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

Regular Meeting – Tuesday, February 25, 2020 6:00 PM

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**MINUTES**

**I. CALL TO ORDER**

Chair Jensen called the regular meeting of the Klamath Community College Board of Education to order at 6:00 p.m.

**Members Present:** Dave Jensen; Kate Marquez; Michael Fitzgerald; Al King; William Riggs; Kenneth DeCrans, Helen Petersen, and Jenny Naylor, Non-voting Board Member, ASKCC President. A quorum was confirmed.

**Members Absent:** none.

**Staff Present:** Dr. Roberto Gutierrez, President; Tricia Fiscus, Vice President; Jamie Jennings, Vice President; Allison Bryson, Vice President; Michael Blade, Executive Director; Charles Massie, Executive Director; Lacey Jarrell, staff; Kathleen Walker-Henderson, faculty; Bill Jennings, staff; Geoffrey LaHaie, staff, and Shannon Childs, Secretary to the Board.

**Guests:** George McKillip, student; Jason Adams; and Amanda Northrup, student.

**II. SHOWCASE**

Dr. Gutierrez introduced Bill Jennings, Institutional Researcher, to present on the Housing Survey. Mr. Jennings presented both the PowerPoint and Housing Survey Results handouts. The information included results of questions asked of students and the analysis of those questions.

Dr. Gutierrez gave an update on Bogatay Construction and Bureau of Labor and Industries (BOLI). It is getting too late in the year to move forward in the current year. If the College passes the given timeline needed for Bogatay, Dr. Gutierrez suggests waiting on a grant.

Trustee Petersen inquired on the housing being just student, or public and student. Dr. Gutierrez shared that at this point in the process, this is undetermined.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting January 29, 2020)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Shannon Childs noted changes to which included Vice-Chair William Riggs calling the meeting to order and the correct spelling of Aisling Trucking.

**Motion: Move to approve consent agenda.**

Motion by: Al King

Second by: Helen Petersen

Discussion: Trustee Fitzgerald shared that page 5.b., 1<sup>st</sup> paragraph, should read growth management component. Trustee Petersen referred to page 6, under Board Discussion, “the Board agreed” after Trustee Kings comment on rezoning needs to be added.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

#### **IV. ADOPTION OF AGENDA**

Chair Jensen shared that he will be adding rezoning and districting to Board Discussion.

**Motion: To amend the agenda to add a discussion regarding re-districting, which will be listed under X.a.**

Motion by: Al King

Second by: William Riggs

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

**Motion: To adopt the agenda as amended.**

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

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

- a. Dr. Gutierrez handed out the August 2, 2016 letter that was sent to the Higher Education Coordinating Commission (HECC) regarding the cap. Dr. Gutierrez talked about a possible letter to HECC regarding the cap this year. HECC has been informed on the possibility of a letter coming forward. Currently the College is waiting to send this, as more specific numbers are needed to proceed. It was clarified that the cap was the capacity that is related to the percentage of funding for each community college.
- b. Dr. Gutierrez gave an aviation update. Central Oregon Community College (COCC) is slightly ahead of KCC and they will be moving forward with an injunction and a lawsuit. Executive Director Michael Blade updated the Board on the aviation status. KCC is closer to where COCC is at this point. Executive Director Blade is reaching out to the council that COCC is using. KCC may be working towards following a similar path. KCC can file an injunction, file a lawsuit and stop. The COCC aviation partner is quite larger than Precision and has agreed to pay legal fees for COCC. KCC could see how the lawsuit proceeds with COCC to determine next steps. Dr. Gutierrez shared that he would need a resolution from the Board to file a lawsuit. Executive Director Blade briefly described the current status of the process and is unaware of what may be going on in other states. Trustee Petersen inquired on a class action. Executive Director Blade shared that the findings seem different enough that this may not fall under class action. The Cooley attorney shared with Executive Director Blade that he did not feel that KCC could even join COCC in the lawsuit. Trustee Petersen inquired on a non-profit, for Veteran group that may want to help, which at this time Executive Director Blade shared he knows none. Executive Director Blade shared that this process is very slow. It truly will be outside council who may need to be utilized at this point in the process. Trustee King expressed that Executive Director Blade might consider being paid to train his replacement in the happenings of this case. Dr. Gutierrez explained that this has been

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discussed and may be possible. Dr. Gutierrez elaborated that unlike COCC, KCC's faculty has been paid by Precision. Trustee Marquez shared that it seems that Oregon is being targeted and suggested Representative Reschke be contacted as the Chair or Co-Chair for Trumps Campaign in Oregon.

- c. Dr. Gutierrez reviewed the article as handed out "Chiloquin's Native American grad rate among top in the state" from the Herald and News. This is a proud moment in the community. A lot of work, including dual credit has gone into this. Chair Jensen shared that Lost River High School is also in its third year for 100% graduation rate. Chair Jensen shared the work the Dr. Gutierrez has done with both school districts to bring this to their attention. Both the County and City were the lowest in Oregon, Dr. Gutierrez and his team, staff, and K-12 worked together towards common goals to make this happen.
- d. Dr. Gutierrez shared his conversations with Governor Brown and the good work being done at KCC, including the passing of Senate Bill 3, the House Bill 4056 and the North Lake work. Governor Brown's office contacted KCC and made a request that Governor Brown be the graduation speaker this year. There will be a lunch coordinated with Governor Brown and the Board. Lacey Jarrell will be working on a press release.
- e. Dr. Gutierrez talked about the history of a child care center on campus, not having the right partner, but having the passion is his heart to help students. He shared that he has been having some conversations with Oregon Child Development Coalition (OCDC) from Salem and the Executive Director Donalda Dodson about a Child Care Center. OCDC has access to federal grants that the College does not. If steps get closer, there will be a presentation to the Board. Dr. Gutierrez shared that he had talked to Oregon Institute of Technology (OIT) previously and they did not have the type of students who are interested in this, however he could speak with them again.
- f. Dr. Gutierrez acknowledged VP Jennings in her work with accreditation as shared in a letter emailed to the Board. There were three items accepted without changes.

## **VI. ASKCC STUDENT REPORT**

- a. Jenny Naylor gave a report. This Friday from 4-7 pm is the annual Monte Carlo night.
- b. March 4<sup>th</sup> is an Indigenous People Club Pow-Wow from 11 am to 4 pm at KCC.
- c. The Hygiene Drive is ongoing as is going well with almost 1,000 items donated.
- d. The end of term wrap up is in the works including a relaxation station with a massage therapist for finals week.
- e. Thanks was given to Dr. Gutierrez for his hard work on the child care center.

## **VII. STATE REPORT**

- a. Trustee Marquez shared that there is a short session going on in Salem. There was a walk out of the republicans.
- b. There a number of education related bills. The Klamath Boundary bill, HB 4056, has passed the House, but not the Senate. Dr. Gutierrez shared that he will send a copy of this bill to the Board.
- c. The ominous education bill is also up in the air, not due to opposition, but there is not representation there to vote.

## **VIII. FOUNDATION REPORT**

- a. Vice-Chair Riggs shared the Foundation met yesterday. The Foundation does not have a conflict of interest policy, however all present signed a conflict of interest form. Executive Massie is working on a policy. Executive Director Massie gave an update on the Economic Development Administration (EDA) grant. The Foundation would like to increase membership up to 15, there may be an event in March to assist with this. The Donor Plan Framework goals were adopted.

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- b. Trustee King asked how close the Foundation may be to being self-funded. Executive Director Massie shared that one of his goals is to move the Foundation to be self-sustaining. There is work being done to work toward this in Foundation Board development. This year this is reflected in the Foundation asking for less in the College budget. The capital campaign has truly been a priority of the Foundation at this time. Trustee Riggs shared that it seems that the Foundation is concentrating efforts to raise money for students and scholarships. Dr. Gutierrez shared that the last successful campaign was 800,000. Trustee Marquez shared that the return on investment for the Foundation has been extraordinary.

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

### **A. Comprehensive Annual Financial Report for 2018-19 with Independent Auditor's Report – Action Item**

Dr. Gutierrez introduced VP Tricia Fiscus to discuss the Comprehensive Annual Financial Report (CAFR). VP Fiscus shared that there needs to be documentation that the CAFR was received per Oregon Budget Law, which is why this comes to the Board.

#### **Motion: To accept the Comprehensive Annual Financial Report for 2018-19 with Independent Auditor's Report.**

Motion by: Al King

Second by: Kenneth DeCrans

Discussion: Trustee Fitzgerald referred to page 30, third paragraph, Trustee Fitzgerald inquired on the smaller amounts over extended. VP Fiscus shared that some are substantive, which may have been needed to be supplemental. VP Fiscus shared that grants can be complex and these complexities are reasons that the College needed a full-time grant accountant to monitor the accounts. VP Fiscus shared that there must be at least 10% to do a supplemental budget. Some accounts are not large enough for a supplemental, they are substantive.

Trustee King shared that the motion is to accept not to pass judgement on the report. Trustee King shared that "he is extremely concerned about "The College's total net position decreased by \$3.7 million or 13.27%" (page 4) and the "13.2 million increase in net pension liability" (page 17). Also, overall serious concern for pages 20 thru 115 that show information of particular value with large sums of dollars in the bracketed/negative categories, and the over estimation of (budgeted) income and expenses which reflect that budget dollars and numbers are not accurate as reported in the audit reports financial documents. After meeting with VP Fiscus, Trustee King feels confident that her current plans, when implemented, will assure that future dollars are both accurate and reliable as the Board pursues its policy oversight responsibilities."

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

Dr. Gutierrez shared that he would like to review questions step by step at a future Board Meeting.

### **B. Klamath Community College Annual Program Review Process – Information Item**

Dr. Gutierrez reviewed the article as handed out "MHCC president offers details on 7 programs set to be cut" from The Outlook. Dr. Gutierrez shared that KCC does not wait until there is a budget problem to do program reviews, the College does a program review along the way.

VP Jennings presented a Program Viability Studies PowerPoint. The presentation included the program viability process, cost margin analysis (CMA), completion-associate of science degrees awarded, enrollment, success rates, labor market need analysis, process and program suspension/discontinuance.

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Dr. Gutierrez expressed that this process is unusual through community colleges in Oregon. Within his time at the College there have been two programs suspended, Construction Management and Environmental Science.

VP Jennings explained that classes are added dependent on enrollments and classes filling and the College adapts to the student need, such as online or in person.

Dr. Gutierrez shared that every now and then, there are programs that are in trouble and are brought to the Board for possible suspension.

Trustee King expressed that he feels the Board should be more involved in the budgetary process. This helps the Board in reviewing the academic portion of the budget. Trustee King would like more information and knowledge like this. Dr. Gutierrez will work with VP Fiscus to put together a presentation to the Board on a detailed budget process.

Dr. Gutierrez shared that programs are taught out if they are suspended so that students are not affected.

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

### **A. Board Discussion**

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

- Chair Jensen handed out and explained 5 hand-outs which included a map of the Klamath Community College District, a map of Klamath County, ORS 341.175, Klamath Community College Precincts and Zones, and a list of Board member zones. Chair Jensen shared that North Lake, if passed, would take effect June 30, 2020. Chair Jensen is going to ask HECC if North Lake needs to go into a zone as soon as it is official, or if it goes into the next re-zoning. Chair Jensen recommended temporarily adding North Lake to Zone 1 if it can be done. There is a census that should be finished for June 2021. Trustee King expressed concern that this will take place after Board elections. Chair Jensen shared that KCC has never been re-districted. Trustee King expressed concerns for the amount of changes that have taken place and the balance of the zones and proper representation. Chair Jensen shared that he recommends waiting until the census. A discussion was held on the topic, including possible deadlines, voting, processes, Lower Lake County, equal representation and options. Trustee Marquez added that the College will not know about North Lake until after June 30, 2020. Chair Jensen recommended pulling together a committee to look at precinct numbers. Trustee Riggs expressed that it may be more productive for the Board to have a work session on the topic. Trustee Fitzgerald recommended getting the last census data to verify if this is even a necessity. Chair Jensen will work with Shannon Childs and the County Clerk to gather information from the 2010 census. North Lake numbers will also need to be reviewed. A work session date will be looked at. Trustee Petersen inquired if there could be a motion to handle this after June or July.

Motion: To write a policy to have rezoning looked at after the census every ten years, or redistricting.

Motion by: Kenneth DeCrans

Second: Al King

Discussion: None.

Public Comment: None.

#### **Action: Motion passed. Unanimous approval.**

- Trustee Riggs shared that the services for Rick Howland is March 18<sup>th</sup>.
- Trustee King shared that Jack Nowak is retiring.
- Following Trustee Fitzgerald inquiry, Executive Director Massie shared that there were no significant findings in the EDA Cultural Report.

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- Trustee King would like to keep track of the footprint of the College and the build out, including what is built out by percentage and what remains.
- Trustee Marquez handed out The Power of the Census articles from Perspectives. Trustee Marquez inquired if KCC had a plan to promote this to students and to make sure they are accurately counted. Student Affairs will work with Student Government on this.
- Trustee Marquez mentioned the Coronavirus, and that guidelines have come out. The College should be prepared.
- Trustee Petersen gave a happy Fat Tuesday to the group.
- Trustee Petersen highlighted a student having a baby shower. KCC has a receptionist who is arranging a baby shower for this student. There is a baby shower this Sunday, if there are any gift cards, please drop them off with Jeanne Ruiz at the reception desk.

#### B. Public Participation

- Amanda Northrup introduced herself as an accounting student who finishes in three weeks. Ms. Northrup inquired if the policy to teach out students is just for certificates or every degree at the school. Dr. Gutierrez clarified that it was for certificates and degrees. Ms. Northrup stated that she should have graduated in 2018, she was a Natural Resource student and now has taken almost 20,000 extra dollars in loans to do a year of agriculture because her degree was randomly changed. When Ms. Northrup met with Robin Stratton to plan, starting in June of 2017, she met with Robin the following term to plan out for Winter Term 2018, and Robin Stratton told Ms. Northrup she had to pick a different degree because she was not allowed to take Natural Resources anymore. KCC took her degree away. She is rather frustrated hearing that KCC should have taught her out. She should have graduated in June of 2018. She should be graduating this year with her Bachelors in Natural Resources. She asked where she fell through the cracks. Ms. Northrup shared that she transferred up her from Mendocino College.
- Dr. Gutierrez shared that the College will check into what Ms. Northrup shared. This will go through the process. Dr. Gutierrez inquired if she was in Environmental Science, which Ms. Northrup clarified she was in Natural Science. She further asked if the College would make it policy if they (the students) could see all their history on MyKCC from meeting with advisors, to degree changes, etc. She has her folder at home, but cannot bring it to the group to present it. Ms. Northrup shared that she bought 5 acres here specifically because KCC had her degree. She would have stayed in California and not racked up loans because they pay for your school.
- Trustee King asked that Ms. Northrup put this in written form so that it could be responded to and so that the Board may understand what her circumstances are. Dr. Gutierrez shared that his office will follow up and respond back to the Board.
- Ms. Northrup further shared that she went online to see what classes she could take fall term, so that she would know what to do going into winter. When meeting with Robin Stratton, she was told her degree was changed to a general study in science or something close. She was told then there was no longer a natural resources degree and that she had to figure something out. Ms. Northrup met with Oscar before summer term, her first term of 2017, he registered her for her first term, as the first person to register her as a natural resources student. He registered her for summer and fall. When she went into MyKCC it was changed, without her knowledge or being asked, just changed. She noticed last year that there were other graduating with Natural Resources.

#### **XI. FUTURE ISSUES**

- None.

#### **XII. NEXT MEETING**

A. Regular Meeting Date: March 17, 2020 at 6:00 pm in Founders Hall Boardroom.

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### **XIII. ADJOURN**

**Motion: To adjourn.**

Motion by: Kenneth DeCrans

Second by: William Riggs

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

**Chair Jensen adjourned the meeting at 8:23 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary