

TREASURE VALLEY
COMMUNITY COLLEGE

TVCC BOARD OF EDUCATION
MEETING MINUTES

Tuesday, September 15, 2020

The meeting was made available for the public via Zoom conferencing while some board members and college staff met at Treasure Valley Community College, in the Laura Moore Cunningham Science Center, Hanigan Board Room.

Board of Education Members in attendance (quorum present)

Chair Cheryl Cruson, Vice Chair Stephen Crow, John Hall (via Zoom), Betty Carter, Mark Wettstein, Roger Findley, and Darlene McConnell (via Zoom)

Staff, Representatives, and Guests in attendance

President Dana Young, Vice President Brad Hammond, Vice President Shirley Haidle, Vice President Eddie Alves, Travis McFetridge, and AVP Abby Lee

Attendance via Zoom Joseph Kurth, Kate Walker, Hannah Berger, Jill Humble, Cathy Yasuda, and David Koehler

Call to Order and Acknowledgement of Guests

The meeting began at 6:00 p.m. Chair Cruson led everyone in the flag salute and reading of the College's mission statement.

I. Work Session

a. Title III Update

The presentation shared by Director of Title III Joseph Kurth showed a summary of the department goals and the projects associated with each goal. Director Kurth shared Title III has several projects housed across campus (in IT, CTE, Student Services, Math, etc.) and all projects tie back to student access and success. Currently, the grant is finishing its 4th year and entering into its final and 5th year. In addition, tomorrow is the beginning of their annual site evaluation and the College will be joined by Susan Tinker, grant writer, and Maureen Pettitt, grant reviewer.

Other news:

New Student Orientation is scheduled for September 25 with in-person and virtual morning and evening sessions.

b. Nursing NCLEX Update

Executive Director of Nursing and Allied Health Jill Humble recognized new instructors Heather Bohr and Molly Lightfield who joined the department in August. She also shared information on the work in their department in regard to updating the new faculty handbook, new student handbook, changes in the order of curriculum, COVID-19 updates, review of textbooks, the start of a two-year study on clinical sites, new student orientations, and more.

There is a new cohort of 16 students starting and 14 second year students returning in the fall. This past year nursing had 21 students graduate and the NCLEX pass rate was 90% (19 out of 21 students). Faculty put in extra effort to meet with students to ensure their success.

Other news:

- Although the nursing pinning ceremony for 2020 was a challenge; the event did go well despite students' families not being able to attend in person.
- The nursing department will be submitting an 8-Year Self Study in December to the Oregon State Board of Nursing as well as preparing for an OSBN visit in January 26-28, 2021. However, it is anticipated the visit may be held virtually.
- On May 5, the nursing advisory committee met via Zoom. The committee meets twice a year.
- The Nursing Education Team (NET) met to discuss how the nursing program is meeting the Year Seven standards from ACEN and OSBN.
- Their department worked on a nursing resumption plan that will be included after further review in the student and faculty handbooks.
- The CNA program has been on hold, but it has not been forgotten. Humble's CNA director's application was accepted on June 15 and Janell Jennings has been accepted as a CNA instructor, so they are looking at plans on how to open the program.
- A CNA II program was mentioned during an advisory committee and if we can offer the program. The potential to offer CNA II will be explored after the first of the year.

II. Agenda Review/Changes

There were no changes to the agenda.

III. Special Presentations

a. New Title IX Regulations Update

Director of Admissions and Student Success and Title IX Coordinator Travis McFetridge explained the purpose of the board policies and administrative regulations which were a result of Title IX regulatory changes. McFetridge provided an overview of why the changes are required by federal and Oregon standards and noted the changes were implemented through August 14. A diagram of the key provisions for new Title IX regulations was shared from initial notice to the appeal process. Definitions for sexual harassment were provided as well as explanations of jurisdiction, responsible person, actual knowledge, the training of college personnel, and the investigation process.

Next Steps:

- Write a new specific Title IX policy and define process
- Write new college sexual harassment policy and process.
- Identify Title IX roles and people
- Develop training, including on trauma-informed care
- Approval of policies and administrative regulations
- Identify mandatory notification requirements

The Board was asked to approve the board policies, so the College is in compliance. In addition, the draft policies will be sent through the college's governance councils for review and later brought back to the Board with the note there may be additional policies.

IV. College Business

a. Board Policies

- i. (JB) Equal Educational Opportunity
- ii. (GBN/JBA) Sexual Harassment and Sexual Violence (*new title* – Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence and Stalking under Title IX)
- iii. (New Policy) Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence, and Stalking under ORS 350.253

Motion: Roger Findley moved to suspend the rules to allow the Board to conduct a first and second reading of the board policies and the motion was seconded by Stephen Crow. The motion carried unanimously.

Motion: Stephen Crow moved to approve the Title IX regulations and changes to the board policies to stay in compliance and approved the first and second reading. The motion was seconded by Roger Findley. The motion carried unanimously.

b. Administrative Regulations

The administrative regulations are processes and supporting documents for the board policies and do not require board approval.

- i. JFCF/JBNA-AR – Staff and Student Complaint Procedures for Hazing, Harassment, Intimidation or Menacing
- ii. (New) GBN/JBA-AR (1) – Procedures for Supportive Measures
- iii. (New) GBN/JBA-AR (2) – Procedures for Resolving Title IX Policy Violations
- iv. (New) GBN/JBA-AR (3) – Appeals for Title IX Policy Violations

c. Internal Resumption Plan Update

President Dana Young commended Director of Legal and Human Resources Anne Marie Kelso and Vice President of Academic Affairs Eddie Alves for their work on the Internal Resumption Plan. According to Executive Order 20-28 the College is required to bring any updates to the plan to the Board each month.

Director of Legal and Human Resources Anne Marie Kelso spoke about the changes to the plan which were:

- Adding additional definitions for health agencies (page 6)
- Clarifying language that the resumption plan is the operational plan for the college (Page 4).
- The COVID-19 on campus section was clarified to note that it also serves as the Communicable Disease Management Plan. The following language was also added: "TVCC has an Emergency Plan that also addresses communicable diseases. The College, through the Director of Legal and HR and/or the PIO, shall report a confirmed COVID-19 case to and consult with, the Malheur County Health Department. The College shall obtain a recommendation on any cleaning and/or possible classroom or campus closure."

As the report was written, the Executive Order rescinded guidelines on Zoom public board meeting so the College will be adding language to the plan where we will be able to have up to 14 people in the board room. However, we will still want a zoom link for each meeting for public participating. This will help lessen potential exposure.

It was noted during the August 18 board meeting the wording change of FTE to PPE under the Thanksgiving Break section of the plan. Upon further review, Director Kelso stated FTE was the correct wording because we want to ensure

we are complying with our FTE requirements and that full-time instruction is for 11 weeks. Director Kelso clarified classes do not end after Thanksgiving but will be going virtual. We also noted for accreditation purposes we have an 11-week term. We want to make sure faculty know classes do not end after Thanksgiving.

Director Kelso stated also changed in the plan is that the College may provide employees with a different face covering, at the College's expense, as needed. The change made was removing the section that limited employees to only one free face covering.

The changes noted above are the changes to date. The College will continue to monitor the Governor's orders and HECC guidelines to ensure we remain in compliance as well as staying in contact with the Malheur County Health Department.

d. **TVCC Foundation Quid Pro Quo Agreement**

Vice President of Administrative Services Shirley Haidle presented the Quid Pro Quo agreement which was passed by the Foundation Board last week. VP Haidle summarized some of the changes to the agreement where the Foundation agreed to cover more of the salaries and benefits for the executive director and administrative assistant and that the separate utilities amount was removed because it was already included under lease/rent.

Motion: Stephen Crow moved to accept the Quid Pro Quo that was approved by the Foundation Board last week and with the current updates. The motion was seconded by Betty Carter. The motion carried unanimously.

V. **Public Comment**

There were no comments from the public.

VI. **Consent Agenda**

- a. Board Minutes – August 18, 2020
- b. Financial Report

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

VII. **College Reports and Statements**

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

ASG President Hannah Berger summarized her written report to the Board.

b. **Statements from Faculty**

There were no statements from faculty.

c. **President's Reports**

i. **Academic Affairs**

The College is in conversations with the Department of Corrections regarding their decision to offer ABE and GED inhouse. A meeting is set for this Friday; however, it is unknown what will transpire. It was noted the College's contract with DOC expires the end of January 2021.

Board member Roger Findley asked if the CTE Center is on schedule to open for classes winter term. The response was yes, the building is still on schedule to open.

Board member Findley also inquired about flight instruction. Vice President Alves stated the College received approval to provide flight instruction and there are cleaning protocols in place. Flight instruction has been offered over the last couple of months with hundreds of hours clocked.

The Board also received an update on how instruction is going at the Snake River Correctional Institution.

ii. **Student Services**

Vice President Brad Hammond reported on the early move ins to the residence halls with a majority of the students being athletes. Director of Residence Life and Student Conduct Kristine Needs and Residence Hall Assistant Manager Ashley Herzberg were commended for their work to get the halls ready for students. Director of Admissions and Student Success Travis McFetridge was also commended for his work on Title IX and the required training.

Enrollment decreases continue to be a statewide issue for colleges. TVCC has been showing a decrease between 11-13% depending on the day; however, today over 20 students registered which is good news students are interested in going to school.

iii. **Administrative Services**

In addition to her written report, Vice President Shirley Haidle reported the auditors indicated they have not received any instruction on how to audit the new CARES Act funding which could potentially hold up the audit process.

iv. **College Relations and IT**

Approximately 8,500 postcards reminding students to Save their Seat have been sent out and phone calls are being made to remind students to register for fall quarter. Students and employees will also be required to wear masks while on campus. Signage for each building will also be posted notifying the public buildings are closed to them with the exception of the student services center.

IT has been focusing a lot of their efforts this month on cybersecurity issues. The good news is the College did not lose any data and IT was able to back everything up. An audit process is still necessary to determine what happened and to put steps in place, so a ransomware attack does not happen again. It was noted that other schools who have been hit have paid up to \$300k to get their data back. Fortunately, the College did not have to pay anything.

Board member Roger Findley asked if the Board needed to take action on the building signage; however, because it is part of the College's Internal Resumption Plan and in compliance with Executive Order 20-28, no board action is required. It was noted that all college buildings will be unlocked and if someone refuses to wear a face covering the College has a discipline process it can follow. The College also has a notice for the public, too. Student services is the only building open for the public to enter and computer labs are only open for the students. The Internal Resumption Plan is available for review on the College's website.

v. **President's Comments**

The Governor's office contacted community colleges this week asking for assurance that if we have students who are fighting fires that they could start school late. Community colleges also reminded HECC that earlier in the year, we had asked for flexibility to teach our wildland fire course and had received pushback from the State. The current fire situation is the reason why this training is necessary. Dr. Young shared that the wildfires have shut down some community colleges and as a result their fall quarter start date has been delayed. There are some community colleges who have been able to assist the Red Cross by operating as an evacuation site for the community and firefighters.

Community colleges were also informed by NWCCU to consider approval as a distance learning institution. Dr. Young explained the process and timeline for becoming a distance learning institution noting there would also be some fees incurred.

Dr. Young shared information on enrollment and how it impacts the budget. The administrative team has been meeting regularly and have started discussions with staff about furlough days to help balance the budget. It was noted that every percent down in enrollment equates to \$50k in loss tuition and fees.

Department of Corrections Contract – Dr. Young updated the Board on what is happening with DOC and how community colleges hope to work with them so we can continue to operate and offer ABE and GED services to AICs. It is unknown where these discussions will end up and there are many unknowns at this time. In the meantime, Dr. Young contacted Senator Findley and Representative Owens on the situation, and both have been very responsive.

This year's TVCC In-services theme is *When Nothing is Certain, Everything is Possible*. Board members were invited to attend the opening session on Tuesday as well as join the presentation with guest presenter Sara Goldrick-Rab.

d. **Statements from Foundation**

Highlights shared were:

- On Saturday, November 7, the Foundation will be hosting a "virtual" Gala. Executive Director Cathy Yasuda explained how the live and silent auctions will be held online.
- There are several requests pending for equipment for the CTE Center.
- The Foundation will be doing its internal campaign during in-service week and the Board of Education was invited to participate in the campaign.
- The Foundation received a \$8k donation today from the family of Cory Holm to add to the Cory Holm Heart and Hustle Scholarship. Yasuda stated she appreciated Cory's family and the many volunteers who helped with the softball tournament to raise the funds.

e. **Statements from Board Members**

- Chair Cheryl Cruson remembered Columbia Gorge Community College board member Ernie Keller who recently died.
- OCCA Board Rep Report – Stephen Crow reported the deadline for Howard Cherry award nominations have been extended. Because of the wildfires, the OCCA board training was moved from September 15 to September 29. They are also working with OCCA staff John Wykoff on virtual legislative verbiage.
- 3-Minute Elevator Speech – Chair Cruson stated that instead of individual board member speeches, they would work as a group by listing the assets of the college. Each board member had the opportunity to contribute what they thought is an asset. Cruson reminded the Board to review the assets when advocating for the college.

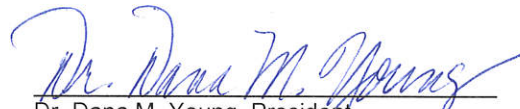
VIII. **Important Date(s)**

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| a. | September 21-25 | TVCC In-Service Week for Staff and Faculty |
| b. | September 25 | New Student Orientation |
| c. | September 28 | Fall Term Classes Begin |

IX. **Adjournment and Next Meeting**

The meeting adjourned at 8:54 p.m. The next meeting of the Board of Education will be on October 20, 2020 at 6:00 p.m.


Cheryl Cruson, Chair
TVCC Board of Education


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

Recorded by Gina Roper, Board Secretary