

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION

650 College Blvd., Hanigan Board Room #115A, Ontario, OR 97914

BOARD MEETING MINUTES

Tuesday, August 17, 2021

Board of Education members in attendance (quorum present):

Chair Dirk DeBoer, Vice Chair Mark Wettstein, Cheryl Cruson, Stephen Crow, Ken Hart, Roger Findley, and Betty Carter

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

President Dana Young, Vice President Shirley Haidle, Vice President Travis McFetridge, Vice President Eddie Alves, Associate Vice President Abby Lee, Nino Kalatozi, Larry Meyer, Argus Observer, Cathy Yasuda, Anne Marie Kelso, and David Koehler

Chair DeBoer called the meeting to order at 9:19 a.m. and led the group through the flag salute and reading of the College's mission and vision statements.

I. Open Session

a. Board Operating Principles

President Young asked if there were any changes to the Board Operating Principles and there were none. Board members had the opportunity to sign the document and return to the board secretary.

b. Board Representatives for Committees (Audit, Budget, Policy)

The Board was provided a summary of the purpose for each committee and each member selected which committee they would be serving on during the next academic year.

Board member Ken Hart asked if the college leadership ever considered a finance committee, because the topic was discussed during an ACCT training, he attended. He noted that many community colleges and universities have this type of committee which allows a smaller group to work through any potential issues prior to going before the larger board and which should have key performance indicators. Board member Cheryl Cruson stated the Board receives a comprehensive report from Vice President Haidle which provides plenty of opportunities to bring forward questions. Hart also noted he would like to look at the idea of a finance committee again in six months and stated he would rather have staff suggest the committee rather than imposed by the Board.

President Young stated she would check with her counterparts in the State and visit further with Vice President Haidle.

c. Review Mission and Vision Statements

The Board reviewed both statements. Board member Cheryl Cruson spoke about how previous statements were convoluted and that by simplifying the statements provided clarity on where the focus should be.

d. Mission Fulfillment, Data Dashboards, Strategic Plan

doing moving forward toward the Year 7 evaluations and they want responses to any outstanding recommendations. We have four outstanding recommendations – 1, 2, 4, 5. Recommendation One: Remains as non-compliant (timeline extended for good cause to come into compliance in fall 2021) Engage in an effective systems of assessments efforts to inform academic and learning-support planning and practices to continuously improve student learning outcomes. Recommendation 2: substantially in compliance but in need of improvement.

David addressed all the recommendations and Eddie reminded the Board we did receive commendations as well.

i. **Overview Survey Results (CCSSE 2021)**

Nino Kalatozi, we have been participating in this survey for quite a while. The survey is administered every 3 years. This past spring we participated in all 9 CCSSE online surveys. CCSSE is designed to capture student engagement as a measure of institutional effectiveness. Of the 1,078 targeted student numbers only 150 or 14% was the overall “percent of target” rate of students participating.

She reviewed the student respondent profile data, CCSSE benchmarks for effective educational practice,

Nino plans to work on a report to do some comparisons and concentrate on only the major findings.

ii. **Academic Program Sustainability Report**

David has worked on an equitable, fiscal report for programs that are reviewed. The purpose is to identify what the instructional costs are attributed to each program/department, put in place a methodology that we can use annually, to track progress, realize trends, to be used in conjunction with program reviews and eventually basis for program prioritization in the future.

h. **2021-22 Operating Budget Update**

Shirley shared the five-year projection model from 2020-21 to 2028. For 2021-22 – operating budget which includes assumptions – end year of \$2.3 carryover and as it goes out to the other years, based on the assumptions, the carryover gets less and less. The projected 2021-22 is that we end at \$2.3m this year. She shared some of the assumptions she has for the 2021-22 budget projections.

The 5-year model was developed when Kevin Kimball was here to help us with forecasts and budget scenarios.

i. **RFTE by Department/Year-to-Year Comparison**

ii. **Caldwell Center Update and Budget**

Caldwell Enrollment – Kim presented on enrollment numbers from 2018-19 to 2020-21. The additional partnerships and benefits the Center offers students and the community. The current initiatives toward school partnerships in relation to hosting Idaho school superintendents and enrolling eligible high school students in Caldwell Center courses. Summarized the opportunities for growth – automotive business

technology certificate, airframe and powerplant mechanic AAS degree, peer recovery coach certification and elevate Academy. Developing key programs – addiction studies, criminal justice, cybersecurity, industrial manufacturing, and automated controls.

Caldwell Center – Shirley shared the actuals for the center which will include some of the proceeds from the helicopter proceeds and the estimated loss revenue from the spring. These amounts will help lower the deficit of \$878k. President Young did explain how Caldwell has a deficit from transferring tuition and fees to the Ontario campus. Dana stated we would look up the \$50k, computer lab tech.

Dana commended Shirley for her work on figuring out how much revenue Caldwell is generating. Dana said we can also break it down further. (3:40 p.m.)

iii. **HEERF Funds (CARES, CRRSSA, and ARPA)**

The Board received a report by Vice President Shirley Haidle on the how much funding was received for CARES, CRRSSA, and ARPA for the institution and for the students. In addition to more funding under Hispanic Serving Institution (HSI) and strengthening institutions. Covered what the amount received, allowable use of the funds, eligible and specific individuals not eligible, what TVCC has done or is planning to do with the funds. We are not allowed to use money for marketing or recruiting but we can use institutional funds.

We can't apply funds to the students account and the student would have to tell us in writing. CARS and CCRSSA is gone, and we have ARPA remaining.

Report on the summary of institutional funds spent.
Summary of Funds Allocated for Student/Institution/HSI/ and strengthening institutions Program (SIP)

This has helped our cash flow but we have to keep in mind this is one time money.

iv. **Debt Overview**

We have three issues of debt – 2012 series bond (housing) mature 2035 (paid by revenue received by students living in housing), PERS UAL bonds-matures in 2028, and Bank of Eastern Oregon Consolidation (science center, gym lift, and LID with the City of Ontario, and improves to our website and deferred maintenance) – matures in 2028.

i. **Organizational Charts**

Board members were provided with updates on the org charts.

j. **Cybersecurity Training (Scott and Carol Warden)**

Director of IT Scott Carpenter led the Board in an understanding and awareness of the potential cyber threats as they relate to best practices, anti-virus software/Cortex, incognito browser mode,

The team took a break for dinner at 5:27 p.m. The board reconvened at 6:00 p.m.

II. **Agenda Review/Changes**

There was one change to the agenda to remove under College Business, b. SRCI Faculty Contract (action). The item will be moved to next month's board meeting.

III. **Special Presentations**

- a. New College Employee Introductions
There were no new introductions.

IV. **College Business**

- a. CCSF and FTE Funding Formula Presentation (discussion)
Vice President Shirley Haidle provided a brief explanation of the community college state fund..

the HECC will be reviewing the distribution formula this year and it may change according to Dana so much discussion will happen at OPC and the State business officers meeting.

shirley provided explanation on how the CCSF state allocation is adopted by the legislature. See PowerPoint.

V. **Public Comment**

There were no comments from the public.

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

- a. Board Minutes – July 20, 2021, July 27, 2021, and August 5, 2021
b. Financial Report

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

VII. **College Reports and Statements**

- a. Statements from ASG/Student Programs
Director of Student Programs Kate Russell presented the written report to the Board. Incoming President Abby Smith will begin presenting the monthly reports starting in September. Highlights of the report included Student Programs upcoming fall retreat and training for student leaders, New Student Orientation, return of Taste of Ontario, student volunteerism at the Malheur County Fair, campus fair, the 10 in 10 Initiatives, Track and Field initiative, and disc golf course. Ken thought it would be good to connect with the City of Ontario on the Beck disc golf course for the purpose of advertising both courses. Roger Findley recommended checking with the bookstore on selling discs for those not wanting to rent the equipment. Kate stated they hope to have an inventory in the bookstore for sale.
- b. **Statements from Faculty**
There were no statements by faculty.
- c. **President's Reports**
- i. **Academic Affairs**

Vice President Eddie Alves stated they are doing work in Burns and one question from the board last month was information on the electrical and ? apprenticeship.

FTE and headcount for helicopter for? Eddie will have at the next meeting.

ii. **Student Services**

Vice President Travis McFetridge reported the residence hall has three available spots remaining. Great news for enrollment included 18 students attending the A&R session. We had a good enrollment day with 18 students coming to an A&R session.

Roger commended Travis and his department for helping a apprehensive student get registered for a class and who had a great experience. This is a good reflection on the College as general for being accommodating.

iii. **Administrative Services**

Vice President Shirley Haidle explained the reason for the transfers from last year and this year was because of the COVID funds being moved to reserves.

iv. **College Relations and IT**

Associate Vice President of College and Public Relations Abby Lee announced next month she will be able to show all the metrics for this Back on Track campaign and its effectiveness through social media.

In addition, she reported she received an email from Larry Meyer at the Argus Observer about his article that will come out tomorrow on the feasibility study while noting no decision on a capital campaign has been made yet. The presentation today was just to share information with the Board of Education and Foundation Board.

v. **President's Comments**

President Young invited the board members to the August 24 meeting with Hummel Architects to review the designs for the Nursing and Allied Health Professions Center.

d. **Statements from Foundation**

Executive Director Cathy Yasuda mentioned they are working on several grants which include an application to the Ontario Visitor and Convention for funding for the College's new student orientation and an ask to the Roundhouse Foundation for funding for CTE student supplies. Yasuda also reported on the success of receiving \$100k by the Laura Moore Cunningham Foundation for SIM lab and equipment for the new nursing and allied health professions center.

Lastly, the Foundation will be having their annual retreat next month with a discussion around a capital campaign.

e. **Statements from Board Members**

- i. Mark Wettstein shared he enjoyed the college tour and realized there is work to be done in Barber Hall. Today's meeting was informative with

lots of information. He appreciated everyone who provided reports and answered questions.

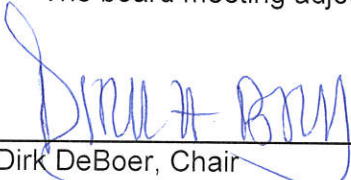
- ii. Cheryl Cruson commented today was a great day and appreciated everyone's attention and preparation.
- iii. Stephen Crow thanked Dr. Young and the administrative team for their work.
- iv. Ken Hart commented the tour was impressive, and he noted it was great to see what the College has done with the CTE space.
- v. Roger Findley enjoyed the campus tour and meeting today. Vice President Eddie Alves reported that Drew Pearson has accepted the position as welding instructor. Alves commented we will have a coaching contract moving forward.
- vi. Betty Carter commented she enjoyed the meeting today and believes it will be a good year for everyone.
- vii. Dirk DeBoer stated it was interesting to learn the positive potentials for the Caldwell Center. He is also interested in the Burns Center. He noted the importance of spending time recruiting new students and the opportunities for growth.
- f. OCCA Report: Stephen Crow reported he visited the new allied health building in Burns. Attended the OCCA executive committee meeting where they welcomed all new members. He reminded the board members about the OCCA board training in Independence, OR. In other news he shared the search for a new OCCA executive director is down to 9 finalists. Lastly, the next OCCA board meeting will be held on October 8.

VIII. **Important Date(s)**

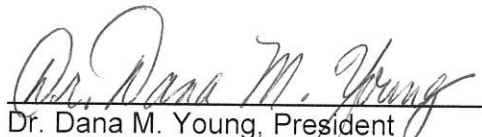
- | | |
|--------------------|--|
| a. September 6 | Labor Day Observed (college closed) |
| b. September 20-24 | TVCC In-Service Week for Staff and Faculty |
| c. September 27 | Fall Term Classes Begin |

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

Prior to adjournment, board members were invited to attend in-service on Tuesday, September morning (September 21) for the President's Welcome and Opening Address. The board meeting adjourned at 7:07 p.m.



Mr. Dirk DeBoer, Chair
Treasure Valley Community College
Board of Education



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