05 PM
   b. Connell made motion to end meeting; Nicholls seconded

Meeting notes subscribed by Kate Johnson and reviewed by Victoria Clark