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

Regular Meeting – Tuesday, April 25, 2023 6:00 PM

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**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, Rhoda Keown, Helen Petersen, Kenneth DeCrans and Carissa Catterall, Non-voting Board Member, ASKCC President. A quorum was confirmed.

**Members Absent:** None.

**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; and Shannon Childs, Secretary to the Board.

**Guests:** Kathleen Henderson, Ricardo Gomez, Chantal Ramirez, and Margaret Justus.

**II. SHOWCASE**

The Board toured the Child Care Center prior to the Board of Education meeting.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting March 21, 2023)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

**Motion: To accept the consent agenda as presented.**

Motion by: Helen Petersen

Second by: Rhoda Keown

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

**IV. ADOPTION OF AGENDA**

**Motion: To adopt the agenda.**

Motion by: Helen Petersen

Second by: Rhoda Keown

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

**V. PRESIDENT REPORT**

- a. Dr. Gutierrez shared that he and Dr. Bennings were invited to open up the Ways and Means on Friday. The current funding model is \$779M. The proposed is \$764M, which is below inflation. There was a lot of discussion on student and college needs.

- b. Dr. Gutierrez shared that KCC's enrollment is high. The College should hit 2,000 FTE, which is about 9% increase from last year. There has been a lot of proactive measures to assist with this, such as new programs at KCC.
- c. Dr. Gutierrez met with Dr. Naganathan and international was discussed. Pre-COVID, KCC talked about the importance of a strong international program. Working with OIT, KCC would have a niche. Shortly after this, there was a ceremony at OIT with an MOU for international. KCC did apply and receive permission for Visa's to have international students. The College has not marketed, however is receiving phone calls. The next step would be to hire an employee to run KCC's international program, being good for the community, and as an income generator for the College.
- d. Senate Bill 523, Bachelor of Science Nursing, passed the Senate. It is now on to the House. President Howard was there in person to speak. Dr. Gutierrez has a written testimony to submit, as well as local Sky Lakes CEO, David Cauble and Lake County Hospital CEO, Charlie Tveit.
- e. Dr. Gutierrez asked VP Massie to give an update on the Apprenticeship Center. The College is in the wrap up stages of fundraising for the Apprenticeship Center. The community contributions were well over \$1M dollars, and over \$11.1M has been raised toward the Apprenticeship Center overall. There is still a request in with the Economic Development Administration (EDA). There is an expectation it will be positively received. The Grand Opening is May 5<sup>th</sup> and the Board has been invited to attend. There is an Open House for the community on May 6<sup>th</sup>. The Board is invited to join that event as well. VP Massie thanked the Board for the intracole support they have provided.

#### **VI. ASKCC STUDENT REPORT**

- a. ASKCC President Catterall reported that the food bags went from 23 bags last month to 78 food bags this month. Welcome week went well both at this campus and at the Cosmetology campus. Founders Day is coming up on May 18<sup>th</sup>. ASKCC is asking to borrow vintage gear from anyone that may have it to show to students the history of KCC.

#### **VII. STATE REPORT**

- a. Trustee Marquez shared that Oregon Community College Association (OCCA) Executive Director Morgan Cowling has left OCCA through a mutual departure. The OCCA Board of Directors has appointed Karen Smith as Interim Executive Director. She has served as OCCA's General Counsel & Senior Policy Advisor for more than 20 years. The OCCA Board has also decided to hold off on the search for a new executive director until after the Legislative Session has ended to allow staff to focus their efforts on advocating on behalf of our community colleges.
- b. Board members received a news article about disappointment with governor's proposed community college budget. OCCA testified to the Ways and Means Education Subcommittee regarding community college funding and thought it went well.
- c. Governor Kotek is interested in education and has made some bold proposals, mostly for K-12, such as proposing big investment in phonics and proposed less power for local school boards. Trustee Marquez shared her thoughts on wondering if anyone has proposed that the Governor renew vigorous implementation of transfer of credits legislation.

#### **VIII. FOUNDATION REPORT**

- a. VP Massie shared it has been busy. The Foundation Board is in the middle of a scholarship cycle. There was a transfer of funds to help more students. The May meeting will be to select new officers. Steve Tippin is retiring as Chair and leaving the community.
- b. The Build the Basin was in hopes for a \$300K community goal and raised \$448K. This was a direct reflection of community support.

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- c. There has been \$25K pledged towards the Gala, with hope of raising \$30K or more. If anyone would like to purchase tickets to the Gala on May 13<sup>th</sup>, please let VP Massie know. Tickets are \$30.00 each.

## **IX. INFORMATIONAL AND ACTION ITEMS**

### **A. Appoint New Budget Committee Members – Action Item**

VP LaHaie shared that out of three posted Budget Committee member positions, two applications were received. Those were from Kathleen Walker-Henderson and Michael Stuhr.

**Nomination: To appoint Kathleen Walker-Henderson and Michael Stuhr to serve on the KCC Budget Committee for a three-year term.**

Nomination by: Helen Peterson

Nominations closed.

Discussion: None.

Public Comment: None.

**Action: Nomination passed. Unanimous approval.**

### **B. Associate of Arts, Oregon Transfer – Elementary Education (AAOT-Elem Ed) – Action Item**

VP Jennings recommends to approve a new Elementary Education major transfer map which creates a pathway to Elementary Education.

**Motion: To approve the AAOT Elementary Education Major Transfer Maps degree**

Motion by: Helen Petersen

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

### **C. Board Policy 6250, 6300, 5030, 4010, 4020, 2431, 2710, 4100, 5130, 7120, and 7360 – 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. The portion of BP 2710 regarding a Board member working for the College was asked to be removed and Mr. Jennings shared it would be removed from the policy.

**Motion: To accept the proposed edits to Board Policy 6250, 6300, 5030, 4010, 4020, 2431, 2710 (with amendment), 4100, 5130, 7120, and 7360.**

Motion by: Helen Petersen

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

**D. Board Policy 3225, 5500, 4230, 4235, 4260, 7700, 7130, 7135, 6800, and 5510– 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 3225 Institutional Effectiveness was reviewed. As a new policy, aligned with accreditation recommendation, all policy was highlighted in red and reviewed.

BP 5500 Standards of Student Conduct was reviewed. Edits to the policy, as noted in red, were highlighted. Trustee Petersen inquired on the policy that automatically goes to closed session. Mr. Jennings shared that it is closed and only opened at the request of the individual.

BP 4230 Grading and Academic Record Symbols was reviewed. As a new policy, aligned with accreditation recommendation, all policy was highlighted in red and reviewed.

BP 4235 Credit by Examination/Credit for Prior Learning was reviewed. As a new policy, aligned with accreditation recommendation, all policy was highlighted in red and reviewed.

BP 4260 Prerequisites, Co-requisites, and Advisories was reviewed. As a new policy, aligned with accreditation recommendation, all policy was highlighted in red and reviewed.

BP 7700 Whistleblower Protection was reviewed. As a new policy, aligned with accreditation recommendation, all policy was highlighted in red and reviewed.

BP 7130 Employee Compensation was reviewed. Edits to the policy, as noted in red, were highlighted. The last paragraph was recommended to add considering the College offers financial aid.

BP 7135 Outside Employment was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 6800 Occupational Safety was reviewed. Edits to the policy, as noted in red, were highlighted.

BP 5510 Off-Campus Student Organizations was reviewed. Edits to the policy, as noted in red, were highlighted.

**E. Resolution 197-22-23 Annual Review of Tuition Rates – Action Item**

VP LaHaie reviewed a PowerPoint (an updated version handed out) including information on annual tuition review, tuition factors, revenue, FTE funding, FTE trend, supply side-high schools, headcount, revenue forecasts, expenses, revenue and expenses, instruction and revenue, tuition increase and tuition trends. The Oregon community college tuition rates were reviewed, which includes tuition increases. It was noted that most community colleges consider and vote on their tuition changes in February.

Trustee Jensen shared that OCCA is seeing an expense increase for Public Employees Retirement System (PERS). VP LaHaie shared the KCC PERS rate went from 23.2% to 24.1%, plus the 6%. Each employee costs the College over 30% of PERS of their salary.

Trustee Marquez inquired how many KCC students receive Pell. Mr. Jennings shared the First-time full-time students it is 70%, campus wide it is closer to 50%. The traditional student's number is 70% consistently. Depending on the student's level of Pell, is dependent of how much of your tuition is covered. Many KCC students are on the full package. The other 30% may be under other packages such as Oregon Promise, Veterans, etc. Trustee Marquez inquired if this information could be shared at some point. Information on the first-time, full-time specifically.

A document on 22-23 to 23-24 Grant changes was shared and reviewed with the Board.

Trustee Petersen asked what the actual cost is for a student with 12 credits with the tuition increase. VP shared it would be \$48.00 per term.

VP LaHaie shared that smaller tuition increases assist in future financial issues as noted on the revenue and expenses graph. These increases help with these trends. Dr. Gutierrez noted that the college does do program review before there are issues. Trustee Marquez inquired if tuition is not increased, does the college leave the Pell money on the table. VP LaHaie responded the college would still get the Pell. Trustee DeCrans asked if the Veterans Department could add their information to the presentation, he would like to see how many the College is serving.

Trustee Petersen shared that time is important in informing the students and the community and asked how the tuition will be shared. Dr. Gutierrez shared if the Board would like, a press release can be done. Trustee Keown shared that in the community she hears that KCC does not hold on to programs that are not valuable, and Dr. Gutierrez has a great reputation in the community of asking what is needed. She feels that it should not have a negative impact in the community. Trustee Marquez agreed with smaller increases at a time versus larger increases spread out. There was a discussion on sharing information with the students and community.

**Motion: To approve the recommendation of a 4% increase of rates and fees as presented.**

Motion by: Helen Petersen

Second by: Rhoda Keown

Discussion: Trustee Petersen shared she is not against tuition increases, she would just like to affirm that it will be publicized as soon as possible. Trustee Jensen shared he had hoped not to do an increase, however with what is going on, he would rather do small incremental increases.

Public Comment: Chantel Ramirez recommended added information on the Pell grant increase alongside of the tuition increase in any press release that is done.

**Action: Motion passed. Unanimous approval**

**X. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

**A. Board Discussion**

**i. Board Comment**

- Trustee Jensen shared that he, Kenny and Kenny's wife took Katie Archambault (with OCCA) out snow-mobiling. It was nice to get to know the organization better.

**B. Public Participation**

- Kathleen Walker-Henderson shared input on the policy on credit recovery for credit for prior learning, she recommended it include certificates and licensing in the language.
- Ms. Walker -Henderson inquired with the approval of the Elementary Education Degree, how does that affect the Para-Educator Degree. VP Jennings shared that KCC has a 2+2 with SOU and it's a more seamless pathway for students than the MTM. Any student can choose the MTM if they want to transfer to a different institution that SOU. They work side by side; however, it does depend on the students end goal.

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- Ms. Walker-Henderson shared that in her experience and education in elementary, the words Elementary Education has now been replaced with Education Studies. She felt the working is not aligned well with 4-year colleges. She wanted to share for inclusivity. VP Jennings shared this was a state approved model that the college needed to adopt. This could be a conversation in a future sub-committee.

**XI. FUTURE ISSUES**

- The Board is invited to the Apprenticeship Center Open House.

**XII. NEXT MEETING**

- A. Budget Committee Meeting May 3, 2023, Founders Hall Boardroom
- B. Scheduled Board of Education Meeting: May 23, 2023, Founders Hall Boardroom.

**XIII. ADJOURN**

**Chair DeCrans adjourned the meeting at 7:39 pm.**

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