



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

Regular Meeting – Tuesday, March 21 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, Dave Jensen, Helen Petersen (via zoom), Kenneth DeCrans and Carissa Catterall, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: Kate Marquez (excused) and Rhoda Keown (excused).

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; Allison Sansom, staff; Roni Nelson, staff; Rae Sanchez, faculty; Johnna Thomas, faculty; Nicki Petty, staff; Valerie Salas, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Henderson; Denise Norton, Counselor Klamath Basin Behavioral Health (KBBH); and Tara Cobine, Manager of the School Mental Health Department at KBBH.

II. SHOWCASE

Dr. Gutierrez invited VP Schull to introduce Denise Norton, Klamath Basin Behavioral Health (KBBH) Counselor.

Ms. Norton shared a PowerPoint with the Board and reviewed how KCC is linked with KBBH. The PowerPoint included information on mental health services and why they are needed, access made easy at KCC campus, awareness and statistics, and areas of growth and change.

The Board thanked Ms. Norton for her work with students, as her work has been complemented. Dr. Gutierrez shared that he looks forward to a continued partnership with KBBH.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting February 28, 2023)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda as presented.

Motion by: Dave Jensen

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Linda Dill
Second by: Dave Jensen
Discussion: None.
Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez attended the Legislative Summit with two Board members, two KCC employees and three students. Dr. Gutierrez shared a handout for the three priorities of the 17 community colleges for meetings with state legislators. Dr. Gutierrez reviewed each of the three priorities, increase community college support fund House Bill 5025, increase Oregon Opportunity Grant, and Bachelor of Science in Nursing.
- b. Governor Kotek approved the \$200M housing bill. In this, there is \$20M in modular homes to which KCC will be looking into the details.
- c. VP Massie gave a capital campaign update for the Apprenticeship Center. The current Build the Basin campaign is wrapping up with a goal of raising \$300K, \$447K was actually raised. There may be a few more contributions. Major construction has come to an end. Work is being done to get the actual final budget, which may be \$11.1M. The College has raised \$10.3M. There is an ask to the Economic Development Administration for \$880K. The Grants Resource Office is still pursuing other grants; however, the numbers are working out. After the Apprenticeship Center, the next project will be the Child Care Center.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Catterall shared that this month 23 food bags were filled. A small group went to the Legislative Summit, to where students got to speak to legislators, review bills, and share prospective and ask for a vote. Cassandra Heidrick, Student Life Coordinator, was given thanks to her great driving and taking the students on the trip.
- b. Fuels for Finals was this last week and was a great way to end the month and term.

VII. STATE REPORT

- a. Chair DeCrans read the state report as handed out to the Board. It was noted that the Senate votes first on the Bachelor of Science Nursing and then it goes to the house. The Apprenticeship Center referenced in the capital project was actually for the Child Care Center.
- b. A handout of Talking Points for the Bachelor of Science Nursing was shared.

VIII. FOUNDATION REPORT

- a. Executive Director Massie shared that the Foundation Board met this week. The Grand Opening of the Apprenticeship Center is going to be Friday, May 5th. This should be after all equipment and programming is in place. On Saturday, May 6th, there will be an Open House. This will be a welcome to the public event from 11 am – 2 pm.
- b. The scholarship cycle has opened for summer and fall, and will close on April 14th with up to \$30K being approved.
- c. The fundraising gala is coming up, with a locally written melodrama written for the event. There is opportunity for auditions for people to be involved.

IX. INFORMATIONAL AND ACTION ITEMS

A. Cosmetology Program Update – Information Item

Dr. Gutierrez shared that about a year ago, the Board approved the acquisition of the College of Cosmetology. VP Jennings asked Dean Sansom to provide an update and introduce the team. VP

Jennings shared her thanks to the dedication and persistence of the group present and thanked them for all their hard work to make opportunities for students, themselves and the community.

Dean Sansom shared a PowerPoint with the Board covering information on a Less Stress Day at the campus which had much campus involvement. Dean Sansom introduced Roni Nelson, Operations Manager; Rae Sanchez, faculty; Johnna Thomas, faculty; Cherri Peterson, faculty; Nicki Petty, Lab Assistant; Valerie Salas, Lab Assistant; and Terri Miller, adjunct.

Dean Sansom continued to review the PowerPoint covering programs, accomplishments, dress code, new skills, what has not changed and where Cosmetology goes from here.

ASKCC President Catterall gave thanks for the staff coming out to help with events for the students. It was asked if the comment cards could be rebranded to KCC. There is an email that goes out for comments on services.

Dean Sansom shared that the salon business has done well financially this month.

B. Appoint New Budget Committee Members – Action Item

VP LaHaie shared the Budget Committee is May 3rd and there should be an equal number of Budget Committee members to Board members.

Motion: To move forward with three vacant Budget Committee member positions through the advertising and application process.

Motion by: Dave Jensen

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

C. Reappoint Budget Committee Member: Julie Matthews – Action Item

VP LaHaie shared that Julie Matthews has asked to be re-upped for the committee.

Nomination: To reappoint Julie Matthew to the budget committee.

Nomination by: Dave Jensen

Motion: To close nominations.

Motion by: Dave Jensen

Second by: Helen Petersen

Chair DeCrans re-stated, all in favor of appointing Julie Matthew to the Budget Committee for a three-year term.

Action: Nomination passed. Unanimous approval.

D. Board Policy 2200, 6325, 7340, 6400, 6200, 5010, 5110, 5040, 4030, and 4040 – 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. Mr. Jennings reviewed BP 6325 Leaves option 1 and option 2 and shared the difference between the two options.

Motion: To accept the proposed edits to Board Policies 2200, 6325, 7340 option 1, 6400, 6200, 5010, 5110, 5040, 4030, and 4040.

Motion by: Dave Jensen

Second by: Linda Dill

Discussion: Trustee Petersen inquired on the Board of Education policy area. She inquired on what to do if the Board needs to protect the school, staff and students if it is not in the best public interest; or if it is in the best public interest, but does not protect the school, staff and students. Chair DeCrans asked for an example. Trustee Petersen expressed her thoughts. Chair DeCrans shared that it would be up to the Board to address on a case by case basis. Dr. Gutierrez shared that in any instance, he would bring the information to the Board on how to proceed.

Public Comment: None.

Action: Motion passed. Unanimous approval.

E. Board Policy 6250, 6300, 5030, 4010, 4020, 2431, 2710, 4100, 5130, 7120, and 7360– 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, and a list of provided policies for review.

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

BP 6250 Budget Management was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 6300 Fiscal Management was reviewed. Edits to the policy, as noted in red, were highlighted. Trustee Jensen inquired on the top value for an asset tag. VP LaHaie shared it was still \$5,000 for a capital asset, the College is also keeping on less cost items.

BP 5030 Tuition and Fees Leaves was reviewed. Edits to the policy, as noted in red, were highlighted. Mr. Jennings shared that some things that were procedural were removed to be put into administrative procedure. It was noted that the tuition is voted on every year at the Board, so a specific dollar amount does not need to be listed. It was noted that parking fees is actually a revenue source at other colleges. There is note in the policy in case the Board ever would like to review that.

BP 4010 Academic Calendar was reviewed. Edits to the policy, as noted in red, were highlighted. This was covered to be added in policy for accreditation. Creating a calendar is something the College does every year.

BP 4020 Program, Curriculum, and Course Development was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 2431 Selection of the College President was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 2710 Conflict of Interest was reviewed. Edits to the policy, as noted in red, were highlighted. Trustee Jensen inquired on the policy, subsection C, which states you have to be off of the Board for a year to be a College employee. Trustee Jensen felt that this should be taken off. The group discussed that as long as the College could benefit from the employment, the Board member could resign and then work for the College.

BP 4100 Graduation Requirements for Degrees and Certificates was reviewed. Edits to the policy, as noted in red, were highlighted. There is language changed so that the College could award any degree, as in the catalog, including four year when applicable.

BP 5130 Financial Aid was reviewed. Edits to the policy, as noted in red, were highlighted. The changes assist with the College staying within Chapter 35. Some policy was removed and it was noted that the College would follow ORS rules.

BP 7120 Recruitment and Hiring was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 7360 Discipline and Dismissal was reviewed. Edits to the policy, as noted in red, were highlighted. Trustee Petersen asked if there was language in the policy giving authority to the President to call the police in issues requiring. It was shared it was noted in the policy being presented.

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Jensen shared how much he enjoyed the Legislative Summit with the students, employees, President and Board Chair. The group got to speak with a new legislator, which was a great experience. Chair DeCrans credited the Oregon Community College Association (OCCA) for including the students as part of this now, as the students got to sit with OCCA in one room. It was nice not to have separation.
- Trustee Dill, shared that in Nevada, she worked for CCSN and they expanded into 4-year degrees. It was inquired if there was a point where the College does look at its name when starting to award 4-year degrees. Dr. Gutierrez shared that it would be a Board decision, something to look at for the future, as the word community in the title can be a big deal.
- Trustee Petersen gave thanks to the Board, staff and students who reached out during her personal loss.

B. Public Participation

- None.

XI. FUTURE ISSUES

- None.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: April 25, 2023, Founders Hall Boardroom.
- B. Budget Committee Meeting May 3, 2023, Founders Hall Boardroom

XIII. ADJOURN

Chair DeCrans adjourned the meeting at 7:51 pm.

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