



Klamath Community College
Budget Committee Meeting
7390 South Sixth Street * Klamath Falls, Oregon 97603
Thursday, May 04, 2022 6:00 PM

MINUTES

I. CALL TO ORDER

Board Chair, Kenneth DeCrans, called the Klamath Community College Fiscal Year 2022-2023 Budget Committee meeting to order at 6:00 pm. The Pledge of Allegiance followed.

Members Present: Jeffrey White; Linda Dill; Dr. Paul Hillyer; Jason Flowers; Ray Holliday; Kate Marquez; Kenneth DeCrans; Dave Jensen; Julie Matthews; Rhoda Keown; and Laura Limb. A quorum was confirmed.

Members Absent: Jason Powderface, Non-voting Board Member, ASKCC President (excused); Helen Petersen; and Ian Robinson.

Staff Present: Dr. Roberto Gutierrez, President; Jamie Jennings, Vice President; Gail Schull, Vice President; Geoffrey LaHaie, Vice President; Charles Massie, Vice President; Nicole Baker, staff; Sharon Emery, staff; and Shannon Childs, Secretary to the Board.

Guests: None.

II. WELCOME

Dr. Roberto Gutierrez, President, welcomed everyone and thanked everyone for their time and commitment to the College. Introductions were made of attendees.

- A. Dr. Gutierrez introduced Klamath Community College (KCC) staff, Gail Schull, VP Student Affairs; Geoffrey LaHaie, VP of Administrative Services; Jamie Jennings, VP of Academic Affairs; Charles Massie, VP of External Affairs; and Shannon Childs, Secretary to the Board.
- B. The Board of Education and Budget Committee members present introduced themselves.

KCC Budget Committee

Board of Education Members

Kate Marquez, Zone 1
Kenneth DeCrans, Chair, Zone 2
Rhoda Keown, Zone 3
Dave Jensen, Zone 4
Helen Petersen, Zone 6 (not present for introduction)
Jason Flowers, Zone 7
Jason Powderface (non-voting Board member) (not present for introduction)

Citizen Members

Ray Holliday
Jeffrey White
Julie Matthews
Gayle Yamasaki

Laura Limb
Ian Robinson (not present for introduction)
Paul Hillyer

III. NOMINATION OF BUDGET COMMITTEE CHAIRPERSON

A. Changing of the gavel

Nomination for Ray Holliday to serve as Chair.

Nomination by: Laura Limb

Second by: Kate Marquez

Action: Nomination passed. Unanimous approval.

Chair Holliday shared some appreciation for respectful order of the meeting, noting that a break will be taken as needed during the meeting.

IV. PRESIDENT'S UPDATE

A PowerPoint and budget difference document were handed out.

Dr. Gutierrez gave an introduction of the college mission statement and strategic plan initiatives via PowerPoint. Each Cabinet member highlighted sections of the PowerPoint including, prosperity and access, excellence, community, and planning.

V. OVERVIEW OF THE BUDGET PROCESS

VP LaHaie reviewed the budget process via PowerPoint. The role of the Budget Committee was reviewed. The overview of the Budget Process was shared, as outlined in the PowerPoint. VP LaHaie thanked the group for being on the Budget Committee and their involvement.

VI. BUDGET MESSAGE and POWERPOINT

VP LaHaie continued to review the PowerPoint beginning with the 2022-23 fiscal year budget highlights. PowerPoint slides included the proposed budget of \$71,417,981, general fund revenue sources (by percent, by object, and by activity), greatest challenges, responses to challenges, tuition increase proposal (with charts on increases and revenue trends), six percent tuition increase, Oregon Community College Tuition, state funding vs. expenses and other proposed budgeted funds. VP Schull shared, during the presentation, the merging of positions with the Public Information Officer, and her division, to increase budget efficiencies through re-organization.

Trustee Marquez inquired on what percentage of KCC students are pell eligible. VP LaHaie shared that he would get the information to be shared, he believed it is about 70%.

Trustee DeCrans inquired on how many students have Veterans Affairs (VA) benefits to pay for their tuition. VP LaHaie shared that he would get the information to be shared.

Chair Holliday called a ten-minute break at 6:39 pm.

Chair Holliday called the meeting back to order at 6:50 pm.

VP LaHaie highlighted the budget difference document. VP LaHaie shared that anything that had a variance of over 10%, was logged and noted why on the document. It was asked that next year, this be shared in advance with the proposed annual budget binder.

Mrs. Limb referred to page 31; There is an increase to distance credit, and the in-person is decreasing. Mrs. Limb asked for an expansion of the definition on this. VP LaHaie explained that distance learning enrollment is going up and in-seat classes are more difficult to fill. Academics is working on hybrid and Hyflex classes to work with this and accommodate students. Mrs. Limb shared that in working with the Klamath County School District, in the last year, the students suffered tremendously, the students do not want to do online ever again in their life, they are not into distance learning. VP Jennings added that during COVID, things went remote. Coming back, 70% of enrollment is online and 30% face to face. This was a flip from pre-COVID and it is anticipated that it will even back out. There is work toward a Hyflex class which incorporates both online and in person, in one class. Trustee DeCrans inquired on what is the percentage of people online from the military. VP Jennings shared that base students are mostly online, however most students in general are in a mix. Most faculty can teach all forms of classes. VP Jennings will send Dr. Gutierrez a chart of what percentage of online students are out of town to be shared with the Budget Committee and Board of Education members. Trustee Marquez expressed that enrollment being down is nationwide.

There was a discussion on in person versus online classes and possible student preference to each.

Mrs. Limb referred to page 40; Agricultural science is at a negative CMA (cost margin analysis). What is a negative CMA compared to a positive FTE (full-time equivalency) mean? She shared this was huge for the community and notices there are a lot of ups and downs and would hate to see this program leave. VP Jennings shared that the college is currently interviewing for the Agriculture Lead Faculty position and hope to have the position filled to support the program in a positive direction.

VP Jennings shared that CTE (Career and Technical Education) is expensive. If the college breaks even, the college has done a good job, such as in general education. The bottom three programs on the CMA chart each year, get reviewed for viability. An example such as Nursing, will never pay for itself, however it has high wage, high need jobs. VP Jennings shared that Agriculture generates FTE from the statewide dual credit. This is how a program can have positive FTE.

Mrs. Limb referred to page 42; Is the retired faculty position being replaced? VP Jennings shared that this faculty will not be replaced. This will be adjunct faculty in the future. Trustee DeCrans shared that the college goal is to have lower enrolment in developmental education.

Mrs. Limb referred to page 45; ERO (Emergency Response Operations); What is KCC considering in CJA (Criminal Justice)? VP Jennings shared Criminal Justice (CJA) has a positive CMA margin. Enrollment in CJA has historically been good. Dr. Gutierrez shared the vision is to have a Police Training Academy in Klamath Falls. Mrs. Limb inquired on a Paramedic Program. VP Jennings shared that the college has a partnership with Rogue Community College, students can zoom in on courses and on weekends they go to Medford to do their orals.

Mrs. Limb referred to page 49; What are the apprenticeship programs at the college? VP Jennings listed construction, electrical, interior exterior, painting, plumbing, drywall, millwrights, and the college is looking to add. Every program has to have an employer sponsor. Dr. Gutierrez shared there is a huge need in the community. There are dry wells in the community without well drillers, KCC is looking at this as well.

Chair Holliday referred to page 48; Automotive enrollment has doubled, why is there no increase in faculty? VP Jennings shared that the auto and diesel faculty are cross certified with a high adjunct pool. Programs are rotated so there is not a competition between programs. Trustee DeCrans shared there is a mentorship program which is very helpful.

Mrs. Limb referred to page 50; In general education computer skills, someone retired, where is the support going to come from? VP Jennings explained that the Business Technology faculty teaches in the area as she can teach general computer science classes.

Mrs. Limb referred to page 51; Does KCC see the aviation program changing into a positive CMA? VP Jennings shared that Precision co-sponsors the faculty position, and the program is very viable. The CMA does not keep this into account. It was noted that part time funds were added. VP Jennings stated that only adjunct faculty can tutor, hence adjunct funds are being used there. Dr. Gutierrez shared the college is trying to incorporate the program into high schools.

