



TVCC BOARD OF EDUCATION MEETING MINUTES
Tuesday, March 17, 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, Betty Carter, Mark Wettstein, John Hall, and Darlene McConnell (via Zoom)

College staff and guests present

President Dana Young, Vice President Brad Hammond, Vice President Eddie Alves, Vice President Shirley Haidle, David Koehler, David Reynolds, Travis McFetridge, and Anne Marie Kelso (via Zoom)

WORK SESSION

a. Recruiting Plan and Retention Plan

CTE Dean David Koehler spoke about the continuous review of our enrollment data to recognize trends and patterns as well as benchmarks against the Oregon system and how this information helps the institution budget appropriately. He reiterated the presentation of national trends to the Board at their October meeting. He also reiterated that nationally, higher ed enrollments are down and projections are flat. Some of the reasons are due to declines in high school graduates, increases in tuition and fees, less state funding and shifting more of the burden on students. In his report, he spoke about the composition of the Workforce and the competition for college students which makes recruiting and retention efforts even more essential and important.

Director of Admissions and Student Success Travis McFetridge presented on the 3-year Recruitment Plan for the Admissions Office. In addition, it was noted the plan does not include every project or initiative done by Admissions or other departments on campus. The presentation included information on identifying the target market, and admissions and recruiting priorities.

The highlights for the Retention Management Plan included the plan aligning with the TVCC mission, using our TVCC Equity Lenses from the Core Themes to review disaggregated data on student achievement and using that data to develop retention strategies. This is an iterative plan and describes some of the future elements and mechanisms to capture our efforts throughout the year. Dean Koehler provided graphs on retention rates of IPEDs cohorts from 2010-11 to 2018-19 (fall to winter, fall to fall and disaggregated data) as well as key takeaways and retention strategies.

Board member Roger Findley asked if the College captures the reasons why students leave school. According to David Koehler, exit interviews can be done; however, by that time the student has already left the college. Koehler stated it is more important to find out why students are successful and what

makes them stay and finish. This data would also be helpful to work with students who are deciding to drop out of school.

REGULAR SESSION

I. **Agenda Review/Changes**

The changes to the agenda were to remove the TVCC Equity Week from Special Presentations, and under the Work Session, postpone the faculty tenure recognition. Under College Business the discussion on the 2020-21 Course Fees was postponed and added as an action item was the Resolution Declaring Emergency Conditions Exist.

II. **Special Presentations**

There were no special presentations this month.

III. **College Business**

a. **2020-21 Academic Calendar**

Vice President Brad Hammond asked for Board approval on the 2020-21 Academic Calendar. The calendar dates are similar to last year's and have been reviewed by the governance councils. The only difference is the exclusion of faculty furlough days as well as minor wording changes.

Motion: Stephen Crow moved to approve the 2020-21 Academic Calendar as presented and the motion was seconded by John Hall. The motion carried unanimously.

b. **Budget Committee Members**

Vice President Shirley Haidle shared the names of the community members selected to serve on the community budget committee. The individuals willing to serve on the committee are Gary Halcom, Prudi Sherman, Torie Ramirez, Jed Myers, Jan Dinsmore, Ken Hart and Carole Kitamura.

Motion: Mark Wettstein moved to approve the Budget Committee Members as presented and the motion was seconded by Betty Carter. The motion carried unanimously.

c. **Emergency Resolution**

President Young read the emergency resolution that was drafted by OCCA legal counsel Karen Smith to present to all 17 community college boards. The resolution states the TVCC Board of Education declares emergency conditions exist at TVCC and grants authority to take any and all necessary actions to prepare and respond effectively to the Novel Coronavirus (COVID-19). This means the Board gives authority to President Young to take emergency action and spend resources if required without consulting the Board. President Young explained what already exists under board policy and procurement laws giving her authority to make emergency purchases. She noted that as a practice of hers any expense over \$50k she will contact the Board.

According to President Young, the plan for spring quarter is to offer the first two weeks of instruction online. Later we will reevaluate and determine how we will continue instruction moving forward.

Because of the intent of the emergency resolution, the Board was asked to do a first and second reading of the resolution to have it approved tonight.

Motion: Betty Carter moved to accept the Emergency Resolution as written and the motion was seconded by John Hall. The motion carried unanimously.

IV. **Public Comment**

David Reynolds mentioned that TVCC is lacking in technology infrastructure and equipment quality. Knowing that the Governor announced K-12 will not be doing any face to face instruction through April 28, the releasing of funds by the College is important to remain up to date in technology and equipment.

Reynolds also noted that clear communication on a daily basis would be appropriate as other community colleges from around the state are doing a tremendous job of getting information out on a daily basis.

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

- a. Board Minutes – February 18, 2020 and February 28, 2020
- b. Financial Report

Motion: Betty Carter moved to approve the consent agenda and financials as presented. The motion was seconded by Stephen Crow. The motion carried unanimously.

VI. **College Reports and Statements**

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

A written report was submitted by ASG this month.

b. **Statements from Faculty**

TVEA President David Reynolds stated the faculty realizes these are unprecedented times and they are onboard with the continuity plan. The faculty are doing what they can to work with administration and with their students. The students are facing an overwhelming challenge to move online. The faculty are hoping for a long-term solution to the pandemic as we plan for the known and unknown. Some of the challenges include classes that can't be moved online because they are hands on (i.e., equine science), some instructors have never taught online and students may not have wi-fi capabilities or computers at home.

Reynolds thanked Vice President Eddie Alves and Director Anne Marie Kelso for attending the TVEA planning meeting and he thanked IT for all their work.

Board Chair Cheryl Cruson stated the Board appreciates the faculty, community and staff for rising to the occasion during this difficult time.

