



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

Regular Meeting – Tuesday, October 25, 2022 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: Linda Dill, Jason Flowers, Kate Marquez, Dave Jensen; Rhoda Keown; Kenneth DeCrans and Deveyn Horne, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: Helen Petersen (Excused).

Staff Present: Dr. Camille Preus, Acting President; Geoffrey LaHaie, Vice President; Jamie Jennings, Vice President; Gail Schull, Vice President; Charles Massie, Vice President; Joshua Guest, Executive Director; Bill Jennings, staff; Kurt Liedtke, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson and Michael Fitzgerald.

II. SHOWCASE

None.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting September 27, 2022)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda.

Motion by: Dave Jensen

Second by: Jason Flowers

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Jason Flowers

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Preus highlighted the President's Tour in October for the Apprenticeship Center. VP Massie was given compliment to his planning. There were approximately 70 attendees. Thanks was also given to Cabinet for helping attendees make it to all stations. VP Massie

- shared updates to the Build the Basin campaign. The College is at \$54,000 of \$300,000 as of now. House party presentations begin in two weeks and go through the end of the year.
- b. The legislative aid for Congressman Bentz made a visit to KCC. Michael Kennon was very interested in what KCC federal needs may be. Mr. Kennon was given an Apprenticeship Center tour.
 - c. Today a series of seven listening sessions for the KCC Strategic Planning Sessions finished up. Each section hosted a different group, including, education, first responders, health and industry, local and regional officials' businesses, Northlake, and military. The format was around what the various groups thought KCC is to the community. Information will be brought to the next Board meeting. There is a survey on the website for those who could not attend. From the website, there have been 75 responses to the survey. The survey closes next week. Trustee Marquez encouraged that Dr. Preus weigh in on the survey.
 - d. VP Jennings gave an update to Cosmetology. There is a college wide committee meeting every other week. The timeline is for January, with being slated for NWCCU in November. Jobs are posted for 1 manager, 1 twelve-month faculty program lead, 2 nine-month faculty, 2-3 adjunct faculty, 2 part time lab assistants, and student workers. Interview start next week. All current staff have been encouraged to apply at KCC. A walk through has been made of the facilities to look at updates that can be made with KCC stock on hand. This will include technology and safety. Classroom furniture will also be taken care of. Marketing is looking at the space for branding and updated marketing. There is a draft of the catalog ready to roll. The registrar has the coding for classes. There is excitement for progress towards KCC's College of Cosmetology.
 - e. KCC has been in touch with Oregon Childhood Development Coalition (OCDC) who is working on the licensure process. They believe they may be ready to open the first of the year.
 - f. Chair DeCrans gave an update from Dr. Gutierrez.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Horne shared that there were 5 events this month. There was a town hall with about 60 people. There was a blood drive, almost all slots got filled. The Hispanic Heritage event hosted around 50 people. The Food Drive is ongoing until November 21st with about 500 items donated so far. Last Friday was the Fall Festival with over 100 attendees. There will be a costume contest on October 31st.
- b. This month, 31 food pantry bags have been filled.
- c. The Giving Tree will start November 17th. The First-Generation week will be the week of the 8th. This Friday is the OC&E trail clean up. There is one about every two terms. Fuel for Finals will be the week before finals.

VII. STATE REPORT

- a. Trustee Marquez shared the Oregon Community College Association (OCCA) Annual Conference Schedule.
- b. Trustee Marquez encouraged the Board to donate something to the Apprenticeship Center project.
- c. Hispanic Serving Institutions is in many conversations, Trustee Marquez inquired on an update. Dr. Preus shared that to be a Hispanic Serving Institution you must be at 25%, KCC is currently around 20%.
- d. Transcript withholding was brought up. Trustee Marquez inquired on the college practice. VP Schull shared that the College does hold transcripts for bills, however the Business Office reaches out to those students to inform them of the circumstances in which it is held. VP Schull is not aware of any issues with this at this time. Trustee inquired how many students this happens to a year.

VIII. FOUNDATION REPORT

- a. Executive Director Massie shared there was a meeting on October 17th which included a review of scholarships. Dr. Preus was thanked for attending.
- b. Foundation Chair Steve Tippin asked his thanks be shared with the Board and Administration.
- c. The Winter and Spring term scholarships were approved up to \$55,000 over both terms.
- d. Build the Basin 2022 has phone calls coming in to take tours. VP Massie has been scheduling those.
- e. There is an application in for the Future Ready Oregon – Work Ready grant through the Higher Education Coordinating Commission (HECC) with a request of \$300,000 to capital construction for the Apprenticeship Center.
- f. Capital Campaign Co-Chairs are meeting this week to look at future planning.

IX. INFORMATIONAL AND ACTION ITEMS

A. Board Policy Format – Action Item

Bill Jennings, Institutional Researcher presented a Board Policy Formatting PowerPoint. The presentation including a review of the current policy format, oversight agencies, OCCA as a support provider, and NWCCU governance information. Mr. Jennings continued with the goal for KCC Board Policy, develop a methodology for systematic review and update recommendation for Board Policy to ensure compliance with Department of Education, State of Oregon, HECC and NWCCU. Mr. Jennings reviewed the KCC administration proposal of a new numbering system, which does not reflect any language change to current Board Policy. A proposed timeline for Board Policy was discussed. The binder was reviewed for content and the crosswalk was explained.

Mr. Jennings shared that there are not any items that would prevent voting on this item under one reading, as there is no language change. Mr. Jennings shared that he has been reviewing and will have suggestions of policies that may be updated first. This includes looking at NWCCU standards and guidance towards KCC's year six visit.

Motion: To adopt the new numbering format for the Board Policies.

Motion by: Dave Jensen

Second by: Rhoda Keown.

Discussion: Chair DeCrans read Trustee Petersen's comment from email, "I am curious about the question the chair and myself purposed concerning whether a non- textual change (a numerical or organizational change) to a policy needs 2 reading or 1 reading per OAR/ORS."

Public Comment: None.

Action: Motion passed. Unanimous approval. It was noted that Helen Petersen voted yes via email.

B. No Texting While Driving Vehicles for College Business Policy – Action Item – First Reading

Executive Director Joshua Guest presented information on the No Texting While Driving Vehicles for College Business Policy as distributed in the Board Packet. Many contracts with grantors require this policy be in place for grants approval.

Trustee Marquez inquired if this changes how KCC does business. Executive Director Guest elaborated that procedure language will be updated. Trustee Jensen asked that the policy include that all Oregon Regulations or driving laws must be followed. Executive Director Guest will revise this language for next reading. ASKCC President Horne inquired on enforcement. Executive Director Guest shared that there may be follow up with warnings, and or procedural updates for enforcement. Executive Director elaborated that

this is for College employees at this time. Trustee Jensen shared that this should apply to anyone getting paid to do business for the College.

Chair DeCrans read Trustee Petersen’s comment from email, “This being the first reading there won't be a vote. My only concern is if this is a procedural or policy issue? I don't think the board should be involved in procedure concerns, local/county ordinances, and/or general police & sheriff enforced traffic laws/code. The state, county, and city already have laws/codes concerning "no texting while driving". Simply put, does this issue rise to the level of policy or is it a general procedural rule/guideline?”

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Flowers shared with disappointment that he needed to announce his resignation to the Board. He and his family will be moving to Pendleton. Trustee Flowers asked a message be passed along to Dr. Gutierrez for welcoming him and his appreciation for the position. Trustee Flowers was given many thanks for his involvement.

B. Public Participation

- None.

XI. FUTURE ISSUES

- Chair DeCrans shared that they will need to begin proceeding for taking applications to fill the open position until the opening of the position during election. Trustee Jensen shared that someone did not have to be appointed considering the election is right around the corner. The Board can discuss this.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: December 6, 2022, Founders Hall Boardroom

XIII. ADJOURN

Chair DeCrans adjourned the meeting at 7:06 pm.

Respectfully submitted by:
Shannon Childs
Klamath Community College
Board of Education Secretary