



TVCC BOARD OF EDUCATION
MEETING MINUTES

Tuesday, January 21, 2020

The meeting began at 6:00 p.m. in the TVCC Laura Moore Cunningham Science Center, Room 115A, 650 College Blvd., Ontario, Oregon. Chair Cruson led the group in the flag salute and reading of the college's mission and vision statements.

Board of Education members in attendance (quorum present)

Chair Cheryl Cruson, Vice Chair Stephen Crow, Roger Findley, Darlene McConnell, Mark Wettstein, and John Hall (absent: Betty Carter)

College staff and guests present

President Dana Young, Vice President Shirley Haidle, Vice President Brad Hammond, Scott Simpson(Moss LLP), David Reynolds, Diahann Derrick, Arwyn Larson, Alexa Shoemaker, Kate Walker, Tessa McFetridge, Cathy Yasuda, Abby Lee, Larry Myers (Argus Observer), Ron Hanks, David Koehler, Pete Glick, and Julie Lynch

WORK SESSION

a. Audit Report – Moss Adams, LLP

Prior to the board meeting, the College's audit committee met earlier today to review the audit report. Board member Roger Findley who serves on the committee stated they were pleased with the draft audit and were comfortable with taking action on the report.

Auditor Scott Simpson summarized the results of the four different audit reports. The results were as follows:

- Financial Statements: received an unmodified opinion or clean audit
- Internal Control over Financial Reporting: no material weaknesses were found
- Oregon Municipal Auditor Report: the report covered the College's compliance with Oregon Budget Law and municipal standards. The auditors reported no findings.
- Single Audit or Compliance Audit: the auditors reviewed the issues found last year in financial aid and they issued an unmodified opinion with no findings.

The auditor did note the lack of documentation for policies and procedures for the IT Department. He shared this was not uncommon when there are long term employees; however, it was advisable to start documenting processes and update them periodically, so processes are in place that surround IT positions.

The auditor reported embedded in the financial statements was the TVCC Foundation's audit which will be shared later with the Foundation board. The financial statements for the Foundation also received a clean audit.

REGULAR SESSION

I. Agenda Review/Changes

There was one change to the agenda to add d. 2020-21 Board Goals under College Business.

Motion: Stephen Crow moved to approve the change to the agenda and the motion was seconded by Darlene McConnell. The motion carried unanimously.

II. Special Presentations

a. Volleyball Team Introductions

Athletic Director Andy Ward spoke about the volleyball team's work and accomplishments this year and recognized Coach Erin Mellinger and Assistant Coaches Vanessa Paulsen and Kendra Davidson. Coach Mellinger stated the team was competitive this season and she was proud of the team. The players who were present during the meeting were introduced to the Board.

b. Aviation Program Recognition

Dean of CTE David Koehler recognized former Aviation Director Ron Hanks for all his work to help lift the fixed wing aviation program off the ground. Hanks shared that he appreciated the support he received from the College and the Board over the years.

c. Student Resources

STEP Navigator Alexa Shoemaker explained how students are connected to available resources both on and off campus. She provided the Board with a one-page resource guide that is provided to STEP students. The efforts to connect students with services helps them overcome barriers which leads to better retention.

The Board asked if every student receives the resource guide and the College stated, they are working to get the resource guide out to all students.

III. College Business

a. Update on Aviation Fee Changes, Fixed Wing Program (Idaho)

Aviation Program Manager Julie Lynch presented two changes to lab fees that date back to fall quarter. The changes were a \$875 decrease for AV 267 and a \$68.75 decrease for AV 278.

Motion: Stephen Crow moved to update the changes to the Aviation Fees and the motion was seconded by John Hall. The motion carried unanimously.

b. June 30, 2019 Audit Report

According to Vice President Shirley Haidle, the College's general fund came in \$76k higher than what was budgeted, so the ending fund balance is at a positive \$1.326k. Overall, notwithstanding government wide PERS and OPEB expenses, the College did have a positive 2018-19 budget year. In addition, the business office is working with a new collection agency to reduce student accounts receivable balances while continuing to write off old balances.

Motion: Darlene McConnell moved to accept the audit report for the fiscal year ended June 30, 2019, contingent upon no significant changes to financial statement numbers or findings. The motion was seconded by John Hall. The motion carried unanimously.

c. Retrenchment Process

President Dana Young reminded the Board of the timeline for retrenchment which is why it was put on the January board agenda for discussion. According to Young, there are no anticipated retrenchments at this time.

IV. 2020-21 Board Goals

The Board reviewed the 2020-21 draft goals they developed last December.

Motion: Stephen Crow moved to approve the board goals for 2020-21 and the motion was seconded by Roger Findley. The motion carried unanimously.

V. Public Comment

There were no comments from the public.

VI. Consent Agenda - Action Item(s)

- a. Board Minutes – December 17, 2019
- b. Financial Report

Motion: Darlene McConnell moved to approve the consent agenda as presented and the motion was seconded by Mark Wettstein. The motion carried unanimously.

VII. College Reports and Statements

a. Statements from ASG/Student Programs

ASG President Tessa McFetridge summarized her written report on the happenings in ASG and Student Programs. A copy of the report was included in the board packet.

b. Statements from Faculty

There were no faculty members present for statements.

c. President's Reports

i. Academic Affairs

Nursing Update: Micah Wilson, a nurse practitioner, has been hired as an adjunct. In addition, Dr. Patty Barfield reached out to the college on how she can help with the program. According to AVP Abby Lee, the community has been very responsive to our requests, but the program still needs two more full-time instructors. On another note, nursing applications for the fall student cohort are due February 14.

Board member Roger Findley asked for an update on the contract with the fairgrounds and the fixed wing program. According to President Young, because the fairground has increased their rates significantly, the College is looking at other possible options. President Young and Cathy Yasuda are also having conversations with the equine program to find out what the needs are to update our livestock pens. Lastly, the fixed wing program currently has two part-time instructors. The challenge is finding a full-time instructor at the current salary.

ii. Student Services

The Athlete Mentoring Program kicks off tomorrow during the men's and women's home basketball games against Columbia Basin College. Other highlights included:

- February 5 – 2nd Annual Chukar Spirit Night. Up to five \$500 scholarships will be given away. The men's and women's basketball teams will compete against Yakima Valley College.
- 2020 NWAC Mascot Challenge – a reminder to vote each week for your favorite mascot. Currently, TVCC is in third place.
- Enrollment Report Updates: The College will provide reports to the Board that include enrollment numbers from the 2nd day of school, 2nd week of school, etc. This reporting period will provide more consistent data and avoid some of the data fluctuations.

iii. Administrative Services

Vice President Shirley Haidle reported the bookstore will be carrying a few pastries items for sale. The items are brought weekly by local business Bake a Deli.

Vice President Haidle and HR Director Anne Marie Kelso will be traveling to Salem for their quarterly meetings with the other 16 community colleges' HR and business officers.

iv. College Relations and IT

AVP Abby Lee shared that in addition to the printed publications to promote instructor Wade Black and the Equine Production Program, the College is pushing news out to the local media. Black will be interviewed in February prior to traveling to Road to the Horse.

Idaho Public Television will do a feature on career and technical education and will highlight our aviation graduate. This feature will come out the 1st part of April.

Information Technology (IT) has begun developing several draft policies relative to the auditor's note. AVP Lee also shared the importance of being prepared on how to respond to cybersecurity threats if there is a breach in security.

Board member John Hall commented that the College needs to do everything it can to notify the community that we haven't lost our nursing program because he had an individual tell him they read in the newspaper we lost our program.

Lastly, Lee shared the College is doing more to recruit a nursing director and may use an outside source to help recruit applicants.

v. President's Comments

President Young reminded everyone to attend the February 23 CTE Center groundbreaking. The event will start at 3:00 p.m. and a reception will follow in the science center lobby.

Cathy Yasuda and President Young are finishing a fundraising plan for equipment and for the naming of rooms for the CTE Center. The Board was reminded of the policy on Naming Opportunities.

Save the date July 23-24 for the 2nd Annual Eastern Oregon Economic Summit which will be held in Hermiston. The summit is a great opportunity to connect with local businesses and legislators.

d. Statements from Foundation

Last week was the deadline for students to submit their 2020-21 scholarship applications. According to Executive Director Cathy Yasuda, the Foundation has received many applications from students for next year. Yasuda invited the Board to participate in the annual Scholarship Review night set for February 4 at 5:30 p.m. Dinner will be served.

Grants Update:

- Oregon Community Foundation – The College applied for a \$5k grant but received \$10k to support HEP and GED.
- Last week, the College was informed by the U.S. Department of Education that our request for designation as an eligible institution under Titles III and V was approved. This eligibility allows us to apply for grants.
- We will apply for a TRIO grant and reapply for Title III. Work is also being done on the First-Generation Success grant to support equitable access. The application is due in March. The Eastern Oregon Border Economic Development Board will be releasing their RFA any day for several grants and the College may apply for more than one.

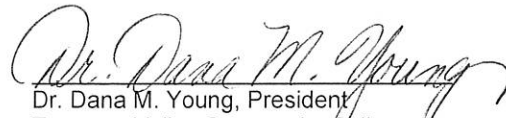
e. **Statements from Board Members**

- Stephen Crow reported he will be traveling to Salem in February to attend CTE Day at the Capitol and the OCCA board meeting. He thanked Vice President Shirley Haidle and her team for the fabulous job on the audit and noted that everyone is excited about the CTE Center groundbreaking.
- Darlene McConnell reiterated Crow's comments and thanked Vice President Haidle for her work on the audit.
- Mark Wettstein stated he appreciated the administrative team putting together their reports.
- Roger Findley shared he is excited about celebrating the groundbreaking. He is also glad the College is getting advertisement from Road to the Horse. He thanked Vice President Haidle and her staff for receiving a clean opinion on the audit.
- John Hall thanked Cathy Yasuda for her report on the Fall New Student Orientation to the Ontario Visitors and Convention Center. Great job on the audit. He looks forward to the groundbreaking.
- Cheryl Cruson reminded the Board to fill out their board meeting assessment and annual board goals report. She thanked the Board for coming tonight and hopes to see them at the groundbreaking.

VIII. **Adjournment and Next Meeting**

The meeting adjourned at 8:15 p.m. The next board meeting is set for Tuesday, February 18, 2020 at 6:00 p.m.


Cheryl Cruson, Board Chair
Treasure Valley Community College


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