

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

Tuesday, September 16, 2025, 6:00 p.m.

MINUTES

Board of Education members in attendance (quorum present):

Chair Stephen Crow, Vice Chair Betty Carter, Dr. Lindsay Norman, Suzi Ireland, Roger Findley and Ken Hart (via Zoom). Absent from the meeting was Torie Ramirez.

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

President Dr. Dana Young, VP Sandy Porter, VP Darin Bell, VP Travis McFetridge, Executive Director Cathy Yasuda, Director Stephanie Oester, and Dean Tanya Crawford.

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. Chair Crow led the Board in the Pledge of Allegiance and the reading of the College Mission and Vision Statements.

2. WORK SESSION

a. Determine 2025-26 Program Presentations for Board Meetings

The Board discussed the presentations they would like to have each month. The programs of interest included the SRCI graduation and tour, tour of residence halls, a presentation from English and Humanities, tour of the livestock center, and tours of the Caldwell Center and the helicopter program. In addition, the Board was reminded that if they are planning to attend the October 20th SRCI AIC graduation a LEDS form is required for each person. Following graduation, attendees will receive a tour of the BCT program.

3. AGENDA REVIEW/CHANGES

Motion: Roger Findley moved to adopt the agenda as presented and the motion was seconded by Betty Carter. The roll call vote showed ayes by Suzi Ireland, Dr. Lindsey Norman, Roger Findley, Stephen Crow, Betty Carter, and Ken Hart. The motion passed unanimously.

4. PUBLIC COMMENT

There were no comments from the public.

5. SPECIAL PRESENTATIONS

a. Employee introductions

Employees introduced were Dalia Garza (IET Lead Instructor), Linda Cisneros (STEP Student Success Coach & Advisor), Jessica Smith (Career Connected Learning Navigator), Meghan Johnson-Reynolds (Administrative Specialist (SRCI), and Stephanie Oester, (Director of Advising and Dual Credit).

b. OCCA Board Training Report

The Board received selected PowerPoint slides from the OCCA Board Leadership and Governance Training presentation.

During the meeting, board members and Dr. Young reflected on key takeaways from the training which included a better understanding of public meeting laws, distinction between governance and management roles, the importance of a unified voice, civil communication, and collaboration. They also highlighted the need to build strong relationships, remain open to opportunities, and recognize the connection between a strong community college and a strong future.

Additionally, there was an increased awareness around the accreditation process and the importance of board engagement in that area.

6. COLLEGE BUSINESS

a. Evelyn S. Dame Nursing and Allied Health Professions Center

VP Darin Bell provided an update on the new building and reported that current total expenditures are over \$4m with a majority of the expenses being reimbursed through August. According to Kirby Nagelhout, the project is over 20% complete.

Next month a building tour will be scheduled for the Board.

b. Facilities Master Plan Timeline

VP Darin Bell shared the timeline for the plan which began with a request for proposals to select an architectural partner to lead the facility master plan update. From the proposals Opsis Architecture was selected as the firm to represent the College.

The first phase of the process—a needs assessment—is already underway. The role of the Board in this process was outlined, with an invitation extended to Opsis to present the initial findings and analysis at the November board meeting. This presentation will also provide an opportunity for the Board to offer feedback.

The second phase will focus on concept development, followed by the final phase: concept finalization. Throughout each phase, the Board will be asked to review and approve the evolving concept. The completed Comprehensive Facility Master Plan is scheduled to be presented at the April 2026 board meeting. The 10-year plan will receive a review every 5 years. Dr. Young stated she is excited about the process and that it will be interesting to see the priorities that will emerge.

c. 2025-30 TVCC Strategic Plan

Strategic Plan Steering Committee Co-chair Stephanie Oester provided the Board with an update on the plan and process that involved the collaboration of the College and community. She noted creating the plan has been an exciting process and she feels it has been done correctly.

Dr. Young noted the title of Goal 1 *Attracting Non-Traditional Students* was changed to *Attracting New Student Populations*. She also noted that two of the three objectives under this goal will have a focus on supporting non-traditional students.

The finalized strategic plan will be rolled out campus wide during in-service so departments can begin setting their annual or multi-year goals.

d. Approval of Academic Calendar Changes/2025-26 Payment Date Adjustments

VP Bell explained that the 2025-26 payment date adjustments are on the agenda because of the Board's earlier approval of the academic calendar, which included the payment dates. And because there are changes to the dates it would require Board awareness and approval.

Moving forward, the academic calendar will be adjusted to better align with communication timelines and ensure key dates are accurate and well-communicated.

Motion: Roger Findley moved to adopt the new payment dates and schedule as presented. The motion was seconded by Dr. Lindsay Norman. Board member Findley asked if these changes would make it less frustrating for students to which the answer was yes. This is a step in the right direction. The roll call vote showed ayes by Suzi Ireland, Dr. Lindsey Norman, Roger Findley, Stephen Crow, Betty Carter, and Ken Hart. The motion passed unanimously.

e. President's Evaluation Tool

The evaluation committee comprised of board members Stephen Crow, Dr. Lindsay Norman, and Torie Ramirez met earlier to work with Dr. Young on this year's evaluation tool.

According to Dr. Norman, during the discussions, Dr. Young developed a draft of her performance objectives. These objectives are directly tied to the goals of the strategic plan, her job description, and the goals previously set by the Board. The committee is also working on a faculty and staff survey.

The next evaluation committee meeting is set for October 7. Dr. Young will update the evaluation tool and send it back to the committee for further review.

f. Board Operating Principles

The Policy Committee reviewed and revised the Board Operating Procedures (BOP). Dr. Norman noted that the original document was set aside with discussions to reference points in the ACCT Handbook, which includes a section titled *"How to Have a Successful Board."* That section originally contained 20 points, which the committee refined down to 18.

Dr. Young also shared Board Policy 2715 – Code of Conduct and Ethics/Standards of Practice – which covers many of the same principles. This raised the question of whether a new document is necessary or if the existing policy already fulfills the intended purpose. The committee agreed that further discussion is needed before moving forward and was referred back to the Board Policy Committee.

g. Approve Board Policy BP 3900 Speech: Time, Place, and Manner

The Board policy was brought back to the Board as a third reading.

Dr. Norman reiterated the recommendation by board member Ken Hart to consider adding language that addressed the wearing of masks during public speech or demonstrations.

As a result of the recommendation two options were offered by the College, 1) not allow the wearing of masks, and 2) allow the wearing of masks or hoods with the note that individuals may have to remove the mask for identity purposes.

Executive Director of Legal and Human Resources Anne Marie recommended Option 1, noting that demonstrations are often unpredictable. Having a clear, consistent rule in place from the outset—such as not allowing masks—helps eliminate confusion and sets expectations. This approach would reduce potential conflict between security and students, as the policy would be clearly established. She emphasized the importance of being able to identify individuals to ensure that participants are students and not outside individuals who may pose a security risk.

Motion: Betty Carter moved to approve the amendment to the original main motion made August 19, 2025 to include in the board policy the language in option 1. The motion was seconded by Suzi Ireland. Dr. Norman asked if the Board should approve the policy even with grammatical errors. According to Dr. Young, as long as the content hasn't changed, the policy can be approved. Dr. Norman will provide her technical edits to the College. The roll call vote showed ayes by Suzi Ireland, Dr. Lindsey Norman, Roger Findley, Stephen Crow, Betty Carter, and Ken Hart. The motion passed unanimously.

7. **CONSENT AGENDA**

Board Minutes: August 19, 2025, September 4, 2025, and September 8, 2025, and the Financial Report

Motion: Betty Carter moved to approve the consent agenda as presented and the motion was seconded by Dr. Lindsay Norman. The roll call vote showed ayes by Suzi Ireland, Dr. Lindsey Norman, Roger Findley, Stephen Crow, Betty Carter, and Ken Hart. The motion passed unanimously.

8. **COLLEGE REPORTS AND STATEMENTS**

a. **Statements from ASG/Student Programs** - A written report was provided in the Board packet.

b. **Statements from the Foundation**

Highlights from the Foundation included:

- This year's internal campaign will be dedicated to student basic needs. The campaign will kick off during in-service.
- The Wellness Committee will kick off their employee activity on Tuesday of in-service.
- Friday of in-service there will be a new student orientation with welcome packets and scholarship information distributed to students and families.
- The Campus Fair will be held on the first day of the term where the Foundation will be available to visit with students about scholarships.
- The Foundation Gala is set for Friday, November 7.

Board member Ken Hart left the meeting at 7:37 p.m.

c. **Statements from faculty:** There were no statements from faculty.

d. **OCCA Board Report**

Board member Stephen Crow provided highlights on the projected November 29 revenue forecast, October OCCA Board Meeting, November 19 Legislative Days, and OCCA Annual Conference Howard Cherry Awards.

e. President's Reports

i. Vice President of Academic Affairs

- The Board was reminded that the College rodeo is in April.
- This quarter incoming students can complete their college math requirements over three terms. Kudos to the math instructors for developing the “math ladder” to help students progress more effectively through the math sequence.
- A new early start/HDEV class for freshmen was launched this fall with the assistance of coaches and the Athletic Director. We believe this early engagement will greatly benefit students who arrive ahead of the regular start.
- For the first time, as part of New Student Orientation (NSO), VP McFetridge and his team are offering an evening NSO session designed specifically for non-traditional students. So far, 12 students have enrolled, and we are excited to see how this initiative develops.
- We received \$15,000 in funding through our STEP expansion, which goes directly toward wraparound services for students.

Upcoming Events:

- Grand Re-opening of the TVCC Harney County Center – scheduled for October 8.
- CTE Open House – scheduled for October 22 at 8:00 AM, featuring guest speaker Amberley Snyder.

CTE Program Updates:

- We are currently working on securing more competitive pricing to select the most appropriate modules for a new simulator(s). Progress is being made, and we’ve received approval to use Perkins funds to support the purchase.
- In response to Board member Findley’s question about the surgical tech position, VP Porter shared that we have interested candidates. The ideal candidate will need a bachelor’s degree and the skillset required to help navigate the accreditation process. In the interim, our former surgical tech coordinator will assist with curriculum development.

Bachelor of Applied Science in Education (BASE) Program Update:

- We completed the 90-day comment period, and feedback was received from our four-year partners regarding our entry into this space. We will continue to collaborate with them to strengthen pathways while ensuring we meet the needs of our community.

ii. Vice President of Student Services

- The College exceeded its goals in the admissions application process.
- A review of the Summer 2025–26 and Fall 2025–26 Q2Q (Quarter-to-Quarter) reports.
- Additionally, Board members were invited to attend and be part of the College events that are scheduled over the next several weeks. Such as new student orientations, Chukar Fall Fest, and the Athletic Department Meet and Greet.

iii. Vice President of Administrative Services

VP Darin Bell commended the maintenance crew for their work on the Harney County Center. In other news, it is anticipated that the Nursing and Allied Health Professions Center will be completed in late spring of 2026, and lastly, the audit is going well.

iv. President's Report

Dr. Dana Young shared highlights from her recent meeting with former Board members—Darlene McConnell, Cheryl Cruson, and Mark Wettstein. She described it as a very positive and productive conversation. During the meeting, she asked if they were hearing any feedback from the community about the College and if they had any suggestions for improvement. One former member expressed appreciation for the beautiful entrances to the campus, commending the grounds and facilities teams. They also shared their excitement about the new building, noting that it represents a continuation of the progress they were a part of during their board service. Overall, they felt the College is on a positive path.

Dr. Young also had a productive meeting with staff from Congressman Bentz's office in which Dr. Young provided an overview of College programs and discussed ongoing concerns around funding and impacts to rural communities.

Other news included the progress to complete the strategic plan which will be launched at in-service and the beginning steps on the next facilities master plan and classroom utilization.

The Renewable/Advanced Energy building is in the final approval stage with the city. A new building inspector requested a code analysis, but our architect confirmed the project was already approved under the correct city code section. A special board meeting may be needed to approve the contract.

Human Resources (HR) and the Vice Presidents (VPs) organized a successful staff in-service, covering topics like credit card reconciliation, Microsoft Teams, and customer service. Ongoing training is planned throughout the year. Kudos to the VPs and HR for their efforts.

College Branding: Board member Dr. Norman asked if a TVCC banner could be placed at the airport or livestock center and whether existing signage could be used in the meantime as we go through branding. Dr. Young shared that she spoke with a former board member who has an airport hangar where a banner could potentially be placed. Additionally, Dr. Young shared that plans are also in place for signage at the livestock center and the renewable energy building. In the meantime, departments have been asked to pause printing while branding is finalized. The delay is intended to ensure the new branding reflects TVCC's identity. She also noted that the Chukar will remain part of the logo, and since it will be in place for years to come, the goal is to get it right during the rebrand.

- September 22 – New Student Orientation (Nontraditional)
- October 7 – Chukar Fall Fest
- October 8 – Harney County Center Ribbon Cutting
- October 20 - SRCl graduation and BCT tour

9. STATEMENTS FROM BOARD MEMBERS

Several Board members chose not to provide comments, while those who did commended everyone for their hard work during the meeting. Dr. Young asked the Board to review their progress on items outlined in their Board Action Plan. She noted that once the president's evaluation tool is finalized, the Board should also begin work on its own annual evaluation tool.

Regarding student engagement, Dr. Young suggested the possibility of dedicating a work session to this topic, potentially in November or February. Dana also shared information about upcoming coffee hours planned during in-service and other related events.

The meeting adjourned at 8:29 p.m.

Stephen Crow, Board Chairman

Dr. Dana M. Young, President