



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

Regular Meeting – Tuesday, October 24, 2023 6:00 PM

MINUTES

I. CALL TO ORDER

Dave Jensen called the regular meeting of the Klamath Community College Board of Education to order at 6:00 p.m.

Members Present: Misty Buckley; Raymond Holliday; Kate Marquez; Dave Jensen; Linda Dill; Richard Harrington; Linda Weatherford; and Emilie Ramos, 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, Vice President; Joshua Guest, Executive Director; Kelly Kandra, staff; Bill Jennings, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson.

II. SHOWCASE

Dr. Gutierrez highlighted what accelerated learning was, beginning over 10 years ago working with local school districts for college preparation. After a few years, superintendents from other school districts throughout the state started asking for help. KCC started serving school districts across the state, as it is up to school districts who they ask to work with and be served by. VP Jennings invited Kelly Kandra, Director of Accelerated Learning, to present. Ms. Kandra presented via PowerPoint. Klamath Community College Accelerated Learning was highlighted through slides on staff and department functions, College Now, dual credit, fall 2023, high schools and school districts, and contributing factors.

Ms. Kandra shared some of the schools where KCC serves, including Lake County, Klamath County, Central Point, greater Albany school district, and Redmond.

Ms. Kandra shared high school dual credit is high schools where teachers teach college credit in the high school. Dual credit is free to students in the state of Oregon. College Now is where students can take classes at KCC at the high school tuition rate. Students may be taking dual credit to earn a Pathways Certificate. Students can earn an Associate's degree if they begin early enough in high school. There are students who have received their high school degree and college degree at the same time. This is a huge cost saving to students and their families.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting September 26, 2023)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda as presented.

Motion by: Richard Harrington

Second by: Linda Weatherford
Discussion: None.
Public Comment: None.
Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Richard Harrington
Second by: Raymond Holliday
Discussion: None.
Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez shared updates on a few projects at KCC. The Childcare Learning Center is moving along. KCC is coming to the point of needing a request for quotes (RFQ). The real architectural drawings and budgets need to be developed for raising funds and construction. It is anticipated to take approximately a year for this process. This is a three-way partnership with Oregon Child Development Coalition (OCDC), Klamath County and KCC. VP Massie shared that there has been a conversation to have a sign put up on the property, working with Klamath County. The Cosmetology program is another project. At this time, enrollment has been capped and the program cannot take more students. It is difficult to get capital construction grants for Cosmetology. The college is working with donors on the \$3.5M to \$4M project coming up. There is a large vision for Cosmetology and more information will be coming forward.
- b. The Oregon Community College Association (OCCA) Conference is next week. Dr. Gutierrez, Trustee Weatherford and Chair Jensen will be attending.
- c. The DiSC inventory was received for Linda Dill and Kate Marquez. Ms. Child will be emailing them to complete the inventory.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Ramos shared that the food pantry filled 76 bags, with a 25% increase of donations from last year. The food pantry is also connected to the food bank and Benefits Navigator position. Other resources are shared through this position. Every year there are competitions in divisions for raising food, currently Academic Affairs is ahead in donations.
- b. 13 students were assisted with Technology needs at the Tech Boot Camp.
- c. The Summer Bridge program was held, which served 16 students.
- d. First Year Experience held New Student Orientation in person and online. Nearly 300 students attended.
- e. A meet and greet event was held, to which 150 students attended. This was also offered to Cosmetology students.
- f. First week highlights were given.

VII. STATE REPORT

- a. Trustee Marquez shared that OCCA will be starting a lunch and learn that Board members can sign up for. Chair Jensen has signed up for one. Board members were encouraged to sign up.

VIII. FOUNDATION REPORT

- a. VP Massie shared that the Foundation is in the middle of the scholarship cycle and is reviewing 80 applicants.
- b. The finance committee is working to develop a new investment strategy for endowment funds. They are currently in the research phase. Some of the money is put into CDs at local Edward Jones and Davidson. There are some that are in the bank awaiting investment. Roughly, in all endowed funds, they are close to \$.5M. Not all funds are in the KCC endowment.
- c. The Giving Tuesday Campaign finishes on Nov 28th. The Sip and Shop event will be that evening from 4:30-6:00 pm. A portion of sales from the evening go towards the Foundation. VP Massie will make sure the Board is invited.
- d. The Foundation did receive a \$7,276.00 donation of scrap metal (in good usable steal condition) to the Welding Program from Jeld-Wen.
- e. Chair Jensen inquired on the 1-2 Board member positions available to the Foundation. Chair Jensen volunteered to serve. VP Massie will share information with Ms. Childs to share with Board members interested in serving.

IX. INFORMATIONAL AND ACTION ITEMS

A. Board Policy 2110, 4050, 5140, 7160, 3550, and 3560 – Action Item – First Reading

Bill Jennings, Institutional Researcher presented a Board Policy PowerPoint. The presentation included an overview of the oversight agencies, Northwest Commission on College and Universities (NWCCU) accreditation standards, the goal for Board policy review, a proposed timeline, edit formatting explanation, and a list of provided policies for review. Mr. Jennings shared that a three-to-five-year rotation of reviewing policies is preferred. This does not mean a change necessarily, it could just be review and noting that the policy is still good. Mr. Jennings shared that OCCA does reach out with recommended updates, and as part of OCCA, KCC receives this.

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

BP 2110 Vacancies on the Board of Education was reviewed. Trustee Harrington inquired if the person in an appointed seat aligns with Oregon law. Mr. Jennings shared it did. Some of the procedural items are moving from policy into procedure. Trustee Harrington recommended changing the fourth bullet to “90 days” versus “two consecutive months”.

Trustee Harrington recommended adding “a quorum” instead of “the remaining” to the first red paragraph in the policy. Mr. Jennings shared that meeting rules supersede at a Board meeting. Executive Director Guest shared that the language was pulled directly from ORS 341.335 and feels this meets accreditation standards.

Trustee Buckley inquired on resignation, if it was written or verbal. Chair Jensen shared that the Board votes on resignations.

Trustee Harrington inquired on the word “shall”, as he felt that meant action. It was inquired if that should be a different word.

Trustee Harrington inquired on the first sentence structure of the second paragraph. Mr. Jennings shared it was intentional. There was a discussion on the election sequence and the wording. The Board elections are held every two years.

Trustee Buckley inquired on the second bullet if there was an appeal on judgement of the court, would this still withstand.

Trustee Harrington asked to have B., C., and D., out on the second page.

Trustee Buckley inquired if the Board could review the policies prior to the next meeting and email inquiries and/or changes to the Chair and President. The Board will send emails as needed.

BP 4050 Articulation was reviewed as a new Board policy. Trustee Marquez asked if proximate was defined as next to. She inquired if this was relevant considering dual credit. Trustee Marquez suggested removing the word proximate. Trustee Holliday shared it could be replaced with “requested to be involved” verbiage. Mr. Jennings will look at language for the next meeting.

BP 5140 Accessibility Services/Student Disability Services was reviewed as a new policy. Trustee Weatherford asked what policies the college had for IAP procedures for student in high schools. Dr. Gutierrez shared that colleges adhere to federal laws and follow their own guidelines and have disability services. KCC works with students under college laws to accommodate college students. Dr. Gutierrez shared that KCC can have a disabilities presentation to the Board on services. Trustee Buckley shared that there are not classes at KCC where a KCC instructor is responsible for teaching high school credit.

Trustee Harrington inquired on academic adjustment. He asked what for an example. Mr. Jennings shared an example is the amount of time to take a test.

BP 7160 Professional Development was reviewed as a new policy. Trustee Harrington inquired on Professional Development. Dr. Gutierrez shared that this would be listed under the Administrative Procedures.

Trustee Holliday shared that the word “intent” seemed very vague for Board Policy. Trustee Harrington recommended using the work “shall”. Dr. Gutierrez shared that if there was a budget issue, he may come to the Board and share that Professional Development is not being used in a budget year, but the intent is to use it in the future. Trustee Buckley inquired if there was a budget line item for Professional Development. Trustee Marquez asked to see the Professional Development budget at the next Board meeting.

Trustee Weatherford inquired if there was a minimum requirement for professional development. Dr. Gutierrez shared there was not.

Chair Jensen expressed he felt the Board was getting a little too much in the weeds.

BP 3550 Drug-Free Environment and Drug Prevention Program was reviewed. Mr. Jennings shared this was federal law driven. Trustee Harrington stated he felt Drug and Alcohol Use in the Workplace, second sentence should be put back in policy. Dr. Gutierrez shared this may be under the Administrative Procedure. Policy should not be super specific. The policy is 30,000 foot, while the procedure is at the employee level. Trustee Harrington shared that if this was in procedure, he felt it was addressed. He just did not want it lost.

Trustee Holliday inquired if the use of “illicit” in the first paragraph and if the word “drug” in the first sentence needed an adjective. Mr. Jennings will look into the use of the word. Trustee Weatherford asked

if there was federal funding that comes with the burden language. Executive Director Guest shared that there is language that comes from experts at OCCA that adheres to federal laws for funding.

Trustee Harrington referred to the second page and two struck out paragraphs. An inquiry was made if there was a procedure to cover these. Dr. Gutierrez shared that there was.

BP 3560 Alcoholic Beverages was reviewed. Trustee Weatherford asked how current policy affected the Sip and Shop. It was shared that a request went to the President's Office.

Trustee Harrington inquired if the College had a procedure on how much alcohol an individual could drink at a college event. Trustee Marquez shared that servers have an LOCC license and follow rules.

B. Resolution No. 199-23-24 Adopting and Appropriating a Supplemental Budget for Fiscal Year 2023-2024 – Action Item

VP LaHaie handed out a Supplemental Summary page and reviewed changes with the Board. Trustee Buckley inquired if there was a place to research these changes for information. VP LaHaie shared that indications were that the Grown Your Own would get re-funded and did not. The United States Department of Agriculture asked the College to have skin in the game and gave indirect funds, they gave money but it had to show as being spent in the program. The High School Equivalency Program went down, as they run on a different year from the College. Coming into the last year, it is held back to be spent in the College's next year, but in the grant's current year.

Motion: To adopt the Supplemental Budget.

Motion by: Richard Harrington

Second by: Linda Weatherford

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Chair Jensen shared it was VP LaHaie's last meeting. Dr. Gutierrez shared that VP is moving to Tennessee to be with his family. Dr. Gutierrez shared that VP LaHaie was a high-ranking Chief Financial Officer and did well for the institution. Chair Jensen thanked VP LaHaie on behalf of the Board. Trustee Holliday, as the previous Budget Committee chair, shared that VP LaHaie would be missed.

A. Public Participation

- None.

XI. FUTURE ISSUES

- The OCCA Conference is next week.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: December 5, 2023, Founders Hall Boardroom**

XIII. ADJOURN

Motion: To adjourn

Motion by: Richard Harrington

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Chair Jensen adjourned the meeting at 8:01 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary