

TREASURE VALLEY
COMMUNITY COLLEGE

TVCC BOARD OF EDUCATION
MEETING MINUTES

Tuesday, June 18, 2019

The meeting was held in the TVCC Laura Moore Cunningham Science Center, Room 115A in Ontario, Oregon.

Board of Education Members in attendance (quorum present)

Chair John Forsyth, Vice Chair Cheryl Cruson, Stephen Crow, Roger Findley, Mark Wettstein, John Hall, and Darlene McConnell

Staff, Representatives, and Guests in attendance

President Dana Young, Vice President Eddie Alves, CFO Shirley Haidle, Vice President Brad Hammond, Cathy Yasuda, Andy Ward, Blas Guerra, Mark Heleker, Delia DeLeon, Abby Lee and Anne-Marie Kelso

Call to Order and Acknowledgement of Guests

Chair John Forsyth called the meeting to order at 6:10 p.m. and led the group in the flag salute and reading of the College's mission and vision statements.

I. Agenda Review/Changes

There was one change to add under College Business, G. Resolution to Approve the Grant of Easement and Maintenance Agreement (action).

MOTION: Stephen Crow moved to approve the agenda as amended and the motion was seconded by Darlene McConnell. The motion carried unanimously.

II. Public Budget Meeting

President Young reiterated the budget message and asked the Board if they had any questions or concerns. There were none. There were no comments from the public.

MOTION: Cheryl Cruson moved to close the public budget meeting and the motion was seconded by Stephen Crow. The motion carried unanimously.

III. Special Presentations

a. Athletic Department Recognitions

Athletic Director Andy Ward introduced and recognized Mark Heleker for receiving the NWAC Coach of the Year for Women's Tennis. Coach Heleker shared that the athletes were great to work with and to be recognized in a year where they didn't win was acknowledgement that the coaches saw the effort and the character of the athletes. He had a team that worked hard and the award was more about them.

Coach Blas Guerra introduced cross country and track athlete Delia DeLeon who won the NWAC championship. DeLeon won the 10,000m, 1,500m and the 800m and is the number #1 6k runner in the nation for community colleges.

b. Board Member Recognition

President Dana Young recognized and thanked John Forsyth for his 20 years of service on the Board. The Board members also took a moment to thank John for his leadership and service.

IV. College Business

a. 2018-19 Budget Appropriation Transfers

CFO Shirley Haidle summarized the year end budget appropriation transfers:

General Fund

Add to Instruction	\$50,000
Add to Plant Operations and Maintenance	\$50,000
Add to Transfers Out	\$100,000
Remove from College Support Services and into the above three areas	(\$200,000)

MOTION: Darlene McConnell moved that the TVCC Board of Education approve the proposed 2018-19 budget appropriations transfers in the General Fund for \$200k. The motion was seconded by Mark Wettstein. The motion carried unanimously.

b. **2019-20 Budget Resolutions: Adopt Resolution No. 18-006 Adopting the Budget, Making Appropriations, and Imposing & Categorizing Taxes**

CFO Shirley Haidle reported there were no changes to the budget since the public budget meeting in May.

MOTION: Cheryl Cruson moved that the TVCC Board of Education approve the 2019-20 budget resolution adopting the 2019-20 budget in the aggregate amount of \$59,857,533 as passed by the budget committee, adopting budget appropriations totaling \$55,127,533 and imposing the permanent tax rate of \$1.2235 per \$1,000 of assessed value be assessed in support of the General Fund. This permanent tax rate is expected to raise approximately \$2,556,000. The motion was seconded by Darlene McConnell. The motion carried unanimously.

c. **August Board of Education Planning Meeting**

The Board discussed a time for a summer planning meeting and it was agreed to hold the meeting on Tuesday, August 20 from 9:00 am to 4:00 p.m. The planning meeting will be followed by the regularly scheduled monthly board meeting but with an earlier start time of 5:00 p.m.

d. **Crop Science AAS**

Vice President Eddie Alves reported that because the Ag Business degree resembled more of a Crop Science degree, crop science was pulled out and made into its own degree and more business classes were added to Ag Business. Once approved by the Board the program will go to the State and NWCCU for approval.

MOTION: Darlene McConnell moved to accept the Crop Science AAS (code #2070) as presented and the motion was seconded by Stephen Crow. The motion carried unanimously.

e. **Cybersecurity and Network Administration AAS Degree**

Vice President Eddie Alves explained the changes to the former computer science program in an effort to attract additional students and provide employable skills.

Motion: Cheryl Cruson moved to accept the Cybersecurity and Network Administration AAS Degree (code #2066) and the motion was second by John Hall. The motion carried unanimously.

f. **Board Policies (1st readings)**

i. Minors and College Courses (On Campus/Online), New Board Policy

Director of Legal and Human Resources Anne Marie Kelso summarized the purpose of the new policy which is to provide some guidance, especially for faculty members, relating to minors who are taking on campus courses. Kelso did refer to the Children on Campus (Non Students) policy which addresses children on campus who are visitors.

ii. Transfer Credits Policy, New Board Policy

Vice President Brad Hammond reported the purpose of the new policy is to put in writing what the College is already doing. The new policy explains what credits and how many credits/hours we accept from other accredited institutions.

iii. Copyright Statement (EGAAA)

Vice President Eddie Alves reviewed the changes to the Copyright Statement which separated out the policy from the process.

iv. Board Powers and Duties (BBA)

Board Powers and Duties was reviewed by the subcommittee of the Board where several changes were made. According to Chair Forsyth, the subcommittee felt there was confusion understanding the powers and duties as a board member. These revisions will make the powers and duties more understandable. Board member Roger Findley suggested adding language that the Board is responsible for having the College's books audited.

The following language will be added to the board policy... *14. The Board will review and accept the annual audit.*

g. **Resolution for City Trail**

Earlier in March the Board of Education approved a resolution supporting the grant application for the Treasure Valley Connector Trail and since that time an easement agreement was created between the College and the City to address the maintenance of the path. Director of Legal and Human Resources Anne Marie Kelso provided the Board with a summary of the agreement details. It was noted that the College would not have to add curbs and gutters along 14th Street until the road is improved and that the City would put curbs and gutters along the Park Blvd. side. There was a discussion concerning maintenance of both sides of the path and safety concerns with mowers operated near trail users. There was also a discussion concerning potential costs to relocate irrigation lines and trees.

During the meeting, Kelso received an email from City Manager Adam Brown who said the City would be decreasing the amount of garbage cans on the trail from 21 to 5 and that the City would pay for any relocation of irrigation.

MOTION: Darlene McConnell moved to accept the City of Ontario's Grant of Easement and Maintenance Agreement with amendments presented by Anne Marie Kelso in regard to trash cans, relocation of irrigation pipes or lines and trees. The motion was seconded by Stephen Crow. The motion carried unanimously.

V. Public Comment

There were no comments from the public.

VI. Consent Agenda - Action Item(s)

- a. Board Minutes – May 21, 2019 and June 3, 2019
- b. Financial Report
- c. Board Policies (2nd readings)
 - i. Housing (JECA)
 - ii. Residence Hall Early Move-in and Non-Instructional Break Stays (JECBA)
 - 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)
 - 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)

MOTION: Darlene McConnell moved to approve the board minutes, financial report and board policies as presented under the consent agenda. The motion was seconded by Mark Wettstein. The motion carried unanimously.

VII. College Reports and Statements

- a. Statements from ASG/Student Programs
A written report was provided on the happenings in ASG and Student Programs.
- b. Statements from Faculty
There were no faculty present for statements.
- c. President's Reports
 - i. Academic Affairs
According to Vice President Eddie Alves, Dr. Paulla Mizer has been hired as the new Director for Nursing and Allied Health and will begin July 8. Brianne Haun was also hired as a nursing instructor. The College is also working to fill the Director of the Caldwell Center and Head of Library and Information Services positions. Also reported was the resignation of Instructional Designer Montessa Young whose position is funded through Title III.

Aviation Update: there is a new VA coordinator in Oregon who has been in continual contact with TVCC. Although we are not through the process, Vice President Alves hopes to have something new to report next month.

Nursing instructors – there is an offer going out today to an applicant. In addition, a second interview is set for next Monday. We also heard today that there may be another nurse who is interested in working for TVCC. Dean of CTE David Koehler has done a tremendous amount of work to fill these positions.

The Board was updated on the June 13 meeting with OSBN and what the College is doing moving forward with our remediation plan.

ii. Student Services

The Summer and Fall Quarter to Quarter Enrollment Comparisons show enrollment is up 18% in total reimbursable FTE for summer and up 3% in total reimbursable FTE for fall quarter.

Student housing has received 51 applications for our residence hall which is up from last year.

Board member Mark Wettstein asked what the average amount for financial aid is for students (overall package). Vice President Hammond stated that he would get that information to him.

iii. Business Services and Bookstore

CFO Shirley Haidle updated the Board on the line of credit which has been secured with US Bank. According to Haidle, the line of credit will be ready in time for the June payroll.

The new auditing firm representative came to campus and visited with everyone. Staff who spoke with the new auditor are excited about the firm's approach to the auditing process.

iv. Human Resources and Physical Plant

The College received an official notification from Matt Sorensen declining the position on the Board. Sorensen would have been sworn in on July 1.

Director of Legal and Human Resources Anne Marie Kelso shared her conversation with Malheur County Clerk Gayle Trotter who provided guidance on filling the vacant board position. The Board cannot appoint a new member until after July 1. The County Clerk's office would also need to be notified of any candidates before an appointment is made to ensure they are a qualified elector in the College's service district. However, according to board policy, the process is up to the Board on how they want to solicit candidates for the vacancy. The position would be a 2-year appointment.

The Board instructed a notification be sent out through social media and the newspaper. Any letters of interest should be sent to Board Secretary Gina Roper by July 9.

v. College Relations and IT

Associate Vice President of College and Public Relations Abby Lee shared information on the Channel 2 story on the rodeo program which airs tonight. She stated she would send the link out to the Board so they can view the video.

Other announcements included:

- A summary of projects being working on by IT.
- Wade Black will be a guest speak at the Ontario Chamber luncheon next week.
- Abby is still working on getting media attention out on Wade this summer. An ad has been purchased in the Vale 4th of July rodeo program.

Burns Center Update: Abby Lee and President Young met with Harney County Judge Runnells on the education needs in their area and the decrease in enrollment. Part of the conversation included the need for GED. Although TVCC could provide this service there is the potential for GED to be provided through the schools. According to Abby, it is not cost effective for the College to offer GED services. Abby and President Young also attended the evening Harney County economic development meeting and plan to return in August to hear more about their economic development report and where TVCC might fit in as the College is still committed to Burns.

vi. President's Comments

The recommendation for funding for the Community College Support Fund remains at \$640.9m. As of yet, the College hasn't heard anything more on the results of the Christmas Tree bill or our CTE proposal to Representative Findley.

Other reports:

- Cap and Trade is a real challenge which will have an impact to our area. There is the possibility the Senate Republicans will walk out again. There are some bills that might be left on the table and undone due to the walk out.
- Effective July 1, Shirley Haidle will move to the Vice President of Administrative Services position. Haidle will continue doing the majority of the CFO duties. Organizational charts will be shared with the Board during their August planning meeting.
- The plan is to move the compliance duties from the Director of Admissions and Student Success and Title IX and Clery Coordinator to the Director of Legal and Human Resources.
- There are some vacancies in the physical plant and work is being done to fix the issues there.
- President Young leaves on vacation tomorrow until July 1. Vice President Eddie Alves will be the administrator in charge.

CTE Building Update – The CTE committee met yesterday to go over electrical needs, room colors, IT concerns, etc. with CTA. The committee is working to lower the budget to construct the building and are looking at ways in which SRCI BCT can help keep costs to a minimum. Director Cathy Yasuda stated she believes we can begin discussing naming opportunities in the next couple of months.

d. **Statements from Foundation**

Updates on the work of the Foundation included:

- A new endowed scholarship established by Roger and Anne Watts. The scholarship was created for a Vale or Ontario student pursuing bee pollination or agriculture.
- Chief Development Officer Cathy Yasuda is working on several grant applications. One is the Youth Development athletic mentor program and another is through the Smead Foundation. The College is also looking at two federal grants – TriO which is a five-year federal grant and a Hispanic Serving Institution grant.
- Two new board members who will be joining the Foundation are Debbie Delong and Jaime Grimaldo.

e. **Statements from Board Members**

- Cheryl Cruson commented on the nursing pinning and commencement ceremony.
- Stephen Crow echoed Cruson's comments and also said Elevation Academy was great.
- Darlene McConnell enjoyed the nursing pinning and thanked John Forsyth for his service on the Board.
- Roger Findley commented that he was proud of the rodeo team and coach during the national finals. He was also happy to see stories about Wade Black. He congratulated Shirley Haidle for her appointment to the Vice President of Administrative Services position. He also thanked John Forsyth for his 20 years of service.
- John Hall thanked John Forsyth for his service. John Hall and Roger Findley met with the new auditor and appreciated his attitude to help and guide the College through the process.
- Mark Wettstein thanked John Forsyth for his service and appreciated his leadership to steer the College through some turbulent waters.
- John Forsyth shared that he believes the College is in a good place with the remodel of the CTE building, our fixed wing program, Foundation and scholarship and grant opportunities and believes there is a good team in place.

i. **OCCA Board Rep. Report**

The 2019 Oregon GISS Topic Interest Survey was sent out to board members previously and as of today only two members have completed the survey. According to Stephen Crow, he believes we are past the deadline to get them turned in to OCCA.

OCCA will be holding the New Board Member Orientation on July 30 in Salem. The orientation is open to new and current board members.


VIII. **Important Date(s)**

- a. June 24 Summer Quarter Begins
- b. June 28-Aug 30 Four-day Work Week (Friday closures)
- c. July 4 Independence Day Observed (college closed)

IX. **Adjournment and Next Meeting**

The meeting adjourned at 8:54 p.m. The next meeting is scheduled for Tuesday, July 16, 2019.


2019-20 Board Chair
TVCC Board of Education


Dr. Dana M. Young, President
Treasure Valley Community College