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

Regular Meeting – Tuesday, June 27, 2023 6:00 PM

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**MINUTES**

**I. CALL TO ORDER**

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

**Members Present:** Linda Dill; Kate Marquez; Kenneth DeCrans; Dave Jensen; and Carissa Catterall, Non-voting Board Member, ASKCC President. A quorum was confirmed.

**Members Absent:** Helen Petersen.

**Staff Present:** Dr. Roberto Gutierrez, President; Jamie Jennings, Vice President; Gail Schull, Vice President; Geoffrey LaHaie, Vice President; Charles Massie, Vice President; Joshua Guest, Executive Director; Bill Jennings, staff; Peter Lawson, staff; and Shannon Childs, Secretary to the Board.

**Guests:** Kathleen Henderson and Richard Harrington.

**II. SHOWCASE**

Dr. Gutierrez asked VP Massie to introduce the showcase. VP Massie introduced Peter Lawson as the Director of Grants and the showcase reviewing Grants Resource. Director Lawson presented a PowerPoint including information on the grants resource activity, 2022-2023 award highlights, grants revenue purpose and impacts, grant pursuit and priority, and the grants resource departmental action plan for 2023-2024.

Dr. Gutierrez shared that ten years ago, rural colleges struggled just relying on student tuition. Other college sources of income were needed. Part of this is a strong grants resource office. Director Lawson and his team have met the high standards of KCC.

Trustee Marquez inquired if Director Lawson ever got to meet with other colleges grants resource offices. Director Lawson shared that the Grants office has a statewide peer group that he is in frequent contact with.

Dr. Gutierrez shared some of the grant history of KCC and that the College does share grant successes if it can be helpful to other colleges in Oregon.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting May 23, 2023)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

**Motion: To accept the consent agenda as presented.**

Motion by: Dave Jensen

Second by: Linda Dill

Discussion: None.

Public Comment: None.

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

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

Chair DeCrans asked to move the public session prior to Executive Session.

**Motion: To adopt the agenda with the change of public session.**

Motion by: Dave Jensen

Second by: Linda Dill

Discussion: None.

Public Comment: None.

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

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

- a. Dr. Gutierrez shared that Senate Bill 523 has been approved.
- b. Dr. Gutierrez asked Executive Director Guest to share information on House Bill 4114. Executive Director Guest shared that he is not giving legal advice, however he reached out to Karen Smith with OCCA. She shared that this bill does not apply to Board of Directors at the College.

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

- a. ASKCC President Catterall shared that she recently graduated. She is now alumni. Thanks was shared for the opportunity to be part of the Board and participate college wide.

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

- a. Trustee Marquez shared that Oregon legislature came to a close. Most bills with community colleges had bi-partisan support. The requested amount of \$880M for community colleges was approved. There was \$100M added to the Opportunity Program for students. In the capital projects at community colleges, KCC received \$1.535M for the Child Care Center.
- b. There is a Board Member training on Saturday, September 9<sup>th</sup>. Dr. Gutierrez shared that there will also be Board training at the Board of Education retreat. Dr. Gutierrez suggested Board members make it a high priority to attend.

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

- a. VP Massie shared that today's meeting did not have a quorum, although there was a lot of information shared. The next fundraising event is the Spruce up Your Space raffle with the drawing on August 14<sup>th</sup>. One of the larger prize packages is a package of plywood. VP Massie shared a few other packages in the raffle as well. VP Massie added that raffle ticket information will be out soon.
- b. The Apprenticeship Center fundraising campaign has been closed. Finalization with the Economic Development Administration (EDA) is being worked on. All of the programming is up and running. The goal is to have similar fundraising and results with the Child Care Center.

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

- A. Board Policy 3410, 3420, 3430, 3433, 3440, 3515, 3520, 3540, 3720, and 5800 – **Action Item – Second Reading**

Mr. Jennings shared that this was the opportunity for the Board to share or inquire on anything regarding the Board Policies as presented at the last meeting.

**Motion: To accept the proposed edits to Board Policy 3410, 3420, 3430, 3433, 3440, 3515, 3520, 3540, 3720, and 5800.**

Motion by: Dave Jensen

Second by: Linda Dill

Discussion: Chair DeCrans shared great appreciation to Mr. Jennings for the amount of work he has put into the Board Policies.

Public Comment: None.

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

B. Resolution No. 198-22-23 Adopting and Appropriating a Supplemental Budget for Fiscal Year 2022-2023 – **Action Item**

VP LaHaie reviewed the supplemental budget as provided, including grant updates. Dr. Gutierrez shared that KCC enrollment is the highest ever. Mr. Jennings shared that KCC will be very close to the cap. This means that the College has grown so much, the state will only fund up to a certain amount. Mr. Jennings shared that growth is from where you were and explained the checks and balances of the cap system.

**Motion: To adopt resolution number 198-22-23 as presented.**

Motion by: Dave Jensen

Second by: Kate Marquez

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

C. Zone 3 Board Member Appointment Process – **Information Item**

Dr. Gutierrez reviewed the process of appointment of Zone 3 with the Board as detailed in Board packet. The goal will be to have an appointment so that the appointee can join the Board of Education retreat in August. Dr. Gutierrez shared that depending on number of applicants, there will be interviews with the Board of Education on August 11<sup>th</sup> at the Special Meeting.

### **XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

B. Public Participation

- Chair DeCrans called Richard Harrington up to the podium. Mr. Harrington introduced himself as a future incoming Board member. He shared his history with the Board and shared he was looking forward to being sworn in and working with the college.

Chair DeCrans recessed the meeting at 6:56 pm.

**X. RECESS REGULAR MEETING**

**XI. EXECUTIVE SESSION (Pursuant to ORS 192.660 (2)(i))**

Chair DeCrans called the meeting to Executive Session at 7:11 pm under ORS 192.660 (i) which allows the Board to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Kenneth DeCrans; Linda Dill; Kate Marquez; Dave Jensen; Dr. Roberto Gutierrez; and Shannon Childs were present for Executive Session.

## **XII. RECONVENE REGULAR MEETING**

Chair DeCrans reconvened the regular meeting at 8:04 pm.

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

**Motion: To accept the President’s performance evaluation, goals, accomplishments and annual performance evaluation.**

Motion by: Kate Marquez

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

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

Dr. Gutierrez noted for the record, similar to previous years, his contract allows for merit increase based on a positive Board evaluation. He is refusing a merit increase this year.

## **XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

### **A. Board Discussion**

#### **i. Board Comment**

- Chair DeCrans shared that it has been an absolute honor to be on the Board of Education. He asked that the Board embrace change and that he looks forward to seeing what the Board grows to. Chair DeCrans asked that when the time comes and the Child Care Center is in a good spot, the College looks at student housing. The Board thanked Chair DeCrans for everything he has done for KCC and his service on the Board.

## **XIV. FUTURE ISSUES**

- None.

## **XV. NEXT MEETING**

- A. Scheduled Board of Education Meeting: July 25, 2023, Founders Hall Boardroom
- B. Special Board of Education Meeting: August 11, 2023, Founders Hall Boardroom
- C. Board Retreat: August 28-29, Running Y Resort, Boardroom

## **XVI. ADJOURN**

**Chair DeCrans adjourned the meeting at 8:11 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary