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**TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**  
650 College Blvd. – Ontario, OR 97914  
**Tuesday, June 19, 2018 Science Center Building, Hanigan Board Room**

**BOARD MEETING MINUTES**

The meeting was called to order at 6:02 p.m.

Board Members Present: Chair John Forsyth, Vice Chair Cheryl Cruson, Darlene McConnell, Stephen Crow, Roger Findley, Mark Wettstein and John Hall.

Others Present: President Dana Young, Eddie Alves, Brad Hammond, Cathy Yasuda, Kevin Kimball, Abby Lee, Anne-Marie Kelso, Tasha Wixom, Yami Gonzalez, and Hunter Marrow (Argus Observer)

Chair John Forsyth led the group in the flag salute and reading of the College's mission statement.

**Regular Session Meeting**

**I. Agenda Review/Changes**

There was discussion to move Special Presentations to the third item on the agenda after the Public Budget Hearing.

**Motion:** Darlene McConnell moved to change the agenda as stated and Cheryl Cruson seconded. The motion carried 7-0.

**II. Public Budget Hearing**

**a. 2017-18 Supplemental Budget**

Chair John Forsyth called the 2017-18 supplemental budget hearing to order.  
Speakers: None

**Motion:** Stephen Crow moved to close the hearing, Cheryl Cruson seconded. The motion carried 7-0. Chair Forsyth closed the hearing.

**b. John Forsyth called the 2018-2019 budget hearing to order.**

President Dana Young noted that there were no changes from the previous budget message. She reminded the Board that there was a \$1,100,000 ending fund balance proposed. No board members opted to discuss it. Speakers: None.

**Motion:** Cheryl Cruson moved to close the budget hearing, John Hall seconded. The motion carried 7-0. John Forsyth closed the hearing.

**III. Special Presentations**

**a. Enrollment RX Software**

VP Brad Hammond gave a demonstration on how Enrollment Rx works from both the College side and the student side. President Young explained that Enrollment RX was a software program used to track potential students for recruiting purposes. According to VP Hammond, the program has increased student engagement and will improve conversion rates from application to enrollment, for instance. Once an application is submitted there is an immediate email sent back to the student.

VP Hammond noted that the system can keep track of all contacts with the student. Individual emails can be sent to students as well as including them in mass emails. In addition, when a student calls, the details of the conversation are saved into the system. Pop up messages provide reminders to a recruiter to follow up with the student.

Chair John Forsyth asked about the student's experience. VP Hammond noted that applicants have noted it is very easy to apply for admission.

It was noted that financial aid can also be tracked through the software to remind students to complete the financial aid process.

President Young noted she has used the system as a student. She said the software is persistent and it reminds students to sign up for A&R sessions.

VP Hammond noted they are going to add a separate non degree application process and create a process for dual credit.

b. **CTE Center Update**

CTE Project Director Bernie Babcock provided the background and history for the CTE center and reported that upon completion of the science center, the CTE center became the next capital construction priority followed by the allied health and nursing building.

According to Babcock, the State of Oregon is providing \$2.8m in matching funds and the federal EDA grant is providing \$3m. However, the College will still need to raise approximately \$670k for costs not covered by these two resources. The \$670k would be unrestricted revenue that could be used for equipment and moving costs, for example. The size of the building will be approximately 30,000 square feet.

The schedule for construction is 18 months, although it may not take that amount of time. Bidding and contractor selections will begin this winter. EDA must approve all contracts and bids. The anticipated time to move into the new center was expected to be in either May, June or July of 2020.

The prospective architect firm is located in Meridian, ID and has substantial experience working with community colleges in Wyoming and Washington and has experience with CTE buildings. There were a total of 8 bids submitted to the College which were narrowed down to 4 with one firm withdrawing.

IV. **College Business**

a. **2017-18 Supplemental Budget**

VP Kevin Kimball requested Board approval on the 2017-2018 supplemental budget. He noted that he originally planned on refinancing last year, but it was not done until September or October.

**Motion:** Darlene McConnell moved to approve the 2017-2018 supplemental budget increasing Debt Service appropriations in the Debt Service fund by \$750,000 for a total of \$2,524,692 for the 2017-2018 budget. Mark Wettstein seconded the motion. The motion carried 7-0.

b. **2017-18 Budget Appropriate Transfers**

In June, the College reviews actual expenditures and budget appropriations to ensure we do not over expend budget appropriations. VP Kevin Kimball requested Board approval on the following 2017-18 budget appropriation transfers:

In the Auxiliary Fund, Kimball noted that the College has contracted with Silverhawk and the budget should reflect it was not enterprise services but actual instruction costs due to increased aviation helicopter program activity classified as instruction costs.

VP Kimball stated that was also a greater need in Plant Operations/Maintenance and recommended under the General Fund that college support services and student services be reduced by \$50k each and the funding transferred to Plant Operation and Maintenance due to increased costs from staffing changes, retirements, and increased costs for materials and services.

**Motion:** Darlene McConnell moved to approve the 2017-18 budget appropriation transfers in the Auxiliary Fund totaling \$500,000 and in the General Fund totaling \$100,000, Stephen Crow seconded the motion. The motion carried 7-0.

c. **2018-19 Budget Resolutions, Resolution No. 17-005**

VP Kimball requested Board approval for Resolution No. 17-005 which adopts the Budget, Makes Appropriations, and Imposes & Categorizes Taxes. Kimball stated a motion was needed to approve the 2018-19 budget and levy taxes. Board member Mark Wettstein asked for clarification on the student financial aid fund. Kimball reported that it is the pass through dollars from the federal government, state or foundation and that the appropriation was an estimate.

**Motion:** Cheryl Cruson moved to approve the 2018-2019 budget in the aggregate amount of \$58,532,196 as passed by the budget committee and amended by the TVCC Board of Education, to adopt budget appropriations totaling \$53,588,668 and imposing the permanent tax rate of \$1.2235 per \$1,000 of assessed value in support of the General Fund, Darlene McConnell seconded. The motion carried 7-0.

d. **JFCHA Student Participant Wellness Policy**

VP Brad Hammond presented JFCHA Student Participant Wellness Policy as a 1<sup>st</sup> reading. According to VP Hammond, the current policy did not address sanctions so a new policy was created to address them. A subcommittee worked on the policy with revisions being made throughout the year. Board member Darlene McConnell asked about the title of the policy and its origin. Hammond stated he believed the subcommittee came up with the title. The Board would like the title to address that this is for student athletes/drug and alcohol and tobacco issues.

e. **INGA/JFCA/KK Children on Campus**

VP Brad Hammond presented INGA/JFCA/KK Children on Campus Policy as a 1<sup>st</sup> reading. The change on No. 5 is meant to allow a coach to bring a child on the bus if necessary. However, there is a provision permitting children on field trips. Abby Lee noted a child changes the academic nature of the event and creates liability issues. Board member John Hall would like paragraph 2 to require vice president and faculty approval and to address field trips in No. 5. There was a discussion regarding liability vs. practicality for class room approval.

f. **GBC Outside or Secondary Employment**

Director of Legal and Human Resources Anne-Marie Kelso presented GBC Outside or Secondary Employment Policy as a 1<sup>st</sup> reading. Kelso explained the policy is meant to address budget concerns, ACA concerns and wage and hour concerns. Non-exempt employees should not be paid a stipend, rather they need to be paid time and a half or given compensatory time at the rate of time and a half. This policy also addresses which budget overtime should be used to cover said expenses and ensures all supervisors are aware when employees have two or more positions in two or more departments on campus.

g. **Resolution No. 17-006: Approval to proceed with the CTE Center remodel and expansion project**

VP Kevin Kimball presented Resolution No. 17-006 noting that the Board is officially approving moving forward with the project.

**Motion:** Darlene McConnell moved to approve Resolution No. 17-006: Approval to Proceed with the CTE Center Remodel and Expansion Project, John Hall seconded. The motion carried 7-0.

h. **Resolution No. 17-007: Approval to hire an architectural firm for the CTE Center Project**

VP Kevin Kimball presented Resolution No. 17-007 to approve the hire of an architectural firm for the CTE Center project.

**Motion:** Darlene McConnell moved to approve Resolution No. 17-007, Stephen Crow seconded. The motion carried 7-0.

i. **Authorize Bridge Loan for CTE Center Project**

VP Kevin Kimball requested Board authorization for a bridge construction loan with the Bank of Eastern Oregon for the CTE Center project. Board member Darlene McConnell asked about the interest rate and VP Kimball reported the rate is a floating .25 and is approximately 4% for 28 months. Board member Roger Findley asked if the bridge loan was sufficient to cover costs and VP Kimball stated it was.

**Motion:** Darlene McConnell moved to approve the bridge construction loan, Roger Findley seconded. The motion carried 7-0.

j. **July Board of Education Meeting- Date Change**

The Board discussed changing the date for the July Board of Education meeting to Monday, July 16.

**Motion:** Stephen Crow moved to change the July meeting to Monday, July 16, John Hall seconded. The motion carried 7-0.

k. **August Board of Education Planning Meeting**

The Board discussed the August Board of Education planning meeting. The meeting will be tentatively scheduled from 9 a.m. to 4 p.m. on August 23, 2018. Board members will confirm at the July meeting if that day works.

V. **Public Comment**

Chair Forsyth asked if there were any comments from the public and there were none.

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

- a. Board Minutes – May 10, 2018 and May 15, 2018
- b. Financial Report
- c. Security Body Camera Policy (2<sup>nd</sup> reading)

**Motion:** Cheryl Cruson moved to approve the consent agenda as presented, John Hall seconded. The motion carried 7-0.

VII. **College Reports and Statements**

a. **Statements from ASG/Student Programs**

Tasha Wixom presented the report during the meeting since school was not in session. The student government team has been selected for next year. Baylie Whiting was elected ASG President. ASG/Student Programs held their annual spring retreat which included

incoming and outgoing officers and staff. Tasha provided a summary of end of year events and mentioned they will be finalizing the event calendar for fall soon.

b. **Statements from Faculty**

There were no comments from faculty. Chair John Forsyth commented that, if at all possible, faculty should attend graduation. It was noted there were several faculty members missing at the graduation ceremony this year.

c. **President's Reports**

The Aviation Program has signed hanger leases. The EOBEB (Eastern Oregon Border Economic Development Board) met this month and President Young provided a link to the Board so they could access the meeting minutes. President Young stated that she was selected to be on the certifications committee of the EOBEB. She noted this is a difficult issue as Idaho has lower requirements for certifications. The EOBEB will be putting together a process for grant applications and decisions. There is money available in the state and the committee will be tapping into those dollars. This is a brand new organization so getting started has been slow, but necessary.

Interviews were held for the Vice President of Administration Services (VPAS). However, it was a failed search. There were four semi-finalists and two finalists. Of the two finalists, one withdrew and the other finalist was not recommended. In the meantime, Shirley Haidle, Anne Marie Kelso and Abby Lee will take on the duties of the VPAS until a replacement is found. A search will likely begin again in September.

i. **Instruction**

VP Eddie Alves stated that Terry Basford officially retired on Wednesday of last week. He noted that he has been working on getting the Vo-Tech building cleared out for the remodel. In addition, he has been working on accreditation with David Koehler. In regard to aviation, the program is still being reviewed by the Veterans Administration.

The contract for the choir director is now posted. VP Alves reported after a number of conversations with those interested in the program, a steering committee will be put together to determine how the future of the program will look.

ii. **Student Services**

Spring enrollment numbers were up. There is a great start for summer as enrollment is up 42% over last summer. Fall is up 5% as compared to this time last year.

The Financial Aid Department has processed 2,150 FAFSA's to date. The testing center numbers are up and Admissions participated in both the Weiser and Fruitland awards presentations. Student housing numbers are currently up for fall as compared to this time last year.

iii. **Administrative Services**

The campus beautification project had a good turnout. There was faculty, professional, classified and administrative participation. Hopefully, this will be an on-going event.

d. **Statements from Foundation**

The Foundation is working on six grants. In addition, four new endowed scholarships have been added. Many scholarships have been awarded for the next academic year. The garden tour is coming up quickly. The Foundation is currently working with a local attorney

on an estate plan for donors. The Laura Moore Cunningham grant was obtained but the amount is unknown at this time. The amount requested was \$100,000.

e. **Statements from Board Members**

- Mark Wettstein: He requested a thank you card be sent to Senator Cliff Bentz for the graduation speech. He noted that graduation was well organized and concise and Senator Bentz gave a great speech. Mark felt not many of the English department faculty appeared at graduation and he is not sure why.
- John Hall: He noted that he has seen a change in the last 30 days in the attitude of the community. He has heard many positive comments from the community about the College.
- Roger Findley: He noted that he saw second generation TVCC graduates at the ceremony. He taught the parents and now their kids were graduating. He also noted that Peanuts, a former dance teacher at TVCC, passed away Sunday.
- Darlene McConnell: She commented that the TVCC commercials are good and asked about statistical information. Abby Lee noted that the statistical information has not yet been received but she was able to share that approximately 160 people clicked after our commercial on Facebook to be directed to our TVCC website.
- Stephen Crow: He stated that he attended GED graduation and there was a 60-year-old woman graduating – it was amazing to watch. He is glad the CTE building is starting so the College can put to rest rumors that the welding program is closing. He noted the graduation ceremony was great.
- Cheryl Cruson: She stated that she also attended GED graduation and the nurses pinning ceremony and was impressed by both.
- John Forsyth: He noted it is always a good feeling to see students graduate. In addition, he attended a diversity meeting on poverty simulation. It exceeded his expectations.
- OCCA Board Report – Stephen Crow – He was appointed to the executive director hiring committee. There are fifteen members and they will pick one candidate for the executive director and recommend him/her to the OCCA board. He will also be attending some upcoming conferences for OCCA.

**Executive Session**

The open session ended and the Board went into Executive Session at 8:50 p.m. under ORS 192.660(2) (d) to conduct deliberation with a person designated by the governing body to carry on labor negotiations.

Those present during the Executive Session were Chair John Forsyth, Vice Chair Cheryl Cruson, Darlene McConnell, Stephen Crow, Roger Findley, John Hall, Mark Wettstein, President Dana Young, Eddie Alves, Kevin Kimball, Abby Lee, and Anne-Marie Kelso.

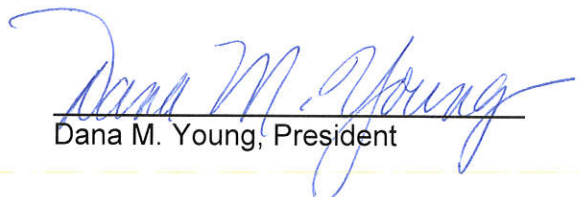
**Open Session**

The Executive Session ended at 8:56 p.m. and went into Open Session. There was no action taken.

The Board discussed upcoming important dates. The next board meeting was set for Tuesday, July 17, 2018.

**Motion:** Mark Wettstein moved to adjourn the meeting and Cheryl Cruson seconded. The motion carried 7-0. The meeting adjourned at 8:57 p.m.

  
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John Forsyth, Board Chair

  
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Dana M. Young, President