



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

Regular Meeting – Tuesday, December 3, 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 (virtual); Kate Marquez; Dave Jensen; Linda Dill; Richard Harrington, and Kenneth DeCrans. A quorum was confirmed.

Members Absent: None.

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; Oscar Herrera, staff; Gerry O'Brien, staff; Elizabeth West, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson.

II. SHOWCASE

Dr. Gutierrez shared information about the Oregon Childhood Development Coalition (OCDC) serving employees and students. A podcast was created with a KCC student, which was played for the Board. The student interviewed was Reyna Cunningham who is in Childhood Education at KCC. Ms. Cunningham shared her experience at KCC, her appreciation of the huge support from KCC, and how the College has impacted her life.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting October 29, 2024)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda.

Motion by: Misty Buckley

Second by: Kenneth DeCrans

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To accept the agenda as presented.

Motion by: Kenneth DeCrans

Second by: Richard Harrington

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. The first International Week was recently held at OregonTech. Some students spoke, as well as Dr. Gutierrez and Dr. Naganathan. The next time the event is held it will be at KCC. This is part of the vision for KCC and OregonTech to work together on international programs. Dr. Gutierrez shared information about an exchange program with faculty and student with France.
- b. Dr. Gutierrez shared an update on the Cosmetology project, it is now at the Senate for approval via the capital projects process. Dr. Gutierrez explained that he is going back for 2.5M dollars. The Board received a handout with information. Dr. Gutierrez will be taking the information to the Oregon President's Council at the next meeting to request the 2.5M. The total for the Childcare Center project is about 18M and the 2.5M will help with that. Trustee Harrington inquired about the growth in the cost of the project. Dr. Gutierrez shared that the projects got bigger in scope with the need in Klamath County. There have been more classrooms added. The Commissioner and Oregon Childhood Development Coalition (OCDC) wanted a bigger project. VP Massie included that the College is fairly confident in identifying and/or securing 12M so far. Dr. Gutierrez added that the College has to have the money raised to start construction. It was reiterated that KCC is not doing bonds. Trustee Marquez inquired what part of the funding was private vs. government-funded. VP Massie shared that about 10M is from government agencies, about 2M is from private foundations, and KCC has already received contributions from private individuals. All this has been done so far without a campaign, mostly grants resources and local donations. Letters of support have been received. Trustee Harrington inquired what the College was doing to prevent cost creep. It was noted that the College cannot control inflation and cannot start the project until funds are raised. If the funds are not raised, the college will consider shrinking the project. Trustee Marquez added that although this is a large project, it aligns well with state and legislative priorities, as well as local priorities. It was noted that if contractors hired KCC apprentice students, they may be able to work on the building.

VI. ASKCC STUDENT REPORT

- a. ASKCC and Student Life dedicated a week to first-generation students. A series of events was hosted for first-generation students. This included connection time, dinner, guest speakers, time for family, and resources.
- b. KCC sponsored 70 students through the Giving Tree.
- c. The Food Pantry filled 60 bags.
- d. Friendsgiving served 125 students with a Thanksgiving meal.
- e. The Soccer Team won its last game of the season.

VII. STATE REPORT

- a. Trustee Marquez shared that Dave Jensen was honored as 2nd longest serving board member with a 16-year service award at the Oregon Community College Association (OCCA) Conference.
- b. Budgets are being proposed in Salem, where the governor issued her recommended budget, with education as one of her top priorities. There is a recommended 7% increase to community college support fund, a 70M increase over the current funding level, which is short 50M of what colleges say they need to maintain current services.
- c. Oregon schools are facing large payments to the public pension system (PERS), which wiped out the governor's proposed increases in school funding.
- d. At the Federal level, President-Elect Trump has nominated Linda McMahon for secretary of education. McMahon led the small business administration during Trump's first term and has run for the US Senate. She supports the bipartisan Workforce Pell Act.

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- e. Throughout the country, enrollment is growing strongly at community colleges.
- f. OCCA has a lunch and learn on December 12th, Higher Ed 101. The event covers the higher education structure and governance, financial aid and state investment, affordability and access, including supporting under-represented students, and the economic impacts of post-secondary education.

VIII. FOUNDATION REPORT

- a. A State of the Foundation handout was shared.
- b. VP Massie shared that there was no meeting this last month. Electronically, the Board approved up to \$52,150 in scholarships for the winter/spring cycle with 109 applicants. This year, close to 100K has been given in academic scholarships for KCC. The Foundation Board is fully engaged in fundraising.
- c. There were 9 solid core doors valued at \$901 donated to the fire program at KCC. This will be a coordinated effort, as the carpentry apprenticeship team will be building frames so that the fire program can use them as practice for axing in entry.

IX. INFORMATIONAL AND ACTION ITEMS

A. KCC Athletic Program – Action Item

VP Schull presented a KCC Athletics Program PowerPoint which included the history of the soccer club, Northwest Athletic Conference (NWAC) invite, student interest, and next steps. The NWAC acceptance letter was shared. A budget for the program was reviewed including information from this year through the 2026-2027 year.

Trustee Dill inquired about athletic eligibility. VP Schull shared there would need to be 22, 12 credit or more students on the men's soccer team. It was specified that all team members would need to be full-time KCC students. All current club members who are not students have the opportunity to have enough credits before next season. Director Herrera shared that these club members are currently 2-3 years out of high school, and all members who are not students, are looking forward to being students. Those who do not become team members can still play in the club.

VP Schull shared that requests for funding and budget went through the KCC budget process. Trustee Marquez inquired about women's teams. VP Schull shared that KCC is looking at a co-ed golf team. Following this, KCC is looking to students for what type of club students would want for an all-women team. Dr. Gutierrez shared that KCC has been working on becoming a Hispanic Serving Institution (HSI). Currently, KCC is a little over 21%. With soccer, it is believed that KCC can make it to the 25% needed to be HSI. This would be additional federal funding for KCC. Funding would go to the College, at approximately 600K a year.

Trustee DeCrans asked about fundraising for soccer in the community. Director Herrera discussed suggestions for a golf tournament. There is also an idea of camps for high school students. It is felt that this could assist with alumni participation and involvement.

Motion: To approve the KCC Athletics program, which includes the men's soccer team for the 2025-2026 academic year.

Motion by: Kenneth DeCrans

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

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B. Bachelor of Science Nursing Degree – Action Item

VP Jennings presented a PowerPoint for the Bachelor of Science in Nursing (BSN) Degree, which is projected to be offered in fall 2026. The presentation included the BSN degree proposal, needs statement, SB 523, consortium information, labor market, and Oregon employment data. The degree requirements, upper division coursework, targeted students, revenue funding, and expenses were also reviewed.

Only two colleges in the consortium have not been approved by the Board for a BSN, KCC and Chemeketa. The consortium agreed it would be good to be nationally accredited to go through the process. There are 4 years to navigate the national accreditation process. Dr. Gutierrez shared that Oregon Health and Science University (OHSU) has to go through the same process. VP Jennings shared that all students of the consortium will be taking the same classes via distance education. Right now each school can have 7 students in the consortium. If not all slots are filled there will be a wait list process.

Motion: To approve the Bachelor of Science Nursing degree as presented.

Motion by: Kenneth DeCrans

Second by: Richard Harrington

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

C. Bachelor of Applied Science Business Management – Salon Degree – Action Item

VP Jennings presented a PowerPoint for the Bachelor of Applied Science (BAS) in Business Management Salon Degree with a projected offering date of fall 2026. The presentation included community partnership information, workforce needs, and alignment with the current programming. General Education and specific courses were highlighted. The enrollment revenue projections and expenditures were shared. Career opportunities were shared as part of the presentation.

Trustee Marquez asked about marketing. VP Jennings explained that there is a great webpage already in place. Due to the path they have to take, they will be aware of the opportunity. Lynelle Lynch has offered to share her connections to the industry once it is approved.

Trustee Harrington asked where the program will be taught. VP Jennings shared it is all online and can be taught by current program faculty.

Motion: To approve the Bachelor of Applied Science Business Management Salon degree as presented.

Motion by: Kenneth DeCrans

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

D. Board Policy 1100, 2210, 2345, 3570, 4000, 6322, 6330, 6425, and 6540 – Action Item – Second Reading

Bill Jennings, Institutional Researcher presented policies up for approval.

BP 1100 Klamath Community College was reviewed.

BP 2210 Board of Education Officers was reviewed. The blue text was presented as the new language to be used, and the remaining text would be removed.

BP 2345 Public Participation at Board of Education Meetings was reviewed.

BP 3570 Smoking, Vaping, and Other Tobacco Use/Possession on Campus was reviewed. Trustee Harrington inquired if other smoking is covered in this policy. Smoking was defined as all smoking, regardless of substance.

BP 4000 Learning Services was reviewed.

BP 6322 Employee Indemnity Bonds was reviewed.

BP 6330 Purchasing was reviewed.

BP 6425 Debt Management was reviewed.

BP 6540 Insurance was reviewed. Trustee Harrington inquired if the property covered fire insurance for the buildings. Executive Director Guest shared that the College has fire insurance and the policy implies the President should acquire property insurance. Executive Director Guest shared that the buildings are appropriately insured for the risks that are in our area, whether that is floods, storms and earthquakes. Trustee Harrington expressed concern for the College to have insurance on seismic activity. Dr. Gutierrez and Executive Director Guest will meet and bring insurance coverage back to the Board. It was felt that the language “but not limited to” provides the opportunity for the Board to add further insurance if desired. Trustee Marquez mentioned that there is also insurance involved through the Program of All-Inclusive Care for the Elderly (PACE). Executive Director Guest shared that the College’s main policy is through PACE working through Great Basin Insurance. Annually the policy is reviewed with the Executive Director of Legal and the VP of Administrative Services.

Motion: To accept Board Policies 1100, 2210, 2345, 3570, 4000, 6322, 6330, 6425, and 6540.

Motion by: Richard Harrington

Second by: Kenneth DeCrans

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

E. Board Policy 3050, 4025, 6340, 6700, 7125, 7126, 7145, 7232, 7235, 7330, 7343, and 7385 –
Action Item – First Reading

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

BP 3050 Institutional Code of Ethics changes were reviewed.

BP 4025 Philosophy and Criteria for Academic Degrees and General Education changes were reviewed.

BP 6340 Bids and Contracts changes were reviewed. Trustee Harrington asked if every contract or lease was supposed to be done with competitive bidding. Executive Director Guest shared that there is a threshold, believed to be 150K, before a bid is required. Competitive bids are not needed for real estate.

BP 6700 Facilities Use changes were reviewed. Trustee Harrington inquired about the second paragraph and who makes the call. VP Reid shared the requests come through her area. The requests are reviewed,

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there is a fee schedule, it is determined that it would not interfere with college classes or business, then it can be approved. There have been weddings, proms, and other groups who have used the space.

BP 7125 Verification of Eligibility for Employment changes were reviewed.

BP 7126 Applicant Background Checks changes were reviewed. Executive Director Guest specified this was for reference checks and similar. There is a separate location for criminal background checks. Trustee Harrington requested the Board have a policy for criminal background checks, specifically with the Childcare Center coming up. Executive Director Guest shared that a criminal background check policy was in the 7000 series along with a working practice. Dr. Gutierrez shared that the OCDC also has policies for this. Dr. Gutierrez asked that Executive Director Guest to bring this to the next Board meeting.

BP 7145 Personnel Files changes were reviewed.

BP 7232 Classification Review changes were reviewed. Trustee Buckley inquired if the College President or delegate is appropriate here. In this case, it was not felt that a delegate was needed. The word “maintain” may be changed to “maintenance”.

BP 7235 Probationary Period: Non-Academic Employees changes were reviewed. Trustee Harrington asked if the Collective Bargaining Agreement (CBA) included language matching the second sentence. VP Jennings shared that the CBA had similar language, which is more strict. Dr. Gutierrez shared that the Board approves all union contracts. This was noted as a non-academic employee policy. Trustee Harrington wanted to know if there is another area that covers the union contract. Mr. Jennings shared that she believed contracts are followed prior to policy. Trustee Harrington wants to make sure that if the Board approves union contracts, they do not violate policy.

BP 7330 Communicable Disease – Employees changes were reviewed. Trustee Harrington shared his issues with the first paragraph of the policy. From his observations, state and local authorities do not get things right, specifically during COVID. Dr. Gutierrez shared that this is for the development of the procedure. It was recommended to close during COVID and the college did not close. Dr. Gutierrez shared that the Board has the final say. Trustee DeCrans shared that the College worked very hard during COVID to keep the College functioning. They worked very hard to provide computers and such to students to meet need and rules. Trustee Buckley agreed that the Board may not want to cooperate and maybe the language in the first paragraph could be changed. Mr. Jennings shared that the Board can change the policy in one night, and in general workings, the college does want to cooperate with local and state authorities. Trustee Harrington recommended removing the paragraph. Trustee DeCrans agreed. Trustee Marquez proposed cutting the lines and making it “The President shall establish procedures necessary for the prevention and control of communicable diseases in employees.” Mr. Jennings will change the language.

BP 7343 Employee Accidents changes were reviewed. Trustee Buckley inquired if it was 3 calendar days or business days. Mr. Jennings will review and bring back.

BP 7385 Salary Deductions changes were reviewed.

Motion: To extend the meeting to 9:30 pm.

Motion by: Kenneth DeCrans

Amended motion: To extend the meeting until business is completed.

Motion by: Richard Harrington

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

X. RECESS REGULAR MEETING

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

The Board recessed at 8:45 pm.

Executive session convened at 8:52 pm.

An executive session was called under; ORS 192.660(2)(a), which allows the Board to consider the employment of a public officer, employee, staff member or individual agent; ORS 192.660(2)(d), which allows the Board to conduct deliberations with persons designated by the governing body to carry on labor negotiations; and ORS 192.660(2)(e), which allows the Board to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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 considering the employment of an employee.

There was an update on labor negotiations.

There was an update on the Childcare Center and the Cosmetology Center.

XII. RECONVENE REGULAR MEETING

The meeting was called out of executive session at 9:39 pm, and the regular meeting reconvened.

XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Dill asked if the college had an ombudsman. Executive Director Josh shared it was the Human Resources Director.
- Trustee Buckley inquired about Mike Homfeldt's appointment as interim Facilities Director. Dr. Gutierrez confirmed he was helping out with Tim Williams's absence at this time.
- Chair Jensen recommended that the Board attend OCCA.
- Chair Jensen shared that 10 Board scholarships were given out. Chair Jensen asked to get the names for those who received them.
- Trustee Buckley talked about career exploration activities at high schools and inquired how that interfaced with the work that KCC is doing. Dr. Gutierrez shared that this is enhancing the work.

ii. Public Comment

- None.

XIV. FUTURE ISSUES

- The Christmas Tree lighting is Monday, December 9th at 4:45 pm
- The Employee Recognition Dinner is Friday, December 13th at 5:30 pm

XV. NEXT MEETING

A. Scheduled Board of Education Meeting: January 28, 2024, Founders Hall Boardroom

XVI. ADJOURN

Chair Jensen adjourned the meeting at 9:47 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary