

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, May 17, 2022, 5:00 p.m.

Meeting participation is available to the Public via Zoom
<https://gotvcc.zoom.us/j/97370741023?pwd=RWhOMVUyNXIvbHFmN2YxbXhyaXIUQT09>

Meeting ID: 973 7074 1023 Passcode: 077688
Telephone: (669) 900-6833 or (253) 215-8782 Passcode: 077688

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.*

Regular Session Meeting (Flag Salute) Call to order and Acknowledgement of Guests Chair Dirk DeBoer

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| I. Budget Committee Meeting | |
| Call to Order, 2022-23 Budget Committee Meeting | Chair Dirk DeBoer |
| a. Welcome & Introductions | Dr. Dana Young |
| b. Appointment of Budget Committee Chair (Action) | Chair Dirk DeBoer |
| c. Appointment of Budget Committee Secretary (Action) | Budget Committee Chair |
| d. Budget Committee Overview | VP Shirley Haidle |
| e. Budget Message (Principles, Assumptions, & Highlights) | Dr. Dana Young |
| f. Budget Presentation | VP Shirley Haidle |
| g. Public Comment | Budget Committee Chair |
| h. Approve 2022-23 Budget (Action) | Budget Committee Chair |
| i. Close Budget Committee Meeting (Action) | Budget Committee Chair |

Regular Session Meeting

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| I. Agenda Review/Changes (action) | Chair Dirk DeBoer |
| II. Special Presentations | |
| a. 2022-23 ASG and Student Activities Leadership | Kate Russell |
| b. All Oregon Academic Team Student Scholars | Dr. Dana Young |
| c. Coach Drew Pearson and TVCC Rodeo Team | Dean David Koehler |
| d. New College Employee Introductions; if any | Vice Presidents |
| III. College Business (Discussion or Action Items) | |
| a. 2022-23 Course Fees (2 nd reading) | 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 Dirk DeBoer |
| a. Board Minutes – April 19, 2022 and April 25, 2022 and May 3, 2022 | |
| b. Financial Report | |
| VI. College Reports and Statements | |
| a. Statements from ASG/Student Programs | ASG President or designee |
| b. Statements from Foundation | Director/CDO Cathy Yasuda |
| c. Statements from Faculty | TVEA President or designee |
| d. OCCA Board Rep. Report | Stephen Crow |
| e. President's Reports | Dr. Dana Young |
| i. Academic Affairs | VP Eddie Alves |
| ii. Student Services | VP Travis McFetridge |
| 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 | |
| f. Statements from Board Members | Board |
| i. Reminder to complete board meeting assessment and annual goal 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 Dirk DeBoer

May 30	Memorial Day Observed (college closed)
June 6-10	Final Exam Week
June 10	Commencement (7:30 p.m., John J Easley Gymnasium)
June 10	Nursing Pinning Ceremony (3:00 p.m., Four Rivers Cultural Center, Meyer-McLean Theater)
June 20	Juneteenth Observed (college closed)
June 21	Summer Quarter Begins

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

- a. June 21, 2022 TVCC Board of Education Regularly Scheduled Monthly Meeting (6:00 pm)

The Board of Education meetings are held in accordance with accessibility requirements. Persons having questions about or requests for special needs and accommodations should contact Anne-Marie Kelso (akelso@tvcc.cc or 541-881-5812 or TTY 541-881-2723). Contact should be made 72 hours in advance of the meeting.

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in PAC Room #105 near the Meyer-McLean Performing Arts Theater in the Four Rivers Cultural Center, email HR@tvcc.cc or call (541) 881-5838 or TTY (541) 881-2723.

