

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

**BOARD MEETING AGENDA**  
Tuesday, September 21, 2021, 6:00 p.m.

Meeting participation is available to the Public via Zoom  
<https://gotvcc.zoom.us/j/99731383411?pwd=cWZjNW1NUTRDYTFzRHZaQm8wUkFyQT09>

Meeting ID: 997 3138 3411      Password: 424092  
Telephone: (669) 900-6833 or (253) 215-8782      Password: 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. **Work Session**
  - a. Robert's Rule of Order Training VP Travis McFetridge
  
- II. **Agenda Review/Changes(action)** Chair Dirk DeBoer
  
- III. **Special Presentations**
  - a. New Employee Introductions Vice Presidents
  - b. Natural Resources Cooperative Work Experience Overview Dean David Koehler/Cathy Yasuda
  
- IV. **College Business (Discussion or Action Items)**
  - a. COVID-19 Update Dr. Dana Young/Anne Marie Kelso
  - b. Capital Campaign (Discussion) Dr. Dana Young
  
- V. **Public Comment** (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes)
  
- VI. **Consent Agenda - Action Item(s)** Chair Dirk DeBoer
  - a. Board Minutes – August 17, 2021 & August 24, 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
  
- VIII. **Important Date(s)** Chair Dirk DeBoer
  - a. September 20-24 TVCC In-Service Week for Staff and Faculty
  - b. September 21 In-Service College Welcome & Accreditation Update (8:30 am to 11:15 am)
  - c. September 24 New Student Orientation
  - d. September 24 OCCA Board Training (Virtual) (10:00 am to 4:00 pm)
  - e. September 27 Fall Term Classes Begin and Campus Fair (10:00 am to 1:00 pm)
  
- IX. **Adjournment and Next Meeting(s)**
  - a. October 19, 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.

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

**BOARD MEETING MINUTES**  
Tuesday, August 17, 2021

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

Chair Dirk DeBoer, Vice Chair Mark Wettstein, Cheryl Cruson, Stephen Crow, Ken Hart, Roger Findley, 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, Nino Kalatozi, Larry Meyer, Argus Observer, Cathy Yasuda, Anne Marie Kelso, and David Koehler

Chair DeBoer called the meeting to order at 9:19 a.m. and led the group through the flag salute and reading of the College's mission and vision statements.

**I. Open Session**

**a. Board Operating Principles**

President Young asked if there were any changes to the Board Operating Principles and there were none. Some board members took a moment to sign the document and return to the board secretary.

**b. Board Representatives for Committees (Audit, Budget, Policy)**

The Board was provided a summary of the purpose for each committee and each member selected a committee to serve on during the next academic year.

Board member Ken Hart asked if the college leadership ever considered a finance committee. He noted that many community colleges and universities have a finance committee which allows a smaller group to work through any potential issues prior to going before the larger board. Hart also noted he would like to look at the idea of a finance committee again in six months and stated he would rather have staff suggest the committee rather than it be imposed by the Board.

President Young stated she would check with her counterparts in the State and visit further with Vice President Haidle on the responsibilities of this type of committee.

**c. Review Mission and Vision Statements**

The Board reviewed both statements. Board member Cheryl Cruson spoke about how previous statements were convoluted and that by simplifying the statements it provided clarity on where the focus should be.

**d. Mission Fulfillment, Data Dashboards, Strategic Plan**

Dean of CTE David Koehler presented a recap of Mission Fulfillment and a refresher of the mission fulfillment indicators and how the college reviews data to make decisions.

TVCC Data Dashboard Overview – The Board received an overview of some of the reporting requirements the College submits to NWCCU, U.S. Department of Education Integrated Postsecondary Education Data System (IPEDS), and

HECC Data for Analysis (D4A)-OCCURS, for instance. The Board also heard a presentation on the dashboards used by the College to review data. Some of the dashboards included in the presentation were on FTE, and the Quarter to Quarter (Q2Q) report. There was a discussion on how the Quarter to Quarter (Q2Q) reports are a snapshot in time and how official numbers are reported to the State during the 4<sup>th</sup> week and at the end of term for each quarter. President Young mentioned a Q2Q report could be provided to the Board, as information only, the day of each board meeting to provide current and point in time data.

Strategic Plan: The Board reviewed the strategic plan which included a summary of the five strategic directions.

e. **Student Success Update**

i. **Guided Pathways**

Vice President Eddie Alves reported on the principles of Guided Pathways and the four pillars of focus: create curricular pathways to employment and further education, help students choose and enter their pathway, help students stay on their path, and ensure that learning is happening with intentional outcomes.

f. **Feasibility Study Results & Lunch**

Foundation Board members who joined the meeting were: Debbie Blackaby, Bill Carter, Julie Van Matre, Cliff Looney, Frank Yraguen, and David Bean. Other attendees: Kim Tomkinson. Also in attendance was special guest: Dr. Rich Gross, Rich Gross Solutions.

According to Dr. Gross the results from the recent feasibility study for a new Nursing and Allied Health Professions Center were very encouraging. Because of the amount of positive support. Dr. Gross recommended the Board review the complete report further in October.

g. **Accreditation Update & Year Three Mid-Cycle Reaffirmation Report**

The Board was informed of the upcoming virtual evaluator visit scheduled for October 21-22, 2021. It was also noted the mid-cycle self-evaluation report prepared by the College is due to the Northwest Commission on Colleges and Universities by September 9. Accreditation Liaison Officer David Koehler spoke about the four outstanding recommendations that are addressed in the mid-cycle report.

i. **Overview Survey Results (CCSSE 2021)**

Director of Institutional Effectiveness and Planning Nino Kalatozi provided the 2021 Community College Survey of Student Engagement (CCSSE) survey findings for TVCC. The survey is administered every 3 years and is designed to capture student engagement as a measure of institutional effectiveness. This past spring, TVCC participated in three CCSSE online surveys. Of the 1,078 student numbers targeted only 150 (or 14%) participated. Some of the finding results included data on student engagement, student profiles for TVCC, CCSSE benchmarks for effective educational practice, student persistence and student satisfaction. More report work will be done on comparisons as well as on the major findings.

ii. **Academic Program Sustainability Report**

According to Dean David Koehler, work has been done to create equitable and fiscal reporting for program reviews. The goals are to identify what the instructional costs are for each program/department by

having in place a methodology that can be used annually to track progress, realize trends, and eventually have a basis for program prioritization in the future.

h. **2021-22 Operating Budget Update**

Vice President Haidle shared the 5-year budget projection model from 2020-21 through 2028 as well as a reiteration of this year's operating budget. Some of the assumptions for the 2021-22 budget year were shared with the Board which included an end of year amount of \$2.3 in carryover. The 5-year model was developed by former Vice President Kevin Kimball and expanded by Vice President Shirley Haidle to use for forecasts and budget scenarios.

i. **Caldwell Center Update and Budget**

Director Kim Tomkinson presented a report on enrollment numbers from 2018-19 through 2020-21. In addition, a recap of the history of the Caldwell Center was presented as well as an update on industry and community partnerships, current initiatives with high school partnerships, recruitment strategies, and opportunities for growth. The Board also received budget information on how much the Caldwell Center is generating in revenue.

ii. **HEERF Funds (CARES, CRRSSA, and ARPA)**

The Board received a report on the amount of dollars the institution and students received in HEERF funding as well as information on the additional funding received under Hispanic Serving Institution (HSI) and the Strengthening Institutions Program (SIP). The report covered the total amounts received from each program, the allowable use of the funds, and what TVCC has done or is planning to do with the funds. It was noted the institution is not allowed to use student funding for marketing or recruiting purposes. At this time, CARES and CRRSSA funds have been spent and only ARPA is remaining. According to Vice President Haidle, the HEERF funds have helped the College's cash flow; however, it is important to keep in mind these dollars are only one-time dollars.

iii. **Debt Overview**

The overview showed three issues of debt: 1) 2012 series bond, matures 2035 (paid by revenue received by students living in the residence halls), 2) PERS UAL bonds, matures in 2028, and 3) Bank of Eastern Oregon Consolidation (includes the consolidation of the science center, gym lift, LID with the City of Ontario, and improvements to website and deferred maintenance), matures in 2028.

i. **Organizational Charts**

Board members were provided with updates to the College's organizational charts.

j. **Cybersecurity Training (Scott Carpenter and Carol Warden)**

Director of IT Scott Carpenter led the Board in an understanding and awareness of the potential cyber threats as they relate to best practices, anti-virus software/Cortex, incognito browser mode, passwords, etc.

The Board took a break for dinner at 5:27 p.m. and reconvened at 6:00 p.m.

II. **Agenda Review/Changes**

There was one change to the agenda to remove under College Business, b. SRCI Faculty Contract (action). The item will be moved to next month's board meeting.

III. **Special Presentations**

- a. New College Employee Introductions  
There were no new introductions.

IV. **College Business**

- a. CCSF and FTE Funding Formula Presentation (discussion)  
Vice President Shirley Haidle provided a brief explanation of the community college state funding allocation from adoption by legislature to distribution and payments.

President Young reported the Higher Education Coordinating Commission (HECC) plans to review the community college distribution formula this year. Because there is the potential the review may change the formula much discussion will happen among the Oregon Presidents Council and the state business officers.

V. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – July 20, 2021, July 27, 2021, and August 5, 2021  
b. Financial Report

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

VII. **College Reports and Statements**

- a. **Statements from ASG/Student Programs**  
Director of Student Programs Kate Russell presented the written report to the Board. Incoming President Abby Smith will begin presenting the monthly reports starting in September. Highlights of the report included the upcoming fall retreat and training for student leaders, New Student Orientation, the return of the Taste of Ontario, student volunteerism at the Malheur County Fair, campus fair, the 10 in 10 Initiatives, Track and Field initiative, and an update on the disc golf course. Board member Hart suggested connecting with the City of Ontario on the Beck Kiwanis disc golf course for the purpose of advertising both courses.
- b. **Statements from Faculty**  
There were no statements by faculty.
- c. **President's Reports**
- i. **Academic Affairs**  
In addition to his written report, Vice President Eddie Alves reported on the work at the Burns Center. He also provided information on the number of hours required for the electrical apprenticeship and plumbing apprenticeship programs. This information was a follow up to a question at the last board meeting.

Vice President Alves also shared he would have the FTE and headcount information for helicopter as compared to the rest of Caldwell at the next meeting.

ii. **Student Services**

In addition to his written report, Vice President Travis McFetridge reported the residence hall has only three available spots remaining which is a good indication on enrollment.

Board member Findley commended Vice President McFetridge and his department for helping an apprehensive student get registered for a class and who reported later to have had a great experience. Findley stated this was a good reflection on the College for being accommodating.

iii. **Administrative Services**

In her report, Vice President Shirley Haidle explained the reason for the budget transfers from last year and this year was because of the COVID funds being moved to reserves.

iv. **College Relations and IT**

Associate Vice President of College and Public Relations Abby Lee announced next month she will be able to show all the metrics for the Back on Track campaign and its effectiveness through social media.

In addition, she reported she received an email from Larry Meyer at the Argus Observer about an article that will come out tomorrow on the feasibility study. It was noted no decision on a capital campaign amount has been made yet. The feasibility study results presentation today was to share information with the Board of Education and Foundation Board.

v. **President's Comments**

President Young invited the board members to the August 24 meeting with Hummel Architects to review the designs for the nursing and allied health professions center.

d. **Statements from Foundation**

Executive Director Cathy Yasuda mentioned they are working on several grants which include an application to the Ontario Visitor and Convention for funding for the College's new student orientation and an ask to the Roundhouse Foundation for funding for CTE student supplies. Yasuda also reported on the success of receiving \$100k by the Laura Moore Cunningham Foundation for SIM lab and equipment for the new nursing and allied health professions center.

Lastly, the Foundation will be having their annual retreat next month with a discussion on a capital campaign.

e. **Statements from Board Members**

- i. Mark Wettstein shared he enjoyed the college tour and realized there is work to be done in Barber Hall. Today's meeting was informative with lots of information. He appreciated everyone who provided reports and answered questions.
- ii. Cheryl Cruson commented on the great day and appreciated everyone's attention and preparation.

- iii. Stephen Crow thanked Dr. Young and the administrative team for their work.
- iv. Ken Hart commented the tour was impressive, and he noted it was great to see what the College has done with the CTE space.
- v. Roger Findley enjoyed the campus tour and meeting today. Vice President Eddie Alves reported that Drew Pearson has accepted the position as welding instructor.
- vi. Betty Carter commented she enjoyed the meeting today and believes it will be a good year for everyone.
- vii. Dirk DeBoer stated it was interesting to learn the positive potentials for the Caldwell Center. He is also interested in the Burns Center. He noted the importance of spending time recruiting new students and the opportunities for growth.
- f. OCCA Report: Stephen Crow reported he visited the new allied health building in Bend. Attended the OCCA executive committee meeting where they welcomed all new members. He reminded the board members about the OCCA board training in Independence, OR. In other news he shared the search for a new OCCA executive director is down to 9 finalists. Lastly, the next OCCA board meeting will be held on October 8.

VIII. **Important Date(s)**

- 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)**

Prior to adjournment, board members were invited to attend in-service on Tuesday, September 21 for the President's Welcome and Opening Address. The board meeting adjourned at 7:07 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 BOARD OF EDUCATION  
SPECIAL MEETING**

Laura Moore Cunningham Science Center, Room 128, 650 College Blvd, Ontario, OR 97914

**BOARD MEETING MINUTES  
Tuesday, August 24, 2021, 1:00 p.m.**

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

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

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

President Dana Young, Vice President Eddie Alves, Jill Humble, Cathy Yasuda, Bernie Babcock, Vern Davis, Vice President Travis McFetridge, Dean of CTE David Koehler, nursing faculty, and representatives from Hummel Architects

**Work Session**

The Board participated in a meeting with TVCC administration and staff and Hummel Architects to review the process and discuss the conceptual design and floor plan options for the Nursing and Allied Health Professions Center.

**Adjournment**

The work session adjourned at 3:00 p.m. The next regularly scheduled Board of Education meeting is set for Tuesday, September 21, 2021.

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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