



---

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

Regular Meeting – Tuesday, April 23, 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; Denise Reid, Interim Vice President; Charles Massie, Vice President; Joshua Guest, Executive Director; Bill Jennings, staff; Gerry O'Brien, staff; Tim Williams, staff; and Shannon Childs, Secretary to the Board.

**Guests:** Kathleen Walker-Henderson.

**II. SHOWCASE**

None.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting March 19, 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: Linda Weatherford

Second by: Richard Harrington

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval.**

**V. PRESIDENT REPORT**

- a. Dr. Gutierrez shared the Phi Theta Kappa honor received by student Matthew Ebner. This student represented all of Oregon in the honor. This is the first time at KCC that a student was recognized nationally.
- b. The College has some funding formula changes starting July 1. The funding formula is how the college gets financially compensated. The Higher Education Coordinating Commission (HECC) is changing the criteria in the formula to be more incentivized. There are some percentages that started at 2% and will move to 10% later. Criteria include serving underserved populations, low-income students, Career and Technical Education programs/ apprenticeships, and students taking 15 credits or more. Dr. Gutierrez shared he is not concerned, as KCC has been doing this work for some time, as it is the right thing to do. For example, for years, KCC has had 15 to Finish to incentivize completion.
- c. A Department of Public Safety Standards and Training (DPSST) document was distributed to the Board. DPSST has an office at KCC. This is good for the community. This office certifies police officers, correction officers, parole, probation, and more. There will be signage posted at KCC. Dr. Gutierrez shared this is a program at the College.
- d. Gerry O'Brien was introduced as the new Director of Communications/Public Information Officer. Mr. O'Brien was welcomed.

**VI. ASKCC STUDENT REPORT**

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

**VII. STATE REPORT**

- a. The article "Fewer Oregon graduates are going to college. These Seniors face big decisions" was handed out at the request of Trustee Marquez. Trustee Marquez discussed the article. Dr. Gutierrez shared that KCC is bucking the system with enrollments and financial aid. Students are not having as much of an issue as they are across the nation.
- b. The legislative session has concluded.
- c. Oregon Community College Association (OCCA) is in the process of interviewing for a new Executive Director.

**VIII. FOUNDATION REPORT**

- a. VP Massie shared that the Gala was on Saturday. About 120 attended. The Foundation netted about the same amount as last year. In the past year, the Foundation has nearly doubled the amount of funds it manages and endows. This year they are at nearly \$1M in managed funds. There is excitement in the Foundation. Chair Jensen shared it was a great event.
- b. There will be raffle tickets available for the Spruce Up Your Life raffle starting April 26<sup>th</sup>.
- c. The Foundation will be participating in Grad Fest, where students can get recognized. The Foundation will use it as outreach for alumni. This event is May 6<sup>th</sup>. Trustee Marquez asked if there was information being collected on people working in their field of study. VP Massie shared that the Foundation is working on developing those relationships to begin asking those questions.

**IX. INFORMATIONAL AND ACTION ITEMS**

- A. Klamath Community College Childcare Learning Center PIVOT Architecture Contract – **Action Item**

Dr. Gutierrez highlighted that the Board asked KCC to move forward without a bond. The next step is to approve an architect. The committee's recommendation is PIVOT. VP Massie shared that this is one of

Klamath Community College is an Equal Opportunity Educator and Employer.

many steps to getting the building built. The contract being presented is for PIVOT to begin this work, working with KCC throughout the process. PIVOT has a history of doing childcare facilities and working with schools, it was felt this was very important. They are also engaged in legislative funding. PIVOT also gave thoughtful answers and led KCC through the planning process. PIVOT has an interest in being on campus for the process. Tim Williams will be the individual who will mainly be working on this project.

VP Massie shared that the College had all the funds needed for architecture and engineering. The College does not have all the funds for the construction of the facility. Dr. Gutierrez added that there is a plan B as KCC is strong financially. Dr. Gutierrez expressed that he is very confident that the institution can come up with the money to support this project. KCC would like to continue to not go to the taxpayers for money. Dr. Gutierrez explained that the College will own the land and building. The College will partner with Oregon Childcare Development Coalition (OCDC) to run the facility. OCDC will rent the facility from the College for childcare. Dr. Gutierrez shared that the majority of children in the current facility are KCC students and employees children. OCDC has a qualification process for a heavy reduction of cost for KCC students and employees children to be there. It is a state and federal funding program. KCC has three heavily reduced slots at the center for KCC employees. This facility will be part of the Early Childhood Education programs. OCDC has its own federal certification program.

Trustee Harrington inquired if there were provisions in the contract, that if they did not perform, there is follow-up for a penalty. Trustee Holliday shared that in reading the contract, he felt there were great deals of checks and balances. Executive Director Guest shared that he used an architecture contract template and is confident in the contract.

**Motion: To approve the contract from PIVOT Architecture for the design work of the KCC Childcare Learning Center.**

Motion by: Richard Harrington

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

**B. Appoint New Budget Committee Members – Action Item**

Dr. Gutierrez shared that the budget committee has three open positions and three applicants to those slots. Interim VP Reid shared that Dan Hernandez, Katherine Hewitt, and Rafael Hernandez have applied. Trustee Holliday shared that in his decade and a half of being on the Budget Committee, he feels all three applicants are qualified. Trustee Weatherford added that Katherine Hewitt had a great history in committee work and showing up for meetings.

**Motion: To appoint Dan Hernandez, Katherine Hewitt, and Rafael Hernandez to serve on the KCC Budget Committee for a three-year term.**

Motion by: Richard Harrington

Second by: Linda Dill

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

**C. Resolution 200-23-24 Annual Review of Tuition Rates – Action Item**

Dr. Gutierrez asked Interim VP Reid to present the proposal to increase tuition and fee rates. Interim VP Reid reviewed a PowerPoint including information on tuition considerations, revenue and expense factors,

Klamath Community College is an Equal Opportunity Educator and Employer.

FTE trend, Klamath 5-year FTE trend, revenue forecast, instruction vs tuition and fees, tuition increase, and Oregon Community College Tuition Rates. Also reviewed were the student government fee increase, technology fee, international student fee, and summary of requested tuition and fee increases.

The dual enrollment numbers are included in the FTE, however, KCC does not get tuition.

Interim VP Reid shared it was ideal to have smaller incremental tuition increases, versus one year with a large increase.

Interim VP Reid highlighted the student government increase. Dr. Gutierrez shared the history of ASKCC paying a portion of the salary for the coordinator. Trustee Weatherford inquired what the increase would help fund for the entire college, not just the clubs. Interim VP Reid shared that this would contribute toward all students in cultural opportunities, university visits, geographical trips and more.

Interim VP Reid expressed that the technology fee did consider updates to computers. Dr. Gutierrez added that computers are on a three-year replacement rotation.

Trustee Buckley inquired if having low tuition, KCC might gain additional students from outside the area who could participate in distance learning. Dr. Gutierrez shared that he did not feel that would help, as KCC is already on the lower end of the tuition scale, and has been. Trustee Weatherford shared that distance education at many schools costs significantly more for the convenience.

Trustee Marquez inquired what the percentage of full-time students was who would pay the additional tuition cost. Mr. Jennings explained that of the total population it is about 65% of the students who are Pell/veteran eligible, of the full-time the percentage is even more. Trustee Marquez noted that in this case, about 35% of students would then be affected by the increase.

Dr. Gutierrez shared that international students are not subsidized by taxpayers. The Director of International Programs was directed to have the program sustainable within 3 years. The \$100 fee was in the calculation to be sustainable in 3 years. Trustee Buckley inquired if international student trips are only for international students, or if all students can partake. Dr. Gutierrez elaborated that this can be possible. The hope is to have 20 students within 3 years. There is opportunity for KCC to work with OregonTech in the international program.

Dr. Gutierrez shared that tuition gets reviewed every year to keep up with inflation and other factors. Although some fees, such as international students, may not be recommended for increase, all tuition and fees get reviewed annually. KCC is working with OregonTech on international. KCC is significantly lower in tuition than OregonTech. Their funding structure is very different.

Dr. Gutierrez shared that as of yet, the College has not lowered tuition. In Oregon, students are shouldering tuition more and more. There was a conversation on the lack of state support.

Trustee Buckley inquired that in the inflation forecast, is personnel cost considered, it has been shared it can be higher than inflation. Dr. Gutierrez shared that KCC is beginning to look at this.

**Motion: To adopt resolution 2024-2025 academic year tuition increase.**

Motion by: Linda Weatherford

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

Chair Jensen called a 5-minute break at 7:13 pm. The meeting was reconvened at 7:20 pm.

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

Bill Jennings, Institutional Researcher, shared that after tonight's meeting of policies going through, there are approximately 45 more policies. It is 71.6% complete. This puts the College in a strong place for a three-year cycle.

Mr. Jennings, Institutional Researcher presented policies up for second reading and recommended edits.

BP 6380 Vendors was reviewed. The consolidation of policies was highlighted.

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. Intellectual property was included in the packet as reference material. Trustee Harrington shared that he still has not seen the intellectual property policy for student copyright. He inquired where this was. Mr. Jennings shared that Intellectual Property is in a slot to be reviewed. Dr. Gutierrez shared that at this point KCC uses past practice. The College is in the process of developing it from the past process. Dr. Gutierrez shared that there is not a specific date to have this done, this is the beginning of the process. Mr. Jennings shared that the policy produces the need to make the procedure. The procedure is then developed administratively. Trustee Harrington asked for a past practice on student copyright. Dr. Gutierrez elaborated that it needs to be developed.

BP 3280 Grants was reviewed. The edit was highlighted in yellow.

BP 3500 Campus Safety was reviewed.

BP 5030 Tuition and fees was reviewed. The edit was highlighted in yellow. Trustee Harrington inquired on parking fees. Dr. Gutierrez shared that KCC is not planning on this at this time.

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. It was noted that there were two suggestions, one in blue, and one in red. Mr. Jennings recommended adopting the language in blue. There was an edit highlighted in yellow. Dr. Gutierrez added that administration recommends adopting the blue text.

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. The edit was reviewed as highlighted in yellow. It was noted that it will be edited to include the “College President, or designee”.

BP 3715 Intellectual Property was provided as information only.

**Motion:** To adopt Board Policies 6380, 3870, 3880, 3890, 3710, 3280, 3500, 5030, 3610 (with blue edit), 3620, 3630, 3640, 3650, 3670, 3680, 3660, 3690, and 3125 as presented.

Motion by: Linda Weatherford

Second by: Richard Harrington

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

E. Board Policy 2015, 2220, 2330, 2340, 2360, 2435, 2712, 2740, 2745, and 2800 – **Action Item – First Reading**

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

BP 2015 Student Representation was reviewed. No changes were suggested other than eliminating the redundant header.

Trustee Harrington referred to the sentence under oath of office, and that looked to be a fragment. The sentence was read without the oath as a complete sentence. The oath of office will be moved to the end of section a. to make it more clear. In paragraph b., his or her will be changed to their.

Trustee Buckley inquired how a designee was selected. Dr. Gutierrez shared that this was recommended by ASKCC and shared via the President’s Office.

BP 2220 Committees of the Board of Education was reviewed. Formerly there was only a recommendation for the Budget Committee. Suggested language was made in the instance other committees were considered in the future. Formatting changes were reviewed, along with highlighted changes.

Trustee Holliday inquired on e. It was noted that this may include other committees in the future. Mr. Jennings shared that this would set a precedent for other committees in the future. It was determined to be fine as written.

BP 2330 Quorum and Voting was reviewed. The recommended changes were read, as shown in red in the packet.

BP 2340 Agendas and Board of Education Member Packets was reviewed. Suggested changes were reviewed. Trustee Harrington inquired on what used to be paragraph a. It was inquired if this was illegal. Mr. Jennings shared that in Oregon this can be done, however is not a good idea.

BP 2360 Minutes was reviewed. Due to edits, the recommended rewrite was in red, although it did have consistent language. Most of the language is directly out of the Oregon Revised Statute.

BP 2435 Evaluation of the College President was reviewed. The redundant header was recommended to be removed. Recommended changes in red were shared.

BP 2712 Conflict of Interest - Contracts was presented in the packet.

BP 2740 Board of Education Member Education and Development was reviewed.

BP 2745 Board of Education Self-Evaluation was reviewed.

BP 2800 Insurance Coverage for the Board of Education was reviewed.

## **X. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

### **A. Board Discussion**

#### **i. Board Comment**

- Trustee Marquez shared that she attended an event for the Oregon Community Foundation (OCF), where there was a report on grants. Klamath had a very low number of grant awards from OCF. In the past, Trustee Marquez and others, have done grant writing workshops for non-profits. This included Heidi Biggs, the Librarian, Gayle Yamasaki and Trustee Marquez. There were small amounts of money grants to put on the events. This fell away during the pandemic, however, there was success prior. Trustee Marquez inquired if KCC would be interested in sponsoring something like this. She does not recommend adding to workload. She thought getting a small grant to sponsor something may be a good idea. Dr. Gutierrez shared that KCC did grant writing under non-credit previously. Trustee Marquez recommended a one-day free event. Dr. Gutierrez shared that KCC can look into this.
- Trustee Harrington made a positive comment about the staff at the College when he signed up for a class in Founders Hall. They made the process very easy and it was efficient.
- Trustee Buckley shared a positive comment about the interviews she hears with the staff on the radio station in the morning. There is a lot going on, on the Facebook page, for outreach in the community.
- Chair Jensen shared that he has called Karen Smith with OCCA regarding the no loss of credit. She has not gotten back to him yet. This is a follow-up to the last meeting. It was shared that it would be most effective for the entire Board of Education to sign one letter. Representative McIntire will be the keynote for Commencement and the Board will have the opportunity to meet with her over lunch.

### **B. Public Participation**

- None.

**XI. FUTURE ISSUES**

- None.

**XII. NEXT MEETING**

- A. Special Board Meeting at 6:00 pm on Friday, May 3<sup>rd</sup>. Dinner will be available at 5:30 pm.
- B. Budget Committee Meeting: May 8, 2024, 6:00 pm, Founders Hall Boardroom
- C. Scheduled Board of Education Meeting: May 28, 2024, Founders Hall Boardroom

Trustee Weatherford shared that her very first ever photo on Facebook was her induction to PTK with Tom Nejely in the background. This is a fun moment to KCC.

**XIII. ADJOURN**

**Chair Jensen adjourned the meeting at 8:13 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary