



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

Regular Meeting – Tuesday, January 24, 2023 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, Kate Marquez, Dave Jensen; Kenneth DeCrans and Carissa Catterall, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: Rhoda Keown (Excused) and Helen Petersen.

Staff Present: Dr. Roberto Gutierrez, President; Geoffrey LaHaie, Vice President; Jamie Jennings, Vice President; Gail Schull, Vice President; Charles Massie, Vice President; Joshua Guest, Executive Director; Bill Jennings, staff; Cassandra Heidrick, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson and Mike Hommel.

II. BOARD REORGANIZATION

- A. Oath of Office for Student Non-Voting Board Member

Carissa Catterall stood. The oath of office was administered by Chair DeCrans.

III. SHOWCASE

None.

IV. CONSENT AGENDA

- A. Board Minutes (Regular Meeting December 6, 2022)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

There was a typo under President's Report. The acronym for Oregon Childhood Development Coalition was corrected to OCDC.

Motion: To accept the consent agenda with changes.

Motion by: Dave Jensen

Second by: Kate Marquez

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. ADOPTION OF AGENDA

Motion: To adopt the agenda as presented.

Motion by: Dave Jensen

Second by: Kate Marquez

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

VI. PRESIDENT REPORT

- a. Dr. Gutierrez shared handouts at the beginning of the meeting, including KCC Nursing student testing information, Childcare Center concept imaging, Klamath Living article on the Mirande family, and the student full time equivalency information by college.
- b. The Childcare Center phase one is on the KCC campus in Building 1. They are scheduled to be approved for licensing and there are hopes it will be open next week. There are 60 slots, of which 15 are already KCC students. Phase two concept images were reviewed with the Board. The grant was 1.5 million, with .5 million from the County. Currently about \$2M is committed. There is a discussion to possibly go back to the state to open the grant and inquire on more funding with the price of construction going up. The current grant is \$3M. Discussion is ongoing. This is a partnership with the County, Oregon Childcare Development Coalition (OCDC) and KCC. Trustee Marquez inquired how many people will be employed at the Childcare Center. Dr. Gutierrez shared they already have OCDC staff, they are not KCC employees. Kathleen Walker Henderson shared they are currently staffed, however are always hiring.
- c. There has been work for international for a few years. Last week KCC was given the authority to grant visas for international students. Dr Gutierrez is talking with Dr. Naganathan about a partnership for international students.
- d. The Registered Nursing (RN) data was reviewed. The RN program at the College has been in place for over 7 years. Dr. Gutierrez shared the history of how the program started with the early numbers. Numbers reflect right now that KCC has 100% pass rates and are in the top 4 in the state for pass rates.
- e. KCC is working towards a new Surgical Tech program. Dr. Gutierrez shared that Dr. Raul Mirande called with the idea of the new program. After discussion, a meeting was held to include KCC, Dr. Mirande and David Cauble, CEO Sky Lakes. The hospital agreed to help finance the program and work in partnership. The article in Klamath Living on the Mirande family was highlighted. Final approval will come to the Board for a Surgical Tech program when ready.

VII. ASKCC STUDENT REPORT

- a. ASKCC President Catterall introduced herself and shared a brief history.
- b. Welcome week was the highlight of the beginning of the term. This included a bonfire event where students attended and had the opportunity to talk.
- c. There is a new club starting up, tentatively called the Latino Club.
- d. Chair DeCrans welcomed feedback from ASKCC President Catterall as a representative for the students.

VIII. STATE REPORT

- a. Trustee Marquez shared two handouts and reviewed information on the KCC Board State Report and the Oregon Community College Association (OCCA) Update for College Boards.
- b. Trustee Marquez referred to the Enrollment Report at Community Colleges. KCC has done well, however many other colleges have not. Trustee Marquez inquired how KCC has bucked the national trend. Bill Jennings shared that the colleges current enrollment is trending towards 2,000 full time equivalency (FTE). That puts KCC up 10% from last year. Mr. Jennings felt KCC bucked the trend right at the start of the pandemic and completed a lot of work up front. The college did go down last year in dual credit, however gained in

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students enrolling on campus. The college having a lot of diversity in the services it provides is very positive. It was noted that KCC remained open. KCC has been doing distance education and synchronous for years and a lot of staff already knew how to do this, which made for quick action. Dr. Gutierrez shared that KCC also focuses on retention and keeping students. Salesforce goes live next week, which will help even more with retention. Dr. Gutierrez shared that none of these things would happen without the shared vision of staff, faculty and employees. Trustee Jensen shared the Dr. Gutierrez went out on a limb and made some decisions, taking large chances, that were right decisions.

- c. Trustee Marquez shared that there was an audit report sent out on OCCA. Dr. Gutierrez shared he has this and would share it with the Board.
- d. Dr. Gutierrez elaborated on the importance of Representative Reschke and his representation of the college and Southern Oregon.

IX. FOUNDATION REPORT

- a. Executive Director Massie shared there was a meeting this week for the Foundation Board. There was a student showcase, which was very moving. It was nice to hear from Vanessa Navarro as a scholarship recipient. Keith Brown is a new Foundation Board member. The recruitment process continues. Kat Rutledge gave an annual update at the meeting. The Foundation manages the Klamath IDEA funds. There was also a presentation on the new reporting.
- b. Hay Klamath, Back in the Saddle Gala will be on May 13, 2023. This will be the first in-person gala in two years. This will be indoors. Save the date materials will be forthcoming.

X. INFORMATIONAL AND ACTION ITEMS

A. Apprenticeship Center – Information Item

VP Massie gave the campaign update. The nearly final cost of the Center will \$11.5M. To date the total construction cost is at \$10M, with equipment at \$1.5M. To date, the college has raised approximate \$10M. They will continue to do fundraising on approximately \$1.4M. The Build the Basin goal was \$300k and there are hopes to complete that at the end of February. Resource Development is trying to pursue grants on the remaining \$1M. There is an ask to the Economic Development Association (EDA) to inquire on additional funding. That ask is for nearly \$900K. The real goal to is have no capital debt on the building, which will allow for student supports. Dr. Gutierrez shared that KCC has not gone to the tax payers for a bond. VP Massie thanked the Board for their support of the project.

VP LaHaie shared that KCC has a conditional permit of occupancy. EMT and Fire Science are holding classes in the building. Furniture and offices are being put together this week. Advanced Manufacturing and Welding will be coming over to the center in the Spring. There should be a full occupancy permit in the next week or two. Pavement will be held off on until the weather gets better, possibly mid-March for back parking space. The fire tower has its certificate for occupancy and can be used.

Dr. Gutierrez proposed the February Board meeting at the Apprenticeship Center for a tour.

B. Annual Comprehensive Financial Report for 2021-22 with Independent Auditor's Report – Action Item

VP LaHaie reviewed the Annual Comprehensive Financial Report and read the Oregon Revised Statute pertaining to this.

Motion: To accept the Audit as presented.

Motion by: Dave Jensen

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

C. Board Policy 1200, 2410, 3100, 3200, and 3250 – Action Item – Second Reading

Mr. Jennings shared that this was the opportunity for the Board to share or inquire on anything regarding the Board Policies as presented at the last meeting.

Motion: To adopt new Policy BP 3200 Accreditation, accept the proposed edits to BP 1200, BP 2410, BP 3100, and BP 3250, and remove Appendices A-1, B-1, B-2, B-3, B-4, and C-1.

Motion by: Dave Jensen

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

D. Board Policy 2010, 2100, 2510, 2715, 3300, 3310, 3501, and 3900 – Action Item – First Reading

Bill Jennings, Institutional Researcher presented a Board Policy PowerPoint. The presentation included an overview of the goal for Board policy review, a proposed timeline, edit formatting explanation, a list of provided policies for review, and the removal of appendix.

Mr. Jennings reviewed each handout and highlighted changes to each policy provided.

BP 2010 Board of Education Membership was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 2100 Board of Education Elections was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 2510 Participation in Local Decision-Making was reviewed. This is a new policy. The language of the policy was noted as being motivated by accreditation standards.

BP 2715 Code of Ethics/Standards of Practice was reviewed. It was shared that formatting is being edited to work towards removing lettering and changing to paragraphs.

BP 3300 Public Records was reviewed. Edits to the policy, as noted in red, were highlighted. One part of the section will be deleted, however added into the new policy BP 3310.

BP 3310 Records Retention and Destruction was reviewed. This is a new policy, which mainly has been removed from BP 3300 and made its own policy.

BP 3501 Campus Security and Access was reviewed. This is a new policy. This is to explicitly state the college will have a security and access procedure.

BP 3900 Speech: Time, Place and Manner was reviewed. This is a new policy. It is recommended to develop a high-level Board Policy which provides a foundation for procedures the colleges exercises for

expressive conduct, time, place and manner. It was added that there is a very substantial procedure for this in the Student Handbook.

Chair DeCrans asked if there was anything in the policy for Board Members taking classes or being students? Mr. Jennings will look into this and Executive Director Guest will bring the Oregon Revised Statutes (ORS) to the next meeting. The discussion was held that it is probably allowed, however, the conflict of interest topics would need to be considered for voting members.

XI. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Marquez inquired on the news article going out for Jason Flowers vacancy. The draft article was shared with the Board.

B. Public Participation

- None.

XII. FUTURE ISSUES

- None.

XIII. NEXT MEETING

- A. Scheduled Board of Education Meeting: February 28, 2023, Apprenticeship Center

XIV. ADJOURN

Chair DeCrans adjourned the meeting at 7:26 pm.

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