Mrs. Limb referred to page 52; Why is there one nine-month faculty position in the narrative, however in the line item it reflects two? VP LaHaie shared a person is being added there. They will be working on getting a bachelorette program. The narrative will be corrected to read 2 faculty, not 1 faculty.

VP LaHaie shared the diesel has a truck lift going in for diesel in the budget.

Mrs. Limb referred to page 57; In Business Technology, how will KCC grab displaced workers. VP Jennings highlighted that the college is working with industry recognized pathways or short-term certificates. There has been success in HIM (Health Information Management) and Business Technology to have health office support. There has been success getting students hired directly into the community.

Mrs. Limb referred to page 59; In contracted services, 7400, what is the college contracting for an additional 30K? VP Massie shared that this is for the CDL (Commercial Driver's License) programming. There was not enough money in the budget last year, this is in anticipation for this year. Chair Holliday inquired on 7150, as marketing went down. This has happened in a many of the budgets, why? VP LaHaie shared that a couple years ago, a marketing department and budget was created with the idea that all marketing would go through the department. This would help with KCC branding. There was some thoughts and departments started to put money in their own budgets. VP LaHaie has put it back in order to go through the marketing department. Marketing cannot just say no to requests. This is centralized.

Mrs. Limb referred to page 63; In line 6900 there is a significant addition to student wages, what is this? VP LaHaie shared this is an error. 160K will be removed from this budget into unappropriated funds. Chai Holliday added that the part time support staff also had an increase and inquired why. VP LaHaie shared that this covers benefits, as they were not benefited previously.

Mrs. Limb referred to page 64; 4 FTE for support is in the narrative, however in the line item it is zero, why? VP LaHaie shared that they went from 6700 to 6600.

Mrs. Limb referred to page 66; What is Ramsey incorporated? VP Jennings explained that they came to KCC during part of the pandemic. They solicited KCC to be offering testing. They like that KCC is expanding options for testing. This can be a regional draw for our testing center. This will generate fees and revenue.

Mrs. Limb referred to page 69; Is that enough money for accelerated learning? VP LaHaie shared this was dual credit people and this is what they asked for.

Mrs. Limb referred to page 73; In line item 7400, what is the college contracting for 90K? VP LaHaie shared that this was for a CRM (customer relationship management), Salesforce. This is also for the CRM Manager position. Dr. Gutierrez shared that this is an investment for the institution, which should add to student retention and access. It should be about 1 year to start getting return on investments. VP LaHaie shared this was a software for tracking clients/students. VP Schull elaborated that this was a

package of tools for texting, tracking where students are in their journey, use the information to assist on how the college can help where the student is in the process. The college can then work with students to come to KCC. The value is to be able to focus directly on each student and outreach. KCC owns the data. Mr. Wright inquired on the length of the contract and if there is additional payment in future years. VP LaHaie shared that currently, the contract is one year. If the college chooses to renew, there are multiyear contract options. The college wants to see return on investment before committing to future years. VP Massie shared that the cost of future years would be less as there would not be implementation cost. Chair Holliday expressed that his industry uses CRM and he sees it as a good investment.

Mrs. Limb referred to page 75; There is a missing FTE at the registrars, according to narrative. VP LaHaie shared that narrative needs to be updated to show two full time administrators.

Chair Holliday shared that the context at the bottom is very valuable, and getting the updates early would be even more beneficial.

Mrs. Limb referred to page 77; The narrative shows that there is room for an employee with Title IX resources, however it is zero. VP LaHaie shared that this moved to Human Resources with additional duties as assigned.

Mrs. Limb referred to page 79; Did support staff move to administrative. VP LaHaie shared that this did move to administrative.

Mrs. Limb referred to page 80; The narrative reads one support person, however there is no money listed. VP LaHaie shared that many people have been reclassified over the past year. This moved to administrative. When an employee moves to administrative, they are exempt, with no over time, and they are salary. The benefit to the employee is that their vacation goes from 2 weeks to 4 weeks.

Trustee Keown shared that she has reviewed the budget and would like to vote to approve the budget moving forward to the Board. She would also vote in favor of the tax that is recommended.

Trustee Keown left the meeting at 7:44 pm.

Chair Holliday called a ten-minute break at 7:45 pm.

Chair Holliday called the meeting back to order at 7:50 pm.

Mrs. Limb referred to page 85; There is part time support staff with no administrative, why? VP LaHaie shared that this administrative position went away two years ago. This is only part time support staff. Dr. Gutierrez shared that the Lake County School District has a part staff that helps with this.

Mrs. Limb referred to page 87; Does this include information services staff for this year, or next? VP LaHaie shared this includes next year.

Mrs. Limb referred to page 89; The support staff went to administrative, why? VP LaHaie shared that the support staff moved up to administrative. VP LaHaie shared that last year, there was an error and the insurance was not accounted for last year.

Mrs. Limb referred to page 91; This is the school officer, there is no part time support staff mentioned in narrative. VP LaHaie shared we do not have this. VP Jennings shared that this is to pay for part time night staff, which was not used during COVID. This should be left for now and be verified with Sgt. Mitchell. VP LaHaie explained that on line 8000, the college is paying for security cameras.

Mrs. Limb referred to page 94; Why is the administrative salary in full time administrative support, but it is not indicated in 5052? VP LaHaie shared that the narrative needs to change under external programs.

Mrs. Limb referred to page 95; Why is there there is an additional 200K under physical plant? VP LaHaie shared this was for custodians, maintenance specialist for machinery in new building, and utilities. It was inquired if line 7400 and 7420 were in addition to FTE? VP LaHaie shared that 7420 are in addition to for occasional extra custodial help. VP LaHaie will have to look at 7400.

Mrs. Limb referred to page 161; What is the TANF (Temporary Assistance for Needy Families) being used for? VP Massie shared this is a grant, there have been increases to amount for students and there is a need for a little more help to cover additional funding being received. TANF is a multiple year grant.

Mrs. Limb referred to page 165; What happened to the veteran resource grant? VP LaHaie shared this varies from year to year. The personnel were taken away from KCC this year.

Mrs. Limb referred to page 171; What stress reduction examples are going to be done for wellness for staff. What is KCC thinking for staff? Dr. Gutierrez elaborated that the big vision is to have healthy employees. An example is a trail for employees around the campus and time for walks. There are stretch breaks at meetings. There is a wellness center. VP Schull shared that the wellness center space has a shuffle board, ping pong tables, a class for yoga and stretching, a nursing room, and more. There are conversations about recipe exchanges and food meetings. The college is looking at continuing wellness even after grant. Data will be reviewed.

Mrs. Limb inquired on when the college anticipated CARES money going away. Dr. Gutierrez shared the College may no longer be receiving CARES funding. VP LaHaie shared the college has one more year to spend the money.

Dr. Gutierrez shared that at any time, the committee can contact the CFO (Chief Financial Officer) and schedule a time to meet with the CFO to ask questions. This information will need to be added to the packet for next year.

VII. GENERAL FUND

VIII. SPECIAL REVENUE FUNDS

IX. ENTERPRISE FUNDS

X. DEBT SERVICE FUND

XI. CAPITAL PROJECTS FUND

XII. PUBLIC COMMENT

None.

XIII. APPROVAL OF BUDGET or DATE FOR NEXT COMMITTEE MEETING

A. Motion to Accept Budget as Set Forth for Fiscal Year 2022-23.

Motion by: Rhoda Keown

Second by: Dave Jensen

Discussion: None.

Action: Motion passed. Unanimous approval.

B. Motion to Approve Taxes for Fiscal Year 2022-23 at the Permanent Tax Rate of \$0.4117 per \$1,000 of Assessed Value for Operating Purposes.

Motion by: Rhoda Keown

Second by: Kenneth DeCrans

Discussion. None.

Action: Motion passed. Unanimous approval.

XIV. ADJOURNMENT

Chair Holliday adjourned the meeting of the Klamath Community College Budget Committee at 8:11 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary