



Klamath Community College Board of Education
7390 South Sixth Street * Klamath Falls, Oregon 97603

Board of Education Retreat - Friday, August 17, 2018 8:00 AM – 4:00 PM

NOTES

Chair Dave Jensen called the Board of Education Retreat of the Klamath Community College Board of Education to order at 8:00 a.m.

Members Present: Dave Jensen, Chair; Kate Marquez; Mike Fitzgerald; Al King; Kathy King; and William Riggs.

Members Absent: Barbara Headden, excused.

Staff Present: Dr. Roberto Gutierrez, President; Bill Jennings, KCC Institutional Researcher (presenter); Joanna Lyons-Antley, Vice President (presenter); Paula Pence, Director of Resource Development (presenter); Jamie Jennings, Vice President (presenter); Michael Blade, Executive Director (presenter) and Shannon Childs, Secretary to the Board.

Guests: None.

Welcoming Remarks

- Chair Jensen welcomed the Board of Education. Each Trustee gave updates on their past year.

President's Remarks

- Dr. Gutierrez welcomed the Board as he enters into his seventh year at the College.

KCC Data – Bill Jennings

- Dr. Gutierrez introduced Bill Jennings, Institutional Researcher as an important member of the College.
- Mr. Jennings reviewed his PowerPoint presentation as provided in the binders. The things focused on in the presentation were enrollment college wide, enrollment GED/ESL, enrollment non-credit, enrollment credit, developmental education, programs, graduation, and retention.
- Mr. Jennings shared that Full Time Enrollment (FTE) equivalency was defined as 510 clock hours of instruction per person. The intent of this is 45 credit hours a year. This is established state wide.
- Trustee Riggs inquired if there is a workforce we can reach in the enrollment – GED/ESL Gender Demographic slide. This may tie into the College moving into apprenticeships.
- Trustee Al King would like to see how this data affects the Colleges hard cost. The slide that was referred to was Enrollment-Non-Credit (Headcount and FTE). Dr. Gutierrez added that the Board sees all the information when the programs and certificates come to the Board for approval.
- The work the College has done towards remedial education was reviewed, including starting students early in high school, analyzing and working with placement testing, and curriculum work. The writing department may be invited to a future Board meeting to look at the hard work put into these strategies.
- Trustee Marquez asked for the demographic of each high school in Klamath County sending students to KCC. Mr. Jennings shared it was about 30%, ranging from 29%-35%. Trustee Marquez was interested in individual high schools.
- Mr. Jennings explained Integrated Post Secondary Data System (IPEDS) reporting. For the students in the IPEDS cohorts, they have 3 years to complete an Associate Degree to count as a completer and also 150% of normal time for one-year and Pathway degrees. For those who do not complete but transfer, they show on KCC's Transfer Rate calculated on the same cohort. Mr.

Jennings is encouraged by the trend when the IPEDS Graduation Rate is added with the Transfer Rate for KCC students. The most recent published values show a 40% combined rate for Graduation and Transfer. This trend has been growing over the past 5 year trend.

Apprenticeship State Grant / Anchor Funding – Paula Pence

- Dr. Gutierrez introduced Paula Pence and the next project at the College, The Apprenticeship and Industrial Trades Center. Last Thursday Dr. Gutierrez heard from Ben Cannon that HECC is approved this as the number one project. Dr. Gutierrez shared that it is very likely the KCC will get this project. Dr. Gutierrez has requested the minutes from the meeting. The Foundation has approved to move forward with the 4 million capital campaign once approved.
- Ms. Pence reviewed her PowerPoint presentation as provided in the binders. The things focused on in the presentation were community support, alignment to local and state goals, estimated cost, regional solutions review process, and other projected funding and timeline.
- Trustee Marquez asked for copies of the reports on the Alignment to Local and State Goals slide. Ms. Pence will share these with Ms. Childs, who will share them with the Board. Dr. Gutierrez has held a meeting to look at aligning with President Trumps initiatives.
- Ms. Pence shared her passion for piloting a program for small and rural community colleges so that we can compete and work with the larger scale opportunities.
- A discussion was held on the requirement of apprenticeships and how the College connects to keep students employed and committed for 3 years until they graduate. The economy and surrounding areas have to be willing to support the College and keeping the students enrolled through graduation.
- Trustee Riggs shared that we need to continue to market this to the ag community. If funds are sent into the community in the future, KCC needs to be at the table to ask for a portion for re-training.

Apprenticeship Capital Project – Joanna Lyons-Antley

- Dr. Gutierrez introduced VP Joanna Lyons-Antley who presented on preliminaries of the project.
- VP Lyons-Antley reviewed her PowerPoint presentation as provided in the binders. The things focused on in the presentation were the master plan, conceptual plan, concrete pad, multipurpose building/training tower, props, and building square footage.
- Trustee Al King added that he would be concerned with entry/exit points and prep for heavy equipment. Trustee Al King inquired where apprenticeships fits into the building. Dr. Gutierrez shared that part of this is for fire training and economic development. People coming in from other areas would use this and pay tuition. These are short term fire training apprenticeships. Another portion is for welding, as it needs to come home to KCC.

Accreditation Review – Jamie Jennings

- Dr. Gutierrez introduced VP Jamie Jennings.
- VP Jennings reviewed her PowerPoint presentation as provided in the binders. The things focused on in the presentation were Northwest Commission on College and Universities (NWCCU) findings, commendations, recommendations, what must be completed by fall 2019, NWCCU mission fulfillment and sustainability report, areas that should be remedied by fall 2019, and examples of solutions.
- Trustee Riggs shared that going back to NWCCU to clarify their subjective terminology is a good idea.
- Trustee Al King inquired if the College has looked at other reports like this. VP Jennings shared that she has. Trustee Al King shared that he was surprised how many spots he marked in the report that had to do with problems, that were not actually in the areas the NWCCU identified. VP Jennings shared that she has highlighted and is reviewing everything that is done well, and all those things that can be improved. The entire report is being reviewed. Dr. Gutierrez added that

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the College cannot lose sight of the good work it is doing. There are many good things in the report as well.

Board of Education Self Evaluation

- Michael Blade will send out the form to be filled out online if preferred. The form is due to Michael Blade by Tuesday, September 11, 2018. If it can be submitted earlier, please do so. It may be emailed, scanned, mailed or dropped off to Michael Blade.
- Trustee Al King asked what will come from the self-evaluation. Chair Jensen shared that it will be reviewed and then up to the Board how they would like to follow through with it.

President's Annual Goals

Chair Jensen introduced the process of the President's annual goals. The Board discussed expectations of goals.

Dr. Gutierrez's "President's Goals for Academic Year 2017-2018" were provided in the binder.

1. Successful Completion of the KCC 7 Year Accreditation Process
2. Finish the Process of Developing the 2018-2021 Strategic Plan and Implement it into the Institution
3. Continue to Develop the Foundation's Progress
4. Implement Key Performance Indicators and Develop Data for Measuring
 - a. Graduation Rate (IPEDS and internal data)
 - b. Student Retention
 - c. Employment Rate in the Field
 - d. Student Salary Attainment
5. Continue Leadership/Partnerships with Local, State and Federal Entities as an Institution (KCC)
6. Continue Phase II Capital Project, Monitoring the Budget and Keeping the Project On Time
7. Continue with Dual Credit Growth Development into a 1 Year Certificate Available at Local High Schools
8. Increase the Opportunity for Four Year Degrees, Through All Institutions, at KCC
9. Continue the Emphasis on Creating a Public Safety Center at KCC
10. Proactively Monitor House Bill 2998 Transfer Bill (no loss of credit legislation)
11. Maintain a Strong Relationship, with Timely Communication Across the Board, Vertically and Horizontally, with the Board of Education

Dr. Gutierrez shared some updates that may be considered when establishing his goals for the next year. Lakeview updates were given regarding KCC's support and the Lake County taxing district. A KCC Education Center has been established in Lakeview, as well as receiving support from the Lakeview Hospital for the Nursing Program. Lakeview has been great to work with. If it is important to the Board, it may be included to review Lake County being a taxing district to KCC. Trustee Kathy King asked to see the taxing district maps.

The Board proposed adding the following to the President's goals, Explore Lake Counties Interest, the Rules, Regulation, Opportunities, to Include the Southern Part (not currently in a community college taxing district) into the Current District.

Dr. Gutierrez shared updates to KCC Security. The College has pursued the interest of having a Security Resource Officer (SRO) on campus. In this review, a precinct at KCC was discussed, with a lieutenant at KCC. This could involve training at KCC, in which the College does not pay for the lieutenant. This would include KCC employees being trained just as officer training would be. If this were to take place,

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there would need to be strong policy support. This is possible to have high security with minimal cost to the College. The length of service of trainees before moving to being an officer can be in the contract. A conversation was held on the details between the Sheriff and the City Police and the details of what this could mean.

The Board proposed the adding the following to the President's goals, Looking into Security on Campus which may Include Continuing as Normal; Exploring Opportunities with City, County, State; and Infrastructure of Roads of Access. Chair Jensen recommended Dr. Gutierrez meeting with Trustee Al King to have the opportunity to vet his knowledge.

Dr. Gutierrez updated the Board on food service on campus. Automated food service may be recommended. Dr. Gutierrez will share what comes forward.

Dr. Gutierrez reviewed last year's goals with the Board. The Board reviewed the goals and discussed what goals will move forward for approval at the September Board Meeting. The following goals were agreed upon to move forward. Trustee Riggs asked Dr. Gutierrez if there was a professional development goal that could be added on his behalf as an administrator. Dr. Gutierrez shared he was very serious about his work, and to him that is enough. He gets energy from the work he is doing at the College. Trustee Al King shared that Dr. Gutierrez is the model for professional development.

Chair Jensen brought forward a goal for the Board. The Board needs to re-evaluate the boundaries and zones. It will need to be considered if Lake County comes on, that one of the "at large" positions be assigned to Lake County. A subcommittee may need to be considered.

1. Develop Plan to Address Accreditation Findings and Recommendations
2. Continue to Develop and Enhance the Foundation's Progress
3. Benchmark and Measure Key Performance Indicators
 - a. Graduation Rate (IPEDS and internal data)
 - b. Student Retention
 - c. Employment Rate in the Field
 - d. Student Salary Attainment
4. Continue Leadership/Partnerships with Local, State, and Federal Entities, and Private as an Institution (KCC)
5. Continue with Dual Credit Growth Development into a 1 Year Certificate Available at Local High Schools
6. Increase the Opportunity for Four Year Degrees, Through All Institutions, at KCC
7. Explore/Develop an Apprenticeship Center at KCC
8. Proactively Monitor House Bill 2998 Transfer Bill (no loss of credit legislation)
9. Maintain a Strong Relationship, with Timely Communication Across the Board, Vertically and Horizontally, with the Board of Education
10. Explore Lake Counties Interest, the Rules, Regulation, Opportunities, to Include the Southern Part (not currently in a community college taxing district) into the Current District.
11. Look into Security on Campus, which may Include Continuing as Normal; Exploring Opportunities with City, County, State; and Infrastructure of Roads of Access

Roberts Rules of Order

- Dr. Gutierrez introduced Executive Director Michael Blade to provide some training on Roberts Rules of Order.
 - Executive Director Blade reviewed his PowerPoint presentation as provided in the binders. The things focused on in the presentation were objectives, what are Robert's Rules, when do we use Robert's Rules and who uses them, why have rules, how a Chairperson implements Robert's
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Rules in meetings, what do we need to know about motions, order of motions, amending a motion, and tips.

- Trustee Riggs inquired on adding action items to the agenda and if they should come back to the next meeting considering it was not publicized.
- Following a motion and a second, a person can call themselves out of order to remove that motion from the table. It was noted that discussion should not come between the motion and a second.
- Chair Jensen inquired if the Chair may make a motion.
- It was clarified that any Board member may call to question.
- It was noted that if there is a motion, and an amendment to the motion that is approved, there must be a final vote on the original motion with amendment.
- It was noted that 2/3 vote, if 7 members are present, is 5. In the case that there is a motion to suspend the rules, the secretary makes note of those who voted and what their vote was.
- It was specified that silence gives consent.
- Trustee Al King noted, the by Oregon Statute, an individual, for the record, can note why they voted against a motion.
- Chair Jensen shared that ethics wise, the Board should not abstain. If they do plan to abstain, they should share that before going into discussion. Typically not participated is due to conflict of interest.
- Trustee Al King shared information on parliamentarian.
- Dr. Gutierrez and Executive Director Blade will get answers back to the Board regarding any questions that came up during the training.
- Trustee Al King shared that the Board may request information from Legal Counsel through the President. Trustee Al King asked that the Board have a law firm with depth available for those Board member issues in which they seek outside council and can be represented due to not partaking in anything illegal. The Board is protected unless they violate the law.

Chair Jensen shared that the Board was going to discuss the President's Evaluation and look at it in its entirety. There were a few questions. This can be included in the next Board meeting under Executive Session. Dr. Gutierrez will talk to Executive Director Blade on what is needed from the evaluation.

Chair Jensen shared that he had talked to Trustee Marquez about being the OCCA representative and she shared that she would be interested. Chair Jensen shared that he will not withdraw completely, however will not be as active. Chair Jensen will transition with Trustee Marquez by attending the next few meeting with her and sharing history with her. This will move forward to the September 25th Board meeting for discussion and vote.

Dr. Gutierrez shared the Nursing Pinning Ceremony information, as he will not be able to attend. Invites were sent to the Board. Please let Dr. Gutierrez know if you will be able to attend.

Trustee Al King inquired on who is designated when Dr. Gutierrez is out of the office. Dr. Gutierrez is team oriented, and rarely does this. If there is an emergency, Dr. Gutierrez reaches out to a Cabinet member.

Dr. Gutierrez shared there is a joint Emergency Drill at KCC on campus on September 13th.

ADJOURN

Meeting adjourned at 4:20 p.m.

Respectfully submitted by: Shannon Childs
Klamath Community College
Board of Education Secretary