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

Regular Meeting – Tuesday, December 4, 2018 6:00 PM

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**MINUTES**

**I. CALL TO ORDER**

Kate Marquez called the regular meeting of the Klamath Community College Board of Education to order at 6:00 p.m.

**Members Present:** Kate Marquez; Mike Fitzgerald; Barbara Headden; and Kenneth DeCrans, Non-voting Board Member, ASKCC President. A quorum was not confirmed.

**Members Absent:** Dave Jensen (excused), William Riggs (excused), Al King (excused), and Kathy King (excused).

**Staff Present:** Dr. Roberto Gutierrez, President; Joanna Lyons-Antley, Vice President; Jamie Jennings, Vice President; Michael Blade, Executive Director; Charles Massie, Interim Vice President; Lacey Jarrell, staff; Kathleen Walker-Henderson, faculty; Alece Newberry, staff; and Shannon Childs, Secretary to the Board.

**Guests:** Tess Novotny, Herald and News.

Dr. Gutierrez confirmed that without a quorum, the Board cannot vote to approve the consent agenda, cannot vote to adopt the agenda, and cannot vote on IX.A. The Board will move forward with the remaining updates.

**II. SHOWCASE**

VP Jennings handed out and reviewed a PowerPoint on “Guided Pathways: A College-Wide Framework”. The presentation reviewed the definition of Guided Pathways, why Guided Pathways at Klamath Community College (KCC), the goodness of fit at the College, what the essential practices are, and information that KCC is applying for Cohort 2.

VP Jennings also referred to the handout of “Guided Pathways Essential Practices” in review during her presentation.

The Oregon Student Success Center decides how the Cohort is selected based off an application process. KCC should know in January or February if they are selected for Cohort 2.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting October 23, 2018)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Due to no quorum, there was no vote here.

#### **IV. ADOPTION OF AGENDA**

Due to no quorum, there was no vote here.

#### **V. PRESIDENT REPORT**

- a. Dr. Gutierrez gave an update on the Southern Oregon Higher Education Consortium. The signing was well attended in both Klamath Falls and Medford. There was a high positive response. Through this, curriculum alignment is being reviewed, as well as joint programs. Added funding programs are being looked into for the four institutions.
- b. Dr. Gutierrez handed out and reviewed the “Work Skills Technology Center Capital Campaign Financial Review”.
- c. Dr. Gutierrez shared the “Emergency Response Management Plan” with Trustee Fitzgerald as requested. Shannon Childs will send the link to the rest of the Board. If interested, please contact Shannon for a hard copy.
- d. “The Trends in Board of Trustee Self Evaluations from 2015 thru 2018” was handed out. Dr. Gutierrez recommended waiting until all the members of the Board were present to review or ask questions. Michael Blade will share an email with the Board for explanation on the document.
- e. KCC has a Base to Bachelors and would like OIT to be its partner. In order to do that, KCC would like to have a straight transition to OIT, Badger to Owl. This will be good for the students and enrollments. Long term, KCC would like to work with OIT on international programs. The hopes are to have a signing ceremony. It would be ideal to have the Boards attend.
- f. The Employee Recognition Banquet is this Friday, December 7<sup>th</sup> and the Board was invited to attend.

#### **VI. ASKCC STUDENT REPORT**

- a. Kenny DeCrans shared that AKCC sponsored a turkey dinner through culinary for the students. 150 students were served.
- b. ASKCC has a two week food drive last month. 3,100 of items of food were raised. They may not need to buy more food until about February. There are hopes for the Food Pantry to be self-sufficient in the future. ASKCC is also doing a toy drive.
- c. Steps for Success had its first function on Dress for Success with Parker Mah. The next function will be on interviewing. There are hopes to have a job fair in March.
- d. The Etiquette Dinner is in March and planning has begun. The focus will be on networking.
- e. There are 7 floats from KCC in the parade on Thursday.
- f. ASKCC is visiting various areas on campus to get the word out on student involvement.

#### **VII. STATE REPORT**

- a. The media release from John Wykoff was handed out. The handout was regarding the Governor’s Recommended Budget. This is a first reiteration and the information may change.

#### **VIII. FOUNDATION REPORT**

- a. Charles Massie shared an update on behalf of VP Murray-Jensen and Trustee Riggs.
- b. The Endowment is at 50% of it goal of 20,000.
- c. There is hope to increase Employee Giving by 10%.
- d. A new \$146,691 endowment was secured in November of 2018, which greatly added to the sustainability of scholarships.

- e. The Foundation Scholarship Roundup raised a little over \$25,000. The Foundation is awarding 63,000 in scholarships to 91 students. The Foundation is considering a second round of scholarship awards for summer and fall terms.
- f. The Capital Campaign is at about 53% of the goal of \$7,917,191.

**IX. INFORMATIONAL AND ACTION ITEMS**

A. Contract with Klamath County Sheriff re Sheriff Sub-station on KCC Campus – **Action Item**

Executive Director Blade highlighted the contract with the Board. KCC will be responsible for ¾ of the employee’s salary. The employee will be from County, not a KCC employee. This employee will be a Sheriff’s employee and will have a side-arm at all times. The College may need to provide a lock box in the case of interrogation. KCC’s portion will be paid quarterly, and is fulfilled with a 3 year contract. Both parties have the right to terminate with a 90 day notice.

Night liaisons will be here and will be transitioned to reserve officers in the future. KCC will still be paying for the night liaisons/reserve officers. There is money in the current budget for this.

Dr. Gutierrez clarified that this person is here for the safety of the institution, not to single out students for things like license plate scanning.

The idea is that with this, KCC will be the hub for Student Resource Officers (SRO).

Trustee Headden shared that the SRO model is present and working now. This should be very successful.

Due to no quorum, there was no vote on this item.

B. Oregon Public Employee Retirement System – **Information Item**

VP Lyons-Antley showed a PowerPoint and reviewed information. The presentation included what Public Employee Retirement System (PERS) is. How PERS is funded was shared. A Statewide PERS income chart was reviewed. VP Lyons-Antley shared what the impact to KCC will be. A historical chart on PERS Payroll Rates at KCC was discussed. The number of tiered employees at KCC was shared. Statewide information on projects was reviewed. VP Lyons-Antley shared that the PERS Liability Reserve fund was established in 2002 to offset some of the cost of PERS. Possible solutions were reviewed, which included establishing a side account, and drawing down PERS reserve fund to smooth increases. The Board will need to look at planning for an additional \$1 million per year in the next six years if the College does not use the reserve account.

**X. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

A. Board Discussion

- i. Board Comment
  - None.

Public Participation

- None.

**XI. FUTURE ISSUES**

- None.

**XII. NEXT MEETING**

A. Regular Meeting Date: January 22, 2018.

### **XIII. ADJOURN**

Due to no quorum, there was no vote here.

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