

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Ontario, OR 97914

Laura Moore Cunningham Science Center, Hanigan Board Room (115A)

Tuesday, September 19, 2023

MINUTES

Board of Education members in attendance (quorum present):

Chair Ken Hart, Vice Chair Stephen Crow, Dirk DeBoer, Betty Carter, Lindsay Norman, Roger Findley, and Torie Ramirez

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

President Dana Young, Vice President Shirley Haidle, Vice President Darin Bell, Vice President Travis McFetridge, AVP Abby Lee, Interim Vice President Sandy Porter, Cathy Yasuda, Anne Marie Kelso, ASG President McKell Harper, Ron Bowman, Diahann Derrick, Arwyn Larson, Hope Spaugh, and Dr. Ben Merrill

Call to Order and Pledge of Allegiance

Chair Ken Hart called the meeting to order at 6:00 p.m. and led the group in the flag salute and reading of the mission and vision statements.

I. Work Session

a. Establish 2023-24 Board of Education Goals

Chair Ken Hart provided a summary of the changes to the 2023-24 board goals and how he met with Board Vice Chair Stephen Crow and President Dana Young to consolidate the 10 board goals to 7.

There was a recommendation to have the board goals available at each board meeting along with the board outcomes sheet.

b. Determine 2023-24 Program Highlights for Monthly Board Meetings

The Board was provided with a list of programs for consideration during the 2023-24 academic year. Each board member was asked to select eight programs and/or tours they would like presented at future meetings.

c. Review 2023-24 Board Calendar

A calendar was provided to the Board which provided a quick overview of annual board business, professional development opportunities and board meeting dates.

II. Agenda Review/Changes

There were no changes to the agenda.

Motion: Torie Ramirez moved to approve the agenda as presented and the motion was seconded by Betty Carter. The motion carried unanimously.

III. Public Comments

There were no comments from the public.

IV. **Special Presentations**

a. **New College Employee Introductions**

Interim VP Sandy Porter introduced new Business Instructor Ron Bowman who will be teaching accounting and economics.

V. **College Business**

a. **ACCT GLI Conference Training**

Board members Torie Ramirez and Lindsay Norman provided an update on what they learned at the training. Ramirez stated it was a great meeting with lots of information. Norman stated the training defined the role of a board member. A written summary of the training was provided by board member Lindsay Norman.

b. **OCCA Board Training**

Board members Ken Hart, Stephen Crow, Betty Carter, Torie Ramirez, and Lindsay Norman attended the training in Salem with President Young. The training provided a great opportunity to network with other Oregon community college board members.

Vice Chair Crow reported it was one of the best trainings OCCA has done and it was well attended.

c. **Audit Committee Update**

The Audit Committee met with Moss Adams a few weeks ago for the purpose of discussing the audit plan for the year and the scope of the work. In addition, Moss Adams discussed with the committee the financial aid audit finding and the timing of when reports were due. President Young stated she had notified Vice President Travis McFetridge and Financial Aid Director Diahann Derrick of the report whereas a number of documents have been submitted either on time or ahead of schedule.

According to Vice President Shirley Haidle, the College should receive the draft audit report in December.

d. **TVCC Board of Education 2023-24 Annual Goals**

Motion: Stephen Crow moved to approve the 7 goals as consolidated from the 10 and have them put on the agenda at the end of board meeting for completion. The motion was seconded by Roger Findley. The motion carried unanimously.

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

- a. Board Minutes – August 15, 2023 (Regular Meeting) and August 24, 2023 (Audit Committee)
- b. Financial Report

Motion: Betty Carter moved to approve the consent agenda. Board member Lindsay Norman stated there was one language correction in the August 15 minutes on page 7. Stephen Crow moved to approve the minutes as amended and the motion was seconded by Betty Carter. The motion carried unanimously.

VII. College Reports and Statements

a. Statements from ASG/Student Programs

Vice President Travis McFetridge reported as a result of the resignation of Kate Russell, Hope Spaugh has been hired in the interim. In addition, former ASG President Forrest Tomlin who was introduced earlier this spring has been replaced by incoming ASG President McKell Harper.

ASG President Harper provided a summary of her written report which highlighted the events and activities and updates on student government.

b. Statements from Foundation

Executive Director/CDO Cathy Yasuda spoke about the annual internal campaign announced during today's in-service program. Yasuda reported, the internal campaign brought in several gifts and pledges to the nursing and allied health professions center as well as to scholarships.

Other highlights included:

- new student orientation parent meet and greet,
- a Foundation booth at the campus fair,
- a reminder that the deadline for Foundation scholarships is March 15,
- a mandatory scholarship orientation for recipients on October 4
- Foundation Gala on Friday, November 3 with live and silent auctions.
- Nursing and Allied Health Profession Center – to date we have raised over \$10m and we still have several pending requests for funding. Director Yasuda has been busy meeting with donors and working on presentations. She stated she hopes to make some great announcements soon.
- The College kicked off its Wellness Program yesterday. Yasuda thanked everyone who helped with the event. The program is a result of having received a \$250k grant. Part of this funding has been used to hire Ann Fournier as the wellness coordinator.

c. Statements from Faculty

TVEA President Arwyn Larson stated it is exciting to be back for in-service week. Some of her highlights included the hiring of new business instructor Ron Bowman, Marcus Nichols sabbatical replacement Tyler Thompson who is a TVCC alumni, excitement about the wellness grant and the sessions held last year that were beneficial and the shortage of people who are skilled to prepare cadavers for educational purposes.

d. OCCA Board Rep. Report

Stephen Crow provided an update on the process to hire an Executive Director which included the structure of the hiring committee and the decision to hire a consultant to run the search. Other news included, new members and officers for the OCCA Executive Committee, a reminder about the upcoming OCCA conference November 1-3 and the presentation by Jee Hung Lee during the OCCA Board Member Training on September 9.

e. President's Reports

i. Academic Affairs

Interim VP Sandy Porter provided a written report and answered questions by the Board. Some of the responses to the questions included the progress of the certified tech program and how a full-time employee position is required before accreditation approval can be received. Another response pertained to renewable energy noting that 50% of the curriculum has been developed, and the final response to questions included finalizing the articulation agreement with BSU and EOU on the Exercise Science program. According to President Young, the Exercise Science program has to be approved by the state and receive accreditation approval before we can begin advertising the program. Vice President Porter noted she would look at how many students are in the program and reported at this time we cannot declare Exercise Science as a major.

ii. Student Services

Vice President Travis McFetridge provided a Q2Q for fall quarter. The report showed total FTE and reimbursable numbers are down, unduplicated headcount is up and returning students are up 25%. According to Vice President McFetridge student services has been very busy with many walk-ins which is a good indicator for our enrollment.

Additional reports included:

- Fall Quarter Dual Credit
- A brief on the meeting with the Malheur ESD principals to discuss opportunities for high school students and TVCC.

iii. Administrative Services

Vice President Darin Bell provided a written report to the Board and stood for questions. Board member Roger Findley commented on the number of positions in the board report that have been offered to individuals but later declined. According to Director Anne Marie addressed the question and also noted during the hiring there are times when a person doesn't have the required qualifications, the timing of the opening isn't right, and how the process to hire can be slow. Director Kelso stated there have been discussions on how to speed up the application process by moving to an electronic system.

iv. College Relations and IT

AVP Abby Lee commended Anne Marie Kelso for her work on the contract with the fairgrounds. During last night's fair board meeting, the College resolved many issues and we are starting at a better partnership.

College Website Update – the goal for the website is to finalize it in December with a launch date during the winter quarter.

Caldwell Center – the plan is to not move from the first floor until projects are finalized in the new location. However, classes will be ready for fall.

v. President's Comments

President Young informed the Board that the IT department is working on TVCC email addresses for them. This request for emails came subsequent to the OCCA board training. Board members were reminded to set up multi-factor authentication (MFA) with their email and that IT was available to help if needed.

Board members were reminded to attend the October 11 special board meeting with Hummel Architects to discuss the Nursing and Allied Health Professions Center. President Young stated the meeting would offer the opportunity for the Board to take action; however, there would be no expectation for them to do so.

Department of Corrections – the College is in final negotiations with the Higher Education Coordinating Commission and the Department of Corrections to finalize a contract that would allow TVCC to oversee the education programs at Powder River Correctional Facility, Eastern Oregon Correctional Institute, and Two Rivers Correctional Institute. This opportunity will allow us to run Second Chance Pell at the three institutions which will bring in direct FTE to the College. Lastly, President Young announced the rehire of Eddie Alves as the Director over the three correctional institutions.

f. Statements from Board Members

- i. Lindsay Norman thanked Dirk for organizing the tour of the welding and fabricating department at Ontario High School (OHS). The tour was impressive and informative.
- ii. Roger Findley stated he was able to attend part of the in-service presentations this morning. He felt it was a good program.
- iii. Betty Carter agreed the OHS tour was great. She asked about what resources were available for the College's programs. President Young stated an ask to legislators to pass Measure 99 which would be a sister funding bill to K-12s Measure 98 would be beneficial. President Young stated community colleges have asked every biennium for these dollars and our senators have worked hard to advocate for them.
- iv. Ken Hart stated the OCCA Board Training was a nice event. TVCC's attendance had the largest representation and we also traveled the farthest.
- v. Stephen Crow thanked all the board members who attended the OCCA board training in Salem.
- vi. Dirk DeBoer stated he appreciated Dean of CTE Ben Merrill, Vice President Sandy Porter and the board members who attended the tour.
- vii. Torie Ramirez stated everyone is doing an amazing job. She stated she was sorry to miss the tour at the high school.

VIII. **Important Date(s)**

- a. September 18-22 TVCC In-Service Week for Staff and Faculty
(Board Attendance, Tuesday, September 19, 7:30 am – 1:00 pm)
- b. September 25 Fall Term Classes Begin

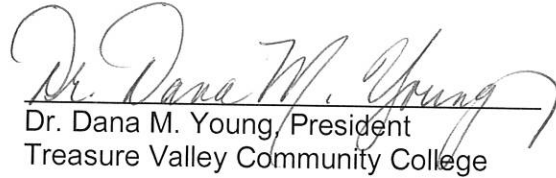
IX. **Adjournment and Next Meeting(s)**

- a. The next meeting is set for October 17, 2023.

Motion: Stephen Crow moved to adjourn the meeting and the motion was seconded by Betty Carter. The motion carried unanimously. The meeting adjourned at 8:02 p.m.



Ken Hart, Board Chairman
TVCC Board of Education



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