

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Laura Moore Cunningham Science Center, Hanigan Board Room (#115A), Ontario, OR 97914

Tuesday, December 15, 2020

Meeting participation is available to the Public via Zoom

<https://gotvcc.zoom.us/j/95357169159?pwd=SE16WTNVeE5qTGVPWlpuekNReGhJUT09>

Meeting ID: 953 5716 9159

Password: 603164

Telephone: (669) 900-6833 or (253) 215-8782

Password: 603164

BOARD MEETING AGENDA

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

Vision: TVCC will be an excellence-driven institution offering quality programs to ensure student success.

9:00 am Cultural Competency Training (Javier Cervantes, Linn Benton Community College)

Entire Board & Foundation Board

Zoom: <https://gotvcc.zoom.us/j/95960564353>

11:00 a.m. Board Planning Meeting

Chair Cheryl Cruson

Zoom: <https://gotvcc.zoom.us/j/95357169159?pwd=SE16WTNVeE5qTGVPWlpuekNReGhJUT09>

- a. Institutional Effectiveness
 - i. Accreditation/Inclusive Training Strategies Project
 - ii. Mission Fulfillment/Demographic Data
 - iii. Institutional Transformation Assessment (ITA)/Guided Pathways Summary
 - iv. EMSI Report
 - v. Early Year Engagement Survey (EYES)
 - b. OCCA Conference Update
 - c. Overview Budget Model 5-Year Projection
 - d. Cybersecurity Training/Ransomware Report
 - e. Review 2020-21 Board Goals and Objectives
 - f. Set 2021-22 Board Goals and Objectives
- VP Eddie Alves/David Koehler
- Vice Chair Stephen Crow
VP Shirley Haidle
Scott Carpenter
Chair Cheryl Cruson
Chair Cheryl Cruson

5:00 p.m. Work Session (Flag Salute)

- I. **Call to Order and Acknowledgement of Guests**
 - a. New College Employee Introductions

Vice Presidents

Regular Session Meeting

- I. **Agenda Review/Changes**
 - II. **Special Presentations**
 - a. Emerging Leadership Summit
 - b. HB 2864 Cultural Competency Report
 - c. 2020-21 Equity Project Update
 - d. Nursing Accreditation
 - III. **College Business (Discussion or Action Items)**
 - a. Internal Resumption Plan Update (discussion)
 - b. Nursing and Allied Health Professions Building (action)
 - c. CTE Center Naming Opportunities (action)
 - IV. **Public Comment** (note: maximum time 15 minutes: each speaker will be limited to 3 minutes)
 - V. **Consent Agenda - Action Item(s)**
 - a. Board Minutes – November 17, 2020
 - b. Financial Report
 - VI. **College Reports and Statements**
 - a. Statements from ASG/Student Programs
 - b. Statements from Faculty
 - c. President's Reports
 - i. Academic Affairs
 - ii. Student Services
 - iii. Administrative Services
 - iv. College Relations and IT
- ASG President or designee
TVEA President or designee
Dr. Dana Young
VP Eddie Alves
VP Brad Hammond
VP Shirley Haidle
AVP Abby Lee

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

- v. President's Comments
 - 1. Community College Higher Education Issues and Trends
- d. Statements from Foundation
- e. Statements from Board Members
 - i. OCCA Board Rep. Report
 - ii. Board Meeting Assessment
 - iii. Board Annual Goals Monthly Report

Dr. Dana Young

Cathy Yasuda
Entire Board

VII. **Important Date(s)**

December 14-January 3	Winter Vacation
December 20-27	College Closed
January 1	New Year's Day Observed (college closed)
January 4	Winter Term Classes Begin
January 18	Martin Luther King Day Observed (college closed)

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

- Tuesday, January 19, 2021 at 6:00 p.m.

The Board of Education meetings are held in accordance with accessibility requirements. Persons having questions about or requests for special needs and accommodations should contact Anne-Marie Kelso (akelso@tvcc.cc or 541-881-5812 or TTY 541-881-2723). Contact should be made 72 hours in advance of the meeting.

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TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Laura Moore Cunningham Science Center, Hanigan Board Room (#115A), Ontario, OR 97914
Tuesday, November 17, 2020, 6:00 p.m.
BOARD MEETING MINUTES

Chair Cheryl Cruson led the group in the flag salute and reading of the College's mission and vision statements.

Board of Education members in attendance (quorum present): Cheryl Cruson, Stephen Crow, Roger Findley, Darlene McConnell, Betty Carter (Zoom), Mark Wettstein (via telephone) and John Hall (via Zoom)

Staff, representatives, and guests in attendance: In person - President Dana Young and Larry Meyer (Argus Observer)
Via Zoom were Vice President Eddie Alves, Vice President Shirley Haidle, Vice President Brad Hammond, Anne Marie Kelso, Darin Bell, Greg Contreras, David Koehler, Abby Lee, Julie Hernandez, Charla Wheeler, and ASG President Hannah Berger

Work Session

I. **Call to Order and Acknowledgement of Guests**

a. **New College Staff Introduction**

Vice President Brad Hammond introduced Julie Hernandez who was recently hired as a TVCC recruiting coordinator. Julie took a moment to talk about her background and the work she will be doing at TVCC.

b. **Oregon Migrant Leadership Institute and Oregon Migrant Leadership Academy**

Vice President Eddie Alves stated TVCC has been fortunate to have Portland Community College CAMP Director Greg Contreras coordinating the OMLI and OMLA over the past number of years. Although most summer camps were canceled due to COVID; Director Contreras was able to offer a virtual camp.

Director Contreras presented on the work of the summer program to offer middle school and high school students of migrant farm families an opportunity to participate in leadership programs. Approximately, 100 students from eastern Oregon participated in the virtual camp.

The next steps for the program are to develop a program website, offer OMLI annual scholarships and hold OMLI 2021 at TVCC. Contreras spoke about the financial support received, recognized those who helped make OMLI possible which included special TVCC guest presenters/speakers and panelists, partners, and school districts.

Regular Session Meeting

I. **Agenda Review/Changes**

There were no changes to the agenda.

II. **Special Presentations**

a. **STEP Update**

STEP Student Success Coordinator Charla Wheeler presented on the class she teaches called Steps to Success – which has a goal to help students be successful by being prompt, prepared, and present. Wheeler spoke about the curriculum used from the *New World of Work 21st Century Skills* series to prepare students for the changes in the work environment. In the course students learn about employable skills ranging from skill awareness to workplace situations.

b. **Business Department Update**

Business Department Chair Darin Bell provided an updated on his department which includes programs such as business education, office administration, computer science, and medical assistant. Bell also mentioned that instructor Kent Banner recently returned from his sabbatical and is interested in providing some feedback on what he gained from his sabbatical at BYU-Hawaii.

c. **OCCA Awards**

Chair Cheryl Cruson reported on the OCCA Conference which was held virtually this year. She also mentioned the opportunity for Vice Chair Stephen Crow, who also serves as OCCA Board President, to emcee the conference.

During the board meeting, Chair Cruson spoke about the purpose of the OCCA Howard Cherry Awards where President Young was recognized as this year's Howard Cherry Administrator of the Year. Chair Cruson stated that this is a prestigious award and a great honor for President Young. Cruson then presented President Young with a plaque. In addition, board member Roger Findley was recognized for his 8 years of service on the Board and was also presented with a plaque.

II. **College Business**

a. **Internal Resumption Plan Update**

Director of Legal and Human Resources Anne Marie Kelso reported on the revisions to the Internal Resumption Plan since her report to the Board of Education last month.

The revisions were:

- Page 9 - updated the fact that employees will return to working from home. The plan was to move employees after the Thanksgiving holiday but due to the recent announcement from the Governor's office, the College is moving some employees who can work from home now.
- Page 14 – Section 4 was updated. A negative test does not mean employees can end their quarantine period as a result of exposure. Exposed employees will have to serve the full quarantine period. Notes were also added on what the 15-minute exposure means.

Of all the COVID cases only three students have been exposed on campus which means faculty, staff, and students are doing a good job following safety protocols.

b. **Amend 2020-21 Course Fee Rates**

Vice President Shirley Haidle spoke about the GED Wraparound grant which requires a fee to cover the cost for tuition for adult basic skills students. The proposed fee requested for Board approval is \$40. It was clarified the students are charged for the fee, but the grant actually pays for it. Students participating in classes receive free childcare and tuition.

Motion: Darlene McConnell moved to amend the course fee rates for the 2020-21 academic year to include the \$40 ESL course fee and the motion was seconded by Stephen Crow. The motion carried unanimously.

c. **2020-21 Budget Calendar**

Vice President of Administrative Services Shirley Haidle reported on the importance of a Budget Calendar which keeps the College in compliance with Oregon local budget law as it pertains to budget preparation, publishing of notices, and holding budget committee meetings and the public hearing in June.

Vice President Haidle reminded the Board of the membership of the Budget Committee and that the College will contact individuals after the first of the year to serve on the committee.

Motion: Darlene McConnell moved to adopt the Budget Calendar for the 2020-21 year. The motion was seconded by Stephen Crow. The motion carried unanimously.

d. **December Board of Education Meeting**

Chair Cruson reviewed the board agenda for the December meeting and noted the Foundation Board will be joining the Board of Education in a cultural competency training. A tour of the CTE Center will also be scheduled where small groups from both boards can attend. Because of the full day, there was a suggestion to start the regular board meeting earlier.

Motion: Stephen Crow moved to change the start time for the regular board meeting to 5:00 p.m. on December 15 to enable everyone to get home early that night. The motion was seconded by Darlene McConnell. The motion carried unanimously.

III. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – October 20, 2020
- b. Financial Report

Motion: Darlene McConnell moved to accept the board minutes from October 20, 2020 and the financial report as presented and the motion was seconded by Stephen Crow. The motion carried unanimously.

V. **College Reports and Statements**

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

ASG President Hannah Berger highlighted her written report which included updates on the student leadership team, student activities, and contributions from student programs to the CTE Center.

b. **Statements from Faculty**

There were no statements from faculty.

c. **President's Reports**

i. **Academic Affairs**

Vice President of Academic Affairs Eddie Alves shared his excitement about the Guided Pathways initiative which will be transformational for the college. This will be a big project for the College as it works to get students on the right educational path and will take the institution a number of years to accomplish. There are 17 faculty and staff participating in the initiative.

Board member Roger Findley asked about the airport remodel. Vice President Eddie Alves shared the project is moving forward and is on track with move in anticipated for January 1. Findley also asked if the College has hired a welding instructor. According to Vice President Alves, there are 4-5 applicants who are in the interview process currently and they hope to have a hire onboard by the early part of December.

ii. **Student Services**

Vice President of Student Services Brad Hammond presented on HECC's 4th week of enrollment report. The report shows headcount is 19.7% down from fall 2019 to 2020 and there is a 16.8% decrease in reimbursable FTE from fall 2019 to 2020. Vice President Hammond shared although TVCC has fared better than eleven other Oregon community colleges, we were still affected by the impact of the pandemic.

Winter enrollment is ranging from 4% to 7% down; however, TVCC advisors are continuing to work to reach out to students to get them enrolled.

There were 39 students who participated in the November Emerging Leaders credit course. Travis McFetridge and Julie Hernandez were commended for their work to coordinate the event. A similar event is planned for the spring. This is one example of how we are adapting to the virtual world.

Board member Darlene McConnell expressed concern with the Go Chuks athletic website not being updated. According to President Young, Athletic Director Andy Ward was not going to post the rosters until the eligibility is complete. However, Vice President Brad Hammond stated he would look into her concern and report back.

iii. **Administrative Services**

Vice President of Administrative Services Shirley Haidle reported the auditors are still working on the audit and she was not sure if they are still waiting for information from the federal government on the CARES funding. Vice President Haidle hopes to have the auditors present at the December board meeting as well as bring the audit committee together next month.

Other news included: Vice President Haidle meeting with Standard & Poors (S&P) to review our state of affairs to inform our new bond rating. The meeting seemed to go well, and S&P should have their rating information to Vice President Haidle this week. It was noted our rating is reviewed every two years even if the College is not going out for a bond.

Board member Mark Wettstein asked about the south side of the CTE complex and if it will be modernized. According to President Young the fence will be fixed around the welding area with new slats and the outside of the drafting building will be painted. However, the rock siding would not be painted.

iv. **College Relations and IT**

The College is focusing on an incentive to encourage students to enroll winter quarter as well as continue through spring. Next month, a comprehensive plan will be available for the Board. Associate Vice President Abby Lee stated our students want to be on campus and we are sensitive to the Governor's orders in both states. Mailers will be in homes the first week of December to encourage individuals to register for classes and save their seat.

The IT Department has been very busy and are anticipating more technical support for students during finals week and over the Christmas break. IT is also very busy working on tech projects for the CTE Center.

Other news included a forensic audit and report on the ransomware attack which outlines what happened and what the College had in place to prevent access to information. The report will be a resource in educating us on best practices. Cyberattacks are happening everywhere and IT is working hard to be vigilant to protect our resources.

v. **President's Comments**

Department of Corrections Contract Update: community colleges offered DOC a 3-level service proposal in which DOC chose the lowest level and lowest dollar of service. Currently, community colleges impacted are in the process of meeting with legislators to work out the details of the contract to ensure both entities are on the same page in regard to expectations and what will be provided. Going forward, President Young and Vice President Alves will have further discussions regarding what the budget will look like for our program.

Board member Roger Findley asked if the College knew if recruiting was part of our fall enrollment not being as low as other community colleges and if it was because we are

offering face to face classes. According to President Young, they are reviewing data and are doing additional recruiting to increase enrollment numbers. In the fall, we did hear some students were waiting to see if TVCC was going to offer face to face instruction and the College is hopeful students will consider winter quarter knowing we were face to face for fall.

The College is working closely with the local health department and will look at testing residence halls students in an abundance of caution going into winter quarter. Although we cannot enforce other college individuals to take a COVID test, we can mandate testing for residence hall students. AVP Abby Lee stated the College has been fortunate having Sarah Poe advocate for us as we work to keep students on campus. The College will also be considering a testing site through our nursing department to offer volunteer testing opportunities. AVP Abby Lee spoke about the isolation suites in the residence halls that are available to students who may be exposed and our partnership with the health department who has offered to pay for hotels rooms for isolation purposes.

AVP Lee also stated that the College is preparing to be face to face in winter and if this should change, we are prepared to go virtual. President Young provided a recap of what college buildings will be open after Thanksgiving and during the holiday break.

d. Statements from Foundation

According to Executive Director Cathy Yasuda, Baker Auctions did a wonderful job with the live auction during the Foundation's Gala which was held virtually last week. She thanked everyone who contributed to the event.

Yasuda announced the Foundation Board will not be holding its annual holiday party next month. However, the Foundation will be providing hot chocolate, cider, and holiday cookies for the whole campus on Monday, November 23 from 10:00 a.m. to Noon in the Weese building.

e. Statements from Board Members

- i. Betty Carter stated she enjoyed the Emerging Leadership Summit last Saturday and appreciated the invitation. She commended Stephen for leading the OCCA Conference and congratulated President Young and board member Roger Findley for their awards.
- ii. Mark Wettstein asked questions about the new flag and thanked those individuals who made it possible and that it was great to have the flag on our campus. He congratulated Roger Findley and President Young for their awards.
- iii. John Hall congratulated Roger Findley, President Young, and Stephen Crow. He stated he noticed the flag today and he echoed Mark's comments that we need more support for our country.
- iv. Darlene McConnell congratulated Roger Findley and President Young for their awards. She also commended Stephen Crow for his work with OCCA and commended the College staff for their work during COVID.
- v. Roger Findley spoke about the naming opportunities for the CTE Center and recommended including in the recognitions the individuals who were the original CTE faculty and the first vocational dean.
- vi. Stephen Crow thanked the staff and faculty for their work during the pandemic and to get the College to this point. In his report, he noted OCCA has been working on the funding ask for the upcoming legislative session as well as working with legislators on the DOC contract. Crow also mentioned he has been selected to serve on the hiring committee to replace OCCA director Cam Preus who plans to retire next November. The December 4 OCCA virtual board meeting will be hosted by Crow at TVCC.
- vii. Cheryl Cruson reminded the board members to turn in their annual goals report and monthly meeting assessment.

VI. **Important Date(s)**

Nov. 25	Campus Closes at 3 pm
Nov. 26-27	Thanksgiving Observed (college closed)
Dec. 7-11	Final Exam Week
Dec. 14-Jan. 3	Winter Vacation
Dec. 20-27	College Closed
Jan. 1	New Year's Day Observed (college closed)
Jan. 4	Winter Term Begins
Jan. 18	Martin Luther King Day Observed (college closed)

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

a. December 15, 2020 TVCC Board of Education Monthly Meeting

The meeting adjourned at 8:33 p.m.

Cheryl Cruson, Board Chair
TVCC Board of Education

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