



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

Board of Education Retreat, Running Y Resort
Tuesday, August 25, 2020 8:00 AM – 5:00 PM

NOTES

I. CALL TO ORDER

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

Members Present: Kenneth DeCrans; William Riggs; Al King; Dave Jensen; Michael Fitzgerald; Helen Petersen; and Crystal Rice, ASKCC President, non-voting member.

Members Absent: Kate Marquez (excused).

Staff Present: Dr. Roberto Gutierrez, President; and Shannon Childs, Secretary to the Board.

Guests: Justin Wright, Executive Director; Bill Jennings, Vice President; Tricia Fiscus, Vice President; Charles Massie, Executive Director; and Damon Runberg, Oregon Regional Economist.

Welcome and Overview/President's Remarks

- Chair DeCrans welcomed the Board to the retreat.
- Dr. Gutierrez gave personal reflections of his work at Klamath Community College (KCC) and noted the past four months have been the most difficult to keep the vision of the College alive. Dr. Gutierrez shared the difficulty with the current situation of pandemic; looming economic crisis; and protests and riots, with KCC in the middle. At this time KCC is doing well in the midst of the stress. Dr. Gutierrez has been meeting with Oregon Institute of Technology (OIT) President, the Superintendent of City Schools and the Superintendent of County Schools to discuss current circumstances. It has been noted that there is a lot of stress on employees as well with the changing of schooling to online. The College is working on schedules and possibilities that will not hinder student success. The College continues to provide access and education to the community.
- Trustee Petersen asked if the staff and faculty could use Klamath Center for Education and Training (K-CET) to offset. Dr. Gutierrez shared that dual credit can be ratcheted up and looked into. Trustee Riggs shared that the Board should start looking at what the College needs to change in policy to be prepared for the future, such as students coming to KCC without a Diploma. Trustee Riggs shared the big encouragement with the Apprenticeship Center.
- Trustee King shared that we would want to see hard numbers with data before making any changes. He believes that the College will face economic impact, with possible terrible inflation.
- Dr. Gutierrez shared the politics behind a change of policy to accepting students without a high school diploma.
- Trustee King expressed how KCC will address students who want a tuition decrease and be able to make choices and put their money in college or private institutions. Dr. Gutierrez suggested using dual credit and ratcheting it up. Chair DeCrans shared that enrolling in dual credit was difficult through K-12, and agreed this is a missed opportunity. Chair DeCrans encouraged the Board that KCC should be a beacon of light to the community moving forward.
- Trustee Fitzgerald asked if the Oregon Revised Statutes (ORS) required a General Education Diploma (GED) or High School education. Dr. Gutierrez shared the language is not definite. Trustee Fitzgerald suggested informal review. Trustee King emphasized that the financial impact on the College may be dramatic. Dr. Gutierrez noted that this would help the institution, as it would be additional enrollments, which translates to more Full Time Equivalent (FTE) to help all

the students. Dr. Gutierrez shared he is not suggesting this, he is suggesting ratcheted up dual credit.

- Dr. Gutierrez added that this can be addressed in his goals if the Board so desired.
- Dr. Gutierrez shared that the Oregon Opportunity is still there. Trustee Petersen inquired if there are things the Board can do to help those families who are falling through the cracks. Dr. Gutierrez shared that the Foundation has helped by matching the Cares Act funds, however there are always opportunities to do more.

Opening Comments/Personal Reflections

- Chair DeCrans offered the Board to talk about personal reflections for the year. Each Board member and Dr. Gutierrez shared.
- It was noted that there was not one person on the Board that was raised in Klamath county, however all want to see the College and community grow. There is a similar goal, with great opportunity.

Board Self-Evaluation for 2019-2020

- Executive Director Wright presented and reviewed a PowerPoint with the Board.
- Trustee Riggs shared that due to change of circumstance and Board members, he hopes that the group does not spend too much time comparing one year to another.
- Trustee Riggs shared that the comments section is difficult to fill in using a cell phone. Due to this, he did not add a lot of comments.
- Trustee King shared his thoughts on where the Board is and where it could be. He feels that the data shows the Board has a long way to go and not just pat itself on the back.
- The Board reviewed each section of the evaluation.
 - o Board Organization: no comments.
 - o Policy Role and Direction: Trustee Fitzgerald expressed that the Board goes into the weeds too often and gets into the day to day administration of the College. Trustee Jensen added that there were basically two new members this year and felt it was fairly consistent. Trustee Fitzgerald shared that maybe there should be a work session on governance. Trustee Riggs shared that there have been items at the public meeting, that he was not sure was the role of the Board and agreed with a work session. Trustee Fitzgerald expressed that many community colleges prohibit political issues at the Board meetings, matching the ORS guidance. Trustee Petersen shared that an onboarding work session would have been helpful and agreed to work session thoughts.
 - o Board-President Relations: Trustee King asked to more fully understand the Board clearly delegating the administration of the College to the President. Trustee Riggs went to the data set. He thought that the member who filled in 6 or 7, may have filled in the data for the day and how they felt. Trustee Riggs wondered if there was a way to get ahold of various members of the College to see how they feel the Board's relationship with the President is. Trustee Jensen noted that a 4 and a 5 are still both "agree". Even a 4.0 is and "all agree". Trustee Fitzgerald inquired if the self-evaluation was an evaluation of self or the Board as a whole. Chair DeCrans shared it would be good to show where the Board could grow. Trustee Fitzgerald shared that if there are people not satisfied, those issues should be addressed, however those individuals are anonymous. Trustee Petersen expressed that sometimes she feels like the administration is running the administration and the Board is there for a show. It feels like the Board is the employee at times moving it along. Trustee Riggs shared that he calls many things that look like a rubber stamp, are actually part of a process. Trustee Petersen added that she sometimes feels like items are one-sided and gave an example. It was shared that there is always an option to try to move to a second meeting if need be. Trustee King shared some history of non-

productive Board meetings that looked like staff meetings, and complimented Dr. Gutierrez for not having this environment anymore.

- Community College and Student Relations: Trustee Riggs asked if Dr. Gutierrez could help, he shared he does not spend a lot of time with students and asked how important this was for the Board. Trustee King shared that he used to go to the campus and be present for student input, even with the adverse thoughts towards that. It is important to have student input. Dr. Gutierrez shared that some faculty, during the pandemic, expressed that they had never got a letter from the Board and were happy to see that. Dr. Gutierrez shared that the Board being present for student events would be good, such as the Nursing Pinning. Dr. Gutierrez does send out the invite, attendance would be nice. Trustee Fitzgerald shared it was the ASKCC President responsibility to bring forward student input and be the true voice of the student body. ASKCC President Rice asked if the Board had not seen as much interaction as they were hoping. It was shared that it has varied. AKSCC President Rice asked if there was anything she could do on her end to increase Board and student relations. Trustee Fitzgerald shared that she could solicit student comments to bring forward to the Board. Trustee King shared that on specific issues, input would be great. It is important that the students had a vote in selecting the student body government so that it reflects a connection between the student representative voice and the student body member voice. Chair DeCrans added that the ASKCC President was the key component to this section of the evaluation. That position is the voice of the students, and if they have concerns, this position needs to speak up. That position has the same ability of the rest of the Board with the exception of voting. It is important that the position shares events and happenings with the President and the Board for participation and information. Trustee Fitzgerald shared that the position may share information with the Board, however most of the work goes through administration as the Board does not get into the weeds, that is administration's position. Trustee Petersen shared her big concern was the word impartiality. If there is an issue, the administration gives their side, however she would like to see the other side of the story. Trustee Riggs shared that there are certain things that go through the chain of command, which many need to go through administration. It is not the job of the Board to hear all the details, it is the administration's position. Trustee Jensen shared that the Board can hear the complaints, however there is a process that needs to be gone through. Many of the things that have come to the Board in the last year, have not gone through the process. Students coming directly to the Board still need to go through a process to be handled in house, not a public meeting. Trustee King shared his concern that during the meeting he did not know who was attending the meeting. There are some that attend meetings and want not be involved. It is important that the Board at least acknowledge this and point people through the process. Trustee Petersen respects the formal process; she shared her issue is that there are issues in the past that are policy issues such as assault that should come to the Board. The President and some members of the Board, shared that it would not come to the Board for process. If the Board hears it, they should share, however this goes to Human Resources and possibly law enforcement. KCC does have security on campus.
- Community Relations: Trustee Jensen shared that the Board's community relations is the best it has been since he has been on the Board. The Board has a positive relationship with the community.
- Standards for College Operations: No comments.
- Board Leadership: There was a note to training on governance and training for new Board members and continuing education for Board members. There needs to be work done in this area with an election of the Board coming up in a year. Trustee Riggs shared this reflects the current Board and that each ongoing member is responsible for owning Klamath Community College is an Equal Opportunity Educator and Employer.

this. Trustee Fitzgerald shared that the Board went to Oregon Community College Association (OCCA) for training, however follow-up would go well. Trustee Petersen expressed the Board getting together to arrange this and possibly including an outsider for training. Trustee King shared he did not want to endorse outside facilitators who come in and leave the Board worse than what was started. Trustee Fitzgerald shared that there is ongoing training in the Trustee world, it takes discipline to take the time to get there online. Trustee Jensen shared his feeling of responsibility, however shared that new Board members need to ask questions so they know how to help as well. Trustee Jensen noted that it can be difficult if you offer training and those complaining do not actually go to the training. Trustee King expressed his thanks that the Board now goes around the table to share personal things with each other to get to know each other better, it creates a better dynamic and sensitivity.

- Advocating for the College: Trustee King shared as Board members, there is room for improvement. Chair DeCrans added that he plans to spend a lot of time in his position to advocate. Trustee Jensen noted that he believes statewide, KCC has come from being the Southernmost school to be connected across the state. The state-wide advocating has gone well. Trustee Petersen asked if there were things the Board could do for the President to clear up his schedule and assist with the College, he could let the Board know. Trustee King shared that close to home was important. Trustee Riggs elaborated on the 3 million dollars grant and that it will involve a lot of work in phases. Phase one will include state and federal monies. He believes the College may need to raise 1.7 million, the Board has a great opportunity to represent. It would go far if some of the Board were to visit Foundation meetings to show support. Trustee King shared that the College is closing buildings and may be asked why we are building more if some buildings are closed. Dr. Gutierrez responded that there were certain buildings closed due to summer and not having faculty or classes in those areas. The last capital campaign, we put the best technology possible in, which has truly helped the College now. The College would like to do this moving forward.
- Board Education: Trustee King addressed the numbers that have significantly decreased. Trustee Riggs shared his perspective, the Board has asked for a lot more data from administration, of which not all does the Board do something with. The Board may be putting pressure on administration that they did not need to. The Board should be aware of what they are asking and if it is important. It does not mean that asks are not important, but awareness is good. Executive Director Wright shared that the answers to questions reflect the Board is consistent on their impression of this question. Chair DeCrans shared that some requests may be taking time away from students. Trustee Fitzgerald shared that over all the Board was at 3.6. Trustee King shared that there are many people who have the job of collecting data. It is important that the Board and President have that information. If it is done for administration, it is also important the Board have it. Trustee Petersen inquired if the Freedom of Information Act issue has been resolved. Currently, Trustee Petersen made requests as a Board member, along with 3 students, and it went to her requesting information under the Freedom of Information Act. Trustee Petersen shared it was a burden, however as a Freedom of Information Act, it had to go through. Executive Director Wright shared he was not familiar with the issue. Trustee King inquired if the College had a policy on per document charge. Trustee Jensen shared Michael Blade was supposed to do this and it has not been resolved. Dr. Gutierrez shared there was a cost to the institution on resources and time. A policy does need to be looked at, there has to be a balance.

Oregon Regional Economist

- Dr. Gutierrez introduced Damon Runberg, Oregon Regional Economist for the East Cascades. The presentation from Damon Runberg was shared with the Board. Mr. Runberg reviewed and presented information as distributed.
- Slides that were presented covered:
 - o Before COVID-19 total nonfarm employment was slowly trending down.
 - o Klamath's COVID-related employment impacts look similar to the state.
 - o Levels of unemployment quickly exceeded rates seen during the late recession, but have since improved.
 - o Most industries have begun recovering jobs, but only 1 in 5 jobs lost have been added back. (other services included things such as personal services, barber shops and churches) Agriculture was not included on the chart due to ability to obtain information. Trustee King inquired on the cost of items increasing and how it will impact employment in general. Mr. Runberg shared the Consumer Price Index, where they found in the July numbers the shocking increase in prices, possibly about 5%. This effects disposable income and other services where the economy will feel it.
 - o Continuing unemployment insurance claims coming down, but remain elevated, particularly when considering the time of year.
 - o Unemployment Insurance Benefits paid to Klamath County residents.
 - o We likely are not giving enough attention to those who have seen their hours reduced.
 - o Next 10-years expected to look similar to the last decade. (not yet published, please do not share widely)
Trustee King inquired on a single vs. couple income annually, and if Mr. Runberg had the information. Mr. Runberg will share this information to the Board via email. Mr. Runberg shared that they do take population into account.
 - o A few things to look forward to was shared. This includes housing, trades/construction in residential, geographic mobility, education, and this is not a normal recession.
- It was noted that Cares Act made significant differences. A lot of federal funding to help has expired. This is where, in this time, it may start to feel like a recession.
- Dr. Gutierrez talked about what Mr. Runberg mentioned about Klamath County history, and that we are doing better now that what our past history shows.
- Mr. Runberg was thanked for his data and time.
- Dr. Gutierrez referred to the slide on ages. He shared that unemployment has hit the younger generation harder.

Apprenticeship Center

- Dr. Gutierrez welcomed VP Fiscus and Executive Director Massie. VP Fiscus and Executive Director Massie presented and reviewed a PowerPoint. The presentation included:
 - o Apprenticeship Center Project Review.
 - o Conceptual renderings.
 - o The site program.
 - o The floor program.
 - o Apprenticeship Center Funding (core building and equipment).
 - o Apprenticeship Center Timeline. The open date is on the timeline for September 2022.
- Executive Director Massie presented that there needs to be a portion raised prior to the Higher Education Coordinating Commission (HECC) selling of Bonds. There may be a need to reassess how those funds are reflected if the total 400,000 is not raised by the Foundation by December 31, 2020. This may include coming to the Board.
- Trustee King shared if the timeline crosses June 2021, there may new other Board members on the Board. Trustee King expressed that he is excited we are working towards a center that will work and create success, as the community needs this.

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- Trustee Fitzgerald clarified that if the College assisted with the \$400,000, it would be reimbursed via fundraising efforts.
- VP Fiscus stated she hopes to have more information to share at the next Board Meeting.
- Trustee Riggs asked when talking points will be available for the education side of the building. Dr. Gutierrez shared that they hope to have this at the next Board meeting. Trustee Riggs would like to sell this as the next educational opportunity.
- Dr. Gutierrez shared that Nancy Wendt and her son met with Dr. Gutierrez. They are excited. Trustee King shared that the naming of the building is important and that people are recognized. He also mentioned there are many buildings on campus that could be named. Trustee Petersen asked if the Apprenticeship will encroach on Ms. Ayers space for sports. Executive Director Massie answered it will not encroach on the space. Trustee Petersen inquired on the sustainability of the building and when it is time to consider thermal, geothermal, etc. Executive Director Massie answered this will be in the planning. Trustee King shared that he did a deep dive into Breezy Ayers and that recognition was given. Trustee Petersen made note that those names that go on buildings need be vetted. Trustee Fitzgerald shared that there is a policy on this for the Board.
- It was shared that Michael Homfeldt is a great resource to the College.

KCC Data Presentation

- Dr. Gutierrez welcomed VP Bill Jennings. VP Jennings presented and reviewed a PowerPoint. VP Jennings shared that this information is one layer deeper into the numbers that the Board receives every month. The presentation included:
 - o Enrollment – College Wide, unduplicated headcount and FTE.
 - o Enrollment – College Wide, unduplicated headcount and FTE, credit, non-credit, GED/ESL.
 - o Enrollment – College Wide, FTE by Division, credit, non-credit, GED/ESL.
 - o Enrollment – College Wide, totals by year.
 - o Enrollment – GED/ESL, headcount and FTE. Dr. Gutierrez shared that there was also a grant received for this area, which contributes to some of the growth.
 - o Enrollment – GED/ESL, race/ ethnicity demographics.
 - o Enrollment – GED/ESL, GED gender demographic and ESL gender demographic.
 - o Enrollment – GED/ESL, totals by year.
 - o Enrollment – Non-Credit, headcount and FTE.
 - o Enrollment – Non-Credit/ workforce race/ethnicity demographic and workforce gender demographic.
 - o Enrollment – Non-Credit, totals by year.
 - o Enrollment – Credit, unduplicated headcount.
 - o Enrollment – Credit, FTE.
 - o Enrollment – Credit, race/ethnicity demographic.
 - o Enrollment – Credit, gender demographic.
 - o Enrollment – Credit, totals by year.
 - o Developmental Education, percentage of credit students taking a developmental course.
 - o Developmental Education, percentage of students taking a developmental course, percentage of credits that are developmental, and percentage of credit FTE from developmental courses.
 - o Programs, degree choices.
- VP Jennings noted COVID did affect numbers and shared information on that throughout the presentation. Chair DeCrans inquired if the College was expecting more students with the pandemic and people going back to school. VP Jennings shared he believes that the College is working through “fear” at the moment. There is a lot of uncertainty and questions going through students’ minds. Trustee King shared information with VP Jennings from Mr. Runberg. VP

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Jennings expressed that in the midst of the unknown, it is a very strong time to be entering back into school. The Board and VP Jennings talked about online learning versus in class learning. Dr. Gutierrez shared that VP Jennings and he meet once a week and cannot think of anything alarming that may be coming up. There may be a future conversation on the missed year of K-12, however that information is not here yet. VP Jennings elaborated that evaluation of student performance is being looked at and there was nothing alarming. The Board discussed standards. Trustee Petersen asked if the information provided can also be completed by age. VP Jennings will pull that information. Trustee Petersen shared it would be nice to see which programs do better online or face-to-face. VP Jennings shared that even those programs that are available all online, the students do not truly take the entire program online, they are more hybrid. Trustee King would like to see more information or data on internships. He shared that employers will be more discerning on hiring. Chair DeCrans shared that the students are required to take CGS courses where interviewing is addressed. VP Jennings shared that the number one problem is the identity of the individual. Trustee Fitzgerald noted that the size of the sample is what makes it difficult if the group is small.

- VP Jennings shared that they received an email from HECC, who have people coming back to work and invigorating the state longitudinal data. They want to track students from Kindergarten thru graduation of college. KCC has volunteered itself to be part of a pilot.

President's Annual Goals

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

Dr. Gutierrez's "President's Goals for Academic Year 2019-2020" were provided in the binder.

1. Continue to Develop and Enhance the Foundation's Progress
2. 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*

* Working with HECC
3. Increase the Opportunity for Four Year Degrees, Through All Institutions, at KCC
4. Continue to Look into the Potential for the Bachelor of Science Nursing and its implications to KCC
5. Continue to Develop an Apprenticeship Center at KCC
6. Proactively Monitor House Bill 2998 Transfer Bill (no loss of credit legislation)
7. Maintain a Strong Relationship, with Timely Communication Across the Board, Vertically and Horizontally, with the Board of Education
8. Lake County
 - a. Work with HECC and Lake County Commissioners to begin the process of incorporating North Lake into the Klamath Community College District.
 - b. Explore Lake Counties Interest, the Rules, Regulation, Opportunities, to Include the Southern Part (not currently in a community college taxing district) into the Current KCC District
9. Explore and Develop Opportunities for Housing on Campus that KCC Students Have Access
10. Continue to Explore Opportunities to Increase Native American Student Numbers

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.

- Trustee King shared that he wanted to add to goal #1, to include moving towards the Foundation being self-supporting. Trustee Jensen shared that the fact of the matter, is that in Oregon, most community college foundations are supported by an employee of the college supported by the college, not the foundation. Those that are supported by the college, are employed by the Foundation, therefore answered to the Foundation, not the President. Trustee Jensen further shared that if KCC did not fund part of the Foundation position, some people do not donate to places that have that much overhead in staff monies. Trustee Jensen will bring the information to the next Board meeting. Trustee King clarified that he is referring to those things that define a 501c3. When attracting big donors, they are looking at other things. He shared that those type of people should be on the Foundation Board. The Board discussed what wording may be appropriate for goal #1. Dr. Gutierrez shared that this was the year the College is asking the Foundation to lead a huge Capital Campaign.
- Dr. Gutierrez shared that the goal of the Bachelor of Science Nursing (BSN) is to help pay for the Register Nursing (RN) program. It is ideal that the BSN be available online.
- Chair DeCrans suggested adding a goal in working with K-12 on the pandemic. Trustee King expressed that he did not feel the need to add another goal to Dr. Gutierrez. Chair DeCrans shared that this may give Dr. Gutierrez backup if he needs it for K-12 concerns.
- Trustee Petersen would like to see Dr. Gutierrez take a 3 day plus vacation not talking about work, a time away. Trustee Riggs supported Dr. Gutierrez taking time off. Dr. Gutierrez shared his appreciation for the Boards support.

The following goals were agreed upon to move forward for approval at the September meeting.

1. Continue to Develop and Enhance the Foundation's Progress and Work Towards Self-Sustainability.
 2. 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*
 - * Working with HECC
 3. Increase the Opportunity for Four Year Degrees, Through All Institutions, at KCC
 4. Continue with the Implementation of the Bachelor of Science Nursing (BSN) and make the RN Program Sustainable through the BSN
 5. Develop and Implement an Apprenticeship Center at KCC
 6. Proactively Closely Monitor and Actively Lobby for Implementation of House Bill 2998 Transfer Bill (no loss of credit legislation)
 7. Maintain a Strong Relationship, with Timely Communication Across the Board, Vertically and Horizontally, with the Board of Education
 8. Lake County
 - a. Work with HECC and Lake County Commissioners to begin the process of incorporating North Lake into the Klamath Community College District.
 9. Explore Opportunities for Child Care on Campus that KCC Students Have Access
 10. Continue to Explore Opportunities to Increase Native American Student Numbers
 11. Explore Pandemic Educational Opportunities
- Trustee Jensen shared that the College has asked the employees to wear a mask. He asked that Trustee King have a record on hand about not wearing a mask, following the process of documenting. The College has adopted guidelines. It was suggested that Trustee King fill out the document for record and submit to Human Resources. Chair DeCrans shared this would be helpful for those asking why a Board member is not wearing a mask. Trustee Fitzgerald read the

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language that was passed by the Board, which clarified you have to establish a medical condition through a document with Human Resources, who keeps the information in a secure location at all times.

- Trustee Fitzgerald was reading in the Trustee Magazine and inquired if the entire Board had a copy of Dr. Gutierrez's contract. Dr. Gutierrez will verify that the Board has a copy of his contract.
- Trustee Riggs asked to be excused from the next meeting.
- Trustee Petersen brought attention to the census count and that it may not be accurate this year.

Chair DeCrans adjourned the meeting at 4:44 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary