



TVCC BOARD OF EDUCATION MEETING MINUTES
Tuesday, April 21, 2020

The meeting began at 6:00 p.m. via Zoom conferencing. 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

College staff and guests present

President Dana Young, Vice President Brad Hammond, Vice President Eddie Alves, Vice President Shirley Haidle, David Koehler, Abby Lee, Anne Marie Kelso, Cathy Yasuda, Kate Walker, Arwyn Larson, Larry Meyers (Argus Observer) and others.

WORK SESSION

President Young introduced the new Executive Director of Nursing and Allied Health, Dr. Jill Humble, who took a moment to share her nursing experience and background.

a. Audit Report Update – Moss Adams, LLP

During the January 21, 2020 board meeting, the Board accepted the draft June 30, 2019 Financial Statements contingent upon no significant changes in the numbers or financial aid findings in the final report. However, there was one financial aid finding with reporting of student enrollment in a timely matter. The finding is a new finding that was never reported on in the past and has since been corrected for the current year and going forward. The Audit Committee met on April 8 with the auditors who explained the finding. Auditor Scott Simpson stated this is one finding that many higher education institutions experience because it deals with enrollment reporting and reported student status changes which then requires institutions to create an ongoing process. Auditor Hilary Tanneberg mentioned they will test this process again next year. However, their focus will begin at the point when the finding was first brought to their attention.

Board member Roger Findley served on the Audit Committee and stated they were satisfied with the measures put in place to ensure the finding does not happen again.

REGULAR SESSION

I. AGENDA REVIEW/CHANGES

Changes to the agenda were to add under College Business E. Line of Credit Resolution No. 19-003, and under Important Dates the April 29 NWCCU Accreditation Visit (8:30 a.m.) and the May 7 Special Board of Education Meeting (9:00 a.m.)

II. SPECIAL PRESENTATION

a. OCCA Presentation

During her annual visit OCCA Executive Director Cam Preus shared information on the role of the Oregon Community College Association which was founded in 1962 and the membership of the 17

community colleges. During her introduction, Preus recognized TVCC Board Member Stephen Crow for his work and position as an OCCA member-at-large.

Part of Director Preus' presentation highlighted the many discussions around the state concerning COVID-19 guidelines, state funding and enrollment declines, affected DOC education programs, and how community colleges are collaborating together to share information. In addition to these discussions, preparations are underway to begin work on the upcoming 2020-21 legislative session. Preus also mentioned that TVCC is fortunate to have President Young's leadership at the state level particularly for rural colleges.

Board member Roger Findley asked about the statewide enrollment drop and FTE reimbursement reductions. According to Preus, due to COVID-19 guidelines community colleges whose program offerings are largely CTE have experienced a large enrollment drop while other institutions are experienced some % of an enrollment decrease. On May 20, the economic forecast will be released which will provide everyone a better sense of what can be expected in reductions in state revenue.

III. COLLEGE BUSINESS

a. **Work from Home Board Policy (NEW) (1st and 2nd Reading)**

The new policy was presented for Board review and a first and second reading was requested to expedite putting into policy since employees are currently working from home. The new policy would fall under G. Personnel.

Motion: Roger Findley moved to suspend the normal approval rules for agenda items III. a. b. and c. and allow for both a first and second reading and the motion was seconded by Stephen Crow. The motion carried unanimously.

Motion: Stephen Crow moved to approve the Work from Home board policy which would fall under Section G. Personnel. The motion was seconded by John Hall. The motion carried unanimously.

b. **2020-21 Tuition and Fees (1st and 2nd Reading)**

Vice President Shirley Haidle provided a report summarizing the increase in tuition over the last several years. Currently, the College is in the midst of creating the budget for 2020-21 and during the process has reviewed department budgets as well as their additional requests for strategic planning funds. As usual there is not enough funding available to cover many of these requests.

In conversation with other business officers from around the state, many, including TVCC, are basing their college budgets on the anticipation of receiving full state funding. In addition, budget officers shared information on what their individual institutions are anticipating for tuition increases. These increases range from one institution remaining flat, because they are already the highest amount per credit, to \$7 per credit. Graphs were shared noting tuition and fee comparisons with both Oregon and Idaho community colleges and universities. According to Vice President Haidle TVCC is proposing a \$3 per credit increase.

The Associated Student Government has been advised of the proposed \$3 per credit tuition increase and as a result sent out an online survey to students during the first week of school asking them for feedback on the increase. A majority of the students who responded stated they would support a tuition increase with ASG unanimously supporting the increase.

Vice President Haidle shared that even with a \$3 per credit increase, the budget going into next year is still short approximately \$300k and this is with a flat enrollment projection. The College is also preparing for changes in the budget dependent on revenue changes from the State which could result in less revenue and budget reductions.

Motion: Stephen Crow moved to approve the \$3 per credit tuition increase and the motion was seconded by Darlene McConnell. The motion carried with one opposed vote by Roger Findley.

c. **2020-21 Course Fees (1st and 2nd Reading)**

Vice President Shirley Haidle provided a list of courses and the related fees for 2019-20 and the proposed fees for 2020-21.

Rodeo and horse production fees have been increased to offset the costs required to board horses as the program continues to ensure all expenses are monitored and covered while keeping fees reasonable. One board member expressed concern with losing students due to fee increases.

In addition, two new course fees have been added for the nursing program and two course fees for the medical assistant program. Typically, the student pays for certification exams, background checks, fingerprint checks, etc. and by including these amounts in the course fee, it enables the additional costs to be covered by financial aid.

Motion: Mark Wettstein moved to increase the course fees for 2020-21 as presented and the motion was seconded by Darlene McConnell. The motion carried with one opposed vote by Roger Findley.

d. **Emergency Declaration Resolution, Amended**

The resolution was amended to reflect the recent Governor's Executive Order extending social distancing guidelines to June 13. The resolution reads... *the declaration will remain in effect until the requirements of Executive Orders 20-09 and 20-17 and/or any subsequent order which extends or expands Executive Order 20-09 and 20-17 are revoked.*

Motion: Darlene McConnell moved to accept the Emergency Declaration Resolution as amended and the motion was seconded by Stephen Crow. The motion carried unanimously.

e. **College Line of Credit, Resolution No. 19-003**

A resolution for a \$1M line of credit from US Bank was presented to the Board for approval. Vice President Shirley Haidle stated she anticipates the College not having to use the line of credit but would like to have it available in the event current expenses need to be covered. The College did receive all four payments from the state with the most recent received in April.

Motion: Stephen Crow moved to approve the US Bank line of credit and the motion was seconded by Darlene McConnell. The motion carried unanimously.

IV. **Public Comment**

There were no comments from the public.

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

- f. Board Minutes – March 17, 2020
- g. Financial Report
- h. Update on June 30, 2019 Audit Report

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

VI. **College Reports and Statements**

- i. Statements from ASG/Student Programs

Tessa McFetridge, ASG President, provided a written report to the Board which summarized updates in ASG, Student Programs, student leadership applications and the proposed tuition increase.

- j. Statements from Faculty
There were no comments from faculty.

- k. President's Reports

- i. Academic Affairs

Vice President Eddie Alves commended faculty for their work during spring break and the virtual move to spring quarter. He also commended Instructional Designer Nicole Baird and the IT Department for their work to help faculty during this transition period.

Everyone was reminded of the April 29 accreditation visit that will be conducted via Zoom. The Board was invited to the 8:30 a.m. meeting with evaluators.

Board member Roger Findley asked about the nursing personnel. Vice President Alves shared that the recent hire of a nursing director met the number one concern by OSBN. However, the College will continue efforts to recruit an additional instructor. Dr. Humble will be visiting OSBN later this month and he can share the report she created that updates OSBN on how our students are doing.

- ii. Student Services

Vice President Brad Hammond commended students for their diligence during this quarter and noted that the faculty members he has spoken with are saying students are doing their best. He also commended the residence hall staff and food service for doing an incredible job meeting the needs of students during this difficult time.

A question was asked if the College would be able to make its bond payment for the residence hall. The response was because the College front loads the housing fees in fall quarter, we should be able to make the bond payment despite the drop in occupancy spring quarter. Currently, there are 34 students still residing in the hall.

- iii. Administrative Services

The College is continuing to work to reach a balanced budget. In May, the public budget committee and Board will meet to review the proposed budget. A public meeting notice will be published on the College's website 10 days prior to the meeting which is a different notification process than in year's past due to public notice changes made by the State due to COVID-19.

- iv. College Relations and IT

AVP Abby Lee reminded everyone to check out the weekly updates. In addition, work has started for fall marketing. Lee shared we could not do what we do without our faculty, employees, and frontline staff and especially the IT team who have stepped up to help students spring quarter.

Director of Legal and Human Resources Anne Marie Kelso was also commended for her work on the daily communications to campus to keep everyone updated on college operations and COVID-19 guidelines. Going forward campus updates will be sent out twice a week.

- v. President's Comments

Dr. Dana Young shared she appreciates every employee at the college and their willingness to step up during this difficult time.

The State economic forecast will be out May 20 which will provide TVCC with the needed information on where we are headed in our budget. In the meantime, a draft proposed budget will be presented to the public budget committee at the May 19 Board of Education meeting. According to Dr. Young, the College is looking at a flat budget. Although we will be receiving CARES Act dollars, the guidelines for spending are still unknown at this time for both the students' portion and the institution's portion. To prepare in the event the institution's CARES Act portion can backfill COVID-19 expenses, we are keeping track of all incurred costs.

HECC is working to create a process for "reopening" higher education and will be meeting with other entities such as OEA, OHA, and others for direction. The hope is that there may be flexibility for certain rural regions who have all the guidelines in place for a safe reopening.

All 17 community colleges submitted information to the Governor's office on how COVID-19 impacted their institutions. A conference call is scheduled with the Governor tomorrow. Community colleges are advocating to open up some of their face to face classes with limited students and having all appropriate guidelines in place for programs such as aviation, welding, science labs, nursing clinicals, animal science, artificial insemination classes, etc.

Dr. Young mentioned that a plan is also needed in the event we are able to reopen and then are forced to stop any face to face due to the return of COVID-19. Bi-weekly meetings are occurring with OCCA and OPC to share plans, strategies, and concerns.

Other updates:

Eastern Oregon Border Board – the EOBB board has been busy reviewing 29 applications for three grants. Unfortunately, the EOBB board does not have the ability to award more than 10 grants until the language is changed by the legislature to 10 programs. Of the 29 applications, one application was submitted by the College for education and workforce grant funds.

CTE Center – Project Manager Bernie Babcock will be invited to a future board meeting to update the Board on the project. Dr. Young has been meeting regularly with Babcock to keep updated on any change orders and construction progress

Board member Roger Findley asked how we can be flat in enrollment if we are not able to offer welding or labs. According to Dr. Young, since our last report to OCCA, our enrollment decreased by 8% for spring quarter. The College is waiting to hear on numbers generated from our Dual Credit and 2+2 courses. CTE Dean David Koehler shared that welding students were encouraged to take general education or IMAC courses this quarter in lieu of welding in an effort to retain students.

I. Statements from Foundation

Director Cathy Yasuda provided an update on the grants that have been submitted and the grants whose submission deadlines have been extended due to COVID-19.

The College applied for a \$100k Workforce and Education grant through the Eastern Oregon Border Board. If granted the funds will be used for IMAC equipment for the CTE Center.

The College submitted an application for \$10k for ECE students to the Oregon Community Foundation (Betty Gray Foundation). The Oregon Community Foundation did reach out to the TVCC Foundation because they have a potential donor in Wheeler County who is interested in supporting Wheeler High School graduates who are enrolled in equine studies at TVCC.

Other updates included the OCF Mentor Program and the repurpose of funds, and scholarship opportunities for aviation and nursing students.

Foundation Friend-raisers – due to COVID-19 the Donor Reception and Pops Concert have been canceled; however, the Garden Tour is still on schedule at this time.

m. Statements from Board Members

- Roger Findley stated he appreciates the updates he receives from the President on what is happening at the College.
- Betty Carter thanked the faculty for meeting student needs.
- Mark Wettstein commented that our tuition and fees are similar to CWI and he would hate to see us out distanced by them because they are our competitor college. Right now, we are staying even with them and hopes we can continue to do that in the future.
- John Hall thanked the staff and administration for keeping the college going during this unusual time.
- Darlene McConnell thanked everyone who stepped up to move the college forward in a positive way.
- Stephen Crow commended Scott Carpenter and the IT Department, faculty, staff, community, administrative team, and students for adapting to the new norm.
- Cheryl Cruson appreciated everyone who stepped up to the plate.

Annual Board Self-assessment

The Board took a moment to complete their annual self-assessment. The results will be reviewed during the Board's May 7 special meeting.

VII. Executive Session

The Board moved into Executive Session at 8:39 p.m. under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

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

College staff present: President Dana Young and Abby Lee

VIII. Open Session

- a. Action if any, from Executive Session

Executive Session ended at 9:23 p.m. and there was no action taken.

IX. Adjournment and Next Meeting(s)

The meeting adjourned at 9:25 p.m. A special meeting was set for Thursday, May 7, 2020 at 9:00 a.m. and the next regularly scheduled meeting was set for Tuesday, May 19, 2020 at 6:00 p.m.


Cheryl Cruson, Board Chair
Treasure Valley Community College


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