



**TVCC BOARD OF EDUCATION MEETING MINUTES**  
**Tuesday, May 19, 2020**

The meeting began at 5:00 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

**Public Budget Committee members in attendance (quorum present)**

Ken Hart, Jan Dinsmore, Carole Kitamura, Jed Myers, Torie Ramirez, and Prudi Sherman (absent: Gary Halcom)

**College staff and guests present**

President Dana Young, Vice President Brad Hammond, Vice President Eddie Alves, Vice President Shirley Haidle, AVP Abby Lee, Cathy Yasuda, Tessa McFetridge, and Hannah Berger

**Public Budget Committee Meeting**

**a. Appointment of Budget Committee Chair**

**Motion: Prudi Sherman nominated Ken Hart for the role of Budget Committee Chair and the motion was seconded by Darlene McConnell. The motion carried unanimously.**

**b. Appointment of Budget Committee Secretary**

Budget Committee Chair Ken Hart asked for nominations for Budget Committee Secretary.

**Motion: Cheryl Cruson nominated Prudi Sherman for the role of Budget Committee Secretary and the motion was seconded by John Hall. The motion carried unanimously.** The duties of the Budget Committee Secretary were deferred to Board Secretary Gina Roper.

**c. Budget Committee Overview**

Vice President of Administrative Services Shirley Haidle explained the purpose and the role of the Budget Committee and the process for approving the college budget.

**d. Budget Message (Principles, Assumptions, & Highlights)**

President Dana Young summarized the Budget Guiding Principles. Young noted this year's budget was difficult to put together and is based on a flat budget which could be decreased depending on any cuts from State. It is anticipated the Governor could propose an 8.5% across the board cut for all state agencies. Although the State's economic forecast is set to be released tomorrow, it is expected we will not know the full extent of funding for community colleges until possibly July or August. In addition, the legislature may reconvene a special session later once more is known on state and federal dollars.

President Young reported behind the scenes, the College has worked on an operating budget for the college based on scenario reductions of 5%, 10% and 17%.

The 2020-21 budget and message are a projection of both revenues and expenditures for the next year and requires approval by the Board by June 30, 2020. A summary of the General Fund budget assumptions and highlights was provided to the Board.

Board member Darlene McConnell asked if the College was waiting on legislature to make the final decision regarding a special session and the answer was yes. According to President Young, the Oregon Presidents' Council anticipates the session will be delayed until more information is received (i.e., rainy day funds, federal stimulus, etc.) She reiterated community colleges are predicting the Governor will make an 8.5% cut across the board. Then the legislature will reconvene and decide who to support with some relief. Much depends on if the state stays open or if it closes again. Sixteen of the seventeen community colleges are presenting pre COVID-19 budgets and only one college has built a post COVID-19 budget due to a change in leadership.

President Young also noted that by budgeting flat, a supplemental budget would not be necessary because the College cannot spend more than what is approved by the Board, but they can spend less. Although the College is preparing the reduced operating budgets, we really will not know how enrollment will be impacted until the fall.

CARES Act – The College received \$489k in CARES funding which will be given directly to students who are Title IV eligible for spring quarter and to students for summer and fall quarters who would have otherwise graduated if not for COVID-19. The College also received \$489k which will go directly to the institution; however, we are still waiting for further clarification on how these dollars can be used. We do know the funds can be used for technology expenses incurred as a result of COVID-19 and we have been tracking all costs. The College hopes part of the funds can be used to cover the loss of state revenues and tuition and fees.

**e. Budget Presentation**

Vice President Shirley Haidle summarized the fund types in the proposed 2020-21 budget. Some of the budget challenges discussed included unknown impacts from COVID-19, enrollment decreases, unfunded mandates from the state and federal government, increases in PERS cost, IT equipment, and medical insurance, aging infrastructure with growing deferred maintenance and maintaining a general fund balance of \$1.25m.

Vice President Haidle noted that budget numbers for the Reserve Fund were actually a higher amount than the \$1,977,500 coming in at \$2,307,500 and apologized for not revising the budget book page to reflect the correct number.

Some of the 2020-21 budget accomplishments noted were meeting contractual costs and legal requirements, maintaining recruiting and marketing efforts, maintaining services to students, providing a vibrant student life on campus and quality education programs, supporting major grant programs, and maintaining campus facilities.

Board member Darlene McConnell asked about the status of fall sports. According to VP Hammond, the NWAC executive committee is meeting mid-June to discuss fall sports and he hopes to learn more then. In the meantime, TVCC has been actively recruiting for fall sports.

**f. Public Comment**

Budget Committee Chair Ken Hart asked if there were any public comments and there were none.

**g. Approve 2020-21 Budget**

**Motion:** Carole Kitamura moved to approve the budget as presented and the motion was seconded by Torie Ramirez. The call of votes was as followed: Ken Hart, yes, Jan Dinsmore, yes, Carole Kitamura, yes, Torie Ramirez, yes, Prudi Sherman, yes, Jed Myers, yes, Darlene McConnell, yes, Mark Wettstein, yes, Betty Carter, yes, Stephen Crow, yes, Cheryl Cruson, yes, Roger Findley, yes, and John Hall yes. The motion carried unanimously.

**Motion:** Torie Ramirez moved to close the Budget Committee meeting and the motion was seconded by Ken Hart. The motion carried unanimously.

## Regular Session Meeting

### I. Agenda Review/Changes

There were no changes to the agenda.

### II. Special Presentations

#### a. CTE Center Project Update

Project Manager Bernie Babcock reported the project is ahead of schedule with no delays. The substantial completion date is anticipated for October 1, 2020 and the final completion date is anticipated for November 1, 2020. Babcock mentioned the EDA process has worked efficiently and reimbursements are coming from the State within a week to week and a half. Plans are still underway to move in December with an opening in January for winter quarter.

The Board thanked Bernie Babcock for his work on the project. Babcock thanked David Koehler, Eddie Alves, and Cathy Yasuda for their work to obtain grants for equipment. President Young also thanked Babcock for his leadership and work on the project.

### III. College Business

#### a. Re-employment After PERS Retirement, 1<sup>st</sup>, and 2<sup>nd</sup> Reading

Chair Cruson stated Board approval for a 1<sup>st</sup> and 2<sup>nd</sup> reading is being sought in the event there are employees wanting to retire this year. The policy was created due to changes in legislature. The policy went through two readings by the Administrative Services Council, it was sent out to the college campus and later received a final review by the Executive Council.

**Motion: Roger Findley moved that the Board suspend Robert Rules of Order for 3.a. under College Business and approve a 1<sup>st</sup> and 2<sup>nd</sup> reading. The motion was seconded by Darlene McConnell. The motion carried unanimously.**

**Motion: Darlene McConnell moved to approve the Re-employment After PERS Retirement policy as a 1<sup>st</sup> and 2<sup>nd</sup> reading and the motion was seconded by Stephen Crow. The motion carried unanimously.**

#### b. Approve Revised 2020-21 Board of Education Goals

The Board previously reviewed their goals during their May 7 retreat and the updated goals were included tonight for board review. Chair Cruson summarized the changes to the goals. There was one change to Goal 7 to read *Invite local k-12 administrators to board meetings*.

**Motion: Stephen Crow moved to approve the revised 2020-21 Board of Education goals and the motion was seconded by Darlene McConnell. The motion carried unanimously.**

Chair Cruson took a moment to read the goals set for President Young and noted that President Young's contract was completed and signed per the Board's direction.

### IV. Public Comment

There were no comments from the public.

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

- a. Board Minutes – April 21, 2020 and May 7, 2020
- b. Financial Report

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

### VI. College Reports and Statements

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

ASG President Tessa McFetridge introduced Hannah Berger as the incoming ASG President. An update was provided to the Board on the 10 in 10 Initiative relating to the disc golf course which is set to be installed by mid-June. McFetridge extended a special thank you to the Physical Plant for their work on the course and to Charles Howlett for his design of the course.

Upcoming news:

Although the Red-Carpet Affair will not be held, students will still be recognized for their achievements by receiving personalized gifts and an acknowledgement on social media.

b. **Statements from Faculty**

There were no faculty present so there were no statements.

c. **President's Reports**

i. Academic Affairs

According to Vice President Eddie Alves the College has three nursing faculty applicants in the hiring pool and interviews will start soon to fill the vacant position. VP Alves reminded the Board about the agreement with the TVEA to increase the pay for nursing faculty.

The College received an email from the NWCCU accreditation team notifying us that we should receive a report in the next several days.

Last night Steve Fultz, City of Caldwell, agreed to move forward toward the purchase of an airplane hangar. This means we can continue to work to move forward with our airframe and powerplant program.

Adult Basic Education program employees will return to work at SRCI starting June 1. A meeting has been set for this Thursday to discuss the Building Construction Technology Program and when employees can expect to go back to work.

ii. Student Services

Vice President Brad Hammond commended the student services center staff for the work they have been doing to support students during the COVID-19 crisis.

Vice President Hammond also reported reimbursable FTE is up 6% for fall quarter which is positive news. The number of returning students is also up. The admissions team is also scheduling A&R sessions for new students and although spring term enrollment is down 10%, the College is off to a good start for fall quarter.

iii. Administrative Services

In addition to her written report, VP Shirley Haidle reported the Line of Credit the College applied for recently will close tomorrow.

Board member John Hall asked about the extra expenses due to COVID-19 and if they were in the budget or were kept separate. Vice President Haidle stated the expenses associated with COVID-19 are being tracked in a separate special revenue fund.

iv. College Relations and IT

AVP Abby Lee shared the IT Department has found they had to adapt to equipping classrooms they were not prepared to do. In addition, IT has provided the Foundation with information for grant purposes which requires staff time. IT has been spending a lot of time answering questions and addressing computer needs and have been working hard behind the scenes.

v. President's Comments

President Dana Young stated she will keep the Board informed if she learns more about a legislative special session and any changes to state funding. Keeping in mind we may not know the level of support for community colleges until late summer.

Updates:

- Despite COVID-19, state legislators are expecting community colleges to continue with cultural competency initiatives and reporting.
- Another weekly conference call with OPC and HECC will take place this Thursday to talk about the economic forecast. During the last call, the group



discussed K-12 funding and it is expected K-12 will hold firm with where they are in their budgets. K-12 hopes the state will use reserve funds and federal dollars to give them the revenue they need to avoid cuts.

- The House democrats at the federal level put together a CARES Act bill which was struck down. Until they get an agreement with the Senate, we will not see them coming back to the table with any more relief funds. Community colleges will continue to reach out and mobilize at the state and federal level to advocate that we are an important first responder to get people trained and retrained.
- Graduation Update: although the actual commencement ceremony has been postponed until further notice a meeting is scheduled this week to come up with some options.

d. **Statements from Foundation**

Executive Director Cathy Yasuda announced the Foundation Board agreed to move forward with having the Garden Tour. This year's tour will feature six gardens on Saturday, June 20. Tickets are \$15 per person. Social distancing will be exercised, and masks will be recommended.

Grants Update: The College received \$100k from the Eastern Oregon Border Board, \$10k from the Ford Family Foundation, and \$10k from the Oregon Community Foundation for ECE scholarships. They have been busy writing grants and proposals because of the many opportunities available.

Other news:

- A committee reviewed twelve applications for aviation scholarships. Of the 12, 8 students received \$500 scholarship each.
- Nursing scholarships – students are being notified of their awards and donors will be receiving pictures of the nursing students who received their scholarship.

e. **Statements from Board Members**


- i. Darlene McConnell thanked Vice President Haidle and the administration for the work on the college budget.
- ii. John Hall shared he enjoyed meeting with the group on the disc golf course and thinks it will bring a number of outside people to our campus. He also commented on the good work on the budget.
- iii. Betty Carter stated it was a great budget meeting and she appreciated all the reports.
- iv. Roger Findley stated he was pleased with the report on the CTE Center and that the building will be ready for winter term. He thanked Chair Cruson for her work on the president's annual goals and contract. He asked if the board members could receive a copy of the president's contract and goals.
- v. Stephen Crow reported OCCA approved their budget for the upcoming year which included a 2% increase in member fees. The new OCCA executive members will start in July. Other news included the economic forecast will be released May 20. All trainings have been suspended and he and President Young will work to stay connected to the other side of the state. As a board member Crow thanked Vice President Haidle for her hard work and the administrative team for all their hard work.
- vi. Cheryl Cruson stated she appreciated everyone's efforts during these trying times. She also reminded the Board to turn in their board meeting assessment reports and board goals outcome sheets.

VII. **Important Date(s)**

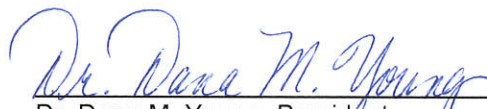
May 25 Memorial Day Observed (college closed)  
May 26 Faculty Furlough Day (no classes)  
June 8-12 Finals Exam Week  
June 22 Summer Classes Begin

VIII. **Adjournment and Next Meeting**

**Motion: Betty Carter moved to adjourn the meeting at 7:58 p.m. and the motion was seconded by Stephen Crow. The motion carried unanimously.** The next regular meeting for the Board of Education is set for June 16, 2020 at 6:00 p.m.



Cheryl Cruson, Board Chair  
TVCC Board of Education



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