President Young reiterated that the first two weeks of spring quarter will be online. A survey was conducted with faculty about expanding spring break, but the majority of the faculty wanted to start the term on time. With the recent news about K-12 operations, we may have to prepare for additional weeks of online instruction. However, at this point,

the Governor hasn't mandated that community colleges cannot do any face to face and HECC is pushing to keep this from happening.

President Young indicated possible funding from the State as a result of the COVID-19 pandemic and stated the College is keeping track of additional expenses in the event we can be compensated later. She also noted that the Caldwell Center will be following the same guidelines set for the main campus.

c. **President's Reports**

i. **Academic Affairs**

Vice President Eddie Alves shared he had a great meeting with faculty yesterday to talk about moving face to face classes to online or virtual. Many community colleges are extending their spring break to an additional week; however, the TVCC faculty were in favor of starting on time. Work is still being done on options for an online format for hands-on activity courses. Some of the options are front loading the lectures and having some labs start later in the quarter.

Dr. Jill Humble has been hired as the nursing director and will start on Monday. Dr. Humble becomes official once approved by OSBN.

ii. **Student Services**

According to Vice President Brad Hammond, NWAC has canceled all their spring sports. As a result, meetings have taken place with coaches and students are being encouraged to finish their education.

iii. **Administrative Services**

Vice President Shirley Haidle informed the Board that US Bank has been busy, but we are on the list in the event we need a line of credit. Vice President Haidle doesn't anticipate we will need as much since we will be receiving our state payment in April.

Board member Mark Wettstein asked about the \$139k for a change order on the CTE building and if the College went with a different firm. Vice President Haidle indicated the College didn't go with a different firm and used the contingency amount in the original bid to cover the change order.

Board member Stephen Crow asked if the College received the final audit. Vice President Haidle responded that we haven't, and the audit is due to the feds by March 31. Although, copies of the non-single audit were not available, Vice President Haidle stated she can provide the Board a copy.

iv. **College Relations and IT**

According to President Young, a report was not received by College Relations this month; however, the IT monthly report was included in the President's Report.

v. **President's Comments**

President Young shared she has met with Project Manager Bernie Babcock on the change order for the CTE building and concluded that three competitive quotes were received. She will invite Babcock to update the Board on the progress of the project at a future board meeting. There is another change order that entails adding foam and plywood to the walls in the building at a cost of approximately \$53k. The contingency fund that was set up for the project will be used to cover the change orders.

The legislative session ended with little progress; however, there is talk about a special session which would include COVID-19 and how to support the state through this emergency situation.

The IT Department has set up a webpage on the college's website to post all communication to students, employees and the community. We want to ensure everyone is kept informed as we move forward with services and operations.

The Board received copies of the Ad Hoc accreditation report. The two evaluators will not be physically coming to campus and will conduct the visit via Zoom. The report will be sent to the Commission and evaluators at the end of March. The College has done a tremendous amount of work over the past year and part of tonight's presentation on retention and enrollment will also be added to the Ad Hoc report.

Other updates:

- Civil Rights Audit – we haven't heard if this visit will be continuing in person or through Zoom. The Civil Rights audit is scheduled during the same time as the Ad Hoc visit.
- The College held a Winter Town Hall meeting which was well attended. Going forward we may have to reconfigure how these meetings are held due to the social distancing guidelines.
- Vice President Alves shared he met with faculty and they came to an agreement that they would not receive extra pay for teaching online, for additional students above the cap due to going online, or for extra time worked during spring break. In turn, the College will hold all full-time faculty harmless if they are slightly underloaded for spring quarter.

d. **Statements from Foundation**

Executive Director Cathy Yasuda shared the donor reception and the TVCC Equity Week have both been postponed due to COVID-19 and they will wait to see what transpires over the next couple of weeks. Currently, they are continuing to award scholarships and building donor relationships through email and telephone. Yasuda stated that many non-profits are concerned on how COVID-19 will affect contributions and the impact to this sector. Some good news is the Foundation has five new endowed scholarships this year.

Board member Betty Carter asked if the Gates Foundation has funds for computer equipment but according to Cathy, this Foundation generally focuses on the Portland/Washington area, but it is something they can pursue in addition, to other funding sources.

Board member Roger Findley thanked Cathy for her work to retain students through scholarships.

e. **Statements from Board Members**


- OCCA Board Update – Stephen reported the legislative session has ended. He also shared the OCCA Executive Committee is working to support community colleges in this unprecedented time.
- Stephen Crow encouraged the Board to stay positive and focused during the national crisis.
- Betty Carter agreed with Stephen and shared that many people are staying home.
- Roger Findley shared it is an interesting time and he was disappointed the Road to the Horse was canceled. He was pleased with the effort the College is doing to remain focused and pull things together.
- Mark Wettstein asked about the faculty tenure and President Young shared that it was on the board agenda to celebrate the individual; and a vote of the Board was not required.
- John Hall offered his services as a community member on the disc golf course project. Vice President Hammond stated he would follow up with him on a time when they will walk the course.
- Cheryl Cruson thanked everyone for coming to the meeting tonight. She did attend the groundbreaking for the Treasure Valley walking trail, and it was well attended by city personnel.
- Darlene McConnell thanked the administration and IT staff for setting up Zoom so she can stay home and healthy.

President Young shared that she was not selected for the College of Southern Idaho presidential position. She stated she is happy at TVCC and loves the College and her team.

VII. **Adjournment and Next Meeting**

The meeting adjourned at 8:23 p.m. The next regular board meeting was set for Tuesday, April 21, 2020 at 6:00 p.m.


Cheryl Cruson, Board Chair
Treasure Valley Community College


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