

**BOARD MEETING AGENDA**  
Tuesday, November 21, 2023, 6:00 p.m.

**Meeting participation is available to the Public via Zoom**

<https://gotvcc.zoom.us/j/93987835403?pwd=TVNieGpJRWFuc1hOOEVEM00zQW9YQT09>

**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. Nursing/MA/CNA Presentations   | Mara Poynter               |
| III.  | <b>Agenda Review/Changes (action)</b>   | 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. Rodeo Team Introductions   | Drew Pearson               |
|       | b. New Employee Introductions   | Vice Presidents            |
|       | c. Employee Recognition (Andrea Testi)  | Dr. Dana Young             |
| VI.   | <b>College Business</b> (Discussion or Action Items)  |                            |
|       | a. 2024-25 Budget Calendar (action)   | VP Darin Bell              |
|       | b. Board Resolution 23-003 BSN (1 <sup>st</sup> reading)  | AVP Abby Lee               |
|       | c. December Board Planning Meeting (discussion)   | Dr. Dana Young             |
|       | d. Board Policies (1 <sup>st</sup> Reading)   |                            |
|       | i. BP 2433 Responsibilities of the President (formerly CBA Qualifications and Duties of the President, CBE President's Continuing Professional Development, and CF College Administration ) |                            |
|       | ii. BP 2436 President's Consulting Activities (formerly CBF President's Consulting Activities)  |                            |
| VII.  | <b>Consent Agenda - Action Item(s)</b>  | Chair Ken Hart             |
|       | a. Board Minutes – October 17, 2023 (Regular Monthly Meeting) and October 19, 2023 (Board Policy Committee Meeting)   |                            |
|       | 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 Members
- i. Reminder to complete board meeting assessment and annual goal monthly report

**IX. Important Date(s)**

Chair Ken Hart

- a. November 22 College Closes at 3:00 pm
- b. November 23-24 Thanksgiving Observed (college closed)
- c. December 1 Foundation Holiday Dinner and Concert
- d. December 4-8 Final Exam Week
- e. December 11 – Jan 7 Winter Vacation for Students
- f. December 25-29 College Closed Christmas Week

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

- a. December 19, 2023 TVCC Board of Education Regularly Scheduled Monthly Meeting

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Treasure Valley Community College is an equal opportunity educator and employer.

**TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION**

650 College Blvd., Ontario, OR 97914

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

**Tuesday, October 17, 2023**

**MINUTES**

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

Chair Ken Hart, Vice Chair Stephen Crow, Dirk DeBoer, Betty Carter (via Zoom), 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 Darin Bell, Vice President Travis McFetridge, Vice President Abby Lee, Interim Vice President Sandy Porter, Cathy Yasuda, Anne Marie Kelso, ASG President McKell Harper, Bernie Babcock, Brian Coleman (Hummel Architects), Tyler Thomas, and others.

**I. Call to order and Acknowledgement of Guests**

Chair Hart called the meeting to order and lead the flag salute and recitation of the mission statement and vision statement.

**II. Work Session**

**a. Security Update**

TVCC Security Manager Cheston Ryals presented a security update and what the College is doing to prepare for emergencies and train departments.

**III. Agenda Review/Changes**

**Motion:** Stephen Crow moved to adopt the agenda as presented and Torie Ramirez seconded the motion. The motion passed unanimously.

**IV. Public Comments**

Chair Hart read a statement regarding public comment and limited each speaker to three minutes.

Frank Yraguen stated that he serves on the TVCC Foundation, and that he and his wife are honorary co-chairs of the capital campaign. Yraguen stated that when he returned to this area in 1971 after serving in the Marines and attending college, he realized an entirely new dimension to the community with the addition of the College and spoke to the importance it has to workforce development, student growth, and the community. Costs for the building rose to \$13.9 million and cost cutting has reduced that amount to \$12.4 million. Donors have given or pledged more than \$10 million. He stated the new center will be more attractive to secure professional staffing and he urged the Board to support the building project.

Cheryl Cruson stated as a past Board of Education member and Foundation member, she is excited to see the nursing program increase. She commented on the amount of work that went into the campaign and that it has the support of the community.

Debbie Blackaby stated that she is a Foundation board member and is on the committee that helped fundraise for the Science Center. There is such a need for the Nursing and Allied Health Professions Center and the community has been generous. She stated she and her husband will be giving \$25,000 in honor of their niece. She looks forward to continuing to raise money and thanks the Board for their support.

Molly Lightfield stated she is a member of the nursing faculty. To quell doubts about the building, she stated that we currently have 27 students in one cohort and 21 students in the other. The College is approved for up to 40 students for each cohort, but there is insufficient space. Lightfield stated that "we can fill it." In the last application cycle nationwide, 75,000 people did not get into nursing programs due to space even though they were qualified to enter. Lightfield noted the College has a great program and it is special. TVCC produces good nurses as shown by the 100% pass rate on the NCLEX licensure exam.

Mara Poynter stated she is the Executive Director of Nursing and Allied Health at TVCC. She spoke to the high-end programs that are needed, but admitted there are challenges in finding personnel to support them. However, she stated that there are many healthcare programs needed, and we can fill the building with programs in other healthcare fields. She specified growing fields like EMT and paramedic programs. Programs are turning people away and she knows the College can fill the seats. She stated she appreciates the Board's support.

Ron Haidle stated the College should "strike while the iron is hot" as costs are not going down.

Matt Frye spoke in support of the project. He is one of the co-chairs of the campaign and serves on the executive committee and looks at it from a legacy standpoint; the number of donors that have financially supported the project speaks to the legacy.

**V. Special Presentations**

**a. New Employee Introductions**

Interim Vice President of Academic Affairs Sandy Porter introduced Tyler Thomas. Thomas was a student in Natural Resources at TVCC and received his BA at the University of Idaho and a master's degree at Oregon State University. Thomas will be teaching Natural Resources while Marcus Nichols is on sabbatical.



Thomas stated he felt more prepared coming out of TVCC than most of the University of Idaho students he studied with in the same field. He noted Natural Resources is an area for growth and training and a way to get students into the work force.

## VI. **College Business**

### a. TVCC Foundation and TVCC Quid Pro Quo

Vice President Darin Bell presented the Quid Pro Quo which shows how the College and the Foundation share resources. The current agreement has been approved by the Foundation Board and has been brought before the Board for review and approval.

The biggest changes year to year are salaries and benefits. The percentages remained the same, which is 50/50 for the executive director and 75/25 for the administrative assistant. Board member Torie Ramirez asked about the combined financial statement not being included and Bell advised he would provide her with that information. She also asked if the agreement is reviewed annually to which Bell stated it is.

**Motion:** Torie Ramirez made a motion to approve the Quid Pro Quo agreement and Betty Carter seconded the motion. The motion passed unanimously.

### b. Nursing and Allied Health Professions Center Funding Request

Dr. Young reiterated the need for programs and workforce space as well as overall healthcare in the region and explained how the new center will help us expand programs. She noted that the College has approval from OSBN to admit 40 students per cohort. In addition, Medical Assistant, EMT and CNA are programs set for expansion.

Although the campaign has been successful and the bonds were sold by the State, building costs rose significantly by 20%. As a result of the increase, the original "not to exceed" \$11m approved by board resolution is not adequate. The College is therefore proposing to utilize reserve funds for the project if necessary.

Dr. Young noted that the auditors have stated that the College has sufficient funds on hand to consider an internal investment which would not be a liability on financial statements. Noting that the College would continue to fundraise. It is possible the College may not need to utilize reserve funds, but we do need to commit to move the project forward as winter is the best time to secure the construction bid.

In addition, the College will not need to utilize the reserve funds until after all federal, state, grants, and donations have been exhausted. This would likely

not occur until late 2024 or early 2025. This proposal also includes a pledge by the administration to use the least amount of reserve funds as necessary.

Present during the meeting was NAHPC Project Manager, Bernie Babcock, who provided the history of the project and reiterated the Board's adoption of the resolution in December of 2020 which allowed the College to start the process of hiring an architect and engineer, which cumulated in hiring Hummel Architects. A concept design was completed in 2021 and a schematic design (limited project description) produced an estimated cost of \$11 million dollars. Once the amount was determined, the capital campaign began. In January of 2023, the federal government earmarked \$3m dollars toward completion of the project. The College has until 2026 to spend the federal earmarked funds.

The project design was completed in September of 2023 and the budget was \$13.9 million dollars with no value engineering (cost cutting). Hummel developed sixty (60) value engineering items and the College selected thirty-five (35), which reduced the budget by \$1.4 million. The larger value engineering included reducing the square footage by 741 sq feet (\$141,000), shelled three (3) classrooms (radiation tech, respiratory tech, and a general classroom) (\$386,000), and changed the exterior to fiberglass reinforced concrete panels. In Oregon, 1.5% of the budget must be spent on renewable energy so eliminating the skylights was not an option. Costs to the building also include a data center for IT, which will provide infrastructure for the entire campus. Finally, there is also a 5% construction contingency in the total cost. Board Chair Hart asked for clarification on the benefits of shelling part of the building and Babcock stated it was just construction costs.

A representative from Hummel Architects, Brian Coleman, provided the plans for the project. Board member Findley asked if the space was sufficient to double the program and he was assured it was. Chair Hart and NAHPC Project Manager Babcock discussed the cost saving methods used to reduce the total cost of the project.

Executive Director and Chief Development Officer Cathy Yasuda presented a slideshow on the fundraising efforts and stressed that timing was crucial, and that the College needed to move forward with the project. She also announced that the Foundation would be donating \$250k. This donation will be used as matching funds to encourage others to donate to the NAHPC.

Board member Lindsay Norman asked clarifying questions about the contingency. To which Babcock stated that the contingency reserve is 5% of the construction budget per the State's recommendation.

Chair Ken Hart asked about shelling 3 classrooms and the effect on volume. Dr. Young stated the original student healthcare center (now a general

classroom), respiratory therapy and radiation tech were chosen because they are the last programs slated to come online in 2026-27.

Vice President of Administrative Services Darin Bell discussed the pro forma and explained it was built to mimic future revenue and expenditures. He noted that the College may see significant growth in tuition and fees in 2026-27. Board member Ramirez asked why the pro forma only anticipated an increase of 20 nursing students instead of the allowed 40 cohort. Vice President Bell said he used 20 to be conservative. Board member Findley asked about the difficulty in hiring nursing staff. He was informed that a new nursing instructor was hired today and there is a lead on a surgical tech coordinator.

Executive Director of Nursing and Allied Health Mara Poynter spoke about in demand programs and opportunities for growth. She stated without the building, there will be no growth because they are at capacity given current space constraints.

Vice President Bell discussed the cost of hiring new personnel versus return on investment. By 2026-27, the College will be net positive. In response to a question about interest, the College does not necessarily have to charge itself interest but there would be a loss of interest earned (opportunity cost) which is about 4.6% right now.

With the Foundation Board's recent donation of \$250,000, the College now needs fewer dollars.

Chair Hart noted the College would need additional money to finish the shelled space and stated that if the College is going forward with the project it should finish all the classrooms.

Chair Hart asked if the College could delay the project until other funding sources were determined. Dr. Young stated that in addition to getting the project out to bid soon, the Murdock Foundation is requiring a commitment from the Board that the building will be built before they consider the College's request for a grant.

**Motion:**

Chair Hart made a motion for the College to use \$2.3m in reserve funds to fill the gap to finish the building. He stated he picked that number so shelled in rooms would be completed as well. He stated that although he will vote against it, that number is the amount needed to complete the entire building. However, the motion was withdrawn because due to parliamentary procedure the Chair cannot make a motion and then debate against it.

Therefore, Vice Chair Crow moved to approve using reserve funds up to \$2.3m for the Nursing and Allied Health Professions Center and the motion was seconded by Betty Carter. Vice Chair Crow stated that everyone has done a great job with fundraising. Chair Hart reiterated that although he has concerns, to complete this project the College does have to take a risk.

Board member Carter stated that one of things we have failed to say is that COVID has started this, and the Board needs to be open-minded. A lot of hard work went into the campaign and the Board should look at the future as well as future generations. Every student should have an opportunity and this building will shape the future and destiny of every student to come.

Board member DeBoer asked if the project could be smaller and noted that current buildings (tech building) will still need to be utilized.

Board member Ramirez stated that the Board has a responsibility to students and the community and inquired if a proposal for a lesser amount could be made. Vice Chair Crow stated he was in complete support and liked the motion on the table. The community, doctors, donors, and Foundation and the College President have gone above and beyond and it would be a big mistake in the public image to not complete the building.

Board member Norman stated she wants to support the building but is concerned about the funding gap. She stated she would like to believe the use of the reserve funds will not harm the College. Norman said she supports the building because of the nursing staff, and she thinks Mara Poynter will make this work.

Board member Carter urged the board members to vote according to their conscience. This is a path forward for new programs and the board members need to be leaders and believe the funding will come. Board member Ramirez asked what gap amount is being presented to Murdock.

Dr. Young clarified that the need is \$1.75m and with the shelled portion added back the amount is \$2.136m. Chair Hart noted the \$2.3m will provide some wiggle room. The motion for \$2.3m passed 5 to 2. The roll call count was as follows:

Lindsay Norman: Yea  
Roger Findley: Nay  
Chair Ken Hart: Nay  
Betty Carter: Yea

Torie Ramirez: Yea  
Dirk DeBoer: Yea  
Vice Chair Stephen Crow: Yea



VII. **Consent Agenda**

- a. Board Minutes - September 19, 2023 (Regular Monthly Meeting)
- b. Financial Report

**Motion:** Vice Chair Stephen Crow made a motion to approve the consent agenda and the motion was seconded by Torie Ramirez. The motion passed unanimously.

VIII. **College Reports and Statements**

- a. Statements from ASG/Student Programs  
ASG President McKell Harper provided the highlights of her written report.

- b. Statements from the Foundation  
Executive Director and Chief Development Officer Cathy Yasuda thanked the Board for their faith and trust in approving the funding for the building. She also handed out invitations to the Foundation Gala event.

- c. Statements from Faculty  
Brienne Haun spoke on behalf of faculty and thanked the Board for their vote regarding the nursing building. In other news, on November 29, there will be a healthcare and job fair in the Weese building. The MA program had 11 students graduate and nursing had a 100% pass rate of the licensing test. The rodeo program has a new assistant coach, MacKenly Davis, who is a TVCC alum.

- d. OCCA Board Report  
Vice Chair Stephen Crow reported OCCA's "Lunch and Learn" training begins soon and will be held the last Thursday of every month. The first training session will be held on October 26 from 12:00 – 1:00 p.m. The topic is Take a Seat: Chair/Vice Chair Training.

IX. **College Reports and Statements**

- a. Academic Affairs  
Board member Roger Findley asked about the open position for a business instructor. According to Interim Vice President Sandy Porter, the recently hired instructor left after one day of classes.

- b. Student Services  
A written report was provided to the Board in their packets. In addition to the written report, Vice President Travis McFetridge stated that staff advised 300 students since the last board meeting and made some enrollment strides.

- c. Administrative Services  
In his report, Vice President Darin Bell reported on the increase in revenue by 6%. Board member Findley asked about the quarter-to-quarter report just

presented by Vice President McFetridge. Vice President Bell explained how the quarter-to-quarter report is a day-to-day snapshot and not official data.

d. College Relations and IT

Vice President Abby Lee noted it was a very busy month for IT. Board member Ramirez asked about marketing for the capital campaign to raise the remainder of the funds. Vice President Lee said she has held off on social media ads going out until after the Board made its decision tonight.

Board member Findley asked about the renewal for the Nursing Assistant (NA) program. Vice President Lee noted there have been some changes at the state level and there is a new person in charge of NA. All schools are having to go through the same process, and it is a two-year approval.

Board member Carter asked for an update on Moonshot for Equity as well as the cost for Navigate. Lee said she did not have an exact number on the cost but she did say that all costs were being paid by the State.

e. President's Comments

Prior to the President's Comments, Chair Hart stated the Board will need to pass a resolution approving the use of the reserve funds and the new amount for the Nursing and Allied Health Professions Center.

**Motion:** Vice Chair Stepen Crow made a motion to approve Resolution 23-002 and the motion was seconded by Torie Ramirez. The motion passed unanimously.

Dr. Dana Young thanked the Board for passing the resolution and stood for questions on her written report. The Board was also provided with a schedule of upcoming presentations by staff.

f. Statements from the Board

- i. Betty Carter stated TVCC should be the college of choice for students and she thanked the Board for their kindness during the discussion on the nursing building.
- ii. Dirk DeBoer stated it was a good meeting. He hopes the numbers are realistic and that the College will meet goals.
- iii. Torie Ramirez stated they have work to do as a Board to help and support the College to make sure the nursing and allied health programs are successful.

X. **Adjournment**

**Motion:** Vice Chair Stephen Crow made a motion to adjourn and Torie Ramirez seconded the motion. The motion passed unanimously.

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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**

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

Thursday, October 19, 2023, 10:30 a.m.

**MINUTES**

Present: President Dana Young, Director Anne Marie Kelso, and board members Torie Ramirez and Lindsay Norman (absent: Roger Findley)

President Young explained the process the College is using to review its board policies and transition from the OSBA (k-12) framework to the OCCA community college framework.

The policies reviewed during the committee meeting were CBA Qualifications and Duties of the President, CBE President's Continuing Professional Development and CBF President's Consulting Activities. After careful review and edits, the updated board policies will be formatted and transitioned to the new framework.

The committee meeting ended at 1:00 p.m. The committee felt that if there were no significant changes then no additional meeting of the committee would be needed.

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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