

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

Tuesday, September 17, 2024, 6:00 p.m.

MINUTES

Board of Education members in attendance (quorum present)

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

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

President Dr. Dana Young, Vice President Travis McFetridge, Vice President Darin Bell, Vice President Sandy Porter, Cathy Yasuda, Hope Spaugh, Adyson Bridgewater, Anne Marie Kelso, Kelly Duggan, Rennie Neider, Caroline Castell, Gary Gray, and Morgan Bayes.

1. CALL TO ORDER

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

2. WORK SESSION

a. Tour of Livestock Center

The board members received a tour of the livestock center during the work session. Vice President Sandy Porter and Jeff Bellefeuille, Livestock Center Maintenance Coordinator, were available to answer questions and share information about the function of the center.

b. Review 2024-25 Board Calendar and 2024-25 Program Highlights for Monthly Board Meetings

The Board reviewed the schedule for October and November, and presentations for the year. Because we are heading into the fall season it was suggested having the tour of the airport soon. The Board received a list of programs and tours for consideration and were asked to rank them in order of priority or interest.

3. AGENDA REVIEW/CHANGES

There was one change to the agenda which was to remove 4.b. OCCA Board Training (informational) under Special Presentations.

MOTION: Stephen Crow moved to reschedule the OCCA Board Training to next month and approve the agenda as amended. The motion was seconded by Roger Findley. The motion carried unanimously.

4. PUBLIC COMMENT

There were no comments from the public.

5. **SPECIAL PRESENTATIONS**

a. **New Employee Introductions**

New employees introduced during the meeting were Kelly Duggan, Animal Science Instructor, Rennie Neider, Ag Business/Crop Science, Caroline Castell, Math Instructor, Gary Gray, Business Instructor, and Morgan Bayes, CTE Outreach Coordinator.

6. **COLLEGE BUSINESS**

Vice President Darin Bell presented the board policies as a first reading and provided a summary of each board policy. It was noted the policies have been reviewed by the Board Policy Committee.

a. **BP 6250 Budget Management (replaces DB Budget)**

Board member Roger Findley expressed his thoughts on how the unrestricted general reserves should be increased whether determined annually or by board resolution. He noted the \$1.25m amount has been in place as long as he has been on Board. Vice President Bell explained that although the guidelines set by our accrediting body recommends that the ending fund balance be a significant amount; it did not recommend an actual amount. There was some discussion on whether the ending fund balance should be an actual dollar amount or a percentage. Additionally, should this be in policy or another document.

The Board decided to send BP 6250 Budget Management back to the Board Policy Committee for further review and discussion.

b. **BP 6300 Fiscal Management (Replaces DIA Internal Control Procedures and DIC Vice President of Administrative Services' Monthly Report)**

Vice President Bell provided a brief summary of the purpose of BP 6300 which will replace current board policies DIA and DIC.

c. **BP 6320 Investments (replaces DFA Investment of Funds)**

The policy has more investment options than what is used by the College because many of our funds are in the local government investment pool.

d. **BP 6400 Financial Audits (replaces DIE Annual Audit)**

In policy we are required to have an annual audit that is in line with Oregon Municipal Law. The policy also reads that if we change auditors than the college president or designee shall recommend a certified public accountancy firm. Overall, there was no change to the policy.

e. **BP 6450 Wireless or Cellular Telephone Use (replaces GBJ Use of College Cell Phones)**

This policy outlines how cell phones are provided for staff when they are required to be used for work purposes.

7. **CONSENT AGENDA (action)**

- a. Board Minutes – August 15, 2024 (board policy meeting) and August 20, 2024 (board planning and regular meeting)
- b. Financial Report

MOTION: Dirk DeBoer moved to accept the consent agenda as presented and the motion was seconded by Stephen Crow. The motion carried unanimously.

8. COLLEGE REPORTS & STATEMENTS

a. Statements from ASG/Student Programs

ASG President Adyson Bridgewater provided a summary of her written report. A few of the updates included information on the campus fair, drive in movie night, Chukar Fall Festival, and the sidewalk project.

b. Statements from Foundation

Executive Director Cathy Yasuda shared the Foundation is gearing up for fall quarter with their internal campaign. She also asked the Board to consider a joint meeting with the Foundation Board to which a meeting date will be determined followed by all board members attending an athletic game. The Board was reminded of the joint board scholarship for second year students. Foundation members have contributed to the scholarship and Executive Director Yasuda asked the Board of Education to consider donating to this fund. Scholarship funds have been awarded to students since 2021.

Upcoming activities:

- September 17 - Foundation internal campaign kickoff
- September 20 - New Student Orientation
- September 26 - Campus Fair
- October 3 - Chukar Fall Fest

c. Statements from Faculty

There were no statements from faculty.

d. OCCA Board Report

Stephen Crow asked board members to sign up for the OCCA electronic newsletter if they have not already done so. He also reminded everyone of the OCCA Advocacy Training on October 10 and the November 6-8 OCCA Annual Conference at Salishan Lodge. Other updates concerned the OCCA Lunch and Learn webinars and the September legislative days.

e. Academic Affairs

Vice President Sandy Porter shared with the Board impact statements from the student adults in custody at SRCI. The students gave permission to share their personal stories which speak to the importance of the work we do in corrections education.

In other news, faculty are back on campus, we interviewed for a nursing instructor last week and extended an offer, HECC is meeting to discuss adjusting the 30% rule for curriculum changes and updates because it burdensome when working to meet industry needs.

Lastly, Vice President Porter provided an update on the renewable energy/apprenticeship program in regard to the process to update the curriculum, potential to grow the program, and recruit new students. We will see changes to this program but for this year we will run it like we have. According to Vice President Porter, it is advantageous to have Jackie Koehler's industry knowledge.

f. Student Services

Vice President Travis McFetridge provide the Board with the Q2Q report for summer and fall quarters. All in all, the enrollment data is looking very optimistic.

Highlights – since January we made changes to our calling initiatives by having enrollment specialists make the calls to target students who either finished their admissions applications or

who required follow up to their applications. These calls have helped tremendously and the assistance of the enrollment specialists (Bailey and Valerie) to make these calls is appreciated.

Athletics – the volleyball team is the 3rd ranking team in the NWAC. What is exciting is many of these athletes are first year students so we should have two solid years in sports.

Vice President McFetridge stated he will report out next month on the results of the summer initiative we offered to increase enrollment.

Chair Hart and Stephen Crow commended Vice President McFetridge for the work to increase enrollment and they appreciate everyone's efforts.

g. Administrative Services

In addition to his written report, Vice President Darin Bell reported on the progress of the audit and that auditors will be on campus the week of October 21.

Human Resources is close to finalizing an online job application process. Director Kelso has done the majority of the work to get the process implemented. The Physical Plant has been busy cleaning up after the windstorms in addition to remodeling rooms in the Weese building. Vern Davis and his crew are doing an excellent job on the buildings and grounds.

Nursing and Allied Health Professions Center – the Board received an update on the work we are doing to meet the requirements from the State of Oregon Historic Preservation (SHPO). Once we receive the concurrence letter from SHPO we will have the green light to move forward with the building as long as we have the HRSA funds.

h. President's Report

Dr. Dana Young reported the Higher Education Coordinating Commission (HECC) has plans to visit all 17 community colleges this year. Our visit is set for Tuesday, October 22 with HECC Vice Chair Greg Hamann. We are excited about this visit which will provide the opportunity for us to share what we are doing at TVCC and how HECC could better serve community colleges.

In regard to our work on our next strategic plan, consultants from Interact will be on campus in November for listening and fact-finding sessions. A special meeting has been set for board members to visit with the consultants on November 18 where members will learn what strategic directions have emerged and if they would support them. Board Chair Hart shared it was important for the Board to understand what data Interact is looking at and they will need additional time with the consultants so everyone is comfortable with the process and direction.

Upcoming events:

- Saturday, September 21 – Rick Bauman baseball field naming ceremony.
- Sunday, September 22 - Oscar Lopez Memorial Golf Tournament, Scotch Pines

Board member Lindsay Norman asked for clarification between Ruffalo Noel Levitz and the new marketing contractor and if are working together. According to Vice President McFetridge phase one included RNL; however, we have completed our contract with them. We are now contracting with Fisk Brand and Copy who is helping us implement our marketing plan and build key components in our branding.


Lastly, Dr. Young asked the board members to try out our new chatbot on the TVCC website. Chuk (the bot) is available online to answer questions about our services, hours, etc. The more questions Chuk receives the more intuitive the tool becomes.

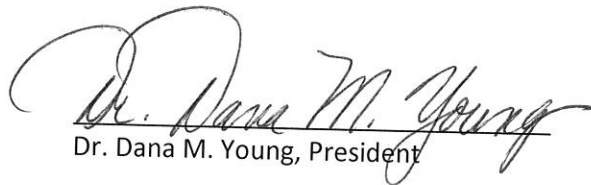
9. TVCC STATEMENTS FROM BOARD MEMBERS

- a. Stephen Crow stated the changes for public meeting laws will be sent via email to the Board as well as information on the recording of public meetings starting January 1, 2025.
- b. Dirk DeBoer thanked everyone for the shirt and the tour of the livestock center. He also advised that he will not be able to attend the October meeting.
- c. Roger Findley stated the livestock tour was great tonight and noted the TVCC pickup goes well with the rodeo and horse production programs.
- d. Lindsay Norman asked if we have set up regular board policy committee meetings to which Dr. Young stated there would not be any meetings for the committee until after the governance councils have started to meet in October.

10. ADJOURN AND NEXT MEETING

The meeting adjourned at 8:28 p.m. The next regularly scheduled meeting is October 15, 2024, at 6:00 p.m.


Mr. Ken Hart, Board Chairman


Dr. Dana M. Young, President