



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

Regular Meeting – Tuesday, December 5, 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; Linda Weatherford; and Emilie Ramos, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: Richard Harrington (excused).

Staff Present: Dr. Roberto Gutierrez, President; Jamie Jennings, Vice President; Gail Schull, Vice President; Denise Reid, Interim Vice President; Charles Massie, Vice President; Joshua Guest, Executive Director; Idaly Bustillos, staff; Oscar Herrera, staff; Tim Williams, staff; Bill Jennings, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson and Stephanie Torres.

II. SHOWCASE

VP Schull introduced and invited Idaly Bustillos, Student Success Advisor/Accessibility Coordinator; and Oscar Herrera, Director of Retention and Student Success, to present. A PowerPoint was handed out and presented. Director Herrera highlighted the mission of Accessibility Services and the high emphasis on ensuring unrestricted access for all. Ms. Bustillos shared how the department promotes access to the students. Also included in the presentation were who the department is serving, how KCC accommodates students, and types of accommodations.

Trustee Marquez inquired about what the most reported disabilities were. Ms. Bustillos shared it was anxiety, ADHD, and mental health.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting October 24, 2023)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda as presented with printed minutes.

Motion by: Linda Weatherford

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Linda Weatherford

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez handed out and reviewed the professional development budget at KCC.
- b. The College is about to do a comprehensive survey on housing. The College needs to see what the students are thinking. The Board will see the results of the survey. The only other time this was done was for Childcare.
- c. Dr. Gutierrez handed out and reviewed enrollments at KCC, including trends across the state. Dr. Gutierrez shared that KCC is doing well and it is the support of staff and employees to make this work happen. There is a combination of many small efforts to make this work, continual review of new programs, partnerships with K12 partners, Cosmetology, grants for underserved populations, and many other things. Trustee Marquez shared that KCC is the youngest of community colleges, serving a large area. KCC was highly prepared for distance education. Work with Lake County was highlighted. Trustee Marquez added that Dr. Gutierrez's commitment to KCC is beneficial to the institution, the consistency in leadership is important.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Ramos shared that the food pantry filled 71 bags.
- b. An Opioid Lunch and Learn was held in October. There was a training on how to administer Narcan.
- c. In October, a Monte Carlo night was held.
- d. ASKCC were guest speakers for a TRiO Talks event in October.
- e. A First-Generation week was hosted with Student Life, ASKCC, and TRiO. Each day had a different highlight which included hot chocolate, trivia, a dinner with speakers, soup for success, and more.
- f. The KCC Soccer Club played COCC in November, which included a tailgate event.
- g. ASKCC presented in CGS classes in October.
- h. A fall blood drive was held in November.
- i. Events for winter term are being scheduled.
- j. There is a giving tree for children for the holidays. The Board was given the opportunity to take a tag from the tree to purchase items and bring them back to ASKCC for students.

VII. STATE REPORT

- a. Trustee Marquez shared an article from the Oregonian regarding the Portland strike being over, although the funding is not quite there yet. There is an interest in the legislature having a look at funding, specifically for K-12.
- b. The Oregon School Board Association (OSBA) sent out a letter regarding the Board being in turmoil. Dr. Gutierrez shared that community colleges in Oregon began in K12, and are hence part of OSBA. The KCC Board is not active in OSBA, however, do receive information. It was shared that there are three different pots of money for K-12, universities, and colleges
- c. The next lunch and learn is in January of 2024 regarding Legislative Priorities and Advocacy Preparation. The Board is encouraged to attend lunch and learn if interested.

VIII. FOUNDATION REPORT

- a. VP Massie thanked Chair Jensen for attending the Foundation Board Meetings.
- b. There is significant outreach to the Foundation in support of students.
- c. The scholarship cycle just closed. 90 students were awarded about \$47K.
- d. The endowment is becoming a focus of the Foundation. The Board has chosen to raise money for the endowment to have ongoing support. There is a goal to raise \$1M over the next three years and \$5M over the next 10 years.
- e. VP Massie thanked Kathleen Walker-Henderson as chair of the Foundation.
- f. There was an Education Makes a Difference Campaign with Giving Tuesday. The Sip and Shop at KCC is contributing \$182.00 to Giving Tuesday as a portion of the sales from the bookstore.
- g. As of today, Giving Tuesday has raised \$10,884.00, which is beyond the \$7,500.00 goal.
- h. Trustee Buckley asked if the increase in giving is a general awareness, or more targeted for programs starting to be offered. VP Massie shared that he felt the Apprenticeship Center has raised awareness in the community, which is now creating support for trades and healthcare. Trustee Marquez asked where the endowment is investing. VP Massie shared that a portion, \$40Kk is remaining at Edward Jones. Some dollars were put into CDs. When investments go up, they may be moved back into wealth management.

IX. INFORMATIONAL AND ACTION ITEMS

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

Bill Jennings, Institutional Researcher presented a PowerPoint “Board Policy Comparing to Administrative Procedure”. It was shared what Policy is, and what policy is not. It was also shared that administrative procedures are detailed directions governing the operation of the college system and put policy into practice by describing how, where, when, and by whom things are to be done. A list of what an administrative procedure is, and what an administrative procedure is not was shared. Mr. Jennings shared the example of BP 3440 Service/Assistance Animals on Campus vs. AP 3440 AC Animals on Campus.

Mr. Jennings reviewed the policies handout and highlighted changes to each policy provided, as discussed at the last Board meeting.

BP 2110 Vacancies on the Board of Education highlights were reviewed.

BP 4050 Articulation highlights were reviewed. Trustee Marquez inquired about the definition of articulation. Mr. Jennings shared that articulation agreements may be with high school and college, showing matching of classes for use of dual credit and awarding of college credit. There are also articulation agreements between higher education institutions, sharing that a class is accepted at both institutions for the same credit/class. VP Jennings shared that credit for prior learning is also included in articulation.

BP 5140 Accessibility Services/Student Disability Services did not have changes from the last meeting.

BP 7160 Professional Development highlights did not have changes from the last meeting.

BP 3550 Drug-Free Environment and Drug Prevention Program highlights were reviewed.

BP 3560 Alcoholic Beverages did not have changes from the last meeting.

Motion: To approve Board Policy 2110, 4050, 5140, 7160, 3550, and 3560.

Motion by: Linda Weatherford

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

B. Board Policy 3715, 7342, 7345, 7346, 7347, 7350, and 7381 – Action Item – First Reading

Mr. Jennings reviewed Board Policies as handed out for the first reading. All policies were edits, not new.

BP 3715 Intellectual Property was reviewed. Much of the language would move from policy to administrative procedure.

BP 7342 Holidays was reviewed. Mr. Jennings shared that in the previous policy, there was a section for each employee group, such as staff, part-time staff, faculty, and so forth. Due to this, each group had the same list. This moves these groups together under one policy. Trustee Weatherford inquired if there is another policy for individuals who look for other holidays they would like to observe. Dr. Gutierrez shared that this would be worked on administratively. Executive Director Guest shared that there are religious accommodations and there is also a mechanism to use personal days.

BP 7345 Catastrophic Leave Program was reviewed. It was noted this was also bringing employee groups together into one policy. Trustee Buckley verified that the Collective Bargaining Agreement (CBA) at KCC was specific to KCC, not the state. It also was for the faculty.

BP 7346 Employees Called to Military Duty was reviewed. It was noted this was also bringing employee groups together into one policy.

BP 7347 Paid Family Leave was reviewed. It was noted this was also bringing employee groups together into one policy.

BP 7350 Resignations was reviewed. Much of the policy moves to administrative procedure. The board gets the report on hires and resignations of full-time employees in the Board of Education packet.

BP 7381 Health and Welfare Benefits was reviewed. It was noted this was also bringing employee groups together into one policy. The policy has a lot to do with federal law and much will move to administrative procedure. Trustee Holliday inquired if any part of this is in the Collective Bargaining Agreement (CBA) and if it should be acknowledged here. Mr. Jennings shared that those updates do not need to be here, but there can be an acknowledgment here that they exist. Dr. Gutierrez shared that the administration works very hard to keep the fringe benefits and compensation the same for the staff and faculty.

C. Childcare Learning Center Project – Action Item

Dr Gutierrez shared that the vision for Childcare started 7 years ago. At this point for a campaign, the College needs approval from the Board on a clear direction. VP Massie, VP Jennings, and Director Williams presented via PowerPoint. Included in the presentation was information on KCC working with the Oregon Childhood Development Coalition (OCDC), the background of the feasibility study, the importance of partnership, and the current status of partnerships with OCDC and Klamath County. The Higher Education Coordinating Commission (HECC) has approved KCC for 1.5M in bonds. KCC resource development is also working to raise funds.

