

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

Tuesday, December 19, 2023, 9:00 a.m.

MINUTES

Call to Order and Pledge of Allegiance

Chair Ken Hart called the meeting to order and led the group in the flag salute and in the reading of the mission and vision statements.

I. Board Planning Meeting

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 Sandy Porter, Dean Ben Merrill, Nino Kalatozi, Associate Vice President Abby Lee, Anne Marie Kelso, Vice President Darin Bell, Vice President Travis McFetridge, Jeremy Yraguen, Eddie Alves, and Cathy Yasuda

a. New Website Demonstration

Associate Vice President Abby Lee provided a demonstration of the new TVCC website (treasurevalleycc.edu). She reported the www.tvcc.cc web address will continue to work; however, it will direct users to the new website. Although the new website will be live; work will continue to make improvements and adjustments. The IT Department was commended for their work transferring data from the former website to the new website.

In other news, the College hired marketing and social media coordinator Shianna Maxwell who will begin her position starting January 3.

b. Accreditation and Program Review

Director of Institutional Effectiveness and Planning and Accreditation Liaison Officer (ALO) Dr. Nino Kalatozi reported on the importance of accreditation, and TVCC's accreditation cycle. Currently, TVCC is working on Year Six, Standard Two, Policies, Regulations, and Financial Review (PRFR) which is due in fall 2024.

Director Kalatozi also spoke about the former two recommendations that were originally out of compliance but are now revised to substantially in compliance but in need of improvement. The recommendations were as follows:

Recommendation 1 (Originally Out of Compliance): Revised to 'Substantially in Compliance but in Need of Improvement'.

Develop an effective system of assessment of student learning at the course, program, and degree level to evaluate the quality of student learning; and use the results of its assessment of student learning to inform academic and learning-support planning to demonstrate continuous improvement of student learning.
(2020 Standard(s) 1.C.5;1.C.7)

Recommendation 2 (Originally Substantially in Compliance, but in Need of Improvement): **Continued as ‘Substantially in Compliance but in Need of Improvement’.**

Demonstrate an ongoing and systematic planning process that informs and refines institutional effectiveness efforts, assigns resources, and improves student learning and achievement. (2020 Standard(s) 1.B.1)

Board member Ramirez asked about the review status of board policies and if there were deadlines to complete the reviews. To which President Young stated most of all board level “board” policies are complete; however, each governance council is working through their section of policies. The plan is to bring entire policy sections to the Board rather than bringing individual policies for them to review. Board member Findley inquired as to the general ed outcomes and if there is a system for them. Director Kalatozi stated the College has a good system to evaluate the outcomes and that we have a 4-year cycle of assessment.

Program Review – During the presentation, VP Porter stated that although work is being done to review programs; the issue is capturing the data and writing it down. It is important that we document the work that is being done so that we have the evidence. Thus, there is a need for a formalized system. The message is strong that we cannot be in a work in progress mode and that we must have a system in place.

A full copy of the PowerPoint presentation will be included in the board meeting file.

c. Mission Fulfillment

The College shared the Mission Fulfillment report. There is currently a list of the College’s 71 mission fulfillment metrics (aka key performance indicators). The recommendation shared with the Board is to reduce the number of “key” indicators as follows:

- Currently there are 27 performance indicators in Core Theme - Fostering Educational Success and the recommendation is to reduce the 27 to only 12 indicators which would be more trackable.
- Core Theme 2 - Ensuring Access has 24 indicators that are recommended to be reduced to 12 indicators.
- Core Theme 3 - Building our Community has 20 indicators that are recommended to be reduced to 7.

A full copy of the PowerPoint presentation will be included in the board meeting file.

d. 2021-24 Strategic Plan Update

President Young recommended taking the current plan which is set to expire in 2023-24 and extending it one year while we develop a new plan for 2025-2030. President Young proposed going out to bid to hire a company who could provide an objective review and who will sit down with the Board, College, and the community while we develop the next multi-year plan. She noted the last plan cost us \$40k to develop and we can expect the cost to increase substantially to possibly \$100k.

The Board was provided a summary of the five strategic directions and goals within the current 2021-24 strategic plan. The Board reviewed each goal and made recommended changes on whether the goal would be rolled over to the next year.

It was noted the College will bring back the final Strategic Plan with the recommended changes to the January or February board meeting as well as a one-page report on how we are doing with key performance indicators. A full copy of the PowerPoint presentation will be included in the board meeting file.

e. Institutional Effectiveness

Director Kalatozi shared how the Institutional Effectiveness and Planning Department serves as the centralized data resource for TVCC. She noted the data they provide is accurate, relevant, and user-friendly as provided to its various constituents. Their office supports the college in assessment, institutional research, accreditation, strategic planning and program reviews. A full copy of the PowerPoint presentation will be included in the board meeting file.

f. Enrollment Update

- i. A copy of the PowerPoint presentation will be included in the meeting file. The presentation provided information on strategic enrollment opportunities, direction, our target market, KPIs for integrated marketing and recruitment, IPEDs data, and the matriculation funnel. In addition, the Board was tasked with thinking of enrollment ideas to target students that are traditional, non-traditional, historically underrepresented, and Stop Out (>2 years).

- ii. Ruffalo Noel Levitz (RNL) Update

The College contracted with Ruffalo Noel Levitz (RNL) who started work with TVCC in August 2023. The marketing and recruiting consulting agreement included 5 visits, report assistance, and the overall development of a marketing and recruiting plan.

According to AVP Lee, immediate priorities that will be a focus before there is a finalized plan will be financial aid, dual enrollment, nontraditional student strategies, and Oregon Promise. The Board was reminded that last year the College postponed the hire of a marketing coordinator to allocate funds to hire RNL.

Board member Findley asked how the College will determine if this investment is paying off. To which AVP Lee stated the marketing plans will track measurable efforts, having the Customer Relationship Management software is also a good indicator for results, and as initiatives are put together we will have the opportunity to track them.

- iii. Quarter to Quarter Enrollment Comparison (Fall) – In the report the enrollment numbers for the winter quarter were positive. AVP Abby Lee mentioned that because the Caldwell Center which is noted in the Q2Q report is offering only 4 programs they are considering removing the data because it pulls numbers down in an exaggerated way. In addition, numbers for SRCI, Burns, and Warner Creek could be separated out as well to give a clearer picture of the Q2Q.

g. **Budget Forecast Update**

Vice President Darin Bell shared revenue and expenditure information on the College's general fund budget and how the fund is created through property taxes, state revenue (CCSF), tuition and fees, and miscellaneous income (admin fees for grants, interest income, etc.).

The model showed revenue projections starting from 2023-24 through the 2028-29 academic year and how the ending fund balance decreases over the biennia; noting how assumptions shared are built in for expenditures, FTE, and revenues. It is anticipated the new nursing and allied health professions center will increase FTE and tuition and fees noting that it will also have some expenditures.

The model is updated by the Business Office who works in the actuarial numbers as they become available.

h. **Outreach Centers-Caldwell Center and Harney County**

AVP Abby Lee provided an update on the Caldwell Center's relocation to the third floor of the Nancolas Center and the four programs of focus (aviation-helicopter, addiction studies, cybersecurity/computer information systems and plumbing).

The Board also heard how TVCC's Caldwell Center is part of the Idaho Launch and how we have some exciting opportunities coming as soon as Idaho decides what it is going to do to approve programs under Launch. One of the goals for the Center is to hire a full-time director to help build the programs.

In regard to Harney County, TVCC plans to work closely with our High Desert partnership because of the benefit we see to help us grow at the Burns Center.

i. **Corrections Centers Update**

In addition to the educational services TVCC provides to SRCI and WCCI, we recently contracted with the Higher Education Coordinating Commission to provide programs, when Blue Mountain Community College discontinued their services, to Eastern Oregon Correctional Institution, Two Rivers Correctional Institution, and Powder River Correctional Facility (Corrections West).

TVCC's first hire was Eddie Alves who serves as the Education Director for the three facilities. Director Anne Marie Kelso spoke about the new positions that were required to staff the three institutions and how the College worked to get all the positions filled except for a few. It was also noted that the Second Chance Pell program at SRCI is now referred to as the Prison Education Program (PEP).

j. **Nursing and Allied Health Professions Center (NAHPC)**

As of today, the project will be at 50% completion by the end of December. The next step in the schedule will be to go out to bid in late February and March. Project Manager Bernie Babcock advised the Board that he made an error during the October meeting and that the corrected footage for the tech lab is 9,987 sq ft. Babcock shared more information on the square footage of other spaces in the building which will result in double the amount of space in the new facility when compared to the current space.

Executive Director/Chief Development Officer Cathy Yasuda shared we are getting closer to the finish line with the campaign. In less than 2 months the Foundation received over \$1.4m in additional funding for the NAHPC. We have been getting a great response on a mailing the Foundation sent to over 500 businesses and community members. Yasuda stated they are grateful to all the donors who contributed to the major gift campaign.

k. **Wrap Up-Board Comments**

- Betty Carter shared the education program at SRCI started with John Peters as the Education Director. She commented on the good presentations by everyone today.
- Roger Findley stated he is interested in reading the book, *Our Iceberg Is Melting*. He was encouraged on the progress of the Nursing and Allied Health Professions Center and commended Cathy Yasuda for her hard work.
- Lindsay Norman stated communication is key and there were good presentations today.
- Dirk DeBoer stated it was a great meeting and he sees many opportunities for students.
- Stephen Crow shared information on a presentation by the Lumina Foundation and how today was a good example of what we should be doing as a Board and administration.
- Ken Hart asked if the scholarship announcements could be made earlier in the process so students can make decisions sooner and it would give TVCC a competitive advantage. President Young stated in order for a student to receive a scholarship the FAFSA application has to be filled out and until we have this information we can't award scholarships. Director Yasuda stated the Foundation awards once a year; however, there have been discussions on setting aside money from unrestricted funds for latecomers.

The Board took a break at 3:35 p.m. Board members were invited on a tour of the Student Services Center by VP McFetridge.

Work Session

Chair Ken Hart led the group in a reading of the College's mission and vision statements and the pledge of allegiance.

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 Sandy Porter, Vice President Travis McFetridge, Associate Vice President Abby Lee, Vice President Darin Bell, Cathy Yasuda, Shirley Haidle, Ben Merrill, Via Zoom was Eddie Alves, and auditors Scott Simpson, Hilary Tanneberg, and Brooke Stout, Michelle George, Arwyn Larson, Jeretta Shoemaker, Alexa Shoemaker, Director Daniel Liera-Huchim, Jeremy Yraguen, Lauri Babcock, Julie Lynch and others.

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

a. **Introduction of New Employees**

Interim Director of the Caldwell Center Julie Lynch introduced new employees Stephanie Vega, Enrollment Specialist and Zara Sorensen, Enrollment Specialist.

Director of Corrections Education Eddie Alves introduced new employees from Treasure Valley Corrections West – Greg Jones, Education Coordinator (Powder River), Eastern Oregon employees Patty Rasmussen, ABSD Instructor and Shannon Schuette, ABSD Instructor, and Two Rivers Correctional Institution employees Rachel Rodeman, ABSD Instructor, Michelle George, ABSD Instructor and Brian Rozendal, ABSD Instructor.

TVCC Northwest Educations Director Jeremy Yraguen introduced new employee David Bence, ABSD instructor and Dulcie Hays, ABSD Instructor.

b. 2022-23 Audit Presentation – Moss Adams, LLP

Vice President Darin Bell introduced auditors Scott Simpson, Hilary Tanneberg, and Brooke Stout from Moss Adams who met last Thursday with the College's Audit Committee. According to the auditors, the College received an unmodified opinion on their financial statements, an unmodified opinion with no findings on the single audit of federal funds, no findings of internal control matters on the Government Auditing Standards Report and no exceptions or a clean report with the compliance of Oregon Minimum Standards and Oregon Budget Law.

Auditor Scott Simpson stated there were a number of required communications with nothing adverse to report and they had no disagreements with management or any difficulties completing the audit. Noting the auditors received great cooperation from the College.

Board member Findley did mention the changes to accounting practices and learned there may be some coming down the road. According to Simpson next year there may be a new accounting policy and accounting standards on compensated absences for employees.

Regular Session Meeting

I. Agenda Review/Changes

There were no changes to the agenda.

Motion: Dirk DeBoer moved to adopt the agenda as presented and the motion was seconded by Torie Ramirez. The motion carried unanimously.

II. Public Comment

There were no comments from the public.

III. Special Presentations

a. HB 2864 Cultural Competency Annual Report

Multicultural Outreach Coordinator Director Daniel Liera-Huchim reported on the meaning of Diversity, Equity, and Inclusion (DEI), and the strategic goals to increase multicultural recruitment, outreach, and enrollment initiatives. By 2024, the TVCC Diversity Committee will have implemented the cultural competency standards for TVCC and its employees, as outlined in the multicultural/diversity strategic goals.

IV. College Business

- a. Accept the 2022-23 Audit

Motion: Stephen Crow moved to adopt the 2022-23 audit and the motion was seconded by Betty Carter. The motion carried unanimously.

- b. Board Policies (2nd reading)

- i. BP 2433 Responsibilities of the President (formerly CBA Qualifications and Duties of the President, CBE President's Continuing Professional Development, and CF College Administration)

Motion: Torie Ramirez moved to adopt BP 2433 as presented and rescind the former policies and the motion was seconded by Lindsay Norman. The motion carried unanimously.

- ii. BP 2436 President's Consulting Activities (formerly CBF President's Consulting Activities)

Motion: Torie Ramirez moved to approve the policy as presented and rescind the former policies and the motion was seconded by Stephen Crow. The motion carried unanimously.

- c. Board Policy (1st reading)

- i. Parking (New)

The new policy was created as a result of how we monitor parking and parking ticket fees. Work is being done to create an administrative procedure for the board policy that will have more information on fees. The policy has been reviewed previously by the Administrative Services Council and Executive Council.

Board members asked to include any references to other board policies and to re-review the second sentence because of its awkwardness.

V. Consent Agenda - Action Item(s)

- a. Board Minutes – November 21, 2023
- b. Financial Report

Motion: Stephen Crow moved to approve the consent agenda which included the minutes and financial report. The motion was seconded by Betty Carter. The motion carried unanimously.

VI. College Reports and Statements

- a. Statements from ASG/Student Programs

There was a written report included in the board packet.

- b. Statements from Foundation

Executive Director/CDO Cathy Yasuda stated the Foundation had a great year with raising over \$100k for scholarships, receiving several large grants, and creating several large new endowments. She also noted the 2024 Garden Tour will be held in gardens in Weiser, Idaho. She thanked everyone for their support.

c. **Statements from Faculty**

TVEA President Arwyn Larson introduced provisional faculty member Jeretta Shoemaker who teaches biology, ecology and medical terminology.

d. **OCCA Board Rep. Report**

Stephen Crow reported on the priorities for the 2024 legislative session which will begin in February. Upcoming activities included the January 25 OCCA Lunch and Learn webinar series on Priorities and Advocacy and the April 19 All Oregon Academic Team Luncheon in Salem.

In other news, OCCA hired Human Capital Enterprise to help with the search for a new Executive Director. The search process will begin by selecting three community college presidents and three board members to serve on the screening committee. Stephen Crow and President Dana Young have asked to be considered to serve on this committee.

e. **President's Reports**

i. Academic Affairs

VP Sandy Porter reported on the hire of a new instructional designer who will start January 2. She also spoke about how phenomenal our corrections staff are and how she is inspired by them.

Board member Findley asked if the College would be interested in sharing our dump truck with the fairgrounds for the purpose of manure removal. According to VP Porter, the idea is something that can be considered. She also addressed his concern with open positions in Ag and Business. She reiterated the importance of making the right hires not just quick hires for success in instruction. She feels the administrative team has been supportive in making great hires and it is a long-term investment for programs when making these right decisions.

ii. Student Services

VP Travis McFetridge stated enrollment for winter is looking good and that we are 4 students shy from matching the number of students who participated in the Try Out TVCC campaign last year. He believes we will get more students and surpass the number of students taking advantage of the free class.

He also reported there have been many heavy lifts this year and the student services center staff have been amazing and very supportive to help students.

iii. Administrative Services

VP Darin Bell shared his appreciation for everyone he works with and for the Business Office's help with the audit. He commended former VP Shirley Haidle for her help in a successful audit.

iv. College Relations and IT

AVP Abby Lee provided an update on the December 13 Open House in admissions. The College sent approximately 30k postcards as well as promoted digital advertising for the Open House.

v. President's Comments

President Dana Young informed the Board that at the January meeting two resolutions will be presented for their approval. One resolution will pertain to the Oregon Opportunity Grant asking HECC to reconsider distribution of the \$100m increase by considering the full cost of attendance. The second resolution will pertain to support for co-requisite education. A state workgroup will be created to review data and a model that will retain students who start at the developmental level. According to President Young some schools have already moved to an evidenced based co-requisite model and are having success.

President Young thanked the Natural Resource Department, Physical Plant, and Chase Bloom (USDF) for donating and working to place the Christmas tree in the courtyard.

f. **Statements from Board Members**

- i. Torie Ramirez thanked everyone for the day-long board planning meeting.
- ii. Dirk DeBoer thanked everyone for all the good information.
- iii. Stephen Crow thanked the administration for the amazing presentations.
- iv. Lindsay Norman stated the new ideas are exciting and she appreciated Daniel's presentation.
- v. Roger Findley shared he has been working on a project to restore a 1960 international pickup that belonged to a former student (Dusty Benjamin) and employee who passed away. Benjamin's son is now 14 years old and Roger is restoring the pickup to give back to the family. He spoke about all the help he had from the community in the restoration and how this goes along with the spirit of Christmas.
- vi. Betty Carter thanked Vice President McFetridge for the tour. On December 12 she participated in a project at the FRCS where 5 students were recommended for honors. She noted that a few of the students plan to attend TVCC.
- vii. Ken Hart thanked the Board for reviewing the strategic plan today and noted he appreciated all the information shared.

VII. **Adjournment and Next Meeting**

The meeting adjourned at 6:53 p.m. The next regularly scheduled meeting is Tuesday, January 16, 2024 at 6:00 p.m.



Ken Hart, Board Chairman
TVCC Board of Education



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