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

Tuesday, April 19, 2022, 6:00 p.m.
BOARD MEETING MINUTES

Board of Education members in attendance (quorum present):

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

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

President Dana Young, Vice President Eddie Alves, Vice President Travis McFetridge, AVP Abby Lee, Nila Stephens, ASG President Abby Smith, Dean of CTE David Koehler, Zach Widner, Kilee Saldivar, Arwyn Larson, Cathy Yasuda, Anne Marie Kelso, Brianne Haun, Leslie Thompson (Argus Observer), Chase Van Weerdhuizen, Heather Bohr, Kate Russell, and Phoenix Millhollen

Work Session (Flag Salute)

I. Call to order and acknowledgement of guests

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

a. Student Services Center and Testing Center Tour

The board members received a tour of the student services area and testing center.

b. Outcome of Market Research – Allied Health Programs

Vice President Eddie Alves and Dean of CTE David Koehler shared information for potential programs for the new allied health and nursing building. The programs researched were Exercise Science/Kinesiology, Dental Assistant, Occupational Therapy Assistant, Respiratory Therapist Assistant, Surgical Technologist, Radiologic Technologist, Physical Therapy Assistant, and Speech Language Therapist Assistant. Two major factors considered when reviewing the data included program development and employment/viability.

The programs that rose to the top because of their viability were Exercise Science (because we can start with a soft opening, receive all necessary approvals by winter, and the program is transferable), 2) Radiologic Technologist (the program has the potential for transfer as well as a workforce degree, high wages), 3) Respiratory Therapist Assistant and 4) Surgical Technologist (due to the high wages and projections and there is not much competition in our area).

Next steps: continue to research programs, create a list of infrastructure and equipment needs, continue to look at partnerships, and continue to identify instructional possibilities/personnel.

In regard to the Dental Assistant program, the challenge is the lower wages and the difference in regulations between Oregon and Idaho; however, conversations are happening on how to address this.

Regular Session Meeting

II. **Agenda Review/Changes**

There were no changes to the agenda.

III. **Special Presentations**

a. Enrollment Management Plan

Vice President of Student Services Travis McFetridge shared a presentation on the 2022-26 Strategic Enrollment Management Plan and answered questions from the Board.

The plan included target markets (traditional, nontraditional, transfer and priority student segments), and several initiatives for growing enrollment through integrated marketing and recruiting, communications, student success and retention, and strategic enrollment awareness.

b. Student Spotlight Video – Bailey Mitchell

Marketing and Social Media Specialist Phoenix Millhollen presented a spotlight of TVCC student Bailey Mitchell who is majoring in welding. Mitchell is the welding ambassador for the program and also a welding teacher's assistant.

AVP Abby Lee stated she appreciated the work performed by Millhollen. It was noted that because Millhollen is resigning to take a new job out of the area, the coordinator position will be reopened.

IV. **College Business**

a. **2022-23 Course Fees (1st Reading)**

Vice President Shirley Haidle presented the proposed course fees for 2022-23 as well as an explanation of the fee increases. Next month the fees will be brought back for a second reading in which the aviation fees will be included.

b. **Board Policy KG Building and Facility Use (1st and 2nd reading)**

Director of Legal and HR Anne Marie Kelso stated because members of the public use our facilities, a process and agreement will be in place that clarifies expectations and requirements. As these were being developed, it was realized the fees in Board Policy KG would need to be updated as well. The Board was asked to approve the fee structure in the board policy which will help cover our costs. The full policy will be reviewed at a later date through the governance process.

Motion: Stephen Crow moved to suspend the rules for a first reading and the motion was seconded by Ken Hart.

Discussion:

Board member Roger Findley inquired as to why the policy is receiving a first and second reading. According to Director Kelso the college is reopening our buildings to the public and we want to make sure we are covering our costs starting this term. It would also be several months if we waited for the policy to go through the governance councils.

Vice President Haidle commented that we want to be consistent in what we are charging groups rather than waiting and charging a different fee later. In addition, Director Kelso stated there is always the option of waiving the fees. Board member Findley shared his concern with making it a habit of setting aside the rules. Board member Hart felt the staff made a good argument why a first and second reading is required tonight. **The motion carried unanimously.**

Motion: Stephen Crow moved to approve Board Policy KG Building and Facility Use with the recommended changes. Betty Carter seconded the motion.

Discussion:

Board member Roger Findley inquired about the required liability insurance for groups and if that would hinder or limit people from using our facilities. According to Director Kelso the liability insurance policy is standard; however, there is a provision to waive the requirement on a case-by-case basis. We also have to be careful not to expose the college to liability when the public uses our facilities. **The motion carried with one opposed vote by Roger Findley.**

c. **NWCCU Mid-cycle Review (Update)**

President Young reported the College has received its letter from NWCCU in response to the Mid-cycle visit last fall. President Young and other staff were able to meet with an NWCCU representative in April to go over the findings and get clarification.

During the presentation, Accreditation Liaison Officer David Koehler explained what accreditation is and why it is important to institutions. He also explained NWCCU's 7-Year accreditation cycle that includes annual reports, 1st, 3rd (mid-cycle), 6th year and 7th year self-studies, and any additional reports that may be requested by NWCCU.

Koehler provided a recap of our 2018 Year 7 self-study evaluation and our reaffirmation in January 2019. From the visit, we received three commendations and five recommendations. Although progress is being made, the current status of the recommendations are as follows:

- Recommendation 1 (Originally Out of Compliance):
Remains Out of Compliance as of Feb 2022
- Recommendation 2 (Out of Compliance):
Updated to Substantially in Compliance but in Need of Improvement as of Feb 2022
- Recommendation 3 (Substantially in Compliance, but in Need of Improvement):
FULFILLED July 2020
- Recommendation 4 (Substantially in Compliance, but in Need of Improvement):
FULFILLED February 2022
- Recommendation 5 (Substantially in Compliance, but in Need of Improvement):
FULFILLED February 2022

ALO David Koehler and Vice President Alves shared Recommendations 1 and 2 will be addressed in our Spring 2023 Ad Hoc Report. Vice President Alves shared although we are making good progress with the recommendations he doesn't believe we will be in full compliance with Recommendation 1 because it takes several years to complete an assessment cycle.

V. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – March 15, 2022 and March 28, 2022
- b. Financial Report

Motion: Stephen Crow moved to approve the board minutes and financial report under the consent agenda. The motion was seconded by Cheryl Cruson. The motion carried unanimously.

VII. **College Reports and Statements**

a. Statements from ASG/Student Programs

ASG President Abby Smith commented that in the accreditation report it showed that two of the three commendations were about student involvement which is great news. She noted TVCC is special because of this, and she thanked the College.

b. Statements from Foundation

Foundation Executive Director Cathy Yasuda provided the following highlights:

- Grants – EDA is in the midst of reviewing 140 applications with ours being one of them.
- Grant proposals being worked on for the nursing and allied health professions center include to the Laura Moore Cunningham Foundation, Sunderland Foundation, and Idaho Power.
- Major Gifts Campaign committees are meeting, and the groups have been passionate about their projects and volunteers. New committees will be coming onboard in the next few months. The Case for Support will be completed soon and will be instrumental when meeting with donors and included in our grant applications. Consultant Rich Gross will be back on campus May 12-13 to visit with college staff and committee members.
- Lastly, two major events this week: Donor Reception on Thursday, April 21 and the CTE Grand Opening on Friday, April 22. Director Yasuda invited everyone to the grand opening which begins at 3:30 p.m.

c. Statements from Faculty

Arwyn Larson highlighted the accomplishments of TVCC alumni students Tyler Thomas, Sam Buhrig, Lorena Williams, and Luis Islas. All students continued their education after TVCC to earn bachelor and master's degrees.

d. OCCA Board Rep. Report

Board member Stephen Crow reported on the OCCA Annual Conference. Some of the highlights included three TVCC employees attending the Executive Leadership Conference, and Dr. Young presenting student awards at the All-Oregon Academic Team luncheon. He also noted besides himself, board members Dirk DeBoer and Ken Hart attended the conference and David Koehler, and Vice President Eddie Alves attended the CIA meeting. TVCC was well represented at the conference. A survey was sent out to all attendees to complete, and Crow hopes to have the results by the next board meeting.

The next OCCA conference will be held November 2-4, 2022 in Sunriver.

e. President's Reports

i. Academic Affairs

In addition to his written report, Vice President Eddie Alves reported because of the science department's help in screening nursing applications, he received a lot of positive feedback from the nursing department.

Caldwell Center Director Ben Merrill was also commended for his presentation to forty-two 8th graders and other efforts to connect students to TVCC and grow enrollment.

ii. Student Services

Vice President Travis McFetridge noted one correction in the financial aid section of his student services center report. It was reported full-time students received \$1,000 this term when in fact they only received \$500.

The Board was provided the Quarter-to-Quarter report which showed spring quarter enrollment is improving which indicates as things are opening back up (high schools, SRCI, etc.) we are seeing the benefits. However, there is still more work to do to increase freshman class size cohorts over the next 6 months. Vice President McFetridge also commended Rennie Neider and Stephanie Oester for their work on dual credit.

Spring Athletics Update: baseball is tied for second, softball picked up two wins today against Blue Mountain Community College, tennis is doing well competing in their region, and track is doing well.

Lastly, an Experience Campus Day is coming up and we are excited to bring students on campus and make connections.

iii. Administrative Services

In addition to her written report Vice President Haidle stated she has the final budget document ready for her and President Young to review together.

iv. College Relations and IT

Associate Vice President Abby Lee announced the resignation of Marketing and Social Media Specialist Phoenix Millhollen. She stated she appreciates having a 10-month contract at TVCC which gives her the opportunity to serve in the Idaho legislature. AVP Lee acknowledged President Young's flexibility and believes we will have a robust marketing budget to accompany the enrollment management plan. The College will have a visible presence through billboards as well as through marketing efforts associated with the major gifts campaign.

v. President's Comments

Dr. Dana Young shared the All-Oregon Academic Team luncheon was a wonderful event for TVCC students and the plan is to invite the students to attend next month's board meeting. Dr. Young also congratulated Jeretta Shoemaker for being chosen as the new biology instructor.

HB 5202 - Omnibus Funding: TVCC was awarded \$2.5m under the bill for a renewable energy program. Vice President Eddie Alves and Dean of CTE David Koehler are working on the program details with faculty so more information to follow. Dr. Young shared that Representative Owens reached out to the College about the program and because we have many of the courses already, we are positioned to move forward. Dean Koehler stated that because of the state's focus to get more renewable energy initiatives, TVCC also wants to see if we can find a nexus with other existing programs.

In other state news - both Dr. Young and Vice President Haidle are part of a committee to review the funding formula (CCSF) for community colleges. They are tasked with making recommendations on the formula to the Higher Education Coordinating Commission. There will be a fast timeline to make any changes to the funding formula. The committee has pushed back because of the timing of the review; however, HECC is moving forward despite the concerns.

f. **Statements from Board Members**

- Cheryl Cruson commended President Young for the time she puts in, all the hats she wears and being busy and commented she does a phenomenal job. She also commended Vice President Travis McFetridge for all his hard work and noted he is an example of succession planning.
- Stephen Crow commended Gina Roper for the board goal reminder to attend school board meetings. Crow provided an update on the happenings with the Vale School District.
- Betty Carter will be attending Four Rivers Community School board meetings. She thanked everyone for their reports.
- Ken Hart stated he appreciated the opportunity to attend the OCCA conference and meet other board members.
- Roger Findley shared he is excited about the CTE Center dedication this Friday and his family reunion. He thanked everyone for making this happen. Lots of good reports and lots of great things happening.
- Mark Wettstein had no comments.
- Dirk DeBoer appreciated being able to attend the OCCA conference. In other news both he and Ken Hart toured the Caldwell Center, and it was educational. He appreciated Vice President Eddie Alves' explanation and report on the healthcare programs.
- **Annual Board Self-Assessment**
The Board took a moment to complete their annual self-assessment.

VIII. **Executive Session**

Board of Education members in attendance (quorum present)

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

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

President Dana Young, Vice President Eddie Alves, Associate Vice President Abby Lee, Vice President Shirley Haidle, and Director Anne Marie Kelso

The Board went into Executive Session at 9:15 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

The Board continued in Executive Session at 9:24 p.m. under ORS 92.660(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.

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

President Dana Young

IX. **Open Session**

- a. Action, if any, from Executive Session

Motion: Stephen Crow moved to end the Executive Session and the motion was seconded by Betty Carter. The motion carried unanimously.

The Executive Session ended at 10:06 p.m. and went into Open Session. There was no action taken.

X. **Adjournment and Next Meeting**

The Open Session adjourned at 10:06 p.m.

Mr. Dirk DeBoer, Chair
TVCC Board of Education

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

**TREASURE VALLEY COMMUNITY COLLEGE
BOARD OF EDUCATION COMMITTEE MEETING**

Laura Moore Cunningham Science Center
Hanigan Board Room. #115A
650 College Blvd, Ontario, OR 97914

Monday, April 25, 2022, 2:00 p.m.

Those present: President Dana Young, Director of Legal and Human Resources Anne Marie Kelso, and board members Mark Wettstein and Betty Carter (Absent: Stephen Crow)

Work Session

A committee of the TVCC Board of Education met with college staff to review board policies.

The policies reviewed were BP 2725 Board of Education Member Compensation, BP 2735 Board of Education Member Travel, AP 2735 Board of Education Member Travel, BP 2740 Board Member Education, BP 2745 Board of Education Self Evaluation, and BP 2750 Board of Education Member Absence from the State.

Adjournment

The meeting adjourned at 4:00 p.m. The next regularly scheduled Board of Education meeting is Tuesday, May 17, 2022.

Dirk DeBoer, Board Chair
Treasure Valley Community College
Board of Education

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

TREASURE VALLEY COMMUNITY COLLEGE
Board of Education Special Meeting
650 College Blvd., Laura Moore Cunningham Science Center,
Hanigan Board Room (115A), Ontario, OR 97914

Tuesday, May 3, 2022

Chair Dirk DeBoer called the meeting to order at 9:04 a.m.

Board of Education members in attendance (quorum present):

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

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

President Dana Young

Open Session

a. 2021-22 Board of Education Self-Evaluation

The results from the annual self-evaluation of the Board showed the highest rated responses as well as the lowest rated responses. Some of the higher rated responses were in the categories of Code of Ethics, Community Interest and Relations, Policy Role, and Positive Accomplishments.

Some of the lower rated responses included a Common Understanding of the Vision, Effective Meeting Process, and Understanding of Mission. One category that received further discussion by the Board was the Use of Mission and Vision in Policy/Strategy Decisions. According to President Young, she believes the Board does take into consideration the vision and mission of the college when making decisions along with guidance from her.

The Board further discussed their understanding of the College's mission and vision, and how as a Board they should have a common understanding of them and understand their importance for accreditation. Board member Stephen Crow reminded the Board of the annual goals they recently set and approved. It was asked how to bring the lower rated responses up to a higher score to show we are meeting our goals. More discussion to continue at a possible future work session.

President Young provided information and answered questions on where the College could see potential growth in a 2022-23 enrollment targets presentation. Dr. Young explained the estimated headcount/FTE for academic and non-academic targeted enrollment projections as well as the 3-year retention and completion rates through April 19, 2022.

It was recommended during the Board's summer planning meeting to have more conversation on where the College wants to be in 5-10 years. President Young reminded the Board of her vision board as it points the direction of the college moving forward.

b. Monthly Meeting Assessments

The Board reviewed the results of their monthly meeting assessments. President Young reiterated the statements were created by the Board and the Board has the option of changing them if they felt they needed to be revised. Although a couple board members did not see any value in the monthly assessments, it was understood the importance for accreditation purposes. It was also felt the tool helps the Board with self-improvement. The Board agreed to not revise the statements.

Chair DeBoer called the meeting into Executive Session at 10:28 a.m.

Board of Education members in attendance (quorum present):

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

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

President Dana Young

Executive Session

- a. 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.

Open Session

- a. Action, if any, from Executive Session

The Executive Session ended at 11:28 a.m. and there was no action.

Adjournment

The next regularly scheduled Board of Education meeting is Tuesday, May 17, 2022

Motion: Stephen Crow moved to adjourn the meeting and the motion was seconded by Betty Carter. The motion carried unanimously.

Mr. Dirk DeBoer, Chair
TVCC Board of Education

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