



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

Regular Meeting – Tuesday, February 22, 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: Kenneth DeCrans; Linda Dill; Jason Flowers; Kate Marquez; Dave Jensen; Rhoda Keown; Helen Petersen; and Jason Powderface, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: None.

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

Guests: Cathy Saunders class observed via zoom.

II. SHOWCASE

None.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meetings December 7, 2021 and January 25, 2022)
- 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: Jason Flowers

Discussion: Trustee Keown shared that on the last page, it should read that the lawsuit does not need to come through.

Motion: To accept the consent agenda as presented with amendment to minutes as noted and re-amended today to the January 25, 2022.

Motion by: Helen Petersen

Second by: Rhoda Keown

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda as written.

Motion by: Jason Flowers

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez introduced Executive Director Massie who shared that Klamath County Economic Development is going to be putting \$275,000 towards the Apprenticeship Center out of state funding. Executive Director Massie reviewed the information with the Board as handed out in the Apprenticeship Center Project Fundraising Update. Trustee Marquez shared that her impression was that this was good timing, to which Executive Director Massie agreed. Trustee Marquez shared that she hopes the College is thinking above and beyond to have other projects ready for the future. Trustee Petersen inquired on the \$3,000,000 increase to the project and what it was attributed to. Executive Director Massie shared that the pandemic had a large impact on this, although there is an amount of increase in the cost of doing business in construction from year to year.
- b. Dr. Gutierrez shared an update via hand out for MC's at KCC. The plan is for a roll-out on February 28, 2022.
- c. Dr. Gutierrez introduced Executive Director Polson to give an update on the non-smoking policy. Executive Director Polson shared that the previous survey was two years old and the College is going to do another survey for more current information. Bill Jennings shared that the survey went out to employees and students via email or posting. There was high participation. The hope is that the policy will go to President's Council in March and then onto the Board of Education.
- d. Dr. Gutierrez discussed the Integrated Postsecondary Education Data System (IPEDS) Graduation Rates/2021 Reporting Year Update as given in handout. Dr. Gutierrez reminded the Board that community colleges are open access, in comparison to universities who are able to select, which reflects in graduation rates. The current graduation rate is 35%, with a goal of 55%. Bill Jennings clarified that if you graduate, you will not be in the transfer field, even if you transfer. You can only be in one area or the other.
- e. Dr. Gutierrez asked VP LaHaie to stand and it was introduced that he accepted the position of VP of Administrative Services.
- f. Chair DeCrans welcomed Cathy Saunders class who was observing the meeting.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Jason Powderface shared updates.
- b. The Office of Student life hosted a welcome week the first week of school, in which coffee, pizza, donuts and KCC swag were shared.
- c. A movie night at Pelican Cinema was hosted with over 100 attendees
- d. In January the Food Pantry rekindled a partnership with Gospel Mission who will now make regular donations of food to students. 38 food bags were created to serve students. The Food Pantry is currently accepting monetary and food donations.
- e. The use of the KCC Wellness Center has increased via marketing to students through various avenues.
- f. Trustee Petersen inquired on the status of clubs in the year. ASKCC President shared that he knows the Nursing, Science, and TRIO clubs are active. They are working on trying to establish a club fair.

VII. STATE REPORT

- a. Trustee Marquez provided updates to the OCCA meeting. Ms. Childs sent an email for the OCCA Conference occurring in April. Trustee Marquez encouraged board members to attend.

- b. The Cybersecurity Center and Future Ready Oregon, which are governor's workforce bills, are expected to pass. OCCA is in support of both of the bills. Dr. Gutierrez referred to Executive Director Massie's handout, where Future Ready Oregon is listed for a half a million dollars. Trustee Marquez shared information on Support One-time Community College Cybersecurity Funding as given in handout. Dr. Gutierrez shared updates to some Oregon Community College being hacked and the good cybersecurity standing of KCC. Future Ready Oregon has monies for Career and Technical Education.

VIII. FOUNDATION REPORT

- a. Chair DeCrans shared that there was not a report this month.

IX. INFORMATIONAL AND ACTION ITEMS

A. Juneteenth Holiday – Second Reading - Action Item

Executive Director Polson reviewed the language that is being recommended. It was noted that all other community colleges in Oregon have adopted the holiday.

Motion: To approve Board of Education Policies 520.0400, 535.0400, 550.0600, and 551.0600 with recommended changes to include Juneteenth as attached.

Motion by: Helen Petersen

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

B. Annual Comprehensive Financial Report – Action Item

VP LaHaie reviewed the audit information by Kenneth Kuhns in the report. KCC is doing everything correctly as far as accounting goes. It was confirmed that all Board members received the report.

Motion: To accept the report as presented.

Motion by: Dave Jensen

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

C. Contract for the Fire Tower for the Apprenticeship Center – Action Item

VP LaHaie reviewed the information provided on the Fire Tower. The Apprenticeship Center was voted on in September. The Fire Tower was striped out of that contract due to the Economic Development Administration (EDA) funding not being clear if it was equipment or structure. This was run through a bid process, only receiving one bid. This did come back less expensive than expected. This was bid at \$402,000. This builder is a specialty builder and has done over 800 of these structures.

Trustee Petersen inquired on anything being contracted for increasing cost and inflation. VP LaHaie shared that the contract was as of a couple weeks ago and he did not see it going up from there. He did not see language regarding inflation.

Motion: To approve the contract signing with WHP Trainingtowers, as the contractor for the KCC Fire Tower for the Apprenticeship Center.

Motion by: Helen Petersen

Second by: Rhoda Keown

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

D. Budget Committee – Information Item

VP LaHaie shared that the Budget Meeting will be upcoming in May. There are equal number of Board members to appointed budget committee members. Currently there are six on the budget committee, there is one opening for the upcoming committee. This will be advertised. The Board can encourage someone to apply and the appointment will be at a future Board meeting. VP LaHaie shared that the plan is to bring the budget to the May meeting, if not, it will come in June. Anyone who would like to apply may reach out to Administrative Services.

E. Enrollment Update - Information Item

Bill Jennings, Institutional Researcher, reviewed the PowerPoint handout, Enrollment Update. This update included Full Time Equivalency (FTE) Annual, College Wide Annual Reporting, College Wide All FTE, and Projected FTE Annual. It was noted that the difference in college-side lines is approximately 10%.

Dr. Gutierrez shared that when he got to KCC, he noticed a lot of Financial Aid pell runners. KCC made investments to correct the issue, of which distance education was the largest. Grants has also helped to give the institution a healthy budget. Dr. Gutierrez reviewed the handout 10 Year Default Rates. KCC was on probation, however at the cost of some FTE, KCC made changes. Since those changes the College did well until now. It is important that KCC continue with investments for success.

Trustee Dill shared information on home schooling in Klamath. There is a group in Klamath Falls with over 60 students, who are eligible for Oregon Promise. Trustee Dill inquired if there was outreach going out to these groups. VP Schull shared the challenges in reaching out to homeschoolers. If there is information to share, VP Schull asked if that could be shared with her for reach out.

VP LaHaie shared that off of the current 12% enrollment decrease, it could be about 1.2 million to KCC. Trustee Petersen inquired on a possible tuition increase. Dr. Gutierrez shared that the budget process has not started yet, however it is a possibility.

F. Klamath Community College Zone Definitions – Information Item

Bill Jennings, Institutional Researcher, reviewed a PowerPoint as distributed in the Board Packet. This update included Current Board Policy, Defining Map, Zones as Defined by Voting Precinct, Impacts of National and State-Re-Districting, New Addition to District (North Lake County), Population Counts and Options to Explore and Fully Define. It was noted that current moves to precinct lines do not affect the current Board member zones, they are all still in their current zone.

Dr. Gutierrez inquired on a feel from the Board on their thoughts of option 1, which incorporates new constituents into current zone 3; or option 2, which would be to establish new zone definitions. Trustee Petersen, as far as efficiency goes, inquired what the administration suggests. Dr. Gutierrez shared that he appreciated the question, and option 1 would be ideal, however it is up to the Board. It was noted that at this time, South Lake county is not in conversation to move to be part of KCC. Trustee Jensen shared that

he felt option 1 was simpler and he felt we would be amiss to go in another direction. Trustee Marquez agreed, this seemed like an elegant solution. The Board gave consensus with option 1. Dr. Gutierrez shared that an action item will be put together off of consensus to option 1.

G. COVID Updates – **Information Item**

Executive Director Polson shared updates as given in handout, KCC COVID-19 Update for BOE. There has been two on-campus transmissions since the beginning of the year.

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Jensen inquired on how much the schedule cost us. Dr. Gutierrez shared, the last one he looked at, it was approximately \$30,000 a year. Trustee Jensen shared that a couple schools are using post cards to help and to print less schedules. VP LaHaie shared that approximately 5 FTE would pay for the schedule. Dr. Gutierrez shared that is why the college does it.

B. Public Participation

- None.

XI. FUTURE ISSUES

- None.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: March 15, 2022, Founders Hall Boardroom

XIII. ADJOURN

Motion: To adjourn.

Motion by: Helen Petersen

Second by: Jason Flowers

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Chair DeCrans adjourned the meeting at 7:41 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary