

MEETING MINUTES

Board members present: Chair John Forsyth, Vice Chair Cheryl Cruson, Darlene McConnell, Mark Wettstein, John Hall, Roger Findley and Stephen Crow

Others present: President Dana Young, Kevin Kimball, Eddie Alves, Brad Hammond, David Koehler, Merry Gill, Shirley Haidle, Renae Weber, Debbie and James Skousen, Olivia Johnson, Jann Bell, Phil Mahaffey, Tasha Wixom, Kent Banner, Becky Replogle, Yami Gonzalez, Dennis Gill, Melissa Vargas, Anne-Marie Kelso, Kelsey Jones, Judy Cordeniz, Diahann Derrick, Suzanne Bolyard, Arwyn Larson, Ted Fink, Dustin Mason, David Reynolds, Hunter Marrow, Argus Observer, Darin Bell, Cathy Yasuda, Wade Black, Sandy Porter, Greg Borman and Auditor Leland Miller, EideBailly, LLP

The meeting was called to order at 6:00 p.m. by Chair John Forsyth who led the Board in the flag salute and the reading of the College's mission statement. President Young introduced Judy Cordeniz as the interim public information officer who will be working for the College until the end of March.

Work Session

I. Audit Firm – EideBailly, LLP

Vice President Kevin Kimball reported the Audit and Finance Committee had the opportunity to meet last week with EideBailly auditors who shared in detail the financial audit report ending June 30, 2017. The three board members who serve on the committee and who were at the meeting were Darlene McConnell, Roger Findley and John Hall. Auditor Leland Miller provided a summary of the audit report during the meeting (the complete audit report is included in the board packet). According to Miller, TVCC received a clean audit opinion and the financial statements were correct. In regard to federal funds, the auditors did have three comments which were not uncommon compared with other Oregon and Idaho institutions. The comments were in regard to reporting and the timeline to report within these timelines. These findings pertain to reporting aspects and not on any calculations. Miller also reported that the College has come up with a corrective action plan to address these issues.

In the audit report, board member Roger Findley asked for clarification on the following posed questions:

Page 25 – under accounts receivable, tuition and fees increase by \$266k and with the drop in enrollment why would accounts receivable increase. According to VP Kimball the College has more student debt on an annual basis and students seem to be less prepared which results in a higher default rate. This has required the College to be more proactive in collecting these receivables from students. It would be beneficial to have a system that could educate students on the cost of tuition and fees and the costs involved to attend college.

Page 55 – student housing income is down \$155k from the previous year. VP Kimball stated overall he didn't think it was that much and would have to go back and look. An issue the College is working to address is athlete participation in student housing. The College may bring a future proposal that would require incoming freshman to live on campus. VP Kimball stated although our residence hall rates are reasonable, there is competition in the community for less expensive housing.

Page 55 – food service has made some money this year. VP Kimball stated the number of students in housing make an impact on our food services. Sodexo has made some changes which has reduced their cost and made their services more efficient. However we need to have over 100 students in housing to make it profitable.

Page 55 – printing lost approximately \$34k. VP Kimball stated our current costs will need to increase for these services and as a reminder the College is transferring \$25k from printing to the general fund which amounts to only a \$14k in the current year.

Lastly, Findley stated the Board's resolution which was passed several years ago requires the College to have an ending fund balance of \$1.25m. According to the audit report the ending fund balance is \$1,250,700. Which is good news.

II. Core Theme Planning

Director of IE David Koehler summarized the December 19, 2017 meeting with the Board which involved several hours of core theme planning and clarifying the meaning of ensuring access, how the matrix fits into mission fulfillment, is there a shared understanding of what it means and are we using the appropriate outcome measures. As a result of the meeting, Koehler was charged with providing some verbiage to clarify ensuring access and identifying the appropriate metrics which should be measurable. During the December meeting, everyone agreed upon a framework using a minimum acceptable threshold and an aspirational threshold. Koehler suggested spending time reviewing ensuring access and reviewing other core themes in subsequent years. He also would suggest a schedule to review these continuously so the College can demonstrate core theme planning and that we are using the appropriate matrix.

From the December meeting discussion, ensuring access meant equitable access to quality education. Koehler believes we need only one objective which is to reduce the achievement gap for first generation students, under represented students of color and economically disadvantaged students. The outcome measures he suggested were ratio of the cohort, retention rates, completion and transfer rates, and a composite index for an entering student survey.

Koehler stated this information will be part of the mission report, for section 4 of the accreditation self-study.

Regular Session

I. **Agenda Review/Changes**

There were no changes to the agenda.

II. **Special Presentations**

a. **ABE/GED Department Recognition**

Vice President Eddie Alves recognized John Wootton and Jann Bell for their excellent work in the ABE/GED Department. He thanked John for his passion to help students succeed and accomplish their goal to obtain a GED. He thanked Jann Bell for her commitment to the program and for her help in writing the Title II grant which the College has successfully obtained.

b. **Athletic Department Student Recognition**

Athletic Director Ed Aronson recognized the following student athletes for their accomplishments:

Men's Cross Country finished 3rd at the NWAC championships last November. The top runner was Levi Lewis who earned the NWAC All American status by finishing 4th overall. Other students recognized were Benjen Lilly and Carlos Lamas who finished 8th and 9th.

Women's Cross Country finished in 2nd place at the NWAC championships. Runners Delia Deleon (1st), Indya Price (4th) and Naomi Gonzalez (6th) earned NWAC All American status.

Coach Blas Guerra received the well-deserved award as Coach of the Year. Coach Guerra is well respected among the coaches and in the NWAC.

Director Aronson recognized the following students for earning outstanding academic achievement (a cumulative GPA of 3.25 or higher).

- Women's Soccer: Taylor Anthony, Melissa Glanzmann, Maris Mortensen and Marisa Saldivar.
- Women's Cross Country: Emma Adkins
- Volleyball: Emily Gluch, Maisy Smith and Kelsi Wilson
- Men's Soccer: Flavio Betancourt
- Men's Cross Country: Levi Lewis

III. **College Business**

a. **Retrenchment Process**

President Dana Young provided the Board with a copy of Article 9: Retrenchment from the collective bargaining agreement and reviewed the process and timeline for retrenchment. At the February board meeting, if retrenchment is necessary, more information or a recommendation by administration for retrenchment will be brought forward to the Board. Board member Roger Findley did inquire if part or all of the faculty contract was in place and President Young responded that only the mandatory areas of the contract were still in effect.

b. **June 30, 2017 Audit Report**

MOTION: Darlene McConnell moved to accept the audit report as presented and the motion was seconded by John Hall. The motion carried unanimously.

IV. **Public Comment**

Chair John Forsyth invited members of the audience to the podium and read the guidelines for public comment.

Anastasia Yefimov, Nampa, ID, stated she was concerned with the proposed increase in class size. She stated that more than three-quarters of her classes had less than 13 students and instructors still chose to teach these classes at a lower rate of pay. While obtaining her associates of arts she had only 3 classes that had 20 students in it. She stated she understood the increase in tuition and the number of classes that were canceled due to low enrollment. Raising the minimum and not having the option of offering it if it doesn't meet the minimum was a concern to her. Two reasons she came to TVCC were because of the class size and the cost to attend. Chair Forsyth asked VP Eddie Alves to address some of the misinformation that was provided to the student but VP Alves declined to respond due to continued negotiations.

Jenna Sessums, New Plymouth, ID, came to TVCC for the convenience and cost and because she knew there were people here who cared about her. She reminded the Board of the College's mission statement to promote student success which is why she chose TVCC. She would like the smaller class size to continue.

Amber Sutton, Weiser, ID, shared why she chose TVCC and how the nursing staff teaches students to think and learn. She is concerned about having to attend somewhere else for her education because it won't be as great as TVCC. She attends TVCC because of the nursing staff and the reputation they give the nursing department.

Kathy, Ontario, OR, a nurse and graduate from TVCC shared her experience while attending. Her daughter was also a student and graduate from TVCC. Her daughter attended because TVCC was close to home, because of the cost to attend and the quality of instruction. Kathy thought the small class size was great compared to Boise State and that she also understands the frustration of canceled classes.

Christina Trunnell commented that the community, students, staff and faculty are interested in what is happening at the College. Trunnell suggested allowing more room at future board meetings so attendees can be comfortable sitting down rather than standing. She also commented that it was disheartening when community members hear from administration or the Board that there are plans for a faculty strike. This is causing apprehensive and misunderstanding to our students, advisory committees, industry partners, and the message is coming from the top down. Faculty want to put forth the message that they are still at the table and want to come to a solution that won't cause harm to the College.

