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

Regular Meeting – Tuesday, September 24, 2019 6:00 PM

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**MINUTES**

**I. CALL TO ORDER**

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

**Members Present:** William Riggs; Kate Marquez; Michael Fitzgerald; Al King; Kenneth DeCrans, Helen Petersen, and Jenny Naylor, Non-voting Board Member, ASKCC President. A quorum was confirmed.

**Members Absent:** Dave Jensen, excused.

**Staff Present:** Dr. Roberto Gutierrez, President; Allison Bryson, Vice President; Tricia Fiscus, Vice President; Jamie Jennings, Vice President; Michael Blade, Executive Director; Charles Massie, Executive Director; Jennifer Briscoe, faculty; Lacey Jarrell, staff; Kathleen Walker-Henderson, faculty; Tom Nejely, faculty; and Shannon Childs, Secretary to the Board.

**Guests:** Kathy King and Margaret Justus.

**II. SHOWCASE**

Dr. Gutierrez shared that the Wellness Committee was put together approximately one year ago. This committee looks at campus morale and health throughout the College. The committee took time to find funding for wellness activities on campus. A grant was applied for and received. Tom Nejely and Jennifer Briscoe were introduced to talk about the Wellness Committee, the grant, and wellness campus wide. A PowerPoint was handed out and presented to the Board. The Oregon Educators Association Choice Grant was applied for and received, which will be \$100,000 over five years. With the grant, there will be a coordinator, employee survey, activities, facilities, weekly walks, walking trails, and salad events. It was noted that signage for the two mile trail has not gone up due to possible future construction in that area. There are conversations going on to seek student involvement. There was work completed, together with Associated Students of Klamath Community College (ASKCC) and the Wellness Committee, which created plans for a Wellness Center for students and employees. There are locker units on campus, however they are looking into where these may be placed. ASKCC committed to fund the equipment leases if Klamath Community College (KCC) provided the space. Jennifer Briscoe shared that Oregon Institute of Technology (OIT) offered KCC some of their equipment in the refurbishing of the OIT center. The Wellness Committee plans to grow, improve, look for more grants and make a positive effect for the KCC employees. Results from the Employee Survey 2019 were shared.

Mr. Nejely clarified that the committee is tracking information for the grant. The committee will be working with Information Services and Institutional Research to look at data. Trustee Petersen shared that sexual wellness and mental wellness are also forms of wellness and should be considered. Mr. Nejely shared that other wellness areas are part of the five year plan.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting July 25, 2019 and Board Retreat August 26-27, 2019)
- B. Personnel Action
- C. Administrative Reports

- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Trustee King rose for point of parliamentary procedure on this matter, for the record, regarding the Board Retreat on August 26-27, 2019. “Based on Roberts Rules of Order, the current Revised Edition REA: minutes or record of a meeting “do not include: personal opinion on anything said or done”. As such, those items recorded on the second day of the Board Meeting/Retreat at the Running Y, would be required to be stricken/removed from the record before the Board notes for approval. The recorded items beginning at page 11 “Chair Jensen..., thru the next six o’s”, are incomplete and are tainted by “someone did something: to the record presented for approval. In addition, Robert’s Rules of Order throughout state that membrs refrain from personal issues by name.”

**Motion: Move to adopt the consent agenda with the deletion of items on page 11 starting with “Chair Jensen” thru “different light”.**

Motion by: Al King

Second by: Kate Marquez

Discussion: Trustee Marquez clarified that this portion of the notes will be deleted due to personal names mentioned. Trustee King confirmed as part of public record. Trustee Marquez further clarified if this is what should be stated or recorded in the meeting. Trustee King shared it is both. Trustee Fitzgerald inquired, did this prevent this from being in the minutes or being discussed at the meeting at all. Trustee King shared that it covered both. Trustee Fitzgerald asked if this would be stricken from documentation totally. Vice-Chair Riggs shared that if the motion passed, this gets stricken from documentation.

Public Comment: None.

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

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

Vice-Chair Riggs and Dr. Gutierrez visited with legal counsel. Vice-Chair Riggs stated to change item 9c to an information item, not an action item. Vice-Chair Riggs also asked that the Board Self-Evaluation be postponed to a future meeting, as the Chair is not present at the meeting.

**Motion: To adopt the agenda with the tabling of the Board Self-Assessment results and compilation to the next meeting when Chair Jensen is present.**

Motion by: Michael Fitzgerald

Second by: Al King

Discussion: Trustee Petersen asked if past Board members would be present to discuss the Self-Evaluation. Vice-Chair Riggs agreed if they so choose to.

Public Comment: None.

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

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

- a. Dr. Gutierrez shared the recidivism rate across the nation is 76.6%. The inmates get released into the community. Almost 80% go back into crime. With the addition of an apprenticeship or vocational training, this number drops down to 30%. If you add an associated degree, it goes down to 13%. Dr. Gutierrez did a welcome at the Second Chance Summit and will be talking to the local Sheriff to see about how KCC can help with this and do something about it. Statistics are sobering. There are former inmates working at KCC and are appreciative of the opportunity. Trustee King thanked Dr. Gutierrez for taking this subject up due to how important it is.
- b. KCC received a grant for helping legal migrant workers go from the fields working in agriculture to General Educational Development (GED), English as a Second Language  
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(ESL) and programs. The press release that was put out was fairly general. The College has received phone calls that points to some not appreciating the College helping this population with the grant. Dr. Gutierrez shared that the College has chosen not to respond at this time. Dr. Gutierrez updated the Board on the background of the complaints. Trustee Petersen asked if there was some way for the school to come together and show support for its students. Dr. Gutierrez shared that if there is future pushing from this group, he may come back for Board support.

- c. Dr. Gutierrez handed out a copy of the Year One Self-Evaluation for Northwest Commission on Colleges and Universities (NWCCU).
- d. The Higher Education Coordinating Commission (HECC) informed KCC that they will be having public hearing sessions for the possible boundary change. The Board is invited, it is on October 29<sup>th</sup> from 9:00-11:00 am. HECC will be asking for public input. At the end, the KCC Board decides whether they accept the boundary change or not. HECC will be in Northlake on October 28<sup>th</sup> from 5:00-7:00 pm. Dr. Gutierrez will be at both. The Board is invited to attend. Trustee Marquez inquired on information items, as well as opportunity for speaking. Dr. Gutierrez will share information with the Board as it is received.
- e. The October 22, 2019 Board Meeting will have a Work Session at 5:00 pm for Ethics Training and Robert's Rule of Order. The Robert's Rules of Order book was shared with the Board. Ms. Childs will order a book for Jenny Naylor, William Riggs and Michael Fitzgerald if needed.
- f. The Oregon Community College Association (OCCA) Conference is at Shalishan November 6-8, 2019. The Board will let Ms. Childs know if they would like to attend.
- g. The Oregon School Boards Association (OSBA) Convention is starting November 14<sup>th</sup>. The information was handed out to the Board. The Board will let Ms. Childs know if they would like to attend.
- h. Executive Director Massie shared information on the K-CET backpacks and thanked the Board for their contribution to K-CET to support GED and ESL students. Each Board member was gifted a backpack from K-CET. The funds for this account have been spent out and the balance is at zero. Some Board members gave their backpacks to ASKCC to use for any students who are in need, to which ASKCC President Jenny Naylor thanked the Board.

## **VI. ASKCC STUDENT REPORT**

- a. ASKCC President Naylor gave an update on the Wellness Program. ASKCC did their budget in September, and had substantial surplus. In honor of their hard work on the Wellness Center, ASKCC chose to dedicate a portion to the Wellness Center, \$44,000.
- b. The ASKCC Goals for the year were handed out and reviewed with the Board. ASKCC is excited for the new school year.
- c. ASKCC does partner with the local food bank. Due to some changes in procedure, they are now allowed to accept more items. ASKCC also purchased a food sealer and food bags, with a volunteer program, to seal food and make better use of money. There is always a need for food. There will be a food drive. ASKCC has the clothes in the office in boxes. Student Life will be working to get the cloth closet back out. ASKCC is looking into self-sustainability, at this time they are just subsidizing as needed, which is not a lot. ASKCC will work with the College for donations before subsidizing.
- d. VP Bryson will send the funding for ASKCC to Dr. Gutierrez to share with the Board.

## **VII. STATE REPORT**

- a. Trustee Marquez shared the online ACCT Newsletter and two articles that were interesting. The first was Home base, which talked about adding on campus housing. Klamath Community College is an Equal Opportunity Educator and Employer.

The second was a couple pages of Community Colleges doing Baccalaureate degrees. Trustee Marquez encouraged the Board to read the articles.

- b. Trustee King asked about a survey that was sent out. Dr. Gutierrez shared that at the Board conference coming up, the results of the survey will be discussed by the speaker. The Board was asked to fill out the survey.

## **VIII. FOUNDATION REPORT**

- a. Vice-Chair Riggs shared that there was a presentation at the September 16<sup>th</sup> meeting by Kat Rutledge. She talked about the IDEA three year strategy. Bill Jennings presented on Scholarship Data and Trends. There are two new proposed members to the Foundation, Judy Henn and Carlos Soriano. The Foundation did accept and redistribute a 1994 Chevy Pick Up from Jon W. and Chandelle Crumrine of Lakeview, Oregon. Vice-Chair Riggs shared that 100% Board participation would be great, as it shows full Board support. Checks may be made to the KCC Foundation. Trustee King shared that he thought it was great to be able to pick something up and re-gift to students, as it is the gift that keeps on giving.
- b. Executive Director Massie shared a summary on the Hay Klamath Gala. The net from the Gala was \$22,934, which was a preliminary number. It most likely finish around \$25,000. There was a lot of excitement around this event.
- c. The Daughters of the American Revolution made a contribution for student who are in need to do their GED Testing. They have given a set amount, however if the need is greater they will see about how to continue to contribute. GED testing is not inexpensive, this is exciting.
- d. Trustee King received an invitation for Start Up Industrial type of event at OIT. Dr. Gutierrez shared that KCC is a small part of this event. KCC students were on a couple of other teams last year. Kat Rutledge from the Small Business Development Center is on the committee. The Badger Venture is similar, which KCC hosts and has had OIT students participate in its teams in the past.

## **IX. INFORMATIONAL AND ACTION ITEMS**

### **A. Apprenticeship Center Conceptual Design and Floorplan – Information Item**

VP Fiscus presented and highlighted a PowerPoint for the KCC Apprenticeship Center. Conceptual Designs for the center were previewed. The hope is to move in the summer of 2022.

Trustee Petersen inquired if there was anything on the building that is self-sustaining or sustainable. VP Fiscus shared it is on the agenda to look at this in the funding and energy trust. They are not that far down the road on engineering and architecture.

Trustee King gave thanks to this presentation. The College began with courses in apprenticeships, and law enforcement training and certification.

### **B. Naming of the Apprenticeship Center Trades Lab – Action Item**

Executive Director Massie updated the Board that the College is still waiting to hear from the Economic Development Administration (EDA). There has been a back log and the College expects to hear shortly. Executive Director Massie shared that the College has a pledge of \$100,000, from the Young family, to name the Trades Lab in the Apprenticeship Center in honor of Jim and Jean Pinniger. Trustee Fitzgerald

inquired on the lab versus classroom donation amount from \$150,000 to \$100,000. This lab was originally a classroom, and is not a traditional lab.

**Motion: To accept the \$100,00 donation from the Young family in support of naming the Trades Lab in honor of Jim and Jean Pinniger.**

Motion by: Al King

Second by: Kenny DeCrans

Discussion: Trustee King shared that he really appreciates what Jean Pinniger has done for KCC in previous years and currently.

Public Comment: None.

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

C. Board of Education Travel Reimbursement for Mileage – **Information Item**

Vice-Chair Riggs shared that the Board did not have to take action on something that was already approved. Vice-Chair Riggs referred to Board Policy 100.0210 that references this approval. Trustee King asked to make it clear that this is current Board Policy and that it be limited to only those purposes set forward in current Board Policy.

It was clarified that car rentals are acceptable for use for approved travel.

Trustee King inquired on the College having vehicles for employee travel. Dr. Gutierrez shared this may be considered, however the College does not have any at this time.

Trustee Petersen asked that new members be informed of this policy.

Dr. Gutierrez explained that the mileage reimbursement goes to the Board member, who can decide how those funds get spent for their transportation needs.

D. President's Goals - **Action Item**

Dr. Gutierrez shared these were put together from the Board Retreat.

**Motion: To approve the presented 2019-2020 President Goals by the Board of Education and stress that it is very important that the President be aware of those items that he is going to be evaluated on.**

Motion by: Al King

Second by: Helen Petersen

Discussion: None.

Public Comment: None.

**Action: Motion Passed. Unanimous approval.**

E. Board Self Evaluation Results and Compilation - **Information Item**

This item was tabled for the next meeting under IV. Adoption of the Agenda.

**X. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

A. Board Discussion

i. Board Comment

- Trustee King formally recognized the work of the administrative services part of the College including Mike Homfeldt and his staff. The results of the department are

impressive. Trustee King shared it was impressive that our own personnel does the remodeling work and has saved the College money.

- Trustee Petersen thanked retired employee, Jene Patrick, for her service and her being an awesome employee. James Stoutamore was given thanks for his involvement at the Tulelake Fair for virtual reality. Dr. Gutierrez shared that Ms. Patrick worked in TRiO, which serves underserved populations. Jene did not want a retirement celebrating, however was honored with a gift and breakfast.
- Trustee Fitzgerald thanked Academic Affairs. There is a potential for a BS in Psychology, as well as IGrad at no cost for students, which are both fantastic.
- Trustee Petersen gave thumbs up for food pantry numbers. It looks like the food pantry is serving about 10% of the students.
- Trustee King advised that he appreciated input that anyone may have for a learning process. He appreciates positive comments and information that can be used going forward. Trustee King shared that it was unfortunate that the Retreat was not recorded. Trustee King shared that he has been recording the meeting, as it is important to have a record that he may go back to. He will now be recording the meetings.

#### B. Public Participation

- Kathleen Walker-Henderson shared that House Bill 3427, which is Business Tax. This is more K-12, however in reality that trickles down to KCC. It is projected that KCC will have more money coming in for scholarships, particular to student in Early Childhood Programs, to help with less student debt. Some monies are Career Technical Education.

#### XI. FUTURE ISSUES

- None.

#### XII. NEXT MEETING

A. Regular Meeting Date: October 22, 2019 at 5:00 pm.

#### XIII. ADJOURN

##### **Motion: To adjourn.**

Motion by: Kenny DeCrans

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

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

**Vice-Chair Riggs adjourned the meeting at 7:50 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary