



Klamath Community College
Budget Committee Meeting
7390 South Sixth Street * Klamath Falls, Oregon 97603
Tuesday, May 06, 2025 6:00 PM

MINUTES

I. CALL TO ORDER

Board Chair, Dave Jensen, called the Klamath Community College Fiscal Year 2025-2026 Budget Committee meeting to order at 6:00 pm. The Pledge of Allegiance followed.

Members Present: Kathleen Walker-Henderson; Kenneth DeCrans; Dan Hernandez; Linda Dill; Dave Jensen; Julie Matthews; Kate Marquez; Michael Stuhr; Raymond Holliday; Laura Limb; Misty Buckley; and Allen Ferreira. A quorum was confirmed.

Members Absent: Richard Harrington, Rafael Hernandez, and Jacob Gonzalez, ASKCC President, Non-Voting Board Member.

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

Guests: Tonia Miller.

II. WELCOME

Dr. Roberto Gutierrez, President, welcomed everyone and asked for introductions of attendees.

- A. Dr. Gutierrez asked Klamath Community College (KCC) staff to introduce themselves, including Gail Schull, VP Student Affairs; Denise Reid, VP of Administrative Services; Jamie Jennings, VP of Academic Affairs; Joshua Guest, Executive Director/Legal Counsel; and Shannon Childs, Secretary to the Board.

VP Reid introduced Nicole Baker, Assistant Controller, and guest Tonia Miller, future employee of KCC.

- B. The Board of Education and Budget Committee members present introduced themselves.

KCC Budget Committee

Board of Education Members

Kate Marquez, Zone 1
Kenneth DeCrans, Zone 2
Misty Buckley, Zone 3
Dave Jensen, Chair, Zone 4
Linda Dill, Zone 5
Raymond Holliday, Zone 6

Citizen Members

Julie Matthews
Laura Limb

Dan Hernandez
Michael Stuhr
Kathleen Walker-Henderson
Allen Ferreira

III. NOMINATION OF BUDGET COMMITTEE CHAIRPERSON

A. Changing of the gavel

Nomination for Kenneth DeCrans to serve as Chair.

Nomination by: Raymond Holliday

Nomination for Raymond Holliday to serve as Chair.

Nomination by: Kate Marquez

Chair Jensen closed nominations.

Action: Kenneth DeCrans to serve as Chair.

Vote: Kathleen Walker-Henderson, yay; Kenneth DeCrans, yay; Dan Hernandez, yay; Linda Dill, nay; Dave Jensen, yay; Julie Matthews, nay; Kate Marquez, yay; Michael Stuhr, yay; Raymond Holliday, yay; Laura Limb, yay; Misty Buckley, yay; and Allen Ferreira, yay.

Action: Raymond Holliday to serve as Chair.

Vote: Kathleen Walker-Henderson, nay; Kenneth DeCrans, nay; Dan Hernandez, nay; Linda Dill, yay; Dave Jensen, nay; Julie Matthews, yay; Kate Marquez, yay; Michael Stuhr, nay; Raymond Holliday, nay; Laura Limb, nay; Misty Buckley, nay; and Allen Ferreira, nay

Nomination passed for Kenneth DeCrans to serve as Chair.

IV. PRESIDENT'S UPDATE

A PowerPoint was handed out.

Dr. Gutierrez approached the podium and gave an introduction.

The college's mission statement and strategic plan initiatives were reviewed. Student success was highlighted, including, for the second year in a row, the New Century Transfer Pathway Scholar award winner. A 37% completion rate for the Integrated Postsecondary Education Data System (IPEDS) and acceptance into the Northwest Athletic Conference were also shared. Future-focused education and services were shared. Organization viability was looked at by highlighting record enrollments and the High School Equivalency Grant (HEP) renewal for 5 years. Community Engagement was shared, specifically working in collaboration with Oregon Child Development Coalition (OCDC) and Klamath County to create an Early Learning Childcare Center. Dr. Gutierrez reviewed advanced planning and strategy with the example of successful submission of the Northwest Commission on Colleges and Universities (NWCCU) 7-year Evaluation of Institutional Effectiveness report and Peer Review for Site Visit..

V. OVERVIEW OF THE BUDGET PROCESS

VP Reid thanked the budget committee and reviewed their role and the budget process via PowerPoint. The overview of the Budget Process was shared, as outlined in the PowerPoint. Dr. Gutierrez shared that KCC got an accommodation in the accreditation peer evaluation process for having a good budget process.

VI. BUDGET MESSAGE and POWERPOINT

VP Reid continued to review the PowerPoint, beginning with the 2025-26 fiscal year budget highlights. PowerPoint slides included the proposed budget of \$97,054,505, general fund revenue sources (by percent, by object, and by activity), greatest challenges, revenue and expenses, Full Time Equivalent (FTE) Trend, responses to challenges, tuition increase, and Oregon Community College Tuition.

VII. GENERAL FUND

Trustee Holliday noticed in the descriptions at the bottom of the page of each budget that there is a cost analysis on some, but not all the programs. Eleven of the academic programs; 1105, 1205, 1301, 1302, 1304, 1317, 1351, 1356, 1357, 1360, and 1361; did not have a cost margin analysis (CMA). Trustee Holliday shared that he found that CMA's valuable. VP Reid made note that each of these needed a CMA and that the Budget Committee would receive the information.

Mr. Stuhr inquired about the demise of the Department of Education and its effect on the institution. Dr. Gutierrez shared that grants would be affected. Dr. Gutierrez shared that accreditation is all in the Department of Education and would be impacted. There is some uncertainty and where accreditation would be placed. Trustee Marquez added that Pell scholarships may be affected and not fully funded. Dr. Gutierrez shared that loans may also no longer be subsidized by taxpayers. Dr. Gutierrez shared that he felt the college was ready with its preparations.

Ms. Limb referred to page 34; what is expenditures increase? VP Reid shared that there was a full-time science faculty there that had been teaching agriculture.

Trustee Holliday shared he was always shocked by new hires in budgets and how much an employee costs. This shows all the expenditures included in hiring a new employee.

Ms. Limb referred to page 35; what about the developmental education portion? VP Jennings shared that Math 52 allows students to find out where they place in developmental education math. They can take the 1 credit remedial class and retest to place into another Math class out of developmental education.

Ms. Limb referred to page 36; what is an example of a class? VP Jennings shared that an art class would be an example. It is required in some programs; however can be taken by other students, and it may get them in the door and create interest for other classes.

Ms. Limb referred to page 38; what types of classes are being offered to meet rural student needs? VP Jennings shared that there will be a teach-out. There is a 3-year window if KCC chooses to reactivate the program. There are soil science, forestry, and environmental classes that will continue to be taught. Trustee Holliday inquired if this occurred in automotive and diesel. VP Jennings shared that a unique faculty member is leading the program, who is certified in both auto and diesel, so they were put into one budget. There was a discussion about the sunset of the agriculture program.

Ms. Limb referred to page 42; what are examples of open resources? VP Jennings shared that Linda Williamson works to find resources that are low-cost or no-cost.

Trustee Holliday referred to page 41; what was the drop is GED/ESL? There was staff on medical leave, and additional staff had increased the budget. It is going back with the staff having returned.

Ms. Limb referred to page 42; is it positive or negative? VP Jennings shared that the Emergency Response Operations had a positive margin. There was a grant that did not go through the general fund,

as a different revenue source was found. VP Jennings shared that in many areas, part-time budgets were reduced and put into student wages to encourage work and employability for students on campus. This can be tracked.

Trustee Holliday referred to pages 60-61; how is state funding tied in? VP Jennings shared that with the new state funding model, KCC gets not only reimbursement for FTE, but reimbursement by student populations, which is new. Community Education and Workforce now have completers similar to the academic side of the house. Phlebotomy was given as an example, as a certified and transcribed program that has completers. Dr. Gutierrez shared that the state is incentivizing completion, retention and working in the field of study.

Trustee Buckley referred to page 44; what did the person do that is not needed anymore? Part-time support was moved to student wages.

Ms. Limb referred to page 45; what was the 200K difference? VP Reid shared that the Dean was taken out and put into academic administration. VP Jennings shared that the enrollment in Nursing was 22. The LPN has a pathway into the RN program. Many students enroll right into the RN program unless they choose to go to work in the community. VP Jennings shared that the BSN has high hopes of prioritizing its students who want to continue.

Ms. Limb referred to page 46; why is there still a negative CMA? VP shared that the CMA links the faculty leading the class to the tuition generated, which makes a negative margin, even though the college is being efficient. It generated a lot of FTE, which is not in the calculation. VP Jennings shared that all the students in the program are full-time. Dr. Gutierrez shared that the most expensive programs are Career and Technical Education (CTE), including automotive, nursing, and others. The most income-generating are the transfer programs. There is a need to balance at the end. There is such a strong need for CTE programs, so the college balances it out.

Mr. Hernandez referred to pages 34 and 44; both have a negative CMA, with increases. Dr. Gutierrez shared that this is advanced manufacturing/robotics. This is used to attract business and industry to the community. VP Jennings shared that this balances out with general education. VP Jennings highlighted the student-to-faculty ratio in many programs.

Trustee Buckley referred to page 47; what is the travel budget here? VP Reid shared that it was a new budget and needed to be tracked.

Mr. Ferreira referred to Athletics and asked where the program was going. VP Schull shared the history of interest in soccer via Student Life and its start as a club. The club was built, and students showed commitment to work towards an adjunct coach. With the students sustaining their commitment, KCC matched the commitment and went through the process for an Athletic Director. VP Schull shared the current teams and clubs at KCC.

Trustee Buckley referred to page 55; why were there no longer students in student wages? VP Jennings shared that they are trying to grow their own, and this is an OIT student.

Ms. Limb referred to page 49; what was the 200K increase? Trustee Holliday inquired about the expense of the program as well. Dr. Gutierrez shared that KCC did have a partner who paid for the faculty. VP Reid shared that the course fees pay for the increase in adjuncts and faculty in the general fund. VP

Jennings shared that enrollment was up 30%, with 121 students. This is Aviation fixed wing and rotary. There is training in the program for training the trainers.

Ms. Limb referred to pages 56 and 57; what was all the money for cosmetology? VP Reid referred to the enterprise fund where the program made money to pay back the general fund. VP Jennings shared that cosmetology generates over 100 FTE. There was a discussion on the current building and the plan to move everything to the campus.

Trustee Holliday referred to pages 68 and 69; what was the necessity of line-item budgeting? VP Reid shared that this refers to moving posting and travel out; it is combined here, and the Deans and VP have oversight. Ms. Limb asked what was being purchased for \$32,500. VP Jennings shared the highest priority was digital media and design, newer equipment was needed. Then auto diesel needed updates.

Ms. Limb referred to page 70; what is significant growth? Dr. Gutierrez shared that this was state-wide dual credit. KCC is doing this for the right reasons.

Trustee Buckley referred to page 74; what was the big jump? VP Schull shared that this is a demand from individual students. It is difficult to know how much help a student may ask for. The College aims to provide the best fit for students' needs.

Ms. Limb referred to page 80; how is the student engagement happening? Dr. Gutierrez shared that KCC is working with OIT. KCC also has clubs and resources; however works with OIT. Trustee Holliday inquired about there being zero under student tuition waivers. Dr. Gutierrez shared that KCC does a lot of experimental work. KCC tried to help the students via their recruitment efforts with other students. The effort did not work and was cut. The goal is for International to be self-sustainable within 5 years.

Ms. Limb referred to page 85; what is the college doing with the increase? VP Reid shared that the director had previously been split with another budget. It is now all in this budget.

Ms. Limb referred to page 91; it was inquired if this was just one person. VP Reid shared that this was just one department, Legal.

Ms. Limb referred to page 92; what is in district? VP Reid shared that the College is in the middle of a master plan. This is part of that master plan.

Ms. Limb referred to page 93; what is being purchased? VP Reid shared that this was previously cosmetology. These monies should be moved. The 25k for equipment was inquired about, considering it was not budgeted last year. VP Reid will look into the \$25K to see what it is for.

Ms. Limb referred to page 94; what is the decrease in full-time support staff for Information Technology? There was a budget for an Information Services Training employee who has not been hired.

VIII. SPECIAL REVENUE FUNDS

Ms. Limb referred to page 186; was this enough? VP Reid shared that they try to budget for this in the general fund, however, this is for the unexpected.

Ms. Limb referred to page 199; is the increase in PERS going to continue to go up? VP Reid shared that it will continue.

IX. ENTERPRISE FUNDS

Ms. Limb referred to page 206; what is the miscellaneous revenue? VP Reid shared that this is where any revenues are shown for the salon.

X. DEBT SERVICE FUND

XI. CAPITAL PROJECTS FUND

Ms. Limb referred to page 214; is the transfer in for daycare? VP Reid shared that this is for general campus maintenance.

Ms. Limb referred to page 216; what is auxiliary equipment? VP Reid shared that this is a pole barn for the well-drilling rig. This is an expensive rig that the College would like to get out of the rain.

Ms. Limb referred to page 219; what is it? VP Reid shared that the college got a grant to put solar on building 10 and electric vehicle charging stations. This is what is left of the grant for college efficiencies.

Ms. Limb inquired about the Badger Village. Dr Gutierrez shared that this is several years from now, working with possible funders and donors for housing. Julie Matthews shared that they would like housing for students and the community for short-term quality rentals.

XII. PUBLIC COMMENT

Ms. Walker-Henderson gave thanks to the cheat sheet, it was very helpful.

Trustee Jensen shared that KCC had been very close to being a Hispanic Serving Institution (HSI). Dr. Gutierrez shared that previously, there would be special funding for a 25% HSI. The federal government cut this off, however, KCC will continue the work.

XIII. APPROVAL OF BUDGET or DATE FOR NEXT COMMITTEE MEETING

A. Motion to Approve Budget as Set Forth for Fiscal Year 2025-26.

Motion by: Dave Jensen

Second by: Raymond Holliday

Discussion: None.

Action: Kathleen Walker-Henderson, yay; Kenneth DeCrans, yay; Dan Hernandez, yay; Richard Harrington, yay; Rafael Hernandez, yay; Linda Dill, yay; Dave Jensen, yay; Julie Matthews, yay; Kate Marquez, yay; Michael Stuhr, yay; Raymond Holliday, yay; Laura Limb, yay; Misty Buckley, yay; and Allen Ferreira, yay.

Motion passed. Unanimous approval

B. Motion to Approve Taxes for Fiscal Year 2025-26 at the Permanent Tax Rate of \$0.4117 per \$1,000 of Assessed Value for Operating Purposes.

Motion by: Kathleen Walker-Henderson

Second by: Julie Matthews

Discussion: None.

Action: Kathleen Walker-Henderson, yay; Kenneth DeCrans, yay; Dan Hernandez, yay; Richard Harrington, yay; Rafael Hernandez, yay; Linda Dill, yay; Dave Jensen, yay; Julie Matthews, yay; Kate Marquez, yay; Michael Stuhr, yay; Raymond Holliday, yay; Laura Limb, yay; Misty Buckley, yay; and Allen Ferreira, yay.

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May 06, 2025* Page 6

Motion passed. Unanimous approval.

Dr. Gutierrez thanked the committee for taking the time.

Trustee Holliday thanked the staff for being prepared and having answers.

XIV. ADJOURNMENT

Chair DeCrans adjourned the meeting of the Klamath Community College Budget Committee at 7:54 pm.

Respectfully submitted by:
Shannon Childs
Klamath Community College
Board of Education Secretary