



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

Regular Meeting – Tuesday, May 25, 2021 6:00 PM

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; Jason Flowers, Kate Marquez; Dave Jensen, Michael Fitzgerald; and Helen Petersen. A quorum was confirmed.

Members Absent: Crystal Rice, ASKCC President.

Staff Present: Dr. Roberto Gutierrez, President; Tricia Fiscus, Vice President; Jamie Jennings, Vice President; Bill Jennings, Vice President; Charles Massie, Executive Director; Maggie Polson, Executive Director; Lacey Jarrell, staff; Kathleen Walker-Henderson, staff; Dale Severns, staff; Geoffrey LaHaie, staff; Erin Szymoniak, staff; Tessa Gutierrez, staff; Nic Scala, faculty; Heather Millsap, staff; Katie Sanchez, staff; and Shannon Childs, Secretary to the Board.

Guests: Rosa Carter, student; Manuel Lopez, student; and Cam Preus, OCCA Executive Director.

II. SHOWCASE

Dr. Gutierrez discussed the importance of post-secondary education. It was elaborated that GED/ESL (General Education Development/English as a Second Language) students are the students that are most underserved. KCC is working to do something about this. Dr. Gutierrez introduced Executive Director Massie. Executive Director Massie shared the programming that works to transition students from the adult GED program onto academic courses. The showcase features program directors from K-CET (Klamath Center for Education and Training) and HEP (High School Equivalency Program) who will share information and introduce students. Executive Director Massie introduced Erin Szymoniak, Director of K-CET with student Rosa Carter and Tessa Gutierrez, Director of HEP with student Manuel Lopez.

Director Szymoniak, shared information on K-CET and the offering of GED/ESL classes with four instructors. As of today, there are 33 GED completers, of which Rosa Carter is one. Rosa Carter was introduced as a K-CET student. Ms. Carter shared her age and that she is a mother and grandmother. Ms. Carter shared her life situation and spoke to her experience involved in being a student at KCC. Ms. Carter shared that she graduated on March 31st and explained her positive experience with teachers and staff in K-CET. The GEER (Governor's Emergency Education Relief) scholarship was a blessing to her. Her plan is to get an AGS degree to help troubled teens and small children. Ms. Carter thanked KCC for having classes and giving her time, as it means to world to her. Ms. Carter has already registered for summer and fall classes.

Director Gutierrez shared information on the HEP program and its support of migrant and seasonal farm workers, or immediate family members, in getting a GED in Spanish or English. They are encouraged to continue to continue to academic programming, with many college supports. Director Gutierrez shared her gratefulness to the program, as she gets to see the beginning and end of student success. Director Gutierrez introduced Manuel Lopez, the first graduate of her program. Manuel Lopez shared how important education was to him. He enrolled in classes to help with his English. He was encouraged to

join the HEP program and to get his GED. After he passed his classes and graduated, the HEP program shared all the programs available at KCC. With help, he filled out college applications and Oregon Promise. The GEER funding helped him stay in school to be a certified diesel mechanic. He has faced many obstacles, including time management with work, school and home. He is still working on facing a language obstacle. He has been in diesel for almost a year and is thankful to HEP for encouraging him, as he would not be where he is without their support. Nic Scala, diesel faculty lead, shared his experience in talking with Director Gutierrez and Manuel Lopez. Manuel was allowed to join two weeks late due to work. Mr. Scala shared that although Manuel shares his many obstacles, he is a great student and a leader in the diesel program. He will be a great technician. Mr. Scala complimented the HEP program and expressed excitement for Manuel to graduate from the diesel program next year.

Dr. Gutierrez expressed that enrollments, numbers, and people lives changed; there are human beings behind the numbers. Yanli Wang was nominated as student of the year. Dr. Gutierrez shared comments that were made on Yanli's behalf. She started in ESL, and with support mechanisms, she moved onto the nursing program. Yanli Wang was highlighted as a success to the college.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting April 27, 2021 and Budget Committee Meeting May 6, 2021)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Motion: To accept the consent agenda as presented.

Motion by: Kate Marquez

Second by: Jason Flowers

Discussion: Michael Fitzgerald made a correction to the April 27th minutes, page 3 should read a commendation, not accommodation.

Public Comment: None.

Action: Motion passed. Unanimous approval.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda as presented.

Motion by: Kate Marquez

Second by: Dave Jensen

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez shared that the purchase of 5.6 acres is final and asked VP Fiscus to give an update. VP Fiscus shared that mapping and diagramming for modulars is taking place to house a temporary Child Care facility. The hope is to start programming in the fall. Each modular is close to 1800 square feet. VP Fiscus shared that there is a well, however it has not been tested, the city may be looked to for drinking water. At this time there is a calculation for how many students can be accommodated per square feet, however it has not yet been determined. At this time, the kitchen requirement is being looked at, however also not yet determined. They may be able to use the college kitchen. Dr. Gutierrez shared that there may be a capstone class for KCC students in Childhood Education. The programming is being looked at, not yet formalized. Trustee Marquez

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shared that there is a Lucille Childcare site, at the University of Oregon, that may be used as an example. Trustee Petersen asked if other programming may be considered, to which Dr. Gutierrez agreed they would be looking into opportunities.

- b. Dr. Cam Preus was introduced as a guest to the meeting. Dr. Preus thanked the Board for having her join the meeting.
- c. Dr. Gutierrez expressed his thoughts on how well the community is working together at this time, he has not seen anything like it. Information was reviewed via handout of the Swan Lake Energy Storage. This is green energy and a huge opportunity in the community. It was clarified that this is not part of the Lakeview project.
- d. Dr. Gutierrez asked VP Bill Jennings to review the Food Pantry changes. VP Bill Jennings discussed the changes as distributed in a handout to the Board. Trustee Petersen asked if anything can be done with the data gathered from the Food Pantry, such as making it self-sustainable. VP Bill Jennings shared that at this time that has not been considered, however, it may be looked at in the future.
- e. The NWCCU (Northwest Commission on Colleges and Universities) information was shared with the Board. Dr. Gutierrez shared, that in working with IS and legal counsel, they are looking at access to data at the college. It is being looked into about access without any FERPA (Family Education and Rights Privacy Act) violations. Trustee Fitzgerald shared that it was brought up due to the links that were sent out and the NWCCU meeting with the Board based off of this information. Dr. Gutierrez shared the college is looking at access without compromising security.
- f. A packet of information was distributed to the Board regarding work to use one-time monies from the state for capital projects at community college that have not received a match. Klamath Community College is on the list for \$765,000. The draft of a letter from the campus presidents to the Oregon legislature was in the packet. Dr. Preus shared that they are in the process of getting approval of signatures to the letter.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Rice was not present at the meeting.

VII. STATE REPORT

- a. Trustee Marquez shared that the revenue forecast for Oregon was looking good. The anticipated community college allocation is \$702M. There is a \$7M allocation for the state to cover the cost of part time faculty health care. VP Fiscus shared that adjuncts do not currently have health care benefits. Part time employees do have health care benefits.

VIII. FOUNDATION REPORT

- a. Chair DeCrans shared that officers were selected for the next year. Steve Tippin will remain chair. The Vice-Chair is Carlos Soriano (spelling). There will be a raffle in lieu of the gala this year at \$25.00 per ticket. QuickBooks is being established for the Foundation to be able to run the books on its own, working with Kathy Hewitt.

IX. INFORMATIONAL AND ACTION ITEMS

A. Oregon Community College Association Updates – Information Item

Dr. Gutierrez introduced Dr. Cam Preus, Executive Director of Oregon Community College Association (OCCA). Dr. Preus reviewed a PowerPoint as handed out to the Board. The PowerPoint included 2021 legislative session preparation and commitment to racial equity, virtual OCCA Annual Conference, December 2020 board meeting, CTE (Career and Technical Education) month, workforce Wednesdays, community college caucus, voter voice, National Legislative Summit, call-in week, OCCA Virtual

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Legislative Summit, All Oregon Academic Team 2021, Oregon's road to economic recovery, rural and Non-rural: a tale of contrasts.

Trustee Marquez inquired if the representatives were supportive of \$702M or community college in general. Dr. Preus shared that in conversation with Dr. Gutierrez, Reschke is a very strong community college supporter. At this time, Linthicum's voice is not known. Trustee Flowers asked if Breeze Iverson is supporting as representing the North part of Klamath County. Dr. Preus shared that a vote count has not been done.

Dr. Preus was thanked for her time.

Chair DeCrans called a 10 minutes break at 6:56 pm.

Chair DeCrans called the meeting back to order at 7:06 pm.

Dr. Gutierrez clarified that the adjunct benefit he spoke of was in relation to PERS (Public Employees Retirement System), not benefits.

B. Resolution 191-20-21 Adopting the Fiscal Year 2021-2022 Budget, Making Appropriations and Imposing and Categorizing Taxes – **Action Item**

VP Fiscus reviewed the PowerPoint beginning with the 2021-22 fiscal year budget highlights. The total 2021-2022 budget for Klamath Community College was proposed at \$63,657,858. Also, in the PowerPoint, VP Fiscus addressed the general fund revenue sources. The general fund expenditures were reviewed in graph form by percent, object, and activity. Increase costs/challenges were presented. Other proposed budgeted funds were reviewed.

VP Fiscus shared that there was a zero-reconciliation sheet as there were no changes from the proposed budget at the budget committee meeting to the budget being presented.

Trustee Petersen asked on agriculture thru math, etcetera, why was there zero in budget for software and supplies. VP Fiscus shared this was a roll-up. There is an aggregated budget so this is no change.

Trustee Petersen referred to page 73 and the \$16,000 error. VP Fiscus explained this was not an error, it was an add in for the National Accreditation for the HIM (Health Information Management) program.

Trustee Petersen referred to page 74 what the coding issue was. Mr. LaHaie shared that a person was being charged to the budget, however not coded to the budget. It is fixed this year.

Trustee Petersen referred to page 79 and student wages. VP Fiscus shared there was a correction so people were in the correct category.

Trustee Petersen referred to page 87 and major increase to health insurance. Mr. LaHaie shared that an employee went to full time insurance.

Trustee Petersen referred to page 88 and that the total expenses do not match the handout. VP Fiscus shared it was an error on the hand out sheet.

Trustee Petersen referred to page 111 and 114 and the carry forward amounts. Mr. LaHaie noted that these are carry forwards from last year and that there are very few funds that will have carry over.

Trustee Petersen referred to page 101 and the \$6,000 increase in admin salary. Mr. LaHaie shared that this is a KCC standard increase of a 2% estimate. All salaries are estimated at 2%.

Trustee Petersen referred to page 112 in contracted services. Mr. LaHaie shared that this is carry over and is in there for authority to spend.

Trustee Petersen referred to page 127 and support staff. VP Fiscus shared that this is Small Business Development Center support staff. There may have been vacancies and there is a need to balance out at zero.

Trustee Petersen referred to page 102 and the governing board \$15,000 increase in financial aid. Mr. LaHaie shared this is student scholarships.

Trustee Petersen shared that last year there was a tuition increase, and with her understanding, it was done to assist students because there was an assumption that this year there would more than likely be a tuition increase due to the pandemic. Trustee Petersen asked why the tuition increase was not then being rescinded. Dr. Gutierrez shared that the College was efficient with programs and grants. There is a recommendation for no tuition increase this year to the Board. Chair DeCrans verified that the question was if the Board was interested in rescinded the 2% tuition increase from last year and reducing the overall budget by 2% from tuition.

Motion: To rescind the 2% tuition increase that was instituted last year.

Motion by: Michael Fitzgerald

Second by; Helen Petersen

Discussion: Trustee Fitzgerald shared this was approximately \$2.00 per credit. Trustee Petersen shared that there is money going into the rainy-day fund and that the college has money to set aside. Dr. Gutierrez shared that the College does not know what the future holds with inflation and the College has worked hard for a rainy-day fund. Administration recommends that the College does not rescind last year's tuition increase. Trustee Petersen stated this was the same reason that was used last year to increase tuition and that did not come to fruition. Trustee Marquez inquired on what the cost would be to rescind the 2% tuition. If it was decreased, it would be \$90-\$100K, compounding. The cost of health care and salaries continues to go up. Trustee Flowers, asked how much it would be per credit. VP Fiscus referred to the differentiated tuition rate. It may be \$2.00 per credit hour or more. Trustee Flowers shared he would be leery to rescind with a 5% estimated inflation this year. Trustee Marquez inquired how much of the tuition is covered by financial aid. VP Bill Jennings shared that 70% of full time, first time, receive some form of pell funding. VP Fiscus shared that students did receive CARES funds. Students received funding three different times to offset tuition increase. Trustee Jensen expressed that he understands holding the line on tuition. If the college goes down now, the 2% will have to be updated later and he does not want to make that jump. With 70% of students getting assistance, he would like to leave as is and consider not raising in the future.

Public Comment: None.

Yay, 2; Nay 4.

Action: Motion failed.

Trustee Marquez inquired on professional development. VP Fiscus shared it is split out within each department. The line item in 7250 in the budget.

Motion: To approve A-K. To pass the budget as presented.

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Motion by: Dave Jensen

Second by: Michael Fitzgerald

Discussion: Trustee Petersen clarified that page 88 had an error. VP Fiscus shared that it was an error to the page and Trustee Petersen would get a new page.

Public Comment: None.

Action: Yay 5; Nay 1. Motion passed.

Trustee Petersen noted that for the record, the only reason that she voted no was because she only had 24 hours with the budget. She would have liked to approve; however, it is not fiscally responsible to approve a budget that you have not completely thoroughly gone through. Chair DeCrans shared that her budget was at the front desk. After a brief discussion, Chair DeCrans asked that this be addressed under board discussion.

Motion: To approve the tax of .4117 per thousand.

Motion by: Dave Jensen

Second by: Michael Fitzgerald

Discussion: Trustee Marquez verified this has been the same every year.

Public Comment: None.

Action: Motion passed. Unanimous approval.

C. COVID Update – **Information Item**

Executive Director Polson updated the Board on COVID-19. KCC will be adhering to existing standards with masks, distancing, and hand sanitation/washing. The Governor announced a “take your shot” Oregon campaign with various prizes/scholarships. Oregon is at 63% vaccination rate, Klamath County is not that high, 63% is a state average. Once the state hits 70%, the state economy will be opened. KCC will not be mandating vaccination of students or employees at this time. The college will wait through summer to see how things play out.

Trustee Petersen thanked Executive Director Polson for addressing the topic and asked at what point in the summer will the college be re-visiting this and re-discussing mandating or not. Executive Director Polson shared that the college will be waiting for more information. Dr. Gutierrez shared they will wait until the end of the quarter for the masks. At this time, the shot is an experimental drug, there may be college legal issues and liability with mandating. Once it is not longer experimental, this may change. Pfizer has applied for FDA (Food and Drug Administration) approval and that has not yet been passed. Executive Director Polson shared that this time, requiring a shot could open the college up for financial liability.

Trustee Petersen stated that other private colleges are mandating vaccinations come fall, and inquired why other colleges be suggesting this if it created such a major legal issue. Executive Director Polson shared she would not want to comment without being fully informed on what they were basing their decisions on. Her understanding is that there is not currently a legal precedent on this and since no one has received immunity from the legislature, everyone is open for liability.

X. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Petersen thanked Bill Raul and Austin and Information Services for doing an amazing job.
- Trustee Petersen shared there was a recent issue with campaign stuff. In research, she feels there might be a legal issue concerning, during a Board meeting, Trustee Jensen Klamath Community College is an Equal Opportunity Educator and Employer.

informed Trustee Flowers to re-apply. Chair DeCrans had informed/presed Trustee Fitzgerald to re-apply for his position. Because they were sitting in a Board meeting, it may be misconstrued as a possible endorsement by the Board or Board member, not a personal endorsement. The Board may want to look into the legalities of that. Chair DeCrans explained he did not feel it was an endorsement as much as a question of he filed under his agreement that he would continue to run in the next election. Trustee Jensen shared that he would like to get a legal opinion, as he did not endorse Jason Flowers, he just asked if he was going to register to run. Executive Director Polson clarified that an endorsement is very different from a question. An endorsement, in looking at the law, you have to look at words and intent. If the intent was just to ask a question, there is not a law prohibiting that. If it is spoken out with intent or action of endorsement, such as offering to knock on doors, it is not allowed as a Board member on public record. Executive Director Polson shared that it would be inappropriate to endorse someone on the record at the meeting. This does not take away civil rights as an individual at home. This is ok. Trustee Petersen asked if encouraging someone to apply would be considered an endorsement. Executive Director Polson addressed the law and reasonable person standard. "Would a reasonable person, hearing what you are saying, consider that an endorsement?". Asking is very different that verbally saying endorsement. Trustee Petersen shared she brought this up because a constituent heard it at a Board meeting and had a concern of it being an endorsement. Trustee Jensen shared that his intention was that he was a new Board member and he may not know that he had to register for the position. Trustee Jensen will refrain from doing this at a meeting in the future. Trustee Fitzgerald shared that there have been members who have forgotten to refile. Chair DeCrans shared that Trustee Fitzgerald has years of experience and no one had applied in his zone, so he inquired if he would reconsider. It was acknowledged by the Board that this was information learned for the future.

- Trustee Petersen discussed the orientation and onboarding of trustees. OCCA is hosting a one-day event in September at Sunriver, which is tentatively on September 22nd. Once the date is final, OCCA will send out information. Trustee Jensen highly recommended it as a Board member who has attended numerous times. Once the election is certified, Dr. Gutierrez will talk with each elected member to and get them information, including Board Policy manuals, dates for events and materials.
- Trustee Petersen inquired on the Wellness Center. VP Bill Jennings shared that there is a two-week, 10-4 walk in hours, opening of the Wellness Center. COVID guidance is being adhered to. There has been a good flow of people using the center. There are 18 self-isolated machines, such as elliptical, treadmill, pull-ups, etc. The student rate is free long-term. At this time, they are not in a place to start taking fees. There is going to be a collection of information on demand and at this time it is a free test pilot. There is a person on hand to verify the correct use of equipment and there will be as long as that is the guidance.
- Trustee Petersen talked with a couple trustees and concerns were expressed with the use of the college logo. There was use of the logo without permission. Trustee Petersen shared that she had not heard back if that was copyrighted, trademarked or considered part of the College's intellectual property, if so actions should be considered. Trustee Petersen expressed that you cannot use someone's property without their permission. Executive Director Polson shared that as a threshold issue, the previous nor the current logo are trademarked. They are available for the public to use; KCC is a public institution, and as long as there are not misuse, it can be used. There was a discussion on the use of the logo, the trademark of the logo and if need be, a review of issues on a case by case basis. As of yet, the use has not been an issue and this may be a solution looking for a problem. Trustee Petersen shared this may start a precedent and expressed concern

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that if one person can use it and another cannot, it could lead to discrimination. Trustee Petersen expressed concern that internally we disallow the use of a logo, however externally, as long as not done for nefarious reasons, it can be used. Dr. Gutierrez shared that there are internal policies and procedures for the institution and a marketing plan. This is for college paid employees. Executive Director Polson shared examples of the signs that were originally brought up from Trustee Petersen. It was shared that the intent and reasonable person standard needs to be reviewed. In review, it needs to be asked what was the intent. In the last election there were three educational boards in the election. How were individuals supposed to determine in campaign materials what Board they were going for? The intent was to let people know they were running for the KCC Board. The sign does not show endorsed by KCC, sponsored by KCC or paid for by KCC. As private citizens, if it is felt there was a campaign violation, a person could complain, it would need to go to the secretary of state. As a Board, if it was determined this was an endorsement, they could have the same right to send a petition to the secretary of state. There was a discussion on other campaign signs, the perception that other campaign signs did not use a logo, concern that not all campaign signs were seen and not knowing the intent of every person who posted a sign and what was actually on the sign. The consideration of notable endorsements and advertisements was discussed such as Nascar, Dutch Brothers and Nike. Contract and local lexicon and public endorsements were reviewed as common knowledge amongst society. Choices to endorse without a bribe or payment were considered. Chair DeCrans inquired with the rest of the Board if there is a reason to pursue this any further. Trustee Petersen would like to make sure that in the future the KCC logo is not just used randomly by anybody and looking into copyright and trademark. Trustee Petersen asked for this to be on a future agenda and be revisited. Chair DeCrans shared they will look into it and may look at it in July with new Board members.

- Trustee Petersen expressed that she made multiple attempts to try to get budgetary information. She shared was not given access to it by administration until this Board meeting. She shared that she contacted the President, the Chair and the Secretary and at this point she has asked 5 times as of this morning, and 6 times as of presently in the Board meeting. There seems to be a major mis-communication concerning this. Trustee Petersen expressed that this was brought to the President's attention on the 27th that she did not have access to a vehicle, which is a common issue faced by students and staff. She expressed that the President did make a plan of action concerning this and unfortunately there seems to have been some mistakes and/or miscommunication concerning that. She would like in the future to have access to the budgetary information and resolve this communication issue that seems to be continuing. Ms. Childs shared, that as is done at every Board meeting, a week before the Board meeting, she sent out an email with all the budgetary information attached to it, to every board member. She followed up that email with another email to the three board members who always pick up their packet at the reception desk. On April 29th the follow up email was sent to Trustee DeCrans, Trustee Jensen and Trustee Petersen, letting them know that their budget packet was available at the front desk. Ms. Childs expressed that she was not aware, and Trustee Petersen did tell her, that she needed that information in any other format and Ms. Childs did not receive any other correspondence from her asking for it differently. If this is something she needed to change in the future, Ms. Childs shared she needs to know if she needs to send Trustee Petersen information in a different format. When calling Trustee Petersen, the phone does not get answered and there is not an opportunity to leave a voicemail. At this point, all correspondence with Trustee Petersen has been through email, and at this point Ms. Childs was not aware that she was not receiving it, this is the first she has heard of it. Trustee Petersen shared that in

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consideration that this is obviously continuing to be an issue, she has not received the email Ms. Childs discussed about the Board packet, she has been to the college three times to pick up information and her mileage. As of this morning, as of May 21st, she contacted the Chair, Dr. Gutierrez and Shannon Childs and no information was given to her since then. Trustee Petersen shared that at this point, all she can say is Dr. Gutierrez had a plan, he made the plan, and he advised her and there was a major malfunction or break down of communication from there. She shared that as previously stated she has evidence from a witness, she has emails and she does not have cooperating emails. Chair DeCrans shared that he did get Trustee Petersen's email on the 21st. He did his best to contact Dr. Gutierrez and Shannon on the next day, Friday, and they were on pre-scheduled vacation. The next earliest that they could get the information and start looking into it was yesterday afternoon and we were already here. He did not get information that she did not have anything until they were here. He tried, however was not going to bother people on scheduled vacation. Ms. Childs shared a screen shot of the April 29th emails that were distributed with those listed that were on the emails. The first email was to Board members including the Budget Committee agenda and packet. Ms. Childs referred to the second email to the three Board members who always pick up their packet at the front desk, Trustee DeCrans, Trustee Jensen and Trustee Petersen. The email read that the budget committee meeting packet was ready at the front desk for pick-up. Ms. Childs shared that had she gotten a response knowing that someone was not able to pick it up, it would have been offered in a different manner. Trustee Petersen shared that she did not receive the emails on the 29th and offered to show this by passing around her phone. They only email from the 29th was the Herald and News. A flag should have been sent up when on April 27th she asked Dr. Gutierrez concerning the budgetary packet and if that was going to be mailed to her or not. Trustee Petersen apologized to Ms. Childs that she was not informed of the plan of action from her supervisor, she did not blame her for any of it, she did her job very well. She stated that a plan was discussed and she also mentioned to Trustee DeCrans that she may have missed a conversation or something, no one got back to her. Ms. Childs asked to make a comment as she was a little frustrated. Chair Decrans approved. Ms. Childs shared that she has been the secretary to the Board of Education for over 7 years, Board members know that as the secretary, they need to communicate with her directly on correspondence they need. She shared she would ask, that in the future, that it not be put on the administration for not doing their job, but to reach out to her, as the Board secretary to be able to do her job, as this is her job, not the President's job. This is what she does for a living. There are other Board members present who have had this issue in the past and asked for specific information. Knowing, on the Board Packet, that was distributed at the April 27th meeting, that there was a Budget Committee meeting on May 6th, if you are not able to attend, obtain or get any of that information, communication needs to be sent to her (Ms. Childs) directly. If it wasn't received by May 6th, she would consider it Trustee Petersen position as an elected member of the Board to communicate that to her. Considering that all emails that have been sent to Trustee Petersen in the past have been received, whether it is on her screenshot or not is a moot point. Ms. Childs shared she does not have access to Trustee Petersen's email. Ms. Childs shared that she could not contact Trustee Petersen via phone, that she has a very hard time getting ahold of her via email, and that Trustee Petersen does not respond. Ms. Childs shared that she would appreciate it as the Board secretary to give her the opportunity to be successful for Trustee Petersen so that she does not have these issues in the future. Ms. Childs asked that as her position. Ms. Childs expressed that she believed it was Trustee Petersen's responsibility as an elected official, on behalf of the community to take her job seriously and get the information in advance from the person who is able to provide it, and that is the board secretary. Trustee

Petersen inquired if a Board member is supposed to ask six times and also if Dr. Gutierrez makes a plan of action, is she supposed to go to another person in administration. Chair DeCrans responded that Trustee Petersen should have gone to him with an issue, he did not get anything until after the (Budget Committee) meeting. He had not clue until 5 days ago. If there was an issue with how Ms. Childs or Dr. Gutierrez was handling things, it should have gone to Trustee Jensen or himself. He and Trustee Jensen have been trying over the last 4-5 days to do this. They have not been given the time. They didn't know until now. Trustee Petersen asked that as an employer, she is suppose to request from an employee 6 times something and not receive it. She apologized for seeing the disconnect. She has requested things and has had a plan of action. Chair DeCrans inquired if Trustee Petersen received the emails always in the past for the email account that Ms. Childs used, and if the email account was active. Trustee Petersen shared yes, and that is was active, however she did not receive the email Ms. Childs printed out, nor has she received any phone calls outside of Bill Raul. Chair DeCrans inquired how Ms. Childs was supposed to know that she did not receive the email, if the mail has always worked in the past, that Trustee Petersen did not receive it. Trustee Petersen followed up with inquiring how Maggie (Polson) would have known that, who went down stairs, saw her packet and handed it to her. Executive Director Polson disagreed and shared that was not correct. Executive Director Polson explained that she put the (President's) evaluation packets there (reception desk) and emailed Trustee Petersen to let her know that packet was there. She, as a cautionary person, went down there to find out if those packets that she had left for the Board had been picked up. Two had been picked up by other trustees, there was one remaining. The one remaining was Trustee Petersen's. Executive Director Polson, as a courtesy, knowing the reception desk closed at 5, picked up the packet and brought it to her. Executive Director Polson shared she did it, as Trustee Petersen had told her she wanted to pick it up downstairs. The packet was left last week, it was not picked up, so Executive Director Polson picked it up for her. Trustee Petersen shared that she guessed that no one received the information that she did not have transportation, and that things were supposed to be mailed to her. Chair DeCrans shared that he did not have that information. Dr. Gutierrez shared that Trustee Petersen told him she was having transportation issues and other things that he felt were confidential between them and what was going on in her private life. Dr. Gutierrez tried to help by telling Trustee Petersen that maybe the College could get a laptop to her with a hotspot. The college tried to do that. Dr. Gutierrez reiterated that what Trustee Petersen shared with him he felt was confidential, and that it was not his job to share with other Board members, including Ms. Childs, because it was her private life. Dr. Gutierrez did talk to Information Services to try to get Trustee Petersen a laptop and believed that IS tried to contact her. Dr. Gutierrez felt what Trustee Petersen shared was confidential and he assumed she would talk to Ms. Childs. Trustee Petersen shared that Dr. Gutierrez simply informed her that he would handle it, that he would get to the people concerning it. Dr. Gutierrez disagreed. Chair DeCrans inquired with Trustee Petersen if Dr. Gutierrez contacted IS. Trustee Petersen shared he did contact IS and they got ahold of her by phone. Chair DeCrans stated that Dr. Gutierrez did what he said he would do. Chair DeCrans referred back to the email that it has always been sent the same way, how was anyone supposed to know that this time it did not make it through. Trustee Petersen shared that maybe it was because she sent Chair DeCrans an email stating that she did not receive it and that maybe it got lost or something, granite that was later. Chair DeCrans clarified it was 15 days after the fact. Trustee Petersen shared that also because she was supposed to receive an email to participate in the zoom meeting, she sat waiting for it and never received it. Chair DeCrans inquired on who the information was sent to the see needed to join via zoom. Trustee Petersen expressed that

it was part of the plan that was devised by the President for her. Dr. Gutierrez stated that he did not remember that at all about the zoom. He talked about the laptop, and also the hotspot. He did not remember anything about a zoom meeting or anything like that. VP Fiscus shared that the zoom meeting was at the top of the Budget Committee agenda. Trustee Petersen stated that all she could say moving forward was that she would still really like to resolve this communication issue, it is hard to do your job when you literally have to reach out to everyone else around you. Trustee Petersen thanked the Board members and Budgetary Committee members that she was able to discuss with and talk to. Ms. Childs asked if she could inquire on where future correspondence should be sent to Trustee Petersen, namingly if it could not be verified that email was working. Would it be better to mail things snail mail from now on. Chair DeCrans asked Trustee Petersen how she would like her correspondence sent from the College in the future. Trustee Petersen shared that her PO Box still worked, keeping in mind if there was a holiday or winter storm blocking it. After a discussion on mail (not being able to be guaranteed) or pickup, and confirming an address, it was determined that Trustee Petersen would get her correspondence from the College both in the mail and left at the reception desk with an email sharing it was available for pick up as a contingency plan.

B. Public Participation

- Kathleen Henderson expressed her thanks to attend via zoom, and congratulated the Board on a well put together and healthy budget. She appreciated the College meeting with Executive Director Monica Shaw and that the modulars are on their way. It is impressive work by the Oregon Development and Childhood Coalition. She looks forward to everyone purchasing a raffle ticket to support the Foundation.

XI. FUTURE ISSUES

- VP Bill Jennings reviewed the Commencement schedule with the Board and asked for Board members to sign up for video slots on June 11, 2021. A finalized list will be sent to the Board via email from Ms. Childs.

XII. NEXT MEETING

A. Scheduled Board of Education Meeting: June 22, 2021, Founders Hall Boardroom

XIII. ADJOURN

Motion: To adjourn.

Motion by: Kenneth DeCrans

Second by: Helen Petersen

Chair DeCrans adjourned the meeting at 8:42 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary