

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

Laura Moore Cunningham Science Center  
Hanigan Board Room 115A  
721 SW 5<sup>th</sup> St., Ontario, OR 97914

**Tuesday, September 1, 2026, 2:00 pm**

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**MINUTES**

Those present at the meeting were board members Dr. Lindsay Norman, Torie Ramirez and Roger Findley. Staff in attendance were Executive Director Anne Marie Kelso and Vice President Travis McFetridge.

**Work Session:**

The work session began at 2:11 pm. The Board Policy Committee met to review the following policies and administrative procedures. During the review there were changes to policies as needed.

In all the Board Policies and Administrative Procedures, change “their designee” or “his/her designee” to only “designee”. All formatting suggestions will be sent to VP McFetridge, Exec. Director Kelso, Kendall Hiatt and other members of the Board Policy Subcommittee.

- a. BP 5010 Admissions and Concurrent Enrollment- VP McFetridge reviewed the questions from the last meeting. It was clarified that homeschool students are not required to be specifically referenced. Idaho and Oregon requirements differ and should be considered. Remove bolding throughout.
  - i. AP 5010 Admissions – No changes.
  - ii. AP 5011 Admission and Concurrent Enrollment of High School Students – No changes.
  - iii. AP 5012 International Students– Clarified that NACES stands for National Association of Credential Evaluation Services.
  - iv. AP 5013 Students in the Military– Exec. Director Kelso clarified that regardless of the refund deadline, students called to active duty are eligible for a refund.
- b. BP 5015 Residence Determination – No changes.
  - i. AP 5015 Residence Determination- No changes.
  - ii. AP 5016 Academic Resident Requirement for Graduation– No changes.
  - iii. AP 5017 In-State Residency for Native American Students– Changed from a BP to an AP to allow for easier updates if another tribe is added and to not read like a board resolution.
- c. BP 5020 Nonresident Tuition– questions were raised about the current litigation regrading undocumented students receiving in state tuition rates. It has no relation to this policy currently.
  - i. AP 5020 Nonresident Tuition- No changes.
- d. BP 5030 Tuition and Fees– No changes.

- i. BP 5040 Education Records, Directory Information, and Privacy – The list of directory information is required by law, so keeping it in a BP ensures it is reviewed before any changes are made. Executive Director Kelso will ask Karen Smith about changing “may” to “shall” in the Directory Information section.
- ii. AP 5040 Education Records, Directory Information, and Privacy – Change “that are” to “is” in the first bullet. In the fifth bullet on the second page, remove “that” from the sentence beginning with “Exceptions.”
- iii. AP 5041 Education Records Management –  
AP 5041 will remain separate from AP 5040 due to different ORS requirements. Travis will consult Registrar Zach Widner regarding record retention. The committee discussed record fees and a statement for the student to appeal the fees will be added. Accessing records and formatting questions were also reviewed.
- e. BP 5052 Open Enrollment – The last sentence was updated from the previous meeting. The policy addresses meeting pre- or co-requisites, not the minimum number of students required for a class.
- f. BP 5055 Enrollment Priorities – Changes were made from the previous round of review.
  - i. AP 5055 Enrollment Priorities– Important to maintain to address any potential priority groups.
- g. BP 5110 Counseling– Personal counseling services are not required to be offered. The committee decided to keep the language as “may provide” and “may ensure available counseling services.”
  - i. AP 5110 Personal Counseling - Additional counseling AP’s may be added as needed.
- h. BP 5120 Transfer – No changes.
- i. BP 5130 Financial Aid– Suggested using “TVCC” instead of spelling out Treasure Valley Community College throughout the policy.
  - i. AP 5130 Financial Aid– Change the language to “a service provider with which TVCC” and remove “the.”
  - ii. AP 5131 Student Awards and Scholarships – No changes.
  - iii. AP 5132 Exit Counseling - Remove “The” and “the” before “counseling materials” in the first sentence. Entrance and exit counseling requirements were discussed. The committee discussed the use of “ensures” regarding administrative withdrawals; the term will remain to ensure documentation of the college’s efforts to complete exit counseling.
  - iv. AP 5133 College Bookstore Charges– It was clarified that students with financial aid or loans may charge bookstore purchases to their student account. Excess funds are not disbursed until after the four-week refund period.
- j. BP 5140 Disabled Student programs and Services – Reasonable accommodations for students with disabilities in required courses were discussed.
  - i. AP 5140 Disabled Student programs and Services – No changes.
  - ii. AP 5141 Service and Assistance Animals– Created as a separate procedure based on suggestions from the previous review. Change the first sentence to “for service and/or assistance animal.” Change “Fair House” to “Fair Housing.” Additional grammar edits were suggested, and “shots” will be removed from the Health section.

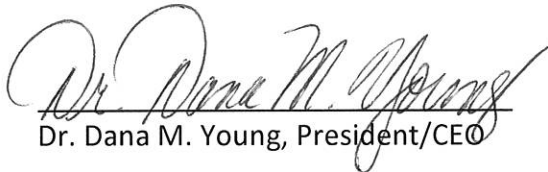
- k. BP 5210 Immunization Requirements for Students– No changes.
  - i. AP 5210 Immunization Requirements for Community College Students– It was clarified that measles is the only immunization required to be reported. Clinical sites may have additional immunization requirements.
- l. BP 5300 Student Equity – No changes.
- m. BP 5400 Associated Students Organization- Grammar suggestions were discussed.
- n. BP 5410 Associated Student Elections– Change the second “established” to “set forth” in the last paragraph.
- o. BP 5450 College Housing – No changes.
  - i. AP 5450 College Housing – No changes.
  - ii. AP 5451 College Housing Early Move-In and Non-Instructional Breaks- No changes.
- p. BP 5510 Off-Campus Activity of Student Organizations – Changes were made from the previous meeting.
- q. BP 5570 Student Gifts and Solicitations - No changes.
- r. BP 5700 Intercollegiate Athletics – Changes were made from the previous meeting.

### **Adjournment**

The meeting adjourned at 4:11 pm. Next scheduled Board of Education meeting: Tuesday, September 15, 2026.



Ken Hart, Board Chair



Dr. Dana M. Young, President/CEO