

MEETING MINUTES

I. Board Planning Meeting

a. Cultural Competency Training

The work session began at 9:30 a.m. with training on cultural competency by guest facilitator Francisco Salinas, BSU Director for Student Diversity and Inclusion.

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

Others present: President Dana Young, Vice President Brad Hammond, Judge Frank Yraguen, Matt Frye, Roberto Trinidad, Debbie Blackaby, Cathy Yasuda, Scott Carpenter, David Koehler and guest facilitator Francisco Salinas.

Following the training, the Board took a short break for lunch and reconvened at 12:30 p.m. in the Hanigan Board Room, #115A.

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

Others present: President Dana Young, Kaitlin Brookshire, David Koehler, Anne-Marie Kelso, and Hunter Marrow, Argus Observer.

Motion: Darlene McConnell moved to change the agenda. The motion was seconded by Cheryl Cruson. The motion carried unanimously. The changes were to move the update from the Caldwell Center to item b. and the Board Policy Discussion to item c.

b. Caldwell Center Update

Caldwell Center Director Kaitlin Brookshire provided an overview of the activities and events at the Caldwell Center and answered questions by the Board. Some of the highlights included:

- An update on the Airframe and Power Plant and a newly created advisory committee that will meet for the first time this Thursday with a focus on how TVCC can meet community and industry needs.
- Winter Quarter Outreach Activities
- High School Visits – TVCC will be teaching Intro to Automation at Union High School on Tuesdays and Thursdays. If the course goes well, it will open opportunities to include other schools in the Nampa area. Welding is also being considered to be offered in the evening at Elevate Academy next fall.
- Winter quarter is set for student activities – the next event will be a free computer class on Thursdays. The Center will continue to offer free community classes.
- The wrestling club participated in tournaments in Idaho, Montana, and Oregon and are headed to Reno next week. The Center will continue with its recruitment efforts to bring in more students.

c. Board Policy Discussion

The Board received copies of all board policies in Sections A/B. President Young reported that the board policy review subcommittee will be brought together to begin the policy review. Board members serving on the committee are Cheryl Cruson, Stephen Crow and Mark Wettstein.

Board member Darlene McConnell asked for an update on the California board policy model. According to President Young, five Oregon community colleges have transitioned to the California model and will be the pilot. Dr. Young informed the Board that it will be costly if we decide to move to the California model. Board member Stephen Crow stated that he believes OCCA is updating the policies in the new model to make sure they are not only current but pertain to Oregon law; however, he said he would contact them to confirm.

Minors on Campus Policy: Director of Legal and Human Resources Anne Marie Kelso reported the College put together a minors on campus taskforce to develop a policy. To date, the taskforce has held two meetings in which two issues came up, minors as college students and minors participating in camps. These issues may result into two separate policies. Members of the taskforce are Stephanie Oester, David Koehler, Shawna Saito, Dennis Gill, and Anne Marie Kelso. Director Kelso summarized the content of the policy and indicated they hope to have a final policy soon for the Board to review.

Draft Right to Censure Policy: Board member Stephen Crow shared that he has worked on a draft with input from legal counsel, community college presidents and OCCA. Crow explained what the censure policy would mean to board members and discussed the process for censure. There was a board discussion on the policy and recommended changes. The policy will be brought back for further board consideration.

d. Accreditation (Core Themes and Follow Up)

Accreditation Liaison Officer David Koehler provided the Board with a copy of the commendations and recommendations from the November accreditation review and explained how the College will move forward addressing the five recommendations. In January, President Young, ALO Koehler and Vice President Alves will attend the NWCCU commission meeting to find out the college's accreditation status as a result of our November visit.

Chair Forsyth commended Koehler and College staff for their work on the accreditation report and visit.

e. 2019-20 Board Goals and Objectives

Board members reviewed their goals for 2018-19 and discussed goals for 2019-20. There was a recommendation to include an eighth goal for Student Success by Increasing Board Knowledge of Programs. For example, this goal could include more presentations by academic departments, library, PTK and student programs (i.e., highlight a program or student at every board meeting).

f. Board Self-assessments (monthly and annually)

The Board reviewed their monthly meeting self-assessments and annual goals monthly reports.

g. OCCA Training and Update

Board member Stephen Crow shared with the Board some of the legislative highlights. Community colleges are asking for \$647m to maintain current service levels, an additional \$70m for CTE expansion and another \$70m to expand student success programs.

The next OPC/OCCA Board meeting is set for January 31-February 1. February 1 is also CTE Day at the Capitol. OCCA will provide Oregon community colleges talking points on why \$70m is needed to grow CTE programs. President Young briefly spoke about an informational brochure created that lists examples of innovations, partnerships and examples of successes by community colleges. The brochure is a resource that can be handled out to legislators.

2018 OCCA Annual Conference – Stephen shared his experience at this year's conference and highlighted presentations by Joe Lee Lott, Jr., PhD, on *Equity-Based Inquiry for Change* and Steve Brown, Futurist, for *Reimagining Education: Preparing Populations for the Post Automation Economy*. In preparation for next year's conference, Stephen will share with the Board the programs that will be offered and will ask for Board input on what key presentations they would like to learn more about. This year he was able to attend all the presentations offered.

Important Dates

- January 31-February 1, 2019 - Oregon Presidents Council Meeting and OCCA Board Meeting, Salem
- February 1, 2019 - CTE Day at the Capitol

Board member Crow also shared information on retaining community college presidents and comparative president contracts. He advised the Board that President Young is the lowest paid president in the state and if we lost her, how much would it cost the College to hire another president. Board member Darlene McConnell commented that we have to be able to afford to be competitive and we have to find ways to generate additional revenue.

h. Budget Model Projection

CFO Shirley Haidle has been working on the budget forecast and shared a preliminary budget model projection. All the actuals for 2017-18 have been entered as well as the budget for 2018-19; keeping expenditures at the budgeted amount. Work still needs to be done on the projections for 2018-19 because we had a 3% decrease in enrollment and tuition and fees are down less than 3%.

The Board took a brief break for dinner at 5:28 p.m.

Chair Forsyth called the meeting to order at 6:01 p.m. and led the group in the flag salute and reading of the College's mission and vision statements.

I. Call to Order and Acknowledgement of Guests

a. Equity Project Update

The Equity Project is sponsored by Title III. Some of the initiatives for the project include:

- Search Advocate Training, April 18- 19, 2019: a review of hiring policies and practices and advertising practices to create an advisory plan to attract a diverse employee pool. The goal is to increase diversity in hiring practices.
- Partnerships – Equity Project members will partner with the TVCC library and PTK to show a documentary on *How Jack became Black*. In addition, Student Activities will celebrate *Black History Month* and the Diversity Committee will be working on a survey for the purpose of identifying diversity awareness and needs on campus. The survey will be sent out to faculty and staff winter term.
- Equity Week – This will be a week of educational activities for the TVCC community and is scheduled for April 29 – May 3, 2019.

A cultural competency training was held today with the Board of Education and some Foundation board members by Higher Ground Facilitator Francisco Salinas. An all staff and faculty training will be held on February 21 from 2:00 pm to 4:00 pm.

Regular Session Meeting

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

Others present: President Dana Young, David Koehler, Shirley Haidle, Roberto Trinidad, Yami Gonzalez, Anne Marie Kelso, Abby Lee, Vice President Brad Hammond and Wayne Fischer.

I. Agenda Review/Changes

There were no additional changes to the agenda.

II. Special Presentations

a. New Student Orientation Grant Report

Executive Director Cathy Yasuda reported that thanks to grants from the Malheur Federal Credit Union and the Visitors and Convention Bureau, the New Student Orientation received additional funding. Several staff members volunteered their time to help at the NSO. In addition, students were surveyed on what they expected and received from the NSO. The results will help with future planning. The NSO was a great event and the College appreciated the support by local businesses who participated in the Taste of Ontario.

III. College Business (Discussion or Action Items)

- a. 2192 Office Administration, Legal Program (Suspend) - action
- b. 2194 Medical Transcription Program (Suspend) - action

Dean of CTE David Koehler reported the two programs are no longer viable and the projections for employment for these two fields is negative. The Association Administrative Office Professionals (AAOP) is a consortium that is used as a resource for oversight in curriculum and AAOP has suspended these programs. According to President Young, the programs will be suspended for 3 years and, if not reinstated, deleted by the State.

MOTION: Cheryl Cruson moved to suspend both programs as recommended and the motion was seconded by Darlene McConnell. The motion passed unanimously.

IV. Public Comment

There were no comments from the public.

V. Consent Agenda - Action Item(s)

- a. Board Minutes – November 20, 2018
- b. Financial Report

Motion: Darlene McConnell moved to approve the consent items as presented and the motion was seconded by Mark Wettstein. The motion carried unanimously.

VI. College Reports and Statements

- a. Statements from ASG/Student Programs
Since November 20, the offices for ASG and Student Programs have been quiet. The students had a quiet and relaxing period during dead week and are now gone due to the holiday break.
- b. Statements from Faculty
There were no faculty members present for statements.
- c. President's Reports
 - i. Academic Affairs
Vice President Eddie Alves is in Salem attending the Governor's Task Force meeting. As of yet, the College has not received approval from the VA on our Oregon aviation program. We are still waiting from the State to give us a response to give to the VA in Muskogee. According to President Young, Representative Walden was going to nudge the state on the importance of the approval.
 - ii. Student Services
Vice President Brad Hammond updated the Board on winter enrollment numbers and answered questions by the Board. Total FTE is up 1% and reimbursables are up 3%. One highlight in his report was the campaign to offer one free class to new students. The College is also advertising its Golden Age waiver for people 60 years and older.

Lastly, the Chukar Grill is being remodeled and should be completed by the start of winter quarter.

iii. Business Services and Bookstore

The College should receive the auditors' report before the holiday break. Once received, the report will be reviewed by the College's Audit Committee on January 7 at 10:00 a.m.

iv. Human Resources and Physical Plant

Human Resources is finishing the personnel manual and changing policy as needed. These policies will be coming to the Board for review and approval.

There was a failed search for the Director of Institutional Effectiveness. Human Resources is working with the Nursing Department to identify new places to advertise to fill the nursing position. Lastly, a search for a new Vice President of Administrative Services will be launched soon.

v. College Relations and IT

Direct mail post cards were sent to 8,000 households with residents ages 18 to 35 in Ontario, Nyssa, Vale, Fruitland, Payette, New Plymouth and Weiser promoting the "Try Out TVCC" campaign. In addition to the postcards, we advertised online, on our website and on social media. We are also encouraging students to register sooner.

Community Newsletter Update: A 2.0 version will allow individuals to subscribe or unsubscribe. The current version is quite a task to use in sending out the community newsletter but there is hope any difficulties will be worked out.

vi. President's Comments

The Oregon Presidents Council's focus will be on the full legislative session in conjunction with what they need to be doing in coordination with OCCA. President Young shared that the Governor's budget did not include TVCC's Allied Health and Nursing Center and we are working with OCCWD and OCCA to get the project back on the list. The problem was that DAS did not know we had our matching dollars for our CTE building. President Young will be working with local legislators Senator Bentz and Representative Findley to get our project back on the capital construction priority list.

Because of the big legislative year, marketing firm Quinn Thomas has been hired to work on marketing initiatives for Oregon community colleges in an effort to spread the message on the importance of funding community colleges. One result was that community colleges were highlighted during the Oregon Business Leader's Summit.

President Young read a statement from the Classified Staff wishing the Board a Happy New Year.

d. Statements from Foundation

Because of grant monies received for the College's NSO, a final grant report was presented to the Visitor and Convention Bureau and next Thursday, a final grant report will be presented to the Malheur Federal Credit Union board.

Executive Director Cathy Yasuda shared an article from a nonprofit executive that reminded her of the parallels she has with so many of her donors. She noted the relationships we have with our partners and stakeholders and those we depend on for support are inspired by what we continue to do. Yasuda said there are so many people in our community willing to support us.

e. Statements from Board Members


- Mark Wettstein thanked Foundation Executive Director Cathy Yasuda for her presentation. He appreciated being able to attend the Foundation Christmas dinner and concert this year. Everyone who attended the concert knows music is alive and well at the College. Lastly, Wettstein thanked Hunter Marrow from the Argus on his last article in the paper on College enrollment and FTE.
- John Hall thanked the Foundation for hosting the Christmas dinner. He commented on the great concert which brings in the Christmas spirit. Hall also shared that he attended the Athletic Department Open House. The College has some amazing student athletes and great coaches.
- Roger Findley commended Foundation Executive Director Cathy Yasuda for her work on the Foundation and the connections she has made in the community. He spoke about a former TVCC student he came across who is now working as a pen rider and during his travels he became reacquainted with another former student who is now a full-time farrier.
- Darlene McConnell said she enjoyed the cultural competency training today.
- Stephen Crow shared that the College is doing many positive things. He wished everyone a Merry Christmas.
- Cheryl Cruson attended the Emerging Leaders' Summit and shared that guest speakers Patrick Gray and Justin Skeesuck were in her kindergarten class. Cruson also attended Joe Saito's funeral and shared both she and Joe were Ontario Ambassadors. Saito was a former Board of Education member and a pillar in the community.
- John Forsyth wished everyone a Merry Christmas. He commented that the cultural competency training today went well with our mission statement to promote student success through equity. Other news included Forsyth attending the Athletic Department's Open House, and the Foundation dinner and Christmas concert. He did mention that he was disappointed in the lack of attendance at a basketball game. He asked if the College could do a promotion to give out free tickets.

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

- a. The next regularly scheduled meeting for the Board of Education is January 15, 2019.

Motion: Stephen Crow moved to adjourn the meeting at 7:53 p.m. and the motion was seconded by Mark Wettstein. The motion carried unanimously.


John Forsyth, Board Chair
TVCC Board of Education


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