



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

Regular Meeting – Tuesday, December 1, 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); William Riggs; Al King; Dave Jensen; Michael Fitzgerald (at 7:30 pm); Helen Petersen; and Crystal Rice, 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; Bill Jennings, Vice President; Charles Massie, Executive Director; Justin Wright, Executive Director; Lacey Jarrell, staff; Kathleen Walker-Henderson, staff; Dale Severns, staff; Stanley Pence, faculty; MaryLou Wogan, faculty; Mike Homfeldt, staff; and Shannon Childs, Secretary to the Board.

Guests: Amber Trahan and Margaret Justus.

II. SHOWCASE

Dr. Gutierrez shared that part of a healthy community is a healthy business climate. The College is very much interested in economic development, which is why the College subsidized the Small Business Development Center. A well educated and well training workforce is important in the Klamath Falls data. The College looks at possible programs to help attract companies to the Klamath Falls area. Stanly Pence's program was one that was reviewed. The National Science Foundation grant was applied for and received to start the program. As part of the Klamath County Economic Development Association (KCEDA) executive board, Dr. Gutierrez gets to see the results of the work in the companies looking into Klamath Falls. Recently, a company came to KCC and the CEO talked to Dr. Gutierrez about Advanced Manufacturing and the need for training. The outcome was very positive from the company that evaluated us through the process. The faculty in that area, Stan Pence, has been excellent for the program with his experience and history.

Dr. Gutierrez introduced Stanley Pence to present on the Manufacturing and Engineering Technology Program.

Mr. Pence presented a PowerPoint to the Board on the Manufacturing and Engineering Technology Program. Presentation information from Mr. Pence included problem and opportunity statement information, problem and opportunity leads to answer information, zoom canvas class information (of which the Board can click to review), computer aided design, joint coordinated learning project information, multi-disciple classes, and next series of classes to modularize. It was noted that not all students are in Klamath Falls.

Ms. Childs will email the PowerPoint to the Board.

Dr. Gutierrez shared that there are some disciplines that change frequently, especially those with technology. This program is one of those programs and Dr. Gutierrez thanked Mr. Pence for his commitment to the program and Klamath Community College.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting October 27, 2020)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda.

Motion by: Al King

Second by: William Riggs

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

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

Motion by: Al King

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez asked VP Bill Jennings to review enrollment with the Board. VP Bill Jennings reviewed a handout that included Winter 2021 compared to Winter 2020, Fall 2020 compared to Fall 2019, Summer 2020 compared to Summer 2019, and Compare year to date 2019-20 to 2020-21. VP Bill Jennings shared that on this day, year to date, KCC is down 14%. Dr. Gutierrez shared that this is also compared to a banner year that KCC had last year. There was a small discussion on how the future enrollments may look based on timing.
- b. Dr. Gutierrez shared the finalist for the Executive Director for Human Resources and Legal Counsel. The Board was invited to join the forums on December 7th and December 8th. Ms. Childs will send out the forum zoom link to the Board.
- c. The book, Oregon by the Numbers, was given to the Board. Pages 52 and 53 were reviewed for poverty rates. Trustee King inquired on the figures for the average income per person and per household in Klamath County. This may be available through the guest who presented at the Board Retreat.
- d. Dr. Gutierrez was hoping to have the architect approval by now for the Apprenticeship Center. The Economic Development Administration (EDA) needed time to look at the contract. Dr. Gutierrez shared that himself, Tricia Fiscus, Mike Homfeldt, Paul Breedlove, Diane Haskins, VP Jamie Jennings and Chair Kenneth DeCrans were on the committee. To fulfill the timeline, Dr. Gutierrez asked if the Board could have a special board meeting specifically to address the architect process. December 15th was recommended for a meeting date. Trustee Petersen asked that if there were COVID updates, if it could be added to the December 15th meeting. There was a consensus that the 15th of December at 6:00 pm would work. Trustee King asked to know at the meeting

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who the other architects were and what their proposals were and how much they were proposing as a cost. VP Fiscus shared that the cost comes through with the contractor, there is not a price with the architect. Trustee King shared he had an issue approving an architect without cost. The process will be reviewed at the December 15th meeting. Trustee King stated for the record “It is irrelevant for us to vote as a Board on something we don’t know these answers to, and it is totally irrelevant as a means of coming to the Board already done.

- e. Dr. Gutierrez expressed how thankful he is to be part of the College and part of Klamath Falls. This is a tough year. Dr. Gutierrez thanked the Board for their patience. The work continues. On behalf of the administration, Dr. Gutierrez thanked the Board for their time and volunteering.

VI. ASKCC STUDENT REPORT

- a. Ms. Rice handed out and reviewed student report notes. The handout included information on the KCC Giving Tree, the ASKCC Friendsgiving Raffle Director Report, ASKCC team survey raffle, food pantry updates and staff food drive information. New survey updates will be at the next Board meeting. The Board gave Ms. Rice encouragement in her hard work.
- b. Trustee Petersen inquired if there was any way to data mine the food pantry to inquire on grants with the information. VP Bill Jennings shared that this may be looked into. Executive Director Massie clarified that Peter Lawson is the Manager of Grants and Holly Owens is his assistant to help with grant writing on campus. Dr. Gutierrez shared that Stan Pence program was an example of successful grant acquisition from the National Science Foundation.

VII. STATE REPORT

- a. Trustee Marquez shared that there will be an OCCA meeting on Friday and she will send out an email following that meeting.

VIII. FOUNDATION REPORT

- a. Executive Director Massie shared that there were 112 scholarship applications, 106 of those have been recommended for funding, as 6 were not eligible. They anticipate to give out approximately \$62,000 in winter and spring. They are also working on fundraising considering there was not a Gala this year. The committee is working on other plans possibly around online and social distanced activities.
- b. Trustee King asked if there was any success in recruiting Foundation members. Executive Director Massie shared they had not. Chair DeCrans noted that the Foundation can have two Board members participate. The Board supported Chair DeCrans serving as the second member of the Foundation.

IX. INFORMATIONAL AND ACTION ITEMS

A. Klamath Community College Match Commitment for the Apprenticeship Center – Action Item

Dr. Gutierrez introduced VP Fiscus to share the information with the Board. VP Fiscus reviewed the document within the Board Report. VP Fiscus shared that the process has changed where previously commitment letters could work, where as now the money has to be in the bank, not just in letter form. VP Fiscus shared that she does not believe the College money will be touched. By the time the money is needed, the money that is used will be back in the bank.

Trustee King asked where the money is coming from and if it is budgeted. VP Fiscus shared that there is money in cash on hand, contingency funds (1M+), and rainy-day funds (1.7M). The money needs to be put in the account until the cash comes in. VP Fiscus recommended using the rainy-day fund.

Motion: To authorize a dedicated set aside, from the rainy-day fund in the amount of \$471,740 to be unconditionally dedicated as match to the XI-G bond for the Apprenticeship Center.

Motion by: Al King

Second by: William Riggs

Discussion: None.

Motion to Amend: Trustee Petersen asked to add a “due back in the account date”, such as returned within 1 year.

Motion by: Helen Petersen

Second by: None.

Amendment dies for lack of second

Discussion: Trustee Jensen inquired if this coming out of the rainy-day fund will be an issue. VP Fiscus did not anticipate this would be an issue.

Public Comment: None.

Al King called to question.

Motion: To authorize a dedicated set aside, from the rainy-day fund in the amount of \$471,740 to be unconditionally dedicated as match to the XI-G bond for the Apprenticeship Center.

Action: Motion passed. Unanimous approval.

B. House Bill 2864 – Information Item

Dr. Gutierrez introduced Interim VP Student Affairs, Bill Jennings to give an update on where the College is on this state law. VP Bill Jennings highlighted the document provided in the Board Packet and the handout for Oregon State Legislature 2017 Regular Session – House Bill 2864-Summary. VP Bill Jennings shared that in all sections the College has met recommendations.

Dr. Gutierrez shared that the language will be adopted into College language.

Trustee Marquez commented that Myer Memorial Trust has not funded anything in the last round in Klamath, and are interested in these issues. Trustee Marquez encouraged KCC to look into this and consider applying to them.

C. COVID Updates – Information Item

Executive Director Wright gave an update to the Board. The College currently has 4 cases. The College is expected to get an updated Occupational Safety and Health Administration (OSHA) order. There was an OSHA order made final requiring a risk assessment and infectious control plan as of November, the 16th. There was also an order made final as of November 18th, for face coverings. There has not been KCC transmission of cases, cases have come from off campus.

Trustee Petersen shared that she was asked what the process was for positive or presumptive positive students. Executive Director Wright shared that positive tested students are not allowed to come on campus until a certain time period has passed. In the partnership with Klamath County Public Health, there is a close contact letter that goes out to anyone who has been in close contact with a positive tested person. When Executive Director Wright finds out that someone has COVID, he contacts them and does a contact trace, if they have had symptoms within 48 hours of being on campus, there is a close contact letter given to each individual they were in contact with. There is a mandated 14-day quarantine. Those that test positive already would have received a medical quarantine. After 14 days, KCC requires, before

individuals come back to campus, they have to have been symptom free for at least 72 hours from quarantine. At KCC, if it is found that someone had a case in one of the classes, the class gets isolated. It was clarified that this is positive tested individuals or contact with positive persons. Those with symptoms and tested are not allowed back on campus until there is a negative test.

X. Recess Regular Meeting

Chair DeCrans called a five-minute recess at 7:25 pm.

XI. Executive Session (Pursuant ORS 199.660(h))

Chair DeCrans called the meeting to Executive Session at 7:36 pm under ORS 199.660 (h) which allows the Board to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Kenneth DeCrans; Kate Marquez; William Riggs; Al King; Dave Jensen; Michael Fitzgerald; Helen Petersen; Crystal Rice; Dr. Roberto Gutierrez; Jamie Jennings; Justin Wright and Shannon Childs were present for Executive Session.

XII. Reconvene regular meeting

Chair DeCrans reconvened the regular meeting at 8:18 pm.

Kenneth DeCrans; Kate Marquez; William Riggs; Al King; Dave Jensen; Michael Fitzgerald; Helen Petersen; Crystal Rice; Dr. Roberto Gutierrez; and Shannon Childs returned to the meeting. Also rejoining the meeting was MaryLou Wogan, Kathleen Walker-Henderson, and Dale Severns.

XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Fitzgerald commented that VP Jamie Jennings reported that the Center for Teaching and Learning team is looking for quality matters certification and asked if it was the first time. Dr. Gutierrez shared it was the first time and will be training for the faculty.
- Trustee Fitzgerald inquired if homeland security ever hacked the College. Dr. Gutierrez shared that they tried and shared they could not get in. They asked the College to lower a few things to truly test us out. They are in communication with the College. It was noted that Paul Breedlove received recognition for this work.
- Trustee Fitzgerald inquired if the relationship with the Veterans Administration (VA) will change with a new person in the White House. Dr. Gutierrez shared that he hoped so and the College is reaching out. There has not been comment from the VA.
- Trustee Fitzgerald inquired on VP Fiscus update for system integrations and it taking up to 12-18 months. Dr. Gutierrez shared this involved the efficiencies of AC/HVAC on campus. The College is trying to attach this to the schedule of classes.
- Trustee Riggs read a memo he had dated for December 1, 2020.
“Fellow Board Members, please consider this as my formal letter of resignation from the Klamath Community College Board of Trustees. I have enjoyed my three and half years on this Board and recognize the vast achievements that have been made by the College. I truly appreciate the hard work that the administration, faculty, and staff have provided in order to fulfill student dreams. My resignation is due to personal changes in my life and

will be effective at the close of tonight’s meeting.” Trustee Riggs hoped everyone the best.

Motion: To Accept William Riggs resignation.

Motion by: Al King

Second by: Michael Fitzgerald

Discussion: None

Public comment: None

Action. 1 nay, 5 yay. Motion passes.

- Trustee Riggs was given thanks by many to his service.
- Chair DeCrans inquired on how the Board would like to fill the seat between now and the next election year. Ms. Childs reviewed the process. The position will be advertised. A committee will be formed with a timeline for application review and interviews. A recommendation would come forward to the Board for the position to be filled until the next election. Chair DeCrans shared that he will chair the committee. Trustee King, Trustee Fitzgerald, and Trustee Petersen volunteered to be on the committee. Mrs. Childs shared the timeline and it was recommended that the interviews take place the first week of January and the process for posting be a week and a half prior to gather applications. Ms. Childs will confirm a date with the committee. Dr. Gutierrez inquired if the committee would like to meet with Human Resources to review questions and interview process. Chair DeCrans agreed. Mrs. Childs will schedule Human Resources to meet with the committee. ASKCC President Rice may be there to observe for public comment.
- Trustee King referred to the brackets on the budget and them needing to mean “positive” or “negative”, but not both, it is confusing. It was corrected, however have since all been eliminated. Trustee King does not want to go through and review all the numbers, he suggested just adding negative in front of a number for clarification.
- Trustee King referred to some internet sites which may reflect some negative things about the College. Dr. Gutierrez noted that he has not gone into these sites and unless is asked to by the Board, will not. The Board determined to leave it to Dr. Gutierrez discretion.
- Trustee Petersen took a moment to recognize Trustee Riggs. Trustee King inquired on the recognition for Board Members, other than the robe. It was asked to include his picture.

B. Public Participation

- None.

XIV. FUTURE ISSUES

- There is a Special Meeting December 15, 2020.
- There is committee that needs to look at their calendars for the first week of January for interviews.
- The program for the Employee Recognition Event was handed out to the Board. The event is on Friday, December 11th at 3:00 and the Board was asked if they could attend. The Board was asked to RSVP to Ms. Childs, who shared details of the event.

XV. NEXT MEETING

A. Special Meeting: December 15, 2020, Founders Hall Boardroom

B. Scheduled Board of Education Meeting: January 26, 2021, Founders Hall Boardroom

XVI. ADJOURN

Motion: To adjourn.

Motion by: William Riggs

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Chair DeCrans adjourned the meeting at 8:50 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary