



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

Regular Meeting – Tuesday, January 28, 2025 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; A quorum was confirmed.

Members Absent: Richard Harrington (Excused), and Kenneth DeCrans (Excused).

Staff Present: Dr. Roberto Gutierrez, President; Jamie Jennings, Vice President; Denise Reid, Vice President; Gail Schull, Vice President; Charles Massie, Vice President; Joshua Guest, Executive Director; Bill Jennings, staff; Stacy Peterson, staff; Rae Sanchez, staff; Dr. Steven Hobbs, staff; Gerry O'Brien, staff; Elizabeth West, staff; Carly Gilder, staff Jacob Gonzales, ASKCC President; and Melanie Marcott, staff.

Guests: Kathleen Henderson-Walker

II. SHOWCASE

VP Jennings introduced the Cosmetology team; Dr. Steven Hobbs, Dean; Stacy Peterson, Director; and Rae Sanchez, staff. Handouts were provided.

Stacy Peterson and Rae Sanchez presented the Cosmetology showcase. Ms. Sanchez spoke about enrollment growth with the registrations tripling. They shared student testimonials, community engagement, and student success. Ms. Peterson shared the quarterly events in which they will collaborate with community partners and host events for the community. Cosmetology is offering quarterly education events by bringing in industry professionals for curriculum enhancement. KCC Cosmetology will be bringing in community professionals to create openings for student employment and introducing the students to community members. A scheduled guest speaker, Chris Huffstutter, who owns a private cosmetology school in Portland, is impressed with KCC's program and wants to collaborate with KCC. There is a high school in Qualia of Oregon that requested to tour the KCC Cosmetology College and receive services. KCC Cosmetology wants to create a legacy and be a benchmark. Ms. Peterson spoke of plans to move forward by expanding programs. Ms. Peterson discussed the limitations and challenges of the current building and expressed anticipation for joining the KCC campus with the opportunity of the new building. Ms. Peterson reiterated the importance of space, safety, and building limitations.

Trustee Buckley commented that it sounded very exciting. Chair Jensen acknowledged the enrollments 242 to 702. Trustee Marquez questioned if there was anywhere else across the country that has a cosmetology program in community colleges that could be seen as a model. Ms. Sanchez responded she had not researched that, but says as the College transitioned into KCC Cosmetology it had the potential of not following others' footsteps but trailblazing its own standards.

VP Jennings shared that Washington has several community colleges that offer Cosmetology program certifications, but not a degree as KCC's Cosmetology program.

Trustee Dill questioned if KCC had students from California. Ms. Sanchez answered the KCC did. Trustee Dill asked about how it works with their licensing. Ms. Sanchez said each term is broken down to a certain amount of hours, completed requirements, and benchmarks. They can be licensed through Oregon and they will be reciprocal for other states.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting December 3, 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: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To accept the agenda as presented.

Motion by: Raymond Holliday

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez acknowledged Trustee Holliday and requested he speak about the event. Trustee Holliday shared that at the Chamber Gala his father introduced him and he was nominated for a lifetime achievement award.
- b. Dr. Gutierrez discussed the handouts about the executive order, amendment, and the memorandum of the head of executive departments and agencies.
- c. Dr. Gutierrez discussed Senate Bill 5505, KCC is on the bill for 4 million dollars with a match of 4 million for the new KCC Cosmetology building.
- d. Dr. Gutierrez discussed the Childcare Learning Center is continuing to be worked through with the details.
- e. Dr. Gutierrez discussed the student housing project and will be working with the base and the F-35 training. KCC will engage in public and private functions. This will be a large \$32 million project. Trustee Holliday asked about the potential capacity of the housing. Dr. Gutierrez responded to around 200 spaces, from one-bedroom studios to two-bedroom apartments.
- f. Dr. Gutierrez acknowledged the Board had some questions at the last board meeting. Dr. Gutierrez provided the question asking if KCC did criminal background checks. Executive Director Guest answered yes, KCC does background checks for all employees including full-time, student, and adjunct.
- g. Dr. Gutierrez provided the question asking if KCC has Earthquake insurance. Executive Director Guest stated that KCC does have earthquake insurance.
- h. Dr. Gutierrez provided the question from the last board meeting asking if there was a difference between faculty on probation vs. staff on probation. Executive Director

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Guest responded that faculty have bargained their probation period, which is encapsulated within their bargaining agreement and is 2 years which can be extended to 3 years. The staff has a probation period of 6 months.

- i. Dr. Gutierrez spoke about the Economic Summit presented by KCEDA. There was an Economic Summit that showed data to make decisions which is what is done at KCC.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Jacob Gonzales shared that they are currently in the fourth week of winter term. ASKCC had a welcome week this term. ASKCC hosted a town hall event and received feedback from students. The most feedback was to increase clubs. Students mentioned clubs like fishing and hunting. As the weather is getting better, AKSCC will be going out to students and offering more support. ASKCC received feedback to increase hangouts. ASKCC will start to host more events to play games in the commons and hang out. Dr. Gutierrez shared that KCC is able to take students to meet the state legislature. KCC will be taking a cosmetology student, a childcare student, and usually the ASKCC president.

VII. STATE REPORT

- a. Trustee Marquez shared the US Department of Education statement that the federal funding clause does not apply to federal student loans and Pell grants. The executive order did revoke the initiative focused on tribal colleges, universities and Hispanic serving institutions.
- b. Trustee Marquez shared that on a local note, Trustee Buckley interviewed a family for the article "Like Father Like Son". Trustee Buckley shared how it was interesting to know how people get where they get and how life creates a path for different people.
- c. Oregon legislature has mandated that all colleges comply with public meeting laws and that is why the Board meeting is being recorded. The Board will also be completing mandatory training. Chair Jensen shared that the Oregon Community College Association (OCCA) is working on getting training approved. If anyone gets training for being on another park board or other government board, the training will be the same compliance. Dr. Gutierrez shared that the training will be virtual.
- d. Trustee Marquez shared that the Oregon legislature is in session and will be updated on a weekly basis. Chair Jensen shared there will be close to 500 new bills introduced and a lot that will affect community colleges. Trustee Marquez brought up a new bill discussion that Board members will receive a stipend for participating in boards. Chair Jensen responded that he did contact Karen Smith with OCCA legal counsel to confirm it will be a stipend and OCCA is not supporting this bill as written.
- e. Trustee Marquez shared that undocumented students' resources are listed on the OCCA website and the Oregon Department of Education website. Trustee Marquez inquired if KCC should make the resources available by posting it on the website for students. Dr. Gutierrez shared there will be a meeting tomorrow with the OCCA and others to discuss the legal restraints. Dr. Gutierrez stated that he will do what can be done. Trustee Marquez would propose having a speaker to educate students.

VIII. FOUNDATION REPORT

- a. VP Massie shared that the Foundation Board approved another transfer of \$50,000 into the Life Changers endowment investment account. There were \$900 worth of doors that were donated to a program here on campus. A Valley lab course fx electro-surgical unit valued at \$2,000 was donated to the College and transferred to the surgical tech program. The Foundation is running three campaigns; the "Life Changer Endowment Fund"

(investment account), “Education Makes a Difference” (scholarship fund), and “Public Awareness”. The annual Gala will be on April 26th with the theme “Night on the Town”.

IX. INFORMATIONAL AND ACTION ITEMS

A. Annual Comprehensive Financial Report for 2023-24 with Independent Auditors Report – Action Item

VP Reid presented the Annual Comprehensive Financial Report (ACFR) as distributed to the Board. VP Reid shared that KCC had completed the ACFR in advance. KCC’s ACFR has been submitted for the Government Finance Officers Association award, which is a certificate of achievement for annual reporting.

Trustee Marquez asked what the College bond was. VP Reid responded that it meant KCC is in a favorable position for a bond, but the college does not typically do bonds for capital construction.

Motion: To accept the Annual Comprehensive Financial Report with Independent Auditors Report for the Fiscal Year 2023-23.

Motion by: Raymond Holliday

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

B. Resolution No. 204-24-25 Adopting and Appropriating a Supplemental Budget for Fiscal Year 2024-2025 – Action Item

VP Reid reviewed the supplemental budget as presented to the Board.

Trustee Holliday requested any other rationale for the big changes, for example, First Generation student success. VP Reid stated KCC had a higher than anticipated carryover which is why there was \$59,000 dollars to put back. Part of that is that the College did not get the grant started last year on target for what it had anticipated. This is the carryover from the first year KCC was to spend half of the \$300,000 grant, but spent about \$90,000, which is why there was a \$60,000 rolling over into this year, as it is a biannual grant. This will give KCC the authority with the State to spend the remainder by June 30th. Trustee Holliday asked about the well drilling supplemental. VP Reid responded that when KCC budgeted, it had not received the well drilling rig, it had been ordered. In order to make sure, if it came in July KCC would pay for it, the College had budgeted and paid for it in June. The remaining expenses are the outfitting and curriculum development.

Trustee Holliday inquired about the transfer out, like the CCL Navigator grant \$10,681 transfer out. Is that just a transfer out just to make that balance? VP Reid responded that is actually the indirect cost rate that the college gets to manage the grant to support the staff.

Trustee Marquez asked if KCC had an indirect rate that it tends to charge. VP Reid responded that KCC has a federal indirect cost rate of 31% it typically does an 8-10% to maximize the usage of the grant.

Motion: To adopt Resolution No. 204-24-25 as presented, transferring appropriation authority to the following resolution; be it resolved that for the fiscal year beginning July 1, 2024 the Board of Education approves the following modification of appropriations.

Motion by: Raymond Holliday

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

C. Re-appoint Budget Committee Member, Laura Limb – Action Item

VP Reid shared that Laura Limb has served on the budget committee for two terms and has expressed interest in serving a third term.

Motion: To re-appoint Laura Limb to serve on the KCC Budget Committee.

Motion by: Raymond Holliday

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

D. Appoint New Budget Committee Member – Action Item

VP Reid explained that there is one vacancy on the KCC Budget Committee that the College would like to open for advertising to fill through the application process.

Motion: To move forward with one vacant Budget Committee member position through the advertising and application process.

Motion by: Ray Holliday

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

E. College Board Resolution – OCCA 2025 Community College Legislative Priorities – Action Item

Chair Jensen reviewed the OCCA Legislative Priorities with the Board via a handout. Dr. Gutierrez discussed the OCCA Legislative priorities.

Trustee Holliday inquired about the transfer credit difficulties that are happening in the community college world. Dr. Gutierrez stated not all problems need money to fix. Chair Jensen requested the Boards approval.

Motion: To approve to support the College Board Resolution – OCCA 2025 Community College Legislative Priorities.

Motion by: Misty Buckley

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

Program Suspension of the Associate of Applied Science Agriculture Program and the Farm and Ranch Manager Career Pathways Certificate – Action Item

Dr. Gutierrez discussed the program viability and the Colleges vigorous program review.

VP Jennings presented a PowerPoint on the AAS Agricultural Program Viability. The presentation included a cost-margin analysis (CMA) with information on DFW, enrollment, completion, and labor market. A CMA 6-year graph was reviewed, along with a 5-year headcount graph, a student success rates chart, an enrollment trends graph (online, face to face, Hyflex), degrees awarded graph, and a chart on labor market analysis.

VP Jennings expressed that if the community demand is high a program and the program cost is above the revenue KCC would still support the program to support community interest. If KCC suspends a program with the state, it will be suspended for three years and KCC can re-enter the program within that time if something in the future would affect the program or the community.

Trustee Buckley questioned if the students who are still in the program will be able to finish their associate's degree before suspension. VP Jennings responded that KCC offers the teach-out to comply with board policy and state policy. VP Jennings believes that the teach-out would be less than a year. Trustee Buckley questioned if there were students in the community going to other agriculture schools in Oregon. VP Jennings shared she could not speak to the student or the interest.

Chair Jensen stated that most students who graduate with this degree could have gotten the same job right out of high school. Trustee Buckley inquired about what kind of equipment the college has that is specific to the program that it would need to hold on to in case the program could be reinvigorated. VP Jennings shared that yes, there is equipment. Many items, such as the Ag lab, should be updated, but that could be utilized. VP Jennings stated that KCC also has corral areas and the drone program that can be reutilized within the other programs.

Chair Jensen added that most of the farmers he knows personally, with the water situation, are encouraging their children to find other industries to go into.

Trustee Dill shared about a neighbor, a student now at Oregon State University, who took the Ag program here to become an Ag teacher. The membership in 4-H enrollment this year is over 450. Trustee Dill stated there is a decrease in Future Farmers of America (FFA). Chair Jensen stated that Henley and Lost River have a very strong FFA. Dr. Gutierrez stated that the faculty have tried with high school student engagement.

Motion: To approve the program suspension of the AAS Agriculture Program and the Farm and Ranch Manager Career Pathways Certificate.

Motion by: Raymond Holliday

Second by: Kate Marquez

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

Chair Jensen suggested, with board approval, that KCC take a look at other areas to try to take money from to save the college money and not just cut the educational programs.

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

Bill Jennings, Institutional Researcher presented policies up for approval.

BP 3050 Institutional Code of Ethics was reviewed.

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

BP 6340 Bids and Contracts was reviewed. Trustee Holliday inquired about the wording “personal property”. Executive Director Guest addressed the wording as to distinguish personal property versus land property.

BP 6700 Facilities Use was reviewed. Trustee Holliday asked to remove “of” in the line “reserves the right of to waive these charges.”

BP 7125 Verification of Eligibility for Employment was reviewed.

BP 7126 Applicant Background Checks was reviewed. Trustee Holliday acknowledged that the Board discussed this earlier and that KCC does background checks. Executive Director Guest responded that it is the procedure to complete a background check on all staff and if it becomes board policy then the College will have to do it. Trustee Holliday inquired if the College did a background check on someone and found a black spot, could the College still hire them? Dr. Gutierrez stated, if it is a board policy the College will have to do background checks. Dr. Gutierrez shared that this will limit second chances. Trustee Buckley stated that it is already in there as the College will complete a background check with references. Trustee Buckley added that background checks would be specific to what pertains to the job duty.

Chair Jensen requested clarification. Executive Director Guest suggested that the Board sign BP 7126 as this would allow the President discretion to complete background checks, such as a student worker who does not handle money. Trustee Holliday suggested withdrawing his concern and discussion.

Chair Jensen verified that the Board will be move forward with BP 7126 as written.

Trustee Marquez asked how much a background check costs. Executive Director Guest shared that it costs the College thousands of dollars a year, being that there are 500 employees.

BP 7145 Personnel Files was reviewed.

BP 7232 Classification Review was reviewed.

BP 7235 Probationary Period: Non-Academic Employees was reviewed.

BP 7330 Communicable Disease – Employees was reviewed.

BP 7343 Employee Accidents was reviewed. Chair Jensen inquired if three days were enough time for reporting. Executive Director Guest stated five days is what is expected from the worker's compensation vendor. Trustee Buckley inquired what would happen if an accident was on Friday afternoon and Monday was a holiday. Executive Director Guest responded that would be technically a violation of the policy. Mr. Jennings stated that widening the gap of reporting for the exception would make for potential problems.

BP 7385 Salary Deductions was reviewed.

Motion: To accept Board Policies 3050, 4025, 6340, 6700, 7125, 7126, 7145, 7232, 7235, 7330, 7343, and 7385.

Motion to approve as corrected by: Raymond Holliday

Second by: Linda Dill

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

G. Board Policy 2432, 5014, 6500, 7234, 7340, 7400, and 3550 – Action Item – First Reading

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

BP 2432 College President Succession changes were reviewed.

BP 5014 Criminal Background Check changes were reviewed.

BP 6500 Property Management changes were reviewed.

BP 7234 Overtime changes were reviewed.

BP 7341 Sabbaticals changes were reviewed.

BP 7400 Employee Travel changes were reviewed. Trustee Marquez requested a definition of the wording “District”. Mr. Jennings referred to the district as the College and that it could be synonymous with Klamath Community College.

BP 3550 Drug-Free Environment and Drug Prevention Program changes were reviewed.

X. RECESS REGULAR MEETING

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

The Board recessed at 8:30 pm, Executive Session will convene at 8:35 pm

Executive session convened at 8:36 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; 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, Dr. Roberto Gutierrez, Joshua Guest, and Melanie Marcott were present for the executive session.

There was an update on labor negotiations.

XII. RECONVENE REGULAR MEETING

The meeting was called out of executive session at 8:45 pm, and the regular meeting reconvened.

XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Congratulations were given on the lifetime achievement of Raymond Holliday.

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- ii. Public Comment
 - None.

XIV. FUTURE ISSUES

- Chair Jensen shared Legislative Day in March to include Chair Jensen, Trustee Marquez, and Dr. Gutierrez

XV. NEXT MEETING

- A. Scheduled Board of Education Meeting: February 25, 2025, Founders Hall Boardroom

XVI. ADJOURN

Chair Jensen adjourned the meeting at 8:48 pm.

Respectfully submitted by:

Melanie Marcott

Klamath Community College

Administrative Assistant to the VP of Administrative Services