

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Laura Moore Cunningham Science Center, Hanigan Board Room (#115A),
Ontario, OR 97914. Public participation via Zoom
Tuesday, January 18, 2022, 6:00 p.m.

BOARD MEETING MINUTES

Board of Education members in attendance (quorum present):

Chair Dirk DeBoer, Vice Chair Mark Wettstein, Stephen Crow, Betty Carter, Cheryl Cruson, Ken Hart, and Roger Findley

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

President Dana Young, Vice President Eddie Alves, Vice President Shirley Haidle, Vice President Travis McFetridge, Dean David Koehler, Cindy Feibert, Tanya Crawford, Sandy Porter, Ken Weave, Anne Marie Kelso, Jason Miller (Argus Observer), Cathy Yasuda, Bernie Babcock, Scott Simpson, Kate Russell, Abby Smith, Brianne Haun, Phoenix Millhollen, Savanna Casillas, Diahann Derrick, and Tanya Crawford

Work Session

I. Call to order and acknowledgement of Guests

Chair DeBoer called the meeting to order at 6:02 p.m. He led the group in the flag salute and reading of the college's mission and vision statements.

Vice President Eddie Alves introduced Ken Weave as the College's new math tutor.

a. Review 2021-22 Board Goals and Objectives

President Young reviewed the assessment for this year's goals which is a mid-year check to show where the Board is in reaching their goals.

While reviewing the goals, it was determined a joint meeting with the Foundation Board has not been done this year. President Young stated she would work to schedule a meeting with the Foundation Board by the end of the year. It was also noted that in addition to setting annual goals, the Board does conduct an annual self-evaluation each year.

After some discussion, it was recommended to add to the joint meeting with the Foundation a conversation on the joint board scholarship, and an update on the nursing and allied health professions center project.

b. Set 2022-23 Board Goals and Objectives

Further discussion and review of current goals resulted in rolling them over to 2022-23 with some revisions and an additional goal. The proposed goals for 2022-23 are:

- Goal 1: Board policy review
- Goal 2: Professional development
- Goal 3: Engagement at the local and state level to support student success
- Goal 4: Support TVCC Foundation
- Goal 5: Increase understanding of inclusion for all
- Goal 6: Strategic planning
- Goal 7: External communication
- Goal 8: Highlight college programs
- Goal 9: Review mission and vision statements
- Goal 10: proposed new goal: *Maintain the Fiscal Stability of TVCC*

The goals for 2022-23 will be updated and presented for review at the next board meeting.

Regular Session

I. Agenda Review/Changes

There was one revision to the agenda to change (action) to (discussion) under III.e. Authorize Bridge Line of Credit for Nursing and Allied Health Professions Center.

II. Special Presentations

a. New Employee Introductions

Vice President Travis McFetridge introduced Savanna Casillas as the new Residence Life Manager. Casillas is a TVCC alumnus and started her new position in November 2021.

b. Ontario Chamber Educator of the Year

President Dana Young recognized and introduced Cindy Feibert as this year's Chamber Educator of the Year. Dr. Young stated it was an honor to introduce Cindy at the Chamber Banquet. Science instructor Feibert began as an adjunct and moved to a full-time faculty member in 2008. It was also noted that Instructor Feibert will be retiring this year.

c. Ag Department Update

Instructor Sandy Porter provided a PowerPoint presentation that included information on their faculty and staff, advisory committee, faculty outreach and engagement, enrollment data, and curriculum and degrees in the Ag Department. It was also noted that the retention rate for ag students from fall to winter was at 100%. President Young also commented on how our overall retention rate has been very high from fall to winter.

III. College Business

a. COVID-19 Update

Director Anne Marie Kelso reported Malheur County is in the peak of COVID infections as well as the College by the number of contacts Anne Marie has had to follow up on. She did mention how the Health Department was surprised by how little resources were available to community colleges as they handled COVID on their own. As a result, they provided us with 40 COVID testing kits for our residence halls. We are thankful for these resources and were able to test our students and get them quarantined. Due to the overflow in the residence halls, some students who were exposed but not COVID positive were quarantined in a local hotel. If they tested positive, they were moved to the residence halls' two quarantine suites. As of this morning, all students are out of quarantine at the hotel.

During the COVID call this morning with OCCA and the 17 community colleges, it is anticipated we should see a decline in the variant after the next two weeks as it spreads quickly and leaves quickly. Director Kelso provided an update on the Supreme Court's decision to strike down the stay (Biden's vaccination mandate), which then went back to the Sixth Circuit Court with language and reasoning from the court that OSHA overreached in public health. It is anticipated the Sixth Circuit Court will reverse the mandate as well. Oregon could have done something but did not in regard to a mandate. Oregon OSHA just released a statement a few days ago which leaves us to believe we won't expect a vaccine mandate from them.

b. **June 30, 2021 Single Audit Report**

Vice President Shirley Haidle reiterated the meeting between Moss Adams and the College's Audit Committee last week as they reviewed the single audit report ending June 30, 2021. In Moss Adams letter of compliance with federal programs, the College did receive a clean audit opinion. However, there were two federal financial aid findings with significant deficiencies which is a deficiency, or a combination of deficiencies, in internal controls that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

One finding pertained to student attendance and how it is reported to NSLDS. It was noted this is the third year for this finding. Director of Financial Aid Diahann Derrick explained enrollment reporting falls under the registrar and how it is a multi-departmental effort to get the data reported. She also explained they are in the process of reviewing and updating procedures so there are no further reporting errors.

Director Derrick also explained the second finding has to do with a setting in one of their accounts which allowed them to package a student over their financial need which resulted in the student receiving a subsidized loan versus an unsubsidized loan. This error has since been corrected to an unsubsidized loan.

According to Vice President Haidle, Director Derrick has submitted a Corrective Action Plan (CAP) to the auditors and the auditors will send it to the federal government within the next couple of days.

The board members who serve on the Audit Committee are Ken Hart, Roger Findley, and Betty Carter. Hart shared his concerns with a repeat finding three years in a row and the need for leadership to make sure processes are in place to catch these errors on a routine basis before they become audit findings and affect our ability to offer federal financial aid. He asked if there may be any violations or repeat findings in the current year that we need to self-report now rather than wait until the audit at the end of the year. According to Vice President Haidle it was unknown at this time if there were any errors in the current year.

Vice President Travis McFetridge reported this finding is his top priority and he will be meeting with financial aid, registrar's office and the business office about processes and next steps to identify any errors that may have been made during the past summer or fall term. They have also begun the process for identifying communication gaps and responsibilities. Vice President McFetridge stated he hopes to provide a follow-up report next month on where we are in regard to summer and fall quarters and what we are doing moving forward with the processes.

Board member Ken Hart asked to add to the next board agenda an update from staff. He also reminded everyone that the auditors stated if we find anything and self-report it is better for us as an institution instead of waiting until the end of the year for the auditors to report a finding.

The Board took a break and reconvened at 8:25 p.m.

c. **Retrenchment Process**

President Young reported every January the Board is provided an update on the retrenchment process. The Board received a copy of a memo Dr. Young received from Vice President Eddie Alves which stated at this time he isn't recommending any part-time or full-time retrenchments for the 2022-23 academic year.

d. **CTE Grand Opening**

President Dana Young asked the Board to consider the afternoon of Friday, April 22 at 3:30 p.m. for the CTE grand opening and ribbon cutting. The Board was asked if there were any reasons this date would not work and there were none. More information will be shared as the event is planned.

e. **Authorize Bridge Line of Credit for Nursing and Allied Health Professions Center**

The Board received information on the bridge line of credit the college will require in the event we are awarded the EDA grant. The College will need to show EDA that we will be able to cash flow the project since we won't receive reimbursements from the State or Feds in a timely manner.

Vice President Shirley Haidle stated the Board had previously passed Resolution #20-003 which gave administration the approval to secure grant funding, fundraising, and financing to go with the \$4.95m in matching funds from the State of Oregon for the nursing and allied health professions center. EDA requires us to have a bridge line of credit as well as a letter from the State on the matching funds. According to Vice President Haidle the Bank of Eastern Oregon stated they would provide the bridge line of credit for the College.

Although we did not have to use the bridge loan for the construction of the CTE Center, the Board would be notified in the event the bridge line of credit would have to be used for the nursing and allied health professions center project.

Since the Board approved the previous resolution, the College decided no action would be requested tonight. However, the Board will be made aware that draws will only be taken for cash flow purposes during construction and will be reported monthly. Any draws will be repaid as grant funding is received. In addition, the bridge line of credit will not be kept going once the construction project is complete. If any additional money is needed, the Board will be informed. It was also noted that if the bridge line of credit is not used, we will not be required to pay any interest.

President Young stated she felt it was important to bring this to the Board. If we do not secure the EDA grant, other options will be brought before the Board. We hope to hear if we are successful in receiving the grant in the next several months.

IV. **Public Comment**

There were no public comments.

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

- a. Board Minutes – December 13 & 14, 2021, and December 30, 2021
- b. Financial Report

Motion: Stephen Crow moved to approve the consent agenda and the motion was seconded by Ken Hart. The motion carried unanimously.

VI. **College Reports and Statements**

a. **Statements from ASG/Student Programs**

ASG President Abby Smith summarized the events and activities for winter term and provided a report on student government happenings.

During the January 29 basketball games, the College will be hosting a Pink Night to raise breast cancer awareness with special guest speakers.

b. Statements from Foundation

Executive Director Cathy Yasuda reported they have officially announced the \$1m donor and the naming of the CTE Center. Yasuda thanked AVP Abby Lee for getting the press release out.

Other great news:

- We submitted our federal Economic Development Administration (EDA) grant last week and have already received a short list of additional requests by EDA representative Wes Cochran. This additional information will give us the opportunity to improve our application.
- The CAMP grant will be submitted tomorrow. Kudos to Director Hector Aguirre and lead grant writer Amas Aduviri.
- A \$20k ask will be submitted to the Kissler Foundation/Norco and if awarded will be used to create an endowed scholarship for welding students.
- Major gifts campaign: we are moving forward with the plan and have concluded a visit with consultant Rich Gross. According to Executive Director Yasuda, the major gifts campaign co-chairs are Matt Frye, Cliff Looney, and Fran Halcom and the honorary co-chairs are Frank and Patty Yraguen, Dr. David and Anne Brauer and Dr. Mark and Becky Iseri. Debbie Blackaby will chair the Marketing and Public Relations Committee. The first meeting with the major gifts executive committee will be held in February.
- An eligibility report for Title III monies has been submitted. Dr. Nino Kalatozi and her staff were commended for their work to pull data together. According to Yasuda, we did receive notification we are eligible.
- The Foundation's scholarship application deadline has been extended to the end of January.

c. Statements from Faculty

Faculty member Sandy Porter provided an update on open faculty positions (wildland fire, biology, and fine arts). There were also updates relating to the nursing department, social science and the June 2023 Business International Tour to Ireland, Wales, Scotland, and England.

d. OCCA Board Rep. Report

Board member Stephen Crow reported the new OCCA Executive Director Morgan Cowling is still in training and will be meeting with the DEI Committee and the long-term community college presidents. OCCA Deputy Director John Wykoff and Executive Director Morgan Cowling are also working on the agenda for the upcoming short legislative session which will include a cybersecurity ask for all 17 community colleges. Crow shared he would send the links to the legislative sessions to the Board so they can be involved. The Board was reminded of the April 13-15 OCCA Annual Conference at Sunriver. The conference will be held in person and virtually.

e. President's Reports

i. Academic Affairs

Vice President Eddie Alves publicly thanked the faculty for substituting classes for other faculty while people work from home and for doing everything they can to keep students in class. Vice President Alves also reported on the evaluation work for provisional faculty.

Board member Roger Findley asked about the CNA program. According to Vice President Alves Pioneer Place is doing their own training but are having issues with testing, and the high schools are having instructor challenges; however, we have a list of 10 students and hope to run a class in the spring.

Findley also asked about the wildland fire science coordinator position and why no one applied. According to Vice President Alves, the position was first advertised as a 12-month position and because no applications were received the position has been moved to 9-months. This allows the person to still work in the field on wildland fires and stay certified and helps with the salary too.

ii. Student Services

Vice President Travis McFetridge summarized the most recent Quarter to Quarter report for fall and winter which is a moving target.

Other highlights included:

- Update on TIE grant – the program had a target of 15 students this fall but were able to serve 26 students (21 full-time and 5 part-time). The program also had a 100% retention rate. Coordinator Daniel Liera-Huchim has done a great job providing an inclusive and collaborative space for students in the Weese building.
- Athletics – the men's and women's teams will have their first home game this week against Blue Mountain Community College. The women's team will begin at 5:30 p.m. followed by the men's team at 7:30 p.m. During the games they will be enforcing the wearing of masks to protect players while continuing to allow spectators at the events.

Caldwell Center – Vice President Eddie Alves reported they are in the process of hiring a new recruiter. They are seeing a great opportunity with new Director Ben Merrill and are optimistic about the direction of Caldwell. Vice President McFetridge commented Student Services has also been working to train new staff at the Center. Lastly, AVP Abby Lee stated in a little time big improvements will be seen.

iii. Administrative Services

Vice President Shirley Haidle reported the former house by the art building has been removed and the area will be planted with sod. It cost approximately \$17k to tear the building down and approximately \$15k for asbestos abatement.

Board member Roger Findley asked about the remaining COVID funds after the \$346k draw down. According to Vice President Haidle, there is approximately \$800k remaining in institutional funding and approximately \$2.1m in student funding which includes the additional \$642k we received. Haidle shared we do have the option of requesting a year extension to spend the money, but it has to be requested 90-days before July 31 for the student funding. Vice President Haidle stated she doesn't believe we will have any issues spending the institutional funds due to covering lost revenue.

iv. College Relations and IT

AVP Abby Lee stated Marketing and Social Media Specialist Phoenix Millhollen has been doing a great job capturing student stories to post on our main website and starting tonight they will be featuring Josey Wilson, Natural Resources, for the student spotlight. However, due to technical issues, the student highlight video was not available. AVP Lee stated these student highlights will be a regular part of their office's report to the Board and will feature our alumni, new and graduating students, and faculty.

v. President's Comments

President Young thanked Director Anne Marie Kelso for her amazing work during the pandemic and Vice President Travis McFetridge and Riley Helmick for continuing to COVID test the athletes and for the faculty who have been amazing working to keep students in the classroom. According to Dr. Young, there has been a 90% retention rate from fall to winter which shows our students are being taken care of. Dr. Young also expressed kudos to faculty and staff for their diligence during the pandemic and for the positive morale.

Executive Director Cathy Yasuda, Project Manager Bernie Babcock, Vice President Shirley Haidle, Vice President Eddie Alves, Director Nino Kalatozi and Dean of CTE David Koehler were recognized for their work on the EDA grant. Dr. Young also thanked and recognized the Board during board appreciation month.

President Young provided an overview of HB 2590 Student Voices Bill. A taskforce has been formed where members will visit with underrepresented students as well as faculty and community members to learn how well folks are being served and if there is anything the legislators can do to help these populations. According to Dr. Young, this bill is similar to Measure 98 for K-12. The taskforce will gather information to see what is needed in regard to funding, policy changes, etc. The taskforce is going to try and visit 4-5 regions which may include our region.

f. Statements from Board Members

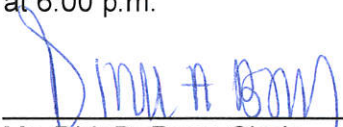
- i. Mark Wettstein appreciated everyone's reports and what everyone is doing to move the college forward. He commended Sandy Porter for retaining her students from fall to winter.
- ii. Roger Findley spoke about his appreciation for the \$1m donation by the Findley family and Executive Director Cathy Yasuda and President Young's assistance in procuring the donation.
- iii. Betty Carter stated tonight was a great meeting and thanked everyone for their reports.
- iv. Stephen Crow thanked Dr. Young and staff for keeping our students safe on campus during the COVID outbreak.
- v. Dirk DeBoer thanked everyone for keeping the college going.
- vi. Cheryl Cruson thanked everyone for all they do for the college.
- vii. Ken Hart thanked Dr. Young for coming to the Ontario City Council meeting to kick off the Ontario Promise scholarship for students in Ontario. The State of Oregon is excited about this idea to set up 529 plans which shows an investment in post-secondary education for local kids.

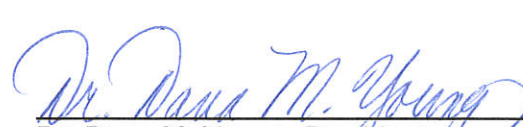
VII. Important Date(s)

January 17 Martin Luther King Day Observed (college closed)
February 15 Advising Day for Spring/Summer Quarter (no day classes held from 8 am to 4 pm)

VIII. Adjournment and Next Meeting(s)

The meeting adjourned at 9:51 p.m. The next meeting is scheduled for February 15, 2022 at 6:00 p.m.


Mr. Dirk DeBoer, Chair
TVCC Board of Education


Dr. Dana M. Young, President
Treasure Valley Community College