

TREASURE VALLEY
COMMUNITY COLLEGE
TVCC BOARD OF EDUCATION
MEETING MINUTES

Tuesday, August 20, 2019

The meeting was held in the TVCC Laura Moore Cunningham Science Center, Room 115A, in Ontario, Oregon.

Board of Education Members in attendance (quorum present)

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

Staff, Representatives, and Guests in attendance

President Dana Young, Vice President Brad Hammond, Vice President Shirley Haidle, Anne Marie Kelso, David Koehler, Cathy Yasuda, Miguel Lopez, Scott Carpenter and Larry Meyer (Argus Observer)

Call to Order and Acknowledgement of Guests

The meeting began at 9:00 a.m. Chair Cruson lead everyone in the flag salute and reading of the college's mission statement.

I. Open Session

a. Swearing in of new board member (Oath of Office)

Director of Legal and Human Resources Anne Marie Kelso swore in new board member Betty Carter.

b. Accreditation Update

Vice President Eddie Alves updated the Board on the College's work on the strategic plan. The accreditation taskforce which has been meeting since the fall accreditation visit determined that TVCC should be institutional effective in everything we do and recommended eliminating Core Theme Four – Institutional Effectiveness. They also recommended defining the mission fulfillment metrics. According to Vice President Alves, NWCCU has been adamant about institutions knowing what they do and how what we do links to student success and achievement.

Currently, NWCCU is going through an internal revision as they look at existing standards and review what other accrediting bodies are doing around our nation. According to ALO David Koehler, NWCCU expects to have new standards in place by February which will mean moving from five standards to two.

The taskforce's work on the mission fulfillment metrics started with 50 metrics and have been reduced to 25 with the potential to be even less. Koehler summarized the institutional indicators which are looked at every day because of their importance to the institution. The indicators are enrollment, retention + transfer out rates, completion rates, IPEDs cohort, and student loan default rate. Koehler summarized the taskforce's recommendations for mission fulfillment metrics as they relate to core themes - Fostering Educational Success, Ensuring Access and Building our Community. The accreditation team that visited last fall was happy with our system but they want to make sure we are closing the loop.

The Board was asked if the taskforce had missed any metrics. Board member Findley shared that under Building our Community he didn't see anything that related to our industry partners. This led to a discussion on how we would know if we are successful with our industry partners and how this could be measured because it is hard to measure relationships. Board member Hall said it would be the number we work with and if this number continues to grow – then could it be measurable. Koehler commented that we had this data previously and can collect it but what is the follow up with this information. Board member Findley asked about those industries who contact us for training (i.e., Simplot). Vice President Alves said he understands the request and they can look at a metric for industry partners.

Board member Hall also asked about the music department and how it ties to our community (the number of performances, number of people attending, donations, etc.). Koehler stated some of these things may be captured somewhere else; however, Building Our Community can be a difficult core theme because we are trying to measure relationships.

Vice President Alves stated approval of the metrics for mission fulfillment and amendment to core themes will be tabled and will be brought back with revisions.

c. Caldwell Center Update and Budget

The Board received a report on the Caldwell Center that was previously shared during the College's annual meeting with the City of Caldwell. According to Vice President Alves, we are struggling with who a Caldwell student is because many of our students are taking classes in both Caldwell, Ontario, and online. In addition to defining how much enrollment is generated by the Caldwell Center.

The Board was also informed that the lease for the Caldwell Center has been moved from the Urban Renewal Agency to the City of Caldwell. Vice President Alves shared information on what the lease covers and noted that the City has been very supportive of our programs.

d. **Organization Charts**

The Board received a summary of all the College's organization charts. Part of the updates included hiring Kim Tomkinson as the Caldwell Center Director and the resignation of Lisa Moody from the Burns Center. According to Vice President Alves, the College will probably hire a temporary person to continue doing the testing in Burns as we continue to evaluate what we want to do there.

Dr. Paulla Mizer who was recently hired as the new Executive Director of Nursing and Allied Health shared with the Board her experience and education in nursing, simulation and grants and her ideas for growing our own instructors.

e. **Review and Assess 2018-19 Goals**

The Board received a copy of their goals which were similar to the goals for 2017-18. The Board was reminded to complete a report on what they are doing to meet these goals and to turn that information into Board Secretary Gina Roper.

f. **Set 2019-20 Goals**

The Board reviewed and discussed their goals for 2019-20. Some of these revisions agreed upon were:

Goal 1: change from 85% to 100% and core theme to fostering educational success.

Goal 2: change core theme to fostering educational success

Goal 5: change the word diversity to equity.

Goal 6: change core them to fostering educational success

The Board will be asked to officially approve these goals at tonight's meeting.

g. **Robert's Rules of Order Training**

Director of Admissions and Student Success Travis McFetridge provided training to the Board on parli pro. The goal for the training is to learn how to have an effective and well organized meeting where everyone has the opportunity to have a voice.

h. **Mandatory Reporting**

Director of Legal and Human Resources Anne Marie Kelso said the legislation has amended their language to include school boards; however, after speaking with legal counsel Karen Smith at OCCA, we are not considered mandatory reporters. However, under Title IX, we would be considered a responsible employee and would be required to report any discrimination, sexual assaults, etc.

i. **Trends in Community Colleges**

i. **OCCA Board Training (July 30)**

Stephen Crow, Betty Carter and President Young participated in the July 30 training. Stephen shared he can send a link about the training to board members who weren't able to participate.

President Young explained the structure and function of the Higher Education Coordinating Commission and their relationship with community colleges. HECC approves our academic programs, provides funding for initiatives, are keepers of our data, helps with distance learning and open education resources and they have the authority to decide how to allocate the CCSF.

ii. **OCCA Executive Committee (August 7-8)**

Stephen Crow stated he has been nominated to serve on the OCCA Executive Committee for two years as a member at large. During the committee's recent meeting, they reviewed OCCA's long term strategic plan, created a new mission statement and learned the history of OCCA.

Crow encouraged the Board to attend the November OCCA Annual Conference to learn about the direction of OCCA and community colleges.

j. **Board Operating Principles**

The Board reviewed the principles and then each member signed the document.

k. **Board Representatives for Committees**

Board member reviewed the committees and volunteered in their area of interest.

l. **2019-20 Board Meeting Schedule**

The Board reviewed the schedule for 2019-20.

The Board adjourned at 2:48 p.m. and reconvened at 5:00 p.m.

Board of Education Members in attendance (quorum present)

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

Staff, Representatives, and Guests in attendance

President Dana Young, Vice President Brad Hammond, Vice President Shirley Haidle, David Koehler, Cathy Yasuda, Kate Walker, Yami Gonzales, Shawna Peterson, and Anne Marie Kelso

II. Agenda Review/Changes(action)

The change to the agenda was to table Metrics for Mission Fulfillment and Amendment to Core Themes IV.d. under College Business.

Motion: Darlene McConnell moved to adopt the agenda as amended and the motion was seconded by Mark Wettstein. The motion carried unanimously.

III. Special Presentations**a. EOBB and Border Fund Programs**

Eastern Oregon Border Board Chair Shawna Peterson provided a background on HB 2012 and the creation of the Eastern Oregon Economic Development Region Border Board. She spoke about the Board's task to spend \$5m in an effort to make our border area more competitive with Idaho. Programs they are asking local boards to participate in are the competitive housing incentive program and housing and commercial rebate program. They are asking taxing entities to share their new growth and unbudgeted money for new construction every year for 10 years. According to Peterson, taxing entities would still enjoy the intangible benefits of new growth. The housing and commercial rebate program is meant to improve the property tax base by incentivizing improvements to existing commercial or residential property.

Board member John Hall felt that the College's bottom line could be affected by participating. After some discussion, the Board will review any impact to our state funding.

IV. College Business**a. Eastern Oregon Border Board Tax Proposal**

Motion: John Hall moved to hold any action until the next board meeting so we can see how much it would cost the college. The motion was seconded by Roger Findley. The motion carried unanimously.

b. 2019-20 Board Goals

Motion: Stephen Crow moved to adopt the 2019-20 board goals as presented and the motion was seconded by Darlene McConnell. The motion carried unanimously.

c. Caldwell Center Reserve Fund

Vice President Shirley Haidle stated the lease for the Caldwell Center is now held by the City of Caldwell. She spoke about reserve funds for the Center and the request to set up an account at TVCC for expenses that might occur.

Motion: Betty Carter moved to approve a reserve account for the Caldwell Center and the motion was seconded by John Hall. The motion carried unanimously.

V. Public Comment

There were no comments from the public.

VI. Consent Agenda - Action Item(s)

- a. Board Minutes – July 15, 2019 and July 16, 2019
- b. Financial Report

Motion: Darlene McConnell moved to accept the consent agenda and the motion was seconded by Mark Wettstein. The motion carried unanimously.

VII. College Reports and Statements**a. Statements from ASG/Student Programs**

Incoming Director of Student Programs Kate Walker provided an update on the fall leadership retreat which is scheduled for September 3-5 in McCall, Idaho. She also reported on the 10 in 10 Track and Field project and invited everyone to sign up for the Race to the Future Run/Walk on September 7. Lastly, the fall 2019 activities calendar has been finalized with the first event Taste of Ontario being a part of the new student orientation. Several other activities are planned which include an outdoor movie night and the Chukar Fall Fest.

b. **Statements from Faculty**

There were no faculty present to make statements.

c. **President's Reports**

i. **Academic Affairs**

Vice President Alves was not present during the meeting but did provide a written report to the Board.

Some of the highlights included:

Aviation Fixed Wing Program – we are capped at 24 students because we don't have enough pilot instructors. The helicopter program has 18 new students for fall quarter. We are still working on the budget numbers to see where we break even and should have this information soon; however, we should be profitable at 24. CTE Dean David Koehler explained the partnership with SkyWest and how the incentives go to the individual students. Koehler also shared the fixed wing program will be brought back to Ontario in the fall.

Today we received notification that the VA in Washington DC is reviewing our program. The VA is asking that we address three follow up questions.

Koehler also answered questions from the Board on the nursing program and the number of students coming in the fall. We are capped at 14 new students this year and have two applicants interested in the instructor position.

ii. **Student Services**

Vice President Brad Hammond provided the Board with an updated summer and fall enrollment report. Our fall enrollment is up 9% for reimbursable FTE. David Koehler asked what strategies could be attributed to the increase in FTE. Vice President Hammond stated he believed it was a combination of increased communication with students, Title III initiatives, and efforts to offer more scholarships. In addition, housing is up by 16 applications as compared to last year and it appears we will be at full capacity this fall.

iii. **Administrative Services**

Vice President Shirley Haidle noted that July tuition and fees is up \$65k compared to last year. It is also anticipated that we should receive an additional \$335k from the CCSF.

Other news:

- The TVCC Bookstore has moved to its new location. Stop by and check it out.
- The College hired a new landscaper to let us know what we need to do to maintain our grounds.
- We are also continuing efforts to fill the groundskeeper position. Board member Mark Wettstein commented that he was not happy on the appearance of the roadway along 18th Avenue and that it needs to be cleaned up.

iv. **President's Comments**

The Board received copies of the 2017-18 higher education snapshot for Oregon community colleges and the 2017-18 snapshot for TVCC as it related to enrollment, affordability and outcomes. The Board was asked to compare the data between the state and TVCC. David Koehler noted the data is from the Voluntary Framework for Accountability and is different from reported IPEDs data. President Young stated she wanted to share what was adopted by the state and community colleges as these are good to benchmarks.

d. **Statements from Foundation**

Grants update:

- Ontario Visitor's and Convention Bureau- a \$1,500 grant was approved for the TVCC new student orientation which is set for September 27.
- A proposal was submitted for \$145k (paid over 2 years) to increase dual enrollment and eliminate gaps.
- We submitted an application to the Oregon Community Foundation for \$20k to help fund the TVCC athletic mentor program.
- Smeed Foundation – the College will apply one last time in hopes of continued funding for our business course.
- Two federal grants being worked on are the TRiO grant and funding as a Hispanic serving institution. These grants should be released in the fall. Teams are being coordinated to work on writing the proposals.

Foundation Updates:

- The board picture wall and donor wall are being installed. The goal is to have everything completed by fall.
- The Foundation is gearing up their September 12 annual meeting. An invitation will be sent to the Board of Education inviting them to attend this joint meeting.
- The Foundation's internal campaign will kick off during in-service week. The Foundation will also be sponsoring the Chukar Fall Fest again this year.

- Upcoming events, Poverty Simulation and the Eastern Oregon Nonprofit Conference.

e. **Statements from Board Members**

- John Hall commended Cathy Yasuda for her work to receive \$1,500 from the Visitor's and Convention Bureau. He was also impressed with the ideas from Dr. Paulla Mizer for the College's nursing program.
- Betty Carter thanked everyone for their reports. She also thanked Cathy Yasuda for the excellent job she does in the community.
- Roger Findley stated that business owners have shared with him that the College needs vocational courses (contractors, electricians, plumbers, etc.). He stated that perhaps the additional money from the state could be put toward growing this area. President Young shared the College has looked at these types of programs and understand the need for short term courses. There is an issue with the lack of financial aid for this type of training since it doesn't lead to a degree. Businesses need people with skills and not degrees.
- Mark Wettstein welcomed Betty on board and shared he looks forward to serving on the Board with her. He thanked Vice President Haidle for the update on the potential \$335k from the state and hopes we receive this amount or more.
- Darlene McConnell welcomed Betty to the Board. She also stated she was impressed with the presentation by Shawna Peterson. She hopes the work of the Eastern Oregon Border Board works for property owners and makes a difference in the lives of people in our area.
- Stephen Crow welcomed Betty and stated he looks forward to working with her. He enjoyed Shawna's presentation and he thanked President Young and her team for what they have done with the nursing program.
- Cheryl Cruson thanked everyone for a great day of planning and looks forward to the start of a new year.

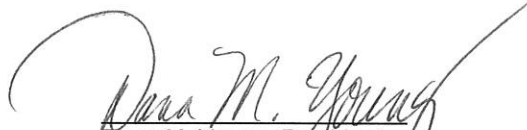
VIII. **Important Date(s)**

The important dates were reviewed by Chair Cheryl Cruson.

IX. **Adjournment and Next Meeting**

The meeting adjourned at 7:20 p.m. The next meeting of the Board of Education will be on September 17, 2019 starting at 6:00 p.m.


Cheryl Cruson, Chair
TVCC Board of Education


Dana M. Young, President
Treasure Valley Community College

Recorded by Gina Roper, Board Secretary