



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

Regular Meeting – Tuesday, July 25, 2023 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: Linda Dill; Kate Marquez; Dave Jensen; Linda Weatherford; Raymond Holliday; Richard Harrington; and Emilie Ramos, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: None.

Staff Present: Dr. Roberto Gutierrez, President; Geoffrey LaHaie, Vice President; Jamie Jennings, Vice President; Gail Schull, Vice President; Charles Massie, Vice President; Joshua Guest, Executive Director; Cassandra Heidrick, staff; Devyn Horne, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson, Bea Ramos, Cariena Taylor, Patty Taylor, and Daniel Ramos.

II. BOARD REORGANIZATION

Vice-Chair Jensen welcomed the new Board members and student representative to the Board. Administration introduced themselves to the Board.

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

Linda Weatherford, Raymond Holliday, and Richard Harrington stood. The oath of office was administered by Vice-Chair Jensen.

B. Election of Board Chair

Nomination: To elect Dave Jensen as Board Chair.

Nomination by: Linda Dill

Second by: Kate Marquez

Nominations closed.

Discussion: None.

Action: Nomination passed to elect Dave Jensen as Chair.

C. Election of Board Vice Chair

Nomination: To elect Linda Dill as Vice-Chair.

Nomination by: Kate Marquez

Second by: Richard Harrington

Nominations closed.

Discussion: None.

Action: Nomination passed to elect Linda Dill as Vice-Chair.

D. Appointment of the President as Clerk of the District

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

Motion by: Kate Marquez
Second by: Linda Dill
Discussion: None.
Action: Motion passed.

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

Nomination: To appoint Geoffrey LaHaie, Vice President, as Deputy Clerk of the District.

Nomination by: Raymond Holliday
Second by: Richard Harrington
Discussion: Chair Jensen expressed nominations do not need a second.
Action: Nomination passed.

F. Appointment of the Budget Officer

Nomination: To appoint Geoffrey LaHaie, Vice President, 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 2022-2023 budget document during fiscal year 2022-2023. The Budget Officer shall act under the direction of the President.

Nomination by: Raymond Holliday
Second by: Linda Dill
Discussion: None.
Action: Nomination passed.

G. Appointment of Secretary to the Board

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

Nomination by: Raymond Holliday
Discussion: None.
Action: Nomination passed.

H. Adoption of Meeting Time, Date, and Location for 2023-2024

Motion: To accept the 2023-2024 Board meeting schedule.

Motion by: Richard Harrington
Second by: Linda Weatherford
Discussion: None.
Action: Motion passed. Unanimous approval.

I. Appointment of the OCCA Representative

Nomination: To appoint Kate Marquez as OCCA Representative for Academic Year 2023-2024.

Nomination by: Linda Dill
Second by: Raymond Holliday
Nominations closed
Discussion: None.
Action: Nomination passed.

III. SHOWCASE

None.

IV. CONSENT AGENDA

- A. Board Minutes (Regular Meeting June 27, 2023)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda as presented.

Motion by: Linda Weatherford

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Richard Harrington

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

VI. PRESIDENT REPORT

- a. Dr. Gutierrez shared that there is a Board Self-Evaluation for the Board of Education. The returning Board members have the packet for the Self-Evaluation. The newly elected members received a blank evaluation form for information.
- b. The ACCT (Association of Community College Trustees) book was distributed to be read prior to the Board Retreat if possible. At the Board Retreat there will be Board Training Led by Dr. Pamela Fisher. Dr. Fisher recommends to specifically read chapter 6 of the book.
- c. The Board Retreat agenda was distributed for the August 28 and 29, 2023 Board Retreat at the Running Y. The agenda was reviewed.
- d. The adopted College budget was distributed to the Board.
- e. Board member contact information was distributed to the Board.
- f. Board binders for Board Packets were distributed to the Board.
- g. The draft agenda for the Work Session for August 11, 2023 was shared.
- h. Dr. Gutierrez let the Board know they would be added to a listserv for the Oregon Community College Association. There is a training on September 9th. Dr. Gutierrez shared information on the status of HB 5025. Dr. Gutierrez will be holding a discussion with his colleagues next week at the Oregon President's Council (OPC) Retreat, as there is information that community colleges do not agree with. Work will be done with Ben Cannon at the Higher Education Coordinating Commission following the process of discussion.

VII. ASKCC STUDENT REPORT

ASKCC President Emilie Ramos stood. The oath of office was administered by Vice-Chair Jensen.

- a. ASKCC President Emilie Ramos shared that the food pantry distributed 28 bags between June and July.
- b. The week of June 26th the office welcomed students back to campus for welcome week. The weeks activities were highlighted.

- c. There were Tech Boot campus held for students struggling with technology. Other Tech Camps are being organized.
- d. In June, the office assisted with Commencement and shared gift bags following the ceremony.
- e. During Comic Con, a truck load of food pantry donations was received.

VIII. STATE REPORT

- a. Trustee Marquez shared information on the Oregon Community College Association (OCCA) structure and that each community college has a representative. Trustee Marquez also shared that the Higher Education Coordinating Commission (HECC) is representative of both community colleges and 4-year institutions.
- b. It was encouraged for the Board to attend the Board Member training on September 9th in Salem. Board members can reach out to Shannon Childs for reservations.
- c. November 1-3, at Sunriver, there is another event for the Board to attend, the OCCA Annual Conference. Those Board members interested can reach out to Shannon Childs for reservations.
- d. A report from HECC was shared which highlighted enrollments in community colleges. The last page reflects information on full-time enrollment (FTE) at the colleges. KCC has bucked the trend and has not lost enrollments during the time of the article. Dr. Gutierrez shared that this year KCC is up 15%. Trustee Marquez shared that KCC is the youngest community college in the state. It was noted that KCC was the only community college that did not close during the pandemic.

IX. FOUNDATION REPORT

- a. Executive Director Massie gave thanks to those who purchased tickets to the Spruce up your Space raffle. The Board of Education has been very supportive to the Foundation, giving some type of donation during the year.
- b. The last capital campaign just finished. The final report is being prepared for the Apprenticeship Center capital campaign. All funds have been raised for a wrap up of the campaign with success. The building stands with no debt. The next capital campaign will be for a Child Care Center. Grants Resource is working out a plan of what that may look like. There is a three-way partnership for the Child Care Center; the County who deeded the property, Oregon Childhood Development Coalition (OCDC) to run it, and KCC. There will be a discount for students. Dr. Gutierrez shared that there are plans to have two programs at the new building; teaching certification and early childhood education.
- c. Chair Jensen shared that the tax base of the College has not been increased since its inception. There has been a lot of work to be one of the most financially stable colleges in the state.

X. INFORMATIONAL AND ACTION ITEMS

XI. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Marquez inquired on the goal of increasing enrollment and success from the Tribal community. It was noted that at the time there were not a lot of ideas. Trustee Marquez asked Dr. Gutierrez to look into and investigate the progress on this across the states. Dr. Gutierrez shared that he believes this is an issue across the nation and he will continue to work on this. Dr. Gutierrez shared that he did offer high school graduates of the Klamath Tribes tuition for a year to attend college. From this, one student took the offer. Trustee Holliday shared positive information on Holly Stork with the Smart Reading program.

- Trustee Holliday inquired on the enrollment funding cap. Dr. Gutierrez shared that there is a safety cap in the system, if a college grows too fast, they do not get paid per enrollments above the cap. It is based off of a 3-year average. If Portland Community College grew too much, due to size, they would take most of the money. It is a build in to support the community colleges. There was a discussion on FTE. Dr. Gutierrez shared that in the future he will have Bill Jennings, Institutional Researcher, come in to share the structure of funding.

B. Public Participation

- None.

XII. FUTURE ISSUES

- None.

XIII. NEXT MEETING

- A. Special Board Meeting: August 11, 2023, Founders Hall Boardroom
Dr. Gutierrez shared that there will be a well-drilling request for proposal as an action item for the meeting as well.
- B. Board Retreat: August 28-29, 2023, Running Y Resort, Boardroom
Trustee Marquez shared that she will not be at the meeting.
- C. OCCA Board Training: September 9, 2023, Chemeketa Community College
Trustee Holliday shared that he will be missing this meeting.
- D. Scheduled Board of Education Meeting: September 26, 2023, Founders Hall Boardroom
Trustee Holliday shared that he will be missing this meeting.

Chair Jensen asked that Board members email the Board Chair or Shannon Childs to be excused from meetings.

Dr. Gutierrez shared he looked forward to working with the new and existing Board members.

XIV. ADJOURN

Chair Jensen adjourned the meeting at 7:03 pm.

Respectfully submitted by:
Shannon Childs
Klamath Community College
Board of Education Secretary