

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Laura Moore Cunningham Science Center, Ontario, OR 97914

BOARD MEETING AGENDA
Tuesday, May 18, 2021, 4:30 p.m.

Meeting participation is available to the Public via Zoom
<https://gotvcc.zoom.us/j/98206660774?pwd=cHd6RmRHNIRGa2lXNDd5Um5YRk93dz09>

Meeting ID: 982 0666 0774 Passcode: 924149
Telephone: (669) 900-6833 or (253) 215-8782 Passcode: 924149

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

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

Regular Session Meeting (Flag Salute) – 4:30 PM, Science Center Room 128

I. Budget Committee Meeting

Call to Order, 2021-22 Budget Committee Meeting

- a. Welcome & Introductions
- b. Appointment of Budget Committee Chair (Action)
- c. Appointment of Budget Committee Secretary (Action)
- d. Budget Committee Overview
- e. Budget Message (Principles, Assumptions, & Highlights)
- f. Budget Presentation
- g. Public Comment
- h. Approve 2021-22 Budget (Action)
- i. Close Budget Committee Meeting (Action)

Chair Cheryl Cruson
Dr. Dana Young
Chair Cheryl Cruson
Budget Committee Chair
VP Shirley Haidle
Dr. Dana Young
VP Shirley Haidle
Budget Committee Chair
Budget Committee Chair
Budget Committee Chair

Work Session – 6:00 PM, Science Center Room 115A

I. Call to order and Acknowledgement of Guests

- a. New College Employee Introductions; if any

Vice Presidents

Regular Session Meeting

I. Agenda Review/Changes (action)

Chair Cheryl Cruson

II. Special Presentation(s)

- a. All Oregon Academic Team Scholars
- b. Coach Drew Pearson and TVCC Rodeo Team

Dr. Dana Young
Dean David Koehler

III. College Business (Discussion or Action Items)

- a. Board Policies (2nd reading):
 - i. BH/BHA Orientation of New Board Members (action)
- b. Board Policies (1st reading):
 - i. IGCD Nontraditional Credit
 - ii. IM Instruction and Curriculum Evaluation
 - 1. IM-AR Class Evaluations (fyi)
 - iii. GCN-AR Adjunct Faculty Evaluation Process (fyi)
 - iv. DIC Vice President of Administrative Services' Monthly Financial Report
 - v. DID Equipment Inventory
 - 1. DID-AR Fixed Asset Capitalization (fyi)
 - vi. DIE Annual Audit
 - vii. DLB Tax Deferred Annuities
- c. Internal Resumption Plan Update

Vice Chair Stephen Crow

VP Brad Hammond
VP Eddie Alves

VP Shirley Haidle

VP Shirley Haidle

VP Shirley Haidle
VP Shirley Haidle
Anne Marie Kelso

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 – April 20, 2021 & May 6, 2021
- b. Financial Report

Chair Cheryl Cruson

- 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
 - 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
- ASG President or designee
TVEA President or designee
Dr. Dana Young
David Koehler
Travis McFetridge
VP Shirley Haidle
AVP Abby Lee
Dr. Dana Young
- Director/CDO Cathy Yasuda
Board
- VII. **Executive Session**
- a. ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations
- VIII. **Open Session**
- a. Action, if any, from Executive Session
- IX. **Important Date(s)**
- | | | |
|--------------|------------------------------------------------------------------------------------|---------------------|
| | | Chair Cheryl Cruson |
| a. May 20 | TVCC Board of Education & TVCC Foundation Board Joint Meeting on Feasibility Study | |
| b. May 31 | Memorial Day Observed (college closed) | |
| c. June 7-11 | Final Exam Week | |
| d. June 11 | TVCC CARMencement (Graduation) | |
| e. June 11 | Nursing Pinning | |
| f. June 21 | Summer Quarter Begins | |
- X. **Adjournment and Next Meeting(s)**
- a. June 15, 2021 TVCC Board of Education Meeting

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.

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in PAC Room #105 near the Meyer-McLean Performing Arts Theater in the Four Rivers Cultural Center, email HR@tvcc.cc or call (541) 881-5838 or TTY (541) 881-2723.

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

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

BOARD MEETING MINUTES

Tuesday, April 20, 2021

Board of Education members in attendance (quorum present):

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

Staff, representatives, and guests in attendance via Zoom or in person:

President Dana Young, Vice President Shirley Haidle, Associate Vice President Abby Lee, Larry Meyer (Argus Observer), Cathy Yasuda, Anne Marie Kelso, Travis McFetridge, Arielle Johnson, Kate Russell, Hannah Berger, Nila Stephens, Rene De La Cerda, Bernie Babcock, and Jessica McKinney

WORK SESSION

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

I. Call to Order and Acknowledgement of Guests

a. New College Employee Introductions

There were no new introductions this month.

b. Tour of CTE Center

Project Manager Bernie Babcock was present to provide board members a tour of the new CTE Center. During the tour, board members also heard a presentation on the Welding Program by Dave Bowers.

REGULAR SESSION

I. Agenda Review/Changes

There were no changes to the agenda.

II. Special Presentation(s)

a. NISOD Awardees Recognition

President Dana Young and Sandy Porter shared the names of the employees who were nominated for the NISOD Excellence Awards this year. The awards went to Nicole Baird, Carol Buttice, Scott Carpenter, Vern Davis, Diahann Derrick, Eddie Alves, Anne Marie Kelso, Kristine Needs, Janell Abston, and Cathy Yasuda. Chair Cruson thanked the employees for all their work.

III. College Business

a. Board Policies (2nd readings):

- i. DB-AR Budget
- ii. DF Fund Raising
- iii. DFA Investment of Funds
 1. DFA-AR Investment of Funds
- iv. DG Depository for College Funds
- v. DGA/DGB Authorized Signatures
- vi. DI Accounting Funds and Records Management

Motion: Mark Wettstein moved to approve the second reading on board policies i. – vi. and the motion was seconded by Betty Carter. The motion carried unanimously.

b. **BH/BHA Orientation of New Board Members (1st reading)**

Board members Stephen Crow and Darlene McConnell worked to update the policy which has always been in place. Vice Chair Crow shared OCCA legal counsel Karen Smith had also reviewed the changes that are being proposed. The policy will be brought back for a second reading at the next meeting.

c. **Internal Resumption Plan Update**

According to Legal and Human Resources Director Anne Marie Kelso there have been some updates to the Internal Resumption Plan. Some of these updates included a definition of a fully vaccinated person, CDC recommendations for fully vaccinated people, dining hall meals to go, how athletics will now follow the recommended guidance as set forth by the NWAC and State of Oregon, and lastly, how the College will continue to follow the HECC/OHA guidelines.

d. **2021-22 Course Fees**

The Board conducted a second reading of the 2021-22 Course Fees.

Motion: Stephen Crow moved to approve the 2021-22 course fees and the motion was seconded by Darlene McConnell. The motion carried unanimously.

e. **TVCC Budget Committee Members**

The Board was asked to approve new budget committee members Mike McLaughlin and Mike Blackaby who will replace Carol Kitamura and Gary Halcom (both of whom asked to be removed from the committee due to conflicting circumstances).

Motion: Mark Wettstein moved to accept Mike McLaughlin and Mike Blackaby as members of the budget committee. The motion was seconded by Darlene McConnell. The motion carried unanimously.

f. **Resolution No. 20-005 Community College Month**

Each board member read a section of Resolution No. 20-005 declaring the month of April as Community College Month.

Motion: Stephen Crow moved to approve Resolution No. 20-005 Community College Month and the motion was seconded by Betty Carter. The motion carried unanimously.

g. **2021-22 Tuition and Fees Rates**

Because of the budget timeline constraints, a first and second reading was proposed for the 2021-22 tuition and fee rates.

Motion: Stephen Crow moved to forego the second reading and the first reading tonight due to budget purposes. The motion was seconded by John Hall. The motion carried unanimously.

Board member Darlene McConnell asked what the budget shortfall would be in the event tuition was not increased. In her presentation, Vice President Haidle shared a proposed 2021-22 budget that included the \$3/per credit tuition increase and an ending funding balance of \$2.1m. She also mentioned there is still work to be done to look at tuition increases in subsequent years to maintain at least a \$1.25m ending fund balance. It was also noted the spreadsheet included a column for a projected 2021-22 budget which showed a budget without increases, additional funding requests or increases in salaries.

It was noted that the internal transportation and financial waivers amounts were switched and the \$203,705 should be in the column for internal transportation and the \$971,800 should be in the column for financial aid waivers.

Board member Roger Findley asked for clarification on the extra funding from CARES and for Hispanic Serving Institution (HSI) in regard to the spending rules and how these extra funds have impacted the college budget.

President Young reminded the Board that all the stimulus funding is one-time funds to make institutions and students whole such as covering lost revenue, direct costs, technology to transition to online delivery, faculty and staff training for this delivery, and payroll expenses.

Vice President Haidle provided a summary of tranches for all the HEERF federal stimulus funds provided to the College and answered questions by the Board. The three tranches were CARES Act, CRRSAA, and ARPA. The presentation explained how much funding was received or estimated and the timeline and requirements to use the funds. The summary also explained how much funding went to students and how much went toward institutional use.

There was some discussion on lost revenue. President Young noted the College has to prove what our lost revenues were in order to backfill with these dollars. In addition, if tuition was not raised, then we could not backfill what was lost. Vice President Haidle explained how lost revenue was determined and how the tuition increase was determined. In addition, the Board was reminded that students are also receiving money directly under CARES, CRRSAA, and ARPA (HEERF Funds). We do have the opportunity to ask students for permission to apply the funds to their accounts; noting, we could not ask this in the first round of CARES funds and so far, it was unknown if we can ask this of students for ARPA. Vice President Haidle explained the institution reports quarterly on all COVID related expenditures.

The Board stated they appreciated the work on the presentation, and the good discussion.

Chair Cruson referenced a section in the April 20 ASG Monthly Board Report which read, *with the results of this survey the ASG team supports the administration with an increase in tuition for the 2021-22 academic school year.*

Lastly, Vice President Haidle shared a comparison among the other Oregon community colleges in regard to tuition only rankings which showed TVCC ranking the 7th lowest in the state for tuition. This is a result of increasing our tuition and fees at TVCC at a lesser rate than other community colleges over time.

It was noted the Associated Student Government conducted a virtual Food for Thought forum in March and the results showed many students were willing to pay a small tuition increase. ASG President Hannah Berger read her written report in regard to the proposed tuition increase and shared the ASG team supports the administration in a tuition increase for the 2021-22 academic school year.

Motion: Mark Wettstein moved to increase the tuition by \$3.00 per credit and the motion was seconded by Stephen Crow. The motion carried unanimously.

IV. **Public Comment**

There were no comments from the public.

- V. **Consent Agenda - Action Item(s)**
- a. Board Minutes – March 16, 2021
 - b. Financial Report

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

VI. **College Reports and Statements**

- a. Statements from ASG/Student Programs
ASG President Hannah Berger provided a written report to the Board which included updates on ASG, Activities and Events, and the proposed tuition increase.

- b. **Statements from Faculty**
There were no statements from faculty.

- c. **President's Reports**

- i. Academic Affairs
Because Vice President Eddie Alves was not able to attend the meeting Dean David Koehler stood by for questions.
- ii. Student Services
Because Vice President Brad Hammond was not able to attend the meeting, Travis McFetridge stood by for questions.

Mark Wettstein asked where the terms accessibility and accommodations originated. McFetridge replied disability services has been working to attract more students and the change in department names may reduce barriers for these support services. The name change was not just decided and had been discussed with students and it is a topic being looked at by other institutions. The purpose for the change was to find a name that reflected more on the academic side.

According to McFetridge, reimbursable FTE is looking better than in previous terms at only 4% down. In addition, the number of applications in March have doubled compared to March of last year.

- iii. Administrative Services
Vice President Shirley Haidle mentioned the Business Office will be providing information to the auditors during their interim work. In addition, the auditors have requested a meeting with the College's audit committee in June.
- iv. College Relations and IT
AVP Abby Lee provided an update on the digital and print ads promoting Equine Science Instructor Wade Black's win of the 2021 Road to the Horse World Championship.

In addition, Lee and President Young have been working on the current legislative session as well as identifying deferred maintenance projects in the event there are additional ARPA funds.

- v. President's Comments
President Dana Young gave an update on her meeting with local legislators and reported during her meeting with Oregon State Representative Mark Owens she was able to share the College's deferred

maintenance projects. This information was previously shared with Senator Findley. President Young stated she appreciated the support from our legislators.

On the legislative side, President Young provided written testimony to the Ways and Means Roadshow for District 2. According to President Young, there is much support for community colleges by legislators who see us as economic engines in retraining people. President Young will also be providing testimony on Monday in support of benefits navigator positions at all 17 community colleges. The hope is that these positions will be funded in some manner if not included in the state budget. Community colleges will continue to work with legislators to support us at the \$702m funding level.

Athletics Update: all teams are playing and there have not been any reports of COVID. Our rodeo teams may be going to the CNFR this year and we are excited about this opportunity.

Grants: We have written more grants this year than any other year as staff and faculty have dealt with COVID, technology issues, but everyone has been able to work together.

Graduation: The Board was invited to this year's CARmencement. The ceremony is open to both this year's and last year's graduates to participate. Director McFetridge shared they are still working on all the details as well as scheduling meetings with city officials.

Feasibility Study: A firm has been selected to conduct the feasibility study for the nursing and allied health professions center. A one-hour training (via Zoom and/or in person) on the Board's role in a capital campaign will be held sometime in the next several weeks. The Foundation Board will also be invited to attend.

Board member John Hall asked about having the training after the board election so newly elected board members could be invited. After some discussion, it was decided to include any new board member in the training. There was a discussion about holding the training on May 20 at 10:00 a.m. or at the end of May. Executive Director Cathy Yasuda will provide some dates for the training for the Board to consider.

d. Statements from Foundation

Executive Director Cathy Yasuda provided the Board with a copy of her written report. Board members were invited to attend the Foundation's Virtual Donor Recognition set for April 29. Chair Cruson thanked Director Yasuda for all the work.

e. Statements from Board Members

- Stephen Crow spoke about the OCCA legislative summit, bills impacting community colleges, and OCCA Director Cam Preus' upcoming testimony on community college funding before the Ways and Means Committee on May 10. He thanked Shirley and her team for the presentation tonight.
- Darlene McConnell stated it was nice to see the completion and operation of the CTE Center. She thanked Vice President Haidle for her work.
- John Hall stated the CTE building is amazing and will help in future recruiting. He has heard many comments on how nice the campus looked.
- Betty Carter shared it was nice to read our nurses were helping with the COVID vaccinations.

- Roger Findley stated he enjoyed the CTE tour and was impressed with the building and new equipment. He also reported he attended the Saturday rodeo, and the teams did a great job. He thanked AVP Abby Lee for the publicity on Wade Black and shared he is very proud of Wade.
- Mark Wettstein stated he was very impressed with the CTE Center. He also asked for an update on the status of the field and track complex. President Young responded the project is part of the 10 in 10 strategic projects set by the students and that student fees do go toward the project. More information will be shared about the project.
- Cheryl Cruson stated she was proud of TVCC for having face to face classes and it took teamwork. The CTE building and welding is state of the art. The Board was reminded to do their meeting assessment and their annual goals monthly report.

Annual Board Self-assessment: The Board took a moment to complete their annual board self-assessment.

The open session ended at 9:45 p.m. and went into executive session at 9:48 p.m. under ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations and ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

EXECUTIVE SESSION

Board of Education members in attendance (quorum present):

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

Staff, representatives, and guests in attendance under ORS 192.660(2)(d):

President Dana Young, Vice President Shirley Haidle, and Director Anne Marie Kelso

Staff, representatives, and guests in attendance under ORS 192.660(2)(i)

President Dana Young

The Executive Session ended at 10:36 p.m. and went into Open Session. There was no action from Executive Session.

Adjournment and Next Meeting

The meeting ended at 10:37 p.m. The next meetings were scheduled as follows: May 6 TVCC Board of Education Special Meeting and May 18 TVCC Board of Education and Budget Committee Meeting.

Cheryl Cruson, Board Chair
TVCC Board of Education

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

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

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

**TVCC Board of Education Special Meeting
Thursday, May 6, 2021**

Board of Education members in attendance (quorum present):

Those present: Chair Cheryl Cruson, Vice Chair Stephen Crow, Betty Carter, Roger Findley, Darlene McConnell, and Mark Wettstein (absent: John Hall)

Staff, representatives, and guests in attendance via Zoom or in person:

President Dana Young, Abby Lee, Larry Meyer, Argus Observer, and Liliana Frankel, Malheur Enterprise

OPEN SESSION

a. 2020-21 Board of Education Self Evaluation

During the April 20, 2021 TVCC Board of Education meeting, the Board conducted their annual self-assessment. During the meeting today, the Board reviewed the results from their self-evaluation. Chair Cruson asked if there were any questions or comments regarding the self-evaluation.

President Young and Chair Cruson answered a question posed by board member Wettstein relating to the meaning of statement 5 which states the *Board has mechanism through College President to obtain feedback from college which ensures the results are used to inform strategy and resource allocation*. It was explained *from college* would mean feedback from administration on current events, accreditation, strategic planning, allocating budget dollars, or institutional analysis or data. After some discussion, it was suggested rewording the statement to clarify the meaning of *from college* (perhaps add a position title there).

The Board continued their review of the self-assessment results and discussed the findings as compared to last year's results. Overall, the Board has done a great job working together and being an effective board.

b. Monthly Meeting Assessments

The Board was provided the feedback from each of the monthly meeting assessments. Chair Cruson asked the Board about the process and noted it does help keep track of what we are doing for accreditation purposes. She asked if there was anything else they could add that would be helpful to assess? It was noted that any changes to the assessment could result in a variation in reporting and that it would be best to not make any revisions. There were no changes made to the monthly assessment document.

c. Review 2020-21 Board Goals

The Board members reviewed the outcomes of each goal to determine which goals have been met. Overall, the Board completed each of the 9 goals.

Chair Cruson mentioned the Board had adopted goals for 2021-22 last December. She also stated the goals could be amended if there were suggestions from the Board. It was noted the 2021-22 goals adopted in December are the same goals for 2020-21.

The Board took a break at 9:58 a.m. and reconvened at 10:07 a.m. and went into Executive Session under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee, or staff member who does not request an open hearing.

EXECUTIVE SESSION

Board of Education members in attendance (quorum present):

Those present: Chair Cheryl Cruson, Vice Chair Stephen Crow, Betty Carter, Roger Findley, Darlene McConnell, and Mark Wettstein (absent: John Hall)

Staff, representatives, and guests in attendance via Zoom or in person:

President Dana Young, Abby Lee, and Larry Meyer, Argus Observer

Open Session

The Executive Session ended at 11:14 a.m. and went into open session.

MOTION: Stephen Crow moved to make a salary increase/salary adjustment of \$30,000 to President Dana Young's ongoing salary. This salary adjustment would bring her salary compensation in closer alignment with the average of other like-size Oregon community college presidents and with market rates. In addition, Crow moved to roll her contract and add a fifth year to it which would extend it through June 30, 2026. He also moved to clarify the existing language in her contract (around accrued vacation time) to ensure it is included in her PERS calculation. The motion was seconded by Darlene McConnell. Stephen Crow moved to amend his motion by adding the verbiage to include the Board Chair negotiating the distribution of the compensation package with President Young. The motion was seconded by Darlene McConnell.

Chair Cruson called for a roll call vote to approve the motion. The votes were as follows: Stephen Crow – yes, Betty Carter – yes, Darlene McConnell – yes, Mark Wettstein – no, Roger Findley – no and Cheryl Cruson - yes. The motion carried.

Adjournment

The Board was reminded of the May 18 regularly scheduled board meeting which will include the public budget committee. The meeting will begin at 4:30 p.m.

Board member Roger Findley provided an update on the Rodeo men's and women's teams who finished 1st in the region. The men's team finished in 2nd place nationally and the women's team finished 3rd in the nation.

The meeting adjourned at 11:20 a.m.