



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

Regular Meeting – Tuesday, December 3, 2019 6:00 PM

MINUTES

I. CALL TO ORDER

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

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

Members Absent: none.

Staff Present: Dr. Roberto Gutierrez, President; Tricia Fiscus, Vice President; Jamie Jennings, Vice President; Allison Bryson, Vice President; Michael Blade, Executive Director; Charles Massie, Executive Director; Lacey Jarrell, staff; Bill Jennings, staff; and Shannon Childs, Secretary to the Board.

Guests: Sheila Gray, and Jason Adams.

II. SHOWCASE

Dr. Gutierrez introduced Julie Souders, Jeld-Wen Human Resources Manager. Dr. Gutierrez expressed his appreciation for the hospitality of Jeld-Wen.

Ms. Souders introduced herself and shared that she has been at the company for 20 years. Ms. Souders presented a PowerPoint with the company overview, some history, present day and future KCC Student opportunities. The purpose, vision and values of Jeld-Wen were shared. Dick Wendt founded Jeld-Wen in 1960 with approximately 15 employees. Jeld-Wen currently has over 20,000 employees in over 20 countries.

Ms. Souders shared that Onex Corporation holds a significant portion of shares. Trustee King inquired on who now owns Jeld-Wen. Ms. Souders shared that there are many public shares.

Shane Balsz gave the Millwork Manufacturing Tour which was operating with about 130 employees.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting October 22, 2019)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: Move to approve consent agenda.

Motion by: Al King

Second by: William Riggs

Discussion: None. Trustee Petersen asked if she could address the administration during the meeting.

Chair Jensen stated that she may after the motion and second on the floor.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Trustee Petersen stated she did not receive the Board Packet until yesterday and hopes the hiccup was fixed.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: William Riggs

Second by: Al King

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Trustee Petersen stated that she did not receive the packet until yesterday and did not have time to review. Trustee Riggs shared that he got it via email the day it came out and in the mail. Chair Jensen shared that there was a policy that the board packet come out 7 days before. Ms. Childs shared that Board Policy 100.0325 reads that the packets has to be out 7 days prior, and does not designate holidays. The board packet goes out in the mail prior to 5:00 pm on the 7 days prior. The last board packet did go out in the mail to accommodate that schedule.

Chair Jensen asked that the Board be cognizant of Ms. Julie Souders time.

V. PRESIDENT REPORT

- a. Dr. Gutierrez received an official notification from the Economic Development Administration (EDA) sharing a specific area that needs to be addressed. Typically this is the letter prior to the final approval. Executive Director Massie shared that a letter of further consideration was received from the review panel. They are looking at the timing of the Higher Education Coordinating Commission (HECC) matching funds. KCC is compiling its answers to respond by the deadline. Dr. Gutierrez shared that KCC is working with HECC, specifically Patrick Crane, and appreciates their relationship with the College.
- b. Dr. Gutierrez shared that the College has been working with an incarcerated group with the local Sheriff's office on how to provide education, specifically with a General Education Degree (GED) while they are incarcerated and even when they get out. Executive Director Massie shared the staff from GED, First Year and Outreach took a tour of the jail and spoke to two groups. A survey was offered. There was great interest in beginning GED studies in jail. There are a number of individuals interested in vocation training. The College is looking at how this may work. The tour was well received, speaking to about 50 people with about 20 surveys completed. Housing, access to financial aid, support systems, are all things that are of interest to help those individuals become successful. There will be another visit scheduled with the women's population. The jail in Klamath Falls is a year or less facility. Jenny Naylor recommended taking prior incarcerated students on the tour and offered her assistance. Trustee Petersen inquired on Lakeview. Executive Director Massie shared that the College is continuing to work with Warner Creek, which is a 3-4 year facility. Work readiness trainings are continuing. Trustee Petersen shared that possibly people could leave with an associates and start a new life. Dr. Gutierrez shared that one of the problems with this is financial aid. VP Bryson shared that the College applied to be part of second chance pell, which is Title IV funds for students who are incarcerated and are able to receive pell grant funds. The College was moved to the second round of

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interviews. There is a December 4th for the College to see what this may look like. The Director of Financial Aid is at a training to see if this is received, what that would mean for Financial Aid.

- c. Dr. Gutierrez shared the Employee Recognition Event information via handout to the Board. It will be on Friday, December 13th beginning at 5:30 pm. Dr. Gutierrez shared information on the KCC Christmas tree, which was donated to the college. The winners of the outstanding awards will push buttons to light the tree. Facilities was given thanks for putting the lights together this year. In the future there will be a committee who will decorate the tree. It had been mentioned that there may be spontaneous Christmas carols after. Trustee Petersen asked if there would be options for all religious denominations, with carols and tree lights, she wants to make sure it is not just Christian. Dr. Gutierrez offered Trustee Petersen to lead this. Trustee Petersen further inquired if this would be non-denominational or will it be religious. Dr. Gutierrez asked Trustee Petersen to explain what she meant by religious. Trustee Petersen asked if it would be Christian based. Dr. Gutierrez elaborated on the Christmas portion. The Shaw family donated quite a bit of monies towards the area where the Christmas tree is located and were specific that the tree is a “Christmas Tree”.
- d. Dr. Gutierrez handed out a chart, from current day, which was provided by Bill Jennings. The document reflects that KCC is leading in enrollment gains with the 17 community colleges. Dr. Gutierrez shared all the work involved and acknowledged VP Bryson on retention, VP Jennings on new programs and high school student involvement, Executive Director Massie for GED/ESL (English as a Second Language) and phlebotomy, VP Fiscus on beautiful grounds. This work does not just happen, it is the hard work of the College employees. When asked on how KCC does it, Dr. Gutierrez shared that the College has hard working people who are vision oriented with minimal drama. Dysfunctional colleges have drama that constantly pulls away from mission and vision. Dr. Gutierrez thanked Cabinet and the College employees. Trustee Petersen inquired on the breakdown of percentage, which would be Dual Enrollments students versus students actually enrolling into the campus itself. Bill Jennings responded that typically Dual Enrollment in the fall is low, which is what this data is based off of.

VI. ASKCC STUDENT REPORT

- a. Ms. Naylor shared that the Fall Family Festival had a great turnout of 475 plus people. It was a big success. A lot of people were reached, and this helps with retaining students. This works towards the KCC family environment.
- b. The Student Thanksgiving was well attended. Students were served a great meal out of Culinary.
- c. The month of November was the food drive. The Information Services Department were the winners again. They were excited to hang on to the belt. There were 1200 items donated. ASKC is looking towards sustainability. Thanks was given to the Board members donating as well.
- d. The Snowflake Parade is coming this week. The theme is Christmas Around the World.
- e. Student Government would like to say that the housing survey is greatly appreciated and anything they can do to support housing and subsidizing, they would like to offer help. Student Government feels it would be an excellent thing to make use of.

VII. STATE REPORT

- a. Trustee Marquez shared that the next Oregon Community College Association (OCCA) meeting is Friday, which she will attend via computer. She will give a report following the meeting.
- b. Trustee King inquired on anything new or important from the OCCA Conference. The outstanding thing was a seminar on lobbying and having credibility. Student stories are very important. Trustee Fitzgerald shared that sometimes OCCA segments are available online. Trustee King asked for any information that was provided during Public Employees Retirement System (PERS).

VIII. FOUNDATION REPORT

- a. Trustee Riggs shared that the Foundation met on November 18th. The meeting began with a presentation by Michelle Scott from the Housing Authority. She showed a presentation “Ready to Rent” which is based around finances. They are looking at doing the first presentation in January or February.
- b. The Foundation Donor development plan has a retreat planned for December 10th in Building 7.
- c. Dr. Edward McClure donated a 1993 golf cart. The Foundation accepted this and then turned around and donated it to the facilities department.
- d. December 16th is the Foundation Holiday Gathering at KCC.
- e. December 27th is the next Foundation meeting.
- f. There was a motion within the Board to increase amount of scholarships to \$10,000 in the Foundation.

