



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

Regular Meeting – Tuesday, June 22, 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; Dave Jensen (zoom), Michael Fitzgerald; Helen Petersen; and Crystal Rice, Non-voting Board Member, ASKCC President. A quorum was confirmed.

Members Absent: Kate Marquez (excused).

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; and Shannon Childs, Secretary to the Board.

Guests: Kaitlin Hakanson, Laurel Shawhan and Margaret Justice.

II. SHOWCASE

Dr. Gutierrez introduced VP Bill Jennings to review student outcomes. VP Jennings reviewed information as handed out and reviewed in PowerPoint. The handout “student outcomes areas of focus data update June 2021” was highlighted with information on graduation rate, retention, income attainment, and working in field of study. VP Jennings reviewed a PowerPoint defining these measures. The PowerPoint also included information on the IPEDS (Integrated Postsecondary Education Data System) Cohort, trends, college comparisons (the percentages were noted as not accurate in PowerPoint), income attainment comparison, and state longitudinal data system.

Dr. Gutierrez shared the importance of economic development and income attainment, which start with a well-educated workforce. This information is important, and the needle is moving in the right direction.

III. CONSENT AGENDA

- A. Board Minutes (Regular Meeting May 25, 2021)
- B. Personnel Action
- C. Administrative Reports
- D. Appropriated Objects (Financials)
- E. Enrollment Dashboard

Trustee Petersen shared an edit to page 7, 3rd line down, “enforcement” should read “endorsement”; page 9, midway down, “They only email front (should be from)”; and page 10, middle of page “confidential between her (should be them)”.

Motion: To accept the consent agenda.

Motion by: Jason Flowers

Second by: Michael Fitzgerald

Motion: To amend minutes to strike a portion from page 8 to page 9. The section starting with “Ms. Childs shared that as done”, thru to page 9 the line ending with “and that is the board secretary.”

Motion by: Helen Petersen

Second by: Michael Fitzgerald

Discussion: Trustee Fitzgerald inquired why this should be stricken. Trustee Petersen shared that this involved Ms. Childs and herself and she would not like them put in that light in the board minutes.

Trustee Petersen also shared that she did not find it relevant to the purpose. Chair DeCrans shared that he felt that at least a portion of this is important. He would like the heart of the conversation to be part of the minutes.

Public Comment: None.

Action: 3 Yay, 2 Nay. Motion failed.

Original motion: To accept the consent agenda.

Discussion: The requested edits were reviewed.

Public Comment: None.

Action: Motion passed.

IV. ADOPTION OF AGENDA

Motion: To adopt the agenda as written.

Motion by: Helen Petersen

Second by: Jason Flowers

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

V. PRESIDENT REPORT

- a. Dr. Gutierrez shared that the budget of \$703M was approved. The one time ask for rural colleges went far, however was not moved forward. The senate president asked how this could be moved forward when there is no community support within the district. There is an intent to move forward again.
- b. Dr. Gutierrez gave an update on the Child Care Center. Dr. Gutierrez has called a meeting with the CEO of Head Start to inquire if there can be a three-way partnership with Oregon Childhood Development Coalition and KCC. VP Fiscus shared further updates. The Department of Transportation has granted two entrances. The correct zoning is in place. The modular work is being done.
- c. The College is working on having a community wide vaccination at the College, working under another entity. The College would not have liability. There was discussion that this entity may offer \$50 gift cards per shot. The College is not incentivizing, it is giving the space for vaccination opportunity.

VI. ASKCC STUDENT REPORT

- a. ASKCC President Crystal Rice shared the information and results from the 2020-2021 Student Recognition Awards, as shared via handout.
- b. The year ended with six active clubs, Wrangler, Nursing, Phi Theta Kappa, Farm Bureau, Emergency Response and Human Services, and Science Clubs.
- c. The Hygiene Drive went well with the winner being Student Affairs.
- d. There are six applicants going through the ASKCC process.
- e. Chair DeCrans shared that he felt Crystal Rice did an exceptional job this year, as well as the ASKCC crew, considering the pandemic.

