



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

Regular Meeting – Tuesday, February 27, 2024 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; and Linda Weatherford. A quorum was confirmed.

Members Absent: None.

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; Bill Jennings, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson.

II. SHOWCASE

Dr. Gutierrez introduced and invited Bill Jennings, Institutional Researcher to present on College Student Demographics. A PowerPoint was handed out and presented. The presentation reviewed KCC student baseline definitions, total student numbers, and demographics. Data was also shared on each student definition for Klamath Center for Education and Training (KCET) and High School Equivalency Program (HEP), Community Education, College Credit-Accelerated Credit, and College Credit-Post High School.

Trustee Weatherford inquired about the data collection tool gender selection options and if non-binary was an option. Mr. Jennings shared there were male, female, and un-reported options on the data set.

Trustee Marquez shared that KCC is interested in being a Hispanic Serving Institution (HSI). Dr. Gutierrez shared that this is determined by 25% Hispanic student enrollment in credit classes over several quarters. Dr. Gutierrez shared that the College would receive additional funding if designated HSI, which he feels is attainable in the next few years.

Trustee Harrington inquired if parameters were tracked for home school students. Bill shared it is noted in accelerated credit on the PowerPoint. Mr. Jennings will pull information for that demographic specifically to share with the Board. Trustee Holliday inquired about how significant accelerated learning was outside of the area. Mr. Jennings shared that the headcount is significant, however total credit count is not significant. In credit count, local schools are higher in number. The charter school is in the data viewed and collected via Klamath Falls City Schools.

Mr. Jennings shared that to apply for the Free Application for Federal Student Aid (FAFSA), a student must have a GED or High School diploma, must be registered for selective service (if you fit in the pool that can register), and be a United States citizen.

Mr. Jennings shared that it is incredibly difficult to separate North Lake and South Lake out to get data in each. Mr. Jennings will get the information on how many KCC students are from North Lake.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting January 23, 2024)
- 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: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Raymond Holliday

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez shared that the Child Care request for a quote has gone through and should be ready for the March Board meeting.
- b. Dr. Gutierrez was honored to be the keynote speaker at the Life Changers luncheon. Jean Pinniger was honored as the Board award recipient at the end of the event. Every employee got a framed photo of the awardee with the Board and the Herald and News article.

VI. ASKCC STUDENT REPORT

- a. None.

VII. STATE REPORT

- a. Trustee Marquez shared that the Oregon Community College Association (OCCA) is looking for an Executive Director. VP Schull shared she was able to give feedback on the needs of the individual who would fill the position.
- b. Legislature is in action. There are weekly updates on legislation related to community colleges. One of the most interesting is the Semi-Conductor Work Force bill that includes \$40M to help increase Oregon's capacity to meet the workforce and research needs. Dr. Gutierrez shared he is in conversations on this, and one of the problems is the need for water. Water is needed for cooling and the area already has water deficit issues.
- c. Trustee Marquez inquired on the FAFSA, as she heard it was redone, however, had a late roll-out. VP Schull shared that the delay that impacts the students and staff, is that the College has not received data from students in the process. The application did not open until the 30th of December. Due to a lack of data, everyone is at least a month behind in processing aid. It was shared everyone is in the same scenario. Trustee Buckley asked if there were institutions in a financial crunch due to this. Dr. Gutierrez shared it was not affecting KCC, however may be affecting other institutions. It affects any student applying

for aid in the 2024-2025 school year. This could create a challenge for families who are trying to plan, they usually know the amount of aid to plan with.

VIII. FOUNDATION REPORT

- a. VP Massie thanked Dr. Gutierrez for being the keynote at the Life Changer lunch as a Foundation event.
- b. At the February meeting, a number of contributions were accepted, including the first month for the food pantry donations. A 14” grizzly band saw was accepted for the Apprenticeship Center.
- c. Life Changers was a kick-off event. It is the next big multi-year campaign that lasts forever to build out the endowed scholarship fund. The goal is to get to \$1M, spending 4-5% each year of earnings working with the Oregon Community Fund. There are other endowed accounts. If all endowed accounts are added together, there is over \$1M in funds. The goal for the event was to raise \$50,000 by the end of the lunch. \$50,982 was the total raised, which exceeded the goal. VP Massie shared they look at levels of support when tuition numbers are known. The Foundation tries to set a cap to be able to reach the maximum number of students possible. VP Massie thanked Jean Pinniger for her work with KCC.

IX. INFORMATIONAL AND ACTION ITEMS

A. Associate of Applied Science Surgical Technology Degree – Action Item

Dean Sansom presented information via PowerPoint. The PowerPoint included details including community partnerships, considerations for the degree need, specifications for the AAS Surgical Tech, student audiences, enrollment revenue projections, budget, salary information, and potential employers.

Dean Sansom shared that the program is 7 terms, with prerequisite needs. Clinicals and labs have to be in person. At KCC the program is set up for 10 students each year, which is 20 every bi-year. If remote areas can provide a clinical instructor and location for labs and clinicals, they can work with the College to partner and possibly have a group of remote students.

Dean Sansom shared that via the advisory committee, she understands there are students taking prerequisites now and are awaiting approval to enter the program.

Dr. Gutierrez shared that some programs have differential tuition. That may be reviewed for this program.

KCC will be using available classroom space at the College and will not require new space.

Both Asante and St. Charles were very interested in the programming and partnering.

Motion: To approve the Associate of Applied Science Surgical Technology Degree.

Motion by: Richard Harrington

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

B. Appoint New Budget Committee Members – Action Item

VP Reid read budget law and Board policy. VP Reid shared that there are three positions currently vacant on the Budget Committee. The College would like to start the advertising process for these positions, accept applications, and bring back those applications to the April Board of Education meeting.

Motion: To move forward with three vacant Budget Committee member positions through the advertising and application process.

Motion by: Richard Harrington

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

C. Board Policy 7230, 7210, 7212, 5052, 5075, 5350, 5520, 5530, and 4023 – **Action Item – Second Reading**

Trustee Harrington expressed that the policies are not consistent in reference to “The Board of Education” and “The Board”. It was asked that all areas where “The Board” is mentioned, be changed to “The Board of Education”. By consensus, this was agreed on. Mr. Jennings will do a word search and update all references in policies starting with the policies presented here.

Bill Jennings, Institutional Researcher presented those policies from the last Board of Education meeting that had edits.

BP 7230, BP 5052, and BP 4032 edits were reviewed.

Trustee Harrington recommended changing anything that reads “President” to the “The College President”. By consensus, this was agreed on. Mr. Jennings will do a word search and update all references in policies starting with the policies here.

Motion: To approve the edits and Board Policies 7230, 7210, 7212, 5052, 5075, 5350, 5520, 5530, and 4023.

Motion by: Linda Weatherford

Second by: Kate Marquez

Discussion: Trustee Harrington asked to go through all policies as listed.

BP 7230 Employees, along with BP 7210, and BP 7212, were reviewed.

BP 7210 Academic Employees was reviewed to be deleted as it is part of BP 7230. Mr. Jennings verified that the College does not grant tenure and referred to the College Bargaining Agreement. Dr. Gutierrez will make sure that the Board receives a copy.

BP 7212 Temporary Faculty was reviewed to be deleted as it is part of BP 7230.

BP 5052 Open Enrollment and Registration was reviewed.

BP 5075 Course Adds and Drops was reviewed.

BP 5350 Student Life was reviewed. Trustee Harrington recommended changing the word “will” after the College President to “shall”. This was changed.

BP 5520 Student Discipline was reviewed.

BP 5530 Student Rights and Grievances was reviewed. The Process for filing a grievance “will” was changed to “shall” as requested by Trustee Harrington.

BP 4023 Program Review was reviewed.

Public Comment: None.

Action: Motion passed. Unanimous approval

Motion: To approve the global change in policies and procedures that any place that reads “The President” will be changed to “The College President” and any place that reads “The Board” be changed to “The Board of Education”.

Motion by: Richard Harrington

Second by: Misty Buckley

Public Comment: None.

Action: Motion passed. Unanimous approval

D. Board Policy 3800, 3820, 3830, 3835, 3840, 3850, 3860, 3870, 3880, 3890, 3950, 5011, and 5012
– **Action Item – First Reading**

Bill Jennings, Institutional Researcher presented policies up for review and recommended edits.

BP 3800 Personal Data Protection was reviewed. Mr. Jennings explained the reference in the policy that referred to European connection. This is part of the standard, which is to acknowledge it exists.

BP 3820 Gifts and Donations was reviewed.

BP 3830 College – Community Relations was reviewed.

BP 3835 Media Relations was reviewed.

BP 3840 Visitors on Campus was reviewed. Trustee Harrington asked to include the Board in the policy. There was a discussion on where that should be added. It was noted that the Board falls under number 4.

BP 3850 Staff Participation in Community Affairs was reviewed. Trustee Buckley asked if community organizations were part of a job description or if it was just recommended. Dr. Gutierrez shared he was comfortable with the language as it was being encouraged. Trustee Harrington suggested a line in the policy surrounding the topic of official representation should be approved. Mr. Jennings will review this and bring it back to second reading.

BP 3860 Charter Schools was reviewed. Chair Jensen asked that Mr. Jennings come back with language that expresses that the Board can at least discuss the matter. Dr. Gutierrez shared that any relationship with a charter school would come to the Board. It was discussed that the policy was from the past administration. It was expressed that the Board did not want to tie the hands of the administration by having the policy. Mr. Jennings will review the ramifications of removing the policy or the need to just edit it and bring it back to the next meeting.

BP 3870 Solicitation was reviewed. Trustee Harrington recommended that all solicitations on college property have the approval of the College President. Dr. Gutierrez inquired on being able to deny some

solicitations when others are approved. Executive Director Guest recommended keeping the policy as is. Trustee Harrington withdrew his concern.

BP 3880 Soliciting from Students and Staff was reviewed. Mr. Jennings will review 3870 and 3880 to see if they can be combined.

BP 3890 Sale of Commercial Commodities on Campus was reviewed.

BP 3950 Artistic Display was reviewed.

BP 5011 Admission and Concurrent Enrollment of High School and Other Young Students. The Board recommended changing the sentence to “The Board recognizes admission to the Community College should be open to persons who can benefit from the instruction offered.”

BP 5012 International Students was reviewed.

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Weatherford shared that back in December she was contacted by several constituents, and flagged in two social media posts, with concerns about an instructor. Following, in what she was asked to do, she very clearly stated in an email to the President that she wished to bring it to his attention, bringing it to him first and requesting time for them to discuss the issue together so she could better support and serve him. From that point, this is where she shared with the constituents she would make sure it got to the President ear, that she would let the President know and discuss it with him. Trustee Weatherford received the reply to her email, she did not have time to say anything else to that, as she was reading and looking over the very thorough reply. Trustee Weatherford shared she was teaching when she received a call, without prior warning, her personal email to the President was given to the Board President and shared with the whole Board. At some point in the process, her letter ended up in someone's hands who should not have had it. Trustee Weatherford shared that she has lost her faith and trust in her Board. She knew nothing about this until she read the notes. Trustee Weatherford expressed that from this point forward, she will bring all constituents in a very public way at the end to hear her comments so that she knows that it is documented, that it is heard and that it is safe to her.

B. Public Participation

- Ms. Walker-Henderson expressed that she appreciated the KCC students who speak at Life Changers. She appreciates KCC students who speak at Foundation Events.
- Trustee Dill talked about little kids. She shared a story about her grandkids and their negative experience during COVID. Her worry is about future academically unprepared students coming to KCC. Trustee Dill shared a study from Harvard and Stanford about states that did lockdown during COVID. Some states had efforts to help kids recover, however, Oregon is in the dumpster. California and Washington had the same amount of lockdown as Oregon did. The state of Oregon got 1.6 billion dollars of federal pandemic aid to help recovery students who were behind in their education levels. This money runs out in 8 months. Most districts have spent money with little to show for it. There is a program in county schools for parents to communicate with the kid's teachers and have a tutoring system on the computer. Trustee Dill felt the computer was awful. There is also Smart reading, which has been around for years. They are looking for volunteers, however

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it is still online. Oregon School Board of Education was discussing standards. Trustee Dill expressed that there was a crisis coming.

XI. FUTURE ISSUES

- None.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: March 19, 2024, Founders Hall Boardroom
- B. Budget Committee Meeting

XIII. ADJOURN

Chair Jensen adjourned the meeting at 8:37 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary