

**TREASURE VALLEY COMMUNITY COLLEGE
BOARD OF EDUCATION COMMITTEE SPECIAL MEETING**

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

Tuesday, February 3, 2026

Those present at the meeting were board members Roger Findley, Torie Ramirez, and Dr. Lindsay Norman and staff President Dana Young and Executive Director of Legal and Operations Anne Marie Kelso.

Work Session

The Work Session began at 3:12 p.m. The committee reviewed the following board policies.

1. **BP 3300 Public Records and Public Information** (replaces KBA Public Records, KBB Public Information, and KBA-AR Public Records)

Board member Dr. Norman asked for clarification on what is considered a public record to which Executive Director Anne Marie Kelso provided some examples. Board member Findley asked if it would be prudent to list what records cannot be disclosed. Executive Director Kelso explained how all requests are sent to her to manage and determine what can be disclosed or not. The plan is to have the records request form on the college's website making it an easier tool for those requesting information.

2. **BP 3280 Grant**

This board policy was created in an effort to keep the Board informed of key grants either applied for or received by the College. There was a language change to the board policy from *The President shall establish procedures...* to *The President establishes procedures...*

After further review the committee was satisfied with how it read. There were no further changes.

3. **BP 3310 Records and Retention and Destruction**

This policy is informational because the Oregon Administrative Rules (OAR) are comprehensive. We want people to know there are rules for records retention and destruction.

4. **AP 3820 Gifts**

The board policy BP 3820 Gifts has been previously approved by the Board. The Executive Council had asked for a definition on what constitutes a gift so the administrative procedure was created.

Adjournment

The committee meeting ended at 4:04 p.m. The next regularly scheduled Board of Education meeting is Tuesday, February 17, 2026.


Stephen Crow, TVCC Board Chair


Dr. Dana M. Young, TVCC President/CEO