

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Ontario, OR 97914

Tuesday, June 15, 2021, 6:00 p.m.

BOARD MEETING AGENDA

Meeting participation is only available via Zoom:

<https://gotvcc.zoom.us/j/98010870037?pwd=VkhtVG14UGFIT2dCaE9jN1VsV1BhQT09>

Meeting ID: 980 1087 0037 Passcode: 720649

Telephone: (669) 900-6833 or (253) 215-8782 Passcode: 720649

Mission Statement: TVCC is a comprehensive community college dedicated to promoting student success.

Vision Statement: TVCC will be an excellence-driven institution offering quality programs to ensure student success.

Regular Session Meeting (flag salute) – 6:00 p.m.

Call to Order and Acknowledgement of Guests

Chair Cheryl Cruson

I. Agenda Review/Changes (action)

Chair Cheryl Cruson

II. Public Budget Hearing

- a. Call to Order, 2021-2022 Budget Hearing
- b. Budget Message Update
- c. Public Comment: each speaker will be limited to 3 minutes
- d. Close Public Budget Hearing (action)

Chair Cheryl Cruson
VP Shirley Haidle
Chair Cheryl Cruson
Chair Cheryl Cruson

III. Special Presentations

- a. New College Employee Introductions
- b. Employee Retirement Recognitions
- c. Board of Education Members Recognition
- d. OCCA Update

Vice Presidents
Dr. Dana Young
Chair Cheryl Cruson
Dr. Cam Preus, Executive Director

IV. College Business (Discussion or Action Items)

- a. 2020-21 Budget Appropriations Transfer (action)
- b. Board Member Budget and Audit Reports
- c. 2021-22 Budget Resolution: Adopt Resolution No. 20-006 Adopting the Budget, Making Appropriations, and Imposing & Categorizing Taxes (action)
- d. Update on Architectural and Engineering Firm for NAHPC
- e. August Board of Education Planning Meeting
- f. Board Policies (2nd reading):
 - i. IGCD Nontraditional Credit
 - ii. IM Instruction and Curriculum Evaluation
 - 1. IM-AR Class Evaluations (fyi)
 - iii. GCN-AR Adjunct Faculty Evaluation Process (fyi)
 - iv. DIC Vice President of Administrative Services' Monthly Financial Report
 - v. DID Equipment Inventory
 - 1. DID-AR Fixed Asset Capitalization (fyi)
 - vi. DIE Annual Audit
 - vii. DLB Tax Deferred Annuities
- g. Board Policies (1st and 2nd reading):
 - i. IIBGA Acceptable Use of IT Resources
 - ii. Information Security (NEW)
 - iii. Information Security Training and Awareness (NEW)
- h. Board Policy (1st reading)
 - i. GCN/GDN Adjunct Faculty and Staff Evaluations
- i. Internal Resumption Plan Update

VP Shirley Haidle
Chair Cheryl Cruson
Chair Cheryl Cruson

Dr. Dana Young/Bernie Babcock
Chair Cheryl Cruson

VP Eddie Alves
VP Eddie Alves

VP Eddie Alves
VP Shirley Haidle
VP Shirley Haidle

VP Shirley Haidle
VP Shirley Haidle

AVP Abby Lee
AVP Abby Lee
AVP Abby Lee

VP Eddie Alves
Anne Marie Kelso

V. Public Comment (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes)

VI. Consent Agenda - Action Item(s)

- a. Board Minutes – May 18, 2021 and May 20, 2021
- b. Financial Report

Chair Cheryl Cruson

VII. College Reports and Statements

- a. Statements from ASG/Student Programs
- b. Statements from Faculty

ASG President or designee
TVEA President or designee

- c. President's Reports
 - i. Academic Affairs
 - ii. Student Services
 - iii. Administrative Services
 - iv. College Relations and IT
 - v. President's Comments
 - 1. Community College Higher Education Issues and Trends
- d. Statements from Foundation
- e. Statements from Board Members
 - i. OCCA Board Rep. Report
 - ii. Board Meeting Assessment
 - iii. Board Annual Goals Monthly Report

Dr. Dana Young
 VP Eddie Alves
 VP Travis McFetridge
 VP Shirley Haidle
 AVP Abby Lee
 Dr. Dana Young

Cathy Yasuda
 Board

VIII. Important Date(s)

- a. June 21 Summer Classes Begin
- b. July 2-Sept 3 Four-day Work Week (Friday closures)
- c. July 5 Independence Day Observed (college closed)

Chair Cheryl Cruson

IX. Adjournment and Next Meeting(s)

- a. July 20, 2021 TVCC Board of Education Meeting

Chair Cheryl Cruson

The Board of Education meetings are held in accordance with accessibility requirements. Persons having questions about or requests for special needs and accommodations should contact Anne-Marie Kelso (akelso@tvcc.cc or 541-881-5812 or TTY 541-881-2723). Contact should be made 72 hours in advance of the meeting.

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in PAC Room #105 near the Meyer-McLean Performing Arts Theater in the Four Rivers Cultural Center, email HR@tvcc.cc or call (541) 881-5838 or TTY (541) 881-2723.

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Laura Moore Cunningham Science Center, Ontario, OR 97914
Rooms 128 & 115A

BOARD MEETING MINUTES Tuesday, May 18, 2021

Board of Education members in attendance (quorum present):

Chair Cheryl Cruson, Vice Chair Stephen Crow, Darlene McConnell, John Hall, Roger Findley, Mark Wettstein, and Betty Carter

Budget Committee Members in attendance

Ken Hart, Prudi Sherman, Jan Dinsmore, Jed Myers, Mike McLaughlin, and Torie Ramirez (absent: Mike Blackaby)

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

President Dana Young, VP Shirley Haidle, Anne Marie Kelso, AVP Abby Lee, VP Brad Hammond, Cathy Yasuda, Chase Wilcox, CTE Dean David Koehler, and VP Eddie Alves

Chair Cheryl Cruson called the meeting to order at 4:30 p.m. in the Science Center, Room 128. Chair Cruson led the group in the flag salute and reading of the college's mission and vision statements. The group took a moment to introduce themselves during the meeting.

Budget Committee Meeting

a. Appointment of Budget Committee Chair

Chair Cruson called for nominations for Budget Committee Chair.

Motion: Stephen Crow nominated Prudi Sherman as Budget Committee Chair and the motion was seconded by Ken Hart. There were no other nominations and the nominations closed. The motion carried unanimously.

b. Appointment of Budget Committee Secretary

Budget Committee Chair Prudi Sherman called for nominations for Budget Committee Secretary.

Motion: Prudi Sherman nominated Torie Ramirez as Budget Committee Secretary and the motion was seconded by Jed Myers. There were no other nominations and the nominations closed. The motion carried unanimously. Torie Ramirez deferred the secretary duties to Gina Roper.

c. Budget Committee Overview

Vice President Shirley Haidle provided an overview of the Budget Committee's role which is comprised of the College governing board and college district qualified voters. She also summarized the budget requirements per ORS 294 pertaining to the budget committee notice, release of the budget document, approval of tax rate or amount and changes to the approved budget.

d. Budget Message (Principles, Assumptions, & Highlights)

Vice President Shirley Haidle presented the budget message for 2021-22. It was noted that the eight Budget Guiding Principles reviewed had not changed from last year. President Young summarized the budget assumptions and highlights

for the 2021-22 budget. It was noted the College's budget assumes a state CCSF in the amount of \$641m; although community colleges have advocated for \$702m in order to remain at the current service level. President Young shared the Oregon economic revenue forecast is due out tomorrow and we hope to learn more at that time.

President Young continued to share the budget assumptions and highlights for 2021-22 and answered questions by the board and budget committee members.

e. **Budget Presentation**

Vice President Shirley Haidle provided a PowerPoint presentation highlighting the summary of all funds in the budget (General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund, Reserve Fund, Auxiliary Fund, Agency Fund, and Financial Aid Fund). She also presented on the budget challenges and accomplishments for 2020-21.

During the budget presentation, Vice President Haidle also addressed questions relating to increases in overall resources, instruction and instructional support, and college support and plant ops and maintenance budgets remaining flat.

Haidle also presented a summary of the HEERF allocations to date (CARES Act, CRRSAA, and ARPA) which included the total funding amounts allocated to students and the institution, and the timeframe and criteria to use the funds. In the presentation, it was noted how the funds were received, expended, and the amount of funds remaining for both student funding and institutional funding.

Vice President Haidle asked if there were any further questions regarding the budget presentation and there were none.

Chair Sherman stated the goal for today's meeting was to pass the budget as presented, pass the budget with changes, or defer action.

f. **Public Comment**

Budget Committee Chair Prudi Sherman asked if there were any comments from the public and there were none.

g. **Approve 2021-22 Budget**

Budget Committee Chair Prudi Sherman asked if there were any recommended changes to the budget and there were none. It was noted a copy of the unified forecast model presented by Vice President Haidle would be shared with the board members.

Motion: Torie Ramirez moved to approve the proposed 2021-22 budget as presented with a tax rate of \$1.2235 per \$1,000 of assessed valuation. The motion was seconded by Darlene McConnell. The motion carried unanimously.

h. **Close Budget Committee Meeting**

Motion: Jed Myers moved to close the Budget Committee meeting and the motion was seconded by Mark Wettstein. The motion carried unanimously.

WORK SESSION

Board of Education members in attendance (quorum present):

Chair Cheryl Cruson, Vice Chair Stephen Crow, Darlene McConnell, John Hall, Roger Findley, Mark Wettstein, and Betty Carter

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

President Dana Young, VP Shirley Haidle, Anne Marie Kelso, AVP Abby Lee, VP Brad Hammond, Cathy Yasuda, Chase Wilcox, CTE Dean David Koehler, VP Eddie Alves, Kate Russell, Hannah Berger, Wade Black, Drew Pearson, TVCC Rodeo Teams, and Abby Smith

The meeting was called to order at 6:12 p.m.

a. New College Employee Introductions

There were no new employee introductions this month.

REGULAR SESSION

I. Agenda Review/Changes

Vice Chair Stephen Crow moved to move up the introductions of the All-Oregon Academic Team Scholar and instructor Wade Black.

II. Special Presentations

a. All Oregon Academic Team Scholars

President Young recognized student scholars Maria Montes, Chase Wilcox, and Hannah Berger for the All-Oregon Academic Team. President Young also recognized Hannah Berger for being selected as a 2021 New Century Workforce Scholar.

b. Coach Drew Pearson

The Board recognized Instructor Wade Black for his achievement in winning the 2021 Road to the Horse. Black shared his experience at the event and noted there have been many students interested in the program. He ended by saying he looks forward to returning after his leave and working to develop more opportunities to attract students to TVCC as well as setting industry quality standards.

c. TVCC Rodeo Team

Because of social distancing, the Board moved outside the Science Center to recognize the TVCC Rodeo Team. President Young introduced Rodeo Coach Drew Pearson and congratulated him on being named NIRA Regional Coach of the Year. President Young also congratulated both the men's and women's rodeo teams on winning the region. Coach Pearson took a moment to say a few words about qualifying for nationals and asked each of the students to introduce themselves.

III. **College Business**

a. **Board Policies (2nd reading):**

- i. BH/BHA Orientation of New Board Members

Motion: Darlene McConnell moved to accept board policy BH/BHA as presented, and the motion was seconded by Betty Carter. The motion carried unanimously.

b. **Board Policies (1st reading):**

Chair Cheryl Cruson asked the board members if they had any questions pertaining to the first reading of the board policies. It was noted the policies have been through the governance process. The policies will be brought back next month for a second reading.

- i. IGCD Nontraditional Credit
- ii. IM Instruction and Curriculum Evaluation
- iii. DIC Vice President of Administrative Services' Monthly Financial Report
- iv. DID Equipment Inventory
- v. DIE Annual Audit
- vi. DLB Tax Deferred Annuities

c. **Internal Resumption Plan Update**

Director of Legal and Human Resources Anne Marie Kelso shared there was a change to the resumption plan. According to Kelso, the College is required to follow the Oregon Health Authority (OHA) protocols regardless of the CDC's recommendation for wearing masks. We also do not know what the required vaccine documentation means, and we are waiting to hear more from OHA. The Governor stated those who have been vaccinated are not required to wear masks or social distance.

Board member Roger Findley asked about the protocols for the rodeo team traveling to the Casper, WY finals. According to Anne Marie Kelso, the Governor's rules are that we follow the conference guidelines which is the rodeo guidelines they have in place.

IV. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – April 20, 2021 & May 6, 2021
- b. Financial Report

Motion: Darlene McConnell moved to accept the consent agenda as presented and the motion was seconded by John Hall. The motion carried unanimously.

VI. College Reports and Statements

a. Statements from ASG/Student Programs

ASG President Hannah Berger presented her monthly report for ASG and student activities. Berger shared this was her last board meeting and stated she appreciated the opportunity to have a voice and learn new skills. Berger recognized and introduced Abby Smith as the incoming ASG president.

b. Statements from Faculty

There were no statements by faculty.

c. President's Reports

i. Academic Affairs

The two updates to the Academic Affairs report were the hiring of Gretchen Bates as the Harney County Coordinator and the hiring of Rachel Grace as the Nursing Coordinator.

There was a discussion concerning the aviation program and board member Roger Findley inquired about a tour of the airport facility. Vice President Alves stated he would look at scheduling a tour at possibly next month's board meeting.

ii. Student Services

Updates to the student services written report included the planning of CARmencement for June 11. As of now, there are 85 graduates planning to participate in the ceremony. According to Vice President Hammond, Director Travis McFetridge has taken the lead on the ceremony. In other news, fall enrollment was up 1% today, new student registration opened yesterday, and the first A&R session was held.

Board member Roger Findley commented on residence life applications being up compared to last year. Vice President Hammond stated housing is a good indicator of enrollment and noted the housing application process has moved to an online process. In addition, admissions applications have also increased.

President Young advised the Board that this was Vice President Hammond's last board meeting and she congratulated him on his new position at Roger's State University in Oklahoma. Chair Cruson stated she appreciated everything Vice President Hammond has done to improve student services.

iii. Administrative Services

Vice President Shirley Haidle provided a written report. She noted the auditors will be doing their interim testing next monthly virtually.

iv. College Relations and IT

Associate Vice President Abby Lee shared we are working to figure out how to use the new ARPA funds. What we do know is that the funds cannot be used for recruiting purposes. AVP Lee also updated the

Board on the campaign to offer one free class for high school graduates. We are also working to reach students who are close to graduating but have not yet returned to college with an incentive to re-enroll at TVCC.

In other news, IT staff have been very busy with projects. In particular, the advising module project is ready. In addition, Wade Black's win and congratulations will be featured in upcoming rodeo and fair programs.

v. **President's Comments**

President Young reminded the Board that on September 1, 2021 the mid-cycle accreditation report is due to NWCCU. Young informed the board members that a copy of the accreditation report will be sent to the Board before it is submitted. The accreditation site visit is set for October 21-22, and it was mentioned the evaluators will more than likely want to meet with the board members.

One of the topics discussed at the Oregon President's Council (OPC) this month was moving from Burning Glass software to an EMSI product called Skillabi which aligns curriculum with the skills employers want in the current job market. OPC voted to end their contract with Burning Glass and purchase the EMSI product.

President Young provided an update on a discussion that included the Governor's Office and other community college presidents regarding if vaccines can be required or not required. A representative from the University of Oregon shared they are requiring students and employees to have vaccinations; however, there are still some questions unanswered, and they are working through the process. President Young shared that in the State of Oregon there are exemptions in place for employees who may want to opt out of being vaccinated.

Cybersecurity is a big focus for the Oregon President's Council (OPC) because many institutions have been hit with cyberattacks. Community colleges are considering doing a collective and set aside approximately \$500k for Portland Community College to request RFPs from companies specializing in cybersecurity services. One RFP received, showed that \$500k did not come close to covering this type of service. The TVCC IT department has been looking at what cybersecurity services would cost each institution and the College is waiting for a recommendation by Director Scott Carpenter on what we need as well as a cost. OPC plans to have further conversations on cybersecurity at their June meeting.

AVP Abby Lee shared more information on how CARmencement will work this year. Board members were invited to the event and were advised to arrive at 5:30 p.m. The event will begin at 6:00

p.m. and will also include a livestream option for those not attending in person.

d. Statements from Foundation

Executive Director Cathy Yasuda shared the good news of having our HEP grant renewed, receiving funding for the Betty Gray Community College Scholarship grant for students enrolled in early childhood education/family studies, and receiving a \$100k grant from the Eastern Oregon Economic Development Border Board. In addition, the College received originally a Talent, Innovation, and Equity (TIE) grant in the amount of \$55k; and were later notified by the Higher Education Coordinating Commission that we will receive an addition \$55k for a total grant of \$110k.

The Board was reminded of the joint meeting with the Foundation Board this Thursday from 10:00 to 11:30 am at the FRCC Collins Gallery. Both boards will learn more about the feasibility study and capital campaign.

Executive Director Yasuda also provided an update on the nursing scholarship award ceremony held today. Seventeen scholarship donors not including the nursing staff were present to honor students at the face-to-face event. Yasuda provided more information on the purpose of a feasibility study as it related to the nursing and allied health professions center. Yasuda shared that a study has not been conducted since the planning of the science center.

e. Statements from Board Members

- i. Stephen Crow reported he spoke with OCCA and the rumors are the state economic revenue forecast will be positive. Crow also shared he will be the new OCCA President in July and will also co-chair the search for a new OCCA Executive Director. Cam Preus is scheduled to attend the TVCC board meeting in June. He commended Vice President Haidle for the great job working on the budget.
- ii. Roger Findley shared he is proud of Wade Black and the rodeo program. He thinks these accomplishments will move TVCC to the national stage and hopes the College will take advantage of the moment to recruit and give the program our full support.
- iii. Betty Carter echoed comments from board member Findley. She shared all reports were good and the budget committee was good.
- iv. Darlene McConnell commended Vice President Haidle for her work on the budget.
- v. Mark Wettstein encouraged all board members to be at the orientation/training on Thursday. He spoke about the adventure of supporting the science center capital campaign to raise \$3m.
- vi. Cheryl Cruson encouraged all the board members to be involved on Thursday because of their impact in the community they serve. She thanked Vice President Haidle for her work on the budget. She reminded everyone to turn in their monthly goal reports and board meeting assessment.

Chair Cruson called the meeting into Executive Session under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

VII. **Executive Session**

Board of Education members in attendance (quorum present):

Chair Cheryl Cruson, Vice Chair Stephen Crow, Darlene McConnell, John Hall, Roger Findley, Mark Wettstein, and Betty Carter

Others present: President Dana Young, Vice President Shirley Haidle, Director Anne Marie Kelso, AVP Abby Lee, Vice President Eddie Alves, and CTE Dean David Koehler

VIII. **Open Session**

- a. Action, if any, from Executive Session

The Executive Session ended at 8:26 p.m. and went into open session.

Motion: Roger Findley moved to ratify Articles 12 and 18 and the MOU and the motion was seconded by Stephen Crow. The motion carried unanimously.

IX. **Important Date(s)**

Chair Cruson reminded the Board of the upcoming important dates.

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

The meeting adjourned at 8:28 p.m. The next meeting was set for Tuesday, June 15, 2021.

Cheryl Cruson, Chair
TVCC Board of Education

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

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

BOARD MEETING MINUTES

Thursday, May 20, 2021, 10:00 a.m.

Four Rivers Cultural Center, 676 SW 5th Avenue, Ontario, OR 97914

Collins Gallery

Board of Education members in attendance (quorum present):

Chair Cheryl Cruson, Vice Chair Stephen Crow, Mark Wettstein, and Betty Carter
(absent: Darlene McConnell, John Hall, and Roger Findley)

TVCC staff, guests, and TVCC Foundation members in attendance

President Dana Young, Cathy Yasuda, Lisa Meyer, Anne Marie Kelso, Dave Bean, Julie Van Matre, Matt Frye, Frank Yraguen, Debbie DeLong, Abby Lee, Shirley Haidle, Eddie Alves, Lisa Hansen, Prudi Sherman, Dirk DeBoer, Travis McFetridge, Scott Carpenter, Evelyn Dame, David Koehler and Rich Gross, Consultant.

WORK SESSION

The TVCC Board of Education joined the TVCC Foundation Board in an orientation and training with consultant Rich Gross, President of Rich Solutions. Consultant Rich Gross shared his years of experience working with over 100 community colleges.

During the orientation, Gross led the boards in an understanding of:

- the case for community college fundraising,
- the institutional advancement cycle,
- community colleges and the overview of philanthropy,
- the feasibility study and its components,
- a brief introduction to the major gifts campaign,
- and the role of the boards in a feasibility study and major gift campaign.

After the presentation, Gross asked if there were any questions from the boards and there were none.

Adjournment and Next Meeting

The orientation ended at 11:30 a.m.

Cheryl Cruson, Board Chair
TVCC Board of Education

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