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

Regular Meeting – Tuesday, September 28, 2021 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:** Kenneth DeCrans; Linda Dill; Jason Flowers, Kate Marquez; Rhoda Keown; and Helen Petersen. A quorum was confirmed.

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

**Staff Present:** Dr. Roberto Gutierrez, President; Tricia Fiscus, Vice President; Jamie Jennings, Vice President; Gail Schull, Vice President; Charles Massie, Executive Director; Maggie Polson, Executive Director; Lacey Jarrell, staff; Kathleen Walker-Henderson, staff; Peter Lawson, staff; and Shannon Childs, Secretary to the Board.

**Guests:** None.

**II. SHOWCASE**

Dr. Gutierrez introduced Executive Director Massie who welcomed Peter Lawson, Director of Resource Development to present on Grants Resource. Director Lawson reviewed and presented on a PowerPoint which included an overview of the Grants Resource Department, purpose and impacts of Grants Resource, 20-21 highlights, and the Grants Resource Departmental Action Plan 21-22.

Dr. Gutierrez shared that one of the reasons the College has not gone out for bonds is due to the hard work that has been done in the Grants Resource department.

Trustee Petersen thanked Director Lawson for being the backbone to grants. Trustee Petersen noted that 1/3 of the grants that were listed had personally affected her as a student in a positive way. The Board thanked Director Lawson for his work.

**III. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting July 27, 2021, Board Retreat August 19-20, 2021 and Special Meeting September 13, 2021)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

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

Motion by: Jason Flowers

Second by: Rhoda Keown

Discussion: Trustee Petersen referred to the July 27<sup>th</sup> minutes, second page, it should read “retaliation”, not “retribution”. Trustee Petersen referred to the board retreat notes, page 1, bottom of the page, second bullet from bottom, “or was discouraged” should be “and was discouraged”.

**Motion: To accept the amendment to the original motion.**

Motion by: Kate Marquez

Second by: Helen Petersen

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

**Chair DeCrans returned to original motion: To approve the minutes as amended.**

Discussion: None.

Public Comment: None.

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

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

**Motion: To adopt the agenda as presented.**

Motion by: Helen Petersen

Second by: Kate Marquez

Discussion: None.

Public Comment: None.

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

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

- a. Dr. Gutierrez shared that each Board member is receiving a copy to the Oregon Community College Association (OCCA) Board Member Handbook as handed out.
- b. Dr. Gutierrez handed out and shared information on HB 2089.
- c. There was a nationwide search for the VP of Student Affairs. VP Gail Schull was introduced and welcomed as the new VP of Student Affairs.
- d. September 27<sup>th</sup> was the first day of the quarter. At this time KCC enrollments are down approximately 15%, which is not something KCC is used to. This is a statewide issue.
- e. There used to be a Badger Burrow at the College, and due to subsidizing, the College needed to make changes. There are discussions with a local restaurant owner to lease the kitchen area to possibly have a bakery, breakfast, lunch, and catering. There may also be an espresso machine. The plan is to have the restaurant open to the public as well. Dr. Gutierrez shared that liability will be included in the contract.
- f. Of the American Rescue Plan Act (ARPA), Klamath County got approximately 13M. Three commissioners and three local citizens formed a committee to hear local presentations. There was a very good presentation on the Apprenticeship and Childcare Centers. The Childcare Center has been approved to receive half a million dollars as part of the ARPA funds, which is what the College asked for. Trustee Petersen inquired on how there can be a guarantee for KCC students and employees to be able to use the Childcare Center. Dr. Gutierrez shared that those who qualify under the criteria, that are students, will be asked to be given priority in the memorandum of understanding. Employees that don't qualify will be able to use it, however may have to pay full rates.

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

- a. VP Schull shared that the ASKCC President is not feeling well and was not able to join the meeting. He will be introduced at the next meeting. VP Schull shared that all ASKCC positions have been filled.

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

- a. Trustee Marquez shared that there was a poll and the OCCA Conference is being moved to April of 2022. This conference was originally scheduled for November.
- b. OCCA is in the process of hiring a new director. There are two finalists of which there may be an offer made.
- c. The next Legislative session is in January.

Klamath Community College is an Equal Opportunity Educator and Employer.

## **VIII. FOUNDATION REPORT**

- a. Executive Director Massie shared that there has not been a Foundation Board meeting in the last two months. The next meeting is in October. Staff and Board members are still working for the newest cycle of scholarships.
- b. There has been a lot of work with Wilsonart who has given scholarships. Eight scholarships have been received, to which the Foundation will be reaching out to students.
- c. Giving Tuesday planning is beginning. There are hopes that this will be ready for roll out after Thanksgiving. There will be more information coming as planning takes place.

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

### **A. Policy and Procedure Project – Information Item**

Dr. Gutierrez introduced Executive Director Polson to give an update on policy and procedures, which will be reviewed with the upcoming accreditation. Executive Director Polson shared that the College has a consultant, Jane Wright. Ms. Wright is reviewing and linking policies to the Oregon Administrative Rules (OAR) or the Oregon Revised Statutes (ORS). Ms. Wright is incredibly knowledgeable and is working with Executive Director Polson. It was clarified that all Board policies require two readings for approval from the Board.

### **B. COVID Update – Information Item**

Executive Director Polson updated the Board on COVID-19. Governor Brown had a press conference this morning, which a main discussion item on booster shots. Those who had the Fieser shot qualify for the booster. Hospitalizations have gone down statewide. Executive Director Polson shared the College numbers related to COVID. KCC is the only college that had Convocation in person with masks. There have been no cases that have come from Convocation.

### **C. President's Goals – Action Item**

Dr. Gutierrez reviewed his goals with the Board, which were vetted from the Board Retreat. Trustee Marquez inquired on goal number 5 and plans for implementation. Dr. Gutierrez shared he has met with Klamath Tribes and there is marketing there. Monica Yellow Owl did present at the College. There has been a meeting with the new executive at the health center. Dr. Gutierrez has met with Chairman Gentry and there has been permission granted to have KCC signs geared toward Native American students. There is a college Data Summit, where underserved populations will be specifically reviewed. Trustee Marquez expressed that there may be programs at other places that the College could look to. There was a discussion on some history and thoughts on how to address goal number 5.

### **Motion: To adopt the presented 2021-2022 goals for the President.**

Motion by: Helen Petersen

Second by: Jason Flowers

Discussion: None.

Public Comment: None.

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

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

### **A. Board Discussion**

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

- Trustee Petersen asked if HB 2089 could be shared with previous Board members who were involved with the effort.
- Chair DeCrans asked how the meeting went with Kinsman Construction. VP Fiscus shared that they did meet and checklists are being reviewed to finalize the contract. The College is working with value engineering, which does not change the building, however utilizes less expensive alternatives. There is work being done to keep on timeline in consideration of the back log of work and waiting supplies and workers to build.
- Trustee Petersen thanked the administration, Cabinet, staff and faculty.

**B. Public Participation**

- VP Fiscus shared that she has accepted another position in another state. She shared her thankfulness to her time at the College and working with a great Cabinet and Board. Dr. Gutierrez wished VP Fiscus the best.
- Dr. Gutierrez shared that the College works with internal employees for opportunity, as well as external. Geoffrey LaHaie had expressed interest in filling the position interim for a year. Dr. Gutierrez has approved the one-year interim position.

**XI. FUTURE ISSUES**

- Trustee Petersen inquired on re-districting. Chair DeCrans shared that this is upcoming and believes the College may use a consultant for the work.

**XII. NEXT MEETING**

A. Scheduled Board of Education Meeting: October 26, 2021, Founders Hall Boardroom

**XIII. ADJOURN**

**Motion: To adjourn.**

Motion by: Helen Petersen

Second by: Rhoda Keown

Discussion: None.

Public Comment: None.

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

**Chair DeCrans adjourned the meeting at 7:11 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary