

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

BOARD MEETING AGENDA
Tuesday, March 16, 2021, 6:00 p.m.

Meeting participation is available to the Public via Zoom
<https://gotvcc.zoom.us/j/98206660774?pwd=cHd6RmRHNRGa2lXNDd5Um5YRk93dz09>

Meeting ID: 982 0666 0774 Password: 924149
Telephone: (669) 900-6833 or (253) 215-8782 Password: 924149

Mission Statement: TVCC is a comprehensive community college dedicated to promoting student success.

Vision Statement: TVCC will be an excellence-driven institution offering quality programs to ensure student success.

Work Session (Flag Salute)

I. **Call to order and Acknowledgement of Guests**

- a. New College Employee Introductions; if any Vice Presidents

Regular Session Meeting

I. **Agenda Review/Changes (action)** Chair Cheryl Cruson

II. **Special Presentations**

- a. IMAC Justin Blazzard
b. Tenured Faculty Recognition David Koehler
c. Athletics Andy Ward
d. Rodeo Drew Pearson

III. **College Business (Discussion or Action Items)**

- a. Board Policies (1st and 2nd readings):
i. DA Fiscal Management Goals (action) VP Shirley Haidle
ii. DB Budget (action) VP Shirley Haidle
iii. DBDA Debt Guidelines (action) VP Shirley Haidle
iv. DBK Appropriation Transfers (action) VP Shirley Haidle
v. DBEA Budget Committee (action) VP Shirley Haidle
vi. KBB Public Information (action) Dr. Dana Young
vii. DB-AR Budget (1st reading) VP Shirley Haidle
viii. DF Fund Raising (1st reading) VP Shirley Haidle
ix. DFA Investment of Funds (1st reading) VP Shirley Haidle
 1. DFA-AR Investment of Funds
x. DG Depository for College Funds (1st reading) VP Shirley Haidle
xi. DGA/DGB Authorized Signatures (1st reading) VP Shirley Haidle
xii. DI Accounting Funds and Records Management (1st reading) VP Shirley Haidle
b. Internal Resumption Plan Update Anne Marie Kelso
c. 2021-22 Course Fees (1st reading) VP Shirley Haidle
d. TVCC Board of Education Special Meeting – May 6, 2021 Chair Cheryl Cruson
e. TVCC Budget Committee Members (action) VP Shirley Haidle

IV. **Public Comment** (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes)

V. **Consent Agenda - Action Item(s)** Chair Cheryl Cruson

- a. Board Minutes – February 16, 2021
b. Financial Report

VI. **College Reports and Statements**

- a. Statements from ASG/Student Programs ASG President or designee
b. Statements from Faculty TVEA President or designee
c. President's Reports Dr. Dana Young
 i. Academic Affairs VP Eddie Alves
 ii. Student Services VP Brad Hammond
 iii. Administrative Services VP Shirley Haidle
 iv. College Relations and IT AVP Abby Lee
 v. President's Comments Dr. Dana Young
 1. Community College Higher Education Issues and Trends
d. Statements from Foundation Director/CDO Cathy Yasuda

- e. Statements from Board Members Board
 - i. OCCA Board Rep. Report
 - ii. Board Meeting Assessment
 - iii. Board Annual Goals Monthly Report

VII. **Executive Session**

- a. ORS 192.660(2) (d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

VIII. **Open Session**

- a. Action, if any, from Executive Session

IX. **Important Date(s)**

Chair Cheryl Cruson

- a. March 15-19 Final Exam Week
- b. March 22-26 Spring Vacation
- c. March 29 Spring Term Classes Begin

X. **Adjournment and Next Meeting(s)**

- a. April 20, 2021 TVCC Board of Education Regularly Scheduled Monthly Meeting

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TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Laura Moore Cunningham Science Center, Hanigan Board Room (#115A), Ontario, OR 97914
Tuesday, February 16, 2021

BOARD MEETING MINUTES

Board of Education members in attendance (quorum present):

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

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

President Dana Young, Vice President Brad Hammond, Vice President Shirley Haidle, Vice President Eddie Alves, Cathy Yasuda, Marcus Nichols, Kilee Saldivar, Karen Smith (OCCA), Kate Russell, Hannah Berger, Andrea Testi, Anne Marie Kelso, and Nino Kalatozi

Work Session

The meeting was called to order at 6:00 p.m. Chair Cheryl Cruson led the group in the flag salute and reading of the College's mission and vision statements.

I. New College Employee Introductions

Director of Institutional Effectiveness and Planning Dr. Nino Kalatozi was introduced to the Board. Director Kalatozi started her first day at TVCC today and shared she was excited to join the TVCC family.

II. OCCA Board Policy Model

OCCA Legal Counsel Karen Smith provided an overview of the OCCA Board Policy and Procedure Program and answered questions by the Board. The OCCA program has been in existence for three years in Oregon and works in partnership with the Community College League of California. Currently, eleven Oregon community colleges are subscribers. The philosophy behind the model is focused on the Board's role as policy setting leaders. Smith noted the board policies in the model are federal and state compliant, encompass Oregon law, and the NWCCU standards. The cost for subscribers is \$10k for the first three years which provides access to the templates, workshops, and annual updates. In year four, the annual fee is \$2,700. President Young thanked Smith for her presentation and mentioned to the Board it may be time to look at this board policy model.

Regular Session Meeting

I. Agenda Review/Changes

There was one change to the agenda to add H. Letter of Support for SBDC.

II. Special Presentations

a. Natural Resources

Marcus Nichols, CTE Chair Agriculture and Natural Resources Instructor, shared the goals and accomplishments of the CTE Department and their adaptation during COVID-19. Overall, students and staff have adjusted well to the numerous changes.

The Board and President Young commended Marcus for his work with the program and stated they were proud to have him as part of TVCC.

b. Medical Assistant (MA) Program

Instructor Kilee Saldivar reported on the one-year certification and AAS degree offered in the program. She also updated board members on the student cohorts and externships and the program's goals for 2021.

Currently there is a high demand for MAs and the MA Program is working to meet the need by increasing seat numbers for MA 112 and allowing larger cohorts as well as meeting with the advisory board during fall and spring terms.

In the presentation, it was reported students are demonstrating 100% pass rates for the CCMA and CPT exams and CCMAAs are experiencing a 100% job placement rate.

The Board and President Young commended Saldivar for the work she is doing in the program and for their success in obtaining a 100% student pass rate.

c. **SBDC State Funding Update**

TVCC SBDC Director Andrea Testi reported on the proposed reduction in OSBDCN funding for 2021-23. In addition, the Board was presented with the 2020 performance data for TVCC's SBDC. Overall, their client base increased, advising hours doubled, and their trainings dropped when compared to the previous year. In addition, 2019 and 2020 economic impact data was shared which showed the number of jobs created and retained as a result of SBDC services.

Testi explained how SBDCs are funded through federal, state, and local support. In 2021, it is anticipated they will not receive any CARES Act funding or funding from the Ford Family Foundation. According to Testi, Governor Brown is proposing a significant cut in funding. What this means for the TVCC SBDC is their budget of \$144,000 would be reduced to approximately \$84,000 or less and impact SBA federal funding.

Director Testi shared they are asking for letters of support to reinstate their budget and to share the important work SBDC does to help small businesses. Testi anticipates 5% of the businesses the TVCC SBDC has worked with will probably close unless things change; restaurants and hospitality sectors have been hit hard during the pandemic. In addition, they are seeing Oregon businesses leave to do business in Idaho.

Director Testi formally asked for a letter of support by the Board of Education and requested it be added as an agenda item. The Board stated they would be happy to write a letter of support for SBDC. Each board member was also encouraged to write individual letters, too. The Board and President Young shared they appreciated the work of the SBDC.

Motion: Betty Carter moved to add to the agenda item H. Letter of Support for SBDC by the Board and the motion was seconded by Stephen Crow. The motion carried unanimously by all board members present.

III. College Business

a. **Board Policies (first reading)**

- i. DA Fiscal Management Goals
- ii. DB Budget
- iii. DBDA Debt Guidelines
- iv. DBK Appropriate Transfers
- v. DBEA Budget Committee

Vice President Shirley Haidle reported that most of the changes to the policies were minor and were made to clean up language. Vice President Haidle summarized the board policies up for review and answered questions by the Board.

Under board policy DBDA Debt Guidelines, it was asked if "equipment" in the first sentence under Debt Principles should be defined because college equipment receives a property number. According to Haidle, there is a separate policy that defines equipment as anything over \$5k and has a useful life of more than one year. It was then asked if there was an administrative regulation for the policy. Vice President Haidle stated she would check if there was an existing AR prior to the policy's second reading.

The policies will be brought back for a second reading at the next board meeting.

vi. **KBB Public Information**

Director of Legal and Human Resources Anne Marie Kelso reported the board policy has gone through the governance process and indicated most of the changes were either typographical or clerical. There was one change to add the statement, *faculty are not obligated to refer media requests to the PIO and may state their opinion is that of the speaker and does not necessarily represent the official policy or opinion of the college*. The statement was added after discussion and collaboration with the faculty on the Executive Council.

b. **CTE Month Resolution No. 20-004**

The OCCA Career and Technical Education recognition was moved from a one-day event to a CTE Month to align with the federal CTE recognition. President Young shared that she felt it was important for the TVCC Board of Education to pass the proposed resolution to officially recognize CTE month.

President Young also reminded the Board about the OCCA Workforce Wednesday forums this month where on Feb. 24 TVCC's programs will be showcased around the state. In addition, work has been done to share what we are doing for CTE with local legislators. Lastly, the CTE Open House will be held virtually on March 2.

Motion: Darlene McConnell moved to accept Resolution No. 20-004 for proclamation of CTE month. The motion was seconded by Stephen Crow. The motion carried unanimously by those board members present.

During the board meeting, the TVCC Aviation and Fixed Wing Helicopter video was played for the Board. President Young thanked Travis McFetridge and all the instructors for their work to make this video and several other CTE videos.

c. **2021-22 Academic Calendar**

Vice President Brad Hammond reported the 2021-22 academic calendar has gone through the governance process. The calendar was similar to the current academic year.

Motion: Betty Carter moved to accept the 2021-22 Academic Calendar and the motion was seconded by Roger Findley. The motion carried unanimously by those board members present.

d. **Internal Resumption Plan Update**

Director of Legal and Human Resources Anne Marie Kelso reported there were no official changes to the resumption plan. However, the CDC has advised that individuals who are vaccinated do not have to be quarantined if exposed to COVID-19. We will be following up with Malheur County Health and if they adopt the CDC guideline, the College will adopt the guideline.

Board member Roger Findley asked for an update on the Rodeo competition this spring and if someone was able to check to see if the rodeo protocol met the State's protocols. Director Kelso shared the protocol for Oregon for outdoor collegiate sports was capped at 50 people; and she believed the College can make it work for our rodeo program.

e. **Special District Director Election**

Chair Cruson shared the deadline for filing for re-election for the four board positions is March 18. Betty Carter informed the Board that she would be running for re-election. Both Roger Findley and John Hall both indicated they have not yet decided. Darlene McConnell stated she would not be running for re-election.

f. **TVCC Budget Committee Members**

Chair Cruson stated the seven community members for the Budget Committee are the same individuals who had served on the committee the last couple of years. It was noted that all seven individuals have been contacted and have agreed to serve again.

Motion: Roger Findley moved to accept the seven members for the Budget Committee and the motion was seconded by John Hall. The motion carried unanimously by those board members present.

g. **HB 2907 Support for Community College Funding**

Chair Cruson stated all 17 Oregon community colleges are asking the legislature to support the community college ask of \$702m from the General Fund as well as an additional \$35m for OCCWD to address inequities in education attainment among systemically marginalized communities and to support innovation and best practices.

Motion: Stephen Crow moved to support HB 2907 which is sponsored by Representative Reardon, Senator Gorsek, and Representative Wilde. The motion was seconded by Betty Carter. The motion carried unanimously by those board members present.

h. **Letter of Support for SBDC**

President Young shared that she would work with Andrea Testi and include Anne Marie Kelso to get key language to incorporate into the Board's letter of support. The Board agreed with the offer and asked that they be kept in communication by email. It was determined Chair Cruson would sign on behalf of the Board. Chair Cruson also encouraged the board members to submit individual letters of support.

Motion: Roger Findley moved to authorize President Young to work with Director Andrea Testi to write a letter of support for Chair Cruson to sign on behalf of the Board. The motion was seconded by Stephen Crow. The motion carried unanimously by those board members present.

IV. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – January 19, 2021
- b. Financial Report

Motion: Stephen Crow moved to approve the consent agenda as presented and the motion was seconded by Darlene McConnell. The motion carried unanimously by those board members present.

VI. **College Reports and Statements**

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

ASG President Hannah Berger provided a summary of her written report which included updates on the recent Food for Thought survey on outdoor recreation, events, and activities, and the 10 in 10 strategic plan projects. Hannah shared a PowerPoint which showed the furniture students sponsored for the student lounge area in the CTE building.

Board member Roger Findley spoke about a local article that featured the TVCC disc golf course. He thanked the students for the disc golf project and the furniture in the new CTE center.

b. **Statements from Faculty**

There were no statements from faculty.

c. **President's Reports**

i. **Academic Affairs**

Vice President Eddie Alves shared they have been busy with interviews for English, Math, and the nursing coordinator position. The Oregon Department of Corrections has signed the contract for HECC and we anticipate receiving the contract soon to continue our services at SRCl and WCCl.

Board member Roger Findley asked about TVCC's plans for the Road to the Horse which will be held in Texas this year. According to Vice President Alves, COVID did change things; however, the College will be sending a staff member who will have promotional materials to recruit students. Alves reiterated Wade Black's request for the partial leave of absence and his agreement to teach part-time fall and winter quarters.

ii. **Student Services**

Vice President Brad Hammond updated the Board on the new scoreboards for the gym and baseball field. He thanked the ASG, Chukar Booster Club and the TVCC Foundation for their donations to secure the funds for the project and noted that no funds from the General Fund will be used. It is anticipated the scoreboards will be ready in April.

Director Travis McFetridge also received major kudos for his timely work to create 8 videos for CTE Month, the CTE Open house and for recruiting which were duties on top of his full-time job and adjunct teaching.

Athletics Update: currently, schedules are on hold and the deadline for teams to opt in or opt out is March 15. The plan for us is to opt in because our student athletes are ready to play; however, there is a challenge with Washington protocols in regard to their student athletes having to quarantine for 14 days. Cross county will run at the end of this month at Lane Community College which is good news. We also heard the Governor may lift restrictions on contact sports, so basketball is looking hopeful. Once teams are back to playing, charter buses will be required for transporting teams due to not having enough buses and drivers. Until then it is a wait and see when play will begin.

The Board was impressed with the update on the residence halls and the service we provide for disabilities. John Hall asked to be kept informed when sports are being live streamed. Vice President Hammond stated the College will be able to livestream every athletic event and will keep the Board informed.

iii. **Administrative Services**

Vice President Shirley Haidle received all the strategic plan requests for the budget and once the work is done to calculate them into the budget, decisions can then be made on where to go from there.

Board member Roger Findley asked about the second round of CARES funding. According to Vice President Haidle, the College received \$1.96m in institutional funding and \$498k for students. However, there is a problem because we were told we could not use the new funding retroactive to cover any loss in revenue from tuition and fees. Findley also asked if the Board would need to approve a supplemental budget for the \$2m, but Vice President Haidle stated it would depend on how much is spent this year and she noted the funding has been put in the Special Reserve Fund.

iv. **College Relations and IT**

There was no report provided for this month's meeting.

v. **President's Comments**

President Young stated that as they get further in the legislative session, she would share the amendments to the bills with the Board. The most important and critical bill is HB 2907 which advocates funding for community colleges. President Young will be asking Senator Findley and Representative Owens to support the bill when she meets with them on February 24.

Board member Findley asked how community colleges can ask for more money when enrollment is down and what would the answer be if we are asked to reduce our services. President Young stated despite the decrease in enrollment, faculty are teaching more classes now, costs continue to increase due to more online instruction, and the additional costs for technology, PPE, etc. If we cannot use the CARES Act funds to back fill loss revenue, then we will be short in paying for faculty and staff benefits and PERS, for example.

A lot is dependent on the next revenue forecast and at this time it is unknown if we will get our ask for \$702m and the additional \$35m. The Governor has encouraged community colleges to ask the legislature for more funding and she see community colleges as the workforce engine to train and retrain people and move our economy forward.

Board members spoke about wildland fire training for adults in custody at SRCI as well as the demand for green energy and what this might look like and how do we get there.

d. **Statements from Foundation**

Executive Director Cathy Yasuda thanked board members Cheryl Cruson and Betty Carter for their help during the Foundation's scholarship review night. There were approximately 50 volunteers who came out to help. The Foundation will begin their award process later this week.

Capital Campaign for Allied Health Nursing Professions Center Update – the RFP for the feasibility study was released last week and several inquiries have been received. The goal is to hire a firm and conduct the study in the next several months. Both Cathy Yasuda and Project Manager Bernie Babcock met with Wes Cochran from EDA about the grant proposal. Yasuda shared that she plans to ask for up to \$8m in grant funding from the EDA and if awarded will go towards our state match. There will be more planning and organizing over the next couple of months and Yasuda shared she hopes she can depend on support and engagement from the Board. More information to come as the project moves ahead.

At their last board meeting, the Foundation approved \$35k to join the TVCC Booster Club and ASG to fund scoreboards and provide the technology needed to promote activities in the gym and at the baseball field. The Foundation Board is pleased they had the funds from the Barber Trust to help fund the project.

e. **Statements from Board Members**

- OCCA Report: Stephen Crow reported the State Capitol has been closed for two days and shared there are six House Bills and one Senate Bill that will continue to be a focus this legislative session. The OCCA Board will meet again on February 5. OCCA has a new program called Voter Voice for people to use during the legislative session. The program gets individuals connected with legislators. Crow shared he has been nominated to be the OCCA President next year. He also thanked everyone at the board meeting for their hard work.

- Darlene McConnell stated she appreciated the special presentations this evening and the CTE videos.
- Betty Carter commented on the nice program last Wednesday for black history month. She also noted she is encouraging Cyndy Cooke to run for a board position.
- Roger Findley shared a story about meeting with a 95-year-old gentleman named Cliff Harris who spoke about the history of the airport going back to WWII and the trainings that were held there.
- Cheryl Cruson stated she would like to have a remodel celebration at the airport building and shared the partnership is working out well.

Chair Cruson reminded the board members to complete their meeting assessments and to report on what goals they have met this month.

VII. **Executive Session**

The open meeting adjourned at 8:54 p.m. and went into Executive Session at 9:00 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Board of Education members in attendance (quorum present):

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

Staff in attendance:

President Dana Young, Director Anne Marie Kelso, and Vice President Eddie Alves

The Executive Session ended at 9:13 p.m. with no action from the Board.

VIII. **Adjournment and Next Meeting(s)**

The meeting adjourned at 9:14 p.m. The next meeting of the TVCC Board of Education is March 16, 2021.

Cheryl Cruson, Board Chair
TVCC Board of Education

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