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

Regular Meeting - Tuesday, June 25, 2019 6:00 PM

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**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; Kate Marquez, Vice-Chair; Michael Fitzgerald; Al King; Barbara Headden; Kathy King; William Riggs; and Kenny DeCrans, Non-voting Board Member, ASKCC President. A quorum was confirmed.

**Members Absent:** None

**Staff Present:** Dr. Roberto Gutierrez, President; Allison Bryson, Vice President; Jamie Jennings, Vice President; Michael Blade, Executive Director; Charles Massie, Interim Vice President; Kathleen Walker-Henderson, faculty; Tricia Fiscus, Vice President; Bill Jennings, staff; Melissa Ceron, staff; MaryLou Wogan, faculty; and Shannon Childs, Secretary to the Board.

**Guests:** Cassandra Harding; Bethani Roark; Helen Petersen; Shawntell Dill; Margaret Lustus; and David Auld.

**II. SHOWCASE**

Mr. Bill Jennings, Institutional Researcher, reviewed a PowerPoint as handed out to the Board. The presentation covered measurements of graduation rate, retention, income attainment, and working in the field of study. The definition of IPEDS (Integrated Postsecondary Education Data System) was reviewed as first time in college and degree seeking students. Mr. Jennings reviewed the Klamath Community College (KCC) student right to know graduation rate historical trend and annual awards count. Some college comparisons were made for retention and income attainment. Mr. Jennings shared information on the State Longitudinal Data System (SLDS), which is now with the Higher Education Coordinating Commission (HECC). As additional information, a handout was given for "Student outcomes areas of focus data update June 2019".

Trustee Al King inquired on comparison data for income and student debt information. Mr. Jennings shared he was using census data, from the US Census Fact Finder. Trustee Al King inquired where comparative data can be found from when a student enters college and how much they are making, to when they leave college and how much they are making. The requested data will be brought back to the Board at an upcoming meeting. Mr. Jennings shared that the census uses CIP (Classification of Instructional Programs) codes to determine working in field of study. Trustee Al King inquired on student debt data when leaving the College. Mr. Jennings shared that this information is in Financial Aid. VP Bryson shared that KCC was at a 16.4 draft default rate, which is the second lowest in the state. VP Bryson will share the final default rate when it is published in October.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting May 28, 2019)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

**Motion: To approve consent agenda.**

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

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

Chair Jensen asked to move item 12.b., to after the Foundation Report.

**Motion: To adopt the agenda with the move of item 12.b under the Foundation Report.**

Motion by: Al King  
Second by: Michael Fitzgerald  
Discussion: Chair Jensen asked to include the Foundation Report to the agenda.

**Motion: To adopt the agenda with the move of item 12.b under the Foundation Report and to add the Foundation Report under VIII.**

Motion by: Al King  
Second by: Michael Fitzgerald  
Discussion: None  
Public Comment: None  
**Action: Motion passed. Unanimous approval.**

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

- a. Dr. Gutierrez introduced new employees to KCC. Dr. Gutierrez introduced Tricia Fiscus as the Vice President of Administrative Services. Dr. Gutierrez also introduced Melissa Ceron as the Business Office Director.
- b. VP Bryson shared updates on summer enrollment, as of today's day-to-day comparison, enrollment is up 10%. The final numbers will be in on Friday, June, 28<sup>th</sup>.
- c. House Bill 5024 passed the Oregon Senate. This was the budget for community colleges. KCC built its budget on 590 million for the 17 community colleges. The House Bill passed at 641 Million. Klamath Community College administration will be recommending the 5% tuition increase, approved at the last Board meeting, be rescinded.

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

- a. The Student Recognition Dinner was held and went well to recognize students, clubs and Dr. Gutierrez.
- b. According to student feedback, Commencement was great.

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

- a. OCCA does weekly legislative calls. Oregon has been making national headlines, with the republicans absenting themselves from Salem. House Bill 5024 needs to go to senate to be approved. Oregon Community College Association feels confident that the budget will pass.

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

- a. Trustee Riggs shared that Executive Director Charles Massie is taking a class on philanthropic giving, which leads to a certificate in Foundation Management.
- b. The Foundation received an update from Joseph Long for Foundation bricks. This will eventually come to the Board.
- c. Trustee Riggs highlighted donations. Kingsley Field Fire Department donated a cutter rescue tool, 3 sets of turnout gear, and 13 pair of fire training boots. Chiloquin Fire Rescue

donated 4 Self Contained Breathing Apparatus (SCBA) packs, 8 bottles and 5 masks. This is expensive equipment and the College is grateful.

- d. Pledge forms have gone out. It would be beneficial for the Board to be able to show 100% support.
- e. August 19<sup>th</sup> is the Foundation Annual Retreat.
- f. August 24<sup>th</sup> is the Hay Klamath Scholarship Gala.
- g. Executive Director Massie shared updates on the Apprenticeship Center. Planning is taking place for the public event. The EDA (Economic Development Administration) grant was submitted at close to 3 million and the College may know something by early September. The KMSB (Klamath Medical Service Bureau) Foundation has donated \$25,000.

**Motion: Move to rescind proposed 5% tuition increase dependent upon the passage of HB 5024**

Motion by: Kate Marquez

Second by: Al King

Discussion: Trustee Al King shared he voted no on the budget for this reason. This is the right thing to do. Chair Jensen clarified this was just the tuition increase, not the fees.

Public Comment: None

**Action: Motion passed. Unanimous approval.**

Dr. Gutierrez shared this was a proud moment for KCC and the Board, as he has not heard of any other college doing this around the state.

**XIII. BOARD DISCUSSION**

**B. Public Participation**

Chair Jensen asked each public input speaker keep to 3 minutes.

Helen Petersen spoke regarding strong concerns with Education Transformation and the College's connection to the coordination of the event.

Kassandra Harding talked about her involvement in the LGBTQ Club and strong concern with the Pride in Portland trip being cancelled.

Davit Ald, the treasurer of the LGBT club, spoke regarding concerns with Administration and its effect on the club and the cancellation of Pride Event.

Margaret Justice, recent K-CET graduate, talked in support of the LGBT club and what it has done for her personally, including what attending the Pride Event did for her.

Chair Jensen shared that there were two other students who were present who did not want to speak.

Trustee Marquez thanked students for speaking.

**IX. INFORMATIONAL AND ACTION ITEMS**

**A. Proposed Refunding of Full Faith and Credit Obligations, Series 2009 – Information Item**

VP Bryson shared that interest rates are lower right now. Pieper and Jeffrey contacted the College and shared that the College could save about \$100,000 over the next ten years if it refinanced the 2009 bond

debt. The College will be in the process of doing a 30 day call for proposals. This will come back to the Board.

There are 10 more years on the loan. The College also has a loan for Phase II which is a 20 year loan.

Trustee Al King asked about the interest rates possibly going down again. VP Bryson shared that the interest rates may drop, stay the same, or go up. At this point, there is a recommendation to move forward. Trustee Al King asked if the Board could receive a presentation by Pieper and Jeffrey.

VP Bryson added that more information will be coming forward to the Board as an action item. There would need to be a resolution approved by the Board.

#### B. Accreditation Recommendations Update – **Information Item**

VP Jennings gave an accreditation update to the Board as outlined in the PowerPoint. KCC's 7 year review process was shared. The Colleges commendations and recommendations were highlighted. VP Jennings shared there were no reoccurring recommendations, which is excellent news to the College. In 18 years, VP Jennings has never seen this happen. VP Jennings shared the Colleges responses to recommendations and responses/actions to NWCCU (Northwest Commission on College and Universities) suggestions.

Trustee Fitzgerald asked how cross training will work through time, and the duplication of efforts, as keeping up with this seems like a large process. VP Jennings shared there may be some committee inefficiencies, however this will be time well spent. There is a goal to be more transparent in team working, which is a huge advantage. Trustee Riggs asked if this goes back to the accreditors now. VP Jennings shared that all this will be in the year one report.

Dr. Gutierrez added that due to the commendations, he was asked by the Commission to chair an accreditation team at another college. This is an honor, even though it is a lot of work. On his accreditation team, he had very key people, including the top Nursing Program Director. That particular person, Allison Sansum begins at KCC on July 1, 2019.

VP Kathy King shared that OCCA also had an Ethics Training for Board Members which may be added to the KCC Report. Al King, Kate Marquez, Michael Fitzgerald and Kathy King attended.

#### C. Resolution Adopting and Appropriating a Supplemental Budget for Fiscal Year 2018-2019 – **Action Item**

VP Bryson shared an overview of funds as listed in the Board packet.

VP Al King asked to verify that this was end of year reconciliation and that this has to do with the changes in funding. He also asked if there was anything listed that had to do with transferring money from one part of the budget to another. VP Bryson shared that there was. There were funds transferred from the special revenue funds/grant funds, the indirect cost, into the General fund per in agreeance with the grant accordance. These are done at the end of the year.

Trustee Al King asked about transfers from materials to personnel. VP Bryson shared there were a few instances. They were within the grants funds, to purchase supplies and support tutoring, so that it may be

expended. This has to do with salary savings in grants. The funds would stay at the federal level if they were not drawn down.

**Motion: To adopt the following resolution number 183-18-19 budget as presented.**

Motion by: Al King

Second by: William Riggs

Discussion: None

Public Comment: None

**Action: Motion passed. Unanimous approval.**

## **X. RECESS REGULAR MEETING**

Chair Jensen recessed the regular meeting at 7:37 pm. to go into Executive Session. The Board may hold Executive Session pursuant to ORS 192.660(2)(i), which allows the Board to review and evaluate the employment relation performance of the Chief Executive Officer of any public body. A 5 minute break was called.

## **XI. EXECUTIVE SESSION Pursuant to ORS 192.660(2)(i) an192.660 (2)(g)**

At 7:45 pm Chair Jensen called the Executive Session to order. Those present included the Board, AKSCC non-voting member, Michael Blade, Dr. Gutierrez, and Shannon Childs.

Executive Director Blade handed out the Presidential Performance Appraisal 2018 and Presidential Performance Appraisal 2019.

Under ORS 192.660 (2)(i) the Board reviewed the evaluation of Dr. Gutierrez.

The Board was called out of Executive Session at 8:48 pm.

## **XII. RECONVENE REGULAR MEETING**

D. Annual Evaluation of Klamath Community College President – **Action Item**

**Motion: To approve Dr. Gutierrez’s evaluation as outstanding.**

Motion by: Al King

Second by: Michael Fitzgerald

Discussion: Dr. Gutierrez shared that he is voluntarily refusing merit pay. Trustee Riggs commended the President on his outstanding list of goals and objectives and the ability of him and his Cabinet, faculty and staff to meet those goals. Trustee Kathy King shared Dr. Gutierrez did an excellent job.

Public Comment: None

**Action: Motion passed. Unanimous approval.**

## **XIII. BOARD DISCUSSION**

A. Board Discussion

i. Board Comment

- Trustee Headden shared that two hours for Commencement was too long, especially since it was outside. The guest speaker may speak in five minutes. The College should consider a tent for those with medical issues. It was awkward for faculty to go to each person and get the card, maybe a list with names instead. The next faculty can be up at the stage prepared. The programs are alphabetical, but the presentation is by program.

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Klamath Union, with every requirement for Media Certification, were not listed in the program. Trustee Al King talked about the heat and possibly moving the stage back. The staging of commencement can be better planned to cut time.

- Trustee Al King asked for an official executive session with legal counsel present regarding potential litigation.
- Trustee Riggs invited the Board to his retirement from 4-8 on Friday, June 28<sup>th</sup> at the Fairgrounds.
- Chair Jensen updated the Board on the re-zoning voting districts. Chair Jensen received a letter with information that census information will be updated in 2020. It was recommended to wait until 2020 to look at boundaries and to look at Lakeview. Dr. Gutierrez will keep the Board updated on Lake County.

**Motion: To extend time.**

Motion by: Al King

Second by: Michael Fitzgerald

Discussion: None

Public Comment: None

**Action: Motion passed. Unanimous approval.**

- The OCCA Board Member Orientation Draft agenda for July 29<sup>th</sup> and July 30<sup>th</sup> was handed out. Mr. DeCrans shared that this is during our next Board meeting. The July Board Meeting was moved to Thursday, July 25, 2019. Those Board members who would like to attend the OCCA Board Member Orientation, please contact Shannon Childs by Friday, June 28<sup>th</sup>. Mrs. Childs will contact Helen Petersen. Dr. Gutierrez shared that the August Board Retreat will have an ACCT Board training.
- The updated College Wide Annual Reporting and All Students Term Report was handed out.
- Chair Jensen handed out Board pictures and gifts to those Board members who have served on the Board through June 2019.

**XIV. FUTURE ISSUES**

A. None

**XV. NEXT MEETING**

A. Scheduled Board of Education Meeting – July 25, 2019, Founders Hall Boardroom.

B. Board of Education Retreat – August 26-27, 2019, Running Y Resort. Trustee Riggs will be in Alaska at this time.

**XVI. ADJOURN**

**Meeting adjourned at 9:17 p.m.**

Motion by: William Riggs

Second by: Kathy King

Discussion: None

Public Comment: None

**Action: Motion passed. Unanimous approval.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary

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