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

Regular Meeting – Tuesday, September 24, 2024 6:00 PM

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**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; Dave Jensen; Linda Dill; and Richard Harrington. A quorum was confirmed.

**Members Absent:** Kate Marquez (excused) and Raymond Holliday (excused).

**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; Estella Woodley, staff; Linda Williamson, faculty; and Shannon Childs, Secretary to the Board.

**Guests:** Kathleen Walker-Henderson, Gabrielle Martin, and Brianne Myrick.

**II. BOARD REORGANIZATION**

A. Oath of Office for Newly Elected/Nominated Student Non-Voting Member

Chair Jensen asked Jacob Gonzales to stand, raise his right hand, and repeat the oath of office.

**III. SHOWCASE**

VP Massie introduced Estella Woodley, who shared the history of Badger Venture as an entrepreneur and pitch competition. KCC supports students from November through April. Linda Williamson, Stanley Pence, and Mark Griffith were introduced as those who supported this year's students. Gabrielle Martin and Brianna Myrick were introduced to discuss "Posy Wall" as winners of this year's Badger Venture. A PowerPoint was shared and highlighted with the Board. The Posy Wall was taken to a state competition, receiving 3<sup>rd</sup> place and the People Choice Award. The Posy Wall is in line to go through a patent. The goal is to have the Posy Wall in manufacturing and for sale by January 2025.

**IV. CONSENT AGENDA**

- A. Board Minutes (Regular Meeting July 30, 2024 and Retreat August 27, 2024)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

An edit was made to the July meeting minutes, changing the State of the Foundation event from the 25<sup>th</sup> of September to the 26<sup>th</sup>.

**Motion: To accept the consent agenda with the edit.**

Motion by: Richard Harrington

Second by: Misty Buckley

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: Linda Dill

Discussion: None.

Public Comment: None.

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

## **VI. PRESIDENT REPORT**

- a. Convocation was held on September 28, where keynote speaker Mark Perna was welcomed and his presentation was well received.
- b. The Cosmetology Center, Dr. Gutierrez met with the Higher Education Coordinating Commission (HECC) today and is trying to get in line for a capital project grant. Due to noncompliance issues under the Americans with Disability Act (ADA) in the old Cosmetology building, there are plans to bring this to the Oregon President's Council (OPC) agenda. Even though the deadline was missed, KCC is asking to include it due to ADA.
- c. Current enrollment is up 13%.

## **VII. ASKCC STUDENT REPORT**

- a. Today was New Student Orientation with a large success of over 300 students.
- b. KCC food pantry filled 48 bags between July and September.

## **VIII. STATE REPORT**

- a. Chair Jensen encouraged the Board and staff to attend the Oregon Community College Association (OCCA) Conference. A handout was shared with the Board.
- b. An article "Looking back: This week in Klamath Basin history or September 14, 2024" was shared with the Board.

## **IX. FOUNDATION REPORT**

- a. The State of the Foundation event is at 5:30 pm on Thursday, September 26<sup>th</sup>.
- b. The strategy plan is close to being final and being taken to the Foundation Board.
- c. The Sip and Shop and the Foundation Gala are upcoming.
- d. The academic scholarship cycle is currently open. Information is on the Foundation webpage.

## **X. INFORMATIONAL AND ACTION ITEMS**

### **A. Appoint Board Member to Zone 2 – Action Item**

There was one applicant, Kenneth DeCrans. Mr. DeCrans was interviewed during the work session.

### **Motion: To appoint Kenneth DeCrans to the vacant position of Zone 2.**

Motion by: Linda Dill

Second by: Richard Harrington

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

### **B. Board Policy 5000, 5015, 5030, 5035, 6100, 6150, 6310, 6317, 6320, 7110, 7150, 2430, 2310, 2320, and 2305 – Action Item – First Reading**

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

BP 5000 Student Affairs was reviewed. A title change is recommended to change “Services” to “Affairs”.

BP 5015 Residence Determination changes were reviewed. Trustee Harrington asked if any countries in the world do not have the Visa requirement or if any states in the United States does not require it. Mr. Jennings shared that not to his knowledge. Trustee Buckley inquired about the third paragraph and clarified who it may include. Trustee Harrington added an inquiry on Deferred Action for Childhood Arrivals (DACA) and if they could be under the third paragraph category. Dr. Gutierrez asked Board members to write down questions and he will invite the Director of International Programs to the next meeting to answer questions.

BP 5030 Tuition and Fees changes were reviewed.

BP 5035 Withholding of Student Records was suggested for removal.

BP 6100 Delegation of Authority, Business and Fiscal Affairs changes were reviewed.

BP 6150 Designation of Authorized Signatures changes were reviewed.

BP 6310 Accounting changes were reviewed.

BP 6317 Resources changes were reviewed.

BP 6320 Investments changes were reviewed.

BP 7110 Delegation of Authority, Human Resources changes were reviewed. The language will be updated to “authorize the College President to authorize employment and delegate authority” will be added.

BP 7150 Employee Evaluation changes were reviewed. Trustee Harrington shared concern about the evaluations being electronic. He shared that with computer hacking, he felt each employee should have a hard copy file. Dr. Gutierrez shared that he can bring the process to the Board that is currently being used so that the Board can review it. Mr. Jennings shared that employee files have been moved to electronic at KCC. Trustee Harrington reiterated that he did not feel comfortable with the college only having electronic copies of personnel files.

BP 2430 Delegation of Authority to the College President changes were reviewed.

BP 2310 Regular Meeting of the Board of Education changes were reviewed. This one policy is being recommended to be split into three.

BP 2320 Special and Emergency Meeting was reviewed to be added.

BP 2305 Annual Organizational Meeting was reviewed to be added.

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

Chair Jensen shared Dr. Gutierrez’s goals as listed in the packet. Dr. Gutierrez added that the institution continues with other projects, even if not listed in the goals.

**Motion: To approve the presented 24-25 Goals for the President**

Motion by: Misty Buckley

Second by: Richard Harrington

Discussion: None.

Public Comment: None.

**Action: Motion passed. Unanimous approval**

**XI. RECESS REGULAR MEETING**

**XII. EXECUTIVE SESSION (Pursuant to ORS 192.660(2)(d))**

The Board recessed at 6:57 pm.

Executive session convened at 7:02 pm.

An executive session was called under ORS 192.660(2)(d); which allows the Board to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

Dave Jensen, Misty Buckley, Linda Dill, Richard Harrington, Dr. Roberto Gutierrez, Joshua Guest, and Shannon Childs were present for the executive session.

There was a discussion on labor negotiations.

**XIII. RECONVENE REGULAR MEETING**

The meeting was called out of executive session at 7:26 pm, and the regular meeting reconvened.

**XIV. BOARD DISCUSSION AND PUBLIC PARTICIPATION**

**A. Board Discussion**

**i. Board Comment**

- Trustee Buckley reiterated how fabulous the keynote was for Convocation was and recommended to others to look him up.

**B. Public Participation**

- None.

**XV. FUTURE ISSUES**

- The State of the Foundation Event on Thursday the 26<sup>th</sup> at 5:30 pm.
- Dr. Gutierrez shared that the Soccer Club applied for the Northwest Athletic Conference (NWAC) and thought it would take a few years. KCC was accepted a lot faster. This will be an action item at the next meeting.
- The OCCA Annual Conference is coming up and the Board was recommended to attend.

**XVI. NEXT MEETING**

- A. Scheduled Board of Education Meeting: October 29, 2024, Founders Hall Boardroom

**XVII. ADJOURN**

**Chair Jensen adjourned the meeting at 7:31 pm.**

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary