

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd. – Ontario, OR 97914
Monday, July 16, 2018, 6:00 p.m., Science Center Building, Hanigan Board Room

MEETING MINUTES

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

Board Members present: Chair John Forsyth, Vice Chair Cheryl Cruson, Roger Findley, Stephen Crow, Mark Wettstein and John Hall (Darlene McConnell participated by telephone).

Others present: President Dana Young, Vice President Kevin Kimball, Vice President Brad Hammond, Abby Lee, Anne-Marie Kelso, Ed Aronson, Shirley Haidle, Tasha Wixom, Yami Gonzalez and Hunter Marrow (Argus Observer)

Organizational Meeting

I. Agenda Review/Changes

The Special Presentations was moved to the top of the agenda, Item C Board Policy JFCHA was removed from the consent agenda for further discussion and there was a correction of the board meeting minutes from June.

MOTION: Roger Findley moved to accept the changes to the agenda and the motion was seconded by Cheryl Cruson. The motion carried unanimously.

II. Special Presentations

Vice President Kevin Kimball was presented with a plaque of appreciation for his work at the College. Vice President Kimball spoke about the challenges and accomplishments during his time at TVCC. He also recognized the classified and professional staff for their dedication and work and shared that they are the best he has ever seen. Kimball stated the College is headed in a positive direction and he feels he was able to make some positive impacts during his time here. Chair Forsyth thanked Vice President Kimball for his service and for being an asset to the College.

a. Election of Board Chairperson

MOTION: Stephen Crow nominated John Forsyth as the Board Chair for 2018-19 and the motion was seconded by Roger Findley. There were no other nominations. The motion carried unanimously.

b. Election of Vice Chairperson

MOTION: Stephen Crow moved to elect Cheryl Cruson for the position of Board Vice Chair for 2018-19. The motion was seconded by Darlene McConnell. The motion carried unanimously.

c. Designate Regular Time and Place for Meetings

MOTION: Roger Findley moved that the Board meet in the Hanigan board room on the third Tuesday of each month at 6:00 p.m. The motion was seconded by John Hall. The motion carried unanimously.

d. **Designate Budget Officer**

MOTION: Cheryl Cruson moved to designate the Chief Financial Officer (CFO) as the Budget Officer for 2018-19. The motion was seconded by Darlene McConnell. The motion carried unanimously.

e. **Designate Deputy Clerks for College**

MOTION: Mark Wettstein moved to designate the Chief Financial Officer (CFO) and the College President as the Deputy Clerks for the College. The motion was seconded by John Hall. The motion carried unanimously.

f. **Custodian of College Funds**

MOTION: Roger Findley moved that it be resolved that the electronic signature of the Chief Financial Officer (CFO), or the original signature of the Chief Financial Officer (CFO) with the original signature of the Board Chairperson or in the Chairperson's absence, the signature of the Vice Chairperson be authorized check signatures for the College. The motion was seconded by Stephen Crow. The motion carried unanimously.

g. **Designate Financial Institutions for Fiscal Year 2018-19**

MOTION: Cheryl Cruson moved to approve as presented the financial institutions the College can utilize and deposit funds for the fiscal year 2018-19. The motion was seconded by Roger Findley. The motion carried

h. **Approve Resolution 18-001 for the Purpose of Commingling Cash Balances**

MOTION: Mark Wettstein moved that Resolution #18-001 authorizing the commingling of cash balances be approved. The motion was seconded by John Hall. The motion carried

Regular Session Meeting

I. **College Business**

a. Board of Education Planning Meeting

After some discussion the Board agreed to meet on Monday, August 20 from 9:00 to 4:00 pm.

II. **Public Comment** (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes)
There were no comments from the public.

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

a. Board Minutes –June 19, 2018

The change in the minutes was in the motion under the 2017-18 Budget Appropriate Transfers. The motion was seconded by Stephen Crow and not Cheryl Cruson.

b. Financial Report

c. JFCHA Student Athlete Wellness Policy (2nd reading)

Athletic Director Ed Aronson addressed the Board regarding the policy. Aronson shared that if the title remains student athlete that rodeo falls under the policy. President Young stated part of the discussion at the last meeting was regarding the word "wellness." The policy really refers to drug and alcohol awareness. After some discussion, the Board agreed to change the title to **Student Athlete Substance Use Policy**.

Ed Aronson thanked President Young, the Executive Council, and students for the opportunity to go back and revisit this policy to get it approved.

MOTION: Cheryl Cruson moved to approve the Student Athlete Substance Use policy JFCHA as amended and the motion was seconded by John Hall. Roger Findley asked if the rodeo coach participated in the policy review and Vice President Hammond stated he did. The motion carried unanimously.

- d. INGA/JFCA/KK Children on Campus Policy (2nd reading)
- e. GBC Outside or Secondary Employment Policy (2nd reading)

MOTION: Cheryl Cruson moved to approve the consent items (INGA/JFCA/KK Children on Campus Policy and GBC Outside or Secondary Employment Policy) as presented and the June 19, 2018 board minutes as amended. The motion was seconded by Stephen crow. The motion carried unanimously.

IV. College Reports and Statements

- a. Statements from ASG/Student Programs
Director of Student Programs Tasha Wixom highlighted the written report that was shared with the Board.
- b. Statements from Faculty
There were no faculty members present for a statement.
- c. President's Reports

- Instruction

Although he was not present, a written report was submitted by Vice President Eddie Alves.

President Young shared the College submitted information to the State on our aviation program; however, it was sent back to us with questions which have been answered. In the meantime, we are still waiting for approval.

CTE Dean Update: The position was offered and we hope to learn tomorrow whether the position will be accepted or not by the candidate.

Board member Mark Wettstein asked why the number of CTE dual credit students was less this year compared to the 135 FTE last year. President Young explained it could be there are fewer students taking advantage of the credits or fewer high schools participating. She would have to follow up with Vice President Alves for an answer.

- Student Services

Vice President Brad Hammond reported Summer enrollment is up 26% in reimbursable FTE. Fall enrollment is up 6% in reimbursable. Student services has been working hard to gear up for fall registration as well as increasing housing numbers.

At the last board meeting there was a question regarding dual enrollment numbers and in response, Vice President Hammond reported there were 872 students from Oregon in 2017-18 and 287 students from Idaho.

Board member Mark Wettstein asked for an explanation of the College Choice program. AVP Abby Lee explained the program offers high school student the opportunity to take two classes where tuition is waived but fees are not. The classes would be those that still have room available

- Administrative Services

Vice President Kevin Kimball reported the Audit and Finance Committee met last month and took the opportunity to review the work they do and responsibilities. The committee is a designated committee of the Board and the Auditors directly reporting to the board members. There was a recommendation for change to the committee which were included in the board packet.

MOTION: Roger Findley moved to make changes to the Audit Committee as presented and the motion was seconded by John Hall. The motion carried unanimously.

CTE Center – the EDA is asking the College to make a change on how we cost pricing for A&E design services and are asking for less detail. Project Director Bernie Babcock met with CTA this morning and they have the issue resolved and hope to have the information back to EDA as soon as possible. One challenge we are seeing is that the EDA is understaffed and we can't move ahead with a final contract until we receive approval from EDA.

Oregon Community College 2018-19 Tuition and Fees Information – Vice President Kimball provided the Board with a copy of the annualized in-district tuition and fees for Oregon community colleges. TVCC is 9th in the state in the cost for tuition and fees. At one time we were the 2nd highest community college in the State. This was provided to the Board as information only.

- President's Comments

Associate Vice President Abby Lee shared numbers from the OTA (over the top) campaign. There were 77,665 commercials watched by views at a 95% completion rate. There were 350,000 people who saw our TV ads. Facebook had over 270k views and 2,700 people watch our commercial again and 1,900 people clicked on our website.

According to Lee, this summer the College will promote a campaign focusing on our aviation program due to it being a specialty and prestigious program. A billboard advertisement has been installed by the Caldwell airport to promote the program. Abby will report more on the marketing campaign at next month's board meeting.

President Young provided an update on the progress of the Nursing and Allied Health building capital construction project. The project has moved through the Higher Education Coordinating Committee and final approval is expected in August.

Board member Roger Findley asked about the 10-year lease for the Caldwell Center and if an opt out clause was included. AVP Abby Lee replied that a 90-day notice is in the lease; however, we would be required to finish the academic year. Lee stated it was great to have the Caldwell Urban Renewal Agency excited about this partnership. The City of Caldwell wants a strong partner downtown which growing into a vibrant community. The annual lease is also capped at \$350k regardless of the number of students enrolled each year. Caldwell Director Kaitlin Brookshire is working to offer more night and weekend classes and we are seeing some exciting things happening.

Vice President of Administrative Services position update: Until a replacement is hired for Vice President Kevin Kimball, Shirley Haidle, CFO, will take on many of the responsibilities. AVP Abby Lee will oversee the IT Department and HR Director Anne-Marie Kelso will oversee the physical plant. These three have agreed to cover the VPAS area in the interim until a new search is conducted. Board member Roger Findley asked if there were extra stipends for these duties and President Young stated, yes.

Board member Mark Wettstein asked if the Disabilities Coordinator position was a full-time job and President Young stated it is and that Travis McFetridge will oversee this position. A full-time coordinator is required for the day to day responsibilities. Anne-Marie noted there are approximately 40 students per term who are served during the school year. The position is an unfunded mandate and funded by the general fund.

d. Statements from Foundation

Executive Director Cathy Yasuda was not present during the meeting.

e. Statements from Board Members

- Mark Wettstein thanked everyone for the job they are doing at the College. He thanked VP Kimball for the work he has done for the College and stated he appreciated the budget projection model he developed. He thanked Roger Findley and Stephen Crow for being a host at this year's garden tour.
- John Hall stated he appreciated VP Kimball answering all his questions and he will be missed.
- Roger Findley thought there were 161 visitors at his home during the garden tour. Two PTK students and Arwyn came out to help during the garden tour and it was a great time. He congratulated VP Kimball for his work and on his retirement.
- Stephen Crow thanked VP Kimball for his hard work. He congratulated President Young for completing her doctorate degree.
- Cheryl Cruson stated she enjoyed the preview of the garden tour. She thanked VP Kevin Kimball for his work at the College. Cheryl shared she visited with Duncan Wyse during the chamber luncheon about TVCC and he was complimentary on how our region has grown.
- Darlene McConnell thanked VP Kimball for his work at the College and that she now has a better understanding of community college financing thanks to him.
- John Forsyth echoed the Board's comments as well as all the efforts in marketing and the reports showing results. Chair Forsyth stated he wants to do all he can as a representative of TVCC to keep this momentum going. He stated the College has a good team in place and people like VP Kimball who go over and above in their jobs. He also congratulated Dr. Dana Young.
- OCCA Board Rep. Report – Stephen shared he will be in Salem tomorrow, and later in August with Dr. Young to select an OCCA Executive Director. OCCA is hoping to hire a director within the next month.

V. **Executive Session**

The meeting was called into Executive Session at 7:51 p.m. under ORS 192.660(2) (d) to conduct deliberations with a person designated by the governing body to carry on labor negotiations. Chair Forsyth stated that action is anticipated for the open session.

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

Others present: President Dana Young, Vice President Kevin Kimball, Shirley Haidle and Anne-Marie Kelso.

VI. **Open Session**

a. Action, if any, from Executive Session

The executive session ended at 8:01 p.m. and went into open session.

MOTION: Stephen Crow moved to approved the SRCI contract with the changes presented by Anne-Marie Kelso. The motion was seconded by John Hall. The motion carried unanimously.

VII. **Important Date(s)**

- a. Aug. 13-16 Summer Quarter Finals Week

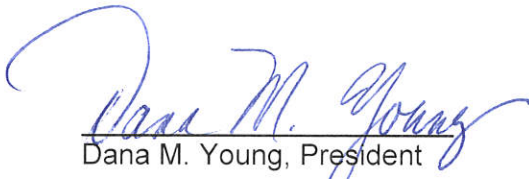
VIII. **Adjournment and Next Meeting(s)**

- a. August 20, 2018 Special Planning Meeting – Board of Education
b. August 21, 2018 Regularly Scheduled Monthly Meeting - Board of Education

MOTION: Mark Wettstein moved to adjourn the meeting at 8:04 p.m. and the motion was seconded by John Hall. The motion carried unanimously.



John Forsyth, Board Chair



Dana M. Young, President

Recorded by Gina Roper, Executive Assistant