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VII. STATE REPORT

- a. Trustee Marquez emailed a state report for distribution at the meeting. That handout was shared.
- b. Dr. Gutierrez shared that KCC is on track to becoming a Hispanic Serving Institution. VP Bill Jennings explained that 25% is the number needed to make this, with credit students. Currently, the preliminary number is 18.7% for KCC. There are efforts going into increasing this population and collecting more data. The 25% has to be maintained, at the end of 3 years, the college still needs to be in that neck of the woods. The idea is to grow it. VP Jennings shared that he believes the grant is \$5M over the three years.

VIII. FOUNDATION REPORT

- a. Executive Director Massie shared that there was not a Foundation Board meeting this month. The Spruce up Your Space raffle has been started. Raffle tickets for this event are currently for sale. Executive Director Massie shared the prizes. There will also be a custom made KCC cornhole set. The 499 tickets are for sale for \$25.00 per ticket. The Flyers will be around town and at the Farmers Market. Tickets are also available at the KCC website.

IX. INFORMATIONAL AND ACTION ITEMS

- A. Resolution 192-20-21 Adopting and Appropriating a Supplemental Budget for Fiscal Year 2020-2021 – **Action Item**

Dr. Gutierrez introduced VP Tricia Fiscus who reviewed resolution 192-20-21. Geoffrey LaHaie joined VP Fiscus in presentation. VP Fiscus noted that the majority of the funds revolve around grants. It was reflected that notes are available on the green sheet. Trustee Fitzgerald verified that this will bring the College into alignment with the Oregon Revised Statutes so that there will not be a write up with the auditors on the next Comprehensive Annual Financial Report (CAFR) in the future. VP Fiscus shared that the goal is to the best the college can so that there will not be notes made on the grants like they were last year. Grants documenting training is also taking place.

Motion: To approve resolution 192-20-21 Adopting and Appropriating a Supplemental Budget for Fiscal Year 2020-2021.

Motion by: Jason Flowers

Second by: Michel Fitzgerald

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

- B. COVID Update – **Information Item**

Executive Director Polson shared that since June 1st, there have been zero COVID cases report on campus. The Governor has instituted her “Take Your Shot Oregon” campaign, which Executive Director Polson shared details. The goal is to have 70% vaccination state wide, which will come with the opening of the economy; the removing of the mask mandate; the mandate of distancing; and businesses, churches, gyms, and other facilities being able to have full openings. On May 21st the state was at 63%; as of Saturday, the state was at 68.5%, today the state is at 68.8%, statewide. As of today, Klamath Falls is at 45.3%. The Governor has been giving out gift cards to those getting vaccinated at locations she is visiting. Other counties are adding prizes for incentives.

Executive Director Polson shared that Klamath County will be at the moderate risk level as of June 25th.

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Chair DeCrans called a ten-minute recess at 7:00 pm.

X. RECESS REGULAR MEETING

Chair DeCrans recessed the regular meeting at 7:10 pm. to go into Executive Session. The Board may hold Executive Session pursuant to ORS 192.660(2)(i), which allows the Board to review and evaluate the employment relation performance of the Chief Executive Officer of any public body.

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

At 7:12 pm Chair DeCrans called the Executive Session to order. Those present included the Board; ASKCC President, Crystal Rice; Lacey Jarrell; Maggie Polson; Dr. Gutierrez, and Shannon Childs.

Under ORS 192.660 (2)(i) the Board reviewed the evaluation of Dr. Gutierrez, including a review of goals.

Ms. Childs handed out the Presidential Goals Binder. Executive Director Polson handed out the Presidential Performance Appraisal 2021 and went over it in detail. The Board reviewed materials and held discussion regarding the President's evaluation.

The Board was called out of Executive Session at 8:47 pm.

XII. RECONVENE REGULAR MEETING

C. Annual Evaluation of Klamath Community College President – Action Item

Dr. Gutierrez shared that he would not accept a merit increase this year, the same as last year.

Motion: To accept the President's annual evaluation of Klamath Community College 2020-2021.

Motion by: Michael Fitzgerald

Second by: Jason Flowers

Discussion: Trustee Fitzgerald commented that the President's performance has been "tantamount to miraculous".

Public Comment: None.

Action: Motion passed. Unanimous approval.

XIII. BOARD DISCUSSION AND PUBLIC PARTICIPATION

A. Board Discussion

i. Board Comment

- Trustee Petersen inquired when Smoking on Campus would be heard again. Dr. Gutierrez shared that this is led by Legal Counsel. There has been transition, Michael Blade moved to be with his father in Eugene, Justin Wright left for specific reasons, and Michael Swanzy left due to health issues. Coming into fall, this may be with Maggie Polson through shared governance. Chair DeCrans asked if Executive Director Polson could start the process to get it moving. Executive Director Polson shared that Human Resources Council will be convening in October as the council working on the policy. This policy will ultimately come to the Board for approval and both board and public comment can be made at that time. It is possible that previous surveys can be reviewed. This may be readdressed at the August retreat.

Motion: To extend the meeting to 9:15 pm.

Motion by: Jason Flowers

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

- Trustee Petersen inquired on gun bill SB554. Chair DeCrans asked that until the ballots go through in September, the Board table it.
- Trustee Petersen asked if the Board could see what the COVID costs were, the savings, including reimbursements were. Basically, a full picture of COVID profit/loss.
- Chair DeCrans shared that the email policy was looked into. It is not a policy, it is a courtesy. The policy is to have the information mailed or available 5 days prior to the Board meeting. This was brought up, as Budget Committee Packets were not received via email due to attachments being too big. Ms. Childs shared that the Board packets are put in the mail by 5:00 pm 7 days prior to the Board Meetings. Trustee DeCrans asked that those members who are picking up the packet, give Ms. Childs a letter.
- Chair DeCrans thanked Micheal Fitzgerald for his 10 years of service. The Board expressed appreciation.
- Trustee Petersen shared that currently, the college does not allow students to be on the Board as voting members. Trustee Petersen shared that she believes that there are other boards who have voting student members. It was inquired, if by KCC having polices restricting students from voting, if the college is disenfranchising or causing a lack of representation from tax payers. Chair DeCrans shared that Executive Director Polson needed time to review this and it can be reviewed in August at the retreat.

B. Public Participation

- Chair DeCrans invited Kaitlin Hakanson to the podium for public comment. Ms. Hakanson shared she hoped there would be more transparency of when the Budget Meetings are. There was no public hearing about the budget, the proposed budget, accepted budget, and the approved budget for the fiscal year. She shared she was fairly certain that Oregon State Law required that there be a public hearing. Ms. Hakanson shared that she had the packet for tonight's meeting and it read that there was a public hearing for the supplemental budget at 6:00 pm, which was the same time as the Board meeting. She asked for some clarity for the public about when the budget information is available and when there is opportunity to make a comment. Chair DeCrans shared that he will make sure the information is better stated for when public comment was. Trustee Petersen inquired if there was a budget comment budgetary hearing scheduled at the same time as the Board meeting. Dr. Gutierrez clarified if the discussion was on the College budget as a whole, where there has to be input from the community. Dr. Gutierrez shared that the College will verify that the College is posting information correctly. Ms. Hakanson shared that she did not find the information for public hearing on the website. Trustee Fitzgerald added that it was in the newspaper. Ms. Hakanson inquired when the approved budget will be on the website. Trustee Fitzgerald shared that it was not finished until June 30th. Trustee Petersen inquired if the supplemental budgets were posted anywhere else other than the agenda. Chair DeCrans shared that these are done as needed throughout the year and it is always open to public comment during the regularly scheduled meetings. This is on the agenda on the website.

XIV. FUTURE ISSUES

- None.

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XV. NEXT MEETING

A. Scheduled Board of Education Meeting July 27, 2021, Founders Hall Boardroom.

XVI. ADJOURN

Motion: To adjourn.

Motion by: Helen Petersen

Second by: Michael Fitzgerald

Discussion: None.

Public Comment: None.

Action: Motion passed. Unanimous approval.

Chair DeCrans adjourned the meeting at 9:06 pm.

Respectfully submitted by:

Shannon Childs

Klamath Community College

Board of Education Secretary