

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Ontario, OR 97914
Laura Moore Cunningham Science Center, Hanigan Board Room (#115A)
Tuesday, August 20, 2024, 9:00 a.m.

MINUTES

Board of Education members in attendance (quorum present)

Chair Ken Hart, Vice Chair Stephen Crow, Roger Findley, Betty Carter, Dirk DeBoer, Lindsay Norman, Roger Findley, and Torie Ramirez

Staff, representatives, and guests in attendance via Zoom or in person:

President Dana Young, Vice President Travis McFetridge, Vice President Darin Bell, Vice President Sandy Porter, Director Nino Kalatozi, Director Anne Marie Kelso, Executive Director Cathy Yasuda and guest Dr. Selena Grace, NWCCU.

Chair Ken Hart called the meeting to order at 9:00 a.m.

I. PLANNING MEETING

a. Robert's Rules of Order Training

Vice President Travis McFetridge summarized Robert's Rules of Order and led the Board member through mock motion scenarios.

b. Board's Role in Accreditation

Dr. Selena Grace, Executive Vice President, NWCCU, provided a summary of the requirements for the College's two accreditation reports. The upcoming reports relate to Year Six: Standard 2, Policies, Regulations, and Financial Review, which is due Fall 2025, and Year Seven: Evaluation of Institutional Effectiveness which is due Fall 2026. The Year Seven report will also include our response to the two recommendations from our Fall 2021 Ad Hoc Report.

c. TVCC Accreditation Update

Dr. Nino Kalatozi, Accreditation Liaison Officer, provided the reporting timeline for our Year Six Report: Standard 2, Policies, Regulations, and Financial Review. She stated the goal is to have all the evidence in hand, and the final report ready by May 30, 2025, even though the report is not due until the fall 2025. The Board asked to be kept updated in the event there are any changes to the timeline.

d. Board Operating Principles

Board member Lindsay Norman asked to amend operating principle #5 for clarification purposes. The recommendation is to change the language to read...*ask for qualified third-party legal counsel in the event of conflict*. Board member Stephen Crow also reminded the Board out of respect for every one of the importance of operating principle #2 about the no surprises.

e. Board Action Plan

Chair Ken Hart recommended that the Board review their action plan at the end of each meeting to assess progress and ensure adherence. Additionally, the Board discussed the professional development opportunities and conferences each member plans to attend this year. It was recommended that, if possible, each board member attend the OCCA Annual Conference.

f. Review Mission and Vision Statements

Board member Stephen Crow felt that the vision and mission statements should remain the same as we head into the accreditation process. Chair Hart concurred with the recommendation. It was noted that the mission and vision statements have been reviewed annually by the Board.

g. Current (2021-25) Strategic Plan Overview

According to Director Kalatozi, the 2021-25 Strategic Plan incorporates the larger goals of the institution using five strategic directions (Advance Student Success, Create and Pursue a Culture of Intentional Inclusion, Support Community Engagement and Partnerships, Contribute to Institutional Sustainability, and Increase Strategic Communication). In the plan and under the strategic directions are 7 goals followed by 21 indicators. The outcomes for the indicators will be shared more fully at the December board meeting.

Chair Hart reminded everyone that the Board extended the strategic plan by an additional year while we begin the development of a new five-year strategic plan. After some discussion, a change was recommended to include a column in the mission fulfillment spreadsheet that shows last year's data.

h. TVCC Data Reports

During the work session, the Board heard presentations on the FTE dashboard, matriculation funnel, and dual credit. Additionally, they were provided with an overview of external and internal reporting, and surveys. Copies of the presentations will be kept in the board meeting folder.

i. Recruiting and Marketing Plan

Vice President McFetridge shared how the plan is an ambitious, living document that will be reviewed annually. Key points covered during the presentation included the importance of recruitment and marketing for TVCC, the purpose of the plan, and the distinction between recruitment planning and strategic enrollment planning.

j. Organizational Charts

The Board reviewed the College's organizational charts and raised a question about the vacancies in academic affairs. Vice President Sandy Porter reported that five new faculty members will join the college this fall. Additionally, four interviews are scheduled for nursing faculty positions, with the goal of filling two vacancies. Although an interview for the Dean of CTE position has taken place, the position will remain open until a suitable candidate is found. Furthermore, the Dean of Academic Affairs position will transition to a Dean of Instruction role.

k. GLBA Risk Assessment

CISO/CIO Scott Carpenter and CIS graduate Madelynn Amthor provided a cybersecurity review for 2023-24. The Board also learned about the tabletop exercise conducted with the administrative team and IT staff. The exercise provided recommendations in the areas of improving communication protocols, enhancing incident response training, and expanding technical support availability. Also shared during the presentation was the budget and expenses matrix for cybersecurity that included information on priority projects. Lastly, Chief Information Officer Scott Carpenter shared information on the number of IT department staff and their roles, and the plan to develop a multi-year succession plan.

l. TVCC Hiring Practices

Director of Legal and Human Resources Anne Marie Kelso explained the steps to hire employees. It was noted that typically the overall hiring process can take from 1 week to over 2 months. However, an online process is being researched which should help expedite the process. It was noted we are not happy with the current process and are using our resources to make improvements.

Chair Hart requested an update on the hiring process in the next couple of months. Additionally, the Board expressed interest in understanding what resources human resources might need to streamline the hiring process.

m. 2025-2030 Strategic Plan Process (Interact Consulting Firm)

Interact representatives Diane Walleser, CEO and Senior Strategist, and Lisa Kasper, VP of Client Services and Enrollment Strategist, provided a summary of the 2025-2030 strategic planning framework and their role to guide the College in the strategic planning process. Recently, surveys were sent out to the general community and to targeted groups for the purpose of gathering information on the perception of TVCC and our offerings and services. In September, a specific survey will be sent to faculty, staff, students, and the College Board.

The next steps in the process are to complete the survey analysis, hold visioning sessions on campus, identify top priorities, organize work teams, begin the planning process, share summary of findings and plan the strategic planning framework with the Board in November.

n. 2024-25 Operating Budget Update/ 5-Year Projection Model, Fund Balances, Debt Overview
Revenue and Expenditure Projections - The revenue and expenditure projections for the period 2023-24 to 2028-29 were shared as information. The budget forecast for 2023-29 included details on total revenues and expenditures, showing actual figures for 2023-24, an operating surplus/deficit graph, and a contingency/ending fund balance. Despite conservative college budget forecasts, it is evident that the ending fund balance decreases over time as shown in the projection model.

Debt Overview - The debt overview presentation covered the period from 2023-24 to 2032-35 and included details on PERS UAL, housing bonds, and consolidation loans.

o. Caldwell Center and Harney County CODs

Updates on the Caldwell Center included a report on a strong helicopter program and the positive news that the College will receive RFTE for the program as of the 2024-25 academic year. We continue to see a high turnover rate in instructors which requires us to adjust program entry points to maximize flight hours. Lastly, the search for a Caldwell Center director continues.

In regard to our presence in Burns, the Board learned more about our collaboration with High Desert Partnership as well as the decision to hire a full-time Rural Engagement Coordinator.

p. Review 2024-25 President's Goals

Dr. Young summarized the 2024-25 President's Goals set by the Board of Education. In her report she presented baseline data aimed at increasing RFTE enrollment by 2% for the specific programs under her goals. After some discussion, there were some minor language changes to the goals.

q. Work Session Take-a-ways

- Dirk DeBoer stated the meeting today was very interesting; the information is overwhelming. Believes we are on the right track.
- Betty Carter thanked Vice President McFetridge for his guidance in Robert's Rules of Order.
- Lindsay Norman thanked Vice President McFetridge for getting the marketing information and she thanked Director Kalatozi for her report and all the data.
- Torie Ramirez had no comments.
- Stephen Crow thanked Dr. Young and the administrative team for doing a fabulous job today.
- Roger Findley stated the College has a good firm doing our marketing plan and he was impressed with the presentation today. Received lots of good information. Impressed with how hard staff are working.
- Ken Hart stated his only concern is there is a lot of work to do, and he asked everyone to fill the job vacancies. He also recommended that the Board be informed about any resources necessary to achieve success.

- Dr. Dana Young thanked the administrative team for putting all the information together. Overall, the meeting was great, and she likes how the board interacts and discusses issues. She would encourage the Board to attend the NWCCU conference in November.

The Board took a break for dinner at 4:15 p.m.

II. AGENDA REVIEW/CHANGES (action)

Motion: Stephen Crow moved to open the meeting and asked if there were any changes to the agenda. There were no changes. The motion was seconded by Betty Carter. There was no discussion, and the motion carried unanimously.

III. PUBLIC COMMENT

There were no comments from the public.

IV. SPECIAL PRESENTATIONS

a. SRCI Northwest Center Program

Director Jeremy Yraguen provided an update on the programs offered at Snake River Correctional Center, TVCC Northwest Center. The programs are adult basic skills development, building construction technology program, Second Chance Pell, and the Prison Education Program (PEP). During the presentation, the Board and Dr. Young suggested scheduling a tour of the correctional institution soon.

V. COLLEGE BUSINESS

a. BP & AP (New) Patch and Vulnerability Management

The policy was brought back for a second reading. There were no further questions or discussion.

Motion: Torie Ramirez moved to accept the policy as presented and the motion was seconded by Betty Carter. The motion passed unanimously.

b. BP 3430 Prohibition of Harassment

As a result of new guidance under Title IX the following policies are being presented as a first reading. It was noted that the Board Policy Committee did have the opportunity to review the policies beforehand on August 15.

According to Vice President McFetridge, the guidance was set to go into effect on August 1. However, our aim is to have the policies fully implemented by the fall quarter to ensure federal compliance. Vice President McFetridge informed the Board that, due to the timing required to secure policy approval, the Board would first approve the policies, which will then be reviewed through the governance process during this academic year.

Board member Torie Ramirez inquired whether the Board could approve both a first and second reading of the policies that evening. It was confirmed that this was indeed possible.

Motion: Torie Ramirez moved to suspend the rules for the first and second reading for board policies: BP 3430 Prohibition of Harassment (AP 3430 Prohibition of Harassment), BP 3433 Prohibition of Sex Discrimination Under Title IX (AP 3433 Prohibition of Sex Discrimination Under Title IX, AP 3434 Responding to Sex Discrimination Under Title IX, AP 3435 Discrimination and Harassment Complaints and Investigations), BP 3540 Sexual and Other Assaults on Campus (AP 3540 Sexual and Other Assaults on Campus) and BP 5500 Standards of Student Conduct. The motion was seconded by Stephen Crow. There was no further discussion. The motion carried unanimously.

Motion: Torie Ramirez moved to approve board policies: BP 3430 Prohibition of Harassment (AP 3430 Prohibition of Harassment), BP 3433 Prohibition of Sex Discrimination Under Title IX (AP 3433 Prohibition of Sex Discrimination Under Title IX, AP 3434 Responding to Sex Discrimination Under Title IX, AP 3435 Discrimination and Harassment Complaints and Investigations), BP 3540 Sexual and Other Assaults on Campus (AP 3540 Sexual and Other Assaults on Campus) and BP 5500 Standards of Student Conduct. The motion was seconded by Stephen Crow. Board member Roger Findley provided an update stating the board policies were reviewed by the Board Policy Committee and he felt the committee had a good discussion. The motion carried unanimously.

c. Board Operating Principles

During the work session today, the Board reviewed the operating principles and recommended a change. The change is for operating principal #5 to read, *ask for qualified third-party legal counsel in the event of conflict.*

Motion: Stephen Crow moved to approve the Board Operating Principles as amended and the motion was seconded by Betty Carter. The motion carried unanimously.

VI. CONSENT AGENDA

- a. Board Minutes – July 16, 2024 (regular meeting)
- b. Financial Report

Motion: Stephen Crow moved to approve the consent agenda as presented and the motion was seconded by Betty Carter. The motion carried unanimously.

VII. COLLEGE REPORTS & STATEMENTS

a. Statements from ASG/Student Programs

Director Hope Spaugh reported on how student programs is prepping for fall quarter and scheduling events. In addition, students are getting ready for their fall retreat and their weeklong training in September.

b. Statements from Foundation

According to Executive Director Cathy Yasuda our application was successful in receiving \$18k from the Oregon Community Foundation for a professional development grant for childcare. The grant funding will go toward our early childhood education program students. Additionally, we were successful in being granted \$7,500 more this year from the Roundhouse Foundation for a total of \$30k. These funds will be used for any unmet equipment needs for students in our welding program.

Lastly, the Board was asked to mark their calendars for Friday, November 1 for the Foundation Gala.

c. Statements from Faculty

There were no statements from faculty.

d. OCCA Board Rep. Report

A video featuring OCCA Director Abby Lee was played during the meeting for the purpose of encouraging board members to attend the September 7 OCCA Board Member training. OCCA representative Stephen Crow also shared that the civil dialogue training he attended was very informative and he recommended others take the training as well.

Board members Torie Ramirez and Stephen Crow will be attending the September 7 OCCA Board Member training and will report on what they learned at a future board meeting.

e. **President's Reports**

i. **Academic Affairs**

Vice President Sandy Porter is excited to report on the new faculty coming on board this fall, our new cohort of students in CAMP, and the many other good things happening in academics. Board member Lindsay Norman stated she would be interested in seeing the nursing mannequin simulation to which a demonstration would be arranged at some time.

ii. **Student Services**

Vice President Travis McFetridge reported everything is looking good for the Quarter to Quarter (Q2Q) report. In other news, the residence halls are full and there is a student waitlist. We have also hired a new interim manager for the residence halls.

iii. **Administrative Services**

Vice President Darin Bell provided an update on the nursing and allied health professions center and the documentation needed to complete for the Oregon State Historical Preservation Office which unfortunately is causing a delay in the progress of the building.

iv. **President's Comments**

President Young reported on how the college and public relations duties and responsibilities have been divided among staff. She also reported on the meetings with Fisk Brand and Copy; a company hired to help with our marketing and social media. We are excited about the many projects that will be used to highlight TVCC throughout the year.

Naming of baseball field – the Board was asked to mark their calendars for September 21 at 2:30 p.m. when former Athletic Director and Coach Rick Baumann will be honored. Another slated event is the Oscar Lopez Golf Tournament on Sunday, September 22.

Board member Roger Findley mentioned forming a committee for the purpose of identifying individuals like Rick Baumann, who have made significant contributions to TVCC.

VIII. STATEMENTS FROM BOARD MEMBERS REGARDING TVCC

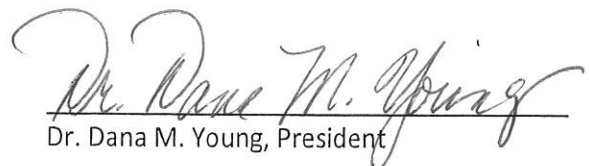
- Betty Carter shared an article about the Four Rivers Community School (FRCS) being named a top charter school. She asked about inviting FRCS to a board meeting and scheduling a tour of the school.
- Roger Findley stated his granddaughter took Econ 201 at TVCC because the cost was less than the university to which she was transferring.
- Lindsay Norman stated that before each meeting she would like to reach out to the other board members on any concerns that may not have been included on the agenda. She also noted that she would like to have a social get-together with the Board and the administrative team at her house.

IX. ADJOURN AND NEXT MEETING(S)

The next regular meeting of the Board is Tuesday, September 17 at 6:00 p.m. The meeting adjourned at 6:31 p.m.



Mr. Ken Hart, Board Chairman



Dr. Dana M. Young, President