

**TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**  
650 College Blvd., Hanigan Board Room (#115A), Ontario, OR 97914

**BOARD OF EDUCATION  
MEETING AGENDA**

**Tuesday, August 15, 2023, 9:00 AM**

**Meeting participation is only available via Zoom**

<https://gotvcc.zoom.us/j/93987835403?pwd=TVNleGpJRWFuc1hOOEVEM00zQW9YQT09>

**Meeting ID:** 939 8783 5403

**Passcode:** 920632

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

**Passcode:** 920632

**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.*

**9:00 AM** Call Meeting to Order and Opening Welcome

Chair Ken Hart

**I. Open Session**

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| a. Board's Role and Responsibility in Accreditation            | Dr. Selena Grace Executive Vice President, NWCCU |
| b. TVCC Accreditation Update                                   | Dr. Nino Kalatozi                                |
| c. TVCC Economic Impact Study                                  | Laura Robison, Economist, Lightcast              |
| d. Board Operating Principles                                  | Chair Ken Hart                                   |
| e. Selection of Board Representatives for Committees           | Chair Ken Hart                                   |
| f. Review Mission and Vision Statements                        | Chair Ken Hart                                   |
| g. 2021-24 Strategic Plan Overview                             | Dr. Dana Young/Dr. Nino Kalatozi                 |
| h. TVCC Data   |  |
| i. FTE Dashboard and Matriculation Funnel                      | VP Travis McFetridge                             |
| ii. Dual Credit  | Dr. Nino Kalatozi                                |
| iii. External Data, Internal Data, Surveys                     | Dr. Nino Kalatozi                                |
| i. Recruiting & Marketing Plan                                 | AVP Abby Lee                                     |
| j. Treasure Valley Tech (TVT) Partnership                      | Mark Redmond, MESD                               |
| k. Organizational Charts                                       | Chair Ken Hart                                   |
| l. GLBA Risk Assessment  | CIO/CISO Scott Carpenter                         |
| m. 2023-24 Operating Budget Update                             | VP Shirley Haidle                                |
| i. 5-Year Budget Projection Model                              |  |
| ii. Ending Fund Balance  |  |
| iii. Debt Overview   |  |
| n. Caldwell Center and Harney County COD Updates               | AVP Abby Lee                                     |
| o. Review 2023-24 President's Goals                            | Dr. Dana Young                                   |
| p. Close Out 2022-23 Board Goals & Develop 2023-24 Board Goals | Chair Ken Hart                                   |
| q. Take-a-ways (Discussion)                                    | Chair Ken Hart                                   |

**5:00 PM**

- I. Dinner (Science Center Foyer)

**6:00 PM**

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| I. Call Meeting to Order, Flag Salute and Reading of Mission and Vision Statements             | Chair Ken Hart       |
| II. Agenda Review/Changes (action)   | Chair Ken Hart       |
| III. Public Comment (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes) |                      |
| IV. Special Presentations  |                      |
| a. New College Employee Introductions  | Vice Presidents      |
| b. Robert's Rules of Order Training  | VP Travis McFetridge |

- V. **College Business** (Discussion or Action Items)
- a. Ending Fund Balance Resolution (action) VP Shirley Haidle
  - b. Code of Conduct & Ethics/Standards of Practice Chair Ken Hart  
BP 2715 and former policy BBAA Individual Board  
Member's Authority and Responsibilities  
(discussion)
- VI. **Consent Agenda - Action Item(s)** Chair Ken Hart
- a. Board Minutes – July 18, 2023
  - b. Financial Report
- VII. **College Reports and Statements**
- a. Statements from ASG/Student Programs ASG President or designee
  - b. Statements from Foundation Director/CDO Cathy Yasuda
  - c. Statements from Faculty TVEA President or designee
  - d. OCCA Board Rep. Report Stephen Crow
  - e. President's Reports Dr. Dana Young
    - i. Academic Affairs Interim VP Sandy Porter
    - ii. Student Services VP Travis McFetridge
    - iii. Administrative Services VP Shirley Haidle
    - iv. College Relations and IT AVP Abby Lee
    - v. President's Comments Dr. Dana Young
      - 1. Community College Higher Education Issues and Trends Board
  - f. Statements from Board Members Board
    - i. Reminder to complete board meeting assessment and annual goal monthly report
- VIII. **Important Date(s)** Chair Ken Hart
- a. September 4 Labor Day Observed (college closed)
  - b. September 9 OCCA – Board Member Training, Salem, OR
  - c. September 18-22 TVCC In-Service Week for Staff and Faculty
    - i. Board Attendance, Tuesday, September 19 (7:30 am – 1:00 pm)
  - d. September 25 Fall Term Classes Begin
- IX. **Adjournment and Next Meeting(s)**
- a. September 19, 2023 TVCC Board of Education Regularly Scheduled Monthly 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 Accessibility and Accommodation Services, Travis McFetridge ([tmcfettri@tvcc.cc](mailto:tmcfettri@tvcc.cc)), or 541-881-5599 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, gender identity, 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 the Performing Arts Building on the North End of campus, email [HR@tvcc.cc](mailto:HR@tvcc.cc) or call (541) 881-5838 or TDD (541) 881-5839.

**Regular Meeting - Tuesday, July 18, 2023**

## **MINUTES**

**Board of Education members in attendance (quorum present):**

Chair Dirk DeBoer, Torie Ramirez, Betty Carter, Lindsay Norman, Stephen Crow, Ken Hart, and Roger Findley

**Call to Order and Pledge of Allegiance**

Chair Dirk DeBoer called the meeting to order and led the group in the Pledge of Allegiance and reading of the College's mission and vision statements.

**I. Organizational Meeting**

Board Chair DeBoer spoke about his time as the board chair and noted the importance of long-term planning. He recalled a planning meeting he attended that occurred immediately after his election and stated that the 4-year forecast was dismal at that time. He was happy to report that the College and Board worked hard to avoid the negative forecast and the College is more fiscally sound than it was two years ago.

- a. Legal and HR Director Anne Marie Kelso issued the oaths of office to new board members, Torie Ramirez and Lindsay Norman, and re-elected members Stephen Crow and Betty Carter.
- b. The Election of Board Chair - Director Kelso explained the process for the elections. Board Member Carter nominated Board Member Crow and Board Chair Dirk DeBoer nominated Board Member Ken Hart.
  - i. The roll call vote for Stephen Crow as Board Chair was as follows:
    1. Board Member Roger Findley – Nay
    2. Board Member Stephen Crow – Yay
    3. Board Member Betty Carter - Yay
    4. Board Member Ken Hart – Nay
    5. Board Member Torie Ramirez – Yay
    6. Board Member Lindsay Norman – Nay
    7. Board Chair Dirk DeBoer – Nay

The nomination failed.

ii. The roll call vote for Ken Hart as Board Chair was as follows:

1. Board Member Roger Findley – Yay
2. Board Member Stephen Crow – Nay
3. Board Member Betty Carter -Nay
4. Board Member Ken Hart – Yay
5. Board Member Torie Ramirez – Nay
6. Board Member Lindsay Norman – Yay
7. Board Chair Dirk DeBoer – Yay

Ken Hart was announced as Board Chair for 2023-24.

c. Election of Board Vice Chair - Board Chair Hart nominated Board Member DeBoer and Board Member Crow nominated Board Member Carter. Board Member Carter declined the nomination and nominated Board Member Crow, who accepted the nomination.

i. The roll call vote for Dirk DeBoer as Board Vice Chair was as follows:

1. Board Member Roger Findley – Nay
2. Board Member Stephen Crow – Nay
3. Board Member Betty Carter -Nay
4. Board Member Dirk DeBoer – Yay
5. Board Member Torie Ramirez – Nay
6. Board Member Lindsay Norman – Nay
7. Board Chair Ken Hart (did not vote)

The nomination failed.

ii. The roll call vote for Stephen Crow as Board Vice Chair was as follows:

1. Board Member Roger Findley – Yay
2. Board Member Stephen Crow – Yay
3. Board Member Betty Carter -Yay
4. Board Member Dirk DeBoer – Nay
5. Board Member Torie Ramirez – Yay
6. Board Member Lindsay Norman – Yay
7. Board Chair Ken Hart – Yay

Board Member Stephen Crow was announced as the Vice Chair.

- d. Designate Regular time and Place for Meetings – Board Member Findley voted to meet the third Tuesday of each month at 6 p.m.; Board Member Ramirez seconded, and the motion passed unanimously.
- e. Designate Budget Officer – Vice Chair Crow moved to designate Vice President Shirley Haidle and/or incoming Vice President Darin Bell (collectively nominated as the Vice President of Administrative Services) as budget officer; Board Member Carter seconded, and the motion passed unanimously.



- f. Designate Deputy Clerk – Vice Chair Crow moved to designate the Vice President of Administrative Services and/or President Young as the deputy clerk and Board Member DeBoer seconded. Board Member Ramirez asked for an explanation of this position and Vice President Haidle explained. The motion passed unanimously.
- g. Designate Custodian of College Funds - Vice Chair Crow moved that the electronic signature of the Vice President of Administrative Services, or the original signature of the Vice President of Administrative Services together with the original signature of the Board Chairperson, or in the Chairperson's absence, the signature of the Vice Chairperson, be authorized to sign college checks; Board Member Norman seconded, and the motion passed unanimously.
- h. Designate Financial Institutions for 23-24 - Vice Chair Crow moved to designate the following as the financial institutions and Board Member Findley seconded. Vice President Haidle provided a summary of the financial institutions and explained their purpose. The motion passed unanimously.

US Bank

General Fund

Federal Funds

Local Government Investment Pool Account Number

General Account 4

PERS Debt Service Account

Capital Projects Account (Matching Funds)

Escrow Agent (Wells Fargo)

2003 PERS Bond Debt7705

2012 Bond Refinancing Debt (Housing Bonds)

Bank of Eastern Oregon

Consolidated Loan

- i. Approve Resolution 23-011 for the Purpose of Commingling Cash Balances – Vice Chair Crow moved to approve Resolution 23-011 for the purpose of commingling Cash Balances; Board Member Findley seconded, and the motion passed unanimously.

II. **Agenda Review/Changes**

There were no changes to the agenda.

### **III. Special Presentations**

#### **a. New College Employees:**

- i. Sandy Porter was introduced as the interim Vice President of Academic Affairs. Porter spoke about her excitement for the position and future of the college.
- ii. ABSD Director Jann Bell introduced Betty Miller as the new ABE instructor. The ABE grant was awarded additional Title II funds, which allowed for the hire of Miller. Miller is a TVCC graduate with a BA from Boise State and a master's from the University of Idaho. Miller will teach college prep classes. Miller stated she is happy to be here and is honored to work with students who want to better themselves. She expressed her appreciation of the campus environment and stated that one of her goals is to create a more robust online program.
- iii. Vice President Haidle introduced TVCC alumna Alondra Quezada. VP Haidle stated that Quezada was highly recommended for the assistant controller position by incoming VPAS Darin Bell. She was also highly recommended by the accounting firm Accounting Northwest. Quezada stated that she is grateful for all the opportunities provided by TVCC.

### **IV. College Business**

- a. Board Planning Meeting: President Young stated the meeting will include an opportunity for the Board to be brought up to date on accreditation and will provide new members with knowledge of the Board's role in accreditation. Other topics will include the economic impact study, the budget and a 5-year budget projection, data information, strategic plan, and dual credit.

Board Member Ramirez asked how often board planning occurs. According to President Young, planning occurs twice per year - once in August and once in December. April is the month when the Board conducts their own self-evaluation as well as the president's evaluation. Board Chair Hart stated that if there were any additional topics a board member would like to have on the agenda, please let him or President Young know by the end of the week. It was noted that some committees/posts will need a board member appointed at the meeting, including the Audit and Board Policy committees, the liaison to Foundation, and the OCCA representative.

### **V. Public Comment**

There were no comments from the public.

### **VI. Consent Agenda**

**Motion:** Vice Chair Crow moved to approve the consent agenda; Board Member Ramirez seconded, and the motion passed unanimously.

### **VII. College Reports**

1. ASG - There was no verbal report due to summer break. However, a written report was previously provided in the board packet.

2. Foundation - Executive Director Cathy Yasuda was not present but did provide a written report.
3. Faculty Statements - Laura Faulk, English instructor, appeared on behalf of the faculty. She thanked the board members for their willingness to serve.
4. OCCA Report - Vice Chair Crow noted the other board members should have received a three-page email with the summary of the last legislative session bills. Board Member Ramirez stated she did not receive it and Associate Vice President Lee said she will make sure she gets it.
5. President
  - a. Academic Affairs: Interim Vice President Sandy Porter noted that when she submitted her report, it was only her second day on the job. Board Member Findley congratulated Porter on her appointment and asked for an update on the renewable energy and kinesiology programs. Regarding renewable energy, Porter stated that they are working on the curriculum design. CTE Dean Merrill noted they pulled together a broad group of people with staff, including advisors and faculty. The first step toward the AAS is to develop a hybrid 6-credit career exploration course rooted in renewable energy with extensions to current programs. For example, each CTE Department area would have students for one week during the course and would be able to discuss their area and its ties to renewable energy. This could be duplicated for dual credit and is a good tool to reach younger students. Board Member Norman asked how the week would work. Merrill said it would include a classroom but would be mainly field-based instruction. Porter explained they will identify students interested via YouScience data and test to determine aptitude. She would like to pilot with dual credit next summer and use it like a beta test. Findley asked about the timeline and Merrill said they will launch for the high schools next summer. During the academic year, all programs will go through the governance process and be ready by the next academic year. Porter noted that they have 80% of what they need to move forward with regard to curriculum. Branding is the next big step to attract students. Board Member Carter asked about the pilot program. Porter stated it is important to be on campus and provide the transition from high school to college. There will be many programs included such as electrical, HVAC, etc. This is an opportunity to help guide students into career options. Board Member Findley asked if there was a deadline from the State. President Young said the deadline is 2026 but emphasized that the State wants them to be thoughtful and create a sustainable program. Regarding the kinesiology program, Porter provided an update. Board Chair Hart asked about financial incentives for students to attend a summer program and Merrill noted it would be explored.
  - b. Student Services: VP McFetridge provided an update on student services. He stated most Malheur scholarship recipients are from Ontario. McFetridge noted that the Oregon Migrant Leadership Institute (OMLI) camp has started on campus. This program gives migrant students an opportunity to be introduced to college. The College partnered with Ontario High School with

LatinX, which is a compressed OMLI-like event. Welding, IMAC and other CTE departments provided a specific session for this event.

Student housing is close to capacity, which is a good sign for enrollment. The A&R sessions are close to last year's numbers. There are 37 high school students who took advantage of the free class offer this summer. They mostly came from the Four Rivers Community School and Ontario. Board Member Findley asked about the enrollment report for summer term. VP McFetridge stated enrollment leveled out since last month and he noted he will be speaking at the August board meeting about the QTQ report.

- c. Administrative Services: VP Haidle stated that she and incoming VP Bell will meet soon to discuss some organizational matters. The audit and year end closing are underway.
- d. College and Public Relations: AVP Lee provided a cybersecurity update; she showed a funnel graph of vulnerabilities for risk of cyber security. Government and higher education are both high risks and the College is considered both. The graph demonstrated how many emails Mimecast caught and weeded out. While those that got through may be spam, they were safe. AVP Lee noted she spent last month promoting Rodeo Coach Drew Pearson and the rodeo program. The Caldwell Night Rodeo is coming up and the TVCC rodeo program will be featured. Unfortunately, the Snake River Stampede is still too expensive for TVCC marketing. Lee stated she spent time in the Caldwell Center and noted it is being remodeled for fall.

AVP Lee stated she has been working with Senator Wyden's office on nursing shortages and what the College can do to assist. The hospital in Baker City closed its obstetrics department so the College will add to its search criteria for the open nursing instructor position a preference for OB experience to help fill that need. Former VP Alves' duties were distributed amongst several employees. Lee is overseeing nursing with Dean Merrill and making sure we keep our partners happy and maintain those partnerships in the community. Board Member Findley asked about the new website. Lee stated it will roll out the week before in service. IT is working with student services to ensure continuity. It will include answers to the top 10 questions asked at student services. The new website will be more intuitive.

AVP Lee noted that Malheur Promise students are the best of the best and are outstanding students in the community. Board Chair Hart asked about the nursing instructor position. Lee stated the College went through the first round and the candidates were not the right fit. Board Chair Hart asked about the Caldwell Center agreement. Lee stated the new agreement is in place and we have no more lease payments. Board Member Ramirez said she is excited to tour the Caldwell Center. Lee stated she is also working to see how TVCC can capitalize on the \$8,000 per student that is being provided through Idaho for high demand job training.



- e. President's Office: The College is on-track for a higher ending fund balance. Community colleges in the state of Oregon received increased funding. TVCC budgeted conservatively, and now there will be a little extra. Dual credit in spring is down. Part of the reason is the lack of instructors in some schools to teach the courses. The State approved more in Oregon Opportunity funding. The Oregon Presidents Council Retreat is coming up and will be held at Clackamas Community College. One topic of discussion will be on what to anticipate at the next legislative session.

As a reminder to the Board, Tuesday, September 19 is the annual faculty and staff in service. President Young stated that in August she will provide the distribution of former VP Alves duties to the Board. She also noted that a Dean of Academic Affairs was approved in the 2023-24 budget. However, we will hold off hiring anyone until a new VPAA is hired. We continue to work with the Department of Corrections in reaching an agreement to provide ABE instruction at the correctional institutions located in Baker City, Pendleton, and Umatilla. We have already signed agreements for SRCI and Warner Creek. President Young noted that the student demographics for TVCC include many students over the age 25 (65%). The CCFS funding formula changed, and a small portion of it will be outcomes-based funding, which takes into consideration low-income first-generation students, students over the age of 25 and students of color. Retention and completion will also be measured and CTE will be weighted heavier. It is imperative students provide data that is currently only optional in order for the College to obtain the information needed to prove our student demographics.

Board Member Findley asked if the increase in CTE dual credit last year was due to a backlog from COVID, which was affirmed. Board Member Findley asked if we could Zoom those high school students that don't have instructors. Interim VP Porter said never say never but there are some obstacles to overcome. It is very different to teach high school vs college.

- f. Board Member Statements:
  - i. Lindsay Norman: She stated she really appreciates people's generosity with their time to help her understand the community college.
  - ii. Torie Ramirez: She stated that if she does not know something, she will be the person who asks lots of questions. She noted that she has a little history with P2P and it's important to ask questions and make sure everyone understands. She is excited to serve.
  - iii. Dirk DeBoer: He appreciated his two years as chairman. He noted he started in public service with P2P.
  - iv. Betty Carter: She thanked the new board members for their willingness to serve.
  - v. Roger Findley: He welcomed the new members. He noted TVCC did well at the rodeo finals. Board Member Findley stated he felt there

were good opportunities ahead for the College. Idaho Power has started construction and will be hiring. We can train students for these jobs.

- vi. Stephen Crow: He welcomed the new members. He stated that he is excited that two faculty members have moved to administrative roles.
- vii. Ken Hart: He looks forward to supporting President Young and TVCC.

The meeting adjourned. The next meeting is Tuesday, August 15, 2023.

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Ken Hart, Board Chairman  
TVCC Board of Education

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