

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Science Center Building, Hanigan Board Room (#115A), Ontario, OR 97914
Tuesday, September 18, 2018, 6:00 p.m.

BOARD MEETING AGENDA

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

6:00 p.m. Work Session (Flag Salute)

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| I. | Call to Order and Acknowledgement of Guests | Chair John Forsyth |
| | a. 2018-19 Board Goals Report | Chair John Forsyth |

Regular Session Meeting

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| I. | Agenda Review/Changes | Chair John Forsyth |
| II. | Special Presentations | |
| | a. Special Guest City of Caldwell Mayor Garret Nancolas | Dana Young |
| III. | College Business (Discussion or Action Items) | |
| | a. Adopt Shared Equity Statement | Brad Hammond |
| IV. | Public Comment (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes) | |
| V. | Consent Agenda - Action Item(s) | Chair John Forsyth |
| | a. Board Minutes – August 20, 2018 and August 21, 2018 | |
| | b. Financial Report | |
| VI. | College Reports and Statements | |
| | a. Statements from ASG/Student Programs | ASG President or designee |
| | b. Statements from Classified Staff and Professional Staff | Co-chair or designee |
| | c. Statements from Faculty | TVEA President or designee |
| | d. President's Reports | Dana Young |
| | i. Academic Affairs | Eddie Alves |
| | ii. Student Services | Brad Hammond |
| | iii. Business Services and Bookstore | Shirley Haidle |
| | iv. Human Resources and Physical Plant | Anne-Marie Kelso |
| | v. College Relations and IT | Abby Lee |
| | vi. President's Comments | Dana Young |
| | 1. Community College Higher Education Issues and Trends | |
| | e. Statements from Foundation | Cathy Yasuda |
| | f. Statements from Board Members | Board |
| | i. OCCA Board Rep. Report | |
| | ii. Board Meeting Assessment | |
| | iii. Board Self-assessment | |
| VII. | Important Date(s) | Dana Young |
| | Sept 18-21 TVCC In-service Week | |
| | Sept 24 Fall Quarter Begins (College Fair 10:00 am to 1:00 pm) | |
| | Sept 27 Chamber Business After Hours at TVCC (5:00 pm to 7:00 pm) | |
| VIII. | Adjournment and Next Meeting(s) | Chair John Forsyth |
| | a. October 16, 2018 TVCC Board of Education Meeting | |

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Contact should be made 72 hours in advance of the meeting.

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Treasure Valley Community College is an equal opportunity educator and employer.

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Science Center Building, Hanigan Board Room (#115A), Ontario, OR 97914
Monday, August 20, 2018, 9:00 a.m.

BOARD MEETING MINUTES

Work Session

The meeting began at 9:00 a.m. and Chair Forsyth led everyone in the flag salute and reading of the College's mission statement.

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

Others present: President Dana Young, Vice President Brad Hammond, Anne-Marie Kelso, Shirley Haidle, Cathy Yasuda, Abby Lee, David Koehler and Hunter Marrow (Argus Observer).

I. Trends in Community Colleges

Chair Forsyth summarized the articles on declining enrollment published by Inside Higher Ed. He reminded everyone to continue to be aware of this issue. One advantage for increasing enrollment is our dual credit and how this benefits students and colleges.

President Young stated a good example of what we are doing well is our relationship with Four Rivers Community School. This is another advantage as we receive tuition and fees and state reimbursement.

Chair Forsyth stated we need to prepare for the future. Any place we can have cost savings will be beneficial to our budget as well as finding ways to generate more income.

II. Review & Assess 2017-18 Goals

President Young reviewed the Board's 2017-18 goals and noted that we will need more information to be able to provide evidence that the Board met or didn't meet these goals.

III. Set 2018-19 Goals

President Young shared the 2018-19 goals that were created by the Board. The Board was asked to review the goals and finalize them.

It was asked if the Board will review their policies again. It might be time to bring the Board's subcommittee back together to review their board policies. President Young shared that she believes there are about five Oregon community colleges who have moved over to the California board policy model. After our accreditation visit, TVCC may consider the California model to see if it would be a good fit for the College.

Vice Chair Cruson recommended reviewing the Board's policies again and bringing the subcommittee together.

IV. Accreditation Self Study

President Young provided an update on the accreditation visit and the role of the Board during the visit. The accreditation visit is scheduled November 7-9, 2018. It was noted that board member Stephen Crow will be attending the OCCA Annual Conference at this time and John Hall will be unavailable as well.

Accreditation Liaison Officer David Koehler stated he would let the chair of the accreditation evaluation committee know there will be some board members who won't be available. The Board was provided with the logistics and expectations of the visit. Koehler mentioned the visit will cost the College approximately \$20k and that these funds were budgeted for. The Board received a copy of the April 13, 2018 letter from NWCCU. According to Koehler, once the evaluators' report is

complete it will be sent to President Young for response back on any corrections due to factual errors or propriety information. The accreditation chair will then send the report to NWCCU who will send it back to TVCC and at that point we have an opportunity to provide any comments.

Koehler asked the Board if there were specific groups we should include in the list provided to the evaluation committee on who they should visit with. Chair Forsyth suggested including the ASG president. It was also suggested to add the Foundation under community; however, Koehler stated he would check to see if they include the Foundation or community in their visit.

Lastly, the Board was provided information on areas the College thought it would be commended for and areas for improvement.

V. **Board Representatives for Committees**

Board members took the opportunity to volunteer for the various committees both on campus and at the state level.

The Board took a break at 11:45 a.m. to attend the Ontario Chamber of Commerce luncheon and reconvened at 1:15 p.m.

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

Others present: President Dana Young, Vice President Brad Hammond, Vice President Eddie Alves, Shirley Haidle, Abby Lee, Kaitlin Brookshire, Anne-Marie Kelso, and David Koehler

VI. **2018-19 Organizational Charts**

The Administrative Team summarized their organizational charts with the Board and answered questions.

VII. **Caldwell Center Update and Budget**

Director Kaitlin Brookshire highlighted the 2017-18 and 2018-19 goals and budget for the Caldwell Center.

Highlights included receiving the \$45k Smeed grant, starting the Caldwell Wrestling Club, the Center's involvement in organizations such as the Chamber, Salvation Army, Idaho Power, Mayor Youth Council and 4H.

The Caldwell Impact Data Points were reviewed which included advising for fall, winter and spring where Caldwell advised students who took classes either on the web or in Ontario. Brookshire reviewed data on SMART classroom credits which qualify for Oregon FTE.

Caldwell City Mayor Garret Nancolas and the Caldwell Economic Development Council are very supportive of the Caldwell Center and have negotiated a 10-year lease with us with an automatic five-year renewal. We are very excited about this.

VIII. **Title IV Federal Funds Update**

President Young advised the Board that the College received a letter this month regarding our Title IV federal financial aid program review.

IX. **2018-19 Board Meeting Schedule**

The schedule will be updated to include the OCCA board meetings.

X. **Work Session Calendar**

President Young shared that a tour of the Caldwell Center and SilverHawk will be scheduled for board members Stephen Crow and John Hall who have not seen the facilities. Any board member who would like to join them is welcomed. The Board was asked what work sessions they would

like to see. Some ideas were a spring visit to the Ontario airport, information on Shakespeare trip, campus safety, review or presentation on the facilities master plan and deferred maintenance.

XI. **Self-Assessment Monthly Evaluation Forms**

There was a discussion concerning the Board's monthly self-assessment. The Board will continue to use the same form and include their names at the top. Chair Forsyth stated he would like to see something more constructive rather than a yes or no answer. Board member Stephen Crow stated he would check with other board members to see if and how they do their monthly self-assessments.

XII. **Equity Statement**

The Title III group will bring forward an equity statement for the Board to adopt which will provide a foundation for projects and actions to bring awareness to equity and diversity. This has not yet been shared with the campus community.

XIII. **Adjournment and Next Meeting**

The board meeting adjourned at 3:49 p.m.

BOARD MEETING MINUTES

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

Others present: President Dana Young, Vice President Eddie Alves, Vice President Brad Hammond, Anne-Marie Kelso, Travis McFetridge, Shirley Haidle, Abby Lee, Cathy Yasuda, Yami Gonzalez, Roberto Trinidad, Tasha Wixom, and Christina Trunnell

Chair Forsyth called the meeting to order and led the group in the flag salute and reading of the College's mission statement.

a. Equity Statements

Roberto Trinidad and Christina Trunnell presented information on the equity project which was written and required as part of the Title III grant. The 20-member cohort comprised of administration, staff, faculty and students worked on what this means for TVCC and where we are doing well and areas of improvement. The proposal to the Board was an adoption of the Shared Values Statement. Definitions of equity, diversity and inclusion were shared with the Board as well as a recommendation to remove the College's cultural diversity statement and inclusion statement as they are part of the shared values statement.

Chair Forsyth stated diversity wasn't mentioned in the statement although it was noted in the definition. He suggested it be added. Upon further review by the Board there were other language changes and omissions in the statement. Chair Forsyth stated he appreciated the work of the group and is supportive of the statement overall and the project. Christina added the cohort who created the statement didn't want it to be the only group to work on it but want all of TVCC, including students to have input. This statement will lay out the foundation to further develop initiatives. Christina plans to present the statement to the College during in-service.

The statement will be updated with the recommended changes by the Board and brought back to next month's Board meeting.

b. 2018-19 Board Goals

The Board agreed to report out each month on what they did to reach their goal(s) for 2018-19 and how they support student success rather than doing it once at the end of the year.

Monthly Board Self-Assessments – there was a discussion concerning the assessments and questions and the Board will keep the questions the same.

Regular Session Meeting

I. Agenda Review/Changes

Under Special Presentations, special guest Mayor Garret Nancolas wasn't able to attend the meeting tonight but will be attending the September meeting. Another change to the agenda was to add an approval of the Board's 2018-19 Goals under College Business.

Motion: Cheryl Cruson moved to approve the agenda as amended and the motion was seconded by Darlene McConnell. The motion carried unanimously.

II. Special Presentations

a. Disability Services

Director of Admissions and Student Success Travis McFetridge presented on the services provided by Disability Services and the meaning of equity and disabilities law as well as examples of visible and invisible disabilities. According to Travis, what is valued in Disabilities Services is empowering students to self-advocate and focus on their personal strengths, advocating for students, educating the college community about disability compliance, issues and responsibilities and assisting to prepare college students with disabilities for careers.

III. College Business

a. 2018-19 Board Goals

Motion: Cheryl Cruson moved to approve the Board's goals for 2018-19 and the motion was seconded by Stephen Crow. The motion carried unanimously.

IV. Public Comment

There were no comments from the public.

V. Consent Agenda - Action Item(s)

- a. Board Minutes – July 16, 2018
- b. Financial Report

Motion: John Hall moved to approve the consent agenda and the motion was seconded by Roger Findley. The motion carried unanimously.

VI. College Reports and Statements

- a. Statements from ASG/Student Programs
Director of Student Programs Tasha Wixom summarized her written report which was provided to the Board during the meeting.
- b. Statements from Classified Staff and Professional Staff
There were no staff present during the meeting for comments.
- c. Statements from Faculty
There were no faculty present during the meeting for comments.

- d. President's Reports

Vice President of Academic Affairs Eddie Alves updated the Board on the Aviation Program. At the request of the VA they are resubmitting their 2017-18 application for 2018-19 and VP Alves hopes to have the paperwork to the VA this week. He also anticipates receiving a response and/or approval within 60 days. According to VP Alves, there are other community colleges in the State that are having the same challenges TVCC is experiencing in regard to getting approval by the VA.

Other reports included moving welding equipment from the vo tech building to the high school. VP Alves commented that TVCC instructor Luke Folke has been great to work with during this transition. Other news included a focus on the open institutional effectiveness position which was vacated by David Koehler who was recently hired as the College Dean of CTE. In addition, Kristen Nieskens, Education to Work Coordinator has been instrumental in meeting with local businesses, particularly with SkyWest on a partnership. We are excited about the opportunities in this relationship.

President Dana Young updated the Board on the EDA grant. As of yet, the College doesn't have a signed contract with the EDA but hopes to have something in writing by the end of this week. EDA had questions regarding the architectural engineer budget and Bernie Babcock has been working to get them the additional information they are requesting. Currently, EDA is very understaffed which has been causing some delays.

President Young attended the Oregon Presidents Council meeting and highlighted main points in her written report. The legislature is gearing up for an active session. President Young will provide the Board with a list of bills we will be watching once we receive them from OCCA.

- e. Statements from Foundation

Four newly established scholarships were the Cash Preston Lee Troyer Memorial Scholarship for aviation students, Nate Straubhar Memorial Scholarship, Cory Holm Memorial Scholarship and the Ken and Carol Knothe Scholarship.

TVCC applied for and received a \$4,500 grant from the Ontario Visitors and Convention Bureau and \$1,200 from Malheur County Federal Credit Union which is exciting news as the money will be used to toward the New Student Orientation.

TVCC was successful in receiving \$100k from the Laura Moore Cunningham Foundation for equipment for the new CTE Center.

TVCC's collaboration with DHS and Oregon WorkSource garnered over \$300k from a STEP grant for SNAP recipients. DHS has changed their policy and expanded services and are now referring students to us for pathway certificates or degrees. This is great news for both recipients and the College.

f. **Statements from Board Members**

- John Hall stated he appreciated the information he received yesterday and tonight.
- Roger Findley apologized for missing the retreat yesterday. He spoke about a shortage of building contractors and how the College should be able to get a construction program going here so students can go out and get a job. Vice President Alves stated one challenge for contractors is getting employees with work ethics. There was a brief discussion concerning worker job skills.
- Darlene McConnell apologized for missing yesterday's meeting due to personal reasons.
- Stephen Crow stated it was a great board retreat and it was nice to attend the chamber luncheon.
- Cheryl Cruson stated it was a great board retreat and it was great to attend the chamber luncheon. Shawna did a great job presenting on the border board.
- John Forsyth commended Dr. Young and the administrative staff, Cathy Yasuda, Tasha Wixom, Yami Gonzalez for their reports and that it was invigorating to see the activities and the driving energy. He asked everyone to keep the momentum going.

OCCA Update: Stephen shared that Cam Preus has been hired as the new director for OCCA. The legislative session will take effort by everyone through letters to legislators.

VII. **Important Date(s)**

September 3	Labor Day Observed (college closed)
Sept 18 – 21	TVCC In-service Week
September 24	Fall Term Classes Begin

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

The next meeting of the TVCC Board of Education will be on Tuesday, September 18, 2018.

Motion: Stephen Crow moved to adjourn the meeting at 8:00 p.m. and the motion was seconded by Darlene McConnell. The motion carried unanimously.