



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

Regular Meeting – Thursday, July 25, 2019 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: Dave Jensen; Mike Fitzgerald; Al King; William Riggs; Kenneth DeCrans; Helen Petersen; and Jenny Naylor, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: Kate Marquez, excused.

Staff Present: Dr. Roberto Gutierrez, President; Allison Bryson, Vice President; Jamie Jennings, Vice President; Michael Blade, Executive Director; Lacey Jarrell, staff; Kathleen Walker-Henderson, faculty; Alece Newberry, staff; and Shannon Childs, Secretary to the Board.

Guests: Alyssa Casner, student; and Margaret Justus.

II. BOARD REORGANIZATION

A. Oath of Office for Newly Elected/Nominated Board Members

Dave Jensen, Jenny Naylor, Kenneth DeCrans, and Helen Petersen stood. The oath of office was administered by Trustee King. Dr. Gutierrez welcomed the new members to the Board.

B. Election of Board Chair

Nomination: To elect Trustee Dave Jensen as Board Chair.

Nomination by: William Riggs

Second by: Al King

Motion: To close nominations.

Motion by: Michael Fitzgerald

Second by: William Riggs

Discussion: None.

Action: Motion passed. Unanimous approval.

C. Election of Board Vice Chair

Nomination: To elect Trustee William Riggs as Vice Chair.

Nomination by: Dave Jensen

Second by: Al King

Motion: To close nominations.

Motion by: Al King

Second by: Dave Jensen

Discussion: None.

Action: Motion passed. Unanimous approval.

D. Appointment of the President as Clerk of the District

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

Nomination by: William Riggs

Second by: Helen Petersen

Discussion: Trustee Dave Jensen shared there does not need to be a second for a nomination.

Action: Nomination passed. Unanimous approval.

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

Nomination: To appoint Tricia Fiscus, Vice President, as Deputy Clerk of the District.

Nomination by: Al King

Discussion: None.

Action: Nomination passed. Unanimous approval.

F. Appointment of the Budget Officer

Motion: Move to appoint Tricia Fiscus as the Budget Officer pursuant to ORS 294.331. As outlined in this Statute, the Budget Officer shall prepare or supervise the preparation of the 2020-2021 budget document during fiscal year 2019-2020. The Budget Officer shall act under the direction of the President.

Nomination by: William Riggs

Second by: Al King

Discussion: None.

Action: Nomination passed. Unanimous approval.

G. Appointment of Secretary to the Board

Nomination: Move to appoint Shannon Childs as Secretary to the Board.

Nomination by: Helen Petersen

Discussion: None.

Action: Nomination passed. Unanimous approval.

H. Adoption of Meeting Time, Date, and Location for 2019-2020

Motion: To adopt the Board Meeting schedule.

Motion by: Al King

Second by: Michael Fitzgerald

Discussion: Trustee Petersen shared that Monday mornings and Friday's work better for her schedule.

Action: Motion passed; 6 yay, 1 nay by Helen Petersen.

I. Appointment of the OCCA Representative

Nomination: To appoint Kate Marquez as OCCA Representative.

Nomination by: Kenny DeCrans

Discussion: Trustee Petersen showed interest for next year.

Action: Nomination passed. Unanimous approval.

III. SHOWCASE

None.

IV. CONSENT AGENDA

- A. Board Minutes (Regular Meeting June 25, 2019)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda.

Motion by: William Riggs

Second by: Al King

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Al King

Second by: William Riggs

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

VI. PRESIDENT REPORT

- a. Dr. Gutierrez shared that it was a proud moment when the Board voted to rescind tuition for the students. One other institution in Oregon did a partial rescind.
- b. Dr. Gutierrez shared a technology theft incident and commended Sgt. Mitchell on his involvement. The item was returned to the College. The partnership has worked well.
- c. Dr. Gutierrez handed out information on Foundations and what is asked for on data as the College applies for different grants. A survey was also handed out. It is up to the Board to fill out the survey and return it to Shannon, if they choose.
- d. The ACCT training is coming up for the Board on August 26th. Dr. Jill Wakefield will be doing the training for ACCT the first day. This facilitator will be calling individual Board members to ask questions and get to know the Board.

VII. ASKCC STUDENT REPORT

- a. ASKCC President, Jenny Naylor introduced herself to the Board.
- b. There was a Blood Drive at the beginning of the month, which was very successful.
- c. There was outreach by Student Government at Third Thursday.
- d. ASKCC is now doing training on leadership and learning their jobs in ASKCC.

VIII. STATE REPORT

- a. Shannon Childs shared that Al King, Michael Fitzgerald, Kenny DeCrans and Helen Petersen were scheduled to attend the OCCA Board Training on July 30th.

IX. FOUNDATION REPORT

- a. The Foundation has its annual retreat on August 19, 2019.
- b. Kathleen Walker-Henderson shared that the Gala is coming up on August 24th to support students.
- c. Trustee Riggs shared that he would remain as the Board representative for the Foundation.

X. INFORMATIONAL AND ACTION ITEMS

None.

XI. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Fitzgerald inquired on TANF (Temporary Assistance for Needy Families) being connected to food stamps. This may have an effect at KCC. Dr. Gutierrez shared that this has not yet been passed. Dr. Gutierrez shared that there will be training through Executive Director Massie's area if this passes.
- Chair Jensen shared three questions that were submitted from Helen Petersen. The question on the Board volunteering at the College will be addressed at the August Board training. There was an inquiry if the Board would accept Trustee Petersen donating her meal to a student and if so, do they eat it in the room or take it to go. Trustee King shared that in the past, the Board has opened the meal up to the staff following the meeting. There was also a previous Board member who took their meal to go. Chair Jensen inquired if the student should eat in the room with the Board. Trustee Petersen asked if it could be breaking bread and the student stay and talk with the Board. Trustee DeCrans shared he did not object to a student staying through the meeting and eating with the Board. Trustee Petersen recommended the ASKCC President inviting one student to participate every month. Due to set-up, the student may need to eat in the side chairs. The third question Helen Petersen asked, was regarding pictures. The pictures are outsourced for \$50. The College would need to create a separate resource and it would be more expensive to do it in house. At this time the College will continue to outsource.
- Trustee Fitzgerald inquired if the College is currently a Hispanic Serving Institution (HSI). Dr. Gutierrez shared that the College is not quite at 25%, although is working on it. There would be budgetary positives if the College could become a Hispanic Serving Institution.
- Trustee King inquired on the data the Board asks for. Trustee King asked for follow up on the data regarding students and how much they are making prior and after attending college. Trustee King would also like to see data on student debt after leaving college.
- Trustee King inquired on the follow up with Commencement issues that Barbara Headden had inquired on, such as heat and length. Dr. Gutierrez shared that this will be followed up on with the Commencement Committee.
- Executive Director Blade gave an update on an investigation in which a settlement has been made. As a requirement, there will be an upcoming separate training for faculty, staff and the Board. The Board training will be at a regular Board meeting. Dr. Gutierrez shared that since he has been here, there has only been one other mitigation, which was

less than \$10,000 and the insurance paid for it. The current settlement of \$2,000, was paid out of institutional funds.

- Trustee King shared that for the first time, he is seeing positive movement in the College reporting areas. He is pleased to see this movement and numbers.
 - Trustee Petersen asked about the Testing Center and her understanding of not retaining employees. Trustee Petersen inquired on how this will go with the Testing Center moving. Dr. Gutierrez will share the information with Trustee Petersen that he has already shared with the Board.
 - Trustee Petersen asked for an outline of College Now, online high school and synchronous programs. Dr. Gutierrez will get this information to the Board.
 - Trustee Petersen shared that the Administrative Services report listed one fire due to smoking, and she shared there were actually more due to cigarettes not being put out. Trustee Petersen will be bringing forward non-smoking on campus. This is a direction the College is already moving. Executive Director Blade has met with Dr. Gailus, and others, to talk about moving forward to a non-smoking campus. This will be one of his goals to investigate for the year and move forward to President’s Council and the Board for recommendation. Executive Director Blade encouraged students to tell someone when they see a fire so there may be a report on it.
 - Trustee Petersen made notations from the Student Affairs Board Report. She commended those that got a 45 average for the summer week and gave credit to Oscar Herrera. Dr. Gutierrez thanked VP Bryson, as this is in her area.
 - Trustee Petersen asked for a copy of the audit of the Student Enrollment from Bill Jennings.
 - Trustee Petersen asked if the public comment portion of the report could be moved to the beginning. Chair Jensen shared that the public has a spot to speak under public comment during the meeting. If need be, it gets approved to be moved at the meeting. Legally, the College does not need to take public input on any subject, however does.
 - Trustee Fitzgerald inquired on the Mission Fulfillment Report. This is the update that VP Jennings gave at the last meeting.
 - Trustee Petersen inquired on the Institutional Research board report. She asked, if under early alerts, is mental health and other issues, such as suicide, involved. VP Bryson shared that under the current early alert system, an instructor or staff can send an early alert, in which mental health can be a part.
- B. Public Participation
- None.

XII. FUTURE ISSUES

- Chair Jensen inquired if the Board may look at meetings at other locations. Dr. Gutierrez is looking into locations. Dr. Gutierrez will look at JELD-WEN and the Klamath Tribe.

XIII. NEXT MEETING

- A. Board Retreat: August 26-27, 2019, Running Y Resort. Trustee Riggs shared that he will not be able to attend
- B. Scheduled Board of Education Meeting: September 24, 2019, Founders Hall Boardroom

XIV. ADJOURN

Motion: To adjourn.

Motion by: William Riggs

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Chair Jensen adjourned the meeting at 7:02 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary