

**TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**  
650 College Blvd., Hanigan Board Room (#115A), Ontario, OR 97914

**BOARD MEETING AGENDA**  
**Tuesday, August 16, 2022**

Meeting participation is only available via Zoom

<https://gotvcc.zoom.us/j/92955962152?pwd=TmJCRVpOOVgzdlVteW5aUEp6T0pMdz09>

Meeting ID: 929 5596 2152

Passcode: 337866

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

Passcode: 337866

***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.*

**9:00 AM**

**I. Open Session**

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|--|---|
| a. Board Operating Principles                        | Chair Dirk DeBoer                           |
| b. Selection of Board Representatives for Committees | Chair Dirk DeBoer                           |
| c. Review Mission and Vision Statements              | Chair Dirk DeBoer                           |
| d. Strategic Plan                                    | Dr. Dana Young/VP Eddie Alves               |
| e. Accreditation Review                              | Dr. Nino Kalatozi/VP Eddie Alves            |
| f. Data Share  | Dr. Nino Kalatozi/VP Travis McFetridge      |
| g. Student Success Update                            | Dr. Dana Young                              |
| i. Guided Pathways                                   | VP Eddie Alves/Stephanie Oester/Zach Widner |
| h. Academic Program Sustainability Report            | VP Alves/Director/CIO Scott Carpenter       |
| i. RFTE by Department/Year-to-Year Comparison        |   |
| i. 2022-23 Operating Budget Update                   | VP Shirley Haidle                           |
| i. Debt Overview                                     | VP Shirley Haidle                           |
| ii. 5-Year Budget Projection Model                   | VP Shirley Haidle                           |
| iii. Caldwell Center Update                          | VP Eddie Alves/AVP Abby Lee                 |
| iv. HEERF Funds                                      | VP Shirley Haidle                           |
| j. Cybersecurity Program                             | Director/CIO Scott Carpenter                |

**4:00 PM**

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|--|--|
| II. Meeting and Dinner with Foundation Board   | Boards   |
| a. Major Gifts Campaign Update & Collaboration | Dr. Dana Young/Director Cathy Yasuda                                   |
| b. Joint Board Scholarship Update & Discussion | Executive Director Cathy Yasuda  |
| c. Institutional Support & Board Engagement    | Executive Director Cathy Yasuda &<br>Foundation Board Chair David Bean |

**6:00 PM**

- |  |                            |
|--|----------------------------|
| III. <b>Agenda Review/Changes (action)</b>   | Chair Dirk DeBoer          |
| IV. <b>Special Presentations</b>   |                            |
| a. New College Employee Introductions  | Vice Presidents            |
| V. <b>College Business (Discussion or Action Items)</b>  |                            |
| a. Aviation Fuel Surcharge (action)  | Julie Lynch/VP Eddie Alves |
| VI. <b>Public Comment (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes)</b> |                            |
| VII. <b>Consent Agenda - Action Item(s)</b>  | Chair Dirk DeBoer          |
| a. Board Minutes – July 19, 2022   |                            |
| b. Financial Report  |                            |
| VIII. <b>College Reports and Statements</b>  |                            |
| 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

**IX. Executive Session**

- a. ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

**X. Important Date(s)**

Chair Dirk DeBoer

- a. September 5 Labor Day Observed (college closed)
- b. September 17 OCCA – All Board Member Training, Independence, OR
- c. September 19-23 TVCC In-Service Week for Staff and Faculty
  - i. Board Attendance, Tuesday, September 20 (7:30 am – 1:00 pm)
- d. September 26 Fall Term Classes Begin

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

- a. September 20, 2022 TVCC Board of Education 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.

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# REASURE 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, July 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 (via Zoom), and Stephen Crow

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

President Dana Young, Vice President Shirley Haidle, Vice President Travis McFetridge, Vice President Eddie Alves (Via Zoom), AVP Abby Lee, Darin Bell, Anne Marie Kelso, Julie Lynch, and Ben Merrill

#### **I. Organizational Meeting**

Call to Order and Acknowledgement of Guests

The meeting was called to order at 6:02 p.m. Chair DeBoer led the group in the flag salute and reading of the college's mission and vision statements.

##### **a. Election of Board Chairperson**

Chair Dirk DeBoer asked for nominations for 2022-23 Board Chair. The two nominations for Board Chair were as follows: Cheryl Cruson nominated Stephen Crow. Ken Hart nominated Dirk DeBoer.

The roll call votes were as follows:

Nomination of Stephen Crow as Board Chair: Ken Hart – no, Betty Carter – yes, Cheryl Cruson – yes, Mark Wettstein – no, Roger Findley – no, Stephen Crow – yes and Dirk DeBoer – no. The motion failed due to lack of majority.

Nomination of Dirk DeBoer as Board Chair: Betty Carter – no, Cheryl Cruson – no, Ken Hart – yes, Roger Findley – yes, Mark Wettstein – yes, Stephen Crow no. Dirk DeBoer voted in favor. The majority vote carried.

##### **b. Election of Vice Chairperson**

Chair Dirk DeBoer asked for nominations for 2022-23 Board Vice Chair. There was only one nomination by Ken Hart to nominate Mark Wettstein as Board Vice Chair.

The roll call votes were as follows: Cheryl Cruson – no, Stephen Crow – no, Ken Hart – yes, Betty Carter – no, Roger Findley – yes, Mark Wettstein – yes, and Dirk DeBoer – yes. The majority vote carried.

##### **c. Designate Regular Time and Place for Meetings**

**Motion:** Ken Hart moved that the Board meet in the Hanigan board room, or via Zoom, if necessary, on the 3<sup>rd</sup> Tuesday of each month at 6:00 p.m. for a Work Session, followed by Open Session and Executive Session, if necessary. The motion was seconded by Mark Wettstein. The motion carried unanimously.

**d. Designate Budget Officer**

**Motion:** Ken Hart moved to designate the Vice President of Administrative Services as the Budget Officer for 2022-23. The motion was seconded by Betty Carter. The motion carried unanimously.

**e. Designate Deputy Clerks for College**

**Motion:** Ken Hart moved to designate the Vice President of Administrative Services and the College President as the Deputy Clerks for the College. The motion was seconded by Betty Carter. The motion carried unanimously.

**f. Custodian of College Funds**

**Motion:** Ken Hart moved 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. The motion was seconded by Betty Carter.

Vice President Shirley Haidle commented in order to have the chair and vice chair for authorized check signatures they will be required to have signature cards with their legal names.

The motion carried unanimously.

**g. Designate Financial Institutions for Fiscal Year 2022-23**

**Motion:** Ken Hart moved to approve as presented the financial institutions the College can utilize and deposit funds for the fiscal year 2022-23 and to close the payroll checking account that is no longer necessary. The motion was seconded by Mark Wettstein. The motion carried unanimously.

**h. Approve Resolution 22-001 for the Purpose of Commingling Cash Balance**

**Motion:** Ken Hart moved that Resolution #22-001 authorizing the commingling of cash balances be approved. The motion was seconded by Betty Carter. The motion carried unanimously.

**i. Robert's Rules of Order Training**

Vice President Travis McFetridge provided the Board with a refresher on the parliamentary procedure in the board room and Robert's Rules of Order. In addition to the Board, Vice President McFetridge provides training annually to the college's governance councils and to the Associated Student Government team.

During the refresher, the Board was presented with information on the types of motions, rules for debate on motions, quorum, voting options, role of the chairperson, common errors in parliamentary procedure, and the definition and the order of most used motions.

Board member Hart asked for clarification if elected officials could abstain from voting and if this is in compliance with Oregon law. Vice President McFetridge stated he would follow up on these questions.

II. **Agenda Review/Changes**

There were no changes to the agenda.

III. **Special Presentations**

a. **New College Employee Introductions**

Vice President of Student Services Travis McFetridge introduced and recognized new Athletic Director Levi Day. Day stated it is an honor to be part of TVCC athletics and shared that everyone has been very welcoming.

Employee introductions continued with the recognizing of Men's Basketball Head Coach James Jansen. Coach Jansen provided an update on the program.

IV. **College Business**

a. **August Board Planning Retreat**

President Young provided the board members with a draft agenda for the August planning meeting. The plan is to begin at 9:00 a.m. and meet with the Foundation Board at 4:00 p.m. followed with a dinner at 5:00 p.m. and the regular board meeting at 6:00 p.m.

President Young asked the Board to let her or Chair DeBoer know if there were something they would like added to the agenda.

b. **Aviation Fuel Surcharge Request (1<sup>st</sup> Reading)**

Vice President Eddie Alves and Aviation Program Manager Julie Lynch shared that because the cost of fuel has risen substantially, and because SilverHawk Aviation has request to increase flight costs by \$2.50 per gallon, a request to increase the aviation fuel surcharge was presented to the Board. This would be a first reading.

These increases once approved by the Board would also need to be submitted and approved by the Veterans Administration. We hope in January fuel costs will go down and if so, the surcharge would be removed. The increased costs would start fall term until we can reduce them. According to Lynch, SilverHawk Aviation Academy, has been sent notification of the increase to students. Lynch also advised the students these changes wouldn't be implemented until we received Board and VA approval, so they know the changes are coming but do not know when.

Board member Ken Hart asked if we should put a sunset on the surcharge at the end of fall quarter so we can see if fuel prices have decreased or increased. This would allow the Board to discuss the surcharge again.

Vice President Alves stated the surcharge discussion can be brought again to the Board in November to discuss where we are. The goal is always to keep costs to a minimum to avoid losing students.

The surcharge would be reflected in the flight lab fees. The request will be brought back in August for board action and a future discussion will be added to the November board agenda. No sunset date was made at this time.

V. **Public Comment**

There were no comments from the public.

VI. **Consent Agenda (Action Items)**

- 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

**Motion:** Ken Hart moved to accept the consent agenda as presented. The motion was seconded by Betty Carter. The motion carried unanimously.

VII. **College Reports and Statements**

- a. Statements from ASG/Student Programs  
A written report was provided in the board packets.
- b. Statements from Foundation  
A written report was provided in the board packets.
- c. Statements from Faculty  
TVEA President Darin Bell provided an update on summer classes and their work to get students through the 8-week term. Faculty are also in negotiations with the administration. Bell stated he enjoys working with the administration as the new TVEA President. He commented on Vice President Alves professionalism and stated he is good to work with as well although they are all part of the negotiations team. Negotiations is at a point of going through the process of mediation which will help move everyone along and finish.
- d. **OCCA Board Rep. Report**  
Stephen Crow stated they canceled the Executive Committee in July and rescheduled the meeting for August 10. He will have more to report at the next board meeting.

e. President's Reports

**i. Academic Affairs**

Vice President Eddie Alves stated in addition to his written report, he wanted to report that on July 15 the Commission on Accreditation for Allied Health Education Programs awarded TVCC accreditation for our medical assistant program. He commended Instructor Kilee Saldivar for all the work she did to make this happen. We now can offer national accreditation for our program.

Vice President Alves clarified as a result of a question by the Board that TVCC will have two nursing programs; one is the current OCNE program, and the new program just approved by the Oregon Board of Nursing. This year in 2022-23 our 2<sup>nd</sup> year students will have the OCNE curriculum, and the new students will have the new curriculum. These are both RN programs. At the end of next year, we will sunset the OCNE curriculum and continue with the new program.

**ii. Student Services**

Vice President of Student Services Travis McFetridge shared the summer Q2Q and fall Q2Q reports. Summer term is down; however, unduplicated headcount is up 6%. RFTE and FTE are down due to students not taking as many credits.

Fall Quarter total FTE is up 3.6% on this date/time, our RFTE is up by 1% and we are 25% up in returning students. Caldwell is down slightly on the number difference but is close compared to last year.

The College implemented an initiative through the July advising and registration sessions and offered students who attended a \$25 gift card to the bookstore. As

a result, the attendance numbers for advising and registration sessions have increased when compared to last year. We may continue the initiative in August as we review our numbers.

Athletics Update – roster numbers for athletics are promising as these numbers are increasing despite the last couple of years of competing and not competing. As we get closer to getting students on campus Vice President McFetridge will share numbers for fall. Volleyball and soccer students will begin moving in next week and they start practice the first of the August. New Athletic Director Levi Day is also working to get the athletes ready to go and eligible.

Board member Ken Hart commended the College on the increase in the fall quarter enrollment. He also asked about the strategy for the Caldwell Center since the reports have shown enrollment in the red (spring, summer, and fall). According to Vice President McFetridge, there was a retirement of an advisor, and this position is relied on heavily during the summer advising sessions to boost early enrollment. So, there was a transitioning of advisors which might be one indicator why we are behind; however, it is still too soon to determine if the decrease is a result of lack of student interest.

However, there is someone on board training to help with the advising in Caldwell and there is additional help from the Ontario staff.

iii. Administrative Services

Vice President Shirley Haidle reported she received an email that the LGIP interest rate is 1.4% which is good news. The auditors were doing their work remotely last week and everything seems to be going well.

Because Cactus Coffee will not be offering services in the Bookstore, board member Mark Wettstein recommended adding a vending machine. According to Vice President Haidle, the Bookstore is looking into what options can be offered.

iv. College Relations and IT

AVP Abby Lee reported there will be many full-page ads in fair books and Caldwell Night Rodeo for rodeo in the next month. In addition, President Young and AVP Lee visited with the Malheur Enterprise to share what we are doing for Moonshot for Equity so board members can expect to see something in the local paper. Lee shared the Board is going to see this as parallel to what we are doing and will help us enhance and get through our KPIs as well as provide comparison with other schools.

Dr. Ben Merrill, AVP Abby Lee, and Rennie traveled recently to Washington DC to attend a Ruffalo Noel Levitz (RNL) (national leaders in recruiting, marketing, and enrollment management) conference. During the conference, she had the opportunity to visit with someone from the University of Houston who shared Moonshot for Equity and EAB will be beneficial to the College in meeting our local needs. However, the big lift for TVCC will be the Navigate system which is a new software program which is being used by EOU and BMCC. We received \$1.6 m from the Governor in a direct appropriation, and this is exciting for TVCC.

v. President's Comments

President Dana Young shared that AVP Abby Lee is the lead for our Moonshot for Equity project, and we are in the process of identifying others from the college to help with this effort.

Our enrollment numbers for 2021-22 will be evaluated and reviewed for accuracy but we are still holding at a 3.8% increase year over year which is exciting.

Other news:

The College will be formulating an international recruiting plan with more information to share later.

Rep. Teresa Alonso-Leon's bill, HB 2590 – Establishes Task Force on Student Success for Underrepresented Students in Higher Education. This information will be compiled across the state, and we should get the reports in August.

The Oregon President Council is having their annual planning retreat and we will hear more about the HB 2590 results and the NCHEMS report and feedback. This fits into where we are headed as community colleges.

Major Gifts Campaign – Consultant Rich Gross will be returning to campus on August 17 & 18 to continue work on the campaign. In other news, we are still waiting for any legislative news on our ask for \$3.5m in Congressional Direct Spending funds. In the meantime, we are moving forward to meet with donors and work on other funding sources.

**f. Statements from Board Members**

- Mark Wettstein addressed the Board by saying this has been the best board since he has been serving, and every board member is their best at what they do to fulfill the mission statement. He also thanked Chair Dirk DeBoer for his leadership and commitment. He hopes this next year the board can continue to work together to move forward.
- Cheryl Cruson commended the SBDC as reported in the VPAA report. The SBDC is doing a great job.
- Betty Carter spoke about moving forward as a Board. She commented how the College is doing a lot of positive things in the community.
- Ken Hart attended the River Bend opening (50 plus housing units in Ontario). These units will fill up quickly which hopefully will open up other units in the community. They will also have 70 more units open up near Motel 6. On August 20 Age Plus (focuses on senior issues), will be having their community conversation on aging. Ken asked them to contact the College about what we do to outreach to the seniors in our community. Ken attended the Oregon Center of Nursing and TVCC was commended for the number of our graduates who work in their facilities. We have a great nursing program.
- Roger Findley echoed Mark's comments. He plans to be at the August retreat and meeting. He is impressed with the FTE reports and our numbers going up.
- Dirk DeBoer thanked everyone for the chairperson vote and believes we are headed in the right direction.

The open session ended at 7:42 p.m. and went into Executive Session at 7:50 p.m.

**VIII. Executive Session**

- a. 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, Mark Wettstein, Betty Carter, Cheryl Cruson, Ken Hart, Roger Findley (via Zoom), and Stephen Crow

Others present: Dana Young, Anne Marie Kelso, Shirley Haidle, Eddie Alves, and Abby Lee

**b. ORS 192.660 (2)(e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**

Board of Education members in attendance (quorum present):

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

Others present: Dana Young, Anne Marie Kelso, Abby Lee, Ben Merrill, and Eddie Alves

**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.**

Board of Education members in attendance (quorum present):

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

Others present: Dana Young

**IX. Open Session**

**a. Action, if any, from Executive Session**

**Motion:** Stephen Crow moved to end the Executive Session at 8:51 p.m. and the motion was seconded by Betty Carter. The motion carried unanimously.

**Motion:** Stephen Crow moved to add one year to the president's contract and leave the terms the same. The motion was seconded by Ken Hart. The motion carried unanimously.

**X. Important Date(s)**

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

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

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

The next meeting of the Board is set for August 16, 2022.

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Dirk DeBoer Chairman  
TVCC Board of Education

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