VP Jennings presented on the education aspects of the facility, including student and education impacts. A study on the need for childcare was reviewed with the Board, reflecting a high need. KCC has two Associates of AS Education and Early Childhood Education programs aligning well with OCDC and their work. The largest cost for childcare centers is personnel. OCDC already has staffing. Critical shortages were addressed.

Director Williams shared the project concept in detail. The current activities for the center were reviewed along with a timeline.

VP Massie addressed projected costs and funding. The projected total cost for the project is between \$10M and \$13M. The funding detail was addressed on a PowerPoint slide. It was presented that it is thought that KCC is on a path to have \$12M in funding available. The work to find funding sources will not stop until all funding is met. It is being requested that the Board give approval to move forward with the project. VP Massie shared that the HECC funding is matching.

Trustee Marquez inquired who paid the HECC bond. Dr. Gutierrez shared that it is a statewide bond sold by HECC. It is not paid by local taxpayers. Trustee Marquez shared that Portland State just did a study. Dr. Gutierrez shared this study with Cabinet. Data indicated the need for childcare.

Trustee Buckley shared that the Herald and News had an article about rescinding money. VP Massie shared that there was a misprint and misunderstanding from the journalist. Trustee Buckley inquired about the duration of the partnership with OCDC and the guarantee that they will continue to operate the center to make the investment feasible. Dr. Gutierrez shared that KCC is working on a contract with OCDC. There is already a contract to use the campus facility for 3 years. The contract will state that the building is a KCC building. It is understood that OCDC would use the building, possibly not having the current space. The plans for who OCDC will serve from the space, other than KCC slots, KCC cannot answer. This would be an OCDC detail. Chair Jensen shared that it was his understanding that this would be an expansion of the number of slots available in the community. Trustee Buckley inquired about the projected cost and funding. VP Massie shared that this is a current expected cost. Trustee Buckley inquired about ingress and egress issues with the Fire Station. VP Massie shared that this will be part of the county discussion, but it is not thought to be an issue. Trustee Buckley inquired if the Apprenticeship Center would assist with this. If there is a need for experience, this can be used, however it will not be on the back of students. VP Massie shared that those students in the Apprenticeship Center will already be working as part of their work with local contractors.

Trustee Weatherford inquired what KCC would be doing to serve impoverished demographics. VP Massie shared that OCDC functions on a subsidy-based program, generally low-income. Due to this, KCC students can utilize those slots.

Motion: To approve the Childcare Center Learning project.

Motion by: Linda Weatherford

Second by: Misty Buckley

Discussion: Chair Jensen thanked the previous Board Chair Kenneth DeCrans. He worked hard for this as a student and then Board member.

Public Comment: None.

Action: Motion passed. Unanimous approval

Dr. Gutierrez shared that KCC has a title to the buildings on campus and does not have bonds. This is hard work. There may be a time that the College cannot do this, such as a new Cosmetology building. There may be a day that funding is requested from the institution.

D. Annual Comprehensive Financial Report for 2022-2023 with Independent Auditor's Report – Action Item

Dr. Gutierrez introduced Interim VP Denise Reid. Interim VP Reid shared she was very pleased with the result of the audit. The College received an unqualified opinion.

Motion: To accept the CAFR as presented for the 2022-2023 year.

Motion by: Linda Weatherford

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Marquez shared the results of the DiSC evaluation, as she missed the Board Retreat. Her high score was D, with I as the second. Trustee Marquez shared that she had a result-oriented pattern. A few of the definitions from the packet were reviewed for personality. Balancing out strengths and weaknesses was noted as very interesting. Trustee Dill will work with Ms. Childs to take her test.
- Trustee Marquez mentioned that a refresher on Open Meeting Law may be good for the Board.

A. Public Participation

- None.

XI. FUTURE ISSUES

- Dr. Gutierrez shared that the Employee Recognition Event is this Friday. The order of events was shared.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: January 23, 2023, Founders Hall Boardroom**

XIII. ADJOURN

Chair Jensen adjourned the meeting at 8:22 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary