

**TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**  
650 College Blvd., Ontario, OR 97914  
Laura Moore Cunningham Science Center, Hanigan Board Room (#115A)

**Tuesday, December 17, 2024 – 9:00 a.m.**

**MINUTES**

**Board of Education members in attendance (quorum present):**

Vice Chair Dr. Lindsay Norman, Dirk DeBoer, Betty Carter, Torie Ramirez, Roger Findley, and Stephen Crow  
(Chair Ken Hart arrived at 10:45 a.m.)

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

President Dr. Dana Young, Vice President Travis McFetridge, Vice President Darin Bell, Vice President Sandy Porter, Anne Marie Kelso, Cathy Yasuda, Scott Carpenter, Nino Kalatozi, Tanya Crawford, Caroline Bell, and Jessica Smith

1.	<p><b>CALL TO ORDER and WELCOME</b></p> <p>Vice Chair Norman led the group in the Pledge of Allegiance and the reading of college mission and vision statements.</p>
2.	<p><b>WORK SESSION</b></p> <p>a. <b>Board Self-Assessment</b></p> <p>The Board self-assessment discussion was moved later on the agenda to accommodate Chair Hart’s schedule.</p> <p><b>Motion:</b> Roger Findley moved to adopt the agenda as amended, and the motion was seconded by Torie Ramirez. The motion carried with ayes from Vice Chair Lindsay Norman, Dirk DeBoer, Betty Carter, Torie Ramirez, Roger Findley, and Stephen Crow.</p> <p>b. <b>Accreditation: Year Six Report - Policies, Regulations, &amp; Financial Review (PRFR)</b></p> <p>Dr. Nino Kalatozi shared the new accreditation timeline for reports: Year 6 – Policies, Regulations, and Financial Review (due Fall 2025), and Year 7 – Evaluation of Institutional Effectiveness (due Fall 2026). Areas that will be addressed in the Year 6 document will include overviews of the college’s governance process, policies and procedures, financial resources, student support services, leadership, library, and information resources. According to Dr. Kalatozi the goal is to have the Year 6 report completed by the end of May. It is anticipated the Board will receive the first draft report in January.</p> <p>c. <b>Program Review and Assessment</b></p> <p>Vice President Sandy Porter shared that academic programs are reviewed cyclically for effectiveness. It was noted program reviews are not faculty evaluations. VP Porter also explained the assessment levels which are institutional (ILOs – quantitative reasoning, attitudes and values, critical thinking and communication), program/discipline (AAS programs, winter 2025 for disciplines), and by course (course master/syllabi).</p> <p>d. <b>Mission Fulfillment &amp; 2021-2025 Strategic Plan</b></p> <p>Dr. Nino Kalatozi shared how mission fulfillment aligns with three core themes 1) Fostering Education Success, 2) Ensuring Access (equitable access to education), and 3) Building Our Community. The first two core themes according to the Northwest Commission on Colleges and Universities (NWCCU) measure student learning and achievement. The third core theme measures our effect and impact in the community. It was also noted that the mission fulfillment report focuses on key performance indicators (KPIs), with data released in December, reflecting the previous year's performance.</p>

TVCC Strategic Plan 2021-25 – Dr. Kalatozi shared how the plan includes high level college strategic directions and goals. The main parts of the plan encompass the president’s vision, enrollment management plan as well as larger initiatives where the college invests its resources. Dr. Kalatozi reminded the Board how the 2021-24 strategic plan was extended another year as we worked on the next five-year plan.

Dr. Kalatozi provided a summary of the five strategic directions noting which goals have been met and which goals have not been met.

e. **2025-30 Strategic Plan Update**

Dr. Young shared information on the five strategic planning teams and noted students will be added to each team soon. The combined number of staff and students serving on all five teams amounts to 60 individuals.

Vice President Darin Bell spoke about the five strategic goals for 2025-30 which are: attracting non-traditional students, streamlining the enrollment process, getting students to the finish line, strengthening community connections, and fortifying workplace vitality. The five teams have been gathering data, accessing current initiatives, establishing multiple objectives for each strategic goal, and defining measurements for each objective. Up to three objectives will be established for each goal. VP Bell also spoke about the work of the strategic steering committee which meets monthly to monitor the work and progress of the teams. It is anticipated the new strategic plan will be effective July 1, 2025.

f. **Board Self-Assessment**

Board Chair Ken Hart arrived at 10:45 a.m. while board member Roger Findley left the meeting. Each board member was provided the opportunity to reflect on and share their experiences regarding the effectiveness of the Board as a whole.

- Torie Ramirez shared she appreciates the opportunity to attend the trainings and meetings to help her learn more about her role as a board member. She appreciates all the vice presidents and noted that everyone has been helpful. She enjoys working with the Board.
- Betty Carter shared that she is getting to know the board members and she is learning about things each day. She appreciates all the board members. Carter apologized for not being able to attend the OCCA meeting; however, she is interested in attending the legislative summit. Additionally, she enjoys being updated on OCCA, and noted we will have a good future with our new nursing and allied health professions center.
- Dirk DeBoer shared he enjoys the tours, learning what is important for the College and how everything works, and he appreciated being invited to the CTE Dean candidate forum.
- Stephen Crow shared what he learned from the NWCCU conference on board assessment and how board goals fit into the strategic plan. He asked the Board if they are meeting their goals because it will show how they are growing as a board.
- Ken Hart spoke about board training and meeting board members where they are because some members are not able to travel to conferences. Moreover, Chair Hart spoke about updating the Board’s annual assessment to reflect what board member Stephen Crow learned from the NWCCU conference.
- Dirk DeBoer shared as a Board they need to be informed on important issues that affect the College such as the EOBB grant. Dr. Young shared that although the College did not lose the \$1m EOBB grant she will work to better keep the Board updated.
- Lindsay Norman shared she has difficulty defining how board goals relate to what she does and believes it is important to ask questions for better understanding. Also, she would like to receive copies of board presentations so she can get better understanding on issues.

- Ken Hart emphasized the importance of board members feeling comfortable and understanding the lines of communication.
- Torie Ramirez noted that sometimes board members do not know what they do not know what information is necessary until it is provided.
- Dirk DeBoer shared he would like to see more long-term planning – such as where the College will be five years from now. Micron is hiring 2,000 more people.
- Ken Hart spoke about the elements of a high performing board and being focused on the what and not the how. Additionally, the Board should identify what information is needed to govern, be comfortable saying what information is helpful, and continue to be open and honest about our questions or responses.

**g. Enrollment Update**

- a. Vice President Travis McFetridge shared data and the criteria used for the annual matriculation funnel for degree seeking students. The fall matriculation funnel showed the number of students (headcount) who inquired, admitted, and enrolled at TVCC from academic years 2018 through 2024.

The Board also received a presentation on the monthly quarter-to-quarter report which is an internal document used to help gauge and compare enrollment data (Total FTE, Total Credits, Average Credit Load, etc.) from year to year on a specific day in time. The report is a fluid enrollment report that is provided to the Board each month.

Vice President McFetridge shared how data dashboards will be created as part of the strategic plan. He reiterated the importance of knowing what reports are essential for the Board to review so board members have a better understanding of enrollment and are provided reports that are meaningful each month.

**b. Recruiting and Marketing Plan**

The Board was provided with a summary of what the College has done or is doing in regard to marketing and recruiting. Some of the highlights included the purchase of 5,000 names from the College Bound Selection Service, updated billboards, and marketing a college affordability campaign winter quarter and promoting Chukar Spirit Night. The College has been contracting with Fisk Brand and Copy on specific marketing projects as well as the affordability campaign which will run for three months and focus on positioning our brand as the affordable choice. Additionally, the goal has been to market three solid campaigns a year; in the fall (Try Out TVCC), winter (Affordability), and summer (Call to Action).

The next steps are to finalize a job description for a marketing position, invest in paid/purchased digital marketing initiatives, initiate re-fresh/re-brand project (winter 2025 kick off), complete and purchase a TVCC marketing and brand strategic guide, and build an asset/content library with sustainable and high-quality content.

The Board had a working lunch that started at 12:41 p.m. and board member Roger Findley rejoined the meeting.

**h. Community College Survey Student Engagement (CCSSE)**

Dr. Nino Kalatozi presented the CCSSE 2024 findings for Treasure Valley Community College. The survey is designed to capture student engagement as a measure of institutional effectiveness. The five benchmarks scored are active and collaborative learning, student effort, academic challenge, student-faculty interaction, and support for learners. Overall, the students' experience at TVCC was scored either good or excellent and 93% of the students surveyed would recommend TVCC to family and friends. In regard to a question on

childcare, students were “somewhat satisfied” at 65.4%. In response, Dr. Young shared that the College is working with Giggles and Grace as an option for childcare for students.

i. **Chukar Chat Demonstration**

Director Scott Carpenter provided a demonstration on how the Chukar Chatbot works and noted that although the College always had a chatbot on our website; it had required an IT person to be logged in to serve as a live agent to answer questions. The new virtual chatbot does not require an IT person to be available. The chatbot is still under development and peer mentors are assisting IT to respond to questions. The chatbot will be enhanced to also answer questions posed internally by faculty and staff.

j. **Budget Forecast and Five-Year Projection Model**

Vice President Darin Bell provided a snapshot of the five-year budget projection model for general fund revenues and expenditures as well as the assumptions going forward. As the forecast model is reviewed, particularly the ending fund balance, the College projects expenditures will increase more than our revenues. Additionally, it was noted the ending fund balance is not our cash position.

Chair Hart asked about the employee retention credit and if the funding is included in the \$3.1m beginning fund balance. According to Vice President Bell the employee retention credit is in a special revenue fund, noting that we have only received a partial amount of the funding at this time.

The Board was asked if there were any financial aspects they would like to see reported to which Board member Findley responded that he would like to be able to take the projections and, once the results are in, compare them with the actual figures.

k. **Unrestricted General Fund Ending Balance Review**

The Board was provided with a copy of Resolution 09-003 which states the purpose for establishing an adequate general fund cash carryover amount on a yearly and consistent basis. This resolution is what the College is currently operating under. The resolution states an adequate amount is deemed to be a minimum of no less than \$1.25m. Because the ending fund balance this year will be over \$3m, the BP 6250 Budget Management policy will be considered for adoption which recommends that the Board review and approve the ending fund balance each year. This policy would replace Resolution 09-003 and provides the Board to fulfill its fiduciary responsibility by reviewing this on an annual basis.

l. **Evelyn S. Dame Nursing and Allied Health Professions Center (discussion)**

In regard to the \$3m in federal appropriation, the Health Resources and Services Administration (HRSA) gave us the okay to move ahead with the project after consulting with both HRSA and the Oregon State Historic Preservation Office (SHPO). This led us to go out to bid for a general contractor on November 20, 2024. Bids will be opened on January 7, 2025. After the January 7 opening of bids, a special meeting of the Board of Education will be required to select a contractor. After some discussion, the Board will meet on January 15 at 5:30 p.m. for the special meeting.

The Board received an update on the Eastern Oregon Border Board (EOBB) grant and how EOBB requested the TVCC Foundation to return the \$1m and any interest earned. It was noted that we have written confirmation from EOBB that the funds are still committed to the nursing and allied health professions center but will now be administered on a reimbursement basis.

m. **Outreach Centers (Caldwell Center & Harney County)**

Important highlights for the Caldwell Center included the appointment of Angelina Rom as the interim Director, and the re-start of advisory committee meetings.

Harney County – on Friday interviews will take place to hire an individual to fill the Harney County Engagement Coordinator position. We have a contract out of district agreement with Harney County and receive reimbursable FTE. Additionally, High Desert Partnership is partnering with us to fund 50% of the coordinator position. Also, our Small Business Development Center (SBDC) received a grant for \$10k that will go toward the position. Because of our presence in the county, we believe there is potential to pick up students as well as new SBDC clients.

n. **Corrections Education**

The College serves five institutions – Snake River Correctional Institute (Ontario), Warner Creek Correctional Facility (Lakeview), Eastern Oregon Correctional Institute (Pendleton), Two Rivers Correctional Institute (Umatilla), and Powder River Correctional Facility (Baker City). Because of the resignation of Jeremy Yraguen at SRCI, Eddie Alves will serve as the Executive Director of Corrections and will hire and train two new education directors. In the meantime, Lauri Babcock has been appointed to serve as the interim director at SRCI and WCCF while Eddie Alves remains the director at the other institutions.

o. **HB 2864 Cultural Competency Annual Report**

Director Daniel Liera-Huchim explained the definition of diversity in regard to organizational, external, and internal. He also shared how TVCC was already fostering a sense of belonging for Hispanic/Latino students and other groups well before HB 2864 was introduced in 2017. Highlights in the report included the multicultural events held over the years to celebrate diversity and raise awareness of key issues. Some of these events included Women’s History, Dia de Muertos, Human Trafficking Awareness, and Cinco de Mayo.

Also shared were the annual department goals for the multicultural/diversity department. Some of the goals are to expand retention and early intervention, offer financial assistance in other languages, and improve hiring practices to create a diverse and inclusive workforce.

p. **HEP and CAMP Programs**

The Board heard an update on the number of graduates in the federally funded High School Equivalency (HEP) program as well as information on student demographics (student age, gender (more females than males), preferred language is Spanish...). The HEP program supports migrant and seasonal farmworkers and members of their immediate family to obtain a general education diploma (GED).