V. **Consent Agenda - Action Item(s)**

- a. Board Minutes – December 19, 2017
- b. Financial Report

MOTION: Cheryl Cruson moved to approve the consent agenda as presented and the motion was seconded by Darlene McConnell. The motion carried unanimously.

VI. **College Reports and Statements**

- a. Statements from ASG/Student Programs
ASG President Olivia Johnson highlighted her written report which was provided to the Board. Chair Forsyth thanked Johnson for her report and he also thanked her for participating in the City of Ontario's community survey.
- b. Statements from Faculty
Debbie Skousen spoke about the importance of TVCC faculty and the positive impact they make to students and the community. According to Skousen, faculty are paid less than the amount of work and contribution they make to the College. The Administration's proposal would take away the unique experience for students and would also impact current and future students. She asked that facts are gathered objectively and to value and support the faculty as they work together for the good of the students. The faculty stand together and she hoped the Board would align with them and do what is right.

Dennis Gill commented that on December 1, the TVEA filed an unfair labor practice against the College and have received a ruling today in favor of the TVEA. Gill stated this has cost the College time and money and has cost the Association a great deal of time. Gill stated this was the first unfair labor practice since he has been at the College and it was the first time to have three arbitration hearings.

Gill also wanted to bring to attention that the younger faculty members are receiving subtle threats that if they participate in board meetings or TVEA activities they could lose their jobs which is a violation of Oregon state law. He hopes to get a resolution that is best for the College. He noted that the membership has the right to peacefully gather and come before the Board. Lastly, he asked if there could be something done so attendees could sit and not stand during the meeting. He thanked everyone for being at the meeting to support the faculty and the institution.

After Gill's statements, the faculty exited the meeting.

Board member Stephen Crow asked President Young for the full faculty total compensation plan for 2016-17 and not the W-2s. After some discussion, there was a consensus from the Board to see the full compensation for faculty for 2015-16 and 2016-17.

c. **President's Reports**

i. **Academic Affairs**

Vice President Eddie Alves reported he is working on a grant for a summer migrant program. The goal is to have 120 migrant students in the summer leadership program. A pilot program was ran last year with good results. The College will continue to work with Greg Contreras, OSU, to make the program better.

Board member Roger Findley asked for an update on VA approval. According to VP Alves, the College has been approved to fly helicopters and fixed wing in Idaho. We are still waiting for approval on fixed wing in Oregon. Moving forward, the program will be promoted with a goal for VA approval for Oregon by March.

Board member Findley asked about the purchase of the airplane. VP Alves commented the College has a teach out account for the aviation program in the event SilverHawk was no longer partners with the College. Because we have gained more expertise over the years and have dedicated an account for this purpose, the College used a portion of the funds to purchase a plane for use in-house rather than lease one with SilverHawk.

Board member Findley also asked if the College is receiving FTE for the 2nd year of the building construction program. VP Alves stated the College is currently running a one year program at SRCI and are requesting a 2nd year program. If accepted, it would be a source of FTE from SRCI.

ii. Student Services

Some of the highlights in student services included:

- Reimbursable FTE is up 2% which is good news and student services staff have worked hard to make this happen.
- Enrollment RX will launch tomorrow and will help with the fall recruitment. VP Brad Hammond thanked the IT staff for their help.
- An open house will be set for everyone to see the newly remodeled student services center. An email invitation will be sent out soon. There is a tentative date set for February 2 from 8:00 to 10:00 a.m.

Board member Mark Wettstein asked about the low number of dual credit students and if the breakdown (42 high school students) could be that students and parents don't know about the program or that high school counselors are not promoting it. The Four Rivers Community School has 26 dual credit students which brings the question why the high school dual credit students isn't higher.

Vice President Brad Hammond stated he would follow up on the total enrollment data and dual credit and report back at next month's board meeting.

Executive Director Cathy Yasuda mentioned the completion of the Accelerated College Credit grant and the substantial student numbers for the grant. Director of IE David Koehler stated what was found from pulling data for the Accelerated College Credit grant was that the majority of high school students who are taking TVCC dual credit courses are not first generation College students which means their parents are probably college graduates and have the understanding of the value of education. The focus for the grant will be to work with high school counselors to get the message to first generation students and their parents who are not taking advantage of this opportunity. This will be on focus for the grant and the priority for the scholarships will go to first generation students.

Koehler looked up data on dual credit students and reported there were 240 dual credit students from last year (reimbursable FTE from the total year). Headcount was not included.

iii. Administrative Services

The anti-virus software that was purchased last year did the job of stopping a major virus from coming through. VP Kimball stated it is exciting to know we have the ability to prevent an attack. In addition, IT is looking at moving away from Blackboard because of major increases in fees. A new online instruction platform that is being considered is called Canvas. There are several other colleges who have gone to Canvas and the College plans to test the system this term.

The science center smart classrooms went down over the winter break but the IT staff were able to get them running shortly after the start of classes. IT will look at replacing the cable during spring break.

The student services remodeling project is coming to completion with only a few more details to finish. The comments heard have been positive and the College accomplished the Title III goal to make student services more open and accessible for students.

Financial report: Through the month of December revenue from tuition and fees was down over 10% due to summer and fall quarter enrollment. It was noted that as dual credit increases this has an effect on tuition and fees due to the discounted rate. VP Kimball will continue to monitor revenue as winter term progresses it hopes tuition and fees will recover.

In regard to college services, actual year to date expenditures showed an increase of \$130k compared to last year. Public information and printing received an additional \$40k this year for marketing. Human resources is above last year by \$50k due to the director starting in January, the business office expenses decreased because of the shift of funds to human resources which was about \$90k, IT is up over \$50k, IT spent \$60k on ransomware, public safety and security is up \$16k which includes costs related to the eclipse event, and there was also the addition of another security person and costs for training. Institutional effectiveness is up \$20k due to dues and fees for accreditation that are now being charged to the IE department instead of the previous fund.

VP Kevin Kimball stated he appreciates the work of the audit and finance committee and appreciates the opportunity for auditors to meet with board members.

iv. President's Comments

The hardware for the banners has been received and the banners should be installed this week. According to President Young, this is exciting news as the banners will add color and vibrancy to the campus.

A copy of the CTE center construction calendar was provided to the Board as information only. There will be more discussion at a future board work session to review the details. The construction timeline is longer than the College hoped due to the EDA's request for extra approvals at every stage in the project. Former physical plant director Bernie Babcock has been appointed as the project manager and will oversee the

construction. There is also a plan to conduct site visits at other institutions to see similar facilities. The goal is to schedule these visits starting February through April. Board member Roger Findley asked about the plans for relocating the welding department. VP Eddie Alves stated there are current discussions taking place regarding the department and he hopes to have an answer by the next board meeting.

President Young provided the highlights of the Oregon Presidents Council. Discussions are taking place among the 17 Oregon community college presidents and OCCA concerning the \$32m ask. Talking points for the ask were sent to all board members to use when speaking with legislators. During President Young's time in Salem, she took the opportunity to visit with Senator Cliff Bentz and House Speaker Tina Kotek to thank them for their support of community colleges. Part of the discussion with Senator Bentz and House Speaker Kotek concerned Measure 101. If the measure passes there is the possibility community colleges would receive additional funding; however, if it fails, the budgets for community colleges could be reduced. This is a critical measure for community colleges and K-12 moving forward.

Other news included:

- On January 24, the first HB 2012 board meeting will be held at TVCC. Senator Cliff Bentz will be present during the initial meeting and House Speaker Tina Kotek will be participating via telephone.
- Another discussion during the OPC meeting concerned the capital construction ask for the 2019-21 biennium. There are a few schools who are automatically eligible for the list who didn't have a project in this biennium. TVCC's project is not on the 2019-21 priority list but OCCA will request our building be added back. This will be good news if TVCC can get back on the capital construction list for the next biennium.

Board member Roger Findley asked if there were any additional savings in the budget. President Young stated the College is still significantly out of balance. The administrative team will continue to look for additional savings; however, it is important we settle the faculty contract because we need significant savings in the current year. The subcommittee of the Board will meet on Monday to review scenarios in the budget model. The administration will need direction from the Board on the planning piece before we roll out the 2018-19 budget sheets.

d. **Statements from Foundation**

Thanks to a donor contribution, the College was able to hire five new student ambassadors. In addition, there have been several newly established endowed scholarships. The Foundation is grateful for all their donor contributions. To celebrate and recognize donors and students, the Foundation will be holding their annual reception on February 22.

Other highlights included:

- Tuesday, February 6 Scholarship Review Night starting at 5:30 p.m. in W-110.
- Next month, the Investment Committee will meet with their Merrill Lynch financial representative to review the Foundation's portfolio.
- The Foundation sponsored the Business of the Year table at the chamber banquet. Their table tied for the most elegant with CT Derm.

e. **Statements from Board Members**

Board member Stephen Crow provided highlights of the OCCA board meeting he attended in Salem in regard to the \$32m ask campaign and Ballot Measures 101, 92, 164, and 183. According to Crow, these bills will have packets that he can later share with the rest of the Board. The weekly legislative calls will begin February 5. Other news included the annual dues for OCCA will increase by an additional \$195. Upcoming state events include the start of the 2018 legislative session on February 1, legislative day on February 8, and the ACCT legislative summit on February 11-14 in Washington, DC. The next OCCA board meetings are scheduled for March 16 in Astoria and May 18 in Roseburg.

In regard to HB 2998, the bill is anticipated to be implemented by December 18. Currently, input is being gathered from all community colleges, universities, and HECC. Board member Stephen Crow stated he would send the Board copies of the bill which will affect the transfer of credits to universities.

Mark Wettstein made a comment that faculty are good teachers and he doesn't have an issue with them. However, he did express concern with them coming to the meeting with an intimidation attitude. There is information being shared that is not right and tonight, was a good example. The Board has not been saying the faculty are going to strike or that some will lose their jobs. Instructor Gerry Hampshire was the one who contacted the media that faculty were going to strike. Wettstein stated he was willing to work with faculty and hoped to get this resolved soon. He also asked why the nursing students were so upset tonight because he believes many of them receive scholarships and there are people bending over backwards to help them. It was thought they might have been misinformed.

John Hall commented that very seldom do you get to meet with auditors and receive information firsthand that everything is good. He thanked the staff who worked with the auditors on the report and commented how good a job they must be doing to get to this point.

Roger Findley commented that the position for the CTE Dean must be out because he has received phone calls from interested individuals. He thinks the College will have a good pool of candidates. He also mentioned that former TVCC instructor John Stork passed away.

Darlene McConnell thanked John Hall for being a member of the audit committee and she recognized the College has quality auditors. She thanked everyone who participated in the audit work.

Stephen Crow stated he hoped that board members can continue to work together.

Cheryl Cruson stated she was privileged to sit at an elegant table on Friday night at the Chamber banquet. In addition, she was able to attend the last Foundation board meeting. During the Foundation meeting there were concerns about negotiations which she responded that the College hopes to get resolved. Lastly, Cruson mentioned that the only time she heard about a strike was from what Gerry Hampshire put twice in the newspaper. It appears misinformation is being circulated and she hopes the lines of communication can be opened so we get a win-win. TVCC is the heart of this community and it needs to be sustainable in the future.

John Forsyth shared positive comments from the Malheur Fair Board who completed the City of Ontario survey which noted TVCC as the heart of community and is the reason kids stay here. He also agreed with Debbie Skousen about getting the facts and information. The Board wants a win-win and they have a fiscal responsibility to get this. Understanding the facts leads to good decisions. It is critical the institution is sustained.

The open session ended at 8:55 p.m. and went into executive session at 9:00 p.m. under ORS 192.660(2) (d) to conduct deliberations with a person designated by the governing body to carry on labor negotiations.

VII. Executive Session

Board members present: Chair John Forsyth, Vice Chair Cheryl Cruson, Darlene McConnell, Mark Wettstein, John Hall, Roger Findley and Stephen Crow

Others present: Dana Young, Kevin Kimball, Nancy Hungerford, Anne-Marie Kelso, Judy Cordeniz, Eddie Alves, Abby Lee, and Hunter Marrow (Argus Observer)

VIII. Open Session

The executive session ended at 9:41 p.m. and went into open session. There was no action from the executive session. The meeting adjourned at 9:41 p.m.



John Forsyth, Board Chair



Dana M. Young, President