



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

Regular Meeting – Tuesday, October 27, 2020 6:00 PM

MINUTES

I. CALL TO ORDER

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

Members Present: Kenneth DeCrans; Kate Marquez (zoom); Al King; Michael Fitzgerald; and Helen Petersen. A quorum was confirmed.

Members Absent: William Riggs, excused; Dave Jensen, excused; and Crystal Rice, excused.

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

Guests: Bob Kingzett and Margaret Justus

II. SHOWCASE

Dr. Gutierrez introduced Dr. Anthony Rosilez via Zoom and Peggy Bullock, KCC faculty. Dr. Gutierrez gave high regards to Mrs. Bullock for her work and strong institutional leadership.

Dr. Rosilez is the Executive Director of the Teachers Standards and Practices Commission (TSPC). Dr. Rosilez shared the background of the Commission, which is made up of primarily educators. TSPC is experiencing with school districts, the difficulty finding teachers to fill its classes, particularly in rural areas. Another challenge in the education workforce is diversity. Only about 10% of the education workforce is from diverse backgrounds. KCC is recognized across the state for diversifying its student population. TSPC is working on diversity and retention the education workforce.

Dr. Rosilez shared that Mrs. Bullock has presented, and the program presented was very well received. It is a testament to the leadership and the Board of Education to support this innovative work. There has not been a community college staff member as part of the commission in the past, which is a critical area for untapped potential in Oregon. Dr. Rosilez has worked with the Governor to diversify the commission, and in that formally announced that Governor Brown has accepted his recommendation and announced Peggy Bullock as a public member of the Teachers Standards and Practices Commission. Dr. Rosilez shared that he looked forward to working with Mrs. Bullock and thanked Dr. Gutierrez for all the work he is doing at KCC.

Trustee King asked how best to get ahold of Dr. Anthony Rosilez. Ms. Childs will share the information with the Board.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting September 22, 2020)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)

E. Enrollment Dashboard

Motion: To accept the consent agenda.

Motion by: Michael Fitzgerald

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Chair DeCrans made an amendment under section IX., there will be a subsection d., going into Executive Session, ORS 199.660 (2)(a), which is to consider the employment of a public officer, employee, staff member, or individual agent.

Motion: To adopt the agenda with the addition of the Executive Session.

Motion by: Al King

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez introduced Executive Director Massie who introduced Bob Kingzett. Mr. Kingzett shared what an asset the Apprenticeship Center would be to KCC. The Economic Development Administration (EDA) grant was given a congratulations. With the EDA secured and the work to secure the rest of the funds to build the Apprenticeship Center. The Wendt Family Foundation is contributing \$250,000. They will also be making a few phone calls to incentivize others to make a contribution. Mr. Kingzett will be meeting with Executive Director Massie and Grants Director Peter Lawson. They are delighted to be part of the project. Chair DeCrans thanked Mr. Kingzett and the Wendt Family on behalf of the Board for their continued support of the College and Community. Trustee Marquez expressed that she was moved by the donation and thanked the Wendt family. Trustee Marquez announced that she will be contributing an amount that is meaningful to her of \$2,500, and challenged the Board to give an amount that was meaningful to them.
- b. Executive Director Wright referred to handouts including Board Policy 406.0900, Klamath Community College Public Records Request Fee Schedule, and Klamath Community College Guidelines for Public Records Requests. The handout was highlighted by Executive Director Wright. Executive Director Wright noted that there may be a revision of this policy in the future to put it in line with revised statute, which would read that if there was a request for public record, the Board would allow the administration to complete the record. Dr. Gutierrez shared that this may be at the next Board Meeting.
- c. A Higher Education Coordinating Commission Funding and Achievement Subcommittee handout was shared and Dr. Gutierrez updated the Board. KCC has been working on a Childcare Center for 6 years and now has the right partner to assist, the Oregon Childhood Development Coalition. With the right partner, the College needs the money for the building. A 3-million-dollar grant was written and the College did receive it for 1.5 million, with a 1.5 million match. This is looking like a three-year project after the Apprenticeship Center. Sometime in the near future this project will go to the Board for Klamath Community College is an Equal Opportunity Educator and Employer.

approval, as this is part of the President's goals. Dr. Gutierrez expressed to the Board that Peter Lawson is doing great work for the College.

VI. ASKCC STUDENT REPORT

- a. VP Bill Jennings gave updates on the food boxes/Farmers to Family, along with the Produce Connection. Thursday's are busy days.

VII. STATE REPORT

- a. Trustee Marquez shared that the OCCA annual conference is November 4-6th, virtually and free. Board members were encouraged to attend.
- b. Trustee Marquez shared data on undergraduate enrollment drop of 9.4% nationally at community colleges, compared to 1.4% at public 4-year college. Community colleges are seeing a nearly 23% decline in new student enrollment.
- c. Ms. Childs handed out information from Trustee Marquez; article Strapped for students, colleges finally begin to clear transfer logjam.

VIII. FOUNDATION REPORT

- a. Executive Director Massie shared the scholarship application process and number of applicants, which was 112.
- b. Trustee King thanked the work going into the Wendt Family Foundation. It was clarified that the contribution is \$250,000 over three years. Trustee King inquired on how the money will be received. Executive Director Massie shared it will be given in three equal parts.
- c. Chair DeCrans shared that he sat in on the scholarship meeting. He shared that the Board may have two members on the Foundation Board and he will be bringing it up at the next meeting for volunteers.

IX. INFORMATIONAL AND ACTION ITEMS

- A. Resolution No. 188-20-21 Adopting and Appropriating a Supplemental Budget for Fiscal Year 2020-21 – Action Item

Dr. Gutierrez introduced VP Fiscus to share the information with the Board. VP Fiscus reviewed the information as provided in the Board packet. Trustee King inquired if this was additional funds coming in from grants and if the budget is not being changed, VP Fiscus shared that no monies are being moved around in the approved budget that was had before.

Trustee Fitzgerald inquired on the Veterans Resource Grant. VP Fiscus shared that the reallocation is recognizing a grant increase.

Motion: To approve the budget allocation.

Motion by: Al King

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

- B. Apprenticeship Center Funding Update – Information Item

Executive Director Massie shared a mistake in the excel document, which reflects in not matching the green sheet. The bottom of the page reads 3,813,260, it should read 3,913,260. Executive Director

Massie expressed his excitement of Mr. Kingzett visit the Board and sharing the Wendt Family contribution. Executive Director Massie handed out a letter from William Lynch and shared that he has contributed \$100,000. This will be over three years. Dr. Gutierrez shared the history of meeting with Mr. Lynch and Mr. Lynch's contribution.

Executive Director Massie reviewed and explained the Funds Source excel handout. To have the bonds sold at the state level, the College must have 3.9 million dollars in its control. At the next Board meeting there will be an action item to ask the College to restrict .5 million dollars to make sure the College gets the bonds sold, as the money is collected, the College will not have to use the .5 million. There will be a next phase of fundraising to continue to build out sustainability of the center and program development. Money will also be put aside for the recruiting of students.

Trustee King clarified that the state does not match the money until the College puts the money up. Trustee King inquired on the naming and if there are lesser monies that could be accepted for funding. Executive Director Massie shared that they are working on the breaking down of the building now, and how many rooms will actually be in the building. The Youngs, who donated \$100,000, will be naming for one of the labs. Mr. Lynch may want to name the other lab. They are figuring out the levels of contribution would be for other naming opportunities. Trustee King verified that the naming does come to the Board.

Trustee Petersen inquired if there will be contracts, as currently there are letters. Executive Director Massie would like to have contracts by the December 1, 2020 meeting.

C. COVID Updates – Information Item

Executive Director Wright shared that the Operation Matrix has not changed and is the same. The Oregon Health Authority (OHA) has utilized Occupational Safety and Health Administration (OSHA) as a way to enforce and utilize workplace requirements. The Temporary Oregon OSHA COVID-19 Rule October 23, 2020 Review Draft was handed out and discussed, in replacement of the October 13 draft that was distributed with the packet. The October 13 draft had significant changes.

Karen Smith, with OCCA, has gotten with the community colleges and four-year institutions to create a uniformed front. The OHA and OSHA rules had inconsistencies. The rules themselves were not clear. Between 10/13 and 10/23, OSHA removed a requirement with motor vehicle. These rules should be in final form in November and the College has 4 weeks to comply.

The risk assessment involved a list of questions in interacting with staff. The changes that OSHA is requesting does not need the authority of the Board, however the Board is being notified.

Trustee King inquired if changes to the “plan” come to the Board. Executive Director Wright shared that yes, changes to the plan do come to the Board.

Executive Director Wright clarified that this is OSHA state.

Executive Director Wright shared that there has been one positive COVID case on campus. This was in a small lab. The student, at the point of the lab was not showing any symptoms, and had been isolated and off campus. There have been conversations with Public Health. Executive Director Wright gave kudos to Institutional Research, who has created an algorithm, which will reflect direct contact, indirect contact

and a little more than that. Public Health was surprised at the level of specificity with that. VP Bill Jennings shared there was no surveillance, the student is interviewed if they went anywhere on campus.

Executive Director Wright shared that the College has forms from Public Health and the College will be working with Public Health in notifications to students and/or employees.

Trustee Fitzgerald inquired if quarantine is required for any students. Discussions are taking place on Public Health guidance.

Chair DeCrans called a five-minute recess.

Chair DeCrans called the meeting back to order at 7:24 pm.

Recess Regular Meeting

D. Executive Session Pursuant ORS 199.660(2)(a)

Chair DeCrans called the meeting to Executive Session at 7:24 pm under ORS 199.660 (2)(a) to consider the employment of a public officer, employee, staff member, or individual agent.

Kenneth DeCrans; Kate Marquez (zoom); Al King; Michael Fitzgerald; Helen Petersen; Dr. Roberto Gutierrez; and Shannon Childs were present for Executive Session.

Reconvene regular meeting

Chair DeCrans reconvened the regular meeting at 8:20 pm.

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee King thanked Dr. Gutierrez and VP Fiscus for going to work on the issue he brought up before, which is in the financial reports, there are brackets that show over and under. They are not standard accounting practices and it is confusing. Trustee King shared he is happy that it is being resolved.
- Trustee Petersen thanked ASKCC President Crystal Rice and VP Bill Jennings for the work they have done with food on campus for those who need it in hard times. Shannon Childs shared the process in which Farmers to Family came to campus, beginning with a call she received on a holiday and progressed into current distributions. Ms. Childs was happy to be a conduit and thanked VP Bill Jennings and his team for the work they have put into the distribution, support and safe planning.
- Trustee King shared a couple at the Running Y with a townhouse, who had sold it and did not want the furniture. It went to those in need from loss in fires.
- Trustee Fitzgerald asked for more information from Executive Director Massie's report on tracking COVID 19 expense reporting.
- Trustee Fitzgerald inquired on the intro to craft skills and carpentry course, and if the College has gotten input from the partners on the course materials to be criticized.
- Trustee Fitzgerald asked how the conversation was developing with Lakeview. Dr. Gutierrez shared that the community wants KCC back. There are discussions on how much the community could contribute to make this happen. This involved community leaders and asking how to work with KCC. This is in the brainstorming phase.

- Trustee Fitzgerald inquired on the time frame for House Bill 2864. Cultural competency was on Executive Director Wrights plate and may need attention. Dr. Gutierrez shared that the College needs to talk more about that language, as it may be grant involved. There will be an update at the next Board meeting.
- Trustee King shared that there is a five-member board at the Running Y. There are 3 elected people representing the Home Owners Association. They asked Trustee King what was going on with the Fire Department. They have contracted with an air service. The area is fenced off for a helicopter. Dr. Gutierrez shared it was the privy of Fire District 1 if they wanted to pull out of the area. KCC does not have the authority to prevent that.
- Trustee Petersen inquired on the Student Thanksgiving event. Dr. Gutierrez will inquire with VP Bill Jennings and ASKCC President Crystal Rice.

B. Public Participation

- None.

XI. FUTURE ISSUES

- None.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: December 1, 2020, Founders Hall Boardroom
- B. Dr. Gutierrez shared that the Employee Recognition Event will take place via in person and technology combination. The Board will get and invitation for the event on December 11, 2020.

XIII. ADJOURN

Motion: To adjourn.

Motion by: Helen Petersen

Second by: Al King

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Chair DeCrans adjourned the meeting at 8:39 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary