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

Tuesday, July 21, 2026, 6:00 p.m.

MINUTES

Board of Education members in attendance (quorum present):

Chair Stephen Crow, Vice Chair Betty Carter, Roger Findley, Ken Hart, Torie Ramirez (arrived via Zoom at 6:14 pm), Dr. Lindsay Norman, Suzi Ireland

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

President Dr. Dana Young, Vice President Darin Bell, Vice President Travis McFetridge, Vice President Sandy Porter, Kathleen Thayer, and Cathy Yasuda

1. CALL TO ORDER and WELCOME

The board meeting was called to order at 6:02 pm by Chair Stephen Crow who led the Board in the Pledge of Allegiance and reading of the mission and vision statements.

2. ORGANIZATIONAL MEETING

Stephen announced that Torrie Ramirez was running late. Dr. Lindsay Norman proposed moving the Organizational Meeting items to later in the meeting, while Vice Chair Betty Carter proposed following the agenda in sequential order. Roger Findley asked about agenda item 2.i. and how committee assignments would be determined for Torrie Ramirez. Chair Stephen Crow proposed keeping the agenda as presented, and the Board proceeded in the order outlined on the agenda.

a. Election of Board Chairperson

Chair Crow asked for nominations for Board Chair. The nominations were as follows:

- Suzi Ireland nominated Stephen Crow.
- Roger Findley nominated Ken Hart.

Vice Chair Betty Carter asked Stephen Crow if he would accept being the Board Chair and the response was yes. Vice Chair Betty Carter asked Ken Hart if he would accept being the Board Chair and the response was yes. Ken Hart explained why he would like to be Board Chair. Stephen Crow explained why he would like to be Board Chair.

Motion:
The roll call vote indicated the following:
Those in favor of Stephen Crow as Board Chair were board members Suzi Ireland, Betty Carter, and Stephen Crow. Those in favor of Ken Hart as Board Chair were Dr. Lindsay Norman, Ken Hart, and Roger Findley. Because of the tie vote, board members were asked again to vote for the Board Chair.

The second roll call vote indicated the following:
Those in favor of Stephen Crow as Board Chair were board members Suzi Ireland, Betty Carter, and Stephen Crow. Those in favor of Ken Hart as Board Chair were Dr. Lindsay Norman, Ken Hart, and Roger Findley.

After 2 rounds of voting, tied 3-3, Board member Torie Ramirez joined via Zoom. Because of the tie vote, board members were asked again to vote for the Board Chair.

The third roll call vote indicated the following:
Those in favor of Stephen Crow as Board Chair were board members Suzi Ireland, Betty Carter, and Stephen Crow. Those in favor of Ken Hart as Board Chair were Dr. Lindsay Norman, Torie Ramirez (via chat Zoom), Ken

Hart, and Roger Findley. Because of the tie vote, board members were asked again to vote for the Board Chair. The result of the vote was Ken Hart being elected as Board Chair for 2026-27.

b. Election of Vice Chairperson

Chair Ken Hart asked for nominations for Board Vice Chair.

The nominations were as follows:

- Roger Findley nominated Dr. Lindsay Norman
- Stephen Crow nominated Suzi Ireland.

Chair Ken Hart asked Dr. Lindsay Norman if she would accept being the Vice Chair and the response was yes. Chair Ken Hart asked Suzi Ireland if she would accept being the Vice Chair and the response was yes. Dr. Lindsay Norman explained why she would like to be Vice Chair. Suzi Ireland explained why she would like to be Vice Chair.

Motion:
The roll call vote indicated the following:
Those in favor of Dr. Lindsay Norman as Vice Chair were Dr. Lindsay Norman, Torie Ramirez, Ken Hart and Roger Findley. Those in favor of Suzi Ireland as Vice Chair were Suzi Ireland, Betty Carter, and Stephen Crow. The result of the vote was Dr. Lindsay Norman being elected as Vice Chair for 2026-27.

c. **Designate Regular Time and Place for Meetings**

President Dana Young recommends to keep the meetings with the current time and place on the Third Tuesday of every month at 6:00 pm in the Laura Moore Cunningham Science Center Boardroom.
Ken Hart entertains a motion.

Motion: Suzi Ireland moved that the Board meet in the Hanigan Board Room on the 3rd Tuesday of each month at 6:00 p.m. per the President's recommendation. The motion was seconded by Betty Carter. The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

d. **Designate Budget Officer** (*Designate the Vice President of Administrative Services as Budget Officer)*

Motion: Stephen Crow moved to designate the Vice President of Administrative Services as Budget Officer for 2026-27. The motion was seconded by Betty Carter. The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

e. **Designate Deputy Clerks for College** *(Designate the Vice President of Administrative Services and the College President as the Deputy Clerks for the College)*

Motion: Stephen Crowe 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 roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

f. Custodian of College Funds

Motion: Stephen Crow 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 Dr. Lindsay Norman.

The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

g. **Designate Financial Institutions for Fiscal Year 2026-27**

Motion: Stephen Crow moved to approve as presented the financial institutions the College can utilize and deposit funds for the fiscal year 2026-27. The motion was seconded by Suzi Ireland.
Chair Ken Hart asked Vice President Bell to remind the board of the current financial institutions that are used. The board was referred to the document in the board packet stating that US Bank, Local Government Investment Pool (LGIP) account and an escrow account at Wells Fargo as well as a loan at Eastern Oregon Bank.

The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

h. **Approve Resolution 26-002 for the Purpose of Pooling Cash Balances**
Chair Ken Hart asked Vice President Bell to explain what the purpose of pooling cash balances means. Vice President Bell explained that the college does not maintain a separate checking account for each fund or activity. Instead, cash from multiple funding sources is held together in a single checking account and the LGIP. This approach reduces the administrative burden of managing multiple accounts while still allowing the college to accurately account for the value and activity of each fund.

Motion: Betty Carter moved that Resolution #26-002 authorizing the pooling of cash balances be approved. The motion was seconded by Roger Findley. The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

i. **Selection of Board Representatives for Committees**
The Board reviewed the committees for 2026-27. All membership will remain as follows:
- TVCC Foundation Board Liaison: Betty Carter
- OCCA Board Representative: Stephen Crow
- TVCC Audit Committee: Suzi Ireland, Ken Hart and Roger Findley
- TVCC Policy Review Committee: Dr. Lindsay Norman, Torie Ramirez, and Roger Findley

3. **AGENDA REVIEW/CHANGES** (action)
Motion: Stephen Crow moved to adopt the agenda as presented. The motion was seconded by Dr. Lindsay Norman. The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

4. **PUBLIC COMMENT** max. time 15 minutes, each speaker will be limited to 3 minutes
There were no comments from the public.

5. **SPECIAL PRESENTATIONS**
There were no special presentations and no new employees to introduce.

6. **COLLEGE BUSINESS** (action or discussion)
I. <u>August Board Planning Meeting (discussion)</u>
The All-Day Board Planning Meeting is scheduled for Tuesday, August 18, with the proposed schedule of 9:00 a.m.–4:00 p.m., followed by dinner and the regular Board meeting at 5:00 p.m. The agenda will be sent out as soon as possible and will follow the previous year's format with a few updates.

Roger Findley requested adding a nursing program update to the agenda regarding the Pro Forma, which was created several years ago, noting that the current numbers do not align with Mara's previous presentation. Administration is working with the nursing department to update the Proforma. Roger further requested a list of

RFTE per class. Administration will work to gather this data by August; if unavailable, it will be presented in September.

The 7-year accreditation report due in August remains the current priority. The Workplace Vitality survey results will be presented at a high level during the August Board meeting, with a more detailed review planned for In-Service.

II. 2026-27 President's Goals (action)

President Young provided the Board with an updated draft of the 2026-27 President's Goals, including explanations for each goal. Chair Ken Hart reviewed the goals.

Torie Ramirez asked about employee succession planning. President Young noted that informal succession planning is in place, but positions cannot be guaranteed and must follow the established hiring process.

Motion: Stephen Crow moved to approve the President's Goals for 2026-27. The motion was seconded by Betty Carter. The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

President Young will make the requested amendments and distribute an updated copy to Board members.

III. Board Policies (2nd Reading/ action)

a. BP 3300 Public Records and Public Information (AP 3300 Public Records and Public Information-fyi)
b. BP 3310 Records Retention and Destruction (New)
c. BP 3280 Grants (AP 3280 Grants-fyi) (New)
d. BP 3720 Technology Resources & Acceptable Use
e. BP 3725 Technology Accessibility (New)
f. BP 3750 Intellectual Property and Copyright
g. BP 3911 Digital Presences and Web Services
h. BP 3921 Artificial Intelligence and Emerging Technologies (New)
i. BP 4110 Honorary Degrees (New)
j. BP 4240 Grade Forgiveness (AP 4240 Grade Forgiveness- fyi)
k. BP 4250 Academic Standing Classification and Academic Reinstatement (AP 4250 Academic Standing Classification and Academic Reinstatement- fyi)
l. BP 4260 Prerequisites and Co-requisites
m. BP 4300 Field Trips and Excursions (AP 4300 Field Trips and Excursions-fyi)
n. AP 3820 Gifts (fyi)
o. AP 4021 Program Discontinuance (fyi)
p. AP 4022 Course Approval (New) (fyi)
q. AP 4236 College Credit (fyi)

Policies a–m were presented for approval during the meeting. Dr. Lindsay Norman noted that the Board Policy Committee reviewed the policies and clarified that Administrative Procedures (APs) serve as a "how-to" guide.

Policies n–q were provided as information only and do not require Board approval. There were no questions.

Motion: Stephen Crow moved to approve Board Policies III a - III m on their second reading. The motion was seconded by Roger Findley. The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

7. CONSENT AGENDA (action)

a. Board Minutes: June 16, 2026 (Regular Board meeting), July 7, 2026 (Special Board meeting), and July 9, 2026 (Board Policy Committee meeting)

b. Financial Report

Motion: Stephen Crow moved to adopt the consent agenda. The motion was seconded by Suzi Ireland. The roll call vote indicated ayes from Suzi Ireland, Dr. Lindsay Norman, Torie Ramirez, Ken Hart, Roger Findley, Betty Carter, and Stephen Crow. The motion passed.

8. COLLEGE REPORTS & STATEMENTS

a. **Statements from ASG/Student Programs**
No ASG representative was present. VPSS McFetridge provided an update, noting that planning is underway for fall training, Eric Torres has been selected as the new ASG President, hiring is in progress for the Student Coordinator position, and the sidewalk project has begun.

b. **Statements from Foundation**
Cathy Yasuda was out on leave and provided a written report. Discussion included the HEP Grant, with Roger Findley asking when notification of the grant decision is expected. President Young shared that a decision is anticipated in September, though the process has been delayed. The college received approval for a no-cost continuation to maintain the current HEP Grant using existing funds. The college has funding available to continue the program for an additional year without grant funding.

c. **Statements from Faculty**
Kathleen Thayer attended via Zoom as a guest. No report was provided.

d. **OCCA Board Rep. Report**
Karen Smith will host a Lunch and Learn in July regarding questions from the June 25th Lunch and Learn session. The "Community College Works for Oregon" conference is scheduled for November 4–6 in Sunriver.
Stephen Crow will be submitting nominations for OCCA subcommittees by nominating TVCC Board members for available positions. Kendall will look into conference reservations and send a reminder email to Board members regarding attendance. VPAS Darin Bell confirmed the travel budget for the Board is now $2,300 per Board Member if spilt equally. Stephen Crow will also send the Board Governance Survey requested by Executive Director, Abby Lee for Board member responses.

e. **PRESIDENT'S REPORTS**

i. <u>Academic Affairs</u>
Vice President Porter reported that recent staff resignations have been taken seriously, with a focus on being thoughtful and responsive. The search for a Dean of CTE is underway, with first-round interviews scheduled. HR worked with Academic Affairs to update the job description.

Roger Findley asked about turnover in the Dean of CTE position. Vice President Porter explained that the role includes significant grant management responsibilities, including reporting and spending oversight. Betty Carter asked about exit interviews. President Young shared that they are offered but not required.

Mara Poynter resigned as Executive Director of Nursing and Allied Health. A revised Director of Nursing position has been created, with Allied Health responsibilities moving under Instruction and Academic Affairs. Molly Lightfield has agreed to serve as interim Director of Nursing. Wade Black also resigned from CTE but has agreed to teach out second-year students so they can complete their degrees. The future structure of the Equine Science program is being evaluated. We also have a Livestock Center Maintenance position open.

Vice President Porter shared updates on CTE activities, including a CTE externship that included classroom and fieldwork experiences for 20 high school counselors and instructors. Jackie Koehler also hosted a Trades Summer Camp where students built a timed water fountain project. The Aviation program was featured on KTVB. Vice President Porter will email Torie Ramirez the aviation cohort numbers requested at the last Board meeting.

Roger Findley asked about fire season impacts on aviation. Vice President Porter will follow up and provide an update. Roger also asked about Vice President Porter's experience at the Rodeo Finals, which she shared was a valuable opportunity to connect with other institutions and support TVCC athletes.

ii. Student Services

Vice President McFetridge reported that Summer enrollment was strong, with a significant increase in high school students taking advantage of the Grad Gift campaign of one free summer course, equivalent to approximately 7 FTE. Marketing support from PIO, Channel 2, and Channel 6 contributed to higher numbers for this campaign. Fall enrollment is currently similar to last fall, with efforts underway to increase enrollment. Betty Carter asked how many students participating in the free summer course students matriculated into registering for fall term. VPSS McFetridge will gather additional data to be available at the August Board meeting. Roger Findley asked about the value of each RFTE and VPAS Bell will provide information on the value of each RFTE, which varies based on several factors.

Athletics Coordinator/Women's Basketball Coach Riley Helmick accepted a position at Clark College. Coming out of the Planning and Budget Committee, a Sports Information Coordinator position has been created to support the Athletics Department. Both positions are open, and efforts are underway to fill them.

Marketing reported that the Nursing and Aviation inquiry-to-admit campaigns resulted in 222 admitted or registered Nursing students and 95 admitted or registered Aviation students for Summer 2026, excluding inquiries. A wayfinding and signage audit was completed for multiple TVCC locations, both Caldwell and Ontario airports, and campus interior signage. The results are under review.

TVCC continues engaging in the community by hosting the Chamber Leadership Cohort for an Education Day. Participants toured the Livestock Center and new AETC and attended presentations from college leadership and staff. Travis shared positive feedback from a cohort member expressing appreciation for the college and its investment in the community.

iii. Administrative Services

Vice President Bell reported that the College is beginning a new fiscal year and is completing the year-end financial process. The ending fund balance is not yet finalized but is anticipated to be closer to $4 million.

Dr. Lindsay Norman asked about the Workplace Vitality Survey results. A high-level update will be provided at the August Board meeting, with a more detailed presentation planned during In-Service.

Ken Hart asked about changes in Instruction expense and Instructional Support line items. Vice President Bell explained that year-end adjustments are still being reviewed and are not yet complete. HECC funding, originally projected at a 17% increase, is now estimated closer to 13% to help offset the PERS side account. The final amount remains dependent on revenue forecasts.

Ken Hart requested an update on the Gym Roof project. The Notice to Proceed has been issued, and the contractor has begun initial project planning. Bernie Babcock is leading the project, with a pre-project meeting scheduled for the following day.

Roger Findley asked about the portable light towers at the fairgrounds. Darin clarified that the lights are intended for the livestock pen areas, where limited lighting creates a safety concern for students, rather than for the arena.

iv. President's Comments

An error was identified on page 2. The percentage should be 10%, not 1%.

9. STATEMENTS FROM BOARD MEMBERS & FOLLOW UP

- Torie Ramirez: No comments.
- Suzi Ireland: Congratulated Ken Hart on becoming Board Chair and Dr. Lindsay Norman on becoming Vice Chair.
- Dr. Lindsay Norman: Reminded Board members to complete the NWCCU survey in preparation for the October accreditation visit. Information about the survey has been published in the *Argus* and will be shared on college websites and social media. President Young also sent an email to Board members.
- Roger Findley: Shared positive feedback regarding the Rodeo program and expressed hope that it will continue to grow. He expressed disappointment regarding Wade Black's resignation and recognized his accomplishments, including winning the Road to the Horse competition, as well as his contributions as an instructor. Roger also noted that Mara Poynter's resignation was difficult.
- Betty Carter: Congratulated Ken Hart and Dr. Lindsay Norman on their new Board leadership positions.
- Stephen: Thanked the Board for the opportunity to serve the past year as Board Chair and expressed appreciation for the Vice Presidents' hard work.

10. ADJOURN AND NEXT MEETING(S)

The meeting was adjourned at 8:25 pm. The next meeting is set for August 18, 2026, beginning at 9am.

Ken Hart, Board Chair

Dr. Dana M. Young

Dr. Dana M. Young, President