IX. INFORMATIONAL AND ACTION ITEMS

A. Resolution Adopting and Appropriating a Supplemental Budget for Fiscal Year 2019-20 – Action Item

VP Fiscus reviewed that the supplemental budget with the Board. She shared she has a goal to provide supplemental budgets more often versus waiting to the end of the year. Most of the general fund clean-up was due to the additional dollars the College received from the state in finalizing tuition this fall, and then rescinding the Board approved tuition increase last summer.

VP Fiscus shared that she is proposing to leave the PERS liability fund reserve where it is. Trustee King asked how much money was in the PERS reserves liability. There is approximately \$1,345,000. Personnel Services is the category it is listed under, as that is where it would be spent. Trustee King inquired on the hiring of grants employees and how it effects this number. VP Fiscus shared that salaries and benefits are budgeted into the grant. The salaries and benefits should come out of the grant. Dr. Gutierrez shared that this number has increased. Trustee King confirmed that there is no movement of funds going out. VP Fiscus shared that the College would be leaving money in savings.

Trustee Petersen inquired on the National Science Foundation Grant. VP Fiscus shared that this grant is there, it was just extended so that the College could have the opportunity to spend those funds. Trustee Petersen inquired on the Title III Strengthening Institution grant. VP Fiscus shared this grant is new, and the supplemental budget is requesting to accept it. Trustee Petersen inquired on High School Equivalency Program (HEP) grant. VP Fiscus shared this is just moving from federal to state funds. The GED wrap around did not increase, as it did not get extended. Under Capital projects funds is just putting the money were it is actually spent. Founders had to be closed so it went to the general fund.

Motion: To accept the supplemental budget as given.

Motion by: Helen Petersen

Second by: Kate Marquez

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

B. Resolution Taking Board Action to Rebut Email Sent to the Oregon Higher Education Coordinating Commission – **Action Item**

Chair Jensen handed out “Response to Trustee Petersen’s email to HECC”. Executive Director Blade reviewed the document. Executive Director Blade stated that all the Board received the letter that Chair Jensen asked him to prepare. Part of what it talked about was defamation. Executive Director Blade gave a general statement that although the Board was politically elected, which gives the Board broad latitude to make comments and talk about things, it does not give the Board complete coverage from things like defamation, slander and liable. He wanted to make it clear that being a Board member, does not give you the ability to say whatever you want about anybody specifically. If that person decided to sue a Board member, it is questionable if the insurance policy of the institution would cover a Board member in their defense, they may be personally liable if they were found guilty.

Executive Director Blade talked about the document that was handed out. Trustee Petersen sent an email to HECC regarding the Northlake situation. In the document referred, the blank ink is Trustee Petersen’s exact email. The red letters are in response to that email from Executive Director Blade. Executive Director Blade highlighted points from the document.

Executive Director Blade talked about the misunderstanding with North Lake situation, versus Lake County as a whole. North Lake was not given the opportunity to divorce itself from a taxing district at all. This would set a precedent. The choice was for North Lake to stay with COCC, or move over to KCC, who has been serving them. There seems to have been confusion as to whether or not North Lake could excise itself from the COCC taxing district and be without a taxing district, which was not the case. This was a HECC decision, not a KCC decision. KCC said they would continue to serve them. KCC cannot make promises, as it comes down to fiscally responsible management of resources that KCC has. KCC received grant funds to service them with synchronous technology. Over time this may break down and may need to be replaced, which KCC may or may not be able to get more grant funding for. Hence, the servicing of the North Lake taxing district is subject to fiscal constraints.

Executive Director Blade shared that if all Lake County was to be a KCC taxing district, it was a whole separate story, which may likely include a spot on the KCC Board and servicing the entire county without question. This is where the idea of a marriage came up, with the whole county, not just North Lake by itself.

Executive Director Blade discussed the erroneousness of Dr. Gutierrez doing this for money. Dr. Gutierrez has shared that the College is not making money on Lake County, it is actually a loss of money servicing all of Lake County, approximately 100,000 per year. KCC is currently in North Lake County servicing them, as well as in Lakeview because it is the right thing to do. Executive Director Blade submits that Trustee Petersen’s comment is not true.

Executive Director Blade spoke to the resolution that was in the packet that he was asked to draft. This is refuting the fact that Trustee Petersen speaks for the Board. The Board has to vote on what they want to say as a Board. One Trustee cannot speak for the Board, without the Board’s authorization. This email (to HECC) did not have that authorization.

Trustee Petersen stated that she asked for minutes, actual audio recordings from the retreat, to know what was said and was not said for actual refuting, however there is not an audio recording, we cannot know if there is confusion or not with North Lake. She shared that in that meeting she remembered both North Lake and South Lake wanted to marry with us. Without a recording, it is only what each person remembers, not facts. Trustee Petersen also inquired at some other inflammatory type of comments made that are not being refuted, only hers.

Trustee Petersen asked at what point, when the petition was made (handed out), as she requested it twice from the administration and was told no. Chair Jensen clarified that the administration never had it, it was a HECC document and never came to the College originally, it was from HECC. Trustee Petersen stated that decisions were actually based and made on a petition that never was looked at. Chair Jensen clarified that KCC was not petitioned. Trustee Petersen asked when the Board discussed and voted on anything North Lake. Chair Jensen shared that the Board has only talked about servicing North Lake. Trustee Petersen shared that the petition was done in 2018 and feels that at some point the Board should have had a right to vote on the addition of a district, or area to it, at least a year ago.

Trustee Petersen inquired on the meeting where a couple of people from North Lake came, she asked for information on when that meeting was and the minutes. Trustee Riggs shared that this was Alan Parks and the Superintendent who talked about leaving COCC. Trustee Riggs shared this is not the College's decision. Nothing is coming to KCC about accepting them in. This is between North Lake County and HECC. Trustee Petersen shared that the Board has a right to make their voices heard as a Board on whether or it wants to accept them or go through the process. In response, many Board members shared that this has not happened yet. Trustee King shared that he specifically asked twice, and HECC made it very clear that we had no choice or decision in the matter. It would go to the legislature, the legislature would make the decision, not us. Trustee King shared that he wished that there were better communications among the Board, as there would have been information shared on this going on for at least two years and we have not committed to anything. Those on the Board would be able to help with better communication.

Trustee Petersen wanted to add on to Trustee Kings statement. She stated that she has been informed by HECC/Mr. Kyle, that HECC is usually under the impression that the President is always working with the approval of the Board, and that the Board had given its ok. Trustee Fitzgerald inquired on what she was referring to. Trustee Petersen said it was the "to go along with the North Lake, etc.", and adding it in. Trustee Fitzgerald shared that his understanding, from the Board Meeting October 23, 2018, the Board was there as observers. They were working on the political issue at Lake County, the Board was on the peripheral and not getting involved. Trustee DeCrans shared that this was the same meeting where Dr. Gutierrez asked to leave the politics at the door. October 23, 2018 minutes are recorded, as per Trustee Fitzgerald. Trustee King shared because of Board policy and Roberts Rules of Order, the Board could not have any consensus. This did not occur, because the Board was not at that point.

Dr. Gutierrez shared that the Board could say, because of the influence of KCC, that they do not want North Lake, and it goes back to COCC. If this Board gives that directive, with the influence and respect that KCC has, this is what would probably occur. North Lake does not want that, they want to be part of KCC. Trustee King shared that under a different discussion, he would like to talk about the entire County.

Trustee Petersen reiterated that there is not much that can be done, as far as legislature, etc. North Lake does have the option to do a petition to do a redo with 10%. That is also an option. Mr. Parks had said that if he still had the youth in him, he would do that.

Trustee Petersen shared that at three separate occasions she tried to make all this information known to Dr. Gutierrez, and at no point did he allow her to make this known. Dr. Gutierrez stated for the record that he disagreed with this statement.

Trustee Petersen shared that her last conversation with Dr. Gutierrez concerning this, she was informed by Dr. Gutierrez that he did not have time for her or her issues and that everything had to go through Dave Jensen. Dr. Gutierrez stated for the record that he disagreed with this statement.

Trustee King asked for point of order and shared that he does not believe the Board should be discussing in a public meeting and having back and forth at a public meeting. Dr. Gutierrez shared that he appreciated that, however he feels personally defamed by Trustee Petersen and feels insulted to what she has done to his reputation and his family across the state. He does not appreciate it. He is hurt by her behavior that she did to him, as this is being talked about across the state what she has said about him. Trustee Petersen stated she appreciated Dr. Gutierrez's communication on that.

Trustee King asked for a ruling of the chair on point of order. He does not want the President having to answer in public, or the Board. There is a matter of collecting hard data and evidence and reviewing it. The President is an employee of the Board, the Board has a responsibility to protect its employee and fellow Board member.

Trustee King made a motion, if preferred, that the Board does not have an exchange occurring between the President of the College and any member of the Board on this matter. It could be considered a personnel matter, which could be handled in executive session. Chair Jensen inquired with Executive Director Blade who agreed that this would meet personnel matters and could be in executive session. Executive Director Blade preferred that the Board not take action to a motion, as it was not listed as an action item. Trustee King shared he was asking for a ruling.

Dr. Gutierrez shared that he wanted this public and he wants the community to know how he has been defamed.

Motion: To adopt resolution number 185-19-20.

Motion by: William Riggs

Second by: Michael Fitzgerald

Discussion: Trustee Petersen reiterated that in the email she stated "I", she did not reflect the Board in her email or to Mr. Kyle. Trustee DeCrans shared that when you state you are a Board member and sign your name as such, it presents itself as speaking on behalf of the Board. When contacting an organization that deals with Boards and Colleges, that is how it would be interpreted. Trustee Riggs referred back to the main motion, to adopt the resolution. The resolution is a rebuttal to the email that was sent on 11-19-19 to HECC and legislature. He is in full support of the resolution. That email became part of permanent record during comment period that all of HECC and the majority of legislators voting on the issue saw. The way the email was written, as a Board member, drags him into that as an elected official, which he does not agree on. The Board has not made any decision on Lake County in the two years he has been part. He supports the resolution and wants it part of the permanent record, so that HECC and the legislators who have worked hard to support this community college, get this as a document to show support of what we are doing at KCC.

Trustee Petersen asked legal a question, did she have a right to speak from a point of privilege as a Board member. Executive Director Blade shared that in a public comment like this, she can write it how she would like, but if she is coming across as speaking for the Board, the Board has the right to come back and pass a resolution stating that she is not speaking for the Board. As for writing her email in that way, not talking to the potentially defamatory language, she has not violated any Board ethics.

Trustee Petersen reiterated the six time she used “I”s in the email. Trustee Petersen apologized that any point it was never her intention for this to be taken or to be offensive to the Board. This speaks to the communication issues that have come up.

Trustee Riggs again shared that the motion is on resolution 185-19-20, so any discussion should be focused specifically on the green sheet and should only pertain to that. Trustee King shared that he supports this resolution, but he has some questions to ask of Trustee Petersen. Trustee King shared he goes only off of physical evidence, not hearsay. He inquired how Trustee Petersen was speaking, as a community member, a Board member, on behalf of the Board. Trustee shared she was not speaking on behalf of the Board, she was not speaking as a constituent, she was speaking as point of privilege. She had been told this was her only option, under public comment. Trustee King inquired on what was point of privilege. Executive Director Blade shared that as a Board member and a publically appointed Board member, point of privilege was the right to speak on any subject. Chair Jensen called to question. Trustee Fitzgerald shared that Trustee Petersen alluded to the lake of information, he shared had nine emails from Dr. Gutierrez since August 2018 reflecting on what was going on in the Bend newspaper and HECC regarding this issue. The Board was not misinformed. Trustee Petersen did receive some of the emails informing on the subject.

Public Comment: None.

Action 6 yay, 1 nay.

Roll call vote: Kate Marquez, aye; Michael Fitzgerald, aye; Al King, aye; William Riggs, aye; Kenneth DeCrans, aye; Helen Petersen, descend nay; Dave Jensen, aye. Motion passed.

Dave Jensen shared for the record, he has not found one place that Dr. Gutierrez lied to the Board. Chair Jensen shared for the record, he is very disappointed in the letter that reads Dr. Gutierrez lied to the Board, he has not found one place where Dr. Gutierrez lied that he knows of. If that is the case, he would like to see it. In regards to this being just for the money is not true, as the College would lose money. That information is wrong. Trustee King seconded Chair Jensen. Dr. Gutierrez has never lied to him, nor mislead him. He has always been able to ask questions of him. In Government, when there is competition, they will lean toward the path of least resistance. Something like this in a file could lead to cause serious problems. This could cost the College a lot of money and is dangerous. Trustee Fitzgerald shared he did not know where Trustee Petersen gathered her factual information, he feels she was grossly misinformed and recommended she ask the Board or the Chair. Trustee Petersen asked for past things that have been discussed and etc., how new Board members are on-boarded or oriented so that they are not misinformed or mislead. Dr. Gutierrez shared for the record, he did not appreciate the comment, misinformed or mislead are leading comments. Executive Director Blade shared that there are minutes of meetings. If need be, Trustee Petersen can meet with him to see those. Chair Jensen shared that meeting with other Board members is important. Trustee Petersen shared she did not know of these meetings that have been set up or tried to be setup, she would appreciate that.

Chair Jensen shared a cover letter to go with the resolution that will go to HECC and to legislatures and asked for a consensus. Chair Jensen shared that the document will go to those who got the email as well. Trustee King recommended doing a transmittal from the resolution. Trustee Riggs shared that he agreed with Trustee King. There was a consensus via unanimous vote to send the cover letter with the removal of the first paragraph and include the resolution. This will be sent to HECC, Ben Cannon and the HECC Board via Executive Director Blade on behalf of the Board.

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Riggs talked about reimbursement to the Board for travel. At a previous meeting Board travel was discussed. Trustee Riggs shared that they should come up with a formula based with miles and meetings to come up with a travel budget, and not take funds from the focus of teachers and students. Chair Jensen shared that there is a budget

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for Board travel and there has only been one year this was exceeded. Chair Jensen asked VP Fiscus for the budget and where the Board is at with that. Trustee Riggs would like this discussed at a future meeting. Trustee King asked for understanding on what the mileage entails. He would like clarification. Trustee Riggs shared that this was under policy of authorized functions of the Board.

- Trustee Riggs shared it seemed that with the seven on the Board and the teams they work with, with one employee (the President), the Board needs to funnel the needs of the Board through either the Chair or Dr. Gutierrez. With seven active members, there will be overwhelming requests, at some point they need to be prioritized. It takes staff time and pulls employees away from their jobs. He would like this discussed at a future meeting. Trustee King shared that everything the Board does needs to go through the President, because they do not have access to resources. Trustee King is pleased with the access to the President, it has been outstanding. He recommended to continue talking with the President who directs the staff. He is not in favor of anyone, as an elected official, having to go through anyone else. Trustee Riggs shared he is speaking to special requests, such as data.
- Trustee Petersen shared that she is currently not able to discuss things with administration, she has to go through Dave Jensen who forwards it to them. Since there are communication issues, especially on this level, she would like to talk about having a communication committee of some type. If there is a committee she would like it to include, staff, student, Board and Cabinet representation. Chair Jensen shared that anytime there is a request of the College staff, the Board needs to prioritize it. There was conversation on emails with Chair Jensen and Trustee Petersen. Chair Jensen shared that maybe the Board should look at policy. Trustee DeCrans shared that a committee is getting dangerously close to getting away from the Boards role and being interactive with the day to day, that is Dr. Gutierrez's job. The Boards job, if they have anything with significance, can go to Dave or cc'd to the rest of the Board. This is not the position of the Board is to oversee Dr. Gutierrez and the wellbeing of the College. He shared he does not believe the committee idea is in the vision of the Board. Trustee King shared that he does not intend to share a badge to speak to anybody, except those who want to speak to him. He will not micro manage anything. He will not work through a committee of any type. He is a committee of one, as is each Board member. He is opposed to anything close to that. He shared that Dr. Gutierrez does not have to do anything for him independently, as he is not the Board. If something needs to be done, the Board needs to do this through decision and vote. Trustee Petersen asked that if she is not allowed to address the administration directly, clarifying Shannon Childs and Dr. Gutierrez, how does she go about communicating with them. Trustee Marquez inquired if Trustee Petersen is under the assumption that she is the only one with these rules. Trustee Petersen said yes, she has to go through Chair Jensen. Trustee Marquez shared that if she had administrative detail, such as mileage, she would go to Shannon Childs. If she had something substantive or having to do with policies, as Board members, the Board via Chair Jensen. Trustee Marquez shared that she does not believe Trustee Petersen is being required to do anything different than the rest of the Board. Trustee Fitzgerald shared that the Board works best as a team. Trustee King stated that if Dr. Gutierrez shares something with one member, he shares it with all. Trustee King shared the priority here is if you are elected, you bring concerns of the constituents.
- Trustee Petersen took a moment to thank ASKCC, Student Life, First Year Experience and student retention, and VP Bryson for the Fall Family Festival. It was a blast with 400 plus people.

- Trustee Petersen encouraged Board members to come up with agenda items to present. She would like to start hearing agenda items from Board members, such as the review of policy. Chair Jensen asked for any agenda item recommendations.
- Trustee King added that historically, the Board Chair and the President set the agenda. If you wanted something on the agenda it should be shared with the Board Chair or President.
- Trustee DeCrans thanked Dr. Gutierrez for being transparent. He feels very informed.

B. Public Participation

- Shannon Childs spoke as the Executive Assistant to the campus President. She shared, on behalf of herself, that working for Dr. Gutierrez has been a privilege and she appreciates his ethical observations and behavior out of the office. Working in the President’s office for someone who is so honorable and does have the best part of the institution in mind is a privilege for her and takes it as an honor to be able to work in the office. There are two people in the office and she feels personally that they are a team working there, she shared she would not attach herself to a person who did not have good value and good intent. Dr. Gutierrez has phenomenal intent for the institution and his concentration of the sustainability of KCC and the small community is outstanding. She holds it in high regard and in positive response to who he is as our leader.

XI. FUTURE ISSUES

- Employee Recognition Event, Friday, December 13th, 5:30 pm.
- Trustee Fitzgerald inquired on when the Board would be going to the Tribes. Dr. Gutierrez shared that preliminary, we are looking at February or March.
- Trustee Riggs shared he would be at a Family event and cannot attend the Employee Recognition Event. He asked that to congratulate all for him.

XII. NEXT MEETING

A. Regular Meeting Date: January 28, 2020 at 6:00 pm in Founders Hall Boardroom.

XIII. ADJOURN

Motion: To adjourn.

Motion by: Kenneth DeCrans

Second by: William Riggs

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Chair Jensen adjourned the meeting at 8:47 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary