

**BOARD MEETING NOTES**

Tuesday, December 14, 2021

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

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

**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, Cathy Yasuda, Dr. Benjamin Merrill, Anne Marie Kelso, Dean David Koehler, and Dr. Nino Kalatozi.

Chair DeBoer called the work session to order at 8:05 am.

**Work Session**

I. Institutional Effectiveness

i. Accreditation Update

Vice President Eddie Alves provided an overview and explanation of the three forms of credit and related clock hours, FTE and reimbursable FTEs, and regulations, standards, and compliance through NWCCU. Vice President Alves informed the Board that our current Accreditation Liaison Officer (ALO) is David Koehler, however; this role will be transitioned over to Dr. Nino Kalatozi in January.

The College just completed its Year Three, Mid-cycle review October 21-22, 2021, which focused primarily on student learning and student achievement. Since that time, the College did receive the confidential peer report from the Northwest Commission on Colleges and Universities where the peer report and self-evaluation will be reviewed in January by their Board of Commissioners. We hope to receive the official findings from the commission in late January or early February.

ALO Koehler stated based on our understanding of the findings in the peer report we can expect to:

- Clearly define (and use) terminology describing Institutional Learning Outcomes (ILOs) vs. General Education Outcomes (Gen Eds)
- Clearly define (and use) terminology distinguishing Program Outcomes vs. Degree Outcomes
- Clearly define and understand **student learning** (assessments) vs. **student achievement** (retention, completion, etc.)
- Continue our development of a systematic method to capture and use **Student Learning** and **Student Achievement** data to improve teaching and learning
- Incorporate Gen Ed Assessment into the appropriate emphasis review process

Our next steps will be to define the distinction between student learning and student achievement. Define the distinction between ILOs and General Eds. Work with the TLA Taskforce to integrate General Ed assessment into program/emphasis reviews and clearly define and ensure we are using appropriate terminology (degree outcomes, certificate outcomes, etc.) when discussing program reviews.

In regard to the new Year Six: Policy, Regulation and Financial Review, it is important the Board develops a policy review schedule as well as a review of all college policies within the next 2.5 years.

1. 2020-21 Institutional Learning Outcomes Assessments – Dr. Nino Kalatozi shared how the four ILOs (communication, critical thinking, quantitative reasoning, and attitudes and values) are conducted and assessed and how the expectation is that every student who graduates from TVCC will possess these four ILOs.

Dr. Kalatozi provided data on the number of assessments and results for 2-year completers only (from 2018-19 to 2020-21). These results were reviewed through the three equity lenses (underrepresented students of color, first generation college students and economically disadvantaged students (Pell recipients). The findings for each of the equity lenses was shared with the Board as well as what is being done with the data in regard to the formation of a Teaching, Learning and Assessment Taskforce who will take a comprehensive look at the assessment process as well as a systematic approach to data analysis.

- ii. 2020-21 Fall Demographic Data

Dr. Kalatozi provided an overview of the Fall 2021 (4<sup>th</sup> week) demographics as well as the findings from the data. It was noted this data is provided to the State and to the U.S. Department of Education. The data focuses on credit bearing students and is broken down by categories (i.e., race and ethnicity, gender, age, degree seeking students, enrollment status, 1<sup>st</sup> generation, economically disadvantaged students, etc.).

- iii. 2020-21 Mission Fulfillment

A recap of the how TVCC defines Mission Fulfillment (MF) as meeting the minimum acceptable threshold for 70% of the indicators in Core Theme 1 (Fostering Educational Success), and Core Theme 2 (Ensuring Access) was shared. Although not having many indicators of student learning or achievement, Core Theme 3 (Building our Community) indicators do help complete the story of TVCC and demonstrates how we strengthen our community and region. Dr. Kalatozi summarized the MF findings and noted the mission fulfillment rate for this year is 80.4% which shows we did fulfill our mission.

- iv. CCSSE 2021 Race/Ethnicity Pilot Survey for TVCC

The purpose of the pilot survey is to help the College understand students' experiences with *racism, inclusion and belonging*. According to Dr. Kalatozi, although the College targeted 1,078 students, we only received a 3% response rate. The major findings from student respondents showed a majority of students believe there is no racism on college campus, most students reported they have never witnessed racism on campus, or had it directed toward them, a majority of students consider TVCC has an adequate amount of diversity in terms of its employee representation and most students feel like they belong which shows a culture of caring at TVCC.

- v. Early Year Engagement Survey Preliminary Analysis (Fall 2021)

The survey was administered between October 26 – November 18, 2021, to new incoming students to learn more about their engagement at TVCC and their perceptions since attending the college. It was noted students are made aware the survey is not anonymous and is tied to their ID numbers. Approximately, 430 students were invited to participate in the survey. Of the 430, only 68 students actually completed the survey (15.8%). There were also 82 students who started the survey by answering at least one question.

Dr. Kalatozi shared the next steps which will be to provide a list of students who said they had financial aid questions to the Department of Financial Aid for follow-up, send a list of students who indicated that they are considering withdrawing from TVCC to the VP of Student Services for follow-up to discuss their responses and find solutions, by peer mentors, TVCC staff, and advisors and conduct an in-depth data analysis that will allow for comparisons of data points across previous survey administrations.

**The Board took a break at 10:41 a.m. to tour the Four Rivers Community School and later reconvened at 12:07 pm. for lunch.**

- vi. **Understanding Quarter-to-Quarter (Q2Q) Report**  
Vice President of Student Services Travis McFetridge explained how the Q2Q report is a fluid report that changes daily depending on the date and time the data is retrieved. The three main groupings in the report refer to the main campus and centers together, and then the main campus, and the Caldwell Center separately. According to Vice President McFetridge the report is a snapshot in time and is used as a daily data document to help project the current track of enrollment compared to the previous year same term and help identify areas in which enrollment is struggling.
- vii. **Draft CTE Data Report**  
Dean of CTE David Koehler provided an update on the existing CTE Programs, and the new programs that are anticipated to start fall 2022-23 in Ontario and at the Caldwell Center.

In the presentation, board members were able to see the headcounts by program (self-reported data), reimbursable FTE, and strategies in the areas for Career Pathways, dual credit, advisory committees, retention, etc.

New programs proposed for the next academic year for the Ontario campus and/or the Caldwell Center was shared, including data on anticipated enrollment, degree types, and annual and startup costs for each program.

Dean Koehler also reported on the future programs that are under consideration for Ontario. Such as, unmanned aerial system, sustainable ag/precision ag, geo-spatial analysis, and HVAC. In addition, future start programs considered for the new Allied Health and Professions Center relate to the areas of radiology tech, respiratory therapist assistant, surgical tech, dental assistant, physical therapist assistant and exercise science. The college has researched the current openings and earnings for careers in these fields and the cost for equipment to start such programs in assessing their viabilities.

- viii. **National High School Graduate Trends (2025)**  
A report on the national trends for graduating high school students was shared with board members that showed a decline across the nation by more than 1 million students in six years. Part of the enrollment decline for post-secondary institutions is the decrease in high school graduates who are the traditional college students. This decline results in more schools competing for these same students. Accordingly, projections also show who we will be serving, the importance of access to achievement opportunities and equity in the outcomes as they relate to retention, progression, and completion. There are other changes affecting enrollment, because of the increase in costs to attend school coupled with the decrease in state funding. As we plan for the next 10 years, the College will work to have strategies to address these projections and continue sustainability as we identify our student populations to serve.
- b. **2022-26 Strategic Enrollment Management Plan**  
A draft summary of the 2022-2026 Strategic Enrollment Management Plan was provided as a guiding document to grow enrollment through persistence and retention. A few of the strategic directions in the plan included advancing student success, creating and pursuing a culture of intentional inclusion, supporting community engagement and partnerships. Also provided was an overview of our targeted markets and the focused strategies to recruit and retain students.

- c. Budget Model 5-Year Projection Overview  
Vice President Shirley Haidle provided a seven-year forecasted budget model for the 2021-23, 2023-25 and 2025-27 bienniums. Vice President Haidle explained how the model is updated every month with actuals-to-date, projections, and assumptions. She reminded the Board that the COVID funds received were one-time money and cannot be counted on to sustain the college.
- d. Cybersecurity Strategic Plan  
Director of IT Scott Carpenter shared the strategic plan for cybersecurity and what the College is doing in regard to challenges, external partnerships and services, and the internal work to strengthening policies and processes, provide employee trainings, secure funding, and explore options for qualified services and assistance.

The Board received information on the cybersecurity component audit tool which shows what we are doing in the areas of security policy framework, back up strategies, and estimated costs and priorities and what still needs to be done. Director Carpenter stated he believes TVCC is ahead in its cybersecurity planning as compared to other institutions; however, there is much more work to be done.

President Young shared the Oregon Presidents Council, and the Oregon Community College Association will be asking the legislature for \$200k for each community college to use toward cybersecurity. Although, TVCC is adding funds in our budget to complete some of the cybersecurity components more funding is greatly needed.

The Board took a break for dinner at 3:52 p.m.

### **Work Session**

The meeting was called to order at 5:00 p.m. Chair DeBoer led the Board in the flag salute and reading of the college's mission and vision statements.

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

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

### **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, Cathy Yasuda, Dean David Koehler, Arwyn Larson, Sandy Porter, Kate Russell, Abby Smith, Abby Lee, Jason Miller (Argus Observers), Hilary Tanneberg and Scott Simpson (Moss Adams), Anne Marie Kelso, Dr. Benjamin Merrill, Scott Carpenter, and Kilee Saldivar

#### **I. Call to Order and Acknowledgement of Guests**

- a. New College Employee Introductions  
There were no introductions this month.

- b. 2020-21 Audit Presentation – Moss Adams, LLP  
Vice President Shirley Haidle introduced Moss Adams representatives who were present to review the June 30, 2020-21 Financial Statements report.

Audit Partner Scott Simpson and Senior Manager Hilary Hanneberg presented the audit that was debriefed with the Audit Committee yesterday. The highlights of the report were:

- Financial Statements – the statements are prepared in accordance with generally accepted accounting principles; the financial statements were materially correct and received an unmodified opinion. A good clean, audit opinion.

- Oregon Minimum Standards – this is a required report. Moss Adams was pleased to report there were no exceptions or findings. A clean report issued.
- Audited using Government Auditing Standards – they did not find any internal control deficiencies this year. No deficiencies came to their attention during the audit. A clean government standard auditing report.
- Single Audit - they are in the process of finishing the single audit and should have it completed this week and issued next week.
- The basic financial statements audit report was clean. The financial statements are prepared by Vice President Haidle and her team. The statements were well written and accurate according to Moss Adams.

## **Regular Session Meeting**

### **I. Agenda Review/Changes**

There was a change to remove III.d. 2022-23 Board Goals and Objectives (action) from the agenda.

**Motion:** Roger Findley moved to delete item III.d. and move the agenda item to another meeting and the motion was seconded by Stephen Crow. The motion carried by those present.

### **II. Special Presentations**

#### **a. Computer Science Program**

Vice President Eddie Alves summarized the history of the Computer Information System AAS Degree which was later upgraded to a Computer Networking Information Systems AAS degree. In 2017-18, the computer science program was retrenched due to low course enrollment. Vice President Alves shared we knew we needed to offer a program but one that would need significant changes. Further discussion and planning resulted in the development of a Cybersecurity AAS program.

Director of IT Scott Carpenter explained what was developed and how it has led to a great program at TVCC to get students the skillset for first level jobs. They also found that the course content aligns with the skills used in our IT Department. In addition, students now have the ability to obtain 3-5 industry certifications making them more marketable in the workforce and we are excited to see student numbers increase in these courses.

According to Director Carpenter, some of the future next steps include finding more qualified instructors, refreshing, and developing content, having a seamless transfer program to BSU, and adding optional courses.

### **III. College Business**

#### **a. Accept 2020-21 Audit (action)**

Board members who served on the Audit Committee had the opportunity to report out. Board member Ken Hart stated it was good news to have a clean audit. He noted the single audit which hasn't been finished yet will be done soon. It was also noted this is the third year of a three-year contract where we have used Moss Adams. In the future there may be a discussion on a process to determine if we continue with Moss Adams or select another firm. Board Member Roger Findley commented on the profit at the Caldwell Center which is good news. He also noted we went above our goal of an ending fund balance which is more good news that came out of the audit report. Overall, this was one of the best audit reports. Board Member Betty Carter spoke about the auditors' comments on the great job on the MDA by Vice President Haidle and the great report on internal controls.

**Motion:** Stephen Crow moved to accept the financial statements of June 30, 2021, as presented by Moss Adams and the motion was seconded by Roger Findley. The motion passed by those present.

b. COVID-19 Update

Director Anne Marie Kelso provided a report on the positive and exposed COVID cases reported by students and staff from September through December. Board members were also provided information on the numbers in the county via COVID Data Tracker. Director Kelso updated the Board on plans for the winter quarter in regard to face coverings in Idaho, third party groups, the outdoor face covering requirement, and the vaccine mandate.

c. TVEA Faculty Negotiations

President Young stated we have received a letter from the TVEA lead negotiator regarding their intent to bargain. Director Anne Marie Kelso has been selected as the lead negotiator for the College. The current collective bargaining agreement expires in June 2022. Both the TVEA and College have agreed to begin bargaining sessions in January. The TVEA team will include Nate Rawlinson, Jessica Breidinger, David Reynolds, Sandy Porter, Darin Bell, and Suzanne Bolyard. The College team will include Director Anne Marie Kelso, Dean David Koehler, and Vice President Shirley Haidle.

IV. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – November 16, 2021, and December 1, 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.

VI. **College Reports and Statements**

a. Statements from ASG/Student Programs

ASG President Abby Smith summarized the highlights of her report in regard to final intramurals tournament, DYI events, and a relaxation night. Student government events included a Food for Thought forum on the proposed nursing and allied health professions center, a quarterly meeting of the Student Technology Committee, and the work being done to install a new campus map in the kiosk located by the fountain.

b. Statements from Foundation

Executive Director Cathy Yasuda shared two of her priorities include writing the EDA grant for the new nursing and allied health professions center. We are asking for \$5.5m in our proposal and are working to finalize the application to submit by the end of the month. Yasuda thanked Dr. Nino Kalatozi, Yumiyo Okuda, and Bernie Babcock for their assistance in gathering data for the grant.

The other priority focuses on the major gifts campaign for the new nursing and allied health professions center. Executive Director Yasuda reported they have confirmed three incredible co-chairs for the campaign. They have also confirmed 2 of 3 honorary chairs and will move forward with identifying the committee chairs. On Friday, they will continue discussions with consultant Rich Gross on the campaign.

c. Statements from Faculty

Instructor Arwyn Larson shared a 2012 photo of former Phi Theta Kappa advisors Don and Janet Asay and PTK students at the Phi Theta Kappa convention in Orlando, Florida. During this time, Larson was transitioning as advisor for PTK. She went on to

share the successes, educational journey, and current careers for each of the students. We have much to be proud of.

d. OCCA Board Rep. Report

OCCA representative Stephen Crow reported OCCA is preparing for a short legislative session which includes a funding ask for cybersecurity. As a reminder the annual OCCA conference will be held April 13-15 in person and virtually at Sun River Resort. Work has also been done to onboard new OCCA Executive Director Morgan Cowling. Lastly, they are in the first stages of developing an OCCA membership program for new board members.

e. President's Reports

i. Academic Affairs

Vice President Eddie Alves provided a written report. He did note he is working with faculty to find replacements for instructors who are retiring.

ii. Student Services

Vice President Travis McFetridge provided a written report.

iii. Administrative Services

VP Shirley Haidle provided a written report and shared she appreciates the Board accepting the audit and wished everyone a Merry Christmas.

iv. College Relations and IT

AVP Abby Lee stated she was proud of IT and the great work they are doing. They have been looking at additional funds and resources for IT to assist in getting priority projects done.

v. President's Comments

Dr. Dana Young thanked everyone for spending the day listening to or preparing reports. She also stated they are considering a date in either March or April to hold a ribbon cutting for the CTE Center with invitations to our local legislators Senator Findley and Representative Owens.

Dr. Young mentioned she will be helping to onboard the new Executive Director for OCCA. She noted this is the first time where they hired a director that was unfamiliar with the education system, or who has been a community college president, or even worked at a community college so it will take the new director some time to onboard because of the steep learning curve.

Oregon Business Leadership Summit – board members were encouraged to read the Oregon Business Plan Strategy for the 2020s to learn more about the direction of Oregon. Part of the plan aligns with what we are doing in healthcare, manufacturing, etc. for a trained workforce. There is a \$200m legislative package that has been put forward by the Governor and legislature to help support workforce development.

In other news, due to roof damage, the College is getting ready to tear down the old house on campus and have the project complete by January. The area will be replaced with irrigation and grass.

f. Statements from Board Members

- i. Reminder to complete board meeting assessment and annual goal monthly report.

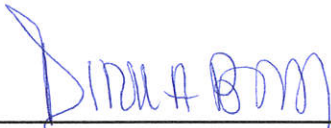
- ii. Roger Findley – national rodeo finals was held last week in Las Vegas. There were a number of students who competed in our region who were students when Sonny Hansen was an instructor. The reports today were great, and it was noted there are many positive things happening at the college.
- iii. Betty Carter – it has been a successful day with teambuilding. She thanked Arwyn Larson for sharing her report as well as the other programs presented tonight.
- iv. Mark Wettstein – appreciated Arwyn’s presentation. He thanked everyone for their reports today and he also learned more about the Four Rivers Community School.
- v. Stephen Crow thanked everyone for their reports.
- vi. Dirk DeBoer appreciated everyone’s report.

VII. **Important Date(s)**

The Board reviewed the upcoming important dates on the agenda.


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

The meeting adjourned at 6:40 p.m. The next meeting of the Board of Education will be Tuesday, January 18, 2022, at 6:00 p.m.



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Mr. Dirk DeBoer, Chairman  
TVCC Board of Education



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