

TREASURE VALLEY COMMUNITY COLLEGE  
Board of Education Special Meeting  
St. Alphonsus Medical Center  
351 SW 9<sup>th</sup> Street, Payette River Room, Ontario, OR 97914  
Thursday, May 10, 2018

**MINUTES**

The meeting was called to order at 9:10 a.m. by Chair John Forsyth who led the Board in a reading of the College's mission statement.

Present: Chair John Forsyth, Vice Chair Cheryl Cruson, Stephen Crow, Roger Findley, John Hall, Mark Wettstein, Darlene McConnell and Dana Young

**Open Session**

**a. 2018-19 Budget Committee Member**

**Motion:** Cheryl Cruson moved to appoint Ken Hart to the Budget Committee and the motion was seconded by Darlene McConnell. The motion carried unanimously.

**b. College Vision *Moving Forward***

President Young provided the Board with a copy of the strategic plan, a document that lays out the framework of the institution and the work that we do. Young summarized the plan and answered questions by the Board.

President Young also shared a spreadsheet on the direction she proposed the College is headed over the next 7 years in regard to reimbursable FTE, curriculum development, negotiations, accreditation, capital construction, and grants, President Young also spoke about the importance of doing a better job lobbying for state funds in the next legislative session and that OCCA will be providing training to help us in this area.

Some of the discussions and questions that came from reviewing the 7-year spreadsheet included:

- A discussion concerning the progress of the CTE building. The Board was encouraged to attend the listening sessions once the design phase begins. The College is continuing to fundraise to cover costs not covered by the grant.
- There was concern with losing 4-5 nursing students every year and if it would be possible to take in more students at the front end to account for the decrease in enrollment. However, accreditation doesn't allow us to do this because of the student to instructor ratio. It was asked what the College is doing to retain these students and what are their barriers. If the program is running in the red, then the Board should know what is happening before there is any plan to expand the program.
- There was a suggestion to develop a vet tech program to encourage students to stay in the community. This might be an "ask" industry question.
- There was a suggestion to develop an enhanced greenhouse management program.
- President Young updated the Board on the College's Master Plan. According to the plan, the next building after the nursing and allied health facility would be a new student union/library facility. Young asked the Board if this facility should be the next capital project. She noted that it is challenging to receive funding for student union facilities unless they are tied to academics. There were suggestions from the Board to centralize IT in the library since services are becoming more computerized and to also include a distance learning center.

- Going into next year, all community colleges will have a STEP Coordinator to assist students with resources pertaining to childcare, food stamps, utilities, etc.

#### **c. Enrollment Report**

President Young reported she has worked with the administrative team to develop enrollment targets for next year. Chair Forsyth stated he appreciated the report and would like it available at every board meeting to show where the College is in meeting its goals. President Young also shared that she has strategies that go with the goals that she can share, too.

Chair Forsyth noted that our athletics program is one major reason students want to come to TVCC. For instance, why can't TVCC be the best rodeo community college capital in the nation. In addition, how do we get our community more invested in the college and in what we are doing.

Board member Roger Findley shared that the older generation appreciated the printed schedules which featured stories about the College. President Young suggested perhaps publications that could be on coffee tables that share our story as well as community ed information. These are some of the things important to the community.

There was a discussion regarding a newsletter published by TVCC that shares the positive things happening at the college (e.g., sports calendar, student highlights, ASG events, performing arts, etc.). President Young will look at options available for a newsletter and follow up with the Board.

#### **d. Board of Education Annual Self-Assessment**

The Board reviewed and discussed the results of their annual self-assessment. It was noted that there were some changes made to this year's self-assessment by Chair Forsyth, Vice Chair Cruson and President Young.

During their discussion, the Board suggested including an approval of the board agenda, receiving written reports in advance from ASG, faculty, Foundation and staff and adding any 2<sup>nd</sup> readings or adoptions of policies to the consent agenda.

#### **e. Monthly Meeting Assessments**

Chair Forsyth asked the Board if there were any comments or discussions regarding the monthly meeting responses. President Young reiterated that the purpose of the monthly assessment came from a prior board retreat facilitated by Dr. Pam Fisher. The questions were developed by the Board to measure themselves on how we conduct meetings. This tool shows we are assessing ourselves monthly in addition to the Board's annual self-assessment.

#### **f. Review 2017-18 Board Goals**

The Board reviewed their current goals that were updated in August of 2017.

##### Goal 1: Professional development

Core Theme: Institutional Effectiveness

- 85% of Board members will participate in two (2) professional development opportunities during the 2017-18 academic year, such as:
  - OCCA Annual Conference (attendance may have to be self-funded due to budget constraints);
  - Webinars;
  - Retreats;
  - Local training sessions; and
  - Other opportunities.



***The Board felt they achieved their goal of 100% by all board members attending a meeting, retreat or training. The Board was reminded to send Gina their professional development activities for 2017-18.***

#### Goal 2: Board policy review

Core Theme: Institutional Effectiveness

- The Board will track and document the progression of the institutional review of Board policies during the 2017-18 academic year. Reviews shall assess policies' effectiveness, relevance, adequacy, and compliance. Evaluate different model/format for board policies (e.g. California model researched by OCCA).

***The board secretary has been keeping track of the board policies reviewed each year and shares information with the Institutional Effectiveness Office. President Young shared that there are several Oregon community colleges who have moved to the California model researched by OCCA. However, TVCC will wait until after our accreditation visit before it considers moving to this model. In addition, it will be important to see how the transition goes for the community colleges who are moving to the model.***

#### Goal 3: Engagement at the local and state level to support student success

Core Theme: Ensuring Access

- During the 2017-18 academic year, 100% of Board members will participate in at least four categories:
  - Network with Oregon community colleges and their board members and serve as TVCC liaison to OCCA (OCCA board meetings, weekly legislative conference calls, other meetings);
  - Share the TVCC story and demonstrate ongoing support for TVCC;
  - Contact legislators; or
  - Attend at least one local school board meeting.

***After discussion regarding which board members actually attended at least one local school board meeting, it was suggested changing from school board meeting to a local school function.***

#### Goal 4: Support TVCC Foundation

Core Theme: Ensuring Access

- The Board shall appoint a member to serve as liaison to the TVCC Foundation Board. In addition, during the 2017-18 academic year, 100% of Board members will participate in all of the following activities:
  - Contribute to the joint board scholarship fund and the Foundation's annual internal campaign;
  - Plan and participate in a joint meeting with the TVCC Foundation Board; and
  - Attend at least one Foundation-sponsored event (scholarship gala, scholarship review night, donor reception, etc.).

***Cheryl Cruson replaced John Forsyth as the liaison between the Foundation and Board of Education. The Board did join the Foundation last fall during a joint social at a holiday party and concert. Both John and Cheryl attended all three foundation annual events.***

#### Goal 5: Increase understanding of diversity

Core Theme: Building Our Community

- During the 2017-18 academic year, 100% of Board members shall advance cultural awareness in TVCC's student, faculty, staff, and board populations by attending at least one of the following:
  - Poverty to Prosperity (P2P/TVT) presentations;
  - Other cultural awareness presentations / trainings / workshops; or

- Cultural celebrations.

*Board member Mark Wettstein attended the May 14 annual TVT presentation and celebration. During the event, 35 students received their CNA pins, and several students earned either certification in welding ACS or ECE. Several students were recognized in ECE by faculty member Suzanne Bolyard. Cheryl Cruson and Stephen Crow attended the Art 101 student art show. John Hall and John Forsyth attended the Midori Komoto art show. John Forsyth attended the Block Party.*

#### Goal 6: Strategic Planning

Core Theme: Institutional Effectiveness

- Core Themes: Commit to review the Core Themes and their CT Initiatives during 2017-18
- Mission Fulfillment: Commit to review the indicators during 2017-18

*The Board reviewed both core themes and mission fulfillment during their meeting on December 19, 2017 and approved them at their January 16, 2018 meeting.*

President Young recommended a review of the organizational charts during the Board's summer retreat as well as bringing in a board member from another Oregon community colleges and legal counsel from OCCA to present and have conversations on key issues. The Board agreed to invite Marcia Jensen, Southwestern Oregon Community College and Karen Smith, OCCA, for part of the retreat.

During the retreat the Board will review the current NWCCU standards as well as review recommendations and commendations from our previous NWCCU accreditation visit and how the College addressed the recommendations.

In addition, it was recommended adding a goal (#7) to produce a quarterly newsletter to send out to the community. One suggestion was to start every board meeting with highlights of new programs, events, or positive stories taking place at TVCC.

#### **g. Set 2018-19 Board Goals**

The Board agreed to have further discussion to finalize their 2018-19 goals.

The open session ended and Chair Forsyth called the meeting into executive session at 2:24 p.m.

Those present: Chair John Forsyth, Vice Chair Cheryl Cruson, Stephen Crow, Roger Findley, John Hall, Mark Wettstein, Darlene McConnell and Dana Young

#### Executive Session

ORS 192.660 (2) (i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

#### Open Session

- a. Action, if any, from Executive Session

The executive session ended at 3:48 p.m. and went into open session.

**Motion:** Darlene McConnell moved to extend President Young's contract an additional year to 2020-21 and the motion was seconded by Stephen Crow. There was one opposed vote by Roger Findley. The motion carried.

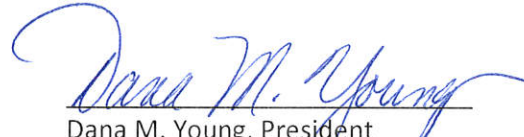
Chair Forsyth stated he will set up a meeting with President Young and review the Board's goals for her and discuss her contract. He will bring this information back to the Board.

**Adjournment**

The meeting adjourned at 3:56 p.m.

**Motion:** Darlene McConnell moved to adjourn the meeting. The motion was seconded by Mark Wettstein. The motion carried unanimously. The proposed next regularly scheduled meeting was set for Tuesday, May 15, 2018 starting at 4:00 p.m.

  
John Forsyth, Chair  
TVCC Board of Education

  
Dana M. Young, President  
Treasure Valley Community College

Meeting recorded by Gina Roper, Board Secretary