

# TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

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

## BOARD MEETING AGENDA

Tuesday, August 17, 2021

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.*

### 9:00 AM

#### I. Open Session

- |                                                                    |                              |
|--------------------------------------------------------------------|------------------------------|
| a. Board Operating Principles                                      | Chair DeBoer                 |
| b. Board Representatives for Committees (Audit, Budget, Policy)    | Chair DeBoer                 |
| c. Review Mission and Vision Statements                            | Chair DeBoer                 |
| d. Mission Fulfillment, Data Dashboards, Strategic Plan            | Dr. Dana Young               |
| e. Student Success Update                                          | Dr. Dana Young               |
| i. Guided Pathways                                                 | VP Eddie Alves               |
| f. Accreditation Update                                            | VP Alves/Dean Koehler        |
| i. Overview Survey Results (CCSSE 2021)                            | Alves/Koehler/Kalatozi       |
| ii. Year Three Mid-Cycle Reaffirmation Report                      | Alves/Koehler/Kalatozi       |
| iii. Academic Program Sustainability Report                        | Alves/Koehler/Kalatozi       |
| g. Feasibility Study Results & Lunch (90 mins. w/Foundation Board) | Rich Gross Solutions         |
| h. 2021-22 Operating Budget Update                                 | VP Shirley Haidle            |
| i. RFTE by Department/Year-to-Year Comparison                      | Dean David Koehler           |
| ii. 5-Year Budget Projection Model                                 | VP Shirley Haidle            |
| iii. Caldwell Center Update and Budget                             | VP Eddie Alves/Kim Tomkinson |
| iv. HEERF Funds                                                    | VP Shirley Haidle            |
| v. Debt Overview                                                   | VP Shirley Haidle            |
| i. Organizational Charts                                           | Administrative Team          |
| j. Cybersecurity Training                                          | Director/CIO Scott Carpenter |

### Dinner

### 6:00 PM

- |                                                                                              |                            |
|----------------------------------------------------------------------------------------------|----------------------------|
| II. Agenda Review/Changes (action)                                                           | Chair DeBoer               |
| III. Special Presentations                                                                   |                            |
| a. New College Employee Introductions                                                        | Vice Presidents            |
| IV. College Business (Discussion or Action Items)                                            |                            |
| a. CCSF and FTE Funding Formula Presentation (discussion)                                    | VP Shirley Haidle          |
| b. SRCI Faculty Contract (action)                                                            | Anne Marie Kelso           |
| V. Public Comment (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes) |                            |
| VI. Consent Agenda - Action Item(s)                                                          | Chair DeBoer               |
| a. Board Minutes – July 20, 2021, July 27, 2021, and August 5, 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                                                                | Director/CDO Cathy Yasuda  |
| e. Statements from Board Members                                                             | Board                      |
| i. OCCA Board Rep. Report                                                                    |                            |
| ii. Board Meeting Assessment                                                                 |                            |
| iii. Board Annual Goals Monthly Report                                                       |                            |

Treasure Valley Community College is an equal opportunity educator and employer.

- VIII. **Important Date(s)** Chair DeBoer
- a. September 6 Labor Day Observed (college closed)
  - b. September 20-24 TVCC In-Service Week for Staff and Faculty
  - c. September 27 Fall Term Classes Begin
- IX. **Adjournment and Next Meeting(s)**
- a. September 21, 2021, 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 Anne-Marie Kelso ([akelso@tvcc.cc](mailto:akelso@tvcc.cc) or 541-881-5812 or TTY 541-881-2723). Contact should be made 72 hours in advance of the meeting.

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

**TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**

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

**BOARD MEETING MINUTES**

Tuesday, July 20, 2021

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

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

**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, Associate Vice President Abby Lee, Director Anne Marie Kelso, CTE Dean David Koehler, guests - Riley Hill, Motsee Lock, and Larry Meyer (Argus Observer)

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.

**I. Organizational Meeting (Action Items)**

**a. Swearing in of board members – Oath of Office**

Director of Legal and Human Resources Anne Marie Kelso administered the Oaths of Office for incoming new board members Ken Hart and Dirk DeBoer and incumbents Betty Carter and Roger Findley.

**b. Election of Board Chairperson**

Chair Cruson asked for nominations for Board Chairperson for 2021-22. The nominations were as follows:

Chair Cruson nominated Stephen Crow for the position of Board Chair and the nomination was seconded by Betty Carter.

Ken Hart nominated Dirk DeBoer for the position of Board Chair and the nomination was seconded by Roger Findley.

Nominations were closed.

**Motion:**

A roll call vote to select Dirk DeBoer as Board Chair was as follows: Mark Wettstein, yes, Roger Findley, yes, Ken Hart, yes, Dirk DeBoer, yes, Cheryl Cruson, no, Betty Carter, no, and Stephen Crow, no.

A roll call vote to select Stephen Crow as Board Chair was as follows: Mark Wettstein, no, Roger Findley, no, Ken Hart, no, Dirk DeBoer, no, Cheryl Cruson, yes, Stephen Crow yes and Betty Carter, yes.

The motion carried to select Dirk DeBoer as the 2021-22 Board Chair.

c. **Election of Vice Chairperson**

Chair Dirk DeBoer asked for nominations for Vice Chairperson for 2021-22. The nominations were as follows:

Ken Hart nominated Mark Wettstein for the position of Vice Chair and Roger Findley seconded the nomination.

Cheryl Cruson nominated Stephen Crow for the position of Vice Chair and Betty Carter seconded the nomination.

Nominations were closed.

**Motion:**

A roll call vote to select Mark Wettstein as Vice Chair was as follows: Ken Hart, yes, Roger Findley, yes, Mark Wettstein, yes, Cheryl Cruson, no, Stephen Crow, no, Dirk DeBoer, yes, and Betty Carter, no.

A roll call vote to select Stephen Crow as Vice Chair was as follows: Betty Carter, yes, Cheryl Cruson, yes, Stephen Crow, yes, Mark Wettstein, no, Roger Findley, no, Ken Hart, no, and Dirk DeBoer, no.

The motion carried to select Mark Wettstein as Vice Chair.

d. **Designate Regular Time and Place for Meetings**

Chair Dirk DeBoer asked for a motion designating the time and place for board meetings. The board members were asked if the current meeting time of the 3<sup>rd</sup> Tuesday of each month at 6:00 p.m. worked with their schedules. Overall, board members agreed with the current meeting time.

**Motion:** Roger Findley moved that the Board meet on the third Tuesday of each month at 6:00 p.m. The motion was seconded by Mark Wettstein. The motion carried unanimously.

e. **Designate Budget Officer**

**Motion:** Cheryl Cruson moved to designate the Vice President of Administrative Services as the Budget Officer for 2021-22. The motion was seconded by Ken Hart. The motion carried unanimously.

f. **Designate Deputy Clerks for College**

**Motion:** Cheryl Cruson 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 Stephen Crow. The motion carried unanimously.

g. **Custodian of College Funds**

**Motion:** Cheryl Cruson moved that it be resolved that 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 Stephen Crow. The motion carried unanimously.

h. **Designate Financial Institutions for Fiscal Year 2021-22**

**Motion:** Ken Hart moved to approve as presented the financial institutions the College can utilize and deposit funds for the fiscal year 2021-22 and the motion was seconded by Betty Carter. The motion carried unanimously.

i. **Approve Resolution 21-001 for the Purpose of Commingling Cash Balances**

**Motion:** Mark Wettstein moved to approve Resolution No. 21-001 for the purpose of commingling cash balances and the motion was seconded by Ken Hart. The motion carried unanimously.

II. **Agenda Review/Changes**

There was one change to the agenda under College Business. The change was to add as an action item, IV., d. Idaho Dual Credit Tuition Increase.

**Motion:** Roger Findley moved to change item IV., d. Idaho Dual Credit Tuition Increase to an action item. The motion was seconded by Ken Hart. The motion carried unanimously.

III. **Special Presentations**

a. **New College Employee Introductions**

There were no new employee introductions at the board meeting.

IV. **College Business (Discussion or Action Items)**

a. **Board Policy GCN/GDN Adjunct Faculty and Staff Evaluations (2<sup>nd</sup> reading)**

During the second review of the board policy, Vice President of Academic Affairs Eddie Alves recommended an additional change to the policy by adding *Dean of CTE* which was not named in the policy prior to the first reading.

**Motion:** Ken Hart moved to adopt the revision to board policy GCN/GDN as presented by staff. The motion was seconded by Roger Findley. The motion carried unanimously.

b. **August Board Planning Retreat**

President Young summarized the tentative agenda for the August planning meeting which will be reviewed again with Chair DeBoer and Vice Chair Wettstein.

Chair DeBoer inquired about the long-term goals for the College and also asked about scheduling a tour of the current college facilities in order to get a further understanding of the needs of the College. After further discussion, the Board agreed to an August 5th, 8:00 a.m., date and time for the campus tour.

c. **Internal Resumption Plan Update**

Director Anne Marie Kelso provided the background on the purpose for the Internal Resumption Plan and recently, as a result of the Governor's June 30 decision to rescind her Executive Order, TVCC was able to modify our plan. Many of the changes included: face coverings are no longer required for vaccinated individuals, unvaccinated individuals are recommended to wear masks, mask supplies will continue to be provided, classroom



capacity has returned to pre-COVID levels, sanitizers and cleaning supplies will remain in the classrooms and other areas, the college will continue contact tracing, water fountains have been reopened, there will be a process for reopening the weight and cardio rooms, and buildings as a general rule will continue to have no public access. These protocols and others will be re-evaluated in the fall. Director Kelso shared that although there were COVID exposures reported, there were very few staff infected by campus contact because the College worked hard to ensure protocols were being followed.

In regard to sports there are concerns due to the state of Washington requiring a vaccine mandate. Noting many of our competitions are against Washington schools, there has been discussion on how this would impact our athletes and teams. According to Vice President McFetridge, it looks as though Washington is working on metrics for a Plan A (return to normal) & B (tracking: how many athletes are vaccinated, and the percentage of team vaccinations). Vice President McFetridge will continue to work with TVCC Athletic Director Andy Ward on competition protocols. Director Kelso stated we will work with departments on having a vaccination clinic on campus for those athletes wanting to be vaccinated; however, it will not be mandated. The College will continue to work with the Malheur County Health Department and monitor what is happening in our community and state.

Student Housing – The residence life team did a great job to keep in compliance with COVID protocols and keeping our rates low. There will still be quarantine suites available as well as student room selections. Residence life will continue with the same COVID restrictions while providing some additional flexibility to students as we progress throughout the year.

d. **Idaho Dual Credit Tuition Increase**

Vice President of Student Services Travis McFetridge presented a proposal to increase the Idaho dual credit rate from \$65 to \$75 per credit which aligns with the amount Idaho colleges are charging for their programs. This increase will also create additional revenue based on 2019-20 advanced opportunities data for Idaho CTE Dual Credit, Col Cred and College Choice programs. The proposed changes have been approved by the College's Academic Council. It was noted Idaho students do not pay for the credits because they are reimbursed by the Idaho Advanced Opportunity Grant.

**Motions:**

Cheryl Cruson moved to suspend the rules for a 1<sup>st</sup> and 2<sup>nd</sup> reading and the motion was seconded by Stephen Crow. The motion carried unanimously.

Cheryl Cruson moved to approve the recommendation to increase the fee for dual credit to \$75. The motion was seconded by Betty Carter. The motion carried unanimously.

v. **Public Comment**

Chair DeBoer asked if there were any comments from the public and there were none.

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

- a. Board Minutes – June 15, 2021
- b. Financial Report

**Motion:** Cheryl Cruson moved to approve the consent agenda and the motion was seconded by Stephen Crow. The motion carried unanimously.

VII. **College Reports and Statements**

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

A written report was provided to the Board.

b. **Statements from Faculty**

There were no statements from the faculty this month.

c. **President's Reports**

i. **Academic Affairs**

Vice President Eddie Alves provided an update on the Oregon Migrant Leadership Institute (OMLI) which ended last Friday and hosted 150 students. Vice President Alves commended Noe Gonzalez and Daniel Liera for their work in coordinating the program.

Board member Roger Findley asked about the plumbing courses in Caldwell. According to Vice President Alves, the Center has been offering apprenticeship classes for over two years. In addition, there is an electrical apprenticeship program offered on the main campus.

Board member Mark Wettstein asked about the Medical Assistant (MA) program's accreditation. According to Vice President Alves, the accreditation is a national accreditation, and we were required to run the program for a year prior to applying. He also noted there is a program review coming up for the Medical Assistant Program this fall.

ii. **Student Services**

Vice President of Student Services Travis McFetridge reported on the new coach hires for Women's basketball (Riley Helmick, Head), volleyball (Mayra Rodriguez, interim Head) and Baseball (John Farrington, Head).

There was also a report on the upgrades to some of the areas in the Weese building that included new paint and new flooring.

Residence Life Update: there are 101 applicants for housing which is a good number compared to this time last year; however, there are only 35 beds left available. Board member Hart asked how often the rates for housing are reviewed. According to Vice President McFetridge, the College's housing executive committee meets every year to review rates as well as look at affordability. The residence life team has done a tremendous job providing a cost breakdown for students and explaining the benefits for living on campus.

Summer and Fall Enrollment Updates: Summer is down but not significantly. Fall enrollment is at a standstill which might be due to vacations; however, the advising and registration sessions have picked up which will help with enrollment. The College will continue to monitor these numbers, send out communication plans, and offer incentives to students for the fall quarter.

iii. **Administrative Services**

Vice President Shirley Haidle stated the Business Office has been busy closing out the 2020-21 fiscal year. Although it is looking like we will have a large fund

balance, there are still many more entries that need to be done and we should have a better idea of what the fund balance will actually be in a few weeks.

A summary of the accounts under the financial institutions was provided for board understanding and a request for board approval was sought for the financial institutions going into 2021-22.

Board member Findley asked when the state would provide us with our total FTE reimbursement. According to Vice President Haidle, the College sent the state our 2020-21 FTE data in August, who then calculated the data in the funding formula. We were provided an estimate of about \$625k in additional funding which is more than we had budgeted for. Board member Findley stated he would like to discuss the possibly options for using the funds at the August board meeting. After some discussion, President Young stated the College can bring a plan for the additional funding as well as consider other suggestions. In addition, if we choose not to spend the funds, they can be directed to reserves.

iv. **College Relations and IT**

Associate Vice President Abby Lee provided highlights on the College's sponsorship and signage at the Caldwell Night Rodeo. She also updated board members on the work being done to increase enrollment through digital, print, and online media as well as offering a \$500 scholarship incentive to every student. According to Lee, the scholarship will be funded by CARES act dollars. Next month AVP Lee stated she would share information on promotional materials and the digital outreach.

Lastly, cybersecurity will be a critical focus for the College and IT as we continue to improve our security efforts.

Board member Ken Hart stated he was impressed with the College's enrollment management plan, and if it would be updated to show how we are doing and what we have done. Board member Roger Findley inquired about the potential of our Burns Center. AVP Lee shared the College will be making significant cosmetic improvements in the Burns Center. In addition, we are seeing some untapped potential in the local schools.

v. **President's Comments**

President Young provided the following updates and answered questions by the Board:

- Eastern Oregon Border Economic Development Board in which she is a member is set to meet August 2 at City Hall. The grant applications available are the Ready Workforce Mobilization grant and the Community Improvement Planning grant. Legislatively, they were successful in getting Senate Bill 16 passed which would turn 200 agricultural acres into 1 to 5 acre lots for residential housing.
- Board members were invited to attend the Eastern Oregon Economic Summit. The summit is hosted by the Eastern Oregon Women's Coalition and will be attended by many of our state legislators.



- Oregon President Council Retreat – all Oregon community college presidents will be attending this annual retreat and will focus on strategic planning in the next biennium.
- OCCA Annual Conference, November 3-5, in Bend, Oregon at Sun River Resort. Board members were invited to attend.
- The August 17 board planning meeting will include a 90 min. session with Rich Gross Solutions and the Foundation Board. The purpose of the session will be to review the results from the feasibility study.

d. **Statements from Foundation**

Because Executive Director Yasuda was not able to attend the meeting, she provided a written report to be distributed to the Board.

e. **Statements from Board Members**

- Betty Carter welcomed the new board members. She also asked for a list of acronyms which would help when reviewing reports.
- Cheryl Cruson welcomed the new and returning board members. She reminded everyone to consider participating in the August 3-5 Association of Community College Trustees (ACCT) virtual training and shared that ACCT also offers other resources that are accessible to board members.
- Stephen Crow thanked everyone for allowing him to serve as vice chair.
- Mark Wettstein echoed Betty's comments noting there are many abbreviated words and having the acronyms categorized would be beneficial. He also commended the grounds staff for keeping the campus looking good. He thanked Cheryl and Stephen for their service and welcomed new board members Ken and Dirk.
- Roger Findley thanked Cheryl and Stephen for serving as Chair and Vice Chair and welcomed the new board members. He commented he was very proud of the rodeo team and noted it was a first in TVCC history for both the men's and women's teams to go to nationals. He commended Coach Drew Pearson and the rodeo team.
- Ken Hart thanked Stephen Crow, Cheryl Cruson and Dr. Young for the board member orientation and commented that everyone has been very welcoming. He is excited for Travis in his role as Vice President of Student Services.
- Dirk DeBoer stated one of his goals is to have a team approach for the board. He noted we need to know where we are going by connecting with the high school system and industry and to be willing to increase the standard of living and quality of employees while reeducating the workforce.
- Oregon Community College Association (OCCA) Board Report – Stephen reported on the upcoming OCCA executive committee retreat, OCCA new board member training in September, OCCA Annual Conference, and lastly, he reported the complete legislative report is almost ready to distribute.
- The Board was reminded to complete their meeting assessment and board goal monthly reports.

VIII. **Important Date(s)**

- |                  |                          |
|------------------|--------------------------|
| a. August 6 & 13 | Friday College Closures  |
| b. August 9-12   | Final Exam Week (Summer) |

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

**Motion:** Cheryl Cruson moved to adjourn the meeting and the motion was seconded by Mark Wettstein. The motion carried unanimously. The meeting adjourned at 8:20 p.m.

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

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

TREASURE VALLEY  
COMMUNITY COLLEGE

TVCC BOARD OF EDUCATION SUBCOMMITTEE  
MEETING MINUTES

Tuesday July 27, 2021

The meeting convened at 2:00 p.m. in the Laura Moore Cunningham Science Center, Room 115A at the Treasure Valley Community College campus in Ontario, Oregon.

**Those in attendance were**

Board members: Mark Wettstein, Betty Carter, and Stephen Crow

College Staff: President Dana Young and Anne-Marie Kelso

Work Session

The subcommittee met to compare the OCCA board policy templates with TVCC's existing policies. The subcommittee began the review with policies under Section A/B Board Governance and made changes as recommended.

The board policy review ended at 4:00 p.m.

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Mr. Dirk DeBoer, Board Chair  
TVCC Board of Education

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

Recording Secretary: Gina Roper



**TVCC BOARD OF EDUCATION  
Special Board Tour**

**Thursday, August 5, 2021**

The campus tour began at 8:00 a.m. in the Laura Moore Cunningham Science Center, Room 115A at the Treasure Valley Community College campus in Ontario, Oregon.

**Those in attendance were**

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

College Staff and Guests: President Dana Young, Vice President Shirley Haidle, Vice President Travis McFetridge, Vice President Eddie Alves, Associate Vice President Abby Lee, Dean of CTE David Koehler, Executive Director Cathy Yasuda, Director Anne Marie Kelso, Director Scott Carpenter, Physical Plant Vern Davis, guest Irene Folkman and Mikhail Lebow, Argus Observer

**Open Session**

The board members received a tour of the buildings on the Treasure Valley Community College campus as well as the hangar and aviation program space at the Ontario Municipal Airport.

The board tour ended at approximately 12:30 p.m.

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Mr. Dirk DeBoer, Board Chair  
TVCC Board of Education

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

Recording Secretary: Gina Roper