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

Board of Education Retreat, Running Y Resort  
Tuesday, August 27, 2024 8:30 AM – 4:15 PM

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**NOTES**

**I. CALL TO ORDER**

Chair Jensen called the Board of Education Retreat of the Klamath Community College Board of Education to order at 8:30 a.m.

**Members Present:** Dave Jensen, Misty Buckley, Raymond Holliday, Kate Marquez, and Richard Harrington.

**Members Absent:** Linda Dill (excused).

**Staff Present:** Dr. Roberto Gutierrez, President; and Shannon Childs, Secretary to the Board.

**Guests:** Dr. Abby Lee, Executive Director of the Oregon Community College Association.

**8:30 a.m. Welcome and Overview by Dave Jensen, Board Chair and President's Remarks by Dr. Gutierrez, President**

- Chair Jensen welcomed the Board to the Retreat.
- Chair Jensen shared that the Data Presentation got moved to 9 am. Also, at the end of the agenda, the Board will be going into executive session under ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- Dr. Gutierrez also offered a welcome and asked everyone to share a summer highlight. The Board shared summer highlights.
- Dr. Gutierrez thanked the Board for their support. They hold Dr. Gutierrez accountable but do not micromanage. The success of students and building the community is huge for Klamath Community College. The Board shared they appreciated not having to micromanage Dr. Gutierrez, as he has a good vision and does great work for the College. It was highly appreciated that Dr. Gutierrez is a long-term president, as he has created relationships that work towards long-term opportunities for KCC. This work is done without putting debt on the community, which is amazing.

**9:00 a.m. KCC Data Presentation by Bill Jennings**

- Bill Jennings was introduced and presented a PowerPoint as included in the binder. Information in the presentation included headcounts and full time equivalent (FTE) yearly totals, KCC student definitions and counts, 23-24 headcount, student demographic information, Klamath Center for Education and Training (KCET) & High School Equivalency Program (HEP) breakout information, Community Education information, non-credit information, accelerated credit information, college credit information, PELL (financial aid) information, and award information.
- Trustee Marquez shared an interest in why KCC has survived as well it has compared to other institutions. Dr. Gutierrez shared that there have been many small things the College has done such as dual credit, new programs, retention work, underserved student assistance, and partnerships.
- Mr. Jennings shared that it is not an admissions requirement for non-credit students to share as much information in applying, such as a high school diploma, when registering. It is a struggle to collect information, as the more questions we ask, the less students want to fill in to attend.
- It was clarified by Mr. Jennings that 1 FTE is 510 clock hours.

- Race and ethnicity at the College were reviewed. United States Census data shared that 14-15% of the community is Hispanic. It is believed that this is not accurate. The high school community reflects closer to 24%. It is felt that the Hispanic population is underrepresented. At 21%, KCC is close to the believed 24%. The HEP grant has helped with KCC getting closer to a Hispanic Serving Institution (HSI), which is 25% of credit students.
- Mr. Jennings shared that he felt that KCC was trending close to the region in home school students. There are tough conversations on whether students are home-schooled and connected to education, or students that are home-schooled because they do not want to send their kids to school and are not academically prepared to graduate. Home-school students are not typically connected to GED programming. Trustee Buckley inquired if anyone was correlating data on home-school students concerning high school diplomas, degrees, and so forth. Mr. Jennings shared that this is not done at KCC, however home-school students who engage with KCC do academically well.
- Trustee Marquez inquired how men at KCC did compared to females. Mr. Jennings shared that currently there are no equity gaps on the IPEDS.
- Mr. Jennings shared that he did not hear that KCC was lagging for PELL, even with the financial aid issues. KCC no longer has the PELL runner issues that occurred many years ago. There was a PELL runner conversation on state-wide issues during that time.
- Trustee Buckley inquired if KCC tracked employer-paid tuition. Mr. Jennings shared that third-party pay is difficult to identify in scholarships, employers, etc. In the apprenticeship program, there are many sponsors or third-party pays. Employers often pay for apprentices. The Foundation also helps with scholarships.
- Trustee Buckley inquired if there was a finite amount of federal financial aid. It was clarified that there is not a pre-set allocated amount for federal financial aid. Dr. Gutierrez shared that funding for the schools is set via the Community College Support Fund. This fund is dependent on things like enrollment. A discussion was held on college funding versus Pell for students. There comes a time when colleges have to make difficult decisions. There is a safety mechanism for growth, where colleges meet a cap on growth. Portland Community College, Mt Hood Community College, and Chemeketa Community College take up 50% of the funding for the state.
- Dr. Gutierrez shared the history of Bill Jennings becoming the Institutional Researcher at KCC. He also shared that this year, Bill Jennings will be returning to the classroom. He will be joining the Board to present the 28% left of Board policies. Dr. Gutierrez thanked Mr. Jennings for all his work at the College and the Board.

**10:00 a.m. Oregon Community College Association by Dr. Abby Lee, Executive Director**

- Dr. Lee presented a PowerPoint to the Board. The presentation included information on the current service level budget and budget ask. Dr. Lee is committed to having more partnerships around the state. There are no static funds, there are cost increases. Dr. Lee will inquire if there is a link to send out on Alliance 101 Zoom.
- The OCCA advocacy goals and strategies were shared. OCCA has a board of 34 people, each community college president and one member from each of their boards. The structure of OCCA was explained. One of the main jobs of OCCA is to go to the legislature and lobby for funding. The budget process was explained, specifically in a policy year like this year.
- A general funding spending chart between 19-21 and 23-25 was reviewed. The community college support fund numbers were shared.
- Enrollment categories were shared, along with headcounts and FTE reimbursables.
- Policy option package requests were reviewed as they will be sent and requested via the Higher Education Coordinating Commission. These included corequisite workgroup, applied baccalaureate program, adult reconnect, cybersecurity, 8<sup>th</sup> quarter payment (explained to be a held payment from legislature about 17 years ago), behavioral health, and early learning.

- Dr. Gutierrez shared the history of KCC working with dual credit and working with other areas in counties. Dr. Gutierrez shared that high schools work with the colleges they choose. Some colleges do not work as well with high schools in their areas, and may not.
- OCCA also has a priority to advocate on behalf of community college boards. Dr. Lee talked about why she does the work she does. She shared that she believes deeply in community colleges and shared the quote that they are the Ellis Island of education. The Board discussed why they wanted to serve on the Board and the “why” of their work to serve on the Board. Some “whys” included wanting to serve the community, giving back, wanting to improve life in Klamath, history of volunteering with children and families in education, having a heart for the work, and being asked to serve. It was shared that the vision of the President and high expectations of the institution made being part of KCC an easy thing to want to do. Dr. Gutierrez shared that he is a non-traditional president and he knows personally what education can do for individuals and families. Dr. Gutierrez shared his history, from getting a GED to a Doctorate. He shared that he wants what he got from community college to be what community colleges do for others. Dr. Lee shared that Dr. Gutierrez is seen as a leader in the state.
- Dr. Lee asked how OCCA could help KCC. The information for the Board Training was shared and the Board was encouraged to attend.
- There will also be an annual conference at Salishan that the Board is invited to.

**11:30 a.m. Break**

**11:45 a.m. Board Self-Evaluation for 2023-2024**

- Chair Jensen reviewed the compilation of the self-evaluation for 23-24 as distributed in the binder.
- Dr. Gutierrez shared that he says no to numerous presentations across the nation and state. His main priority is the College and the health of the institution. He does create balance in attendance for the betterment of KCC.
- Chair Jensen shared that differences of opinion and discussion can make a board stronger.
- It was discussed that there is an incoming ASKCC President who should be sworn in at the September meetings.
- The Foundation meeting calendar will be shared with the Board. Chair Jensen encouraged the Board to attend events at the College. It was reiterated not to discuss Board topics when attending campus events or meetings.
- It was asked if there are opportunities for the Board to advocate for the College, it be shared so that they may participate. This may include being invited to a community event, maybe not as a Board, but as a volunteer to attend on behalf of the Board.
- Each Board member should be on the OCCA and ACCT distribution lists. If this is not the case, it was asked to let Shannon know so she can verify.
- The Board discussed staff burnout as mentioned in open-ended questions. It was discussed that employees at KCC work hard and there are some employees who may struggle with the pace. It was noted that KCC is very willing to work with employees on time off and time for health related reasons.
- Dr. Gutierrez shared that KCC is working on collecting information on KCC graduates working in the field of study itself, as it is not done at the state.

**12:45 p.m. Lunch**

- The meeting recessed for lunch.

**2:15 p.m. Upcoming Projects**

- Dr. Gutierrez shared information on the Childcare Center and Oregon Childhood Development Coalition (OCDC). This is the first time KCC has had tenants on campus in building 1. In

working with OCDC, KCC has access to federal grants that KCC could not do on their own. The renderings were reviewed. It is important that the building belongs to KCC. KCC will have one faculty office and two classrooms in the building. OCDC has shared that they would like the money from the grant taken off their lease, which would not work for KCC. Work was done to review what current business rentals cost in Klamath Falls. KCC is countering and may be asking for 15K a month.

- KCC is looking at SB 5506 which states a college can only have 1 project at a time, which is the Childcare Center. Dr. Gutierrez visited with the Higher Education Coordinating Commission (HECC). He inquired how to go forward with a second project. The Cosmetology building has Americans with Disabilities Act (ADA) issues. KCC needs a second project approved, Cosmetology is \$6-8M. with a 50% match, KCC would need to raise approximately 3.5M. HECC shared that KCC's representatives, the community, and HECC support KCC in the second project. Dr. Gutierrez is going to go to his fellow Presidents and ask to raise the matching from \$8M to \$12M. If this goes through, the second part would be for KCC to get approval on a second project though the change of the law.
- The cosmetology renderings were reviewed as included in the binder. If things work out, the rent on the Childcare Center would pay for the Cosmetology building. Currently, Dr. Gutierrez is working on a long-term lease with the owner of the current Cosmetology building.
- Trustee Harrington asked if an \$8M investment would have a return. Dr. Gutierrez shared that the earnings of graduate students in cosmetology does not have a lot of data, which is why it is difficult to get grants. What KCC is adding is the business side of cosmetology. Dr. Gutierrez shared that right now, Cosmetology is KCC's largest program. Details of the current location were discussed. KCC does not have space on campus to move Cosmetology to a current space with all the needs for the program. Some conversation on the design was held.
- Trustee Buckley asked if letters of support could help. Dr. Gutierrez shared that when this goes to the state legislature, that could be considered.
- KCC is the only Cosmetology program in Oregon. The next project would be to make the certification online for continuing education across the state.
- Dr. Gutierrez will bring information to the Board as it is received. This is a vision and it may not all work out. This is the difficult work KCC is doing to not go to bonds.
- Dr. Gutierrez updated the Board on housing. KCC owns 6 acres by the college and there is a housing issue in the community. KCC is looking at grants for housing and a possible federal earmark. Using the Childcare as a model, housing would be run by a third party, not the College, as they are professionals and know how to do the work. Housing can be very important for International Programs. Chair Jensen shared that he would like to see RV spaces available with this as well, for things like firefighters. Dr. Gutierrez agreed.

### **3:15 p.m. President's Annual Goals**

- Chair Jensen asked the Board to think very hard before adding any goals without taking any off.
- Goal a: Support the Professional Development of a Highly Effective Board of Education.
- Goal b: Continue building the International Programs in the Community.
- Goal c: Continue with the Implementation of the Bachelor of Science Nursing (BSN).
- Goal d: Prepare the College for the Upcoming 2025 Accreditation Visit
- Goal e: Continue to Enhance Relationships with Native American Students/Community.
- Trustee Holliday shared that all the goals except d, are ongoing. It was inquired if the goals should be rephrased so at the end of the year, they can be benchmarked. Reviewing where Dr. Gutierrez would like to be in 12 months will make the goals measurable.
- International student enrollment could be added to the goal to make it measurable.
- Goals were finalized after a round table discussion. There was some expressed concern about attaching a specific dollar amount to goals.

- Dr. Gutierrez expressed that the work of the institution will continue even if it is not listed as a goal.
- Dr. Gutierrez shared that the number for Native American students has gone up slightly, in Mr. Jennings presentation it was 4%. Trustee Marquez expressed that she would like to see ideas around this goal, such as what is information around the states. It was clarified that this is the number one underserved demographic. KCC has been in their paper and Dr. Gutierrez has presented. KCC has tried to have the GED program in their high school. GED online is an issue.

### **2024-2025 President's Goals**

Goal a: Continue Building the International Program in the Community so that it Could Enroll a Total of 5 Students.

Goal b: Complete the Implementation of the Bachelor of Science Nursing (BSN).

Goal c: Complete the Upcoming 2025 KCC Accreditation Visit.

Goal d: Continue to Enhance Relationships with Native American Students/Community towards a 6% Demographic Representation of All Students.

There was a consensus of the Board that the meeting could continue past 4:15 pm.

**An executive session was called under ORS 192.660(2)(h);** To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Dave Jensen, Misty Buckley, Raymond Holliday, Kate Marquez, Richard Harrington, Dr. Roberto Gutierrez and Shannon Childs were present for the executive session.

There was a discussion on labor relations.

The meeting was called out of executive session at 4:35 and the retreat was adjourned.

**Chair Jensen adjourned the meeting at 4:35 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary