

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

**BOARD OF EDUCATION  
MEETING AGENDA**

**Tuesday, September 19, 2023, 6:00 pm**

**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.*

**Regular Session Meeting (Flag Salute)**

- |       |  |  |
|-------|--|--|
| I.    | <b>Call to order and Acknowledgement of Guests</b>   | Chair Ken Hart                                     |
| II.   | <b>Work Session</b>  |  |
|       | a. Establish 2023-24 Board of Education Goals  | Chair Ken Hart                                     |
|       | b. Determine 2023-24 Program Highlights for Monthly Board Meetings                               | Chair Ken Hart                                     |
|       | c. Review 2023-24 Board Calendar   | Dr. Dana Young                                     |
| III.  | <b>Agenda Review/Changes</b> (action)  | Chair Ken Hart                                     |
| IV.   | <b>Public Comment</b> (Note: maximum time 15 minutes: each speaker will be limited to 3 minutes) |  |
| V.    | <b>Special Presentations</b>   |  |
|       | a. New College Employee Introductions  | Vice Presidents                                    |
| VI.   | <b>College Business</b> (Discussion or Action Items)   |  |
|       | a. ACCT GLI Conference Training (discussion)   | Ramirez and Norman                                 |
|       | b. OCCA Board Training (discussion)  | Hart, Crow, Carter, Ramirez and Norman             |
|       | c. Audit Committee Update (discussion)   | Chair Ken Hart/Dr. Dana Young/VP Travis McFetridge |
|       | d. TVCC Board of Education 2023-24 Annual Goals (action)   | Chair Ken Hart                                     |
| VII.  | <b>Consent Agenda - Action Item(s)</b>   | Chair Ken Hart                                     |
|       | a. Board Minutes – August 15, 2023 (Regular Meeting) and August 24, 2023 (Audit Committee)       |  |
|       | b. Financial Report  |  |
| VIII. | <b>College Reports and Statements</b>  |  |
|       | 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 Darin Bell                                      |
|       | iv. College Relations and IT   | AVP Abby Lee                                       |
|       | v. President's Comments  | Dr. Dana Young                                     |

1. Community College Higher Education Issues and Trends
  - f. Statements from Board Members Board
  - i. Reminder to complete board meeting assessment and annual goal monthly report
- IX. **Important Date(s)** Chair Ken Hart
- a. September 18-22 TVCC In-Service Week for Staff and Faculty
  1. Board Attendance, Tuesday, September 19 (7:30 am – 1:00 pm)
  - b. September 25 Fall Term Classes Begin
- X. **Adjournment and Next Meeting(s)**
- a. October 17, 2023 TVCC Board of Education Regularly Scheduled Monthly Meeting

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# **TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**

650 College Blvd., Ontario, OR 97914

Laura Moore Cunningham Science Center, Hanigan Board Room (115A)

**Tuesday, August 15, 2023**

## **MINUTES**

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

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

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

President Dana Young, Vice President Shirley Haidle, Vice President Travis McFetridge, Dr. Ben Merrill, Dr. Nino Kalatozi, Darin Bell, Anne Marie Kelso, Interim Vice President of Academic Affairs Sandy Porter, and Cathy Yasuda

Guests: Dr. Selena Grace, NWCCU, Laura Robinson, Lightcast, and Mark Redmond Malheur ESD

### **Call to Order and Pledge of Allegiance**

Chair Ken Hart called the meeting to order at 9:00 a.m. and led the group in the flag salute and reading of the mission and vision statements.

#### **I. Open Session**

##### **a. Board's Role and Responsibility in Accreditation**

Dr. Selena Grace Executive Vice President, NWCCU, provided a summary of accreditation standards in general, its purpose, the cycle of accreditation, board requirements and upcoming reports and outstanding recommendations for TVCC.

According to Grace, the role of the Board is duty of care through their guidance by contributing to the institution's culture, strategic focus, effectiveness, financial sustainability, ensuring prudent use of assets, and fulfilling legal duties. The Board also has a duty of loyalty to the institution's activities and transaction to advance its mission, identify conflicts of interest, serve as ambassadors, for example. Another role of the Board is the duty of obedience which is to ensure the institution obeys applicable state and federal laws and regulations, and NWCCU standards, policies, and requirements.

Lastly, Dr. Grace reviewed the current outstanding recommendations for TVCC and the report that is due fall of 2025.

##### **b. TVCC Accreditation Update**

Dr. Nino Kalatozi, Accreditation Liaison Officer (ALO) and Director of Institutional Effectiveness and Planning, reported on the TVCC accreditation cycle which included the timing of the Fall 2018 Year 7 comprehensive self-study, Spring 2020 Ad Hoc Report and virtual visit, October 2021 Mid-cycle Evaluation and virtual visit, and the Spring 2023 Ad Hoc Report. The latest report TVCC submitted was the spring 2023 Ad Hoc Report. Future reports include Year 6 – Policies, Regulations, and Financial Review due Fall 2024 and Year 7 – Evaluation of Institutional Effectiveness (Self-study and Visit) in Fall 2025.

Dr. Kalatozi provided a recap of the commendations TVCC received from our 2023 Spring Ad Hoc Report which included: 1) focus on students; 2) strong commitment to serving the community; and 3) integration of student voice in institutional planning. Also



provided was a recap and current status of the five recommendations. It was noted that TVCC did not receive any recommendation where we were out of compliance.

**c. TVCC Economic Impact Study**

Lightcast Economist Laura Robison provided an overview of the 2021-22 economic impact TVCC has made on the region based on *Operations Spending Impact* (college payroll, and other spending + ripple effects) resulting in \$12.9m added regional income or 418 jobs supported in the region, *Student Spending Impact* (relocated/retained student spending + ripple effects) resulting in \$1.9m added regional income or 39 jobs supported in the region and the *Alumni Impact* (higher alumni earnings and increased business profit + ripple effects) resulting in \$28.4m added regional income or 414 jobs supported in the region.

It was noted the analysis did not include the Caldwell Center or the Idaho counties we serve. In addition, the alumni impact did not include alumni who go out of the 5-county area of TVCC's service region.

According to AVP Abby Lee, OCCA hired Lightcast and each Oregon community college received a similar report that included their taxing district and CODs.

The Board also received information on the investment analysis in regard to TVCC operating in the region from the student perspective, taxpayer perspective, and the social perspective.

Robison cautioned against comparing our data with other institutions due to different factors that may be outside the institution's or economist's control. For instance, background economic conditions and programs offered. The purpose of the analysis is to determine the value TVCC is offering to our region as well as student benefit.

According to AVP Abby Lee, the analysis is a conservative report that does not include the complete picture of our service outreach.

**d. Board Operating Principles**

The Board reviewed the operating principles that were established 7-8 years ago for the purpose of having guidelines the Board can follow when operating in public and in meetings.

After some discussion, there was one change to principle #2 to add the word *importance*. All board members were asked to sign the updated version of the operating principles and return them to the board secretary.

**e. Selection of Board Representatives for Committees**

The volunteers for the committees are as follows:

- Foundation Liaison – Betty Carter
- Policy Committee – Roger Findley, Torie Ramirez, and Lindsay Norman
- Audit Committee – Ken Hart, Roger Findley, and Dirk DeBoer
- OCCA Rep – Stephen Crow

**f. Review Mission and Vision Statements**

Chair Ken Hart asked if there were any changes to the statements and Stephen Crow stated the statements fit our strategic plan and no changes were needed. There was consensus by the Board to not make changes to the statements.

g. **2021-24 Strategic Plan Overview**

Dr. Young provided the Board with a copy of the College's current Strategic Plan and provided a summary of the strategic direction and the initiatives. A demonstration of how department annual goals is input into our system and approved was shared with the Board. The Board also learned how the annual goals tie into the strategic plan and how a goal may be designated as important to the department but not actually tied to the Strategic Plan.

According to Dr. Young, because we are in the middle of an accreditation cycle, we are working to align the plan with accreditation and extending it by two years. Then at the end of this plan we will review and determine the strategic direction for the College going forward. Just recently, we learned from NWCCU that we don't have to use core themes anymore; however, we may decide to not have core themes at the end of the strategic plan as we look at other models.

h. **Organizational Charts**

The charts were provided as information to the Board. Dr. Young noted that because we have an interim Vice President of Academic Affairs, many of the duties of the position have been delegated either temporarily or permanently to other administrators.

i. **TVCC Data**

i. FTE Dashboard and Matriculation Funnel

Vice President Travis McFetridge presented the Q2Q report which is provided to the Board each month. The report is a day-to-day comparison to this same time last year.

ii. High School Dual Credit –The Board received data on the Oregon high schools with the highest RFTE increases as well as the possible cause of decreases in RFTE. There are 18 participating Oregon high schools and 7 participating Idaho high schools.

Statewide Decline in CTE Dual Credit – Dean of CTE Ben Merrill reported on how the state is doing overall in regard to College Choice, Dual Credit and CTE Dual Credit. According to Dr. Merrill, we are seeing a statewide drop in dual credit. We have been invited to meet with the state accelerated learning team because our numbers are following the state's overall decrease. Dr. Merrill explained how TVCC CTE contacted each school who showed a decline in an effort to identify possible causes.

j. **Treasure Valley Tech (TVT) Partnership**

Superintendent Mark Redmond, MESD, reported the goal of TVT is to train students for high quality jobs in the industry. He noted there is more buy in and value when the instructor is employed by the high school and reported that high school welding has taken off in Ontario with programs also in Nyssa and Adrian. It was also reported that because of TVT they have had higher graduation rates. On another note, he reported Oregon is the lowest out of the 50 states for dual credit numbers.

Board member Norman asked about the number of dual credit instructors, connecting with high schools and what TVCC can offer students. According to Superintendent Redmond, there are many instructors who are retiring with a master's degree in the discipline needed and because of an ORS it is easier to be a dual credit instructor through a university than through a community college. Superintendent Redmond noted that TVCC could do better in reaching out to high schools. According to interim Vice

President Sandy Porter, the College has worked hard to reach out to the high schools; however, we don't have enough recruiters or resources. CTE has always had a good relationship with the schools, and VP Porter believes work still needs to be done to reach these underserved students.

Board member Roger Findley asked Superintendent Redmond for a recommendation on how TVCC can strengthen the relationship with the high schools and ESD.

Superintendent Redmond noted that TVCC is losing market share and that legislatively, something has to change in Oregon so that we look more like the Idaho side.

k. **GLBA Risk Assessment**

CIO/CISO Scott Carpenter provided the official TVCC Annual Cybersecurity Report as of August 2023. In his report, he provided an update on the Gramm-Leach-Bliley Act (GLBA) that went into effect June 9, 2023. He also reported on the 9 elements; specifically, Element 9 which requires him to report annually to the Board of Education.

Further information was shared relating to the cybersecurity component matrix and how it helps focus on cybersecurity strategic planning. In his report he provided a summary of the 2022-23 important initiatives and goals. One goal Carpenter would like to focus on is Data Loss Prevention.

l. **2023-24 Operating Budget Update**

The Board was presented with the General Fund Revenue/Expenditure/Projection Model from 2022-23 to 2028-29. According to Vice President Haidle, the forecast model is a living document that is updated regularly with actual information. Dr. Young stated under these budget assumptions the College does well until 2028-29 at which time we fall below the \$1.25m in the ending fund balance.

Board member Roger Findley asked if we need to consider increasing the amount of the ending fund balance. Vice President Haidle commented that the figure is a good amount at this time; however, if an increase is recommended, then the ending fund balance should be increased slightly each year (i.e., \$50k) and placed in a contingency fund. Chair Hart suggested consulting with the auditors on this possibility as well as seeing what other institutions are doing for their ending fund balances.

m. **Debt Overview**

The three debt issuances as of June 30, 2023 are housing bonds, PERS UAL bonds, and the Bank of Eastern Oregon consolidation loan (for the science center, LID with the City of Ontario and the gym lift). There was a brief discussion on increasing our housing capacity because of the limited options in the community. Dr. Young stated perhaps a market study can help with gathering information on this need.

n. **Caldwell Center and Harney County COD Updates**

AVP Abby Lee provided the update on the Caldwell Center which included when the center first started at the El Mercado Building (2003), the Sky Ranch Plans (2007) and the move to the Caldwell Indian Creek (2010) location. AVP Lee noted that what the Center has discovered over the last few years is that it hasn't recovered from the impact of COVID. We have also noticed that CWI has capitalized on the market.

TVCC will now move from occupying the entire building to occupying only the third floor because of the City's interest in occupying the building for their departments. It is anticipated the remodeling of the 3<sup>rd</sup> floor will be finished before fall term. It was also noted that the City of Caldwell will be paying for all the remodeling costs. TVCC's lease is for six more years with a \$1 annual rent.



The focus of the Center will be on four programs: aviation (helicopter), addiction studies, cybersecurity/computer information systems and plumbing apprenticeship.

The Board received a recap of enrollment and total credits at the Center for years 2020-21 to 2022-23.

A future opportunity for the Center includes the Idaho Launch program which provides Idaho high school graduates with up to \$8k to attend a community college or receive workforce training. Applications open in October 2023 and awards start in June 2024. This means all 4 of our programs at the Center qualify with the option of adding more.

Harney County – AVP Lee is headed to Harney County tomorrow to meet with the Harney County Commissioners on our annual agreement (COD). The Burns Center offers GED classes and focuses on key programs - certified nursing assistant and dual enrollment. AVP Lee stated TVCC has a great opportunity to serve this community.

**o. Review 2023-24 President's Goals**

Dr. Young provided a summary of the goals that were set for her by the Board and explained how they each could be measured. The Board also received a copy of the president's vision diagram.

**p. Close Out 2022-23 Board Goals & Develop 2023-24 Board Goals**

Chair Ken Hart would like to table this discussion until he can visit with Stephen Crow on a recommendation for new goals. Any recommendations will be sent to the remaining board members in advance for feedback.

Close out 2022-23 Board Goals – the Board reviewed the outcomes for each of the 10 goals and closed them out.

**q. Take-a-ways (Discussion)**

Chair Hart asked the board members if they had any comments or questions regarding the meeting today.

- Torie Ramirez commented on more time and discussion on CTE/TVT and the partnership with high schools. Accreditation was great. Chair Hart stated he hopes to have ample time for board discussions at meetings with an expectation that board members have read their packets.
- Lindsay Norman enjoyed having Mark Redmond here and the topic is vital to TVCC. Regarding Scott's presentation she didn't believe they needed all the detail.
- Betty Carter was happy to see Mark Redmond and hear the questions asked. She is wondering how we are incorporating what we are trying to do with P2P and if we are doing enough. How do we measure and track the folks moving forward? How successful have we been?
- Dirk DeBoer stated he doesn't believe we have our standards high enough and hopes we can look at these as well as what the industry wants so we can meet their expectations. If standards are high enough then industry will come to us. Chair Hart stated it would be nice to hear how we are doing from our industry groups. There was a discussion on the College's advisory committees and how they work as well as their membership.
- Stephen Crow commented how wonderful it was for Lindsay and Torie to attend the national training. He stated that today's report on accreditation was huge for

him. He also liked the changes in Caldwell. He noted that he can improve by reading the board reports early which would help streamline the agenda.

- Ken Hart stated he liked the comment on how we use data to make decisions.
- Roger Findley stated it was a good discussion today with excellent presentations. He wished there was a discussion on potential new programs.

Dr. Young asked the Board to write down what programs they would like to highlight this year that can be brought on a monthly basis. One recommendation by the Board was tours.

The Board took a break at 5:00 p.m. for dinner.

Chair Ken Hart called the meeting to order at 6:00 p.m. and led the group in the flag salute and reading of the mission and vision statements.

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

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

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

President Dana Young, Vice President Shirley Haidle, Vice President Travis McFetridge, Dr. Ben Merrill, Dr. Nino Kalatozi, Darin Bell, Anne Marie Kelso, Cathy Yasuda, Abby Lee, Arwyn Larson, and Gayle Van Weerdhuizen,

**I. Agenda Review/Changes**

**Motion:** Stephen Crow moved to remove under College Business *V.a. Ending Fund Balance Resolution (action)*. The motion was seconded by Roger Findley. The motion carried unanimously.

**II. Public Comment**

There were no comments from the public.

**III. Special Presentations**

- a. **New College Employee Introductions**  
New employees introduced during the board meeting were Benefits Navigator Gayle Van Weerdhuizen, Head Wrestling Men's and Women's Coach Luis Cisneros, and Livestock Center Manager Will Rush.
- b. **Robert's Rules of Order Training**  
Vice President Travis McFetridge led the Board through parliamentary procedure in the board room and answered questions by the Board.

**IV. College Business (Discussion or Action Items)**

- a. **Code of Conduct & Ethics/Standards of Practice**  
BP 2715 and former policy BBAA Individual Board Member's Authority and Responsibilities

The discussion tonight centered around board members coming to campus to visit with employees/departments.

Dr. Young shared that under the previous board policy BBAA there was specific language that stated that board members will coordinate all visits through the president's office. The policy was put in place so that faculty and staff aren't surprised by a visit. When we moved to the new model the language was more generic.



Board member Lindsay Norman stated she might have been part of the reason for this discussion. At the conference she attended it clarified the role of the board member and that the president was the only employee of the Board. Norman said in some ways it gave her the impression that either President Young trusts her staff or there may be trust issues. Dr. Young stated it is not about trust but it should come through the president's office so faculty and staff don't feel like they are in trouble. It is to protect the staff. We don't want board members visiting with departments and then coming to the Board meeting and reporting on information or issues that the president doesn't know about.

Board member Findley stated he did not have a problem with the president being in the loop but does have concern with the president having to be in the meeting and faculty and staff being hesitant to say anything. Dr. Young stated any concerns by faculty and staff should come through the internal process and not to the Board directly. It keeps the Board out of trouble in case board members don't have the full story or facts.

It was noted there is a Policy Committee that reviews the board's policies as they go through the governance process. Chair Hart stated that if a board member has a concern then they should reach out to him. Then Chair Hart and the board member can meet with President Young to express any concern.

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

- a. Board Minutes – July 18, 2023
- b. Financial Report

**Motion:** Stephen Crow moved to approve the consent agenda which included the July board minutes and a financial report. The motion was seconded by Torie Ramirez. The motion carried unanimously.

**VI. College Reports and Statements**

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

A written report was provided in the board packets. Vice President Travis McFetridge reported that Kate Russell has submitted her resignation and in the interim Hope Spagh has been appointed as Director until a new director is hired.

**b. Statements from Foundation**

Executive Director Cathy Yasuda highlighted that she is happy that Betty Carter will be the liaison to the Foundation Board. She also noted it will be a busy week for the Foundation with campaign committee meetings and foundation board meetings this Thursday. Yasuda provided a brief update on the status of the grants for the new nursing and allied health professions center. She also reminded everyone to mark their calendar for November 3 Gala and the final culmination of the capital campaign.

In other news:

We received an OEA wellness grant for \$250k which will be used for employee wellness activities. Tomorrow will be our first wellness committee meeting. According to Yasuda, we have identified a person to act as our part-time wellness coordinator.

The Foundation is also preparing for the 2024 Garden Tour and will have some great gardens lined up.

**c. Statements from Faculty**

TVEA President Arwyn Larson welcomed new board members Lindsay Norman and Torie Ramirez.

d. **OCCA Board Rep. Report**

The Board was reminded of the September 9 OCCA Board Member Training at Chemeketa EOLA Center and of the November 1-3 OCCA Annual Conference in Sun River. In regard to the Annual Conference, Howard Cherry Award nominations are being sought if board members have a nomination. Board Rep. Stephen Crow asked the Board to let him know if there were any current topics they would like to learn more about. Lastly, the search for an Executive Director for OCCA is still underway and it has been decided that Karen Smith will serve in the interim for the next 6 months.

e. **President's Reports**

i. **Academic Affairs**

A written report was submitted. There were no questions from the Board.

ii. **Student Services**

In regard to student housing, Vice President Travis McFetridge reported we are at full capacity going into fall quarter with a waitlist. Board member Lindsay Norman asked about tours on campus and if students are involved with them. Vice President McFetridge explained how our student ambassadors help conduct campus tours and that our new enrollment recruiting manager will be here in September with tour experience.

Board member Roger Findley asked for an update on the new Plant Science program. According to VP Sandy Porter, it is too early to tell on numbers as it was just approved and they haven't done a lot of advertising yet. Porter explained the process and timeline for getting a program approved.

Vice President McFetridge provided an update on the Q2Q report. He stated we are in a good place with advisors' calendars booked out as well as the scheduling of several A&R sessions. A highlight in the Q2Q showed we are ahead in credits and the headcount is staying even on the main campus. We are gaining ground and are receiving many student inquiries. Caldwell's focus on the four programs this year will set the foundational baseline for tracking how we are doing in enrollment.

iii. **Administrative Services**

A written report was submitted. Vice President Shirley Haidle stood for questions by the Board and there were none.

iv. **College Relations and IT**

AVP Abby Lee reported the College is in negotiations with the Malheur County Fair Board on our contract. The Board was asked to contact her if they had any questions regarding this matter.

We have contracted with Ruffalo Noel Levitz (RNL) and the Board will hear a monthly report on our efforts. A meeting was held last week with our consultant who identified some low hanging fruit we can work on. We hope to have a full enrollment management plan by the end of January 2024. AVP Lee also shared how RNL's survey shows national trends in social media and where students are getting their data about us. If all our marketing needs require us to be digital then we need to invest there. Other schools are

changing their recruitment, retention, and inquiries strategies. Currently, based on the information we received, Google search and Instagram are the top two places students go to for information. The Board can expect a big digital push in our recruitment plan.

Board member Norman asked about the budget for marketing and how much it is costing us for RNL. According to AVP Lee, the consulting firm is being paid from innovations. The marketing budget is \$130k and includes printing expenses, brochures, commercials, and billboards, for instance. AVP Lee stated she would send the national report from RNL to President Young to forward to the Board.

f. **President's Comments**

Board member Findley asked how the additional state funding (HB 2025) impacts our budget? According to Vice President Haidle, the College will receive approximately \$800k depending on our FTE. Dr. Young stated that the additional funding will be saved as we wait to see what happens this year. If we spend more than what was approved in our budget we will come back to the Board with a supplemental budget. Vice President Haidle noted that the 5-year model does reflect the \$800k and is accounted for in the projection.

VII. **Statements from Board Members**

- a. Lindsay Norman complimented staff for being so flexible and thanked everyone for the work they do.
- b. Roger Findley stated he received lots of good information today. He is glad we are sponsoring the Caldwell Night Rodeo. He knows staff are working hard to recruit at the county fairs.
- c. Betty Carter thanked everyone for the kind words, and she is happy to be the foundation liaison.
- d. Torie Ramirez commented it has been a great meeting and thank you to everyone.
- e. Dirk DeBoer commented on the great day and that he learned a lot.
- f. Stephen Crow thanked President Young, Gina Roper, and the administrative team for their work today on the meeting.
- g. Ken Hart provided an update on the Eastern Oregon Economic Summit where Dr. Young was recognized. He was also pleased to see TVCC had an exhibit at the summit. Hart also invited everyone to attend a social on September 6 at his home where they will talk about the nursing program and NAHPC.

VIII. **Important Date(s)**

- 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**
- d. September 25 Fall Term Classes Begin

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

- a. The meeting was adjourned at 7:25 p.m. The next regularly scheduled board meeting is set for September 19, 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

**TREASURE VALLEY COMMUNITY COLLEGE  
BOARD OF EDUCATION**

**COMMITTEE MEETING**

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

**Thursday, August 24, 2023, 1:30 p.m.**

Those present: Vice President Shirley Haidle, Board Members Dirk DeBoer and Ken Hart, President Dana Young, Darin Bell, Moss Adams auditors Scott Simpson and Cody Lambert. (absent: Board Member Roger Findley)

**Work Session**

A committee of the TVCC Board of Education met with College staff and Moss Adams auditors to discuss audit planning.

Auditor Scott Simpson summarized the audit's scope of work and compliance with federal awards. This year there will be two programs in the compliance audit, HEERF and Financial Aid. The conclusion of the audit will include an opinion on the financial statements, an opinion on compliance will relate to the two federal programs, and the third report will relate to government auditing standards report (internal control findings) and Oregon minimum standards (budget law). According to Simpson, these are the four reports that will be issued by Moss Adams. He noted that although they do not audit every transaction that occurs during the year; they do audit the financial statements are materially correct.

The areas audited are 1) internal controls (structure); 2) manual entries to the financial statements; 3) review revenue and deferred revenue and 4) compliance.

Finally, Moss Adams spoke about findings in the student financial aid area that is being reviewed in the current year and are waiting on ISIRS, population of enrollment status changes, and population from the address changes that were due a week ago.

Board member Ken Hart asked to be notified at the time we respond to the auditors with this financial aid information. President Young stated she would let the Vice President of Student Services know of this notification request.

**Adjournment**

The committee meeting ended at 1:47 p.m.

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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