

# TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Hanigan Board Room #115A, Ontario, OR 97914

## BOARD MEETING AGENDA

Tuesday, July 19, 2022, 6:00 p.m.

Public meeting participation is only available via Zoom:

<https://gotvcc.zoom.us/j/92395562688?pwd=eG9WVXk4UGhPRW9CaVBSczdvd0kwZz09>

Meeting ID: 923 9556 2688

Passcode: 088834

Telephone: (669) 900-6833 or (253) 215-8782 Passcode: 088834

**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.

- I. **Organizational Meeting (Action Items)**
  - Call to Order and Acknowledgement of Guests Board Chair
  - a. Election of Board Chairperson Board Chair
  - b. Election of Vice Chairperson Board Chair
  - c. Designate Regular Time and Place for Meetings Board Chair
  - d. Designate Budget Officer Board Chair
    - (Designate the Vice President of Administrative Services as Budget Officer)
  - e. Designate Deputy Clerks for College Board Chair
    - (Designate the Vice President of Administrative Services and the College President as the Deputy Clerks for the College)
  - f. Custodian of College Funds Board Chair
    - (that it be resolved the electronic signature of the Vice President of Administrative Services, or the original signature of the Vice President of Administrative Services together with the original signature of the Board Chairperson, or in the Chairperson's absence, the signature of the Vice Chairperson, be authorized check signatures for the College)
  - g. Designate Financial Institutions for Fiscal Year 2022-23 Board Chair
  - h. Approve Resolution 22-001 for the Purpose of Commingling Cash Balances Board Chair
  - i. Robert's Rules of Order Training VP McFetridge
- II. **Agenda Review/Changes (Action)** Board Chair
- III. **Special Presentations**
  - a. New College Employee Introductions Vice Presidents
- IV. **College Business (Discussion or Action Items)**
  - a. August Board Planning Retreat (discussion) Board Chair
  - b. Aviation Fuel Surcharge Request (1<sup>st</sup> Reading) VP Eddie Alves
- V. **Public Comment** (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes)
- VI. **Consent Agenda (Action Items)** Board Chair
  - a. Board Minutes – May 23, 2022 (Policy Committee), June 13, 2022 (Policy Committee), June 21, 2022 (Regular Board Meeting) and June 27, 2022 (Policy Committee)
  - b. Financial Report
- VII. **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

VIII. **Executive Session**

- a. ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- b. ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- c. 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.

IX. **Open Session**

- a. Action, if any, from Executive Session

X. **Important Date(s)**

Board Chair

- a. July 15, 22, 29 August 5 & 12 Friday College Closures
- b. August 8-12 Final Exam Week (Summer)
- c. September 17 OCCA - All Board Member Training, Independence, OR

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

- a. **August 16, 2022** TVCC Board of Education Planning Meeting and Regularly Scheduled Monthly Meeting

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 Accessibility and Accommodation Services, Theigha Cooperrider-Fryman ([tcooperrider-fryman@tvcc.cc](mailto:tcooperrider-fryman@tvcc.cc)), or 541-881-5792 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, gender identity, 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 the Performing Arts Building on the North End of campus, email [HR@tvcc.cc](mailto:HR@tvcc.cc) or call (541) 881-5838 or TDD (541) 881-5839.

**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, May 23, 2022, 2:00 p.m.**

**COMMITTEE MINUTES**

Those present: President Dana Young, Anne Marie Kelso, and board member Betty Carter and Mark Wettstein (Absent: Stephen Crow)

**Work Session**

The Committee conducted another review of board policies and administrative procedures to look at recommended changes or deletions.

**Adjournment**

The committee meeting adjourned at 4:00 p.m.

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Mr. Dirk DeBoer, Chairman  
TVCC Board of Education

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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, June 13, 2022, 2:00 p.m.**

**COMMITTEE MINUTES**

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

**Work Session**

The Committee reviewed board policies and administrative procedures AP 2712 Conflict of Interest – Contracts, BP 2715 Code of Ethics/Standards of Practice, BBF Board Member Standards of Conduct, BP 2716 Board of Education Political Activity, BP 2717 Personal Use of Public Resources – Board of Education, BBFA Board Member Ethics and Conflicts of Interest, and BP 2720 Communications Among Board of Education Members. During the review revisions were made as needed.

**Adjournment**

The committee meeting adjourned at 4:00 p.m.

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Mr. Dirk DeBoer, Chairman  
TVCC Board of Education

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

# **TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**

650 College Blvd., Laura Moore Cunningham Science Center  
Hanigan Board Room (#115A), Ontario, OR 97914  
Public Participation Via Zoom

**Tuesday, June 21, 2022, 6:00 p.m.**

## **BOARD MEETING MINUTES**

### **Board of Education members in attendance (quorum present):**

Chair Dirk DeBoer, Betty Carter, Cheryl Cruson, Ken Hart, Roger Findley, and Stephen Crow (absent: Mark Wettstein)

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

President Dana Young, Vice President Eddie Alves, Vice President Shirley Haidle, Vice President Travis McFetridge, AVP Abby Lee, Cathy Yasuda, Ben Merrill, David Koehler, Hannah May, Anne Marie Kelso, Darin Bell, Daniel Liera-Huchim, and Leslie Thompson (Argus Observer)

### **Regular Session Meeting (Flag Salute)**

#### **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.

#### **I. Agenda Review/Changes**

There were no changes to the agenda.

#### **II. Public Budget Hearing**

##### **a. Budget Message Update**

Vice President of Administrative Services Shirley Haidle reported there were no changes to the budget message since its presentation at the May meeting.

The Board received a recap of the highlights in the general fund which did include a \$3 per credit increase in tuition and a 1.5% budgeted decrease in enrollment. Board member Roger Findley asked about the larger ending fund balance and if the budget would need to be adjusted. According to Haidle, the funds would go into carryover and if a supplemental budget is needed only then would it go before the Board for any action.

Vice President Haidle reported there was a correction to proposed Resolution 21-002. The revision was to the aggregate amount of \$67,373,009 which was corrected to \$63,373,009.

##### **b. Public Comment**

There were no comments from the public.

##### **c. Close Public Budget Hearing**

**Motion:** Stephen Crow moved to close the budget hearing at 6:05 p.m. and the motion was seconded by Betty Carter. The motion carried unanimously.



### III. **Special Presentations**

#### a. **Jim Jackson NWAC Service Award**

Vice President of Student Services Travis McFetridge commended Mary Anne Verigan for her work in the athletics department over the past year. He also announced Verigan was nominated for and received the NWAC Jim Jackson Service Award. This recent award is in honor of her outstanding service. Congratulations Mary Anne Verigan!

#### b. **Benefits Navigator Information and Service Overview**

Benefits Navigator Hannah May provided a presentation on the services provided through the help of her position. She also provided information on the barriers that prevent students from seeking resources, and the difficulty for them to focus on academics if they have basic or high-level needs. Through a benefits navigator, students are connected to academic funding, food and housing programs, childcare resources, mental health counseling and much more. Services are available at the Ontario campus and the Caldwell Center.

### IV. **College Business**

#### a. **Audit Committee Update**

Board member Ken Hart provided an update on the May 23 Audit Committee meeting with Moss Adams where auditors provided an update on the upcoming audit work. According to Hart, Moss Adams has been the college's auditing firm for a number of years.

#### b. **Board Policy Committee Update**

Director of Human Resources Anne Marie Kelso reported the Board Policy Committee has been diligently working to transition board policies to the new OCCA model. To date, the committee is in its final review of policies in Section A/B – Board of Governance with the goal for a full board review in July.

According to Director Kelso, the remaining college and board policies will be presented through the governance councils for review and revision.

#### c. **2022-23 Budget Resolution: Adopt Resolution No. 21-002 Adopting the Budget, Making Appropriations, and Imposing & Categorizing Taxes**

**Motion:** Cheryl Cruson moved that the Treasure Valley Community College Board of Education approve budget Resolution 21-002 adopting the 2022-23 budget in the aggregate amount of \$63,373,009 as passed by the budget committee, adopting budget appropriations totaling \$56,091,698, and imposing the permanent tax rate of \$1.2235 per \$1,000 of assessed value be assessed in support of the General Fund. This permanent tax rate is expected to raise approximately \$2,924,000. The motion was seconded by Stephen Crow. The motion carried unanimously.

**Motion:** Cheryl Cruson moved that the Board of Education for Treasure Valley Community College hereby impose the taxes provided for in the adopted budget at the rate of \$1.2235 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable property within the College District. The motion was seconded by Stephen Crow. The motion carried unanimously.

d. **August 16, 2022 Board of Education Planning Meeting (9:00 am to 4:00 pm)**

President Dana Young reported the Foundation Board would not be able to join the college board during their July meeting; however, they could meet in August for a lunch or dinner gathering. Executive Director Cathy Yasuda will follow-up with her Board to finalize the details.

e. **Environmental Science AS Degree**

Vice President Eddie Alves reported on the data and marketing information researched for moving the proposed degrees forward.

The Environmental Science AS Degree is designed to transfer to the University of Idaho.

**Motion:** Stephen Crow moved to approve the Environmental Science AS degree and the motion was seconded by Roger Findley. The motion carried unanimously.

f. **Horse Training Program AAS Degree (NEW)**

According to Vice President Eddie Alves this new program is an update to Horse Production and is designed so students can complete their degree at TVCC and head into the workforce. The program is expected to launch in 2022-23.

**Motion:** Stephen Crow moved to approve the new Horse Training Program AAS Degree, and the motion was seconded by Roger Findley. The motion carried unanimously.

g. **Cybersecurity AS Degree to Boise State University (NEW)**

This new degree is designed to ensure a seamless transfer for students wishing to complete a four-year degree.

**Motion:** Stephen Crow moved to approve the Cybersecurity AS Degree and the motion was seconded by Betty Carter. Board member Roger Findley asked if the program costs were grant funded or from the general fund. Vice President Alves reported the costs were already covered in the general fund. The motion carried unanimously.

h. **Nursing Program AAS Degree (NEW)**

According to Vice President Eddie Alves, our nursing faculty were concerned that Oregon Consortium of Nursing Educators (OCNE) curriculum was outdated and wasn't preparing students for the new nursing state board test. Thus, the program was restructured while in conversation with and with approval by the Oregon State Board of Nursing.

**Motion:** Stephen Crow moved to approve the new Nursing Program AAS Degree, and the motion was seconded by Ken Hart. The motion carried unanimously.

i. **AG Machine Technology Program AAS Degree (NEW)**

**Motion:** Stephen Crow moved to approve the new AG Machine Technology Program AAS Degree, and the motion was seconded by Roger Findley. The motion carried unanimously.

j. **New Board Policy - Multi-Factor Authentication (MFA)**

Associate Vice President Abby Lee summarized the new policy is required by our insurance company to ensure we are protecting our resources. The policy has been reviewed by the college's Executive Council. The MFA is just for sources where we keep student data and is not required for email, internet, or computer logins.

**Motion:** Ken Hart moved to waive the first reading and go into a second reading of the new board policy Multi-Factor Authentication. The motion was seconded by Stephen Crow. The motion carried unanimously.

**Motion:** Ken Hart moved to approve the new Multi-Factor Authentication board policy and the motion was seconded by Stephen Crow. The motion carried unanimously.

V. **Public Comment**

There were no public comments.

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

- a. Board Minutes – May 17, 2022 (Regular Board Meeting) and May 23, 2022 (Audit Committee)
- b. Financial Report

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

VII. **College Reports and Statements**

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

Vice President Travis McFetridge reported a written report was provided for the meeting tonight because the ASG President usually does not attend board meetings during the summer. Board member Roger Findley commended ASG for their assistance with graduation.

b. **Statements from Foundation**

Executive Director/CDO Cathy Yasuda provided an update on the Garden Tour which featured eight area gardens.

Other highlights included

- an ask for \$1m to the Sunderland Foundation,
- a request to Idaho Power for \$10k,
- a request through the Findley Mini Grant Program was approved for equipment costs for the Wildland Fire Program,
- Murdock Foundation – Cathy sent a letter of interest, and we are now waiting to see if we are invited to go on to the next step in the process;
- The Foundation has begun work on their annual Gala and lastly,
- The Foundation received a very big gift which will be announced soon.

c. **Statements from Faculty**

TVEA President Darin Bell shared his intention this year is to get 100% faculty to support the allied health campaign, 100% attendance at graduation and 100% for everything in between. He will also be at 100% of the board meetings.

Board member Cheryl Cruson expressed her gratitude for the number of faculty who were able to attend graduation.



d. **OCCA Board Rep. Report**

Stephen Crow reported OCCA is in summer mode and are switching out the roles and appointments for all the teams. The OCCA all board training will be held September 17 in Independence, Oregon.

e. **President's Reports**

i. **Academic Affairs**

Vice President Eddie Alves announced this will be Dean of CTE David Koehler's last board meeting. Vice President Alves commended Dean Koehler for his dedicated work at the college and it is with great sadness to see him leave. Dean Koehler stated it has been great being at TVCC and he appreciated all the support from staff and faculty. He is excited about his new opportunities after TVCC.

ii. **Student Services**

Vice President Travis McFetridge summarized the QtoQ report for spring quarter and how 2+2 and Col Cred has impacted enrollment. These results are a testament to the work of CTE Coordinator Rennie Neider and Dean of CTE David Koehler.

Graduation Update: there were over 100 graduates who attended the traditional ceremony. The ceremony went well without any hitches, and it was a well-planned event thanks to the physical plant and student programs team.

Right now, we are looking at being up in RFTE compared to last year. Board member Roger Findley asked about the residence halls and according to Vice President McFetridge the halls have approximately 100 residents and he believes they will be full for fall quarter. He did note the isolation suites will be available. In addition, although there were no increases to the housing costs; meal costs did see an increase.

Board member Ken Hart stated the college has done a good job with the existing residence halls and if more students use the facility, it opens up housing in the community. He shared he hopes we can continue to look at expanding the facility.

iii. **Administrative Services**

Vice President Shirley Haidle advised the Board that at the July board meeting, she will ask to discontinue the payroll account because of the College's move to a new payroll system.

iv. **College Relations and IT**

Associate Vice President Abby Lee provided an update on the Eastern Oregon Economic Summit and how nice it was to reconnect with legislators.

AVP Lee announced Daniel Liera-Huchim has taken over the social media duties for the college. Daniel shared he is excited about creating the social media agenda. During the meeting, Daniel shared a student spotlight video who came to TVCC through ESL.

In other news, the IT Department has been busy this summer with upgrades and projects to prepare for fall quarter. The College is also working on plans to celebrate our 60<sup>th</sup> Anniversary.

**v. President's Comments**

President Dana Young shared the Eastern Oregon Economic Summit is coordinated by the Eastern Oregon Women's Coalition (EOWC), and they were pleased with the number of people and legislators who attended. Malheur County was well represented at the summit. Special breakout session speaker Shawna Peterson, Eastern Oregon Border Board Executive Director, spoke about housing and what we are doing in Malheur County to address this issue.

Board members were invited to attend the June 30 CAMP and HEP student graduation which will be at 5:30 p.m. in the Meyer McLean Theater.

Board member Roger Findley asked for an update on the \$2.5m for the renewable energy program. According to Vice President Eddie Alves, several TVCC employees will visit the facility in Golden, Colorado to learn more about the current market and careers for renewable energy. The College has many pieces coming together to offer a two-year program; however, we are in the beginning stages.

**vi. Statements from Board Members**

- Cheryl Cruson stated it has been a busy month with graduations and the garden tour. She enjoyed attending the Huntington High School graduation.
- Roger Findley stated he is excited for the rodeo team and Coach Drew Pearson being recognized as the National Rodeo Coach of the Year. Findley also had a great time attending graduation. Great to hear we will have an increase in enrollment, and he is excited about the programs the Board approved tonight. He did mention that if we do have any extra money perhaps it could go to faculty and staff as incentive to help increase enrollment which is everyone's job.
- Stephen Crow reported the Eastern Oregon Economic Summit was amazing and that the city of Boardman has vision and is laser focused on where they are going. Crow also recognized Dean David Koehler for his work at the College.
- Betty Carter stated she will miss Dean Koehler who has been a great asset to the College. She also noted we are making our mark with rodeo. Graduation was great. Lastly, she commended Vice President Eddie Alves for the great work he does at the College.
- Ken Hart shared he attended the Ontario High School graduation and was part of the Ontario budget committee for the school district. He commended Recruiting Coordinator Julie Hernandez for her work with his daughter.
- Dirk DeBoer shared graduation was great and a new experience for him. He feels like we have the momentum to increase enrollment and he is optimistic.

The Open Session ended at 7:49 p.m. and went into Executive Session at 7:59 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 Dirk DeBoer, Betty Carter, Cheryl Cruson, Ken Hart, Roger Findley, and Stephen Crow (absent: Mark Wettstein)

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

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

While in Executive Session the Board continued 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 Dirk DeBoer, Betty Carter, Cheryl Cruson, Ken Hart, Roger Findley, and Stephen Crow (absent: Mark Wettstein)

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

President Dana Young

**VIII. Open Session**

- a. Action, if any, from Executive Session

**Motion:** Betty Carter moved to close the Executive Session at 8:44 p.m. and the motion was seconded by Cheryl Cruson. The motion carried unanimously.

President Young shared with the Board a spreadsheet of projected enrollment targets for 2022-23. Further discussion on the President's goals and contract will continue at the next board meeting.

**IX. Important Date(s)**

June 21	Summer Quarter Begins
July 1	College Closed Fridays
July 4	Independence Day Observed (college closed)
July 8	College Closed Fridays
July 15	College Closed Fridays

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

**Motion:** Ken Hart moved to adjourn the meeting at 9:07 p.m. and the motion was seconded by Betty Carter. The motion carried unanimously.

The next meeting of the Board of Education is July 19, 2022 at 6:00 p.m.

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Mr. Dirk DeBoer, Chair  
TVCC Board of Education

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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, June 27, 2022, 2:00 p.m.**

**COMMITTEE MINUTES**

Those present: President Dana Young, Anne Marie Kelso, and board member Betty Carter and Mark Wettstein (Absent: Stephen Crow)

**Work Session**

The Committee conducted another review of board policies and administrative procedures to look at recommended changes or deletions.

**Adjournment**

The committee meeting adjourned at 4:00 p.m.

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Mr. Dirk DeBoer, Chairman  
TVCC Board of Education

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