



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

Regular Meeting – Tuesday, March 19, 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; Preston Hundley, faculty; Linda Williamson, faculty; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson.

Chair Jensen asked that everyone hold questions until after the presentations.

Chair Jensen shared that all Board meetings are recorded under ORS 192.650.

Chair Jensen further shared that all emails and texts can be public information, whether school email or personal email, if it is about the school, it can be public.

II. SHOWCASE

Dr. Gutierrez introduced the Wildland Fire Program as the showcase. It has been recognized that wildfires are getting worse throughout Oregon and the United States. KCC has tried to meet this important need and looked for grants. KCC was successful in acquiring a grant for almost \$600,000 from the Department of Agriculture. With that, KCC started a Wildland Fire Program. Dr. Gutierrez invited VP Jamie Jennings to introduce Preston Hundley, Wildland Program Coordinator. Mr. Hundley presented on the Associate of Applied Science (AAS) Emergency Response Operations (ERO)-Wildland Fire Emphasis/2023 Launch of Forest and Fire Ecology Association of Arts Oregon Transfer (AAOT) online degree. A handout of the PowerPoint was shared with the Board. Included in the presentation was grant information, staffing, last year's accomplishments, future goals, and learning partners.

Trustee Buckley asked if the resume and application class was used to build into other programs at KCC. Mr. Hundley stated it started in Fire, however, they are working with the Career Center to have others sit on panels as well. The goal is to have four interviews for the class, sit in front of boards and have filled out numerous applications for experience. Trustee Weatherford inquired about what kind of courses were envisioned for helping to address skills such as de-escalation. Mr. Hundley shared that they are working on resiliency training, which shows what does and does not affect each student. Mr. Hundley shared that community and employee training are similar, even if students do not see it that way at first. Communication skills were discussed.

Chair Jensen shared that last month there were many side conversations during the Board meeting, and he asked that the Board try to wait to be called on and not have as many side conversations.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting February 27, 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: 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: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez shared that last week was the train the trainer's carpentry apprenticeship in the Apprenticeship Center. Now those teachers will take that information back to their high schools.
- b. The Budget Committee Meeting will be on May 8, 2024.
- c. The Childcare Architectural contract should be on the next regular meeting agenda. If there is a timeline issue, there may be a Special Meeting requested.
- d. Commencement is coming up. Ms. Childs will be emailing Board members for information on gowns.
- e. Dr. Gutierrez was pleased to announce that the College has its first two international students from Brazil.
- f. Dr. Gutierrez shared information on 2024 New Century Transfer Pathway Scholar Matthew Ebner. This student is representing all of Oregon. He now will move forward to the next round of selections for the All-USA Academic Team. The Foundation was thanked for their support of the students. There will be an upcoming press release. KCC's Matthew Ebner was the best of the best in all of Oregon's community colleges.
- g. Dr. Gutierrez shared that each Board member received a copy of the Collective Bargaining Agreement at the beginning of the meeting, along with a response page to questions from the February 27, 2024 Board meeting.
- h. Dr. Gutierrez updated the Board on two deaths of individuals closely tied to the College. Barbara Dalke, who was the Testing Center Manager and Steve Tippin, the previous Chair of the KCC Foundation Board passed in the last week. The College will make efforts to send flowers and condolences from the Board and the College.

VI. ASKCC STUDENT REPORT

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March 19, 2024* Page 2

- a. Dr. Gutierrez shared there will not be an ASKCC President until fall.

VII. STATE REPORT

- a. Trustee Marquez handed out and shared information on the Oregon Community College Association (OCCA) 2024 End of Session Legislative Report.
- b. Trustee Marquez inquired with OCCA on continuing education available for the Board in understanding their roles and processes. OCCA has given classes at the annual KCC retreats. Trustee Marquez will share with the Board if there are any classes available.

VIII. FOUNDATION REPORT

- a. VP Massie shared that the Foundation Board approved to set the amounts for scholarship funding in the next two cycles. Scholarship funding for summer/fall terms is approximately \$42,900, while winter/spring terms is approximately \$41,000 for students. They are working on policies allowing flexibility to add funds to the scholarship cycle when they are received out of sequence.
- b. The Board approved matching \$3,650.00 toward the Beauty Changes Lives online program. It is a nationally available scholarship.
- c. The Board will work on fundraising for Cosmetology students here at KCC.
- d. The Foundation has now been around for over 20 years, the Board approved a task group to review policy and procedures to carry them through the next 20 years. VP Massie shared his appreciation to the leadership of the Foundation in Kathleen Walker-Henderson and those involved.

IX. INFORMATIONAL AND ACTION ITEMS

A. Human Resources 1-Year Certificate of Completion – Action Item

Dr. Gutierrez asked VP Jennings to introduce Linda Williamson, Business Faculty, to present. VP Jennings highlighted Ms. Williamsons history at KCC. Her commitment and heart for the KCC students is highly appreciated, and her idea for this degree was well received. Ms. Williamson shared that there is always work to keep programs current. Ms. Williamson reviewed the PowerPoint as distributed in the Board packet. The information included in the presentation was the program/certificate overview, certificate description, and outcome, new course BUS 230, the history and development of the certificate, industry analysis and employment opportunities, and the current approval status.

Trustee Harrington asked what businesses in this area would hire a person with this Human Resources (HR) certificate. Ms. Williamson highlighted they would be an HR support person, HR administrative assistant, or HR admin role. Sky Lakes, the mills, and small businesses hire these positions. There are a variety of HR/Payroll roles that hire for this as well. According to data, from the employee department data, they are looking at up to 10% growth. HR assistant and HR Admin had up to 10% growth. It was clarified that this would be beneficial for the starter position or entry-level. This does give an advantage reflecting strong skills in the industry. Trustee Weatherford inquired on who might be teaching the course, a current faculty or new faculty. Ms. Williamson shared that the individual who would be teaching currently teaches at KCC. This will not require a new instructor.

Ms. Williamson shared that there is zero additional cost to the course, other than existing faculty developing it. There is a potential cost with virtual reality. It is exciting, but not practical at this time.

Motion: To approve the Human Resources 1-Year Certificate of Completion.

Motion by: Linda Weatherford

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

B. Board Policy 3800, 3820, 3830, 3835, 3840, 3850, 3860, 3950, 5011, and 5012 – **Action Item – Second Reading**

Bill Jennings, Institutional Researcher presented policies up for review and recommended edits. Mr. Jennings referred to three policies that were under solicitation and that they would be under the next packet, to consider blending with a fourth policy under BP Vendors.

BP 3800 Personal Data Protection was reviewed. There were no changes from the first reading.

BP 3820 Gifts and Donations was reviewed. There were no changes from the first reading.

BP 3830 College – Community Relations was reviewed. There were no changes from the first reading.

BP 3835 Media Relations was reviewed. There were no changes from the first reading.

BP 3840 Visitors on Campus was reviewed. There were no changes from the first reading.

BP 3850 Staff Participation in Community Affairs had some changes from the first reading that were reviewed.

BP 3860 Charter Schools was reviewed as a suggestion to be removed.

BP 3950 Artistic Display was reviewed. There were no changes from the first reading.

BP 5011 Admission and Concurrent Enrollment of High School and Other Young Students had some changes from the first reading that were reviewed. There was some discussion around the use of high school students in the first and second paragraphs.

BP 5012 International Students was reviewed. There were no changes from the first reading.

Motion: To approve Board Policies 3800, 3820, 3830, 3835, 3840, 3850, 3860, 3950, 5011, and 5012 with changes.

Motion by: Richard Harrington

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

C. Board Policy 6380, 3870, 3880, 3890, 3710, 3280, 3500, 5030, 3610, 3620, 3630, 3640, 3650, 3660, 3670, 3680, 3690, and 3125 – **Action Item – First Reading**

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

BP 6380 Vendors was reviewed. This policy was presented to include the language from BP 3870, BP 3880, and BP 3890 (solicitation policies). In this, all four policies, BP 3870, 3880, 3890 and 6380, would be listed under one BP 6380 Vendors. Trustee Weatherford inquired if this applied to people who rented space at the College for events. Mr. Jennings shared that it would. Trustee Weatherford inquired if this

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March 19, 2024* Page 4

would cause issues with employees who are parents who sell things like Girl Scout cookies. Executive Director Guest expressed that this is a policy that is broad enough for the President to establish procedures, which can have language to state that anything under school fundraisers is ok. This can be established to reflect the President's recommendation.

BP 3870 Solicitation was suggested for removal. The language is covered in BP 6380.

BP 3880 Soliciting from Students and Staff was suggested for removal. The language is covered in BP 6380.

BP 3890 Sale of Commercial Commodities on Campus was suggested for removal. The language is covered in BP 6380.

BP 3710 Securing of Copyright was suggested to change to BP 3710 Copyright. Mr. Jennings shared the update of language. Trustee Harrington inquired on any work product produced by students, and who owns the copyright. Mr. Jennings shared that he felt this was covered in the intellectual property policy. Dr. Gutierrez shared that this was looked at in January. Dr. Gutierrez shared that anything created with college resources belongs to the institution. BP 3715 Intellectual Property will be brought back as information to the next Board meeting.

BP 3280 Grants was reviewed. The policy was adapted from a time when the College did not have a Grants Department to now when the College does. Trustee Buckley inquired if there should be a word added to the last sentence of the first paragraph. Mr. Jennings will review it and bring it back. It was recommended to have this line read "grant proposals". Trustee Marquez inquired when the College President will develop administrative procedures. Dr. Gutierrez shared that he meets with the VP of External Programs and the Grants Manager every other week to review all proposals and provide direction.

BP 3500 Campus Safety was reviewed. Trustee Weatherford asked if the Sheriff's station gives them overarching power over emergency situations because they are law enforcement and if there was conflict there. Dr. Gutierrez gave an example of a previous Sheriff wanting to search something of a students, and being denied without subpoena. In the event of a major emergency, they do take over, as the sheriff's office and police come in. Trustee Weatherford inquired if there should be a policy to clarify this in the future. Dr. Gutierrez shared that the college does not have a specific policy, it is more informal, however it will be implemented in the procedure process. The College has a good relationship with the Sheriff's office.

Trustee Harrington shared that in some respects, the College is no different than a grocery store. In the event of things like active shooter situations, the police get control. In events that they want to run license plates, that is not allowed without search warrants.

Dr. Gutierrez shared that KCC has a contract with the Sheriff's office that specifies compensation. The Board approved it. This is all part of the campus safety plan.

BP 5030 Tuition and fees was reviewed. An additional title of programming was reviewed to have international programs at KCC. Trustee Harrington asked if the acronyms could be moved to the right of the words.

BP 3610 External Relations was reviewed. This policy will incorporate language from BP 3610, BP 3620, BP 3630, BP 3640, BP 3650, BP 3670, and BP 3680. Mr. Jennings shared how the language was combined to read cleaner on how the College deals with relationships. The last sentence was edited to read "position advocating for or in opposition to".

BP 3620 Governmental Entities was suggested for removal. The language is covered in BP 3610.
BP 3630 General Statement of Relationship was suggested for removal. The language is covered in BP 3610.

BP 3640 State/Federal Governmental Agencies – College Relations was suggested for removal. The language is covered in BP 3610.

BP 3650 State Legislature – College Relations was suggested for removal. The language is covered in BP 3610.

BP 3670 Colleges and Universities – College Relations was suggested for removal. The language is covered in BP 3610.

BP 3680 Employment Services – College Relations was suggested for removal. The language is covered in BP 3610.

BP 3660 Oregon Community College Association was reviewed.

BP 3690 Local Community Advisory Groups was reviewed.

BP 3125 Educational Organizations and Meetings was reviewed. Mr. Jennings will look at the last sentence to the first paragraph for wording. It may be more clear, instead of “given time off to attend”, to have it inclusive of work duties. Mr. Jennings will also review the last sentence of the second paragraph, it may need to refer to a procedure. There is language in the Collective Bargaining Agreement to allow for use of time. There was a discussion if faculty get paid to have a strike vote. VP Jennings shared that faculty are exempt employees, as long as they meet work duties and responsibilities, they can come and go as needed. There are union funds that may be used for various things. The College does not pay union fees.

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Buckley had a community member approach her and wanted to let KCC know that there are grant funds available if the college is interested in developing a meat processing and mobile livestock harvesting curriculum. There is one currently at Blue Mountain and a four-year program at Oregon State University. If the College were ever interested, this individual would be interested. Trustee Buckley will share the information with Dr. Gutierrez.
- Chair Jensen shared that House Bill 2998 passed over 8 years ago and they are not even a third of the way through. Chair Jensen expressed frustration. This Board gave Dave Jensen and Dr. Gutierrez permission to go to the state for no loss of credit. It passed; however, it is not being done. Chair Jensen is interested in the Board getting ahold of OCCA and the HECC to inquire on how to speed this process up and get the law moving on this. It was felt that students had a very good case to address with the state. Dr. Gutierrez suggested that the Board members ask for an update on HB 2998. There is a liaison with OPC that can be contacted. Trustee Marquez elaborated that this was the implementation of the no-loss-of-credit legislature. The Board gave a consensus for Dave Jensen and Kate Marquez to work on this. Chair Jensen will bring the information back to the Board before sending it to the Higher Education Coordinating Commission (HECC) and OCCA. Articulation agreements were discussed. Some exist that help with college-to-

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college agreements that are working. Dr. Gutierrez expressed that it would be helpful for the Governor to help. This problem is expensive and discouraging for students. The Board shared frustration for students. Chair Jensen has read the mandate from the governor and they have the authority to withhold funds from those schools that are not following the rules. This is not being done.

B. Public Participation

- Kathleen Walker-Henderson, current KCC Foundation Chair reminded the Board that the annual Gala is April 20th and tickets are \$40 to support scholarships. The portal is open to purchase tickets, or the Board can check with VP Massie. At the Gala, they will be starting the Spruce of Your Life Raffle, ticket will be 25 dollars, or buy 4 and get one free. This drawing will be June 4th at the first State of the Foundation Event, where the Board of Education will be invited. When the flyer is available, the information will be emailed to the Board.

Dr. Gutierrez shared his thanks for input on Board Policies, and the Boards input to help students and people.

XI. FUTURE ISSUES

- Foundation Gala, April 20, 2024.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: April 23, 2024, Founders Hall Boardroom
- B. Budget Committee Meeting: May 8, 2024, 6:00 pm, Founders Hall Boardroom

XIII. ADJOURN

Chair Jensen adjourned the meeting at 8:05 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary