

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

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

BOARD MEETING AGENDA

Tuesday, July 20, 2021, 6:00 p.m.

Public meeting participation is only available via Zoom:

<https://gotvcc.zoom.us/j/99731383411?pwd=cWZjNW1NUTRDYTFzRHZaQm8wUkFyQT09>

Meeting ID: 997 3138 3411

Passcode: 424092

Telephone: (669) 900-6833 or (253) 215-8782 Passcode: 424092

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. Swearing in of new board members – Oath of Office Anne Marie Kelso
 - b. Election of Board Chairperson Chair Cheryl Cruson
 - c. Election of Vice Chairperson Board Chair
 - d. Designate Regular Time and Place for Meetings Board Chair
 - e. Designate Budget Officer Board Chair
(Designate the Vice President of Administrative Services as Budget Officer)
 - f. 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)
 - g. Custodian of College Funds Board Chair
(The electronic signature of the Vice President of Administrative Services, and the original signature of the Vice President of Administrative Services with the original signature of the Board Chairperson, or in the Board Chairperson's absence, the Vice Chairperson, as the authorized check signatures for the College)
 - h. Designate Financial Institutions for Fiscal Year 2021-22 Board Chair
 - i. Approve Resolution 21-001 for the Purpose of Commingling Cash Balances Board Chair
- 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. Board Policy (2nd reading)
 - i. GCN/GDN Adjunct Faculty and Staff Evaluations VP Eddie Alves
 - b. August Board Planning Retreat Board Chair
 - c. Internal Resumption Plan Anne Marie Kelso
 - d. Idaho Dual Credit Tuition Increase VP Travis McFetridge
- 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 – June 15, 2021
 - b. Financial Report
- VII. **College Reports and Statements**
 - a. Statements from ASG/Student Programs ASG President or designee
 - b. Statements from Faculty TVEA President or designee
 - c. 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
 - d. Statements from Foundation Cathy Yasuda
 - e. Statements from Board Members Board
 - i. OCCA Board Rep. Report
 - ii. Board Meeting Assessment
 - iii. Board Annual Goals Monthly Report

VIII. **Important Date(s)**

Board Chair

- a. July 23 & 30, August 6 & 13
- b. August 9-12

Friday College Closures
Final Exam Week (Summer)

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

- a. August 17, 2021 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 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.

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BOARD MEETING MINUTES
Tuesday, June 15, 2021

Board of Education members in attendance (quorum present):

Chair Cheryl Cruson, Vice Chair Stephen Crow, Darlene McConnell, John Hall, Roger Findley, Mark Wettstein, and Betty Carter

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

President Dana Young, VP Shirley Haidle, Anne Marie Kelso, AVP Abby Lee, VP Travis McFetridge, Cathy Yasuda, and VP Eddie Alves, Cam Preus, OCCA, Larry Meyer, Argus Observer, Phil Mahaffey, Dirk DeBoer, Drake Wallick, David Reynolds, Gretchen Bates, Bernie Babcock, and Kate Russell

Chair Cheryl Cruson called the meeting to order at 6:00 p.m. in the Science Center, Room 115A and led the group in the flag salute and reading of the college's mission and vision statements.

Public Budget Hearing

a. Budget Message (Principles, Assumptions, & Highlights)

Vice President Shirley Haidle reported there were no changes to the budget since the Budget Committee and Board met in May. She shared the general fund is based on flat funding, a \$3 increase per credit, and a 3% increase in property tax assessments.

Although the legislation has settled at \$702m for the Community College State Funding (CCSF); the College has based its budget on receiving a funding level of \$641m. The additional \$600k received as a result of the higher amount of CCSF will be carried over to reserve funds.

President Young shared community colleges were pleased with the state support and the work of OCCA and noted that Dr. Cam Preus, OCCA Executive Director, was here tonight to talk about the work that has been done.

b. Public Comment

Chair Cruson asked if there were any comments from the public and there were no comments

c. Close Budget Committee Meeting

Chair Cruson closed the public budget hearing at 6:05 p.m.

REGULAR SESSION

I. Agenda Review/Changes

There were no changes to the agenda.

II. Special Presentations

a. New College Employee Introductions

President Young introduced new Vice President of Student Services Travis McFetridge who provided a brief update on his background. Chair Cruson and President Young stated they were proud to have McFetridge as the new Vice President of Student Services.

Vice President of Academic Affairs Eddie Alves introduced Gretchen Bates as the new Burns Coordinator in Harney County. Bates shared her background and the goals set for Harney County. Tyler Pirrie was hired as a new groundskeeper but was not present to be introduced.

b. **Employee Retirement Recognitions**

President Young introduced and thanked retiring English Instructor Phil Mahaffey for his hard work and dedication to students.

President Young introduced and thanked retiring Math Instructor Drake Wallick for his 32 years of service and his commitment to serve our students.

c. **Board of Education Members Recognition**

Chair Cheryl Cruson introduced and recognized board members Darlene McConnell and John Hall who will be leaving the board. Darlene McConnell has served on the Board for 9 years. John Hall has served on the board for 4 years. Chair Cruson thanked McConnell and Hall for their board service and stated she hopes they will still be involved at the College.

The Board took a brief refreshment break and reconvened at 6:31 p.m.

d. **OCCA Update**

President Young introduced Dr. Cam Preus who will be retiring this year as OCCA Executive Director. Dr. Preus started her presentation by recognizing and thanking Stephen Crow for his role as OCCA President. Some of the topics covered included a summary of the 2021 legislative session and budget advocacy, annual conferences, community college month and the Ways and Means budget presentation. Chair Cruson and President Young thanked Dr. Preus for attending the meeting and thanked her for her work to advocate for community colleges.

III. **College Business**

a. **2020-21 Budget Appropriations Transfer (action)**

Vice President Shirley Haidle provided the Board information on the proposed budget appropriation transfers in the General Fund and Special Revenue Fund. Vice President Haidle reiterated that COVID funding received this year is one-time money which cannot be spent out of the General Fund as normal operating expenses. Also, if there are any funds available, they will be used to build up the reserve funds. Because several appropriation categories will not be expended prior to June 30, 2021, a proposed budget appropriation transfer was recommended. It was noted the transfers would not impact the total budget and the recommendation is to move funds between areas. The transfer was from Instruction, Student Services, College support Services, and Contingency categories to the Transfers Out and Plant Operations and Maintenance Category in the General Fund. There was also a request to transfer within the Special Revenue Fund between the Instruction category and the Supporting Services category.

Chair Cruson clarified that the budget appropriation transfers are for the current 2020-21 year and do not relate to the budget adoption.

Board member Mark Wettstein asked how much money the College received for COVID funding. According to Vice President Haidle the College received approximately \$3.5m for the institution which went into special revenue funding and then goes out to backfill areas.

Motion: Stephen Crow moved to approve the proposed 2020-21 budget appropriations transfer in the General Fund totaling \$1,300,000 and appropriation transfers in the Special Revenue Fund totaling \$985,000. The motion was seconded by Darlene McConnell. The motion carried unanimously.

b. **Board Member Budget and Audit Reports**

Board member Roger Findley reported on the budget meeting with administration on May 13 which provided both he and John Hall the opportunity to review the budget and ask questions. Overall, they were pleased with the balanced budget that was presented.

Board members Roger Findley, Darlene McConnell, and John Hall attended the College's audit committee last week where they met with the TVCC administration and two Moss Adams auditors on June 9 to go over the upcoming audit and timeline and the auditing of COVID funds. Darlene McConnell and John Hall commented on the positive relationship and cooperative approach by the auditors. Chair Cruson thanked Darlene, John, and Roger for attending the audit meeting and for the reports.

c. **2021-22 Budget Resolution: Adopt Resolution No. 20-006 Adopting the Budget, Making Appropriations, and Imposing & Categorizing Taxes**

Motion: Darlene McConnell moved that be it resolved 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 2021-22 upon the assessed value of all taxable property within the College district. The motion was seconded by Mark Wettstein. The motion carried unanimously.

Motion: Darlene McConnell moved be it resolved that the Board of Education of Treasure Valley Community College hereby adopts the budget for fiscal year 2021-22 in the total sum of \$57,319,359 now on file in the office of the Vice President of Administrative Services, Business Office, Treasure Valley Community College, 650 College Blvd., Ontario, Oregon 97914. The motion was seconded by Mark Wettstein. Chair Cruson asked for any discussion and there was a request by Roger Findley to discuss.

Board member Roger Findley inquired about the possibility to set aside part of the \$600k in additional CCSF funding to start at least one new CTE program in the new building. President Young shared what the College is doing for natural resources and wildland fire which is already allocated in the budget as well as expanding programs that are currently being offered.

It was noted that although the budget could not be changed now without a supplemental budget, the recommendation for new program(s) would be considered going forward. Board member John Hall asked that the Board be kept informed in advance of any expenditures taken from the \$600k and not wait until June of next year for them to do a supplemental budget. President Young stated the Board would be kept informed of large expenditures as well as their approval would be sought for any new academic programs. President Young clarified that the \$1.3m approved budget appropriation transfers have not been spent and are being moved to reserves and plant operations and maintenance.

The motion carried unanimously.

Motion: Darlene McConnell moved be it resolved that the amount for the fiscal year beginning July 1, 2021, and for the purposes shown below are hereby appropriated for Treasure Valley Community College for the purpose indicated within the funds listed as follows: General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund, Reserve Fund, Auxiliary Fund, Agency Fund and Student Financial Aid Fund. The total 2021-22 budget appropriations total \$51,939,315. The motion was seconded by Betty Carter. The motion carried unanimously.

d. **Update on Architectural and Engineering Firm for NAHPC**

Project Manager Bernie Babcock reiterated that under Resolution 20-003 the Board authorized the administration to procure the services of an architect and engineer in which the College followed the process outlined by the State of Oregon to send out RFP and RFQs. The College received responses to the RFQs resulting in Hummel Architects and Cushing Terrell being invited to participate in the RFP process as well as interviews. Later, it was the committee's unanimous decision to hire Hummel Architects. Babcock anticipates receiving a contract from Hummel by the end of the week. No action is being required by the Board and the update was presented as information only.

There were some questions by the Board regarding parking space and the location of the building in which Babcock responded. It was also noted the building design fee will be approximately \$667k which is standard per Babcock. Chair Cruson stated they look forward to future updates.

e. **August Board of Education Planning Meeting**

After some discussion, the Board's August planning retreat will be held on Tuesday, August 17 from 9:00 a.m. to 5:00 p.m. The results of the feasibility study will also be shared with the Board of Trustees and the Foundation Board during the retreat. The regular board meeting will begin at 6:00 p.m. There will be no special presentations in August.

f. **Board Policies (2nd reading)**

The board policies were being brought back for a second reading and Board adoption. There was one question about the College moving to the OCCA board policy model. President Young stated that although the College will be moving to the new model, we still need to show we are updating and reviewing our policies on a regular basis.

It was noted that 11 of the 17 community colleges are currently involved in the OCCA board policy program and the numbering system in the new model provides more relevance. TVCC has begun the process review and find the new model will also provide substantive changes and new policies that will be relevant to us. It is anticipated it will take about a year or longer to switch to the new model.

The policies reviewed as a second reading were:

- i. IGCD Nontraditional Credit
- ii. IM Instruction and Curriculum Evaluation
 1. IM-AR Class Evaluations (fyi)
- iii. GCN-AR Adjunct Faculty Evaluation Process (fyi)

There was on correction to the policy to replace Dean of Instruction with Vice President of Academic Affairs.
- iv. DIC Vice President of Administrative Services' Monthly Financial Report
- v. DID Equipment Inventory
 1. DID-AR Fixed Asset Capitalization (fyi)
- vi. DIE Annual Audit
- vii. DLB Tax Deferred Annuities

Motion: Darlene McConnell moved to accept the board policies (i. – vii.) for a second reading with the correction to GCN-AR. The motion was seconded by Stephen Crow. The motion carried unanimously.

g. **Board Policies (1st and 2nd reading)**

Chair Cruson introduced the three board policies IIBGA Acceptable Use of IT Resources (existing), Information Security (new), and Information Security Training and Awareness (new). The policies were being requested for board approval. She also asked for a motion to waive the second reading. The policies are required for state and federal compliance.

Motion: Roger Findley moved to suspend the rules for a first and second reading. Darlene McConnell seconded the motion. The motion passed unanimously.

AVP Abby Lee stated board policy IIBGA Acceptable Use of IT Resources has been completely rewritten to include compliance. The three policies brought before the Board are policies that are being requested to be in place by our auditors. The policies did go through the governance process and were reviewed by the Executive Council. AVP Lee informed the Board that more policies will be brought forward as well as administrative regulations this coming fall.

Motion: Stephen Crow moved to approve the three board policies as 1st and 2nd readings and the motion was seconded by Mark Wettstein. The motion carried unanimously.

h. **GCN/GDN Adjunct Faculty and Staff Evaluations Board Policy (1st reading)**

The Board had its first reading of board policy GCN/GDN Adjunct Faculty and Staff Evaluations. The policy will be reviewed next month for action.

i. **Internal Resumption Plan Update**

The College is still under the Governor's Executive Order and OSHA rules. The OSHA rules still require masks; however, the good news is once Oregon is 70% vaccinated then there should be some changes. The Oregon vaccination rate is currently at 68%. According to Director Kelso, we will proceed under the HECC rules for the summer and keep our restrictions in place until the Governor's Executive Order is rescinded.

There was one update to the plan which was to add classroom sizes for the CTE Center.

IV. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – May 18, 2021, and May 20, 2021
- b. Financial Report

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

VI. **College Reports and Statements**

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

Director Kate Russell shared she would be reporting to the Board during the summer meetings. Russell summarized her written report which included updates on their Spring Retreat, Red Carpet Affair, intramurals, end of year BBQ and commencement.

b. **Statements from Faculty**

TVEA President David Reynolds commented on the Carmencement last Friday and shared he thought the ceremony was great and well planned. Reynolds also

provided an update on faculty achievements and the names of the new faculty who will be joining TVCC.

Reynolds reported that faculty were able to ratify the TVEA contract with the administration and are thankful for the gain they were able to receive. He thanked Director Anne Marie Kelso for her hard work during the process.

Reynolds also reported that faculty salaries have been frozen for 5 years and they are concerned about the retention and the recruitment of faculty. He spoke about the loss of senior faculty and the concern when extending new offers to qualified instructors who later decline the offer. Their hope is the College President, and the college team will find a way to move faculty salaries ahead like other colleges in the state.

Chair Cruson stated she appreciated Reynolds' comments and the importance of faculty attending graduation. She shared she hopes he will continue to join the board meetings each month.

c. **President's Reports**

i. **Academic Affairs**

In addition to his written report, Vice President Alves shared pictures of animal mounts that were donated to the Natural Resources Department. He also reminded everyone that the Chukar Rodeo team is at the nationals in Casper, Wyoming and that the event can be viewed online.

ii. **Student Services**

Vice President Travis McFetridge provided an update on commencement. Vice President McFetridge commended former Vice President Brad Hammond for his leadership and ASG, Student Activities, security staff and the many other employees who volunteered to help with the event. He also thanked the Board for their attendance. This year's commencement was different, and they learned a lot and will also integrate ideas in the future.

Some of the enrollment highlights included:

- spring quarter changes on a daily basis from being flat to slightly up.
- Summer quarter is down slightly. The recent initiative for the tuition free course brought in 19 recent high school graduates. Of the 19 students, 66 credits were taken for free, and some students took additional courses.
- Fall quarter – currently we are looking at a 5-7% increase. Total FTE for both campuses looks up as well. This may be a result of holding many advising and registration sessions.

Residence Life has 55 completed applications and over 20 applications have been started but not completed. The applications are now able to be tracked online which is a huge benefit to the process.

The Board welcomed Vice President McFetridge in his new role.

iii. **Administrative Services**

Vice President Shirley Haidle added to her written report that today most all employees received their COVID stipend. She noted that faculty negotiated to have their stipend distributed in the fall. To date, she has

received lots of positive and appreciative comments from employees about the stipends.

iv. College Relations and IT

Associate Vice President Abby Lee informed the Board of local media inquiries into the College's vaccination policy. Lee stated the College will comply with current Executive Orders and if there are changes, we will leave it to individual choice. Our students, faculty, and staff have expressed they want a choice for vaccinations. Not all community colleges see it the same way and that is why locally elected boards are important.

Board member Findley asked for an update on the free class for high school graduates. According to Abby, although the amount of interest was not as high as expected, we did receive some interest. There is also consideration to offer the free class again next year.

Other news included:

- the work to hire a marketing person; and
- work to create a retention plan for the IT Department in an effort to retain key positions.

v. President's Comments

President Young provided a legislative update that included community colleges receiving a funding level of \$702m. In addition, each of the 17 community colleges will receive approximately \$170k in the biennium to hire a STEP benefits navigator.

During this legislative session, both OCCA and the 17 community colleges worked to obtain additional support from legislators who received ARPA funds; however, it now appears that the ask for CTE equipment will not be funded.

We were also hoping to receive Ways and Means support for additional ARPA funds to match the \$4.95m in XIG bonds; however, it does not look favorable at this time. Board member Findley asked how and if this impacts the new nursing and allied health professions center. According to President Young, the College will proceed with a feasibility study to determine if we would be successful in doing a major gifts campaign and we also will be applying for the federal EDA grant as well as other grant opportunities to raise the necessary funds.

d. Statements from Foundation

Executive Director Cathy Yasuda updated the Board on the progress of the feasibility study in which interviews and community summits will be conducted the week of July 12-16. Yasuda also shared that many in the meeting tonight will be invited to participate in an interview and she hopes they will be part of the study. It is anticipated the study results will be available to share in August with the Board of Trustees and the Foundation Board.

e. Statements from Board Members

- Darlene McConnell thanked Vice President Travis McFetridge on the organization of the graduation ceremony.

- Roger Findley suggested holding graduation outside again next year. He shared he was proud of the rodeo team and that it was the first time in TVCC history for the men's and women's team to attend nationals.
- Mark Wettstein shared he enjoyed working with board members Darlene McConnell and John Hall and wished them the best. He also welcomed Vice President Travis McFetridge in his new role.
- Betty Carter thanked Dr. Preus for attending the meeting and continuing with the DEI. She thanked Vice President McFetridge, Executive Director Cathy Yasuda, and Vice President Haidle for their reports, and lastly, shared she would miss board members Hall and McConnell.
- John Hall shared he was leaving with mixed emotions and that he learned a lot over the last 4 years, and he still wants to support the college.
- Stephen Crow thanked Dr. Preus for coming, welcomed Vice President Travis McFetridge, and thanked John Hall and Darlene McConnell for their service on the board.
- Cheryl Cruson reminded everyone that next year is the 60th anniversary for the College.

Board members were reminded to complete their monthly meeting assessments and board goal outcomes.

VII. **Important Date(s)**

Chair Cruson reminded the Board of the upcoming important dates.

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

The meeting adjourned at 9:00 p.m. The next meeting was set for Tuesday, July 20, 2021, at 6:00 p.m.

Cheryl Cruson, Chair
TVCC Board of Education

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