The College Assistance Migrant Program (CAMP) is a federally funded program designed to support students from migrant and seasonal farm worker backgrounds during their first year of college. Some of the goals for CAMP are for 40 students to be eligible for admission, and to provide support services for enrolled students throughout the year.

q. **Wrap Up Board Comments**

- Roger Findley shared today has been a very informative day. He feels positive that the College is making great strides with enrollment, strategic planning, marketing, and he appreciates the work of the staff.
- Betty Carter commented that it has been a great day and she appreciated the presentations from everyone, especially HEP and CAMP. She thanked Gina Roper for all that she does, and Vice President Darin Bell for his report, Cathy Yasuda, Dr. Young, and the rest of the college staff for the work they do.
- Ken Hart shared he appreciated staff bringing the Board information and said now that we have the data – the plans going forward are up to the College. We are blessed to have cash reserves and need to consider how we can get a return on our investment. Dr. Young shared how we will do some additional marketing research now that we have the nursing and allied health professions center progressing. Board member DeBoer believes with the new administration we should see a growth

	in technology and we have to be ready, especially automation in agriculture. This is a chance for us to get ahead.
3.	<p><b>AGENDA REVIEW/CHANGES (action)</b>  The changes to the agenda included the removal of 6.a. 2023-24 Audit Presentation (Dickey &amp; Tremper) and 7.b. Accept 2023-24 Audit (action).</p> <p><b>Motion:</b> Stephen Crow moved to approve the revised agenda and the motion was seconded by Roger Findley. The motion carried with ayes from Vice Chair Lindsay Norman, Dirk DeBoer, Betty Carter, Torie Ramirez, Chair Ken Hart, Roger Findley, and Stephen Crow.</p>
4.	<p><b>PUBLIC COMMENT</b> (Note: max. time 15 minutes, each speaker will be limited to 3 minutes)  There were no comments from the public.</p>
5.	<p><b>SPECIAL PRESENTATIONS</b></p>
	a. There were no special presentations this month.
6.	<p><b>COLLEGE BUSINESS (action or discussion)</b></p> <p><b>a. Unrestricted General Fund Ending Balance (action)</b>  As a result of the discussion during the work session on the ending fund balance, the Board did not make any changes; however, going forward if board policy BP 6250 Budget Management is adopted, the Board will conduct an annual review that will supersede the 09-003 Resolution which specifies an ending fund balance at \$1.25k.</p> <p><b>b. Board Resolution – Community College Legislative Priorities</b>  According to Dr. Young, the Oregon Community College Association (OCCA) Board adopted the 2025 community college legislative priorities and are asking the 17 community college boards to adopt them as well. These priorities will be a focus this legislative session.</p> <p><b>Motion:</b> Stephen Crow moved to approve the 2025 Community College Legislative Priorities. Torie Ramirez asked for more information on the priorities to which Dr. Young addressed. The motion carried with ayes from Vice Chair Lindsay Norman, Dirk DeBoer, Betty Carter, Torie Ramirez, Roger Findley, and Stephen Crow  The motion carried with ayes from Vice Chair Lindsay Norman, Dirk DeBoer, Betty Carter, Torie Ramirez, Chair Ken Hart, Roger Findley, and Stephen Crow.</p> <p><b>c. Board Policies</b>  The policy committee has reviewed all three policies and they were presented to the Board as first readings.</p> <ul style="list-style-type: none"> <li>i. BP 6200 Budget Preparation (replaces DB Budget)  This policy summarizes how the budget is to be prepared.</li> <li>ii. BP 6250 Budget Management (replaces DB Budget)  This policy will be supported by an administrative procedure that follows local budget law and applies to the Board’s annual review of the ending fund balance.</li> <li>iii. BP 6900 Bookstore (NEW)  We do not have a current policy for the bookstore. It was noted that the intent of the bookstore is to run self-supporting most of the year; however, it also includes language on using an outside vendor.</li> </ul>

7.	<p><b>CONSENT AGENDA (action)</b></p> <p>a. Board Minutes – November 18, 2024 (special meeting), November 19, 2024 (regular meeting), November 25, 2024 (Audit Committee) and December 10, 2024 (Board Policy Committee)</p> <p>b. Financial Report</p> <p><b>Motion:</b> Stephen Crow moved to approve the consent agenda and the motion was seconded by Betty Carter. The motion carried with ayes from Vice Chair Lindsay Norman, Dirk DeBoer, Betty Carter, Torie Ramirez, Chair Ken Hart, Roger Findley, and Stephen Crow.</p>
8.	<p><b>COLLEGE REPORTS &amp; STATEMENTS</b></p> <p>a. <b>Statements from ASG/Student Programs</b> There was no report this month.</p> <p>b. <b>Statements from Foundation</b> Executive Director Yasuda provided an update on the competitive “How To” grant, which aims to diversify the workforce in Oregon. A proposal was developed to address existing gaps, meet the needs of our students, and offer wraparound services. The three-year grant, totaling over \$750k, will support the launch of our new and innovative Certified Surgical Technologist (CST) program.</p> <p>c. <b>Statements from Faculty</b> There were no statements from faculty.</p> <p>d. <b>OCCA Board Rep. Report</b> Stephen Crow reported on the March 5-6, 2025, OCCA legislative Summit, January 30, 2025 OCCA Lunch and Learn webinar on legislative priorities and the Governor’s Recommended Budget of \$870.4m.</p> <p>e. <b>President’s Reports</b></p> <ul style="list-style-type: none"> <li>i. <b>Academic Affairs</b> Vice President Sandy Porter announced that Tanya Crawford has been appointed as the interim Dean of Instruction. Crawford will begin her new role on Monday. Additionally, the College has an offer out to a candidate for the Dean of CTE position.</li> <li>ii. <b>Student Services</b> A written report was provided to the Board in their packet. There were no questions by the Board.</li> <li>iii. <b>Administrative Services</b> Vice President Darin Bell highlighted the Statement of Revenues, Expenditures, and Changes in fund Balance as of November 2024-25, noting the added column titled Budget Month to Date which was added as a request by the Audit Committee.</li> </ul> <p>Additionally, Vice President Bell provided an update on the single audit, college financials, and foundation audit. Although these audit reports are not yet available from Tremper and Dickey, they will be presented at the January board meeting.</p> <p>The Board was also provided with an update on the progress of the Evelyn S. Dame Nursing and Allied Health Professions Center (NAHPC) and our work with federal HRSA and Oregon SHPO to determine that we are not a historic district. After consulting with HRSA, we moved forward with the project and went out to bid for a general contractor in November.</p>

	<p><b>iv. President's Comments</b></p> <p>Dr. Young highlighted the Light Up TVCC holiday lighting initiative and thanked Gina Roper who was the brainchild behind the project. Dr. Young also recognized Lisa Meyer, Arwyn Larson, and Kerby Winters who helped make the project happen and how work is already underway for next year's light expansion.</p> <p>Dr. Young also provided kudos to Vern Davis, Adolfo Suarez, the maintenance crew, and Road Runner Towing for their help in the lighting project. The holiday lights will be up through February 1 so the attendees of the Center Ball can enjoy the lights.</p> <p>Vice Chair Norman inquired about signing up to attend the high school board meetings with President Young and if there would be sign-up sheets. Dr. Young replied stating she would visit with Institutional Effectiveness and Planning Staff to pull the data on each school for the purpose of creating fact sheets. The plan is to start this outreach in the fall of next year.</p>
9.	<p><b>STATEMENTS FROM BOARD MEMBERS REGARDING TVCC</b></p> <ul style="list-style-type: none"> <li>• Stephen Crow thanked the administrative team for their hard work.</li> <li>• Roger Findley stated the national rodeo finals ended last Friday and there were a number of cowboys participating from Oregon and Idaho. Dalton Massey who was the number one steer wrestler in the competition, was also a TVCC alumni.</li> <li>• Torie Ramirez stated she is excited about the Light Up the Season holiday lights.</li> <li>• Ken Hart reminded the Board about the January 15 special meeting which will be to review the construction contract.</li> </ul>
10.	<p><b>IMPORTANT DATE(S)</b></p>
	<p>a. December 23-27 Christmas Observed (college closed)</p> <p>b. January 1 New Year's Day Observed (college closed)</p> <p>c. January 6 Winter Quarter Classes Begin</p> <p>d. January 20 Martin Luther King Day Observed (college closed)</p>
11.	<p><b>ADJOURN AND NEXT MEETING</b></p>
	<p>The meeting adjourned at 5:49 p.m. The next regularly scheduled TVCC Board of Education meeting is set for Tuesday, January 21, 2025, at 6:00 p.m.</p>

Mr. Ken Hart, Board Chairman

Dr. Dana M. Young, President