



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

Regular Meeting – Tuesday, June 25, 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; and Linda Weatherford. A quorum was confirmed.

Members Absent: Richard Harrington (excused).

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

Guests: Kathleen Walker-Henderson.

II. SHOWCASE

Dr. Gutierrez introduced Dr. Fred Griffiths to give a presentation on International Programs. An International Programs PowerPoint was distributed and reviewed. Information presented included academic programs that appeal to international students, inquiries made before student arrival, support, retention, recruiting, marketing, and program goals.

Trustee Weatherford inquired how KCC engages with parents, not just students. With Instagram and TikTok, it was inquired if there can be partnerships with surrounding opportunities like Crater Lake, rivers, backpacking, etc. where pictures can be taken to promote what is available. Dr. Griffiths shared that he will be meeting with Student Affairs soon and will look into some of this in the planning.

Trustee Marquez mentioned Discover Klamath as a resource. Dr. Griffiths shared that he does share this resource. Trustee Marquez inquired about marketing for articulation agreements. Dr. Griffiths shared articulation agreements are a marketing focus and are being worked on.

Trustee Weatherford noted that the Running Y may work for housing with the condos that are out there.

Trustee Buckley inquired on transportation for students and the issues of not a lot of availability in Klamath Falls. Dr. Griffiths shared that this can be an issue. KCC has a shuttle and van, which may be part of the plan. For in-community travel, KCC may be responsible for transportation to local events and travel.

Trustee Buckley inquired what else is good about an International Program. Dr. Griffiths shared that tuition is premium for international students, which has a financial benefit. There is also community benefit, as international students tend to have funds for housing, dining, and local revenue. This also diversified the classes and community. VP Jennings shared that these students would typically fill empty seats, however, if needed, adjuncts can be added fairly quickly for other courses.

Trustee Dill asked about the intensive English program and if it will need expansion. Dr. Griffiths shared that very few students need English, KCC has an ESL program. The levels of the ESL program were explained. This should not be a burden on KCC. Trustee Marquez shared that Klamath County Rotary has a strong program.

Trustee Buckley asked what was in it for international students. Dr. Griffith shared that many international students are looking outside their country because it is not available in their country. There is also prestige and employability after attending school in the United States.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting May 28, 2024)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To adopt the consent agenda.

Motion by: Linda Weatherford

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: Linda Weatherford

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez gave an update on the Childcare Center. The architects, Pivot, met with some parents and students to get input for design work. The Early Childhood Education Program and faculty will be housed there. There are plans for 14 classes, of which 2 rooms may be needed for KCC. This will be the headquarters for the Southern Oregon Childhood Development Center.
- b. Dr. Gutierrez and Lake County Hospital CEO, Charlie Tveit worked on the Registered Nursing program close to 11 years ago. Charlie Tveit helped to fund the program. He also helped with the state legislature for the Bachelor of Science Nursing. Charlie Tveit has retired. There is a new CEO, which Dr. Gutierrez visited to share the history, specifically Senate Bill 3. It was a good and important meeting for the KCC and Lake County Hospital partnership.
- c. Dr. Gutierrez gave an update on Commencement, which was a great ceremony. The General Education Development (GED) was held last week. The High School Equivalency Program (HEP) graduation is coming up. Trustee Holliday shared that it was a great experience, it was interactive and supportive of students. Trustee Holliday shared that he started volunteering for Smart Reading in his early 20s. He was involved in his kids' classroom and the education system from Kindergarten through to his work with Klamath Promise and graduation. His being at KCC's graduation felt like a culmination of 30 years of work he has been doing in schools. Dr. Gutierrez shared he was encouraged by how many students were crossing the stage already employed. The Board discussed the positive experience.

VI. ASKCC STUDENT REPORT

- a. None.

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VII. STATE REPORT

- a. Trustee Marquez shared that she received a questionnaire in the mail as a member of Oregon Community College Association. The Board shared they all received it. The Board was encouraged to complete the survey. Ms. Childs will forward the email to the Board.

VIII. FOUNDATION REPORT

- a. VP Massie shared the Gala and Raffle final numbers, there was just under 30K net towards all-inclusive scholarships. There are beginning to be cash contributions to the Food Pantry.
- b. Work has begun on the State of the Foundation Event on September 26th. Invitations will be sent when ready.
- c. Kenneth DeCrans has been officially added to the KCC Foundation Board.

IX. INFORMATIONAL AND ACTION ITEMS

- A. Resolution No. 203-23-24 Adopting and Appropriating a Supplemental Budget for Fiscal Year 2023-2024 – **Action Item**

Dr. Gutierrez invited VP Reid to present the supplemental budget to the Board. VP Reid highlighted most of the changes to the budget that require approval to use funds.

Motion: To adopt Resolution number 203-23-24 as presented.

Motion by: Linda Weatherford

Second by: Misty Buckley

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

X. RECESS REGULAR MEETING

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

Chair Jensen called the meeting to executive session at 7:10 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.

Chair Jensen reminded the Board that the information reviewed in executive session was confidential and should not be shared.

Misty Buckley; Raymond Holliday; Kate Marquez; Dave Jensen; Linda Dill; Linda Weatherford; Dr. Roberto Gutierrez and Shannon Childs were present for executive session.

XII. RECONVENE REGULAR MEETING

Chair Jensen reconvened the regular meeting at 8:06 pm.

- B. Annual Evaluation of Klamath Community College President – **Action Item**

Motion: To accept the President's performance evaluation, goals, and accomplishments that members have been provided and accept the annual performance evaluation of Dr. Gutierrez.

Motion by: Misty Buckley

Second by: Linda Weatherford

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Weatherford shared that housing is difficult and she has to move due to personal reasons. She tried to find housing in her district and couldn't. She will be moving into Trustee Marquez's district as of July 15, 2014. She will not be able to serve in her zone anymore. The Board expressed sincerity to Trustee Weatherford's situation. Ms. Childs will review the Board Policy. It is felt that if moving out of a zone, a position has to be resigned, the position gets vacated. There was a short discussion on zones and who fills which zone. Trustee Weatherford will be contacted with information.
- Chair Jensen shared that every year Dr. Gutierrez has the option for merit pay in his contract. This is built into his contract, that upon the Board accepting his annual evaluation, he receives merit. Dr. Gutierrez has declined merit both this year and in previous years. Chair Jensen recommended that this year Dr. Gutierrez get the cost of living, the KCC standard, like every other employee does.

Motion: To accept Dr. Gutierrez's declining merit pay raise, but approve the same KCC cost of living for Dr. Gutierrez this fiscal year that is applicable to all employees.

Motion by: Misty Buckley

Second by: Raymond Holliday

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

B. Public Participation

- None.

XIV. FUTURE ISSUES

- KCC is working with OCCA on the Lunch and Learns. Board members are encouraged to attend.
- The Re-Organization of the Board will be at the July meeting.
- Trustee Buckley inquired about the Bureau of Labor and Industries (BOLI) and apprenticeships. The state currently changed something similar for Police Training. This may be helpful to the BOLI conversations. Trustee Buckley can bring it up as a citizen. Dr. Gutierrez can share it via the College.

XV. NEXT MEETING

A. Scheduled Board of Education Meeting: July 30, 2024, Founders Hall Boardroom

B. Board Retreat: August 27, Running Y Resort, Boardroom

XVI. ADJOURN

Chair Jensen adjourned the meeting at 8:30 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary