

Business Plan

Bitterroot Valley Community College

Opportunities for Success Close to Home

Bitterroot Valley Community College Trustees
January 2023



BITTERROOT VALLEY COMMUNITY COLLEGE

January 2023

Board of Trustees
Bitterroot Valley Community College District
Post Office Box 1946, Hamilton, Montana 59840

www.bvcommunitycollege.org

email: district.clerk@bvcommunitycollege.org



**BITTERROOT VALLEY
COMMUNITY COLLEGE**

Executive Summary

BITTERROOT VALLEY COMMUNITY COLLEGE is a public community college district in Ravalli County, Montana. Local voters approved the establishment of the district in spring 2020 by a 17% margin. The Montana Legislature finalized the establishment of the district in spring 2021. The Montana House of Representative voted 61 to 39 in favor of organization; the Montana Senate voted 47 to 2 in favor of organization ([SJ 15](#)).

Services

Pursuant to Montana State Law ([MCA 20-15-105](#)), Bitterroot Valley Community College must provide **instruction in transfer, career and technical, and adult postsecondary education**.

Market Analysis

- Bitterroot Valley Community College services have a target audience of **over 37,000 adults**.
- Bitterroot Valley Community College's expected college credit enrollment is between **560 and 900 students**.

Marketing Strategy

- Production and community-wide distribution of a programming and services **catalog**
- Comprehensive, user-friendly, up-to-date **website**
- Robust and targeted **social media**
- Direct and frequent **local outreach**
- Locally elected board of trustees drives **local involvement** with public input at all meetings; BVCC Foundation drives local involvement with community engagement

Management & Operations

For Year 1, the college plans a three-person leadership team with college credit faculty in general education, business and technology, health professions, and industrial technology. Operational requirements include equipment and supplies for all services and personnel; advertising, election, insurance, travel, and utility expenses; subscriptions for productivity and service software; and fee for instructional services agreement.

Financial Data

With a Year 1 operating budget of just under \$1,500,000, Bitterroot Valley Community College is ready to launch operations and **start working** for its community.

Bitterroot Valley Community College
Opportunities for Success Close to Home

This page intentionally left blank.

Table of Contents

Executive Summary	3
Business Description.....	6
Location and Establishment.....	6
Governance and Oversight.....	6
Purpose.....	6
Services	7
Transfer Education	7
Workforce Education	7
Community Education	7
Education Support.....	7
Community Support.....	7
Year 1 Services	8
Market Analysis.....	9
Target Markets	9
Market's Growth Potential.....	10
Community College Trends	11
Local Postsecondary Educational Opportunities.....	12
Marketing Strategy.....	15
Catalog.....	15
Website	15
Social Media.....	15
Local Outreach	15
Local Involvement.....	15
Management & Operations	16
Year 1 Management.....	16
Year 1 Operations	16
Funding.....	18
Revenue Sources.....	18
Year 1 Budget Overview.....	19
Appendices	20
Appendix A: Year 1 Proposed College Credit Courses	21
Appendix B: Year 1 Proposed Dual Credit Courses.....	22
Appendix C: Draft Instructional Services Agreement	23
Appendix D: Draft Budget for Instructional Services Agreement	32
Appendix E: BVCC Foundation Tax-Exempt Determination Letter.....	33
Appendix F: Year 1 Launch Steps for College Credit Programming.....	34
Appendix G: Year 1 Budget Detail.....	35
Appendix H: DRAFT Mill Levy Election Resolution Options	42

List of Tables

Table 1. Year 1 industry recognized credentials (IRCs) to be offered.....	8
Table 2. Target markets for BVCC education and education support services.	9
Table 3. Local participation rates at Montana's independently accredited, two-year colleges....	11
Table 4. Projected BVCC college credit enrollment inferred from local participation rate data. ...	11
Table 5. Commute to Missoula College versus BVCC.....	13
Table 6. Year 1 personnel requirements.	16
Table 7. Year 1 operational requirements.	16
Table 8. Year 1 revenue and expense summary.....	19

Business Description

Location and Establishment

Bitterroot Valley Community College (BVCC) is a public community college district located in Ravalli County, Montana. It is comprised of the Corvallis K-12, Darby K-12, Hamilton K-12, Lone Rock Elementary, Stevensville Elementary, and Victor K-12 school districts.

The BVCC District was approved for organization by the Montana State Legislature in March 2021 following a local vote for organization by district residents in May 2020.

Governance and Oversight

Bitterroot Valley Community College is controlled and managed by seven locally elected trustees. Trustees serve three-year terms and may be re-elected. All actions taken by the trustees occur at meetings announced in advance and open to the public. The powers and duties of community college trustees are set in Montana law ([MCA 20-15-225](#)).

Bitterroot Valley Community College is supervised and coordinated by the Montana Board of Regents as provided in Montana law ([MCA 20-15-103](#)) and the Montana Constitution ([Article X, section 9\(2\)\(a\)](#)).

Bitterroot Valley Community College financial practices are governed by Montana law ([MCA 20-15 Part 3](#)). Bitterroot Valley Community College finances are subject to a yearly legislative audit pursuant to Montana law ([MCA 20-15-229](#)).

Purpose

Bitterroot Valley Community College is a two-year college. The Montana University System identifies the [key purposes of two-year education in Montana](#) as:

- Transfer Education
- Workforce Development
- Developmental and Adult Basic Education
- Lifelong Learning
- Community Development

Pursuant to Montana law ([MCA 20-15-105](#)), the BVCC District must provide instruction in transfer, career and technical, and adult postsecondary education, subject to Montana Board of Regents approval.

Services

Bitterroot Valley Community College commits to providing transfer education, workforce education, community education, education support, and community support to its service area.

Transfer Education

- General education courses for transfer to another college (ex. *Introduction to Public Speaking* and *Introduction to Psychology*) and for completion of an *Associate of Arts* or *Associate of Science* degree (AA or AS)
- Dual credit (high school credit and college credit) courses for BVCC programs or transfer to another college (ex. *College Writing I* and *College Algebra*)

Workforce Education

- College credit courses needed for transfer or application to career and technical education programs (ex. college credit courses such as *Human Anatomy and Physiology* for application to Montana's nursing programs)
- Career and technical education programs leading to an *Associate of Applied Science* degree (AAS) (ex. *Accounting AAS* and *Welding and Fabrication AAS*)
- Industry recognized credential programs (ex. *Certified Nurse Aide* and *CompTIA A+* credential programs), which include internships/apprenticeships with local employers
- Short-term workforce skill courses (ex. *QuickBooks* and [*Veterans Upward Bound*](#) classes)

Community Education

- Personal enrichment courses for lifelong learning and community connection (ex. Montana history, western literature, studio art, and outdoor recreation)
- Forums on issues of local concern (ex. water forum and mental health forum)

Education Support

- Test proctoring (ex. *HiSET*,¹ placement tests for district residents attending other institutions/programs, tests and exams for district residents attending online institutions/programs)
- Assisting district residents with career and technical education program research and applications
- Assisting district residents with college research and applications
- Assisting district residents with financial aid and fee assistance applications

Community Support

- Serve as an umbrella entity for local groups needing an organizational, resource, and/or facility partner (ex. *Bitterroot River Health* and *Bitterroot Fab Lab*)
- Provide meeting space for local groups (ex. hobby clubs and homeowner associations)

¹ Formerly the GED.

Year 1 Services

Transfer and Workforce Education

For the first year of BVCC operations, the college will offer a minimum of 25 unique college credit general education courses. These courses will be focused on meeting requirements for career and technical education program transfer/admission and for completion of an AA or AS degree (see [Appendix A](#)). The college will also partner with the district's high schools to meet their dual credit interests (see [Appendix B](#)). Additionally, the college will offer a minimum of five unique industry recognized credential programs for college credit (Table 1). These programs will be delivered in alternating terms in **Hamilton and Stevensville**. All of BVCC's college credit programming will be accredited (with all general education course fully transferable to other institutions) via the BVCC's instructional services partner (see [Appendix C](#) and [Appendix D](#)). Finally, the college will offer fall, spring, and summer terms of non-college credit workforce skills classes, running a minimum of five such classes each term and in alternating **Hamilton/Stevensville locations**.

Table 1. Year 1 industry recognized credentials (IRCs) to be offered.

IRC Program	Terms Offered	Locations Offered	Enrollment Minimum
Certified Clinical Medical Assistant	Fall & Spring	Hamilton & Stevensville (alternating terms)	4 students per program offering
Certified Nurse Aide	Fall & Spring	Hamilton & Stevensville (alternating terms)	4 students per program offering
Certified Phlebotomy Technician	Fall & Spring	Hamilton & Stevensville (alternating terms)	4 students per program offering
Bookkeeping	Fall & Spring	Hamilton & Stevensville (alternating terms)	3 students per program offering
Heating, ventilation, and air conditioning (HVAC) certification	Spring	Hamilton	4 students per program offering

Community Education, Education Support, and Community Support

For the first year of BVCC operations, the college will offer fall, spring, and summer terms a minimum of 30 unique personal enrichment classes. These classes will primarily be available in Hamilton with expansion to Stevensville pending community interest and invitation. The college will organize one forum on a topic of local concern during its initial year. Also, for Year 1, the college will be sufficiently staffed to provide: a) test proctoring, b) workforce program and college admissions assistance, and c) financial aid and fee assistance application services. Finally in Year 1, the college will also be ready to consider collaborations with local groups interested in partnering and/or meeting space.

Market Analysis

Target Markets

*Bitterroot Valley Community College services have
a target audience of over 37,000 adults*

There are multiple target markets for BVCC services (Table 2). For transfer education, the target markets are local high school graduating seniors (355 in 2021 [GEMS Data]) as well as county residents between the ages of 18 and 64 who have earned a high school diploma but have not earned a bachelor's degree (13,931 in July 2021 [ACS U.S. Census Bureau]). High school juniors and seniors interested in dual credit coursework are also a target market for general education courses for transfer (900 in 2022 [GEMS Data]). For workforce education involving general education courses needed for transfer/admissions to career and technical education programs, the target market is local high school graduating seniors (355 in 2021 [GEMS Data]) as well as county residents between the ages of 18 and 64 who have earned a high school diploma but have not earned a bachelor's degree (13,931 in July 2021 [ACS U.S. Census Bureau]). For workforce education comprised of industry recognized credential programs and short-term skills classes, the target market is Ravalli County's civilian labor force, which in October 2022 numbered 21,840 individuals [Federal Reserve Economic Data].

For community education services, the target market is the 37,411 individuals over the age of 17 in Ravalli County (Quick Facts U.S. Census Bureau) as well as the subset of Bitterroot Valley Community College voters who numbered 26,783 in May 2022 (Ravalli County Election Office). For education support services, the target markets include: a) the 2,058 local individuals without a high school diploma (ACS U.S. Census Bureau), b) the 355 annual high graduates, c) the 13,931 18-64 year-olds with a high school diploma but no bachelor's degree, d) the 21,840 individuals comprising the Ravalli County workforce, and e) the 900 annual high school juniors and seniors.

For community support services, the target market is local groups and local non-profits. The Bitterroot Valley Chamber of Commerce lists 52 non-profit members. The Candid search engine (formerly GuideStar) returns over 400 non-profit organizations as registered within the Bitterroot Valley Community College service area.

Table 2. Target markets for BVCC education and education support services.

	Pop over 17	Pop 18 to 64	Labor Force	BVCC District Voters	Annual 11 & 12 Graders	Annual HS Grads	Less than HS (18-64)	HS but no 4-yr degree (18-64)
Ravalli County/ BVCC District Data	37,411	25,140	21,840	26,783	900	355	2,058	13,931
Transfer Education								
Gen Ed, AA/AS						355		13,931
Dual Credit					900			

	Pop over 17	Pop 18 to 64	Labor Force	BVCC District Voters	Annual 11 & 12 Graders	Annual HS Grads	Less than HS (18-64)	HS but no 4-yr degree (18-64)
Workforce Education								
Gen Ed for CTE Transfer/Admissions						355		13,931
Industry Recognized Credential Programs			21,840					
Short-Term Workforce Skill Classes			21,840					
Community Education								
Personal Enrichment	37,411							
Local Issues Forum	37,411			26,783				
Education Support								
HISSET Proctoring							2,058	
College Placement Test Proctoring						355		13,931
Test and Exam Proctoring for Distance Ed Students			21,840					
Application Assistance for CTE Programs or College Admissions			21,840		900	355	2,058	13,931
Financial Aid Assist. for CTE Program or College Attendance			21,840			355	2,058	13,931

Market's Growth Potential

Bitterroot Valley Community College's expected college credit enrollment is between 560 and 900 students

Current enrollment data from other two-year colleges in Montana combined with current county population data predict BVCC should have a college credit student population of between 564 and 902 students (Table 3 and Table 4).

Based on past community education enrollment patterns in Ravalli County, BVCC expects to attract over 700 unique students annually in community education services. Historical data on participation in formal adult education activities reports 21% of Americans aged 16 and above enroll in at least one personal-interest class each year.¹ Personal enrichment programming enrollment at BVCC could likely exceed 1,000 unique annual students in the years ahead.

¹ National Center for Education Statistics (2019). Participation rate of persons, 17 years old and over, in adult education during the previous 12 months, by selected characteristics of participants: Selected years, 1991 through 2005 (Table 507.40). *Digest of Education Statistics 2019*. Washington, DC: U.S. Dept. of Education. Retrieved from https://nces.ed.gov/programs/digest/d19/tables/dt19_507.40.asp

Table 3. Local participation rates at Montana's independently accredited, two-year colleges.¹

Montana County	Montana 2-Year College	County population between 18 and 64	No. of students at local college	County participation rate at local college
Cascade County	Great Falls College MSU	49016	835	1.70%
Custer County	Miles Community College	7,078	471	6.65%
Dawson County	Dawson Community College	5,129	283	5.52%
Flathead County	Flathead Valley Community College	62,686	1,406	2.24%
Lewis & Clark County	Helena College UM	42,612	775	1.82%
Average county participation rate at local college				3.59%
Median county participation rate at local college				2.24%

Table 4. Projected BVCC college credit enrollment inferred from local participation rate data.²

Montana County	Montana 2-year College	County population between 18 and 64	Projected no. of students at median rate	Projected no. of students at average rate
Ravalli County	Bitterroot Valley Community College	25,140	564	902

Community College Trends

The post-pandemic landscape for community colleges offers many opportunities for re-engagement with students, employers, and communities. America's community colleges as a whole lost approximately 13% of their college credit students between fall 2019 and fall 2021.³ Community colleges are now emerging from this decline with stabilizing enrollments ([National Student Clearinghouse Research Center](#)) as they look to re-invigorate strategies for success in a tight labor force environment. Suggested career and technical education goals for community colleges include a) co-designing programs and co-creating curriculum with local employers, b) bringing more real-world scenarios into the classroom, c) establishing job placement pipelines for credential completers and degree earners, and d) partnering closely with local employers to understand and meet their supply and demand needs for talent.⁴ Other best practices recommended for community colleges post-Covid focus on expanding student support with increased career pathway guidance and increased awareness of and attention to students' external needs.⁵

¹ Quick Facts U.S. Census Bureau, [MUS Dashboards](#)

² Quick Facts U.S. Census Bureau

³ Bulman, G., & Fairlie, R. (2022). The impact of COVID-19 on community college enrollment and student success: Evidence from California administrative data. *Education Finance and Policy* 2022; 17 (4): 745–764. doi: https://doi.org/10.1162/edfp_a_00384

⁴ Fuller, J., & Raman, M. (2022). *The partnership imperative: Community colleges, employers, and America's chronic skills gap*. Boston: Harvard Business School. Retrieved from <https://www.hbs.edu/managing-the-future-of-work/research/Pages/community-college-report.aspx>

⁵ Gardner, L. (2022). *What community colleges need to thrive*. Washington, DC: The Chronicle of Higher Education.

Community colleges are a fundamental component of America's realized and potential for economic success.

The economic value of community colleges is also receiving renewed consideration. Community colleges are highlighted for their return on investment (ROI) to students, taxpayers, and the nation. Community college associate's graduates earn \$9,600 more per year than their high school-only counterparts. Community college graduates' annual rate of return on their education investment (tuition, fees, loan interest, job income lost due to school attendance) is 16.9% (6.3% higher than the U.S. stock market's 30-year average rate of return).¹ Community colleges' ROI for taxpayers is nearly as impressive. Taxpayers gain via the increased tax payments made by community college graduates (tax burden goes down collectively as community college graduates are added to the tax rolls). Taxpayers also gain as community college graduates make better lifestyle choices resulting in a reduction in government spending in healthcare, the justice system, and income assistance. All totaled, the taxpayer ROI from community colleges equals 12.2% per year—again, higher than the 10.6% U.S. stock market's 30-year average rate of return.¹ Ultimately, the nation's investment in community colleges (including local, state, and federal monies) is rewarded at a benefit-cost ratio of 11.6; for every dollar the nation invests in community colleges, the nation receives \$11.6 in cumulative value.¹ Community colleges are a fundamental component of America's realized and potential for economic success.

Local Postsecondary Educational Opportunities

There is a Difference

Bitterroot Valley Community College

Bitterroot Valley Community College is a public community college district created by the Montana State Legislature in 2021, following a local vote in 2020 approving organization of the new district, pursuant to [MCA 2019, 20-15-201, 202, 209](#). Montana community college districts are subject to Montana law as provided in [Title 20, Chapter 15. Community College Districts](#). Pursuant to [MCA 20-15-105](#), BVCC is legally bound to “provide instruction in transfer, career and technical, and adult postsecondary education, subject to the approval of the board of regents of higher education.” BVCC is ready to fulfill its instructional mandate and has submitted a budget as required under [MCA 20-15-311](#) to secure its first biennial state appropriation.

University of Montana Bitterroot College

University of Montana (UM) Bitterroot College is an off-campus program of UM. UM Bitterroot College is not a college of UM nor is it a UM campus. The Montana State Legislature has not approved a campus for UM in Ravalli County ([MCA 20-25-201](#)). The UM has no legal obligation to provide sustained instruction in Ravalli County. The UM has no legal obligation to commit on-going resources to support UM Bitterroot College.

¹ Lightcast. (2022). *The economic value of America's community colleges: Executive summary*. Washington, DC: American Association of Community Colleges. Retrieved from <https://www.aacc.nche.edu/2022/12/12/new-report-by-aacc-harvard-business-school/>

Advocates for the organization of BVCC understood the tenuousness of UM's presence in Ravalli County. Consequently, to ensure Ravalli County had guaranteed and sustainable local access to transfer education, career and technical education, and adult postsecondary education, BVCC advocates supported and achieved the organization of the BVCC District. Bitterroot Valley Community College is now poised to launch operations in Ravalli County.

University of Montana and Missoula College

The University of Montana (UM) and Missoula College (UM's two-year college in Missoula) are the nearest brick-and-mortar campuses to the BVCC District. Table 5 provides the roundtrip costs of commuting to Missoula College versus commuting to a BVCC campus in Hamilton. For most residents of the BVCC District, the commute to a campus in Missoula is more costly in time and money than a commute to a campus in Hamilton. With respect to the cost of attendance, tuition and fees at the UM and Missoula College are higher than those projected for BVCC students—\$3,860 for 12 credits per semester at [UM](#) and \$2,092.08 for 12 credits per semester at [Missoula College](#) versus \$1,920 for 12 credits per semester at BVCC (see [Funding](#) section). Finally, in fall 2022 only 36 of 355 graduating high school seniors living within the BVCC District chose to attend Missoula College the fall after their high school graduation ([GEMS Data](#)). This number includes UM Bitterroot College students, suggesting Missoula College is not a two-year college draw for Ravalli County residents. Given commuting costs, higher tuition and fee costs, and current low local enrollment, BVCC has a competitive advantage over UM and Missoula College.

Table 5. Commute to Missoula College versus BVCC.

	Corvallis	Darby	Hamilton	Lone Rock	Stevensville	Victor
Commute miles ¹ to MC (one-way)	45.5	64.7	47.9	30.5	30	36.3
Commute miles to BVCC ² (one-way)	5.8	16.9	—	28.6	19.8	12.1
Commute cost per mile ³	\$0.625	\$0.625	\$0.625	\$0.625	\$0.625	\$0.625
1 semester ⁴ commute cost to MC	\$1,706	\$2,426	\$1,796	\$1,144	\$1,125	\$1,361
1 semester commute cost to BVCC	\$218	\$634	—	\$1,073	\$743	\$454
BVCC 1 semester commute savings	\$1,489	\$1,793	\$1,796	\$71	\$383	\$908
	Corvallis	Darby	Hamilton	Lone Rock	Stevensville	Victor
Commute minutes ¹ to MC (one-way)	54	75	57	41	39	45
Commute minutes to BVCC ² (one-way)	8	20	—	36	24	15
1 semester ⁴ commute time to MC	54 hours	75 hours	57 hours	41 hours	39 hours	45 hours
1 semester commute time to BVCC	8 hours	20 hours	—	36 hours	24 hours	15 hours
BVCC 1 semester commute savings	46 hours	55 hours	57 hours	5 hours	15 hours	30 hours
	Corvallis	Darby	Hamilton	Lone Rock	Stevensville	Victor
Annual cost ⁵ of choosing MC	\$8,669	\$10,527	\$8,909	\$7,286	\$7,208	\$7,800
Annual cost of choosing BVCC	\$4,434	\$5,506	\$3,840	\$6,701	\$5,803	\$5,046
BVCC annual cost savings	\$4,235	\$5,022	\$5,069	\$584	\$1,406	\$2,754

¹Source: [Google Maps](#); ²Assuming a BVCC campus in Hamilton; ³Source: [IRS business mileage rate](#); ⁴1 semester equals 2 roundtrips per week for 15 weeks; ⁵Annual cost = 2 semesters of commuting + college tuition & fees + \$9.95/hr in lost wages during commute [based on [Montana minimum wage](#)].

Online Education

Bitterroot Valley Community College District residents have access to a growing number of education options available completely online. Many workforce skills classes, credential programs, and degree programs are already available to district residents via online education. While fully online education meets the needs of some district residents and some district employers, BVCC's physical presence is required for hands-on skills training in science, technology, healthcare, and the trades. The hallmark of career and technical education is applied, real-world learning which frequently requires in-person training on specific equipment, with specific materials and substances, and in specific settings. Moreover, some types of workforce training (especially those in healthcare) require in-person interactions (ex. blood draw). Having a local college with a local physical presence is essential for many workforce training opportunities; online education cannot accomplish the in-person, applied learning necessary for completion of many industry-recognized credentials and career and technical education programs.

Bitterroot Valley Community College will also be offering community education, education support, and community support services. Such services will be tailored to the BVCC service area and will regularly change to meet community interests. Generally, online education entities are not designed to deliver locally customized and frequently evolving education. In terms of education support, Bitterroot Valley Community College will provide largely individualized services with in-person communications; such personalized, face-to-face services are not characteristic of the online education sector.

Marketing Strategy

There are five primary components to BVCC's marketing strategy.

Catalog

The college will produce both paper and electronic catalogs of BVCC programming and services each fall, spring, and summer term. BVCC partners' services will also be included in these catalogs (ex. Bitterroot Health's education series; Literacy Bitterroot's offerings; local library information). Catalogs will be mailed to every postal address within the district each term.

Website

The college will produce and maintain a comprehensive website detailing all programming and services as well as providing online admission and registration access. The website will be user-friendly and up to date.

Social Media

The college will launch and maintain a social media presence tailored to varied local audiences and age groups.

Local Outreach

The college will engage in direct and frequent outreach to local industry, businesses, governments, organizations, and schools. Outreach will be focused on assessing local needs for programming and services, including evaluating current college activities for effectiveness.

Local Involvement

The college, managed and controlled by a locally elected board of trustees, will pursue maximizing local involvement in all decision-making. Transparency and accountability—prescribed by state law governing community college districts—will underlie all board of trustees' actions. Newspaper, radio, social media, and electronic communication will be used to ensure all district residents have access to the latest topics affecting the college and have an opportunity to participate in discussions and decisions related to such topics.

The BVCC Foundation, a tax-exempt public charity established in 2022, will fundraise to advance the mission and goals of BVCC (see [Appendix E](#)). The foundation will promote community awareness of the needs of BVCC and engage the community in BVCC activities. Foundation directors and volunteers will be from the local community.

Management & Operations

For launch of operations—specifically college credit programming—see proposed task list, assignments, and sequence presented in [Appendix F](#).

Year 1 Management

Bitterroot Valley Community College personnel requirements total 15 full-time equivalent (FTE) employees. The employee FTE breakdown is provided in Table 6.

Table 6. Year 1 personnel requirements.

Instruction		FTE Employees
College Credit Faculty		
General Education Faculty		4.3
Business & Technology		0.2
Health Professions		1.6
Industrial Technology		0.3
Workforce Skills Class Faculty		0.1
Community Education Faculty		0.5
Tutors		0.2
Total		7.3

Administration		FTE Employees
President/Academic Officer		1
Administrative & Fiscal Services		1
Student Services		1
Enrollment Services		1
Workforce Programs		1
Community Education		0.8
Recruitment & Dual Enrollment		0.4
District Clerk		0.4
Information Technology		0.4
Custodial		0.4
After-Hours Staffing		0.3
Total		7.7

Year 1 Operations

Bitterroot Valley Community College operations requirements include a variety of equipment, supplies, and services. A breakdown of operational requirements by category is provided in Table 7.

Table 7. Year 1 operational requirements.

Category	Description	Detail
Instruction		
	Classroom & laboratory furniture	tables, chairs, and stools
	Laboratory equipment & supplies	ventilation, autoclave, glassware, etc.
	Student supplies	science labs
	Communication	classroom a/v: podium, computer, projector/TV, cabling
Faculty Support		
	Furniture/equipment	office furniture (faculty), computers (faculty)
Student Support		
	Supplies	new student orientations, graduation
	Furniture/equipment	office furniture, staff computers
	Communication	advertising (includes three catalogs)

Category	Description	Detail
Institution Support		
	Accounting System	payroll, accounts payable, accounts receivable, human resources, etc.
	Accreditation	NWCCU fee and travel for site visit
	Annual Audit	required by state law (MCA 20-15-229)
	Content Management System	website development application and hosting
	Election	annual May election
	Enrollment Management System	admissions, registration, and student billing
	Instructional Agreement	see Appendix C and Appendix D
	Insurance	general liability, errors and omissions, directors and officers
	Learning Management System	instructor admin. of online & classroom lessons, grading, etc.
	Library/Media Services	subscriptions to journals, etc.
	Office App Subscriptions	includes cloud storage, email, virtual conferencing
	Furniture/equipment	office furniture; staff computers
	Employee Travel	president to regents' meetings (5 meetings/year)
	Board of Trustees Mileage	required by state law (MCA 20-15-224(4))
	Repair & Maintenance	copier lease
	Other	meetings, member dues
Facility/Facility Support		
	Communication	telephones: monthly and equipment purchase
	Rent	5,000 sq ft: 3 classrooms, 1 lab, 1 tutor room, front office, 13 offices
	Internet	monthly

Funding

Revenue Sources

Pursuant to [MCA 20-15-311](#), the annual operating budget of Bitterroot Valley Community College may be financed from the following sources:

- Revenue from the state general fund appropriation
- Revenue from a voter-approved operating levy
- Revenue from college credit tuition and fees
- All other income, revenue, balances, or reserves not designated for a specific purpose
- Any other income, revenue, balances, or reserves designated for a specific purpose (ex. community education fees)

State General Fund Appropriation

For a new community college district, state law provides a formula for determining the state general fund appropriation ([MCA 20-15-315](#)). The appropriation is based on the college's projections for college credit enrollment. If the college's actual enrollment is more than projected, then the state pays the college for the additional students; if the college's actual enrollment is less than projected, then the college returns money to the state for the unmet enrollment. Community colleges are 100% accountable to the state for meeting their college credit enrollment projections. The state only subsidizes college credit students who are served. For Year 1 of BVCC operations, the college is projecting 93 FTE students (see [Appendix G](#) for FTE student breakdown detail).¹

Voter-Approved Operating Levy

The BVCC District does not have a voter-approved operating levy in place. Starting on July 1, 2025 (FY2026), state law will require a minimum levy of 1.5 mills from community college districts in order for districts to be eligible for a state general fund appropriation. As of January 2023, 1.5 mills would raise \$145,762 annually for BVCC and would cost the owner of a house with a taxable value of \$400,000, \$8.10 per year (\$0.68 per month). For BVCC, these funds will allow the provision of community education services. For draft mill levy election resolution options, see [Appendix H](#).

College Credit Tuition and Fees

The community college board of trustees sets college credit tuition and fees with approval from the board of regents ([MCA 20-15-105](#)). For Year 1 of BVCC operations, the college is proposing to charge \$125 per college credit hour for tuition and \$35 per college credit hour in fees for in-district students.

Other

Community college districts are authorized to accept donations, grants, and federal and state monies ([MCA 20-15-225\(1\)\(f\)](#), [MCA 20-15-109](#), [MCA 20-15-304](#)). Community college districts may receive income from investments and the rent, lease, and sale of district property ([MCA 17-6-204](#), [MCA 17-6-205](#), [MCA 20-15-107](#), [MCA 20-15-327](#)). The BVCC Foundation, a tax-exempt public charity, was established in 2022 for the benefit of the BVCC District (see [Appendix E](#)). The foundation will assist in raising Year 1 operational and one-time-only funds.

¹ FTE (full-time equivalent) means the total number of undergraduate resident student credit hours in an academic year divided by 30 ([MCA 20-15-310\(1\)\(g\)](#)).

Year 1 Budget Overview

An overview of Year 1 revenue and expenses is provided in Table 8. For Year 1 budget details, see [Appendix G](#).

Table 8. Year 1 revenue and expense summary.

REVENUE			
		Budget	
State Appropriation	\$	935,227	63.0%
College-Credit Student Tuition	\$	126,633	8.5%
College-Credit Student Fees	\$	36,113	2.4%
College-Credit Course Fees	\$	2,620	0.2%
Workforce Skills Class Fees	\$	17,010	1.1%
Community Education Fees	\$	56,700	3.8%
Operating Levy (1.5 mills)	\$	145,762	9.8%
BVCC Foundation Contribution ¹	\$	164,269	11.1%
Revenue Total	\$	1,484,333	100.0%
EXPENSES			
		Budget	
Personal Services			
Salaries and Wages	\$	565,600	38.1%
Hourly Wages	\$	144,450	9.7%
Employee Benefits	\$	274,106	18.5%
Personal Services Total	\$	984,156	66.3%
Operating and Capital			
Other Services	\$	280,864	18.9%
Supplies	\$	80,720	5.4%
Communication	\$	64,800	4.4%
Travel	\$	4,693	0.3%
Rent	\$	62,500	4.2%
Utilities	\$	2,400	0.2%
Repair & Maintenance	\$	2,500	0.2%
Other	\$	1,700	0.1%
Operating and Capital Total	\$	500,177	33.7%
Expenses Total ²	\$	1,484,334	100.0%
Balance		\$	(0)

¹\$88,550 of BVCC Foundation contributions are one-time-only equipment expenses; BVCC Foundation contributions drop to \$76,139 for Year 2.

²Expense Total is \$1 higher than Revenue Total due to internal rounding; actual balance is \$0.

Appendices

Appendix A: Year 1 Proposed College Credit Courses

Subj	No	Cr	Course Title	Term Offered ¹	CTE ²	For LPN	For RN	For BSN	Trans Core ³
AHMS	270	3	Medical Ethics	SP	yes				
ANTY	101	3	Anthr and the Human Experience	FA				D	SS/H or CD & Amer Ind
ARTZ	105	3	Visual Language - Drawing	SP				IA	H/FA
BGEN	105	3	Intro to Business	FA	yes				SS/H
BIOH	104	3	Basic Human Biology	FA, SP		yes			NS
BIOH	105	1	Basic Human Biology Laboratory	FA, SP		yes			NS
BIOH	201	3	Human Anatomy & Phys I	FA			yes	yes	NS
BIOH	202	1	Human Anatomy & Phys I Lab	FA			yes	yes	NS
BIOH	211	3	Human Anatomy & Phys II	SP			yes	yes	NS
BIOH	212	1	Human Anatomy & Phys II Lab	SP			yes	yes	NS
BIOM	250	3	Microbiology in Health Sciences	SP			yes	yes	NS
BIOM	251	1	Microbiology in Health Sciences Lab	SP			yes	yes	NS
CAPP	120	3	Intro to Computer Applications	FA, SP, SU	yes				
CHMY	121	4	Intro to Gen Chemistry	FA, SP			yes	yes	NS
CHMY	122	1	Intro to Gen Chem Lab	FA, SP			yes	yes	NS
CHMY	123	4	Intro to Organic & Biochemistry	SP				yes	NS
COMX	111	3	Intro to Public Speaking	FA	yes			yes	C or H/FA
CSCI	105	3	Computer Fluency	FA	yes				
ENSC	105	3	Environmental Science	SP	yes				NS
ITS	280	3	Comp Repair & Maintenance	SP	yes				
LIT	110	3	Intro to Literature	FA, SP				IH	H/FA
M	121	3	College Algebra	FA, SP			yes	yes	M
M	105	3	Contemporary Math	SP, SU					M
M	120	3	Math with Healthcare Applications	FA	yes	yes			
NASX	105	3	Intro to Native American Studies	FA, SP				D	SS/H or CD & Amer Ind
NRSG	116	2	Intro to Prof Nursing	SP, SU	yes			yes	
NUTR	221	3	Basic Human Nutrition	FA				yes	NS
PSYX	100	3	Intro to Psychology	FA		yes	yes	yes	SS/H
PSYX	230	3	Developmental Psychology	SP				yes	SS/H
STAT	216	4	Intro to Statistics	SP				yes	M
WRIT	101	3	College Writing I	FA, SP		yes	yes	yes	C
WRIT	201	3	College Writing II	FA, SP				yes	C

¹FA=Fall, SP=Spring, SU=Summer; ²CTE=Career and Technical Education; ³MUS Transfer Core.

Appendix B: Year 1 Proposed Dual Credit Courses

BVCC District High School	Subj	No	Cr	Course Title	CTE ¹
Corvallis High School	ACTG	101	4	Accounting Procedures I	yes
Corvallis High School	BIOH	104	3	Basic Human Biology	
Corvallis High School	BIOH	105	1	Basic Human Biology Laboratory	
Corvallis High School	CHMY	121	4	Intro to Gen Chemistry	
Corvallis High School	COMX	111	3	Intro to Public Speaking	yes
Corvallis High School	LIT	110	3	Intro to Literature	
Corvallis High School	M	115	3	Probability and Linear Mathematics	
Corvallis High School	M	121	3	College Algebra	
Corvallis High School	M	151	4	Precalculus	
Corvallis High School	M	162	4	Applied Calculus	
Corvallis High School	PSCI	210	3	Introduction to American Government	
Corvallis High School	WRIT	101	3	College Writing I	
Darby High School	PSCI	210	3	Introduction to American Government	
Darby High School	WRIT	101	3	College Writing I	
Hamilton High School	BGEN	235	3	Business Law	yes
Hamilton High School	CHMY	121	4	Intro to Gen Chemistry	
Hamilton High School	CSCI	107	3	Computer Fluency	yes
Hamilton High School	LEG	185	2	Intro Paralegal Studies	yes
Hamilton High School	M	115	3	Probability and Linear Mathematics	
Hamilton High School	M	151	4	Precalculus	
Hamilton High School	PSCI	210	3	Introduction to American Government	
Hamilton High School	WRIT	101	3	College Writing I	
Stevensville High School	M	151	4	Precalculus	
Stevensville High School	M	162	4	Applied Calculus	
Stevensville High School	STAT	216	4	Introduction to Statistics	
Stevensville High School	WRIT	101	3	College Writing I	

¹CTE=Career and Technical Education.

Appendix C: Draft Instructional Services Agreement

DRAFT

SERVICE AGREEMENT BETWEEN BITTERROOT VALLEY COMMUNITY COLLEGE AND * COMMUNITY COLLEGE**

THIS AGREEMENT, as permitted by [MCA 20-15-225\(3\)](#), is entered into on the date of the last signature below, and is effective as of July 1, *, between Bitterroot Valley Community College, hereinafter referred to as "BVCC", and *** Community College, hereinafter referred to as "**CC".

WHEREAS, BVCC and **CC desire to cooperate in enabling BVCC to provide college credit instruction to patrons of the BVCC service area and to do so without requiring **CC patrons and district taxpayers to subsidize the operation of the BVCC district.

THEREFORE, the parties agree as follows:

I. Responsibilities of BVCC. BVCC agrees to:

- A. Adhere to and comply with all applicable federal and state laws, **CC Board of Trustees policies, Northwest Commission on Colleges and Universities (NWCCU) standards, and **CC's academic policies and procedures.
- B. Comply with all applicable Montana and United States statutes governing the employment relationship including, but not limited to, the Americans with Disabilities Act, the Family Medical Leave Acts, and the Fair Labor Standards Act.
- C. Be solely responsible for hiring, employing, supervising, evaluating, and compensating BVCC college credit faculty and staff and providing all BVCC college credit instruction and associated student support and administrative services. The recruitment and selection of college credit faculty and staff at BVCC must be in compliance with the "Uniform Guidelines on Employee Selection Procedures" jointly adopted by the U.S. Equal Employment Opportunity Commission (EEOC) and the Office of Federal Contract Compliance. All BVCC college credit faculty hired by BVCC must meet the qualifications established by **CC.
- D. Be solely responsible for (a) processing BVCC grievances filed by their students, administrators, faculty, and staff, (b) handling BVCC discrimination and affirmative action complaints, and (c) addressing BVCC violations of any of the above referenced employment laws. BVCC agrees to hold **CC harmless for any violations or resulting complaints or claims relative to this section. **CC assumes no liability for these actions and any services provided by **CC at BVCC's request relative to these actions are not covered in this Agreement.
- E. Consult with **CC regarding all contracts that have been or are being developed to provide college credit instruction or other services related to college credit instruction at BVCC (for example, but not limited to, dual credit instruction at BVCC service area high

schools). Contracts to provide non-college credit training services to business, industry, and other organizations are exempted from this provision.

II. Responsibilities of **CC. **CC agrees to:

A. Provide the following college credit instructional services to BVCC in compliance with **CC Board of Trustees policies and NWCCU accreditation standards.

1. ACADEMIC SERVICES:

- a. Evaluate, and if appropriate, process and approve all BVCC's college credit curricular decisions, changes, and new programs following **CC procedures.
- b. Periodically review BVCC faculty files to assure faculty are qualified in the college credit subject areas they teach and to review implementation of the college credit faculty approval policy.
- c. Periodically review BVCC college credit faculty hiring and evaluative procedures to assure compliance with established **CC procedures.
- d. Provide BVCC with college credit course content guides, approved textbook and materials lists, and other up-to-date curriculum information.
- e. Review BVCC's college credit instructional approval and evaluation procedures according to NWCCU standards.
- f. Provide opportunities for BVCC college credit faculty and administrators, upon mutual agreement, to attend college credit subject area/program area committees and to attend other committees relevant to this Agreement such as accreditation.

2. STUDENT SERVICES:

- a. Maintain academic records for all BVCC students attempting college credit classes.
- b. Provide transcript, transfer articulation, and related services.
- c. Provide financial aid and Veterans Affairs education benefits services to BVCC as described in the Financial Aid addendum to this Agreement.

3. LIBRARY SERVICES:

- a. Provide library support services to BVCC as specified in the Library Services addendum to this Agreement.

4. SUPPORT FOR EXTERNAL REPORTING:

- a. Submit enrollment files and completion data to the National Student Clearinghouse for BVCC students attempting college credit classes.

- b. Provide BVCC with its financial aid default rate for BVCC students receiving financial aid; however, **CC's official rate will be used for Integrated Postsecondary Education Data System (IPEDS) official reporting.
- c. Provide completion data for BVCC, allowing BVCC to complete and submit IPEDS completions report.

III. **Additional Services.** Both parties may agree in writing that **CC will provide services not described in this Agreement. In such an event, **CC will provide additional services and provision of such additional services will be treated as services provided to BVCC pursuant to this Agreement. To the extent reasonable, BVCC and **CC will agree on the charge to BVCC for such additional services before the services are provided.

IV. **Excluded Services.**

- A. **CC will not:
 - 1. Provide nor bill BVCC for any workers compensation coverage for any BVCC employee.
 - 2. Prepare Form 1098-T for any BVCC student nor transmit any 1098-T data to the Internal Revenue Service on behalf of BVCC.
 - 3. Provide any **CC institutional grants to BVCC students or allow BVCC students to charge books (using financial aid) at the **CC bookstore.

V. **Compensation.**

- A. Base Payment. In exchange for the services rendered by **CC pursuant to this Agreement, BVCC will pay **CC a fee equal to (a) 10 percent of BVCC's payments for full-time and part-time college credit faculty salary, wages, fringe benefits, and other compensation during the fiscal year in which **CC provides services (the "Percent Fee"), plus (b) 20 percent of the total Percent Fee for the fiscal year (collectively, the "Base Payment"). On or before the 15th day following the end of each fiscal quarter, BVCC will pay one quarter of the estimated Base Payment as set forth in BVCC's approved annual budget (see Section V, Part F) without the need for an invoice from **CC.
- B. Additional Fees. BVCC will pay **CC for any additional services described in Section III.
- C. Reimbursement. BVCC will reimburse **CC for all its direct out-of-pocket costs incurred in providing services to BVCC under this Agreement, including the cost of providing any dedicated resources or the cost of hiring additional personnel to help **CC meet its obligations under this Agreement, if BVCC agrees in advance to reimburse **CC for such costs.
- D. Return of Title IV Funds. **CC will be responsible for billing BVCC for the return of Title IV federal student aid funds for BVCC students.
- E. Invoicing. In a timely manner following the completion of each fiscal quarter, **CC will submit written invoices to BVCC billing BVCC for additional services, reimbursable

expenses, and return of Title IV federal student aid funds for the prior quarter. Such written invoices will include appropriate documentation to justify bills for all additional services, reimbursable expenses, and return of Title IV federal student aid funds. The final billing for all additional services and reimbursable expenses for each fiscal year must be provided to BVCC no later than August 30 of the next fiscal year. BVCC must pay all invoices within 30 days after receipt of the invoice.

- F. Annual Budget. On or before January 15 of the first year of this Agreement and November 15 for the second year of this Agreement, BVCC will provide **CC a proposed budget for the Base Payment to **CC for the upcoming fiscal year. Any changes in the financial arrangement between the parties will be agreed upon by both parties by January 31 for the first year of this Agreement and by December 15 for the second year of this Agreement, prior to the July 1 commencement of the new fiscal year. The financial arrangement identified in this Agreement will be validated annually by BVCC submitting a budget for approval by **CC, followed by **CC's approval of BVCC's submitted budget.
- G. Reconciliation. On or before August 30 of each year, BVCC will provide **CC with a statement summarizing actual payments BVCC made to full-time and part-time faculty during the prior fiscal year for salary, wages, fringe benefits, and other compensation. If the actual Base Payment owed for such fiscal year exceeds the amount of cumulative estimated Base Payment for the fiscal year, BVCC will immediately pay the difference to **CC. If the cumulative estimated Base Payment for that fiscal year exceeded the actual Base Payment owed for such fiscal year, **CC will within 30 days after receipt of BVCC's year-end statement pay the difference to BVCC.

VI. **Contract Administration.** The Academic and Student Affairs Vice President at **CC will have overall responsibility for administering this Agreement and designating other staff, as needed, to carry out this Agreement.

VII. **Indemnification.** Subject to the limitations and conditions of Montana law, BVCC will indemnify, defend, and hold harmless **CC from and against any claim, loss, damage, injury, demand, or liability arising out of or related to (a) BVCC's failure to comply with all applicable laws, including, without limitation, employment-related laws, (b) acts or omissions of BVCC or its trustees, officers, employees, agents, or contractors, (c) any breach of this Agreement by BVCC or its trustees, officers, employees, agents, or contractors, including, without limitation, the obligations of BVCC under Section I of this Agreement, or (d) this Agreement, except to the extent such claim, loss, or liability arose of a grossly negligent act or omission of **CC or its trustees, officers, employees, agents, or contractors. Subject to the limitations and conditions of Montana law, **CC will indemnify, defend, and hold harmless BVCC from and against any claim, loss, damage, injury, demand, or liability arising out of or related to (a) **CC's failure to comply with all applicable laws, including, without limitation, employment-related laws, or (b) grossly negligent acts or omissions of **CC or its directors, officers, employers, agents, or contractors. In all events, BVCC agrees that **CC will have no liability, and BVCC will indemnify, defend, and hold harmless **CC, with counsel reasonably acceptable to **CC, for any and all claim, loss, or liability arising out of or as a result of any additional services **CC may be requested to provide and does provide with respect to BVCC discrimination or

affirmative action complaints, processing grievances filed by BVCC students, administrators, faculty, or staff, or any violation by BVCC of law, including any employment-related laws.

VIII. Governing Law/Venue. This Agreement will be governed by the laws of the State of Montana. All parties agree to be bound by Montana law and to resolve all conflicts and to bring any action or suit commenced in connection with this Agreement in the **** County District Court.

IX. Term/Termination. This Agreement is for a term of two years and will automatically expire on June 30, 2025, unless terminated or extended in one of the following ways:

- A. Either party may terminate this Agreement effective on the last day of the current fiscal year by at least five (5) months' advance written notice to the other party.
- B. The parties must agree annually in advance on all services and costs for each fiscal year. If they fail to agree, either party may terminate this Agreement by giving the other party 180-days advance written notice of the termination. During the 180-day notice period, the agreement in effect for the ending fiscal year will be continued.
- C. If either party breaches this Agreement, the other party may terminate this Agreement by giving the breaching party at least ninety (90) days' advance written notice of the termination. This termination right is in addition to any other rights hereunder or by law.
- D. This Agreement may be terminated by mutual agreement with mutually agreeable timelines.
- E. This Agreement may be extended by mutual agreement of the parties only if (a) BVCC has made substantial and satisfactory progress towards independent accreditation, as determined by **CC in its reasonable discretion, including, reaching NWCCU candidate status, or (b) **CC determines, after consultation with NWCCU, that extenuating circumstances have precluded BVCC's progress toward independent accreditation.

X. Interest. Any payment required under this Agreement will, if not paid within 10 days after its due, bear interest at a rate of ten (10) percent per annum (but not in any event at a rate greater than the maximum rate of interest permitted by law) from the due date until paid.

XI. Addenda. The parties have entered into two addenda in conjunction with this Agreement, which are attached hereto and hereby incorporated by reference. The parties may agree on additional addenda provided they are reduced to writing and fully executed by both parties.

XII. Merger. This Agreement together with all addenda constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No amendment, consent, or waiver of terms of this agreement will bind either party unless in writing and signed by all parties. Any such amendment, consent, or waiver will be effective only in the specific instance and for the specific purpose given. The parties, by their signing below, acknowledge having read this Agreement, understand it, and agree to be bound by its terms and conditions.

The parties have executed this Service Agreement, which is effective as of the date written above.

BVCC:

Bitterroot Valley Community College

****CC:**

** Community College

By: _____

Date: _____

By: _____

Date: _____

By: _____

Date: _____

By: _____

Date: _____

DRAFT

**LIBRARY SERVICES ADDENDUM A
TO SERVICE AGREEMENT BETWEEN
BITTERROOT VALLEY COMMUNITY COLLEGE AND
*** COMMUNITY COLLEGE**

As an Addendum to their Service Agreement and in further compliance with the standards of the Northwest Commission on Colleges and Universities (NWCCU), *** Community College (**CC) and Bitterroot Valley Community College (BVCC) agree to provide the following:

I. **CC will:

- A. Provide BVCC college credit faculty and students access to the **CC library system via the Internet.
- B. Loan **CC's print and media collection in a timely manner and for loan periods specified by **CC's library system, plus shipping periods, to BVCC college credit faculty and students.
- C. Support BVCC in creating standard library policies and guidelines to meet NWCCU standards.

II. BVCC will:

- A. Designate a BVCC space and a BVCC contact person to receive and distribute **CC loaned library materials.
- B. Provide all necessary hardware and software applications needed to access the Internet including any special applications needed to access **CC library services.
- C. Pay for costs associated with interlibrary loans for all materials and pay for replacement costs for lost materials.
- D. Initiate development of library services and collections sufficient to meet BVCC patron needs and NWCCU standards.

DRAFT

FINANCIAL AID ADDENDUM B

TO SERVICE AGREEMENT BETWEEN

BITTERROOT VALLEY COMMUNITY COLLEGE AND

***** COMMUNITY COLLEGE**

As an Addendum to their Service Agreement and in further compliance with the standards of the Northwest Commission on Colleges and Universities (NWCCU), *** Community College (**CC) and Bitterroot Valley Community College (BVCC) agree to provide the following:

- I. **CC will:
- A. Establish and maintain all official financial aid records for BVCC students.
 - B. Supply all financial aid related forms and documents to BVCC.
 - C. Process financial aid applications and related forms for BVCC.
 - D. Perform file evaluation and analysis (needs analysis, data verification, student eligibility determination, professional judgment decisions) for all BVCC financial aid applicants.
 - E. Determine award eligibility and award amounts for all BVCC financial aid applicants.
 - F. Certify all BVCC financial aid student loan applications.
 - G. Disburse and deliver financial aid to BVCC students according to **CC's disbursement schedule and disbursement policies and procedures.
 - H. Perform all financial aid refund/repayment calculations for BVCC students receiving financial aid who withdraw or stop attending classes.
 - I. Bill BVCC for return of all Title IV federal student aid funds and all direct expenses incurred by **CC on behalf of BVCC financial aid students.
 - J. Approve all financial aid work-study contracts for BVCC students (**CC is the designated institution).
 - K. Approve all BVCC students' consortium agreements with other institutions (**CC is the home institution) for purposes of awarding financial aid for concurrent enrollment.
 - L. Monitor satisfactory academic progress for all BVCC students receiving financial aid.
 - M. Adjudicate all financial aid appeals for BVCC students.
 - N. Provide financial aid advising/counseling to BVCC students by phone or e-mail when BVCC staff are unable to provide requested information.
 - O. Provide BVCC with copies of all appropriate financial aid policies, procedures, and related documentation.
 - P. Provide financial aid training or access to financial aid training to BVCC staff.

- Q. Provide BVCC with access to appropriate **CC financial aid data with respect to BVCC students.
- R. Establish and maintain all official Veterans Affairs (VA) education benefits records for BVCC students.
- S. Supply all VA education benefits forms and documents to BVCC.
- T. Process and certify all VA education benefits applications and related forms for BVCC students.
- U. Provide access to appropriate **CC VA education benefits data to BVCC.
- V. Monitor satisfactory academic progress for all BVCC VA education benefits students.

II. BVCC will:

- A. Disseminate financial aid and VA education benefits information and forms to BVCC students.
- B. Act as liaison between BVCC students and financial aid advisors and VA certifying officials at **CC.
- C. Assist BVCC students in completing financial aid and VA education benefits forms.
- D. Maintain logging system to track all BVCC forms and documents submitted to **CC.
- E. Conduct financial aid work-study orientation sessions and make job referrals according to **CC policies and procedures.
- F. Provide attendance verification and tuition account information to **CC for BVCC financial aid and VA education benefits students who withdraw or stop attending classes by submitting the last date of attendance.
- G. Conduct financial aid and VA education benefits workshops for BVCC students and parents according to **CC policies and procedures.
- H. Attend all financial aid training sessions required by **CC.
- I. Reduce or collect on BVCC financial aid students who have been shown to be in default.
- J. At its sole expense, BVCC will (a) compile all additional information required and prepare and distribute 1098-T tax statements and (b) accurately report required information to the Internal Revenue Service (IRS). BVCC will be responsible for working with IRS if questions arise.

Appendix D: Draft Budget for Instructional Services Agreement

BVCC Budget Detail for Service Agreement

Personnel/Personal Services Detail for Contract Faculty

Year 1 (based on FY2024 submission to OCHE/BoR)¹

	FTE	Base Wage	Comp Total	Retirement 9.47% (TRS)	Health Insur	Benefits Total	Expense Total
Contract Faculty Detail							
General Education							
Permanent	0.00	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Adjunct over 0.5 FTE	2.47	\$ 39,000	\$ 96,200	\$ 9,110	\$ 50,592	\$ 59,702	\$ 155,902
Adjunct	1.80	\$ 39,000	\$ 70,200	\$ 6,648		\$ 6,648	\$ 76,848
Business & Technology							
Permanent	0.00	\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ -
Adjunct over 0.5 FTE	0.00	\$ 39,000	\$ -	\$ -	\$ -	\$ -	\$ -
Adjunct	0.20	\$ 39,000	\$ 7,800	\$ 739		\$ 739	\$ 8,539
Health Professions							
Permanent	0.00	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -
Adjunct over 0.5 FTE	0.67	\$ 39,000	\$ 26,000	\$ 2,462	\$ 12,648	\$ 15,110	\$ 41,110
Adjunct	0.93	\$ 39,000	\$ 36,400	\$ 3,447		\$ 3,447	\$ 39,847
Industrial Technology							
Permanent	0.00	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -
Adjunct	0.33	\$ 39,000	\$ 13,000	\$ 1,231		\$ 1,231	\$ 14,231
Natural Resources							
Permanent	0.00	\$ 57,500	\$ -	\$ -	\$ -	\$ -	\$ -
Adjunct	0.00	\$ 39,000	\$ -	\$ -		\$ -	\$ -
Total Contract Faculty Detail	6.40		\$ 249,600			\$ 86,877	\$ 336,477

Associated Enrollment Projections		
Year 1	FTE	Headcnt
Career & Technical Ed	29.13	35
General Education	18.06	35
Dual Enrollment - College	2.01	10
Dual Credit - High School	43.80	250
Total	93.00	

Percent Fee (10%)	\$ 33,648
20% of Percent Fee	\$ 6,730
Base Payment	\$ 40,377

¹ BVCC submitted two budgets to OCHE for 2025 Biennium funding -- one FY2024 budget based on BVCC interpretation of funding statute MCA 20-15-315 and one FY2024 budget based on OCHE interpretation of funding MCA 20-15-315. The budget detail and enrollment projections in this document are based on BVCC interpretation of MCA 20-15-315. With respect to a projected Base Payment for the BVCC service partner, under OCHE interpretation of MCA 20-15-315, Base Payment becomes **\$43,110**.

[MCA 20-15-315 Funding for New Community College District](#)

Appendix E: BVCC Foundation Tax-Exempt Determination Letter



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

BITTERROOT VALLEY COMMUNITY COLLEGE
FOUNDATION

Date:
07/19/2022
Employer ID number:
87-4629084
Person to contact:
Name: Customer Service
ID number: 31954
Telephone: 877-829-5500
Accounting period ending:
June 30
Public charity status:
170(b)(1)(A)(iv)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
January 11, 2022
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
26053445008842

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in cursive script that reads "Stephen A. Martin".

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

Appendix F: Year 1 Launch Steps for College Credit Programming

Step 1

Secure Instructional Services Agreement

Step 2

Hire Leadership Team

- President/Academic Officer
- Administrative & Fiscal Services Director and Student Services Director

Step 3

Leadership team identifies vendors and secures contracts for:

- Accounting/human resources system
- Enrollment management system
- Learning management system (LMS)
- Content management system (website); website development/design
- Office productivity software and email client

Step 4

Leadership team, with district clerk, completes tasks below (in general order as listed).

Academic Officer Tasks	Student Services Tasks	Admn & Fiscal Svcs Tasks	HR Tasks (District Clerk)
<ol style="list-style-type: none"> 1. Determine Year 1 college credit certificate/degree programs 2. Clear Year 1 programs with instructional partner 3. Write/acquire curricula for Year 1 certificate/degree programs 4. Submit Year 1 program forms/notices to OCHE and/or Instructional partner, as needed 5. Prepare college credit program/course catalog including academic policies (adopted from instructional partner) 6. Set Year 1 acdmc calendar 7. Set first semester Year 1 college course schedule 8. Hire faculty for first semester/Year 1 contracts 9. Hire first semester tutors <p>Additional:</p> <ul style="list-style-type: none"> • Launch LMS • Connect with NWCCU • Establish program develop & evaluation processes and CTE advisory committees • Review all processes for FERPA compliance 	<ol style="list-style-type: none"> 1. Establish admissions process (adopted from instructional partner) 2. Establish financial aid process (adopted from instructional partner) 3. Establish student records protocols (adopted from instructional partner) 4. Establish disability services processes 5. Finalize student code of conduct (already drafted) 6. Finalize grievance procedures (already drafted) 7. Establish library services (via instructional partner) 8. Prepare student handbook for inclusion with college credit catalog 9. Oversee website launch 10. Hire Enrollment Services lead 11. Admit students 12. Advise & register students 13. Hold new student orientation(s) <p>Additional:</p> <ul style="list-style-type: none"> • Launch enroll mgnt sys • Review all processes for Title IX, EO, ADA, Clery Act, HEA, and FERPA compliance 	<ol style="list-style-type: none"> 1. Set tuition and fee schedule (needs BoR approval) 2. Secure facility 3. Purchase equipment, furniture, and supplies 4. Set up front office space, advising space, and staff offices 5. Prepare Emergency Response Plan 6. Prepare business services procedures for: treasury, AR/AP, contracts, asset tracking, reimbursement, & travel 7. Establish administrative records protocols 8. Hire IT Lead 9. Prepare IT and network guidelines 10. Set up classrooms & lab 11. Hire custodian 12. Hire after-hours staff <p>Additional:</p> <ul style="list-style-type: none"> • Launch accounting/hr sys • Review all processes for OSHA and EHS compliance • Prepare procedures for: public facility or property use; copyright and intellectual property rights; alcohol exceptions; admin of grants 	<ol style="list-style-type: none"> 1. Finalize employee handbook (already drafted) 2. Finalize conflict resolution procedure (already drafted) 3. Finalize grievance procedure (already drafted) 4. Establish recruitment and hiring processes 5. Establish termination process <p>Additional:</p> <ul style="list-style-type: none"> • Review all processes for Title IX, EEO, FLSA, and ADA compliance

Appendix G: Year 1 Budget Detail

REVENUE			
		Budget	
State Appropriation	\$	935,227	63.0%
College-Credit Student Tuition	\$	126,633	8.5%
College-Credit Student Fees	\$	36,113	2.4%
College-Credit Course Fees	\$	2,620	0.2%
Workforce Skills Class Fees	\$	17,010	1.1%
Community Education Fees	\$	56,700	3.8%
Operating Levy (1.5 mills)	\$	145,762	9.8%
BVCC Foundation Contribution ¹	\$	164,269	11.1%
Revenue Total	\$	1,484,333	100.0%
EXPENSES			
		Budget	
Personal Services			
Salaries and Wages	\$	565,600	38.1%
Hourly Wages	\$	144,450	9.7%
Employee Benefits	\$	274,106	18.5%
Personal Services Total	\$	984,156	66.3%
Operating and Capital			
Other Services	\$	280,864	18.9%
Supplies	\$	80,720	5.4%
Communication	\$	64,800	4.4%
Travel	\$	4,693	0.3%
Rent	\$	62,500	4.2%
Utilities	\$	2,400	0.2%
Repair & Maintenance	\$	2,500	0.2%
Other	\$	1,700	0.1%
Operating and Capital Total	\$	500,177	33.7%
Expenses Total²	\$	1,484,334	100.0%
Balance		\$	(0)

Revenue Calculation Detail

Year 1

State Appropriation				
Enrollment Type	Projected FTE	FTE Weight Factor	State Appropriation per FTE	Total State Allocation
FTE - Career & Tech Ed	29	1.50	\$ 9,680	\$ 423,006
FTE - General Education	18	1.00	\$ 9,680	\$ 174,817
FTE - Early College	2	1.00	\$ 9,680	\$ 19,424
FTE - Dual Credit	44	0.75	\$ 9,680	\$ 317,980
	93		State Appropriation Total	\$ 935,227

Student Tuition				
Enrollment Type	Projected FTE	Tuition/credit	No. of Semesters	Student Tuition Revenue
Not Dual Enrollment	32	\$ 125.00	2	\$ 120,938
5% of Dual Enrollment*	61	\$ 62.50	2	\$ 5,695
	93		Student Tuition Total	\$ 126,633

*only collect about 5% due to 1-2 FREE (first six credits free to high school-age students)

Student Fees				
New Students	Projected FTE	Mandatory Fees/credit	No. of Semesters	Student Fees Revenue
	32	\$35	2	\$ 33,863
45		\$25	2	\$ 2,250
			Student Fees Total	\$ 36,113

Local Mills for College Programming			
Revenue per Mill	Property Owner Mills		Levy Revenue
\$ 97,175	1.50		\$ 145,762
		Levy Total	\$ 145,762

College-Credit Course Fees	
	Instructional/Course Fees Total \$ 2,620

Non-College Credit Course Fees					
	Annual No. Classes	Aver. No. of Instructional Hrs Per Class	Aver. No. of Students per Class	Fee per Instructional Hr Per Student	Annual Revenue
Workforce Skills	15	18	7	\$ 9.00	\$ 17,010
Community Ed	90	12	7	\$ 7.50	\$ 56,700
			Non-College Credit Course Fees Total		\$ 73,710

Calculating State Appropriations

FTE Weights

Career & Technical Education (CTE)	1.50
General Education (GE)	1.00
Dual Enrollment - Early College (EC)*	1.00
Dual Enrollment - Concurrent Enrollment (CE)**	0.75

*OCHE labelling as Dual Enrollment - College

**OCHE labelling as Dual Credit - High School; does not include CE that is CTE; ALL CTE is weighted as CTE, regardless of dual enrollment status

Total Adjusted Base (FY22) - per definition in 20-15-310 and directions in 20-15-315

	DCC	FVCC	MCC	Total Adj Base
Total FY22 appropriation	\$ 2,021,004	\$ 9,470,419	\$ 2,937,276	
Less: audit	\$ 42,954	\$ 31,999	\$ 41,931	
Less: reversion *before July 1, 2023	\$ -	\$ -	\$ -	
Less: OTO *except FY22 OTO	\$ -	\$ -	\$ -	
Subtotal	\$ 1,978,050	\$ 9,438,420	\$ 2,895,345	
Multiplied by y2 of biennium inflationary factor (FY23)	2.57%	2.57%	2.57%	
	\$ 2,028,886	\$ 9,680,987	\$ 2,969,755	\$ 14,679,629

Total FTE in Base Year (FY22) - per definition in 20-15-310 and directions in 20-15-315

	DCC	FVCC	MCC	Total FTE
	(219+257)/2	(1063+999)/2	(289+368)/2	
	238	1031	328.5	1598

Divide Total Adj Base by Total FTE	\$ 14,679,629	1598	\$ 9,189
Multiply result by inflationary factor of y2 of biennium (FY23)	2.57%	\$ 9,189	\$ 9,425
Multiply result by inflationary factor for y1 of ensuing biennium (FY24)	2.70%	\$ 9,425	\$ 9,680
appropriation per weighted FTE for BVCC in FY24			\$ 9,680

MCA 20-15-310 definition of "adjusted base"

(a) "Adjusted base" means the state appropriation to a community college in the base year minus any one-time-only legislative appropriations, except for one-time-only legislative appropriations made for fiscal year 2022, and appropriations for auditing purposes, as well as any reversion pursuant to 17-7-142 before July 1, 2023, and adjusted for actual weighted FTE as determined by the commissioner of higher education in [20-15-328(2)], then multiplied by the inflationary factor for the second year of the current biennium.

MCA 20-15-310 definition of "FTE"

(g) "FTE" or "full-time equivalent" means the total number of undergraduate resident student credit hours in an academic year divided by 30.

BVCC Enrollment Projections

Year 1

(based on projections submitted to OCHE for 2025 Biennium)

FY2024 - Resident Only	
Career and Technical Education	29.13
General Education	18.06
Dual Enrollment - College	2.01
Dual Credit - High School	43.80
Total	93.00
FY2025 - Resident Only	
Career and Technical Education	31.00
General Education	19.00
Dual Enrollment - College	2.00
Dual Credit - High School	46.00
Total	98.00

Expenses by Program Category

Year 1

EXPENSES		Budget	
Academic Support			
Personal Services			
Salaries and Wages	\$	99,000	
Hourly Wages	\$	-	
Employee Benefits	\$	45,759	
Personal Services Total	\$	144,759	
Operating and Capital			
Other Services	\$	-	
Supplies	\$	7,000	
Communication	\$	-	
Travel	\$	-	
Rent	\$	-	
Utilities	\$	-	
Repair & Maintenance	\$	-	
Other	\$	-	
Operating and Capital Total	\$	7,000	
Academic Support Total	\$	151,759	10%
Instruction			
Personal Services			
Salaries and Wages	\$	249,600	
Hourly Wages	\$	53,850	
Employee Benefits	\$	115,533	
Personal Services Total	\$	418,983	
Operating and Capital			
Other Services	\$	-	
Supplies	\$	56,270	
Communication	\$	11,200	
Travel	\$	-	
Rent	\$	-	
Utilities	\$	-	
Repair & Maintenance	\$	-	
Other	\$	-	
Operating and Capital Total	\$	67,470	
Instruction Total	\$	486,453	33%
Student Services			
Personal Services			
Salaries and Wages	\$	-	
Hourly Wages	\$	62,600	
Employee Benefits	\$	24,386	
Personal Services Total	\$	86,986	
Operating and Capital			
Other Services	\$	-	
Supplies	\$	5,750	
Communication	\$	50,000	
Travel	\$	-	
Rent	\$	-	
Utilities	\$	-	
Repair & Maintenance	\$	-	
Other	\$	-	
Operating and Capital Total	\$	55,750	
Student Services Total	\$	142,736	10%

EXPENSES		Budget	
Institutional Support			
Personal Services			
Salaries and Wages	\$	217,000	
Hourly Wages	\$	16,000	
Employee Benefits	\$	85,694	
Personal Services Total	\$	318,694	
Operating and Capital			
Other Services	\$	280,864	
Supplies	\$	10,500	
Communication	\$	-	
Travel	\$	4,693	
Rent	\$	-	
Utilities	\$	-	
Repair & Maintenance	\$	2,500	
Other	\$	1,700	
Operating and Capital Total	\$	300,257	
Institutional Support Total	\$	618,951	42%
Plant Operations/Maintenance			
Personal Services			
Salaries and Wages	\$	-	
Hourly Wages	\$	12,000	
Employee Benefits	\$	2,734	
Personal Services Total	\$	14,734	
Operating and Capital			
Other Services	\$	-	
Supplies	\$	1,200	
Communication	\$	3,600	
Travel	\$	-	
Rent	\$	62,500	
Utilities	\$	2,400	
Repair & Maintenance	\$	-	
Other	\$	-	
Operating and Capital Total	\$	69,700	
Plant Operations/Maintenance Total	\$	84,434	6%
Total Expense by Program	\$	1,484,334	53%

Expenses: Personnel/Personal Services Detail

Year 1

	FTE	Base Wage	Compensation Total	Payroll Deduct %	Health Insur	Benefits Total	Expense Total	
Academic Support								
Contract Professional								
Workforce Programs Director	1.00	\$ 55,000	\$ 55,000	20.67%	\$ 12,648	\$ 24,017	\$ 79,017	
Community Education Director	0.80	\$ 55,000	\$ 44,000	20.67%	\$ 12,648	\$ 21,743	\$ 65,743	
	1.80		\$ 99,000			\$ 45,759	\$ 144,759	
Total Academic Support	1.80		\$ 99,000			\$ 45,759	\$ 144,759	15%
Instruction								
Contract Faculty								
General Education								
Adjunct over 0.5 FTE	2.47	\$ 39,000	\$ 96,200	18.87%	\$ 50,592	\$ 68,745	\$ 164,945	
Adjunct	1.80	\$ 39,000	\$ 70,200	18.87%		\$ 13,247	\$ 83,447	
Business & Technology								
Adjunct	0.20	\$ 39,000	\$ 7,800	18.87%		\$ 1,472	\$ 9,272	
Health Professions								
Adjunct over 0.5 FTE	0.67	\$ 39,000	\$ 26,000	18.87%	\$ 12,648	\$ 17,554	\$ 43,554	
Adjunct	0.93	\$ 39,000	\$ 36,400	18.87%		\$ 6,869	\$ 43,269	
Industrial Technology								
Adjunct	0.33	\$ 39,000	\$ 13,000	18.87%		\$ 2,453	\$ 15,453	
	6.40		\$ 249,600		\$ 63,240	\$ 110,340	\$ 359,940	
Classified Staff								
Tutors	0.12	\$ 31,200	\$ 3,600	22.78%	\$ -	\$ 820	\$ 4,420	
	0.12		\$ 3,600		\$ -	\$ 820	\$ 4,420	
Student Non-Work Study								
Tutors	0.12	\$ 26,000	\$ 3,000	2.47%	\$ -	\$ 74	\$ 3,074	
	0.12		\$ 3,000		\$ -	\$ 74	\$ 3,074	
Non-College Credit Faculty								
Workforce Skills Classes	0.13	\$ 72,800	\$ 9,450	9.1%	\$ -	\$ 860	\$ 10,310	
Community Education Classes	0.52	\$ 72,800	\$ 37,800	9.1%	\$ -	\$ 3,440	\$ 41,240	
	0.65		\$ 47,250		\$ -	\$ 4,300	\$ 51,550	
Total Instruction	7.28		\$ 303,450			\$ 115,533	\$ 418,983	43%
Student Services								
Classified Staff								
Recruitment & Dual Enrollment	0.40	\$ 40,000	\$ 16,000	20.7%	\$ -	\$ 3,307	\$ 19,307	
Enrollment Services & Registrar Assistant	1.00	\$ 40,000	\$ 40,000	20.7%	\$ 12,648	\$ 20,916	\$ 60,916	
	1.40		\$ 56,000			\$ 24,223	\$ 80,223	
Student Non-Work Study								
After-Hours Staffing	0.29	\$ 22,880	\$ 6,600	2.47%	\$ -	\$ 163	\$ 6,763	
	0.29		\$ 6,600			\$ 163	\$ 6,763	
Total Student Services	1.69		\$ 62,600			\$ 24,386	\$ 86,986	9%
Institutional Support								
Contract Professional								
President (CEO)/Academic Affairs (CAO)	1.00	\$ 70,000	\$ 70,000	20.67%	\$ 12,648	\$ 27,117	\$ 97,117	
Administrative & Fiscal Services (CFO)	1.00	\$ 65,000	\$ 65,000	20.67%	\$ 12,648	\$ 26,084	\$ 91,084	
Student Services (CSO)	1.00	\$ 60,000	\$ 60,000	20.67%	\$ 12,648	\$ 25,050	\$ 85,050	
Information Technology Director	0.40	\$ 55,000	\$ 22,000	20.67%	\$ -	\$ 4,547	\$ 26,547	
	3.40		\$ 217,000			\$ 82,798	\$ 299,798	
Classified Staff								
District Clerk & Admin/Fiscal Serv Asst	0.40	\$ 40,000	\$ 16,000	18.10%	\$ -	\$ 2,896	\$ 18,896	
	0.40		\$ 16,000			\$ 2,896	\$ 18,896	
Total Institutional Support	3.80		\$ 233,000			\$ 85,694	\$ 318,694	32%
Plant Operation/Maintenance								
Classified Staff								
Custodial/Maintenance	0.40	\$ 30,000	\$ 12,000	22.78%	\$ -	\$ 2,734	\$ 14,734	
	0.40		\$ 12,000			\$ 2,734	\$ 14,734	
Total Plant Operation/Maintenance	0.40		\$ 12,000			\$ 2,734	\$ 14,734	1%
Total Personal Services	14.97		\$ 710,050			\$ 274,106	\$ 984,156	100%

Expenses: Operating Detail

Year 1

	Current Unrestricted Fund (state, tuition, fee monies)	Current Designated Fund (course fees)	Current Designated Fund (non-credit programming)	Cash Request from BVCC Foundation	Expense Total	
Academic Support						
Supplies	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	office furniture (faculty), computers (faculty)
Total Academic Support	\$ -	\$ -	\$ -	\$ 7,000	\$ 7,000	
Instruction						
Supplies						
Classroom furniture-tables	\$ -	\$ -	\$ -	\$ 9,750	\$ 9,750	13 tables @ \$250 each for 3 rooms
Classroom furniture-chairs	\$ -	\$ -	\$ -	\$ 7,800	\$ 7,800	26 chairs @ \$100 each for 3 rooms
Laboratory furniture - tables	\$ -	\$ -	\$ -	\$ 6,500	\$ 6,500	13 tables @ \$500 each for 1 room
Laboratory furniture - stools	\$ -	\$ -	\$ -	\$ 2,600	\$ 2,600	26 stools @ 100 each for 1 room
Laboratory equipment - ventilation	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	6 exhaust snorkels @ \$2,000 each
Laboratory equipment - autoclave, etc.	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	est. from chemistry instructor
Laboratory supplies - glassware, etc.	\$ -	\$ -	\$ -	\$ 7,500	\$ 7,500	est. from chemistry instructor
Student supplies	\$ -	\$ 2,620	\$ -	\$ -	\$ 2,620	ca. \$30 per student per lab section
Supplies Total	\$ -	\$ 2,620	\$ -	\$ 53,650	\$ 56,270	
Communication	\$ -	\$ -	\$ -	\$ 11,200	\$ 11,200	clssrm a/v: podium, computer, projector/TV, cabling, etc.
Total Instruction	\$ -	\$ 2,620	\$ -	\$ 64,850	\$ 67,470	
Student Support						
Supplies	\$ 2,250	\$ -	\$ -	\$ 3,500	\$ 5,750	New student orientations, graduation; office furniture; staff computers
Communication	\$ 14,621	\$ -	\$ 22,160	\$ 13,219	\$ 50,000	advertising (includes three catalogs)
Total Student Support	\$ 16,871	\$ -	\$ 22,160	\$ 16,719	\$ 55,750	
Institutional Support						
Other Services						
Accounting System	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000	payroll, accounts payable, accounts receivable, human resources
Accreditation	\$ 10,000	\$ -	\$ -	\$ -	\$ 10,000	\$7500 + travel for site visit
Annual Audit	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	
Content Management System	\$ 1,700	\$ -	\$ -	\$ -	\$ 1,700	website development application & hosting & domain
Election	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000	annual May election
Enrollment Management System	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000	admissions, registration, and student billing
Instructional Agreement	\$ 39,704	\$ -	\$ -	\$ -	\$ 39,704	10% of Faculty Comp + 18% of the 10% (from OCCC and PCC agreement)
Insurance	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	
Learning Management System	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000	estimate from Moodle
Library/Media Services	\$ 12,380	\$ -	\$ -	\$ -	\$ 12,380	subscriptions to journals, etc.
Office Application Subscriptions	\$ 2,080	\$ -	\$ -	\$ -	\$ 2,080	includes cloud storage, email, virtual conferencing (MS Office 365 Ed)
Website development/design	\$ -	\$ -	\$ -	\$ 12,000	\$ 12,000	development and design website
Other Services Total	\$ 268,864	\$ -	\$ -	\$ 12,000	\$ 280,864	

Expenses: Operating Detail

Year 1

	Current Unrestricted Fund (state, tuition, fee monies)	Current Designated Fund (course fees)	Current Designated Fund (non-credit programming)	Cash Request from BVCC Foundation	Expense Total	
Supplies	\$ 10,500	\$ -	\$ -	\$ -	\$ 10,500	office furniture; staff computers
Travel						
Employee	\$ 3,250	\$ -	\$ -	\$ -	\$ 3,250	Executive to Regents' Meetings (5 meetings/year)
Board of Trustees Mileage	\$ 1,443	\$ -	\$ -	\$ -	\$ 1,443	
Travel Total	\$ 4,693	\$ -	\$ -	\$ -	\$ 4,693	
Repair & Maintenance	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	copier
Other	\$ 1,700	\$ -	\$ -	\$ -	\$ 1,700	meetings, member dues
Total Institutional Support	\$ 288,257	\$ -	\$ -	\$ 12,000	\$ 300,257	
Plant Operations/Maintenance						
Supplies	\$ 1,200	\$ -	\$ -	\$ -	\$ 1,200	
Communication	\$ 2,400	\$ -	\$ -	\$ 1,200	\$ 3,600	telephones: monthly and equipment purchase
Rent	\$ -	\$ -	\$ -	\$ 62,500	\$ 62,500	5000ft2 @ \$12.5/ft2 (incl utilities) (3 clsrms, 1 lab, 1 tutor rm, frnt off, 13 offs)
Utilities						
Electric	\$ -	\$ -	\$ -	\$ -	\$ -	
Gas	\$ -	\$ -	\$ -	\$ -	\$ -	
Water	\$ -	\$ -	\$ -	\$ -	\$ -	
Internet	\$ 2,400	\$ -	\$ -	\$ -	\$ 2,400	
Utilities Total	\$ 2,400	\$ -	\$ -	\$ -	\$ 2,400	
Total Plant Operations/Maintenance	\$ 6,000	\$ -	\$ -	\$ 63,700	\$ 69,700	
Total Operations	\$ 311,128	\$ 2,620	\$ 22,160	\$ 164,269	\$ 500,177	
				One time only (OTO) expenses re: BVCC Foundation	\$ 88,550	
				Annual Operating Expenses re: BVCC Foundation	\$ 75,719	

Appendix H: DRAFT Mill Levy Election Resolution Options

For state law governing mill levy election resolutions, see [MCA 15-10-425](#).

Draft Option 1

Shall the Board of Trustees for Bitterroot Valley Community College District, Montana be authorized to annually levy up to 1.5 mills for the support of the district's current unrestricted subfund (annual operating fund)?

The durational limit of the levy is six (6) years. The trustees' authority to levy this 1.5 mills shall begin on **** and terminate on ****.

The yearly property tax impact¹ on a home with a taxable value of:

- a) \$100,000 will be approximately \$2.03 per year. (*\$0.17 per month*)
- b) \$200,000 will be approximately \$4.05 per year. (*\$0.34 per month*)
- c) \$300,000 will be approximately \$6.08 per year. (*\$0.51 per month*)
- d) \$400,000 will be approximately \$8.10 per year. (*\$0.68 per month*)
- e) \$500,000 will be approximately \$10.13 per year. (*\$0.84 per month*)

The specific amount of money that is to be raised will change annually depending on the value of a mill. Based on the **** fiscal year mill rate, the specific dollar amount to be raised in fiscal year **** would be \$145,762.¹

Draft Option 2

Shall the Board of Trustees for Bitterroot Valley Community College District, Montana be authorized to impose an increase in local taxes to support the district's current unrestricted subfund (annual operating fund) in the amount of \$180,000, which is approximately 1.85 mills?¹

The durational limit of the levy is six (6) years. The trustees' authority to levy this \$180,000 shall begin on **** and terminate on ****.

The yearly property tax impact¹ on a home with a taxable value of:

- a) \$100,000 will be approximately \$2.50 per year. (*\$0.21 per month*)
- b) \$200,000 will be approximately \$5.00 per year. (*\$0.42 per month*)
- c) \$300,000 will be approximately \$7.50 per year. (*\$0.63 per month*)
- d) \$400,000 will be approximately \$10.00 per year. (*\$0.83 per month*)
- e) \$500,000 will be approximately \$12.50 per year. (*\$1.04 per month*)

¹ All property tax impacts, dollar amount raised estimates, and mill approximations are based on Montana certified values released in August 2022.