

TREASURE VALLEY COMMUNITY COLLEGE BOARD OF EDUCATION
650 College Blvd., Ontario, OR 97914
Laura Moore Cunningham Science Center, Hanigan Board Room (#115A)

Tuesday, July 16, 2024, 6:00 p.m.

Board of Education members in attendance (quorum present)

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

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

President Dana Young, Vice President Sandy Porter, Vice President Darin Bell, Vice President Travis McFetridge, Director Anne Marie Kelso, Director Hope Spaugh, Brodie Greif, Owen Bridgewater, Director Tyler Gaston, Greg Jones, and Director Eddie Alves

Chair Ken Hart called the meeting to order and led the Board in the Pledge of Allegiance and the reading of the mission and vision statements.

I. ORGANIZATIONAL MEETING

a. Election of Board Chairperson

Motion: Stephen Crow moved to elect Ken Hart as Board Chairman and the motion was seconded by Betty Carter. There were no other nominations. The roll call vote showed Lindsay Norman -yes, Roger Findley – yes, Betty Carter – yes, Stephen Crow – yes, Ken Hart – yes, and Dirk DeBoer – yes. The motion carried unanimously of board members present.

b. Election of Vice Chairperson

Motion: Betty Carter moved to elect Stephen Crow as Vice Chairman. Dirk DeBoer moved to elect Lindsay Norman as Vice Chairwoman. The roll call vote for Stephen Crow as Vice Chairman was as follows: Lindsay Norman – no, Roger Findley – no, Betty Carter – yes, Ken Hart – no, Stephen Crow -yes, and Dirk DeBoer – no.

The roll call vote for Lindsay Norman as Vice Chairwoman was as follows: Lindsay Norman – yes, Roger Findley – yes, Betty Carter – no, Ken Hart – yes, Stephen Crow – no, and Dirk DeBoer – yes.

The motion to have Lindsay Norman as Vice Chairwoman passed by majority vote of board members present.

c. Designate Regular Time and Place for Meetings

Motion: Ken Hart moved that the Board meet in the Hanigan board room on the 3rd Tuesday of each month at 6:00 p.m. for a work session, followed by an open session and executive session. The motion was seconded by Betty Carter. The motion carried unanimously.

d. **Designate Budget Officer**

Motion: Dirk DeBoer moved to designate the Vice President of Administrative Services as Budget Officer for 2024-25. The motion was seconded by Roger Findley. The motion carried unanimously.

e. **Designate Deputy Clerks for College**

Motion: Dirk DeBoer moved to designate the Vice President of Administrative Services and the College President as the Deputy Clerks for the College. The motion was seconded by Betty Carter. The motion carried unanimously.

f. **Custodian of College Funds**

Motion: Roger Findley moved that it be resolved 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 check signatures for the College. The motion was seconded by Betty Carter. The motion carried unanimously.

g. **Designate Financial Institutions for Fiscal Year 2024-25**

Motion: Betty Carter moved to approve as presented the financial institutions the College can utilize and deposit funds for the fiscal year 2024-25. The motion was seconded by Dirk DeBoer. The motion carried unanimously.

h. **Approve Resolution 24-001 for the Purpose of Pooling Cash Balances**

Motion: Dirk DeBoer moved that Resolution #24-001 authorizing the pooling of cash balances be approved. The motion was seconded by Betty Carter. The motion carried unanimously.

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

The selection of board representatives for committees will remain as last year.

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

Motion: Dirk DeBoer moved to keep the representatives the same and the motion was seconded by Betty Carter. The motion carried unanimously.

II. **AGENDA REVIEW/CHANGES**

Chair Hart requested one change to the agenda which was to remove the financials from the consent agenda so that there could be more discussion.

Motion: Betty Carter moved to change the agenda as noted and the motion was seconded by Dirk DeBoer. The motion carried unanimously.

III. **PUBLIC COMMENT**

There were no comments from the public.

IV. **SPECIAL PRESENTATIONS**

a. **New Employee Introductions**

New employees introduced during the meeting were Brodie Grief, Student Programs Coordinator, and Owen Bridgewater, Recruiter, and Tyler Gaston, Director of Athletics.

b. **Correctional Education Association, Region 6 – Teacher of the Year - Powder River Correction Facility; Director Eddie Alves recognized and introduced Instructor Greg Jones who received Region 6 Teacher of the Year.**

V. **COLLEGE BUSINESS**

a. **GBC Outside and Secondary Employment – 2nd reading (action)**

Lindsay Norman explained that the policy allows TVCC employees to have outside employment as long as it does not interfere with their duties at the college. The decision whether or not a person has outside employment is reviewed and approved by the College President and the employee's supervisor.

Chair Hart asked if the policy committee discussed annual employee reviews of employees with outside or secondary employment. To which Director Anne Marie Kelso shared the College is working to improve our process and she explained how it is the supervisor's responsibility to conduct annual evaluations. Kelso also explained how faculty reviews follow the collective bargaining agreement.

Board member Norman proposed the following change to the board policy which was to add language at the end of the first paragraph "as defined in their job description."

Motion: Dirk DeBoer moved to approve the policy with amendments and the motion was seconded by Roger Findley. The motion carried unanimously.

b. **(NEW) BP & AP Patch and Vulnerability Management – 1st reading**

The policy is required to maintain our cybersecurity insurance and additionally, we receive a rate discount. The policy is being brought forward by IT; however, because of the timeline to get it approved, it will not go through the governance process until fall. The administrative procedure is provided as information only.

c. **August 20 Board Planning Meeting – Discussion**

Dr. Dana Young recapped the times and topics for the all-day planning meeting which will begin at 9:00 a.m. followed by dinner at 4:00 p.m. and the regular board meeting at 5:00 p.m.

Other updates included hiring a consulting firm to guide us through the strategic planning process. The College is working on a timeline as well as identifying members for the strategic plan steering committee. One goal is to begin interviews with faculty, staff, and students later in the fall when everyone is on campus.

Board member Norman stated she would like to see enrollment trends over a 10-year period to which Vice President Porter asked what data the Board is looking for and what they hope to get from the information. Board Member Norman stated her interest is to see information by degree, how many students are getting certificates, degrees, etc. and what is the number

of graduates in these fields. In addition, the Board asked for information on athletics (retention, etc.).

d. **Financial Report**

Chair Ken Hart questioned the accuracy of the budgeted \$18.8m revenue versus the actual \$20.3m. Vice President Bell noted the figures are preliminary, One of the entries on the revenue side will shift some general funds to the Caldwell Center and the College also received more state dollars that were not due to enrollment. So, the revenue figures will be changing.

Regarding expenditures, Chair Hart highlighted a difference in what was budgeted \$21.2m vs. the actual \$17.5m in expenditures to which VP Bell explained this is due to unspent departmental budgets from unfilled positions, pending adjustments, and reclassified project expenses.

On the \$5.7m ending fund balance, Vice President Bell indicated it might be higher than expected due to combined revenue and expenses which the College anticipated the balance being higher than what was projected. Chair Hart requested a detailed update with bullet points for the next board meeting.

Motion: Betty Carter moved to adopt the financial report, and the motion was seconded by Dirk DeBoer. The motion carried unanimously.

VI. **CONSENT AGENDA (action)**

- a. Board Minutes – June 18, 2024 (regular meeting) and July 9, 2024 (Board Policy Committee)

Motion: Dirk DeBoer moved to approve the minutes, and the motion was seconded by Roger Findley. The motion carried unanimously.

VII. **COLLEGE REPORTS & STATEMENTS**

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

Director Hope Spaugh updated the Board on the incoming student leadership team. Earlier this term, the students had their spring retreat for both outgoing and incoming leadership and they are in full swing of planning events for fall term. Lastly, there is an open position for a student outreach coordinator they are hoping to fill soon.

- b. **Statements from Foundation**

A written report was provided to the Board.

- c. **Statements from Faculty**

There were no statements from faculty.

- d. **OCCA Board Rep. Report**

Representative Stephen Crow sent the OCCA Digest and OCCA Update for College Boards to the Board as information only. He also read a welcome statement from the new OCCA Executive Director Dr. Abby Lee.

- e. **President's Reports**

- i. **Academic Affairs**

Vice President Porter shared the most exciting thing in this month's report is the HEP and CAMP graduation and the hiring of faculty. VP Porter also answered questions from the

Board on the nursing position and LPN to RN Bridge program, and she provided an update on new programs being developed.

Board member Findley inquired about filling the two open dean positions. Dr. Young responded that the College is currently performing initial interviews of candidates for the Dean of CTE position and will address the Dean of Academic Affairs position afterward.

ii. Student Services

Vice President McFetridge reported on efforts to reach out to students who haven't completed their education and as a result we are seeing these efforts help with retention.

iii. Administrative Services

Board member Roger Findley asked Director Anne Marie Kelso about moving employees from exempt to non-exempt status. According to Kelso, the federal FLSA rule went into effect July 1 and so far, there has been no national injunction issued; however, there was a lawsuit in Plano, Texas against the Department of Labor. In this case, the judge limited his ruling to Texas government cases, and no other cases have been decided yet.

iv. President's Comments

Dr. Young reported on the college and public relations job duties that were divided among college staff. Board member Findley asked if the employees would receive stipends for the extra duties to which Dr. Young stated they would with the exception of the vice presidents.

In other news, the Eastern Oregon Economic Summit will be held next August in Ontario. The goal is to host part of the summit at the Four Rivers Cultural Center and at the College. The initial preparation will begin with forming a local planning committee. Dr. Young would like to roll out the red carpet for this summit and show what we have to share in our region.

Board member Lindsay Norman asked what marketing and recruiting requests were funded from the College's priority list. Dr. Young stated she would provide the Board with a report on what was funded during the budget process.

VIII. STATEMENTS FROM BOARD MEMBERS REGARDING TVCC

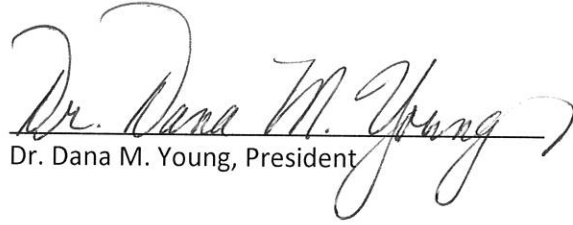
- Dirk DeBoer stated from the Q2Q report the total FTE for the college and total FTE for the Ontario campus is moving up. Vice President McFetridge reiterated these numbers are day-to-day comparisons and we did see some growth this time last year going into fall. Vice President McFetridge stated this year the College is putting a strong emphasis on calling students and the A&R sessions are now flattening out.
- Stephen Crow noted the OCCA article in the Argus Observer concerning supporting adult learners.
- Betty Carter thanked everyone for their reports.
- Roger Findley shared that he delivered the restored pickup truck to the son of a former TVCC employee who passed away.
- Dr. Lindsay Norman will send out a summary of some Oregonian articles to the Board as information.
- Ken Hart stated there are two conferences (September 7 Board Training and November 6-8 OCCA Annual Conference) coming up and asked the board members which conference they would like to attend.

IX. **ADJOURN AND NEXT MEETING**

Chair Hart thanked Stephen Crow for his assistance as Board Vice Chair and for all his work with OCCA. The next scheduled board meeting is set for August 20, 2024, at 9:00 a.m. The meeting ended at 7:45 p.m.

A handwritten signature in black ink, appearing to be 'KH', with a long horizontal flourish extending to the right.

Mr. Ken Hart, Board Chairman

A handwritten signature in black ink, appearing to be 'Dr. Dana M. Young', with a long horizontal flourish extending to the right.

Dr. Dana M. Young, President