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.

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 Eddie Alves, Vice President Shirley Haidle, Vice President Travis McFetridge, David Koehler, Lynette Lewis, Bernie Babcock, Abby Lee, Riley Helmick, Abby Smith, Julie Lynch, Marcus Nichols, Kate Russell, John Farrington, Cathy Yasuda, Emily Hendrickson, Anne Marie Kelso, and Lilly Frankel (Malheur Enterprise)

Chair DeBoer led the group in the flag salute and reading of College's mission statement.

I. **Work Session**

a. **Robert's Rules of Order Training**
Vice President Travis McFetridge led the Board in an explanation of parliamentary procedure for meetings. Some of the topics covered in the training included types of motions, rules for debate on motions, quorum, voting options, role of the chair, and common errors in parliamentary procedure. Board members also had the opportunity to ask questions.

II. **Agenda Review/Changes**

There was one change to the agenda. The change was to add 4.c. Aviation Fees (action).

Motion: Roger Findley moved to add item 4.c. to discuss the aviation fees, and the motion was seconded by Ken Hart. The motion carried unanimously.

III. **Special Presentations**

a. **New Employee Introductions**
The new employees introduced were Head Baseball Coach John Farrington, Athletics Coordinator and Head Women's Basketball Coach Riley Helmick, and Accounts Receivable Representative Lynette Lewis.

b. **Natural Resources Cooperative Work Experience Overview**
Dean of CTE David Koehler introduced industry partner Michelle McDaniel from the Bureau of Land Management (BLM), TVCC Instructor Marcus Nichols, and TVCC student Josie Wilson. The three were invited to attend the board meeting to share how through multiple partnerships and a relationship with BLM, student Josie Wilson was able to participate in a summer Cooperative Workforce Experience (CWE) while getting paid.

This CWE was one of three funded positions obtained over the summer and the ongoing hope is TVCC will be able to build on the internships.

IV. **College Business**

a. **COVID-19 Update**
President Dana Young shared the College has been watching COVID-19 rates closely as well as being in communication with the Higher Education Coordinating Commission (HECC) and the Governor's Office staff concerning this topic. A suggestion by President Young was made to move the board to in-person meetings with only the board members, College staff, and the media present and limiting the public's participation to Zoom. The suggestion is an effort to prevent any COVID outbreaks as students come back to campus.

Director Anne Marie Kelso provided an update on the number of exposures and positive COVID-19 cases on campus. According to Kelso, the College has a fall plan and will be reducing it to writing. The College is also conducting a case-by-case analysis for allowing third parties on campus and are also asking that larger indoor events or larger meetings be held via Zoom, canceled, or postponed. Kelso also provided an update on the availability of isolation suites in the residence halls and using local hotels as a backup option for isolation suites. Lastly, it was mentioned the College is leaving the class sizes the same while requiring masks and encouraging students to be vaccinated by an offer of an incentive. It was noted community colleges are still waiting on whether or not there will be a vaccine mandate from the State which may come later this year and after the Governor reviews federal OSHA rules. In anticipation of a mandate, the College will also be offering vaccine incentives to staff and tracking who is vaccinated in case we have to provide information to the State.

President Young asked the Board if they were comfortable continuing the board meetings in the format set up tonight and having the public join by Zoom. The Board agreed to the public by Zoom meeting format going forward.

b. **Capital Campaign (Discussion)**
President Young revisited the Board Resolution No. 20-003 concerning the nursing and allied health professions center that was passed on December 15, 2020, by the Board. The resolution gave authority to the College to move forward with the $11m facility. President Young stated the discussion tonight is about the potential to increase the funding amount of the capital campaign. Noting the College already has received $5m in state funding toward the project.

The Board received a handout on the number of current students in the existing nursing, MA, CNA, and EMT programs, and how the number of new students would increase in the expanded space. Also presented was proposed new programs based on current market research and the feasibility study were Physical Therapy Assistant, Occupational Therapy Tech, Surgery Tech, and X-Ray/Radiology Tech. According to President Young, the student numbers for these new programs are conservative estimates dependent on which programs test out in the market.

Board member Roger Findley asked about the current cohort of nursing students and the issue of finding nursing instructors at the current salary offered by the College. President Young stated she understands the concern. She also noted that the College did build student attrition into the figure.

Vice President Eddie Alves also shared information on other new programs that may have a return of investment. The programs mentioned were dental assistant, respiratory therapy, physical therapy assistant, and occupational therapy. The hope is the data will direct us to what programs will be successful to offer. Vice President Alves shared he would be available to hear other program suggestions from our industry partners and the general public. President Young shared one goal is to retain students who hope to get in the nursing program but are not selected due to limited enrollment in the nursing program. This would provide other health occupations for students to consider who may not be accepted into the nursing program. Our goals are to be flexible and responsive to the needs of our students, industry, and community.

Feasibility Study Update: Executive Director Cathy Yasuda reported we tested program start up dollars and scholarships in the nursing and allied health professions center feasibility study. The results showed favorable responses in support of the major gifts campaign and the additional initiatives. According to Yasuda, the additional campaign initiatives would continue to be worked on through the applying of grants and requesting

of donations. Yasuda also mentioned the retaining of Rich Gross Solutions for further consultation by way of a six-month contract .

President Young asked the Board if they would be comfortable adding an extra $2.5m for the additional initiatives to fund new and expanded allied health programs on the campaign's public facing document. Although feasibility study consultant Rich Gross Solutions recommended raising the campaign to $13.8m, the recommendation by the College would be to increase the number to $13.5m which would provide funding for all the start-up programs and CTE.

The responses from the board members varied from keeping the amount at the $11m to increasing as high as the $13.5m. Those board members in favor of increasing the amount expressed the importance of keeping up with industry needs, branching out and thinking big and looking to donors for equipment and program funding. Some of the concerns included the College's current debt from the science center campaign, getting enough instructors, obtaining equipment needs for existing programs, and if we can't raise the money would we be required to take out a loan.

President Young and Executive Director Cathy Yasuda stated they would be meeting in October with Rich Gross from Rich Gross Solutions, to get a better understanding on where we are in giving and on the project. President Young shared the Foundation Board supported the $13.5m unanimously and they believe we can do it.

Project Manager Bernie Babcock and Executive Director Cathy Yasuda shared the College's strong grant proposal for an EDA grant and the potential of other funding sources. President Young stated she believes we can raise money through grants and through donations and we have the option to value engineer the building to be less expensive if we don't raise all of the funds.

President Young shared she would provide the Board with a recommendation once she has more information. More discussions to continue.

c. **Aviation Fees (action)**

Dean of CTE David Koehler mentioned the aviation fees are reviewed each year because they change often. The College also works to ensure the fees are the same for all students whether VA, non-VA, or private pay. Koehler introduced Aviation Program Manager Julie Lynch who provided a summary of the changes in flight lab costs for both the helicopter and fixed wing programs. According to Lynch, we had price increases over the summer with our FFA approved examiners that test our students. The designated examiners increased their fees from $500 per exam to $800 per exam, and for the certified flight instructor flight rating went from $800 to $1000. Dean Koehler mentioned these pass-through fees are collected in our flight labs which allows the students to use their financial aid or VA benefits or other resources to pay the bill, so they continue on with their training.

Motion: Stephen Crow moved to suspend the rules for a first and second reading. The motion was seconded by Ken Hart. Roger Findley asked when the fees would go into effect. Dean David Koehler stated the fees would go into effect the start of school due to submitting the VA packet in a month. It was noted the changes were not tuition increases and go to students for their check rides with designated examiner. The motion carried unanimously.

Motion: Ken Hart moved to approve the changes to the flight lab costs presented by staff, and the motion was seconded by Betty Carter. The motion carried unanimously.

V. **Public Comment:** There were no comments from the public.

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

a. Board Minutes – August 17, 2021 & August 24, 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**
ASG President Abby Smith provided a summary of her written report.

b. **Statements from Faculty**
There were no statements from the faculty.

c. **President's Reports**

i. Academic Affairs
In addition to his written report, Vice President Eddie Alves provided information from a board member's request at the September meeting regarding what portion of Caldwell's enrollment and headcount are related to aviation. The reported included a comparison of aviation and non-aviation FTE for the Caldwell Center for helicopter. Vice President Alves stated he is also working on a similar report for the Burns Center with Program Coordinator Gretchen Bates.

Board member Roger Findley asked if they could receive a copy of the mid-cycle accreditation report. Although the Board received a draft copy earlier with a request for any edits, the Board would receive a copy of the final report.

ii. Student Services
In addition to his written report, Vice President Travis McFetridge highlighted this is a busy time for student services as they finalize fall preparations and last-minute student registrations. Vice President McFetridge also commended Mary Anne Verigan who stepped up and helped him with the transitions within the Athletics Department.

In the Quarter-to-Quarter Comparison Report total FTE was down 2-3%, returning students remained up, and reimbursable FTE was approximately 12% down. In the new degree seeking students report the data showed an increase of ten first-time new students as compared to last fall. Transfer students were down slightly from last year.

iii. Administrative Services
Vice President Shirley Haidle reported they are preparing for the audit visit which will happen in a couple of weeks. They are also working with students to get their finances settled. Board member Ken Hart stated he noticed the College will be moving to Paylocity and offered his comptroller's help with our transition because they have been using Paylocity for a while. Vice President Haidle stated she appreciated the help.

Board member Roger Findley asked when they can expect to see a supplemental budget from the extra money in state reimbursement. Vice President Haidle stated the College can only do a supplemental budget once a year which is the reason we wait until June. She also noted typically the College will do budget transfers, and since her time at the College, there hasn't

been a need for a supplemental budget. However, if and when we get additional revenue from the state and decide to spend it, then we would do a supplemental budget. She did note the preference would be to not spend it this year until we know where we will be at year's end.

Board member Findley recommended directing the extra money from the state toward a new CTE program housed in the new CTE building. President Young shared the College has been working on curriculum for HVAC because of community response and that we typically start CTE programs small to ensure there is a market for them. President Young and Dean Koehler also mentioned the work to start an airframe and power program. In addition, to other programs such as criminal justice, addiction students, and integrating drones. Dean Koehler mentioned when starting new programs, the College always looks at partnerships while being mindful of industry needs and market demands. Board member Hart mentioned if we are being aspirational and have the money, we have to invest in programs that will increase enrollment.

President Young shared the additional funding from the state right now is not enough to even start a couple of the programs and would be supplemental at the most and taking into consideration our previous promise of investments in programs that are being considered currently. Dean Koehler shared the cursory review of the healthcare programs mentioned tonight is a start, but we have to consider equipment costs, clinical space, facility costs and can we get qualified instructors. We have to look at these relative to each other and identify a program that will support the economy and our community.

iv. College Relations and IT
Associate Vice President Abby Lee provided tracking information on what we are doing in marketing. AVP Lee and Vice President McFetridge will provide a report on the Back on Track campaign at next month's board meeting. Lee also commended the IT team for the technology work in the Hanigan board room, nursing SIM lab, and writing a program so the Business Office can distribute $500 scholarships to students through the Jenzabar software. AVP Lee also announced the hiring of Phoenix Millhollen as the college's new social media and marketing coordinator. Millhollen will begin his new role in two weeks.

AVP Lee commented on the great job President Young did at Friday's renaming of the Caldwell Center to the Caldwell Nancolas Center. They also were able to report out to an engaged Caldwell City Council last night on our challenges and opportunities. Lee commented on the great partnership we have with the City of Caldwell.

v. President's Comments
President Young spoke about the renaming of the Caldwell Center to honor Mayor Garret Nancolas for his work over the years to revitalize the downtown Caldwell and Indian Creek area. President Young spoke about her report to the Caldwell City Council and the great work by Vice President Eddie Alves and Director Kim Tomkinson.

Legislative Ask – community colleges will be asking for CTE equipment in the upcoming short legislative session. In addition, they will be asking for cybersecurity funding in the amount of $200k for each college. At a future board meeting, IT Director Scott Carpenter will be invited to share the cybersecurity plan for TVCC.

d. **Statements from Foundation**
Executive Director Cathy Yasuda presented the Board with brochures on the annual internal campaign. Donors have several options to choose from when contributing to the annual campaign. In other news, the Foundation is hosting a New Student Orientation reception on Friday for students' parents and families from 12:00 to 1:00 pm at the courtyard of the CTE Center. The Foundation also plans to have an information booth at the college campus fair on Monday.

e. **Statements from Board Members**

- Cheryl Cruson shared she enjoyed the in-service this morning and hopes we can go back to in person next year.
- Roger Findley shared this year will be the 10-year anniversary of the passing of Instructor Sonny Hansen.
- Stephen Crow shared the TVCC in-service was great.
    1. OCCA Board Rep. Report – Stephen reported OCCA is down to two finalists for the OCCA Executive Director position, the board members were reminded of the September 24 OCCA Board Training (virtual) and the OCCA Annual Conference (November 3-5).

VIII. **Important Date(s)**
The Board reviewed the upcoming important dates noted on this month's agenda.

IX. **Adjournment and Next Meeting(s)**
The next meeting of the TVCC Board of Education was scheduled for October 19, 2021.

Motion: Betty Carter moved to adjourn the meeting at 9:00 p.m. and the motion was seconded by Cheryl Cruson. The motion carried unanimously.

Mr. Dirk DeBoer, Chair
TVCC Board of Education

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