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

Regular Meeting – Tuesday, February 26, 2019 6:00 PM

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**MINUTES**

**I. CALL TO ORDER**

Dave Jensen called the regular meeting of the Klamath Community College Board of Education to order at 6:01 p.m.

**Members Present:** Dave Jensen; Kate Marquez (via phone); Mike Fitzgerald; Al King (via phone); Kathy King (via phone); Barbara Headden (via phone); William Riggs; and Kenneth DeCrans, Non-voting Board Member, ASKCC President. A quorum was confirmed.

**Members Absent:** None.

**Staff Present:** Dr. Roberto Gutierrez, President; Allison Bryson, Vice President; Joanna Lyons-Antley, Vice President; Jamie Jennings, Vice President; Michael Blade, Executive Director; Charles Massie, Interim Vice President; Lacey Jarrell, staff; Alece Newberry, staff; Daniel Sheahan, faculty; Eleazar Gutierrez, faculty; William Brandsness, faculty; Jack Nowak, staff; and Shannon Childs, Secretary to the Board.

**Guests:** None.

**II. SHOWCASE**

No showcase presented for February.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting January 22, 2019)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

**Motion: To accept the consent agenda.**

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

**Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Barbara Headden, yay; Kathy King, yay; William Riggs, yay; and Dave Jensen, yay.**

**Motion passed. Unanimous approval.**

**IV. ADOPTION OF AGENDA**

Chair Jensen requested to move item 9d to 9a.

**Motion: To adopt the agenda moving 9d to 9a.**

Motion by: Michael Fitzgerald

Second by: William Riggs

Discussion: None.

Public Comment: None.

**Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Barbara Headden, yay; Kathy King, yay; William Riggs, yay; and Dave Jensen, yay.**

**Motion passed. Unanimous approval.**

#### **V. PRESIDENT REPORT**

- a. Dr. Gutierrez gave a Southern Oregon Higher Education Consortium update. The four presidents have met with three editorial boards; the Medford Mail Tribune, Grants Pass Legal Courier, and the Herald and News. Dr. Gutierrez handed out and reviewed “Investing in higher education for a strong southern Oregon region.” The President’s asked to have an editorial op-ed done in support of higher education in Oregon.
- b. VP Joanna Lyons-Antley gave updates to actual numbers to Public Employees Retirement System (PERS). In 2018-2019, the first six months, total compensation to employees was the total of \$5,987,000. Of that total, 4.1 million was salaries and wages, 1.8 million was fridge. The fridge was 30.6%; the salaries and wages was 69.4%. These were dollars that KCC spent for the first six months of the fiscal year of 2018, July-December 2018. Jack Nowak shared that this included sick time, vacation, employer portion of all taxes (FICA, workers comp, etc.), health insurance premium, life insurance and PERS.
- c. The College is in the process of hiring a Sheriff to fill the position at KCC. The goal is to have the position filled by March 1<sup>st</sup>.

#### **VI. ASKCC STUDENT REPORT**

- a. Kenny DeCrans gave updates to the area. The Monte Carlo night was a success with over 60 students.
- b. They are currently working on the Job Fair for March 21<sup>st</sup>.
- c. ASKCC is getting phone charger stations for students.
- d. There is a clothing area being set up in the old student services area of building 3.
- e. The food drive is up and running for February. ASKCC is looking to start a food advisory committee to look at planning and sustainability.

#### **VII. STATE REPORT**

- a. Trustee Marquez shared that Dr. Gutierrez and Chair Jensen traveled for Career and Technical Education day in Salem. There will be a group going to Salem next week to promote funding for community colleges.

#### **VIII. FOUNDATION REPORT**

- a. Trustee Riggs referred to VP Massie for updates. VP Massie thanked Trustee Al King and Trustee Kathy King for the donation of a Mercedes Benz station wagon.
- b. The audited financials have been accepted.
- c. The Badger Venture was presented to the Foundation by Kat Rutledge.
- d. Associated General Contractors gave a \$10,000 cash donation, with an additional commitment of \$25,000 in contributions from local members or in-kind services to the Apprenticeship and Industrial Trades Center plus Fire (AITC+Fire) campaign.
- e. Officially the Foundation is at 9%/59% of the ask.
- f. A timeline for the grant has been developed and a final will be worked on at the next meeting.

## **IX. INFORMATIONAL AND ACTION ITEMS**

### **A. Comprehensive Annual Financial Report for 2017-18 with Independent Auditor's Report – Action Item**

VP Lyons-Antley gave Jack Nowak a thank you for his hard work that goes into this report. VP Lyons-Antley discussed the background of the Comprehensive Annual Financial Report (CAFR), including highlights from the 2017-2018 Report. Klamath Community College received and “unqualified opinion” and “no findings”, which is the highest and best standard.

Trustee Al King asked where the line item and page number were, where the money that was collected by the foundation, was transferred to the College for the Workskills Center. Jack Nowak referred to page 24, where the money was transferred from the Foundation to the College.

#### **Motion: To accept the Comprehensive Annual Financial Report for Fiscal Year 2017-18.**

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

**Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Barbara Headden, yay; Kathy King, yay; William Riggs, yay; and Dave Jensen, yay.**

**Motion passed. Unanimous approval.**

### **B. New Psychology Associate of Applied Science (AAS) Degree – Action Item**

VP Jennings introduced Daniel Sheahan to present. VP Jennings stated that all the degrees being presented have a local need in the community, interest from the students, and employability. These degrees have been articulated and are very economical.

Instructor Sheahan presented a PowerPoint on the Psychology Associate of Applied Science degree as distributed in the board packet. The PowerPoint included why there should be this degree, the cost of the degree, skills to meet the opportunity such as soft skills and positive psychology, and opportunity. Instructor Sheahan shared student success of working in the field study, and the future of the program.

The President's office will share class trial information with the Board in case they would like to participate in Instructor Sheahan's class.

#### **Motion: To approve the Psychology Associate of Applied Science degree as presented and allow for the degree to be submitted to the Higher Education Coordinating Commission for approval to be offered at Klamath Community College.**

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

**Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Barbara Headden, yay; Kathy King, yay; William Riggs, yay; and Dave Jensen, yay.**

**Motion passed. Unanimous approval.**

C. New CyberSecurity & Networking Associate of Applied Science (AAS) Degree – **Action Item**

VP Jennings introduced Pete Brandsness to present.

Instructor Brandsness presented a PowerPoint on the CyberSecurity & Networking Associate of Applied Science degree as distributed in the board packet. The PowerPoint included a description of the program, demand for the program, target student population, program cost, and National Centers of Academic Excellence in Cyber Defense Program.

Trustee Headden inquired if this would be part of career pathways. Instructor Brandsness shared that they are actually already teaching at Klamath Union and enrollments have increased. The County Schools would be coming on to campus with career pathways.

Trustee Fitzgerald inquired on CAE-2Y. Instructor Brandsness shared that these are standards and skills that have to be met for security training. It was shared that a cost benefit analysis had been done for the program.

Trustee Al King asked about the nine other institutions offering this and transferability and if KCC has arrangement for transfer of credits and transferability. Instructor Brandsness shared that there is with the Oregon Institute of Technology Information Technology Bachelor of Science Degree. Oregon State will be contacted with the approval of the program for transferability. The College would like to set students up for success who would like to continue.

**Motion: To approve the CyberSecurity & Networking Associate of Applied Science degree as presented and allow for the degree to be submitted to the Higher Education Coordinating Commission for approval to be offered at Klamath Community College.**

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

**Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Barbara Headden, yay; Kathy King, yay; William Riggs, yay; and Dave Jensen, yay.**

**Motion passed. Unanimous approval.**

D. New Lab Technician Associate of Applied Science (AAS) Degree – **Action Item**

VP Jennings introduced Eleazar Gutierrez to present. VP Jennings shared that this degree will provide our students with a tracking for advance sciences, and use of state of art facilities and equipment.

Instructor Gutierrez shared the intent of the program is to bring about a paradigm shift from a science-discipline to a program yielding transfer and employment.

Instructor Gutierrez presented a PowerPoint on the Lab Technician Associate of Applied Science degree as distributed in the board packet. The PowerPoint included a description of the program, budget, demand for the program, target student population, and summary of the program.

**Motion: To approve the Laboratory Technician Associate of Applied Science degree as presented and allow for the degree to be submitted to the Higher Education Coordinating Commission for approval to be offered at Klamath Community College.**

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

**Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Barbara Headden, yay; Kathy King, yay; William Riggs, yay; and Dave Jensen, yay.**

**Motion passed. Unanimous approval.**

Dr. Gutierrez shared that the College is working to use existing infrastructure to be efficient and successful. Dr. Gutierrez thanked VP Jennings and the faculty.

- E. Resolution for Klamath Community College Board to Call on the Oregon Legislature to Fund Community Colleges – **Action Item**

Chair Jensen verified that the Board has read the resolution.

**Motion: To approve the Resolution for Klamath Community College Board to call on the Oregon legislature to fund community colleges.**

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: Trustee Al King asked if there should be some discussion at the Board of what he will be presenting. Michael Fitzgerald shared that PERS goes on beyond community colleges. Dr. Gutierrez shared that they will be going to legislature to discuss funding, tuition and PERS. Al King will consult with Dr. Gutierrez.

Public Comment: None.

**Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Barbara Headden, yay; Kathy King, yay; William Riggs, yay; and Dave Jensen, yay.**

**Motion passed. Unanimous approval.**

## **X. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

### **A. Board Discussion**

#### **i. Board Comment**

- Trustee Fitzgerald asked that Student Learning Outcomes be shared with the Board for the new courses for the program presentations tonight.
- Trustee Headden informed the Board that she will not be seeking re-election next term.
- Kenny DeCrans shared that he has submitted paperwork to run for Zone 2. He will be graduating in June.
- Trustee Marquez shared that the Board of Education was asked to all make a donation for 100% giving. Trustee Marquez asked that the Foundation alert the Board if they have not made a donation.

#### **Public Participation**

- None.

## **XI. FUTURE ISSUES**

- Dr. Gutierrez shared that on March 22<sup>nd</sup> there will be the signing ceremony with OIT. The morning will start at 8:00 am with a joint KCC/OIT Board and Administration meet and greet, followed by the 9:00 am signing. This will be at OIT. Kenny DeCrans was also invited to attend.

## **XII. NEXT MEETING**

- A. Regular Meeting Date: March 19, 2019.

### **XIII. ADJOURN**

**Chair Jensen adjourned the meeting at 7:50 pm.**

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