



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

Regular Meeting - Thursday, July 26, 2018 6:00 PM

MINUTES

I. CALL TO ORDER

Chair Dave Jensen called the regular meeting of the Klamath Community College Board of Education to order at 6:00 p.m.

Members Present: Dave Jensen, Chair; Mike Fitzgerald; Barbara Headden; William Riggs; and Kenneth DeCrans, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: Kate Marquez (excused); Al King (excused); and Kathy King (excused).

Staff Present: Dr. Roberto Gutierrez, President; Allison Bryson, Vice President; Julie Murray-Jensen, Vice President; Joanna Lyons-Antley, Vice President; Michael Blade, Executive Director; Tom Nejely, faculty; Franklin Clark, staff; Christopher Stickle, Dean; Joseph Maurer, staff; Joseph Long, faculty; Stanley Pence, faculty; Paula Pence, staff; Lacey Jarrell, staff; and Shannon Childs, Secretary to the Board.

Guests: Katheryn Vandyke.

II. BOARD REORGANIZATION

- A. Oath of Office for Newly Elected/Nominated Board Members and Student Non-Voting Board Member

Kenneth DeCrans stood. The oath of office was administered by Chair Jensen to Kenneth DeCrans. Dr. Gutierrez welcomed Kenneth DeCrans to the Board of Education. Dr. Gutierrez presented Mr. DeCrans with the ASKCC President gavel.

- B. Election of Board Chair

Nomination: Trustee Dave Jensen as Board Chair.

Nomination by: Michael Fitzgerald

Second by: Barbara Headden

Dave Jensen closed nominations.

Action: Motion passed. Unanimous approval.

- C. Election of Board Vice Chair

Nomination: Nomination of Trustee Kate Marquez as Vice-Chair.

Nomination by: Michael Fitzgerald

Second by: William Riggs

Dave Jensen closed nominations.

Action: Motion passed. Unanimous approval.

- D. Appointment of the President as Clerk of the District

Motion: To appoint the President, Dr. Gutierrez, as Clerk of the District.

Motion by: William Riggs
Second by: Michael Fitzgerald
Discussion: None
Action: Motion passed. Unanimous approval.

E. Appointment of the Vice President of Administrative Services as Deputy Clerk of the District

Motion: To appoint the Vice President of Administrative Services, Joanna Lyons-Antley, as Deputy Clerk of the District.

Motion by: William Riggs
Second by: Michael Fitzgerald
Discussion: None
Action: Motion passed. Unanimous approval.

F. Appointment of the Budget Officer

Motion: To appoint Vice President of Administrative Services/CFO, Joanna Lyons-Antley, as Budget Officer pursuant to ORS 294.331. As outlined in this Statute, the Budget Officer shall prepare or supervise the preparation of the 2019-2020 budget document during fiscal year 2018-2019. The Budget Officer shall act under the direction of the President.

Motion by: William Riggs
Second by: Michael Fitzgerald
Discussion: None
Action: Motion passed. Unanimous approval.

G. Appointment of Secretary to the Board

Motion: To appoint Shannon Childs as Secretary to the Board.

Motion by: Michael Fitzgerald
Second by: William Riggs
Discussion: None
Action: Motion passed. Unanimous approval.

H. Adoption of Meeting Time, Date, and Location for 2018-2019

Motion: To approve the Board Meeting schedule.

Motion by: Michael Fitzgerald
Second by: William Riggs
Discussion: None
Action: Motion passed. Unanimous approval.

I. Appointment of OCCA Representative.

The group talked about holding on the decision until Trustee Kate Marquez returned to the meeting. Chair Dave Jensen will remain as the representative for the time being.

III. SHOWCASE

There will be no Showcase for the month of July.

IV. CONSENT AGENDA

A. Board Minutes (Regular Meeting June 28, 2018)

- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To approve consent agenda consisting of item a, board minutes; item b, personnel action; item c, administrative reports; item d, appropriated objects, financials; and item e, enrollment dashboard.

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None

Public Comment: None

Action: Motion passed. Unanimous approval.

V. ADOPTION OF AGENDA

Motion: To adopt the agenda for tonight's night's meeting.

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None

Public Comment: None

Action: Motion passed. Unanimous approval.

VI. PRESIDENT REPORT

- a. Dr. Gutierrez shared that there is a family interested in donating a 25-50 foot Christmas tree for an annual Christmas Tree Lighting ceremony.
- b. Dr. Gutierrez introduced VP Murray-Jensen to share the information for the Foundation Event. The flyer was handed out to the Board with information. The goal is to get 300 attendees. The event is September 15th from 4-8 pm.
- c. The College is gearing up for a grant acquisition that KCC is ranked number 1 for. Dr. Gutierrez shared his appreciation for the Commissioners in Lakeview who are supporting KCC. Dr. Gutierrez shared the Save the Date for the Grand Opening Ceremony for Founders Hall and Work Skills Technology Center on October 2nd at 4 pm.

VII. ASKCC STUDENT REPORT

- a. Currently ASKCC is still filling positions.
- b. The group is working with student engagement and retention efforts.
- c. ASKCC is working with the Veterans Office for a National Veterans Honor Society.
- d. The PTK Honors Society has taken on an interest in the Food Pantry to see a correlation of helping student get food and helping them stay in class.
- e. There is a summer movie event on Friday night, July 27th.
- f. Trustee Fitzgerald inquired on the turnover of ASKCC and the continuity. Mr. DeCrans shared that they have retained a few students in the group. He is hoping to get more students active sooner to help with continuity.

VIII. STATE REPORT

- a. Chair Jensen shared the progress in the search for the OCCA Director.
- b. A letter has been received that the CAFR qualified for the achievement of excellence. VP Bryson was congratulated on her success.

IX. FOUNDATION REPORT

- a. Trustee Riggs distributed the clean copy of the Klamath Community College Foundation General Fund Budget 2018-19 that was adopted by the College Foundation.
- b. VP Murray-Jensen shared that there was a meeting for early planning on the upcoming campaign.
- c. Chair Jensen gave thanks to the Foundation for their work.

X. INFORMATIONAL AND ACTION ITEMS

A. New Institutional Learning Outcome - Teamwork – Action Item – Second Reading

Dr. Gutierrez introduced Dean Stickles and Franklin Clark, Assessment and Curriculum Coordinator to review the item in the absence of VP Jennings.

Franklin Clark shared his work on developing a rubric. In this process, teamwork was designated as a number one soft skill desired by employers, which is also one of the most lacking soft skills after graduation. Mr. Clark described teamwork to the Board. There will be a two year process of implantation with a formal assessment in two to three years.

Motion: To adopt the Board Policy Institutional Learning Outcomes 205.0500. The Institutional Learning Outcomes of Klamath Community College represent the core abilities which students acquire while studying at Klamath Community College. These are measureable statements that indicate what student will know, be able to do, or be able to demonstrate once they have completed a course of student at Klamath Community College. Current Institutional Learning Outcomes can be found in Appendix B-4.

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None

Action: Motion passed. Unanimous approval.

B. Strategic Plan – Action Item

Dr. Gutierrez introduced Tom Nejely to review the Strategic Plan. Mr. Nejely reviewed the previous process of Strategic Planning. The first plan ended in 2017. The College choose to take a year to go back and redevelop the Strategic Plan. In the past year, information has been collected from the Board, public and staff. Each department revisited and redeveloped new plans. The result of this was given to the Board in the Board packet.

Mr. Nejely went through the plan and shared highlights from Strategic Plan 2.0.

Chair Jensen thanked Mr. Nejely for his work on this plan. He appreciates the shorter sentences for the themes and clarity, as it is impressive.

Dr. Gutierrez commented on measuring success on page 4, which is how KCC will be measuring student success.

Trustee Headden inquired on the standing committee that put this plan together. Bill Jennings and Tom Nejely were involved most. At the Data Summit, all departments worked on their portion. Mr. Nejely shared that departments share their information at which time he and Mr. Jennings develop the report.

Mr. Jennings and Mr. Nejely are responsible for making sure that departments refer back to their plan and their progress, specifically this occurs during budget season. Software has been developed to make the process intuitive. Dr. Gutierrez clarified that, by tying the budget to this, if departments want monies, they must tie it into their plan. The culture is now in the College for departments to refer to the plan themselves.

The departments also use the Strategic Plan in the program review process.

Motion: To adopt the Strategic Plan 2.0 2018-2021.

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None

Action: Motion passed. Unanimous approval.

C. Board Evaluation of the President – Information Item

Chair Jensen shared that the information was provided to the Board. Executive Director Blade shared that he would be forwarding further comments. Dr. Gutierrez shared that next year it will provided with all the information together.

Motion: To accept the Board Evaluation of the President and move forward to extend his contract.

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: Dr. Gutierrez shared that this was approved at the last meeting. In the future, this type of information will be shared at the same meeting. Trustee Riggs withdrew the motion as this was approved at the last meeting.

D. Art on Campus Committee Update – Information Item

Dr. Gutierrez introduced Joseph Long, the Chair of the Art on Campus Committee. Stanley Pence and Paula Pence, from the committee, also joined the meeting. Dr. Gutierrez shared that the Art on Campus Committee was charged to come up with some ideas for art on campus. Mr. Long has worked with the committee to come up with the first concept.

Joseph Long showed a PowerPoint reflecting the work of the Art on Campus Committee. The design intent was clarified. Resources of the project were reviewed. Possible locations of artwork were displayed in a campus map. Sketches of the first design of the first project were pictured on the PowerPoint. The theme of the project was shared. “The central pipe is KCC. The flow of education and opportunity provided by KCC overflows to the student, the community, the businesses and economy of Klamath Falls and beyond”. Future projects were highlighted.

XI. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Headden gave VP Murray-Jensen congratulations on her doctorate.

Public Participation

- None.

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XII. FUTURE ISSUES

None.

XIII. NEXT MEETING

A. Board Retreat: August 17, 2018 at the Running Y.

B. Regular Meeting Date: September 25, 2018.

XIV. ADJOURN

Meeting adjourned at 7:10 p.m.

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