



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

Regular Meeting – Tuesday, April 28, 2020 6:00 PM

MINUTES

I. CALL TO ORDER

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

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

Members Absent: Dave Jensen, excused.

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

Guests: none.

II. SHOWCASE

No showcase.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting March 17, 2020)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Trustee Petersen asked “have we figured out for the consent agenda, the issue with the Executive Session.” Dr. Gutierrez shared that this is what was received from legal counsel, that we had the correct ORS. Trustee Petersen agreed “we have the correct ORS, but has a person from that (segment of) employees, it states in that ORS that they have to request it.” Dr. Gutierrez shared that was not a recommendation, he did not hear that from legal counsel. Trustee Petersen “I am pretty sure if I read the statute correctly, it is upon request for not having an open meeting.” Vice-Chair Riggs shared that this is part of the adopted agenda and asked to go back to consent agenda.

Motion: Move to adopt consent agenda.

Motion by: Kenneth DeCrans

Second by: Michael Fitzgerald

Discussion: Trustee Petersen added that under the last sentence, Board Minutes, page 6, it reads Trustee Petersen will share any information she has on the the student via email with Dr. Gutierrez, Trustee Petersen stated that she did not recall that state statement. Trustee Petersen asked that Shannon Childs go back and review minutes.

Motion: To amend motion to direct secretary to go back to audio and check this section of the minutes and glean direct quotes.

Motion by: Al King

Second by: Kenneth Decrans

Public Comment: None.

Action: Motion passed. Unanimous approval.

Discussion on consent agenda as amended: None.

Action: Motion passed, including amendment. Unanimous approval.

Mrs. Childs shared that those in the Learning Resource Center (LRC) Lab are joining via zoom. At Executive Session, Mrs. Childs will be walking down to the LRC to verify that they are un-joined from the zoom meeting. Following Executive Session, Mrs. Childs will re-visit the LRC to verify that they may re-join via zoom. There is an Information Services employee in the LRC to assist with the zoom meeting.

Mrs. Childs shared that some Board members responded via email that they would join the meeting via zoom.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Kenneth DeCrans

Second by: Al King

Discussion: Trustee Petersen discussed her concern regarding the use of the ORS for Executive Session.

Dr. Gutierrez shared that he did meet with the faculty association and they have been notified, and the faculty member in question knows about the meeting and that they could be present if so wanted. Dr.

Gutierrez shared that if the Board so moved not to have the Culinary under Executive Session, that would be fine. Following further discussion, Trustee Petersen shared she would like to see the Executive Session made open.

Motion: To amend to strike the Executive Session solely for the Culinary program.

Motion by: Helen Petersen

Second by: Al King

Public Comment: None.

Action: Motion passed. Unanimous approval.

Discussion on the adoption of the agenda: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez handed out a PowerPoint, and COVID-19 protocol information for students and employees. Trustee Al King asked where the College was in the process. Dr. Gutierrez clarified that the College has not locked down. The College staff has done a great job disinfecting. The faculty have done a great job with students. The Governor is looking and evaluating where the state is now. Governor Brown will be sharing information via executive order. Trustee Petersen asked about the produce connection. VP Bill Jennings shared that the food pantry, orders and pick-ups are still taking place. Trustee Petersen inquired on the Certified Medical Assistant program. Executive Director Massie shared that this will take place in small groups with proper social distancing.
- b. The four Chief Executive Officer educators; President Gutierrez, President Nagi Naganathan, Superintendent Hillyer and Superintendent Szymoniak, have been meeting

to discuss what they can do together to improve education. There have been good conversations and these productive meetings are continuing.

- c. Dr. Gutierrez asked Mrs. Childs to read the final Budget Committee letter language. Mrs. Childs read the letter, inserting the name and time of service for Susan Kirby, Debra Bingham, and Laura Limb. Trustee King asked for proof of record on Dr. Doug McInnis if he resigned or did just not show for meetings. VP Fiscus shared Dr. McInnis did not show as an active term; however, she will check the files. The Board approved for Mrs. Childs to print letters at break for the Board to be able to sign at the meeting. Mrs. Childs will work with Board members who are not present to get final signatures to send the letters. Trustee King shared for the record, that he has no knowledge of Dr. McInnis resigning last year, because he was not here, it doesn't mean he resigned. If there is proof that he resigned, that is a different story. Dr. Gutierrez inquired with VP Fiscus, who shared he was not listed last year. VP Fiscus will check into if Dr. McInnis resigned or just did not show up. The Board agreed that Shannon could adapt a letter for Dr. McInnis tonight to have ready to sign as well.
- d. Dr. Gutierrez introduced VP Bill Jennings, in the role as Institutional Researcher, who handed out and reviewed Spring Enrollment 2018-19 vs. 2019-20 information. VP Bill Jennings shared thoughts on future terms at KCC and good planning. Dr. Gutierrez shared that at the end we are at 1953 FTE, which is work well done. VP Bill Jennings shared some variances; some in lab classes, students transitioning to classes with varying class times, classes being cancelled, and General Education Development/English as a Second Language (GED/ESL) which is continuing to enroll. Dr. Gutierrez shared that KCC being flat is a good thing, and gave kudos to the staff. Dr. Gutierrez shared that other colleges are not doing as well, some do not have economies of scale. Dr. Gutierrez shared that he has never been so proud of staff and faculty with all the work being done. Trustee King shared he had a concern about the quality of education that the students would be receiving. Trustee King asked Dr. Gutierrez how he thinks this has impacted the quality of education. Dr. Gutierrez stated the College does not lower its academic standards. The bigger issue is students who are not used to this kind of teaching environment. The College is watching for those students. The faculty teach the same way with same outcomes. Dr. Gutierrez shared he has a concern for high school students coming to the College unprepared.

VI. ASKCC STUDENT REPORT

- a. ASKCC President, Jenny Naylor, shared that her team has been doing entirely virtual work. They are remaining as connected as possible with the students, even without being among the students. It has been challenging to find ways to engage with students, but it has been going well. The Student Life Facebook page has been doing great. They have planned a virtual club fair. ASKCC is being as supportive as they can be.
- b. It has been greatly appreciated the amount of work that went into Financial Aid disbursement and how smooth it went.
- c. Instead of events, the monies that would have been used on those events was donated to the Foundation for student support with laptops.
- d. Ms. Naylor shared that the Produce Connection has not been going during the COVID-19 crisis, however the food pantry is up and running.
- e. Trustee Petersen thanked Jenny Naylor for Wellness Wednesday, and also thanked Valerie Franklin, keeping everyone moving.

VII. STATE REPORT

- a. The state is awaiting a May 20th revenue forecast.

- b. There is a joint Emergency Board, between the Oregon House and Oregon Senate, with allocations of about 30 million, that is really not for community colleges.
- c. At the federal level, community colleges have received from the CARES Act. KCC is receiving 699-700K at the federal level. Half is to be distributed to students.
- d. There are a number of upcoming webinars from Association of Community Colleges of Trustees; Road to Recovery; Plan for Changing Labor Market, Bridging K-12 to College, Contingency Planning. Some Board members may want to sign up for the free Webinars.
- e. The Oregon School Board Association is having a webinar about virtual meeting best practices.
- f. Dr. Gutierrez shared that he may ask Oregon Community College Association if they should request information on North Lake and will follow up on that.

VIII. FOUNDATION REPORT

- a. Vice-Chair Riggs shared the Foundation meet a week ago yesterday via zoom and asked Executive Director Massie to give a report. Executive Director Massie shared that there was an insert in the paper about the Foundation and how it could be supported, and an op-ed from the Chair in the Herald and News. There were good responses. There was information available for the Keep Students Connected Fund, which got a few donations from the public. There is continuation of people inquiring on how they could help. The Gala committee will be meeting to see if the event can be held, and dependent, what it may look like. The Foundation Board is updating the bi-laws in sections at each meeting. Trustee King asked about the kind of response that was had because he is concerned about the quality of participation on the Foundation and other activities. What kind of response did he get from solicitation from Board members. Executive Director shared that based on timing, there was not a response from the Board yet. This is the first time this has been tackled and the goal is to keep putting messaging out. Executive Director Massie shared that the Board currently has eight members.
- b. Executive Director Massie shared that the Economic Development Association has shared that they are working with the State Preservation office and should have things wrapped up shortly.
- c. Executive Director Massie shared that he did submit to the Oregon Community Foundation for reimbursement on computers, which was received today in the amount of \$4,000. This will go into the emergency fund for Keep Students Connected. KCC has gotten \$7,500 from All of Bridge, who helped start the emergency fund, and have been a high-level contributor.

IX. INFORMATIONAL AND ACTION ITEMS

A. Appoint New Budget Committee Members – Action Item

Trustee King asked what was done to solicit for members. VP Fiscus stated it was posted in the newspaper, put on the website and asked for people to spread information for anyone who was interested. Dr. Gutierrez added that the Board was asked to ask others if they had ideas as well. Vice-Chair Riggs read the two applicant names. VP Fiscus shared that both positions are three-year positions.

Motion: To accept the application for Budget Committee for Gayle Yamasaki.

Motion by: Helen Petersen

Second by: Kenneth DeCrans

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Motion: To accept the application for Budget Committee for Jeffrey White.

Motion by: Helen Petersen

Second by: Michael Fitzgerald

Discussion: Trustee Fitzgerald stated he knew Jeffrey White personally and shared he has the intelligence and dedication to public service necessary to give his best effort to the task. A discussion was held on Jeffrey White, his history and how long he has been in the community.

Public Comment: None.

Action: Al King abstained. Motion passed with remaining votes.

B. Coronavirus Aid, Relief, and Economic Security (CARES) Act – Information Item

VP Bill Jennings gave information on the CARES Act. KCC applied for it, but did not have to go through a competitive grant process. The amount is \$699,314. Half of the money will come to the College quickly; the other portion will come more slowly. The advance funds of \$349,657 are to be used solely for the purpose of students extra financial aid for expenses they occurred related to the disruption of the campus due to the COVID 19 crisis.

VP Bill Jennings shared that monies have to be distributed directly to the students. As things have been changing and the monies were designated for credit students. The Foundation has been a strong partner and has been helping with underrepresented students. The goal is that for this year, they would divert unrestricted general funds dollars to help this group, particularly GED/ESL, non-credit and the apprenticeship group.

Trustee King inquired how many students and how much they would be eligible for, in both categories. VP Bill Jennings shared that there has been an ever-changing list of who could qualify. The rules are changing daily, so the number is being worked on. Dr. Gutierrez shared it is \$350,000 for students. VP Bill Jennings said that if we had 700 students who qualified, it would be approximate \$500 apiece.

Executive Director Massie clarified that his funds were not general funds, they are unrestricted Foundation Scholarship monies. It may be between \$36,000-\$50,000, with approximately 600-800 students who may be served. Vice-Chair Riggs shared that the email went out today on the concept of moving these dollars.

Trustee DeCrans inquired if there were problems with Oregon Promise in the future. Dr. Gutierrez shared that there have not been any changes to that as far as he has heard. Trustee Petersen inquired on Oregon Opportunity. Dr. Gutierrez is thinking that there will be a request to increase this.

Trustee Petersen inquired on the CARES Act. reimbursement portion. VP Bill Jennings shared the reimbursement was referring to the College.

VP Bill Jennings clarified that after date of check, there is one year to distribute funds.

Vice-Chair Riggs called a recess at 7:25 pm.

X. RECESS REGULAR MEETING

XI. EXECUTIVE SESSION (Pursuant to ORS 192.660 (2.i.))

Vice-Chair Riggs reconvened at 7:38 pm.

Vice-Chair Riggs shared that the Executive Session is being called per ORS 192.660 2.i. which allows the Board to review and evaluate the employment-related performance of the chief executive officer of any public body, a public office, employee or staff member who does not request an open hearing.

VP Fiscus reviewed the College budget via her PowerPoint on COVID 19 Response Financial Impacts.

XII. RECONVENE REGULAR MEETING

Vice-Chair Riggs reconvened the meeting at 8:36 pm.

C. Budget Update – Information Item

This agenda item was reviewed under Executive Session.

Trustee King shared for the record “the College needs to look at brick and mortar education versus online education in preparation of budget and the future. Students in the future will may prefer online.”

D. Request to suspend the Associate of Applied Science Culinary Art Food Service Management Program – Action Item

VP Jamie Jennings reviewed the Culinary Arts Food Service Management AAS Program Viability Study which included a cost margin analysis, completion/graduation rates, current enrollment, student source success rates, and labor market data.

There will be a teach out and an academic plan for each student. Dr. Gutierrez expressed concern for students who are graduating from from this program and not having gainful employment.

Trustee King shared that he has expressed, in the past, concern for this program and graduates being able to get higher paying jobs.

Trustee DeCrans inquired on the Culinary Program making meals to help with their budget. VP Jennings shared that the catering program is continuing. There will continue to be catering on campus, even if the program does not continue.

Trustee Petersen inquired on partnerships with local hiring of culinary jobs. VP Jennings shared that each year, with program viability studies, improvement action plans are completed. This includes others areas of the College to brainstorm. Partnerships have been looked at in due diligence, recruitment to the program has been done. This has not been successful. Trustee Petersen inquired on what would happen with the space. Catering space would be utilized for college use in catering, community education and possible selling of product through the bookstore. Community Education would still like to use the area for baking or beverage short term community certification programing. Dr. Gutierrez shared that all the equipment was purchased with a grant, not college funds.

Motion: To extend the meeting no more than 30 minutes, not to exceed 9:20 pm.

Motion by: Helen Petersen

Second: Kenneth DeCrans

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Motion: The Board approve to suspend the Applied Science Culinary Arts Food Service Management Program

Motion by: Michael Fitzgerald

Second by: Kate Marquez

Discussion: Trustee Petersen inquired if the College has figured out the hiccups from the last degree that was dropped, the National Resources degree. Dr. Gutierrez clarified that he disagrees with the word hiccups or major problems with that. Trustee Petersen shared that she wants to make sure there is a clear and set communication for a teach out plan. Dr. Gutierrez shared that the College cares about people and will do this. Trustee King inquired on continuing the use of facilities that we agreed to no longer use. Trustee King shared he does not want the College to go back to the food service industry and the Badger Burrow. Dr. Gutierrez shared that the College is looking at self-sustaining catering program. If things go back to normal, food internally will be provided by catering, as it is less expensive. VP Jennings shared that this has been done for two years and is covered with one half-time person and some part time assistance. Trustee DeCrans inquired on the difference between suspension and termination. VP Jennings shared the process. There is a three-year timeline. A letter is sent to Higher Education Commission announcing the intent to suspend the program where it goes on record. There is three years to reverse the decision or it is finalized. The College also has to send a notification to Northwest about intent to suspend. A teach out proposal has to be sent to both. It is suspended until it is permanently terminated.

Public Comment: None.

Action: Kate Marquez, yay; Michael Fitzgerald, yay; Al King, yay; Kenneth DeCrans, nay; Helen Petersen, nay; William Riggs, yay. Motion passes four to two.

XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee King inquired on the 2010 census data. Mrs. Childs shared that she reached out to Global Information Services (GIS) at the County with a phone message and an email. As of current day, she got a response in email asking for specifics of information being requested. Ms. Childs responded asking for the population for Klamath Community College zones. Ms. Childs shared that she started with the County Clerk who referred her to the GIS Department. Trustee King recommended visiting the County Clerk, then the Commissioners, to get the information, as it is taking too long. Trustee King volunteered to visit the County on behalf of the Board to try to expedite the request. There was a discussion on the process.

Motion: Move to have Al King visit the County to get the census information that the College is looking for on behalf of the Board.

Motion by: Kenneth DeCrans

Second by: Helen Petersen

Discussion: Trustee Petersen clarified this is for getting the last census population numbers for Klamath Community College from 2010.

Public: None.

Action: Motion passed. Unanimous approval.

- Trustee DeCrans asked about the Wellness Center. Dr. Gutierrez shared this is slowed down at this time. The College is looking where the budget is and where the priorities are. The hope is to continue in the Fall.
- Trustee Petersen requested from the Ms. Childs the minutes and recording from the April 18, 2015 meeting to help with the communication and transparency regarding the Northrup issue.
- Trustee Petersen inquired on if there was a contingency plan and liability budget wise, etc. for the possibility of someone contracted COVID 19 and suing us. Dr. Gutierrez shared he will inquire with and wait for legal counsel to answer.

- Trustee Petersen shared that it has been 40 days since our last meeting. If there are future issues, would the Board need to do an emergency budgetary meeting or would the Board need to convene sooner than 40 days. Dr. Gutierrez and Vice-Chair Riggs shared that the Board can call a meeting at any time.

B. Public Participation

- None.

XIV. FUTURE ISSUES

- None.

XV. NEXT MEETING

- A. Budget Committee Meeting May 6, 2020, Building 7 at 6:00 pm.
- B. Scheduled Board of Education Meeting May 26, 2020, Founders Hall Boardroom.

XVI. ADJOURN

Motion: To adjourn.

Motion by: Kenneth DeCrans

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Vice-Chair Riggs adjourned the meeting at 9:12 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary