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

Regular Meeting – Tuesday, March 17, 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; Charles Massie, Executive Director; Lacey Jarrell, staff; Kathleen Walker-Henderson, faculty; and Shannon Childs, Secretary to the Board.

**Guests:** none.

**II. SHOWCASE**

There was no showcase presented.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting February 25, 2020)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

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

Motion by: Al King

Second by: Michael Fitzgerald

Discussion: Shannon Childs noted that Encino College will be changed to Mendocino College in the February 25<sup>th</sup> minutes.

Public Comment: None.

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

**IV. ADOPTION OF AGENDA**

**Motion: To adopt the agenda.**

Motion by: Al King

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

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

## V. **PRESIDENT REPORT**

- a. Dr. Gutierrez gave an update on COVID 19 and Klamath Community College. The College is trying to stay ahead, protect students, and stay safe at the same time. Dr. Gutierrez met with fellow administrators, Dr. Nagi Naganathan, Dr. Paul Hillyer and Glen Szymoniak, to go over measures. There are concerns with students being able to graduate. KCC is considering using distance education courses to assist with seniors in K-12 to help with what classes are needed for graduation. There is effort being made to work together as a community. Trustee Marquez commended KCC for developing partnerships which help in situations like this significantly.

Vice President Jennings gave an update for the continuation of Klamath Community College. As things change, KCC is changing to meet the needs of students, staff and community. The current goal is to finish winter term with success. The College is pushing spring term out to begin April 6<sup>th</sup>. KCC is aligning with RCC, PCC and SOU. Faculty will be on campus the week after spring break and will be putting classes into Canvas (learning management platform). The first two weeks of lecture class instruction will be online. The good news is that at least 75% of KCC students have taken a class online. The College is working on hybrid classes for Career and Technical Education and hands on classes. The big push is getting all classes on Canvas, and then working towards distance education and hybrid. The campus does need to stay open for students who do not have computers or Wi-Fi to do work. The College is purchasing needed supplies to make this happen. Trustee King inquired on schools and the requirements for graduation. Dr. Gutierrez shared that students who are about to graduate are a priority. Vice President Jennings shared that seven distance education classes were added today. Vice President Jennings shared that students can still complete in summer if need be, after the June 12<sup>th</sup> graduation date. Trustee Fitzgerald shared that some students do not do well online due to discipline. Vice President Jennings shared that unless the College is told it cannot do so, April 6<sup>th</sup> there will be some classes available in person. Trustee DeCrans inquired on labs that have over 25 students. Vice President Jennings shared that the plan is to split labs for smaller classes. Trustee Petersen is currently taking a class at Oregon State, which has some issues with technology. KCC should look at feedback at the end of courses. Trustee Petersen reiterated that she did come in to do her online classes here at KCC, but encourages that class assignments are not due at times the College is closed. If that could be shared with faculty it would be appreciated.

Executive Director Massie shared that that General Educational Development (GED) programming is continuing. The instructors are working to have students able to access this online. The instructors have also put together weekly paper packets for students to work on. The English as a Second Language (ESL) program is also being looked at to be worked on from home, although not on-line. The High School Equivalency Program (HEP) will be spread out, however are still working in a class, face to face, as they feel that is a need. Placement testing needs to take place March 30<sup>th</sup> and March 31<sup>st</sup>. So far, there is not a change of this, however it will be done in groups of 8, with more sessions available. Trustee Petersen inquired on bringing children to the classes. Dr. Gutierrez shared that this would have to come to the Board. Trustee King shared that it would create larger issues with numbers if children were present.

Vice President Bryson gave an update on Student Affairs. The College has implemented more services and access electronically. Students are meeting with staff in the lobby, still not violating Family Education Rights and Privacy Act (FERPA). The food pantry hours

have been increased. There will be an online New Student Orientation available and students are individually contacted about the availability of that.

Trustee King asked what the College was doing to focus the information that is being put out, so that the information that is received is precise. Dr. Gutierrez shared that he does not believe in over-communication. This is done internally continually. Dr. Gutierrez and Lacey Jarrell stay on the constant social media requests. Lacey Jarrell shared that the strategy right now is directing people to the website. This is kept up to date, with time stamps and cancellation of requests. There are only responses to the official KCC page. Trustee King shared his concern was misinformation. Dr. Gutierrez shared that everything goes through the President's office, with the assistance of Director of Communications, Lacey Jarrell.

Vice President Fiscus gave an update on what the College is doing internally. The College employees are working long hours and ordering supplies ahead of schedule. Between classes and meetings, the College is making notes in classes on when the room was cleaned with a date stamp. There are student workers assisting during the day with cleaning as well, as many custodial staff work at night. Each employee is doing due diligence to keep areas, computers, door handles, and everything clean. There is visual work being done on campus to keep the area clean. The Business Office is continuing behind the scenes with work to process bills and payments electronically. There are accesses being set up from home for Vice President Fiscus and the Controller to stay ahead of the game to get things done. Dr. Gutierrez shared that at this time there are no layoff or employees being moved to part time. Trustee King expressed concern for employees who are losing money quickly in retirements. Dr. Gutierrez handed out enrollment information from Institutional Researcher, Bill Jennings. Dr. Gutierrez is looking at these numbers daily. At this time, enrollments are doing well, which is the hope that these remain good. Trustee Petersen shared that during recession there is a decrease in birth. She inquired if the College looks into the future. Dr. Gutierrez shared that the College is working on serving rural communities and high schools and those in need through technology. Even at this time, there are less students in high school.

## **VI. ASKCC STUDENT REPORT**

- a. Jenny Naylor shared that a team met with Vice President Bryson to increase support for students. The amount given and the budget for the food pantry has been raised. There have been quite a few requests.
- b. The team is trying to be more present to help students and be there for them as a positive force in the time of worry.
- c. Dr. Gutierrez handed out the 2020 Census information. Executive Director Massie shared that the students are being encouraged to be recognized. There is social media outreach, as well as information on campus screens. Jenny Naylor shared that her team has discussed this and how they can assist with getting the information out. Trustee Marquez shared that there are jobs available with the census. Trustee King stated that the information is extensive to fill out and people may be needed to assistance. Trustee Petersen shared that the census is hiring people now at about \$16.00 per hour if students are interested.

## **VII. STATE REPORT**

- a. Trustee Marquez shared that there was a failed legislative session. So, the North Lake/KCC bill died.

- b. The legislative leadership is calling for a special session to address the COVID 19 virus. The legislature will return for a special session as soon as an Emergency Response Package is developed. The Emergency Response Package is being developed by a joint committee. It will identify some actions; to support low income and venerable Oregonians and small businesses, monitor public health strategies and response to the virus and consider additional staegyory changes to assist; and to make timely budget and policy recommendations to legislature.

Dr. Gutierrez shared that there are possibilities for K-12 and summer school, with some assistance from KCC in areas of need to do this. Trustee King recommended that KCC be prepared with an up to date cost incurred due to this time and be ready. Vice President Fiscus shared that there is an indicator attached to all cost due to this and will be prepared if there is support. Trustee Petersen inquired on what the actual cost of a pandemic is for the College. Dr. Gutierrez shared that the House Bill will be addressed at the next session. Dr. Gutierrez handed out the official bill to the Board of Education.

### **VIII. FOUNDATION REPORT**

- a. Vice-Chair Riggs shared that the Foundation meeting was postponed. There is not a Foundation report to give at this time. There is not any new information.

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

#### **A. Budget Process Overview – Information Item**

Vice President Fiscus presented a PowerPoint with an overview on how the budget process works. KCC does have a unique budget process that is in depth, links to the strategic plan and involves faculty and student. There is a lot of time put into this process.

Trustee King shared that previously, the Budget Committee was reflected by zone. The Board member who was in the zone solicited and brought forward people from the community. The Board makes the selection of the Budget Committee based off the applications received. In order to get the best people from the community, with strong representation, that have the Colleges best interest in mind, the Board should solicit applicants. Trustee King shared that the budget is the opportunity for the Board to have some input on the College. There should be some discussion with the Board during the budget process on where they would like to see the College go, such as programs, prior to the budget approval, as it is the main policy and planning document. Dr. Gutierrez shared that the Board has the authority to approve or suspend programs. Trustee DeCrans shared that by the time the Board gets the budget, everyone has seen it and it has to be approved by June. If there are questions or the Board would like information, or they would like a change, there is a tight deadline. Vice President Fiscus shared that they are looking to present it by May so there is an additional month for review. Dr. Gutierrez shared that the Board has seen the Strategic Plan, which is the road map for the budget to be approved. Trustee DeCrans shared that the Board somewhat sees the budget as hearsay. He would like to verify that the Board has enough time to ask for more information. Dr. Gutierrez reiterated that the College is looking at bringing the budget in May, so there will be time. Trustee Petersen asked that when the tuition increase is discussed, she would like the Board to know in advance for preparation. Dr. Gutierrez clarified that the Board approves or denies the tuition increase. Dr. Gutierrez and Vice President Fiscus will meet to look at possible tuition for updates at the next Board meeting.

Trustee King shared that not only is the Board for the students, but its constituents. Trustee King added that it was good that the audit report was prepared in advance of the meeting. If the budget document is provided in advance, such as the audit, it would be helpful to be prepared and have time to review. Trustee Fitzgerald inquired if Trustee Petersen is looking for student input prior to the Board approving

the budget. Trustee Petersen did ask for students to have the opportunity to know about the tuition increase and have input on whether or not they could afford it prior to approval. Vice President Bryson shared that they look at financial aid for students every year. In the past, they have looked that if there is a tuition increase, Pell can afford that and it can be in the package. There is research being done behind the scenes. Dr. Gutierrez clarified what Trustee Petersen was asking, students should know beforehand to be able to plan.

Trustee King shared that there was a time that administration was sitting at the table with the Board members. There is now a speaker's platform, which is an incredible accomplishment. Previously, the staff did not want a student representative. The Board now has a student representative. Trustee King trusts Dr. Gutierrez and the staff so that he no longer has to sit out in the commons with students like he used to. The most valuable thing Trustee King has received is the plaque from the students.

Upon Trustee Petersen's request, Jenny Naylor volunteered to poll the students on tuition. Trustee Marquez shared concern for polling that students on a tuition, as the hard numbers may call for the increase. It creates the feeling that they were asked and not listened to. This was noted as a good point. Chair Jensen shared that the Board is responsible to make sure the College can operate.

**B. Reappoint Budget Committee Member – Ray Holliday – Action Item**

Vice President Fiscus shared that all budget committee members were reached out to. Ray Holliday is up for re-election and has showed interest to stay on the committee.

**Motion: To re-appoint Ray Holliday to serve on the KCC Budget Committee.**

Motion by: Al King

Second by: Kenneth DeCrans

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

Vice President Fiscus will contact Ray Holliday and let him know he has been approved to serve.

**C. Appoint New Budget Committee Members – Action Item**

Vice President Fiscus shared that there are three openings, one individual cannot commit the time, one individual who has moved, and one position that was vacant from previous year. An add has been prepared for the newspaper to collect applications.

**Motion: To move forward with vacant Budget Committee member positions through the advertising and application process.**

Motion by: Al King

Second by: Kenneth DeCrans

Discussion: Trustee King shared that he would like to see some sort of acknowledgement and recognition to those budget committee members who have served. Vice President Fiscus shared that the deadline for applications is April 10, 2020. Vice President Fiscus will share that notice and application with the Board. Chair Jensen clarified that it is not required in Oregon Revised Statutes (ORS) for a Budget Committee member to represent each zone. Vice President Fiscus shared that the if a Board Member has a recommendation, they can share with her and she will call them. Vice President Fiscus read the add and stipulations of being able to serve. Trustee Petersen inquired if a student could serve. Dr. Gutierrez will look into the rules and discuss with legal counsel. Dr. Gutierrez will bring back a letter to recognize budget committee members, that the Board can sign for the College to send.

Public Comment: None.

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

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

### **A. Board Discussion**

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

- Trustee King shared that in the Board packet, they have been receiving financial data. Numbers are not consistent with brackets reflecting positive or negative numbers. Vice President Fiscus will be looking into the documents and the numbers and how to make it clearer.
- Trustee Riggs wanted to compliment all the staff, Cabinet members on the work there are doing. The Board would like to recognize the work that is being done with the amount of pressure. The hard work is appreciated.
- Chair Jensen shared that Shannon Childs found the Board Policy 100.0215 which reads “Following every national census, the Board shall make adjustments to the five prescribed zones necessary to maintain nearly equal populations.” This information was handed out to the Board. Chair Jensen shared that he was the chair of the Board the years that the census was not done.
- Shannon Childs handed out and reviewed information on North Lake and census information. Trustee King shared that the next election for the Board in 2021, and following that, they begin July 1, 2021. Mrs. Childs shared that according to the County Clerk, all 7 zones of the Board would go on the ballot; 4 of which would be a 2-year term; 3 of which would be 4-year. Chair Jensen shared that the College has not been re-zoned. Trustee King reiterated that the zones have not been adjusted for population, which is not effective representation. Trustee DeCrans inquired if the Board had a say in the time of the terms and voting. There was a discussion on populations, zoning and future re-zoning of the Klamath Community College Board zones. Dr. Gutierrez shared that the Board can incorporate North Lake contingent on the House Bill passing. Mrs. Childs will ask the County Clerk for the 2010 census numbers for North Lake and Klamath County.
- Dr. Gutierrez shared that House Bill 2998, Senate Bill 3, and House Bill 2864, all had support from both parties. Klamath Community College is an example of working together in bipartisan way.
- Trustee Petersen stated “I was curious if we had a follow up concerning the student that spoke at the last meeting.” Dr. Gutierrez shared “We were hoping to have that done at this Board meeting, however COVID-19 got in the way. I will send an email to the Board on that. We have some differences with the student, we looked at that data, just know, we disagree. I will forward that to the Board. We just couldn’t get it done. Hopefully within a week or so I will send the information.” Trustee Petersen shared “my concern about that is because after talking to the student, the student made comment that they brought that to your attention in October. I know at the conference in November, when we did our circles on accountability, at the table, I brought up that there was a student that brought that to my attention. I was just curious that since I have known about it since November and according to the student, the administration has known about it since October.” Dr. Gutierrez shared that he doesn’t remember the student talking to him, it could have happened, he doesn’t remember that. Trustee Petersen said “She did coordinate an email in which she had a meeting with you.” Dr. Gutierrez asked Trustee Petersen to forward him the email. Dr. Gutierrez added that the administration disagrees with the student and that it can be backed up with data.
- Trustee Marquez asked if there was a follow-up to aviation. Dr. Gutierrez shared that there is not an update at this time. To hire outside legal counsel is very expensive. Dr. Klamath Community College is an Equal Opportunity Educator and Employer.

Gutierrez will be calling Central Oregon Community College to see if there has been an injunction filed yet.

- Trustee Petersen reiterated Trustee Riggs and gave thanks to the College and ASKCC and their work.
- Dr. Gutierrez handed out an article from Klamath Life.

**B. Public Participation**

- Kathleen Walker-Henderson inquired on re-districting and KCC having two at large zones; what would prevent taking an at large zone and making it zone 6 for North Lake. Chair Jensen shared that this has been discussed, however population numbers would need to be reviewed. Trustee King shared that all are represented in the at-large positions.

**XI. FUTURE ISSUES**

- None.

**XII. NEXT MEETING**

- A. Regular Meeting Date: April 28, 2020 at 6:00 pm in Founders Hall Boardroom. Dr. Gutierrez shared that we are working with Klamath Tribes to meet there. At this time, the Board may be meeting there for the May Board Meeting, however with current events, it may be awhile.

**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 8:15 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary