



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

Regular Meeting – Tuesday, May 28, 2024 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: Misty Buckley; Raymond Holliday; Kate Marquez; Dave Jensen; Linda Dill; Richard Harrington; and Linda Weatherford. A quorum was confirmed.

Members Absent: None.

Staff Present: Dr. Roberto Gutierrez, President; Jamie Jennings, Vice President; Denise Reid, Vice President; Charles Massie, Vice President; Gail Schull, Vice President; Joshua Guest, Executive Director; Bill Jennings, staff; Gerry O'Brien, staff; and Shannon Childs, Secretary to the Board.

Guests: Kathleen Walker-Henderson.

II. SHOWCASE

None.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting April 23, 2024, Special Meeting May 3, 2024, and Budget Committee Meeting May 8, 2024)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Ms. Childs reviewed edits made to the minutes from April 23, page 2 and page 3 as discussed with Trustee Holliday. Trustee Holliday was also noted as excused from the May 8 Budget Committee Meeting.

Motion: To accept the consent agenda as amended.

Motion by: Richard Harrington

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda.

Motion by: Richard Harrington

Second by: Linda Weatherford

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. A Board Highlights document was handed out to the Board at the beginning of the meeting. No questions were asked.
- b. Dr. Gutierrez shared that KCC had its first visit with the architect, PIVOT, for the Childcare Learning Center. They got feedback from employees, faculty and staff. VP Massie chaired the meeting and it went well. The team felt the right architect firm was chosen for the project.
- c. The College had a federal audit. It was informally shared that the majority of the Cosmetology Center building was non-ADA compliant. The formal report is forthcoming and will be shared with the Board. Dr. Gutierrez shared that the College rents the building from the owner. Dr. Gutierrez plans to have ideas for Cosmetology at the Board Retreat. It was noted that the building is currently listed for sale. KCC has a two-year lease. Until the College gets the formal paperwork from the audit, KCC cannot work with the owner on revisions. There was some discussion on inspections on the building. The College is waiting for the formal report.
- d. Representative McIntire is the keynote speaker for Commencement. Rehearsal for Commencement will be the afternoon of June 14th. Ms. Childs will be sharing more information with the Board closer to the date. The lunch is scheduled at 12:30 pm, rehearsal at 2:00 pm, and the rehearsal preparation is about 5:30 pm with Commencement at 6:00 pm.
- e. Career Day had record attendance with over 400 students and went very well. Dr. Gutierrez forwarded the press release to the Board with pictures.
- f. There has not been an update to legal counsel concerning the May 3, 2024 meeting.
- g. After a long search, Denise Reid was selected as the Vice President of Administrative Services.
- h. Dr. Gutierrez shared that Vice Chair Greg Hamann will be on the Transfer Council. VP Jennings is also part of the Council. Chair Jensen inquired how many Major Transfer Maps have been adopted statewide in the last 7 years. VP Jennings shared it has been 4 or 5.

VI. ASKCC STUDENT REPORT

- a. None.

VII. STATE REPORT

- a. Trustee Marquez gave an update that OCCA has selected an Executive Director, Abby Lee. Trustee Marquez gave some of the history of the new OCCA Executive Director.
- b. The OCCA Officers Board President is Austin Felnagy, who used to serve on the KCC Board.
- c. A Funding 101 OCCA Lunch and Learn Webinar is May 30th.
- d. The Annual Conference will be November 6-8 at Shalishan.

VIII. FOUNDATION REPORT

- a. VP Massie shared that the past meeting was the annual meeting with the election of officers. Kathleen Walker-Henderson was reelected as Chair; Dana Tompson was elected as Vice Chair; and Keith Brown as Treasurer.
- b. The Foundation distributed about 72K to KCC students this year. 12K was distributed to the Education Opportunity Fund. \$7,800 was distributed toward the Emergency Fund. There was a total of about 92K to support students. There will be a final number in the end-of-year report.
- c. The State of the Foundation Event is scheduled for September 26th.
- d. Next week is the Spruce up Your Life drawing night. This will be live and in person on June 4th. Kathleen Walker-Henderson has tickets if anyone on the Board is interested in purchasing raffle tickets.

IX. INFORMATIONAL AND ACTION ITEMS

A. Board Policy 2015, 2220, 2330, 2340, 2360, 2435, 2712, 2740, 2745, and 2800 – Action Item – Second Reading

Bill Jennings, Institutional Researcher presented policies up for review and recommended edits.

BP 2015 Student Representation was reviewed. Mr. Jennings clarified where the oath of office was placed. It was noted that the word “discussion” should not have been stricken.

BP 2220 Committees of the Board of Education was reviewed. There were no changes from the first to the second reading.

BP 2330 Quorum and Voting was reviewed. There were no changes from the first to the second reading. It was clarified that a quorum for the KCC Board of Education is 4 members.

BP 2340 Agendas and Board of Education Member Packets was reviewed. There were no changes from the first to the second reading. It was noted that the agenda is always available on the web. Trustee Holliday inquired if the location of the packet should be more of a procedure versus a policy. Ms. Childs shared that the agenda is posted at the County Office, on the Web and at the front desk of Founders Hall. Trustee Marquez inquired if noting “regular” meetings was intentional. There was an inquiry if it should be more general.

Trustee Marquez inquired on Zoom meetings of the Board of Education. Chair Jensen shared that as a general practice, KCC holds the meetings in person.

Mr. Jennings shared that he felt in the intent of the policy, the location of the packet should be listed.

Trustee Harrington inquired on a bulletin Board for the agenda outside the building. Mr. Jennings shared that the front desk always has the agenda available during College hours. After discussion, it was shared that the availability of the agenda is not an issue.

Trustee Buckley inquired about the availability of the agenda in another format and meeting the logistics of that. Mr. Jennings shared that if there was an inquiry for an agenda in a different format, in an appropriate amount of time, the College would do its due diligence to provide the information.

BP 2360 Minutes was reviewed.

BP 2435 Evaluation of the College President was reviewed.

BP 2712 Conflict of Interest - Contracts was reviewed with the addition of references.

BP 2740 Board of Education Member Education and Development was reviewed.

BP 2745 Board of Education Self-Evaluation was reviewed.

BP 2800 Insurance Coverage for the Board of Education was reviewed

Motion: To accept the proposed edits to Board Policy 2015, 2220, 2330, 2340, 2360, 2435, 2712, 2740, 2745, and 2800 as presented.

Motion by: Linda Weatherford

Second by: Richard Harrington

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

- B. Resolution 202-23-24 Adopting the Fiscal Year 2024-2025 Budget, Making Appropriations, Imposing the Tax, and Categorizing Taxes – **Action Item**

Dr. Gutierrez inquired if there were any questions. There were none.

Motion: To adopt the budget.

Motion by: Richard Harrington

Second by: Linda Weatherford

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

Chair Jensen shared that the taxes have not gone up in 28 years.

Motion: To approve the tax of \$.4117/\$1,000

Motion by: Richard Harrington

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

- i. Board Comment
 - None.

B. Public Participation

- None.

XI. FUTURE ISSUES

- Commencement will be held on Friday, June 14th.
- Dr. Gutierrez shared that his evaluation will be emailed out to the Board of Education. The President's Evaluation is completed at the June Board Meeting. Dr. Gutierrez's goals will be reviewed during the June meeting.
- Tuesday, August 27th was shared as the hold date for the Board of Education Retreat.
- Trustee Marquez shared that the OCCA Annual meeting is covered by KCC if Board members would like to attend. Dr. Gutierrez shared that KCC also supports the nationwide ACCT conference if Board Members want to attend.

XII. NEXT MEETING

- A. Scheduled Board of Education Meeting: June 25, 2024, Founders Hall Boardroom

XIII. ADJOURN

Chair Jensen adjourned the meeting at 6:59 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary

Klamath Community College is an Equal Opportunity Educator and Employer.

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