



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

Regular Meeting – Tuesday, October 29, 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; and Kenneth DeCrans. A quorum was confirmed.

Members Absent: Richard Harrington (excused).

Staff Present: Dr. Roberto Gutierrez, President; Jamie Jennings, Vice President; Denise Reid, Vice President; Gail Schull, Vice President; Joshua Guest, Executive Director; Bill Jennings, staff; Gerry O'Brien, staff; Carly Gilder, staff; Elizabeth West, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson.

II. BOARD REORGANIZATION

A. Oath of Office for Newly Appointed Board Member

Chair Jensen asked Kenneth DeCrans to stand, raise his right hand, and repeat the oath of office.

III. SHOWCASE

None.

IV. CONSENT AGENDA

- A. Board Minutes (Work Session September 24, 2024 and Regular Meeting September 24, 2024)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda.

Motion by: Kenneth DeCrans

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. ADOPTION OF AGENDA

Chair Jensen recommended moving the ASKCC Report before the President's Report and the Public Participation section before the Executive Session.

Motion: To adopt the agenda with suggested changes.

Motion by: Misty Buckley

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

VI. ASKCC STUDENT REPORT

- a. The food pantry filled 85 food bags between the 11th of September and October 14th.
- b. During Welcome Week, the ASKCC Team and the Office of Student Life welcomed an average of 150 students each day. Students were provided with school supplies, tacos, cookies and Dutch Brothers. 41 students also attended Monte Carlo night, provided with food and entertainment. Students also got to meet Dr. Gutierrez and his wife.
- c. Dr. Gutierrez asked ASKCC President Gonzales to share his experience on the KCC soccer team. ASKCC President Gonzales shared that it has been a great experience, it is a great opportunity. To be able to play soccer and go to school is an amazing thing. Most of the teammates are in their thirties and have not been in school, it is great that they have the opportunity and can take classes. This also opens the door to the International Program. Being in soccer creates open doors and opportunities.
- d. ASKCC President Gonzales was excused from the meeting.

VII. PRESIDENT REPORT

- a. The Board was invited to attend the International Education Week celebration. A handout was shared. If the Board would like to attend, they can reach out to Mrs. Childs to RSVP. Dr. Gutierrez, Dr. Naganathan, and a keynote will be speaking at the event.
- b. KCC has been working on the Cosmetology project. The building downtown is not ADA-compliant (Americans with Disabilities Act). Dr. Gutierrez has gone to the Higher Education Coordinating Commission (HECC) with an emergency grant request. HECC agreed. As part of the capital projects request process, Dr. Gutierrez then went to the Oregon President's Council (OPC) to present, in which all voted yes. The 8M ask is now on to the state governor and then onto the state legislature. The ultimate goal is to bring the Cosmetology program to the main campus in a new building. In the interim, the College is being given a grace period to not have to put money into the old building towards ADA. KCC will have to match 4M of the 8M grant and monies are typically needed up front.

VIII. STATE REPORT

- a. Trustee Marquez shared updates from the Oregon Community College Association (OCCA) Board meeting. KCC belongs to the Oregon School Board Association (OSBA) in order to have Pace Insurance, which covers the College. OSBA is starting to charge more for membership and Pace may be going up. Dr. Gutierrez added that community colleges started being very connected to K12. Many states have moved away from that, however, Oregon has not. This will be a discussion at the Oregon President's Council.
- b. Trustee Marquez asked Ms. Childs to give an update on who was attending the OCCA Conference. Ms. Childs shared that Dr. Gutierrez, Dave Jensen, Misty Buckley and Kate Marquez were attending.

IX. FOUNDATION REPORT

- a. Trustee DeCrans shared that there was a meeting last week with scholarship season. The Foundation is looking at scholarship applications, helping with the food pantry, and focusing on fundraising. The Sip and Shop is on December 3rd. There is a focus on Klamath Community College is an Equal Opportunity Educator and Employer.

employee giving and bringing alumni back to the College. Chair Jensen shared that they are also going through the Foundation policies.

X. INFORMATIONAL AND ACTION ITEMS

A. Board Policy 5000, 5015, 5030, 5035, 6100, 6150, 6310, 6317, 6320, 7110, 7150, 2430, 2310, 2320, and 2305 – Action Item – Second Reading

Bill Jennings, Institutional Researcher reviewed policies up for approval.

BP 5000 Student Affairs was reviewed.

BP 5015 Residence Determination was reviewed. Trustee Holliday noticed that the order of the tuition seemed a little out of place and that International should be listed third, which would match BP 5030. Trustee Holliday shared they would also be in the order of financial cost. Trustee Dill inquired about international students and counting towards full-time equivalency (FTE). Dr. Gutierrez shared that international students do not count towards FTE which is considered in the tuition. A sister school for international is currently in the discussion stage. KCC has students from India, Brazil, Peru, and Africa. The sister school may be in one of those areas. KCC has applied to be certified in English as a Second Language.

Dr. Gutierrez shared and reviewed a handout with information on International from Dr. Fred Griffiths. There was a discussion on the handout and information was shared on how temporary student visas work.

Dr. Gutierrez shared that Deferred Action for Childhood Arrivals (DACA) is someone who came into the country under age, and to no fault of their own, they are now adults and illegal. Currently, this is on hold. Chair Jensen shared that many of the DACA students graduated from high school in the United States.

Trustee Buckley inquired if there would be any situation where KCC was subsidizing the tuition of a student who was not under another program of some kind. Dr. Gutierrez clarified that KCC is not, as this is not the intent.

BP 5030 Tuition and Fees was reviewed.

BP 5035 Withholding of Student Records was suggested for removal.

BP 6100 Delegation of Authority, Business and Fiscal Affairs was reviewed. Trustee Holliday mentioned the second red paragraph and inquired about the Board being updated on the financial status of the College. It was inquired what relevant aspects were of the financial status of the College that would be reported to the Board and how often. Dr. Gutierrez shared that the budget is in the Board packet every month. There is also an annual audit that is shared with the Board. If there are fiscal updates in addition to, Dr. Gutierrez shares it with the Board. Trustee Holliday asked if there are metrics that are important to the Board, can they be delivered to the Board. Dr. Gutierrez shared that it is important for the Board to know how the College is doing financially and explained that he keeps the Board updated. An example was given on keeping the Board updated on the 90-day reserves. If the Board would like more information, the annual Board Retreat may be a good place to share that, Dr. Gutierrez can bring information to the retreat.

BP 6150 Designation of Authorized Signatures was reviewed.

BP 6310 Accounting was reviewed.

BP 6317 Resources was reviewed. Trustee Holliday inquired if it was state law that the Board votes on the tax rate. Mr. Jennings shared that it was. He also shared that the Board votes on it, however cannot change it.

BP 6320 Investments was reviewed. There was a discussion that there are not many options on where to invest the funds.

BP 7110 Delegation of Authority, Human Resources was reviewed. Trustee Buckley inquired if this should stay the same or if it should read “the College President or designee”. This was a recommended change.

BP 7150 Employee Evaluation was reviewed. Dr. Gutierrez asked Executive Director Guest to update the Board on personnel files. Executive Director Guest shared that the College went into an entirely electronic employee personnel file within the last year. Dr. Gutierrez explained that some employees would rather have paper copies. The College used to have all paper files. Dr. Gutierrez inquired how the Board felt about employee files being electronic or paper. Chair Jensen shared that he felt that the College should have a small footprint of paper file documents for each employee, such as general things. He felt that there were some Oregon Revised Statutes of what the College had to have. Chair Jensen felt that there should be a backup system of some kind of paperwork to look at. Trustee Buckley inquired if everything was in one program, or if it was pieced out to different areas. Executive Director Guest shared that there is a general Human Resources file, there is a separate area for I9, and a separate for medical. Trustee Holliday inquired if the Information Technology Department has an electronic backup. Dr. Gutierrez shared that this is the case, KCC has not had a successful hack as of yet. Dr. Gutierrez shared that, as being charged by the Board, he would establish a process and bring it back to the Board. It was noted that the policy does give the President the charge to establish a process.

Trustee Buckley inquired if this should stay the same or if it should read “the College President or designee”. This was a recommended change.

BP 2430 Delegation of Authority to the College President was reviewed.

BP 2310 Regular Meeting of the Board of Education was reviewed.

BP 2320 Special and Emergency Meeting was reviewed to be added.

BP 2305 Annual Organizational Meeting was reviewed to be added. Mr. Jennings offered an additional edit which included changing the “president and secretary” to “chairperson and vice chairperson”.

Motion: To approve Board Policy 5000, 5015, 5030, 5035, 6100, 6150, 6310, 6317, 6320, 7110, 7150, 2430, 2310, 2320, and 2305 as amended.

Motion by: Kenneth DeCrans

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

B. Board Policy 1100, 2210, 2345, 3570, 4000, 6322, 6330, 6425, and 6540 – **Action Item – First Reading**

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

BP 1100 Klamath Community College changes were reviewed.

BP 2210 Board of Education Officers changes were reviewed.

BP 2345 Public Participation at Board of Education Meetings changes were reviewed. Trustee Holliday inquired on the second paragraph the timeline being 5 days and the third paragraph the number of days being 10. Mr. Jennings will work on making this more consistent. Trustee DeCrans shared that 5 days was to comment on something that is already on the agenda. The 10 days are if they would like to be on the agenda, which fits the Board packet deadline. Mr. Jennings will work on making this read cleaner.

BP 3570 Smoking, Vaping, and Other Tobacco Use/Possession on Campus changes was reviewed. There is much of the policy that should be moved to procedure.

BP 4000 Learning Services changes were reviewed.

BP 6322 Employee Indemnity Bonds changes were reviewed.

BP 6330 Purchasing changes were reviewed. It was noted to put in “the president or designee” language here. There is much of the policy that should be moved to procedure.

BP 6425 Debt Management changes were reviewed. There is much of the policy that should be moved to procedure.

BP 6540 Insurance changes were reviewed. It was noted to put in “the president or designee” language here.

Carly Gilder had a public comment on X.B. BP 2345. Chair Jensen shared that the Board had a 3-minute policy of Board comment. Ms. Gilder talked about the red portion of BP 2345 where written communications to the Board get passed through the President’s Office. Ms. Gilder felt that the written procedure limits the public’s written communication directly to the Board. She shared she felt that it should go to the Board so that the message could be received in its original transparent intent. Ms. Gilder also referred to Oregon Statue 670, and the means of electronic communication and telephone for Board Governed meetings. She felt that the meetings should be offered in telephone and electronic communication which we are currently are not doing. By the timeframe in BP 2345, for written communication, it does not allow for that communication to be received, and she wanted to bring up with the Board agenda that isn’t always placed out for public to see what it looks like, it is hard for someone to give written, let alone, since we don’t offer it, electronic or telephone communication to be offered. Additionally, the senate bill that’s on the table for SB 1502, basically by our Representative Emily McIntire, requires that school districts, education service districts, community college districts, all have as of January 1, 2025, to have everything be recorded audio and video and electronic submission. Ms. Gilder was not sure if there was a plan with that with the BP being created for communication both public and everybody. This was her objection in thinking forward to when we pass the reading on this, that we think to the future of what we provide to our constituents, in particular, that the county and city schools are already doing this and we might be able to utilize that.

Chair Jensen shared that the meetings are recorded. Dr. Gutierrez added that the College is aware of SB 1502 and a process is forthcoming.

C. Naming of Room and Spaces in the Apprenticeship Center – **Action Item**

Dr. Gutierrez presented on behalf of VP Massie. Board Policy gives the Board the authority to approve the naming's of these areas on campus. The list was provided to the Board on the green sheet.

Motion: To accept the requested approval list of rooms and spaces recognizing individual, institutional, and agency contributions to the KCC Apprenticeship Center.

Motion by: Kenneth DeCrans

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

D. KCC Athletic Program – **Action Item**

VP Schull presented a PowerPoint to the Board as provided. It was highlighted that in 2023 the KCC Soccer Club was started with much interest. The Athletics Program is now being asked to be approved at tonight's meeting. Highlights from the KCC Soccer Club media presence were reviewed. Games are streamed on YouTube. KCC has been approved and welcomed into the Northwest Avalanche Center (NWAC). Some General Educational Development (GED) students have an interest in furthering their education to be part of the Soccer team.

Chair Jensen inquired on what kind of budget the College is looking at. VP Schull shared that last year was a budget just under 40K for coaches, uniforms, and travel. The budget this year is just over 55K for supplies, and realistic travel. Chair Jensen shared that this may not be a money maker, however it will not cost the College much.

Dr. Gutierrez asked to withdraw this as an action item to bring further information to the Board on the budget. Chair DeCrans asked how many students were on the team. He shared that with enrollment, cost of enrollment, and FTE it would pay for itself and bring in interest and students into the College.

Currently, there is a men's soccer team. Moving forward the College would look at interest in women's soccer and co-ed golf.

Trustee Buckley asked to table the item and get more information. It was inquired how men's and women's teams tie into transgender. VP Schull shared that they would follow the rules of NWAC.

Trustee Marquez asked about the demographics of current enrollment and felt this could help with future enrollment.

Dr. Gutierrez shared that other sports may be covered under an information item.

Motion: To not act on this tonight and get more information at the next meeting.

Motion by: Misty Buckley

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

XIV. Board Discussion and Public Participation

B. Public Participation

Carly Gilder addressed the Board as a mother, a volunteer, an advocate, a zone 5 resident and staff. She shared she takes pride and is invested both time and financially in our community and at work. She shared that most of the Board received a letter from the KCC classified union organizers. She wanted to let the Board know the risk that was taken to write and compose the letter. Ms. Gilder shared that she was one of the organizers, along with Elizabeth West, and they were at the meeting to give a face to the people who wrote the letter, and the people who helped them with that. She welcomed the Board to directly contact them with any concerns or questions from the contact information they provided when they signed in for the meeting. She shared that she has volunteered with some members of the board and has been in the community for many years. She shared that they were there, supported the community, and wanted to present for the Board.

XI. RECESS REGULAR MEETING

XII. EXECUTIVE SESSION (Pursuant to ORS 192.660(2)(d))

The Board recessed at 7:49 pm.

Executive session convened at 7:55 pm.

An executive session was called under ORS 192.660(2)(d); which allows the Board to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Dave Jensen, Misty Buckley, Raymond Holliday, Kate Marquez, Linda Dill, Kenneth DeCrans, Dr. Roberto Gutierrez, Joshua Guest, and Shannon Childs were present for the executive session.

There was an update on labor negotiations.

XIII. RECONVENE REGULAR MEETING

The meeting was called out of executive session at 8:43 pm, and the regular meeting reconvened.

XIV. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Chair Jensen congratulated Dr. Gutierrez, the staff, employees, for being the number one college in Oregon. It is amazing where the College is at compared to where it was. It was shared with Dr. Gutierrez, by an employee, that they believed KCC currently has the best Board.
- Chair Jensen asked that instead of getting the financials the way they do if there was a way to get a simplified, one-page financial document. A snapshot would be ideal, something that looks like the enrollment page.
- Trustee Marquez asked to have a small presentation on how to read the enrollment pages.
- Trustee Dill inquired about the Childcare Center. Dr. Gutierrez shared that KCC is in negotiations with the Oregon Childhood Development Coalition (OCDC).

XV. FUTURE ISSUES

- The Oregon Community College Association Conference is next week.

XVI. NEXT MEETING

A. Scheduled Board of Education Meeting: December 3, 2024, Founders Hall Boardroom

XVII. ADJOURN

Chair Jensen adjourned the meeting at 8:55 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary