

**TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**  
650 College Blvd., Laura Moore Cunningham Science Center, Hanigan Board Room (#115A)  
Ontario, OR 97914  
**Tuesday, December 20, 2022**

**BOARD MINUTES**

Board Chair Dirk DeBoer called the meeting to order at 9:03 a.m. and led the Board in the reading of the college's mission and vision statements.

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

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

**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, Dean Ben Merrill, Executive Director Cathy Yasuda, Director Anne Marie Kelso, AVP Abby Lee, and Morgan Cowling, OCCA Executive Director

**a. OCCA Update & Board Member Training**

OCCA Executive Director Morgan Cowling provided the Board with an update on the legislative and executive branch changes, OCCA legislative priorities, OCCA 2022-23 Advocacy Plan, funding background, and legislative engagement.

The top three OCCA legislative priorities approved by the OCCA Board are to:

- increase funding for CCSF - \$206m budget request (\$156m in ongoing funding for CCSF and \$50m in one-time funding to enable colleges to adapt to emerging enrollment trends and employer demands). The current funding level for the CCSF is \$699m.
- Double funding for the Oregon Opportunity Grant - an additional \$200m request and
- allow HECC to approve Register Nursing (RN) to BSN (bachelor's in science nursing) programs at community colleges (policy bill in development).

The Board took a break at 10:30 a.m. and reconvened at 10:48 p.m.

Director Cowling spoke about the State budget presentation for OCCA which was presented at the OCCA Board training in September. She provided an overview of how the Oregon budget works in regard to state spending and revenues and economic forecasts. Cowling further spoke about the process to pass a two-year budget in a long legislative session and how shorter sessions in even years are adjustments to the state budget and generally policy changes.

**b. NCHEMS Report**

A study called the Oregon Higher Education Landscape was commissioned by the OCCA and OCOP to provide Oregon a study of the current state of higher education in Oregon. According to OCCA Executive Director Cowling there are eight substantial recommendations in the report. The survey focused on both student and state needs.

One major finding is "Oregon is not taking full advantage of its major intellectual assets, its colleges and universities to create more prosperous, equitable and attractive state." There were also key themes identified in the survey relating to affordability, equity and higher education being the economic engine. Executive Director Cowling stated they have many reports with data from NCHEMS, and the Higher Ed Landscape to consider and merge with the Governor's plan for economic recovery.

c. **Accreditation Update**

Vice President Alves reported TVCC is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and follows a 7-year reporting cycle as well as abides by the Eligibility Requirements, Standards, and Policies of NWCCU. The Board was provided an accreditation timeline of where we were in our Year 7 Self Evaluation Cycle (2018), Ad Hoc Report (2020), and Mid-Cycle report (2021). According to Vice President Alves, in our October 2021 NWCCU Mid-Cycle evaluation we received three commendations and five recommendations. As of today, we have fulfilled three of the recommendations.

Future reports due are:

- Ad Hoc Report in Spring 2023 (Addressing Recommendations 1 and 2 from the Fall 2021 mid-cycle review)
- Year 6: Policies, Regulations, and Financial Review Report in Fall 2024.
- Year 7: Evaluation of Institutional Effectiveness in Fall 2025

According to Vice President Alves, our Ad Hoc Report this spring will not require an interview and evaluators are only requesting a written report.

d. **Strategic Plan**

Vice President Eddie Alves led the Board through the process of creating a department annual goal and explained how they are reviewed, approved, and how the outcomes are inputted and next steps, if any. He shared how every department at the College inputs their annual goals which are part of the strategic planning process as well as the budget process if there are financial resources required. The group also discussed how programs are developed and approved in the process.

The Board took a break at 12:56 p.m. for lunch.

e. **Board Professional Development**

i. **Ethics Law Training**

Karen Smith, OCCA Senior Policy Advisor/General Counsel, led the Board through a review of Oregon's Ethics Law and conflicts of interest. Board members had the opportunity to ask questions.

ii. **Sexual Harassment**

Director Anne Marie Kelso provided the Board information on the important things board members need to be aware relating to sexual harassment.

f. **Mission Fulfillment**

Vice President Eddie Alves shared slides on mission fulfillment. The mission fulfillment report is a list of our key performance indicators (KPIs).

g. **Academic Program Sustainability Report Update**

Vice President Eddie Alves provided a recap on how FTE/RFTE is calculated and the difference between data sets (i.e., end of the quarter dataset vs. the refile dataset). Vice President Alves commended IT for creating subdepartments of the departments to further see FTE/RFTE data of the smaller groups.

Board member Ken Hart shared for public relation purposes how many individuals are we touching and what affect is the College having in our communities. Getting this message out is important. AVP Abby Lee explained how the College stayed open and in person when many community colleges were not during the pandemic. We are also focusing on promoting students who started here which led to their future careers. According to Vice President Alves we are finding better ways to improve our data.

h. **2022-2026 Strategic Enrollment Management Plan**

Vice President Travis McFetridge presented a PowerPoint on the 2022-2026 Strategic Enrollment Plan which showed information the Board has seen before but with updated data. According to McFetridge, the plan is not a standalone document but complements other strategic documents such as the mission, vision, and president's vision.

McFetridge conducted a brief exercise where he asked the group to share ideas to increase enrollment for traditional students, nontraditional students, historically underserved students of color and for stop out students. The reason for the exercise was to visit and learn more about the institution's enrollment initiatives in regard to what we have done and continue to do.

Some strategic enrollment opportunities summarized were integrated marketing and recruitment, Customer Relationship Management (CRM) communications, student success and retention, and strategic enrollment awareness.

Vice President McFetridge also shared information on the matriculation funnel, and Quarter to Quarter Enrollment Comparisons for fall and winter.

i. **Caldwell Center Update**

AVP Abby Lee provided a summary of the Caldwell Center enrollment and how COVID impacted student enrollment at the Center. The numbers show we have gone down significantly since 2019. AVP Lee updated the Board on the tremendous partnerships we have with the city, school superintendents and universities and our current initiatives with school partnerships.

Our focus for Caldwell will center on four key programs that will fit the market. The College has a seven-year lease remaining with the Center and we believe these four areas will keep our core services in Caldwell and keep our presence there. The four core services would be aviation/helicopter, addiction studies, cybersecurity/computer information systems and plumbing.

## **Work Session**

Chair Dirk DeBoer called the meeting to order at 5:00 p.m. and led the group in the flag salute.

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

Chair Dirk DeBoer, Vice Chair Mark Wettstein, Cheryl Cruson, Betty Carter, Stephen Crow, and Ken Hart (absent: 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, Dean Ben Merrill, Executive Director Cathy Yasuda, Director Anne Marie Kelso, Leslie Thompson (Argus), Gilbert Martinez, Renae Weber, Sandy Porter, Jeretta Shoemaker, Darin Bell, Janell Abston, Lori Delehant, Laree McBride, Joe Kurth, Jessica Breidinger, Kilee Saldivar, Brianne Haun, Marcus Nichols, Arwyn Larson, Nate Rawlinson, Scott Simpson, Steven Mitchell (Malheur Enterprise), Molly Lightfoot, Heather Bohr, Teresa Lynch, and Jennifer Saracino

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

a. **Special Employee Recognition**

President Dana Young recognized Gilbert Martinez for his many years of service at Treasure Valley Community College. Martinez, a classified staff member, started at TVCC in 1973 and after retirement began working as a part-time custodian. He has been working at TVCC for over 50 years.

**b. 2021-22 Audit Presentation – Moss Adams, LLP**

Vice President Shirley Haidle introduced Scott Simpson, Moss Adams, who met yesterday with the College's Audit Committee.

Auditor Scott Simpson reported on the highlights and the three reports related to the audit. The first report is the financial statements which received a clean opinion, the second report is the government auditing standards on internal controls findings which received no findings or material weaknesses or deficiencies. The third report is required by the State of Oregon and is over the Oregon Minimum Standards which received a clean report. The last audit they will do is the compliance audit which has two pieces, 1) the audit of HEERF which is complete with no exceptions, and 2) the audit of student financial aid which is not yet finished.

According to Simpson, in regard to communication, it was timely working with the College and there were no challenges.

Board member Ken Hart stated as Chair of the Audit Committee, he felt Simpson was able to answer the committee's questions and the committee accepted the report as presented. The auditors were also complimentary about working with the staff.

Vice President Haidle thanked staff members Mandy Gaskill, Laree McBride, Angie Mejia, and Lynette Lewis for their assistance with working on the audit.

**Regular Session Meeting**

**I. Agenda Review/Changes**

There was one change to the agenda. The change was to make III. College Business, b. Aviation Flight Fees an action item.

**Motion:** Cheryl Cruson moved to accept the agenda with the change and the motion was seconded by Stephen Crow. The motion carried unanimously.

**II. Special Presentations**

**a. New Employee Introductions**

There were no new employee introductions this month.

**b. Phi Theta Kappa Special Recognition**

PTK Co-advisor Laree McBride shared how PTK received the Rising Star Award last year and how in previous years they were a 5-Star Chapter. Their goal is to reach 5-Star status again as well as increase the activities for PTK. Currently, there are 50 students in PTK, but many are not active. Joseph Kurth has agreed to be a co-advisor this year and together they will work on new strategies to engage PTK students.

**c. Addiction Studies Program**

Instructor Jessica Breidinger provided updates on the curriculum and goals for the traditional health worker certificate program, Peer Support Specialist – Adult Addictions, Recovery Coach Career Pathway, and spoke about the shortages for paraprofessionals in rural areas.

Breidinger mentioned faculty need the Board to invest dollars in instruction and resources to build and maintain vital programs such as these which have a direct impact on the strength of our local communities.

**III. College Business**

**a. Accept the 2021-22 Audit (action)**

**Motion:** Stephen Crow moved to accept the 2021-22 Audit as presented and the motion was seconded by Cheryl Cruson. The motion carried unanimously.

b. Aviation Flight Fees (action)

**Motion:** Stephen Crow moved to suspend the rules for a second reading and the motion was seconded by Ken Hart. The motion carried unanimously.

**Motion:** Stephen Crow moved to approve the aviation flight fees and the motion was seconded by Cheryl Cruson. The motion carried unanimously.

c. 2023-24 Academic Calendar (action)

**Motion:** Cheryl Cruson moved to accept the 2023-24 Academic Calendar and the motion was seconded by Betty Carter. The motion carried unanimously.

d. TVCC Board Policies Transition to OCCA Policy Framework (2<sup>nd</sup> Reading) (action)

i. Section A/B: Board of Governance to Chapter 2 Board of Education

**Motion:** Stephen Crow moved to approve the TVCC Board Policies Transition to OCCA Policy Framework as presented and the motion was seconded by Cheryl Cruson. The motion carried unanimously.

There was a discussion regarding the suggested changes by a board member to some of the board policies.

Board Policy 2431 Selection of the College President

Board member Ken Hart moved that the sentence.. " *a professional in higher education who meets the qualifications shall be given priority in the selection process*" be removed from the board policy. However, the motion died from the lack of a second.

Board Policy BP 2210 Board of Education Officers

There was a recommendation to add that the Board Chair can only serve two consecutive terms.

**Motion:** Mark Wettstein moved to amend board policy BP 2210 as recommended and the motion was seconded by Cheryl Cruson. There was one opposed vote by Ken Hart. The motion carried.

Board Policy 2305 Annual Organizational Meeting

Director Kelso advised the administrative procedure would be the best location for this recommended language.

**Motion:** Ken Hart moved to add language to AP 2305 *appoint board members to committees at the August meeting*. The motion was seconded by Betty Carter. The motion carried unanimously.

Board Policy 2210 Board of Education Officers

It was asked if there is a mass vacancy on the Board that we spell out that the vacancies will be filled by the County Board of Commissioners. According to Director Kelso this is stated in the law, and she didn't believe the language was required.

Board Policy 2430 Delegation of Authority to the President

There was a recommendation for a wording change; however, a majority of the Board felt the current language was sufficient.



## Board Policy 2715 Code of Conduct and Ethics/Standards of Practice

**Motion:** Ken Hart moved to remove the duplicate bullet point that states: *Recognize that all decisions are made by a majority vote and should be supported by all board members.* The motion was seconded by Stephen Crow. The motion carried unanimously.

### AP 2435 Evaluation of the President

The recommended change was to add “at least annually” behind the word “evaluated.” Board members Cheryl Cruson and Mark Wettstein advised to not change the language. There were no changes to the AP.

### AP 2712 Conflict of Interest – Contracts

The recommended change was to add the word “former” in front of the first word “board.” Board members Cheryl Cruson and Stephen Crow advised to stay with current language. The change was not accepted.

### **The Board voted unanimously to approve the board policies.**

**Motion:** Cheryl Cruson moved to rescind the former TVCC policies as they accept the new policies. The motion was seconded by Mark Wettstein. The motion carried unanimously.

#### **IV. Public Comment**

There were no comments from the public.

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

- a. Board Minutes – November 15, 2022
- b. Financial Report

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

#### **VI. College Reports and Statements**

- a. Statements from ASG/Student Programs  
Although the ASG President and Director of Student Programs were not present during the meeting a written report highlighting activities and events was submitted previously for the board packet.
- b. Statements from Foundation  
Executive Director/CDO Cathy Yasuda reported the Foundation scholarship application deadline has been extended to March 1, 2023. Other updates included the anticipated selection of a Grants Manager by the first of the year, and an update on the Major Gifts Campaign and related committees.
- c. Statements from Faculty  
TVEA President Darin Bell reported it's time to invest in the future of faculty. He stated they are getting close to the end of bargaining and asked that the teams stay at the table, take the pay off the table, and talk about what's important as we invest in the future. As he visits with faculty their purpose is driven around students and achievement.

He also mentioned AMP which he believes is important for employees. A= autonomy, M = mastery (something they do as faculty very well), and P= purpose (to have a purpose in the job you are doing). He reiterated you have to take pay off the table and to do this is by paying prevailing wages in the industry.

Vice Chair Mark Wettstein stated he appreciates Bell coming to the board meetings and he has done it in a nice way. President Young thanked all the faculty and stated they do an amazing job and work hard and it is appreciated. Board member Cheryl Cruson stated she appreciates the culture that has developed which is friendly and workable with everyone working together.

d. OCCA Board Rep. Report

Board Member and OCCA Representative Stephen Crow stated he didn't have any additional reports to add that was not covered under OCCA Executive Director Morgan Cowling's presentation.

e. President's Reports

i. Academic Affairs

Vice President Eddie Alves provided a written report and stood for questions. He said we have a great faculty and some rockstars. He thanked the faculty and wished everyone a happy holiday.

ii. Student Services

Vice President Travis McFetridge provided a written report and stood for questions. Board member Mark Wettstein did ask for clarification on satisfactory academic progress for financial aid which is required by federal regulations and is an adopted policy by TVCC.

iii. Administrative Services

Vice President Shirley Haidle stated she appreciated the Board accepting the audit. Board member Mark Wettstein asked for an update on Barber Hall. According to Vice President Haidle a study was conducted to ensure the building was structurally sound, and the galvanized pipes were replaced with copper this summer. The projects that still need to be done and in stages are HVAC, lighting, furnishings, flooring, and paint. Completing the next projects in stages will allow us to use the building without shutting down any classes.

iv. College Relations and IT

AVP Abby Lee reported the College has been promoting the free class for winter quarter. AVP Lee also mentioned how art instructor Jennifer Saracino is sharing information about art classes on social media.

The monthly student spotlight highlighted student Zachariah Manues who is working toward an associate degree in writing and welding and who previously had earned his GED at TVCC. AVP Lee stated we are proud of our students and their successes.

v. President's Comments

Dr. Dana Young shared the reports are out from the Secretary of State and the Joint Taskforce on Student Success for Underrepresented Students in Higher Education. In January, these reports will be read, and information gathered as themes and patterns are identified. The Board was invited to attend the OCCA Legislative Summit on March 8 – 9 in Salem. There are 30% in new legislators that need to know more about the importance of community colleges.

f. Statements from Board Members

- i. Mark Wettstein stated he was happy to see the College start their own Christmas decorating at the fountain area. He also mentioned he enjoys working with the Board and appreciates the work of the administration and thanked faculty for being here tonight.
- ii. Betty Carter attended a FRCS student presentation on welding and another student presentation who is going through automotive training as well as another student

presentation who wants to be an attorney. All the students' presentations were done well, and it shows what our TVCC CTE programs are doing for students.

- iii. Ken Hart stated it was a great day today and he cares about enrollment and how we are serving our community. He enjoyed the presentations and investments in programs.
- iv. Cheryl Cruson thanked Cathy Yasuda for the joint dinner party for the two Boards. Cruson mentioned at the last meeting she asked about the various clubs and was happy to see progress has been made on establishing a Young Republicans Club.
- v. Stephen Crow thanked everyone for today's presentations and wished everyone a Merry Christmas.
- vi. Dirk DeBoer stated an educated workforce provides a better economy and a better standard of living. He appreciates what everyone has done and wished everyone a Merry Christmas.

**Motion:** Ken Hart moved to adjourn the open meeting at 7:04 p.m. and the motion was seconded by Stephen Crow. The motion carried unanimously.

The meeting went into executive session at 7:09 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

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

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

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


President Dana Young, Director Anne Marie Kelso, Vice President Eddie Alves, AVP Abby Lee, and Vice President Shirley Haidle

**VII. Adjournment and Next Meeting**

**Motion:** Ken Hart moved to adjourn the meeting at 7:23 p.m. and the motion was seconded by Betty Carter. The motion carried unanimously.

There was no action from the Executive Session. The next regular meeting of the Board of Education is Tuesday, January 17, 2023 at 6:00 p.m.

  
Dirk DeBoer, Chair  
TVCC Board of Education

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