

TREASURE VALLEY
COMMUNITY COLLEGE

TVCC BOARD OF EDUCATION
MEETING MINUTES

Tuesday, May 21, 2019

The meeting was called to order at 5:00 p.m. in the TVCC Laura Moore Cunningham Science Center, Room 115A in Ontario, Oregon. Chair Forsyth led the group in the flag salute and reading of the College's mission and vision statement.

Board of Education Members and Budget Committee Members in attendance (quorum present)

John Forsyth, Cheryl Cruson, Stephen Crow, Roger Findley, Mark Wettstein, Darlene McConnell (via telephone), Jan Dinsmore, Gary Halcom, Carole Kitamura, and Prudi Sherman.

Staff, Representatives, and Guests in attendance

President Dana Young, Vice President Eddie Alves, CFO Shirley Haidle, Dean of CTE David Koehler, Vice President Brad Hammond, Larry Meyer from the Argus Observer, Tasha Wixom, Baylie Whiting, Yami Gonzalez, and Anne-Marie Kelso.

I. Budget Committee Meeting

a. Welcome & Introductions

President Young thanked everyone for attending the budget meeting. Prior to the start of the meeting everyone had the opportunity to introduce themselves.

b. Appointment of Budget Committee Chair

MOTION: Carole Kitamura nominated Prudi Sherman for the Budget Committee Chair position and the motion was seconded by Gary Halcom. The motion carried unanimously.

c. Appointment of Budget Committee Secretary

MOTION: Cheryl Cruson nominated Gina Roper as the Budget Committee Secretary and the motion was seconded by John Forsyth. The motion carried unanimously.

d. Budget Committee Overview

CFO Shirley Haidle provided an overview of the budget committee's role and the requirements for approving the 2019-20 budget.

e. Budget Message (Principles, Assumptions, & Highlights)

President Dana Young summarized the eight guiding principles for 2019-20 and noted that guiding principles 9. *Improve College technology to remain current and competitive* and 10. *Improve College facilities and infrastructure to remain current and competitive* were integrated into 6. *Improve facilities and resource utilization*. Guiding Principle 6 now reads *Improve facilities and resource utilization, including technology and infrastructure, to remain current and competitive*.

The budget assumptions and highlights for 2019-20 were shared and reviewed with the Board. According to President Young it is unsure at this point how much money community colleges can expect to receive from the State. As a result, the College is budgeting at flat enrollment and is including a \$3 per credit increase in tuition.

Some of the General Fund Budget Changes/Highlights were:

- mandated increase in PERS rates;
- Title III positions required to be absorbed into general fund per grant agreement;
- replaced two full-time faculty positions with adjuncts;
- early retirement for three returning faculty savings in PERS;
- did not budget PT coordinator position in the medical assistant program;
- eliminated FT professional position in plant operations/outsourced electrical services; and
- moved CTE recruiter position from grant funded to general fund.

Board member Roger Findley asked if there was a place in the budget that might reflect higher starting salaries for nursing faculty that would allow us to be competitive. President Young stated there is not place in the budget because the budget was balanced before the College became aware of the resignations. Dean of CTE David Koehler did share that the College is looking at options of appropriate levels of pay for nursing instructors.

CFO Shirley Haidle led the budget committee members and Board through the proposed budget for 2019-20. Some of the TVCC budget challenges shared consisted of enrollment estimates, unknown state funding, unfunded mandates, maintaining competitive salaries and benefits, increasing costs for equipment, software, licensing and staff, increasing PERS costs, increasing medical insurance costs, and aging infrastructure with growing deferred maintenance.

Budget committee member Gary Halcom addressed the 3.9% contingency fund and recommended the College increasing this percentage to perhaps 10% or perhaps at the very least, over the next few years, try and increase it to 5% because it is a vital fund that covers unforeseen expenses and is similar to a savings account. In his judgment the 3.9% doesn't seem adequate. CFO Shirley Haidle shared we are already working to increase this amount.

f. **Public Comment**

Budget Chair Prudi Sherman asked if there were any public comments from the public and there were none.

g. **Approve 2019-20 Budget**

MOTION: Gary Halcom moved to approve the 2019-20 Budget as proposed and the motion was seconded by Roger Findley. The motion carried unanimously.

The budget committee meeting ended at 6:02 p.m. The regular meeting of the Board of Education reconvened at 6:11 p.m.

II. **Special Presentations**

a. **Aviation Retention Rates**

Dean of CTE David Koehler provided the Board with helicopter retention rates and how they compared with the overall institution rates. The perception is students are dropping from the program because they are not prepared for the amount of coursework or ground work. According to Koehler, the program is also moving to two cohorts with students entering in the fall and in the spring. No winter cohort will be available.

b. **All Oregon Academic Team Student Scholar**

President Dana Young introduced Sarah Vargas as this year's All Oregon Academic Team Student Scholar. Sarah is majoring in business administration and after graduation is planning to transfer to Pacific University, Oregon.

c. **Accreditation Update**

Vice President Eddie Alves reiterated the Year Seven accreditation visit and spoke about the work of the accreditation taskforce. The taskforce meets every week to review the College's core themes, core theme indicators, mission fulfillment, and other areas of accreditation.

The College started the year with four core themes with the structure being shared earlier with the Board of Education. Since that time, this information was shared with the administrative team, governance councils, directors and at a town hall meeting with faculty and staff. The proposal was the elimination of Core Theme 4 Institutional Effectiveness because it should already be infused in everything the College does and should not be a standalone core theme. The work of the taskforce also proposed streamlining what we are trying to accomplish by removing Critical Strategies and Supporting Strategies and instead look at indicators important to the institution as they relate to enrollment and retention.

During the May 14 Success Summit, faculty, staff and administrators reviewed their goals and worked to tie them to appropriate core themes and indicators. However, this is a work in progress and we will continue to spend time working on department goals and determining how they are measured and what we are doing to assess them and close the loop. On December 6, all faculty and staff will meet together again to work on their goals for 2020-21 prior to the budget process.

The taskforce is currently working on mission fulfillment measures and the strategic plan and they will be asking for input from the Board of Education.

Regular Session Meeting

I. Agenda Review/Changes

There was a change to the agenda to add a report on Aviation Retention Rates under Special Presentations.

II. College Business

a. College Line of Credit Resolution 18-005

CFO Shirley Haidle asked the Board to authorize a line of credit for the 2019-20 fiscal year to ensure our cash flow remains adequate. The College has asked for Board approval on a line of credit in the past to get us through the summer months until we receive our final payment from the State which is always delayed until July 15 as opposed to April 15. According to Haidle, an amount not to exceed 1.25m would be a sufficient amount for the line of credit.

MOTION: Cheryl Cruson moved to pass Resolution #18-005 as presented and the motion was seconded by Stephen Crow. The motion carried unanimously.

b. Board Policies (1st Readings)

The Board received the following policies in their board packets prior to the meeting.

- i. Housing (JECA)
- ii. Residence Hall Early Move-in and Non-instructional Break Stays (JECAA)
- iii. International Students (JECBA)
- iv. Student Deficiency Notices (JECDB)
- v. Student Code of Conduct (JFC)
- vi. Staff and Student Complaint Procedures for Hazing, Harassment, Intimidation or Menacing (JFCF/GBNA-AR)
- vii. Tobacco Free College (JFCG/KGC/GBK)
- viii. Student Complaints (JFHA)

Vice President Brad Hammond reviewed board policies under Section J: Students and commented that many of the changes were editorial with the most being made to student complaints which were revised to follow the Collective Bargaining Agreement. Director of Legal and Human Resources reviewed policies under Section B: Board of Governance which were being brought forward by the board subcommittee who had previously reviewed the policies.

- ix. Board Elections (BBB)
- x. Board Member Qualifications (BBBA)
- xi. Board Member Removal from Office (BBD)
- xii. Board Member Ethics & Conflicts of Interest (BBFA)
- xiii. Board Member Ethics and Nepotism (BBFB)
- xiv. Board Members – Organization and Authority (BC)
- xv. Board Officers (BCB)
- xvi. Board Committees (BCE)
- xvii. Board Meetings/Regular Board Meetings (BD/BDA)
- xviii. Special and Emergency Board Meetings (BDB)
- xix. Executive Sessions (BDC)

III. Public Comment

There were no public comments.

IV. Consent Agenda - Action Item(s)

- a. Board Minutes – March 15, 2019, April 11, 2019, April 16, 2019, May 2, 2019 & May 6, 2019
- b. Financial Report

MOTION: Stephen Crow moved to accept the consent agenda and the motion was seconded by Cheryl Cruson. The motion carried unanimously.

V. **College Reports and Statements**

a. **Statements from ASG/Student Programs**

ASG President Baylie Whiting summarized her written report and updated the Board on past and upcoming student events.

On May 18-19, two students attended the OCCSA meeting at Klamath Falls CC and learned about SB 3 which is passed would allow community colleges to offer applied baccalaureate degree programs.

The students also hosted an event called, "What Gives You Hope?" and also held a Food for Thought forum where mental health awareness buttons, ribbons, and bracelets were provided to students. Board member Roger Findley asked if there was a way to measure or get feedback on mental health awareness events. Director of Student Programs Tasha Wixom replied this is hard to measure due to voluntary disclosure. Mental health is a focus for other institutions and will continue to be an initiative for TVCC. Another mental health survey will be conducted next year according to Wixom.

b. **Statements from Faculty**

There were no faculty present for statements.

c. **President's Reports**

i. **Academic Affairs**

Vice President Eddie Alves reported a positive site visit for Title III was just completed and later he would like to bring Director Joe Kurth and other staff to present to the Board on Title III. We also had a site visit from a state director on Career Pathways. Both the Title III site visit and Career Pathways visit were both positive external evaluations.

There was some discussion about Col Cred in Fruitland as a result of a board question. According to Abby Lee the College we only offer advanced courses in Ag and CTE. Some of the obstacles we see are that other Idaho institutions pay their teachers more and while we require a master's degree for our instructors, Idaho doesn't.

Nursing Program Update – interviews are set for Friday for the director position. The College hired Brianne Haun as an instructor and we currently have more applicants in the pool to consider for the other faculty positions.

The Caldwell Center Director announcement is out. There have been many inquiries about this position and VP Alves expects a large applicant pool.

We heard that our aviation program is being reviewed by the VA. This is good news. We also had some students (veterans) from the Portland area contact us about our program because Portland Community College abandoned the idea of trying to get veterans into their program due to the delay in VA approval.

ii. **Student Services**

A written report was provided to the Board. Vice President Brad Hammond highlighted the new degree seeking student headcount comparative and reminded the Board that the Red Carpet Affair has moved from Tuesday to Wednesday.

Other announcements included track and field athlete Delia Deleon taking first place in the 10m, 1500m and 5000m at the NWAC Track and Field championships and Tennis Coach Mark Heleker being named the NWAC Women's Coach of the Year.

iii. **Business Services and Bookstore**

CFO Shirley Haidle informed the Board of the College's purchase of a vehicle. In addition, in response to a question about the line of credit, she did reiterate what the College is doing to secure a line of credit until we receive the July payment from the State. She hopes to learn this week from US bank and if we don't secure a line of credit with them then we will be looking at other options.

iv. Human Resources and Physical Plant

COO Anne-Marie Kelso stated she will be meeting with the faculty on their \$100k life insurance benefit. According to the IRS, life insurance over \$50k is required to be taxed and OEBB stated that everyone as a group would either have to choose the \$50k or the \$100k policy and not one or the other. So, the faculty will have to decide what option they want.

Other updates:

- The new Director of IE, Miguel Lopez, has accepted the position and will begin in July.
- Physical Plant Director Michelle Potter is working to secure a day for a campus beautification project with staff before graduation.

v. College Relations and IT

Vice President of College and Public Relations Abby Lee reported although it is in line with their budget, IT will hold on computer purchases until later in the summer because of the College's cash flow needs.

vi. President's Comments

President Young updated the Board on the legislative bills being discussed during the weekly OCCA legislative calls. Some of these bills include SB 3 relating to community colleges offering applied baccalaureate degrees, SB 730A relating to transfer of academic credits and HB 2016A relating to collective bargaining that would require employers to grant reasonable paid time to public employees who are designated representatives engaged in certain activities.

According to Chemeketa Community College, the passage of SB 2016A would cost them \$300k. SB 2016A is a focus of OEA and is likely to pass. It was unknown how much TVCC would be impacted financially by this bill.

Other announcements:

Currently, funding for community colleges is looking hopeful and the CCSF budget should go before the Ways and Means Committee this week or next. President Young reiterated that TVCC balanced its budget at \$590m and if additional funding is received by the State then we would have to come back to the Board for a supplemental budget or apply it to the next year of the biennium.

Representative Findley's office has asked for more information on what is needed to complete the CTE center. President Young stated she would be following up with his office tomorrow and commented that the College is fortunate to have him as an advocate.

President Young also shared that the Board will need to visit about the vacancy on the board now that Matt Sorensen has taken a position outside the area. Board member Cheryl Cruson recommended that interested individuals should send their letters of interest to the President and the Board can decide who to appoint. Board member Mark Wettstein shared that it would be beneficial to the Board to get representation from the Nyssa area.

d. Statements from Foundation

Highlights shared by Executive Director and Chief Development Officer Cathy Yasuda:

- last Friday's TV Symphony Pops Concert was a great performance. The concert raised over \$2k.
- Scholarship award programs: Board members Darlene McConnell and Mark Wettstein were thanked for their help to present awards at the local high schools;
- the Nursing Scholarship Award Program is scheduled for May 30 at 1:00 pm in the tech lab building;
- last week a small tree planting ceremony was held with donors Carol Knothe and her son Mitch Knothe. Special thanks to Michelle Potter, the maintenance staff and Natural Resource faculty and students for helping plant the trees.
- Pheasants Forever established an endowed scholarship for natural resources.
- The Foundation received \$10k from the Oregon Community Foundation for Betty Gray scholarships. The funds go directly to ECE students.
- A grant for \$180k was submitted to the Meyer Memorial Trust.

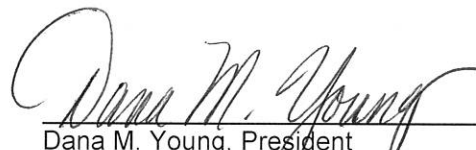
e. **Statements from Board Members**

- i. Cheryl Cruson participated at the Block Party and commented that the students were very helpful. A Republican dinner is set for June 29 in Vale. Senator Bentz and Representative Findley were invited to speak at the dinner.
- ii. Stephen Crow thanked Shirley Haidle and her team for their work on the budget.
- iii. Roger Findley echoed Crow's comments. He also appreciated the increase in the rodeo budget. Drew has worked hard to build enrollment.
- iv. Mark Wettstein thanked Cathy for the opportunity to attend the Nyssa high school awards ceremony and present scholarships. He also enjoyed the Pops Concert. Lastly, he thanked Shirley for working on the budget.
- v. John Forsyth thanked the budget committee for volunteering to serve and thanked Shirley for her work on the budget. He appreciated the efforts to increase enrollment and lastly, he appreciated the report on accreditation.
- vi. Stephen Crow shared that he will be sending out a 2019 GISS Topic Interest survey to the Board on topics they would like a better understanding on. Feedback is due back to OCCA by June 6. As the OCCA representative during his last meeting in Salem, next year's OCCA dues were approved with an increase. In addition, Crow was elected to serve as a member-at-large for 2 years on the OCCA Executive Board.

VI. **Adjournment and Next Meeting(s)**

- a. The next meeting of the Board of Education was set for June 18, 2019. The meeting adjourned at 8:06 p.m.


John Forsyth, Chair
TVCC Board of Education


Dana M. Young, President
Treasure Valley Community College

By Gina Roper, Recording Secretary