

TREASURE VALLEY
COMMUNITY COLLEGE

TVCC BOARD OF EDUCATION
MEETING MINUTES

Tuesday, August 18, 2020

The meeting was held via Zoom conferencing.

Board of Education Members in attendance (quorum present)

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

Staff, Representatives, and Guests in attendance

President Dana Young, Vice President Brad Hammond, Vice President Shirley Haidle, Vice President Eddie Alves, Abby Lee, David Koehler, Cathy Yasuda, Scott Carpenter, Cliff Hanks, Kim Tomkinson, and Larry Meyer (Argus Observer)

Call to Order and Acknowledgement of Guests

The meeting began at 9:00 a.m. Chair Cruson led everyone in the flag salute and reading of the college's mission statement.

I. Open Session

a. Board Operating Principles

The Board reviewed the operating principles and were asked to sign the document again.

b. 2020-21 Board Meeting Schedule

President Young is working with the Foundation on a joint meeting between the boards. More information to follow.

c. Board Representatives for Committees

The Board reviewed the committee list for 2020-21. Each board member had the opportunity to volunteer in an area of their interest.

d. Review Mission and Vision Statement

Chair Cruson stated there has been conversation about adding equity to the Mission statement. After some discussion, the Board recommended to revise the mission statement to read *TVCC is a comprehensive community college dedicated to promoting student success through diversity, equity, and inclusion.*

President Young stated the recommendation by the Board to revise the mission statement would have to be taken to the College community for feedback and discussion and then back to the Board for final approval.

The Board also reviewed and discussed the College's Vision Statement. President Young spoke about the diversity, equity, and inclusion conversations at the state level as well as discussions about student homelessness and hunger. President Young also spoke about how typical community college funding is based only on student need whereas most grants now address service to underrepresented, first generation, etc. students. The College is able to capture student data by our admissions process which provides needed data for state and federal grants. In addition, we have specific data about our student population and the College qualifies as a Hispanic serving and a minority serving institution.

e. Equity Update

President Young shared the College is disaggregating our data and comparing how our white students are doing compared to students of color. The purpose is to see where we should be focusing our efforts. Young reminded the Board to read a copy of the book *Paying the Price*. She also noted that author Sara Goldrick Rab will be the College's keynote speaker during in-service.

The College's HEP and CAMP grants are up for renewal and will be rewritten and submitted to the federal government. In addition, the College is one of five finalists for the HECC Talent, Innovation, and Equity (TIE) grant. The College's committee will review the evaluators comments to create a response and prepare for the virtual site visit.

The TVCC Equity Leadership Team (President Young, Cathy Yasuda, Roberto Trinidad, Ricardo Buenrostro and Arwyn Larson) including Sarah Poe from Malheur ESD has also been meeting weekly with Bill Grace who is a leading expert on equity and inclusion.

f. Accreditation Update

During the update, the Board heard presentations that included a recap of the accreditation process, Standards and an analysis of findings as a result of the July 22, 2020 NWCCU letter to TVCC, and results from the General Ed Outcomes, and COVID-19 Student Impact and EYES surveys. A copy of the presentations will be included in the board meeting file.

The Board took at break at 12:22 p.m. and reconvened at 1:00 p.m.

g. **Caldwell Center Update and Budget**

Director Kim Tomkinson was present to provide an update on the Caldwell Center. A copy of the presentation will be included in the board meeting file.

Board member Roger Findley asked about the status of the wrestling team. According to Tomkinson the program has been sunset but not canceled. Due to COVID-19, the wrestling coach indicated the importance of focusing on his private business, so the Caldwell Center is seeking another coach. It is anticipated the program will regain popularity once all COVID restrictions are lifted and now is the time to recruit and put initiatives in place to better the program and bring back for the next school year.

h. **2020-21 Operating Budget Update**

According to Vice President Shirley Haidle, based on the 2019-20 actuals, the ending fund balance is predicted to be \$1.3m. She also reported on the work to keep the reserve funds filled in the event we have to make a 20% cut in the next biennium.

Operating Budget for 2020-21 – the operating budget is in the budget module and is the amount departments are able to spend. The College based its budget on an 8% reduced CCSF funding. Haidle explained the reductions to create the operating budget which were cutting travel, reducing some professional and classified work schedules, not replacing positions, outsourcing a part-time classified financial aid position, delaying filling a support position, and eliminating transfers out to reserve funds. However, the operating budget does not reflect any losses in enrollment. If enrollment is down, then our tuition and fees will be down, and the budget would need to be adjusted.

The two positions in instruction not filled were a fifth nursing position and the social science instructor.

It is anticipated the legislature will not cut funding for community colleges this year, but in the 2021-23 biennium community colleges see up to a 20%-25% reduction in CCSF.

i. **Organizational Charts**

The Board received the College's organizational charts which were summarized by members of the administrative team.

j. **RFTE by Department/Term for Year**

Dean David Koehler shared the overall results of the projections for RFTE by Department and how the College is reviewing the different areas affected mainly due to COVID-19. The 100 FTE we are down is contributed to spring quarter noting that some departments were affected more than others (Ag, for example) while some departments FTE increased (i.e., English and Math). Part of this increase could be a result of steering students for instance from welding to gen ed classes. Official RFTE numbers should be available in a couple weeks. Koehler noted the importance of faculty and staff seeing where the FTE is coming from.

k. **Cybersecurity Training**

Director of IT Scott Carpenter and IT staff member Cody Krebs led the Board in a short training on what to be aware of when opening emails or clicking on links from unknown sources.

The Board took a break at 3:31 p.m. and reconvened at 5:00 p.m.

Board of Education Members in attendance (quorum present)

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

Staff, Representatives, and Guests in attendance

President Dana Young, Vice President Brad Hammond, Vice President Eddie Alves, Vice President Shirley Haidle, Anne Marie Kelso, Abby Lee, Anne Marie Kelso, Cathy Yasuda, Cliff Hanks, Darius Williams, and Larry Meyer (Argus Observer)

II. **Agenda Review/Changes (action)**

There were no changes to the agenda.

MOTION: Betty Carter moved to accept the agenda as presented and the motion was seconded by Roger Findley. A roll call vote was called. The votes were as follows: Chair Cheryl Cruson-yea, Vice Chair Stephen Crow-yea, John Hall-yea, Betty Carter-yea, Mark Wettstein-yea, and Roger Findley-yea. The motion carried unanimously.

III. Special Presentations

a. Security Department Update & Introduction

Director Anne Marie Kelso updated the Board on the College's security department staff. The updates included the move of security officers from American Staffing to the College's payroll, provision of college email accounts and my.tvcc.cc to security staff, internal policy updates (not board policies), regular department meetings, uniform updates, and staff trainings.

During the presentation, Kelso introduced Darius Williams as the new Security Executive Manager. Williams took a moment to summarize his security experience and the training opportunities he can bring to the department.

IV. College Business

a. Laptops and Email Addresses for the Board (discussion)

Chair Cruson spoke about the Board's progress to move to use college-owned laptops and email addresses. Cruson shared the purpose for the move is to save money on paper copy board packets as well as postage. She reminded the Board that the laptops were to be used for college business only.

Board member Findley expressed concern with students who may be struggling with online delivery and not having a computer at home. Chair Cruson shared it looks like future meetings will continue to be conducted virtually. In addition, President Young shared the College does have computer labs open at the College for students as well as access to Wi-Fi.

b. Additional Reserve Accounts (action)

Vice President Shirley Haidle asked for Board approval on the additional reserve funds. One for a Presidential Search reserve fund whereas \$15k to \$20k may be added annually to the fund until \$100k is accumulated in the account. The other is a President Vacation Accrual Reserve Fund used to accumulate a maximum of 500 unused vacation hours that would be paid out in salary and benefits. Chair Cruson reminded the Board the vacation accrual was approved this year when the Board approved the President's contract.

MOTION: Stephen Crow moved to approve the Additional Reserve Accounts (Presidential Search and Accrued Hours) as presented and the motion was seconded by Betty Carter. Discussion: Board member Roger Findley expressed concern with the money added to the presidential search due to the current budget situation. He stated in the event we are in the position for a presidential search it could take months to find a replacement and perhaps money saved monthly during that time could cover the search. Vice President Shirley Haidle provided an explanation of how a presidential search is billed up front and how a current president could still be employed while an institution is conducting a search for a new or interim president. Chair Cruson also shared that it is also unknown how much we will be able to afford to contribute to the account each year. Board member John Hall commented it is always good to have funds for a rainy day and hopefully we have funds we can use but understood both sides.

Chair Cruson reiterated the Board is being asked to set up the reserve account and not necessarily how much will be allocated to be put in each year. A roll call vote was called. The votes were as follows: Chair Cheryl Cruson-yea, Vice Chair Stephen Crow-yea, John Hall-yea, Betty Carter-yea, Mark Wettstein-yea, and Roger Findley-yea. The motion carried unanimously.

c. Internal Resumption Plan (action)

The College's Internal Resumption Plan has been a work in progress for several months and has been developed by an internal committee led by Vice President Eddie Alves and Director of Legal and HR Anne Marie Kelso. According to President Young, the College's plan has been shared with the Malheur County Health Department and now a request for Board approval is being sought tonight.

Director Anne Marie Kelso explained the plan is a result of Executive Order 20-28 and must be approved by the Board before the September 1 submission to the Higher Education Coordinating Commission. The plan provides guidance and protocols as the College moves to face to face instruction this fall. The College has also met with the Malheur County Health Department who provided recommendations and support as we move to face to face. Kelso noted there are constant changes to the plan so there is a need to be flexible as the plan is subject to change.

Board member Roger Findley had several questions regarding students testing positive for COVID, quarantine of rodeo coach, proper PPE, natural resources van field trips, and social distancing which were addressed by Director Anne Marie Kelso and Vice President Eddie Alves.

As a result of the discussions, the following additional changes will be made to the plan:

1. In the definition section of the plan a definition of minimum PPE standards will be added
2. There was a typo on page 14 – the I. Thanksgiving Break section - *Instructors shall ensure compliance with the state FTE PPE requirement.*
3. Anne Marie asked for approval to allow the College to update the plan without further board approval in order to be compliant with OSHA, HECC, and Malheur County Health Department guidelines.

MOTION: Stephen Crow moved to approve the Internal Resumption Plan with the changes recommended and shared in the PowerPoint and the 3 new changes noted above. The motion was seconded by Roger Findley. A roll call vote was called. The votes were as follows: Chair Cheryl Cruson-yea, Vice Chair Stephen Crow-yea, John Hall-yea, Betty Carter-yea, Mark Wettstein-yea, and Roger Findley-yea. The motion carried unanimously.

V. **Public Comment**

Chair Cruson read the guidelines for public comment. Cliff Hanks, President of Networking Interpreting Services, raised his hand to participate in the public comment. Hanks stated he has been in business for 30 years and was a vendor for TVCC. He offered suggestions to the Board by proposing to add a vendor relations box to an org chart. In addition, add a survey of vendors for students, faculty, and staff to ensure they are being taken care of. Hanks also stated he does not believe the executive assistant of the president should serve as the gate keeper to reach the Board and felt like it was a conflict of interest. He stated there may be a time when this does not serve the Board and that the Board should have their own point of contact if someone wants to contact them.

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

- a. Board Minutes – July 21, 2020
- b. Financial Report

MOTION: Betty Carter moved to approve the consent agenda as presented and the motion was seconded by Stephen Crow. A roll call vote was called. The votes were as follows: Chair Cheryl Cruson-yea, Vice Chair Stephen Crow-yea, John Hall-yea, Betty Carter-yea, Mark Wettstein-yea, and Roger Findley-yea. The motion carried unanimously.

VII. **College Reports and Statements**

- a. Statements from ASG/Student Programs
A written report was submitted.

- b. Statements from Faculty
TVEA President David Reynolds informed Vice President Alves he would have no comments tonight.

c. President's Reports

i. Academic Affairs

At next month's meeting, Vice President Alves will have a report on the Oregon Migrant Leadership Academic (OLMA) and Oregon Migrant Leadership Institute (OLMI). There were 90 students who participated in the virtual camp. Vice President Alves thanked Scott Carpenter for his work on the OMLI and OMLA webpage which helped connect students to TVCC.

Vice President Alves also informed the Board of faculty member Rick Reynolds' resignation from the College.

ii. Student Services

The Student Services Center's focus is to continue to get students enrolled for fall quarter. Vice President Hammond commended his staff for a great job during this time.

Vice President Brad Hammond addressed board member Findley's questions regarding summer and fall FTE and athletics. According to Hammond, fall quarter is down about 12% in FTE and they are monitoring enrollment closely and working with athletes who have not registered yet. In regard to athletics, cross country has been postponed and athletic schedules will hopefully be ready next week. There have been no updates on rodeo yet.

iii. Administrative Services

Vice President Shirley Haidle reported the auditors have been working virtually with the College and so far, everything is working fine.

Board member John Hall asked how the College is spending COVID funds. According to Vice President Haidle, the College has been fitting classrooms with technology for distance learning, purchasing PPE and cleaning supplies, computer equipment, and covering lost revenue from student housing and food services.

Board member Roger Findley asked for assurance that the College will maintain the position in the ag department because the faculty position is critical when the new CTE building opens. He asked if the College plans to hire someone for the position if it is vacated. Vice President Haidle responded that she did not have any more information other than it is in the budget. President Young commented that although the position is in the budget, the College is continuing to monitor enrollment and if cuts need to be made this year, the College will look at all positions and follow our process.

iv. College Relations and IT

AVP Abby Lee commended the IT Department for the work they do at the College. She also reminded the Board that over the next few weeks there will be a big campaign push to encourage students to *Save Their Seat*.

v. President's Comments

Legislative Update: there is conversation of another special session in September to discuss adding liability coverage for community colleges. President Young shared she emailed Senator Lynn Findley and Representative Owens asking them to add community colleges to the K-12 bill. Hopefully, they will be able to do this in the September session to avoid any frivolous liability issues due to COVID.

The full legislative session begins in February and community colleges are already in the process of putting together an ask. HECC is supportive of \$701m for community colleges which is an increase from the last biennium, as well as \$30m in innovations funding and more funding for the Oregon Promise.

Community colleges will continue to work on the transfer bill between community colleges and 4-year universities as well as a continued look at adding BA degrees in the next biennium.

President Young informed the Board that she is in initial discussions with EOY to look at an efficiency of services between the university and the college to better utilize tax dollars. She emphasized the discussion is not a merger or consolidation but about joining services and what we can do between two entities to save taxpayer dollars. Any questions were asked to be directed to President Young. More information to come.

d. Statements from Foundation

Director Cathy Yasuda announced the Foundation received a sizeable donation from the Laura Moore Cunningham Foundation for the College's feasibility study and architectural renderings for the new nursing and allied health professions building as well as a sizable donation toward student scholarships.

Last week the Foundation Board special events committee met and decided to go forward with their annual Gala on Saturday, November 7. However, the Gala will be held virtual and online. A percentage of the proceeds will be earmarked as emergency assistance for students affected by COVID-19.

e. Statements from Board Members

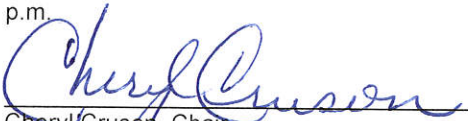
- Roger Findley commented that the charts shared today by David Koehler segregate people and hopes that at some point we do not have to ask for race.
- Cheryl Cruson spoke about the 4-day ACCT leadership summit and noted as board members they are advocates and representatives of the college. She also learned that all board members should have a 3-minute elevator speech. As homework for the Board she asked that each member create a 3-minute elevator speech. She also shared her elevator speech. In addition, she spoke about an advocacy audit as homework where each board member record who they spoke to and what they said about the college.
- Stephen Crow has been working with OCCA Member Services Committee on the November 4-6 conference and September 15 OCCA board training. He noted all trainings and conferences will be held virtually through December. He is also working with OCCA on Howard Cherry nominations, legislative dialogue for board members to use virtually when speaking with legislators and selecting speakers for the AAOT conference.
- Chair Cheryl Cruson reminded everyone to turn in their board meeting assessments and signed Board Operating Principles to Gina Roper.

VIII. **Important Date(s)**

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| a. September 7 | Labor Day Observed (college closed) |
| b. September 21-25 | TVCC In-Service Week for Staff and Faculty |
| c. September 28 | Fall Term Classes Begin |

IX. **Adjournment and Next Meeting**

The meeting adjourned at 6:45 p.m. The next meeting of the Board of Education will be on September 15, 2020 starting at 6:00 p.m.


Cheryl Cruson, Chair
TVCC Board of Education


Dana M. Young, President
Treasure Valley Community College