

**MINUTES OF THE JUNE 26, 2023  
BOARD OF EDUCATION**

**Board Retreat**

**Board Members Present:** Ashley Flukinger, Ed Johnson, Tim Lyman, Lloyd Mueller, Jody Stahancyk, Trudy Van Dusen Citovic, Mitra Vazeen

**Board Members Absent:** Nicole Williams, excused.

**Others Present: *in person*,** Interim President Kevin LaCoste

***Via Zoom:*** Ken Ross, Sherry Holdiman, Krystal Brailsford, Hazel Martinez, Michael Quiner, Tamara Blackford, Greg Riehl, Brady Leach

The Board toured the Lexington Campus with Dan Clark, Facilities Manager and then the MERTS Campus with Kristen Wilkin, Dean of Workforce Education and Training.

They enjoyed lunch prepared by the Latino Club.

**CALL TO ORDER:**

Trudy Van Dusen Citovic called the meeting to order at 12:57 pm. Roll was called.

After some discussion, in which it was decided to limit speakers to ten minutes in order to cover more ground, they agreed to have a second retreat and amend the agenda to include only the following:

**Presentation by Michael Quiner on the ERP and Discussion of the ERP**

**The Bill Fritz Letter, Student Pathways and Degrees in 2 Years**

**The Climate Survey and Going Forward**

**Priorities for the Interim President and Division of Responsibilities Between President and Board**

It was decided that the second half of the Board Retreat would take place on Wednesday, July 12 from 11 am to 5 pm at the Rosebriar.

Tim Lyman **moved to adopt the agenda as amended.** Jody Stahancyk seconded the motion. **The motion carried unanimously.**

## Presentation by Michael Quiner on the ERP and Discussion of the ERP

Mike Quiner, Ellucian Implementation Project Manager, joined the meeting via Zoom. He introduced himself: he is a recent retiree from Linn Benton Community College with several decades of experience with Ellucian.

The Ellucian Colleague installation at CCC consists of several different modules which will all be going live at different points. The planned calendar is as follows:

|                                     |                    |
|-------------------------------------|--------------------|
| Financials (including HR & Payroll) | January 2024       |
| Registration & Student Module       | Spring 2024        |
| Admissions                          | August 2024        |
| Budgeting & Project Management      | Fall / Winter 2024 |

The College is about one third of the way through installation. Data conversion is going very well. The core module, including the chart of accounts, is pretty much in place. Curriculum planning is also just about complete; a lot of course and section data still needs to be input. They are just starting with Accounts Receivable. Registration, Degree Audits and Financial Aid have all been scheduled. Curriculum, admissions is in place, chart of accounts is in there, just about complete with curriculum planning. There seem to be some concerns about HR and Payroll; he is hoping that begins on July 10 in order to go live in January. His concern is that it is taking a long time to schedule the work. He noted that the staff is stretched quite thin and although the plans were to have temporary staff in place to backfill for the staff involved in implementation, he doesn't think that they are in place yet. The College will be using the Ellucian Colleague module for some components and others will be done with Neoed, which is also causing some confusion. He said that the implementation is going to take over 3000 staff hours to complete and it is very important that staff be freed up to do this work. For example, he anticipates that the payroll component alone will need a minimum of 100 staff hours before implementation and there is only one person in payroll.

There were concerns from the Board about the Neoed and Ellucian combination. Michael Quiner said that it was in the original contract. There were also concerns that additional temporary staff have not been hired and questions about how that could be accomplished. Interim President Kevin LaCoste said that he would meet with Michael Quiner soon and report back to the Board. Michael Quiner also agreed to send written status reports to the Interim President on a regular basis. It was agreed that the ERP implementation is one of the chief priorities for the Interim President and the College.

There was some discussion about processes and procedures for staff at the College. Interim President LaCoste reiterated that it will be very important for everyone to work together to ensure the transition to the new ERP happens smoothly.

## **The Bill Fritz Letter, Student Pathways and Degrees in 2 Years**

One of the comments sent to the Board during the open comment period for this retreat was a letter from Knappa School Superintendent Bill Fritz. It stated that one of the reasons College enrollments from Knappa High School have dropped is that students feel it is difficult to get a two year degree in two years from CCC. This is due in part to required classes not being offered in a timely fashion. The Board is very concerned and feels they did not know this was an issue. They are also concerned by reports of broken or missing equipment in some programs.

There was discussion of this issue. The Board strongly feels that this is an achievable goal which must be reached. Lloyd Mueller said that this has been an issue for some time and Teena Toyas, Dean of Lower Division Transfer, is very aware of it and working on it. Some years ago, Student Services discussed creating two-year registrations with entering students enrolled in all necessary classes when they enter college. Other schools have had good results with this approach but CCC has not tried it. Some of the issue may be due to a lack of faculty: the College does not, for example, have a chemistry professor and must hire temporary part time instructors to meet that requirement.

There was discussion of using online classes to meet shortfalls or as a way to attract more students. Vice President of Academic and Student Affairs Peter Williams has been working on a program which will allow the College to offer online classes from other Oregon community colleges. There are concerns that focusing on online classes may mean that local students who are not looking for online classes but instead want and need in person instruction will be left without options.

The Board agreed that this matter is a high priority.

## **The Climate Survey and Going Forward**

The Board discussed the Climate Survey. There were comments that Board transparency has improved and that is a positive step. There are concerns that in the past the Board has been perceived as bullying and that needs to be addressed.

There are also concerns that employee reports of bullying or other issues have not been followed up. Suggestions to improve the process were made including an anonymous email address and a dedicated complaint phone line. There were concerns that centering employee issues in the Human Resources office was complicated if the complaints were specifically about people in that office. Interim President LaCoste said that in his experience most HR issues are best solved one on one by supervisors. There were also concerns that College policies are not being uniformly followed by all departments and that there is a knowledge gap between Board and staff.

Some members of the Board expressed concern that there was no procedure in place to ensure staff compliance with Board or President's office requests. The Chair reiterated that Board should go through the Interim President with staff requests. The Interim President said that he

was still learning the history, but he feels that staff processes need to be more formal and documented better.

The Board agreed that there should be a follow up campus climate survey in six months.

### **Priorities for the Interim President and Division of Responsibilities Between President and Board**

Ed Johnson brought handouts from the Knappa school district to share with the Board. (Appendix A) He hoped that they would lend clarity to what the Board should expect of the President and what the President should expect from the Board as well as clearly delineate Board responsibilities vs. Presidential responsibilities.

There are concerns that the policies and procedures are not being followed uniformly within the College. There was a suggestion that policies and procedures be sent out to the staff to be signed, dated and returned. The policies and procedures can all be found on the College website.

For the next Board Retreat meeting on July 11, the Chair asked that the agenda include Board goals and an update on the strategic plan. She also asked that the Interim President come back with more information on the ERP as well as on the issues with lower division transfer degrees. The Board would also like to hear his ideas on steps that can be taken to improve campus climate. The Chair also asked that he look at policies and procedures and consider which ones need updating as well as making sure that finalized procedures come before the Board. The Interim President said that he plans to meet with many people over the next two weeks and will have a lot to report back to the Board.

There was some discussion about the Interim President's contract. The Board would like to discuss it in Executive Session but this does not seem to be allowable under the checklist. The President's contract is a matter of public record in Oregon. Jody Stahancyk said she has been negotiating with the Interim President about the terms of his contract. She said he needs to receive \$5000 for the month of July and \$2500 for June. Kevin LaCoste said that he is eager to get started and hopes to be fully in the President's office by the end of the week.

Jody Stahancyk said that the College has two years to raise \$8 million in order to receive matching funds from the state and she would like to discuss that at the next retreat. The Chair asked that that discussion be moved to a regular Board meeting rather than adding to the Retreat agenda at this time.

### **Public Comment**

There was no public comment.

## **Board Forum**

Mitra Vazeen thanked everyone on the Board for being supportive and kind.

Ashley Flukinger said that the retreat had been very helpful. She said that she had never been to MERTS before and really enjoyed the tour.

Lloyd Mueller commented that he felt the retreat had been really good and he felt there were things the Board can achieve working together.

Tim Lyman thanked Trudy Van Dusen Citovic for the job she is doing as board chair. He said that she is the right person at this time and that nobody else could do it as well as she can.

Jody Stahancyk congratulated the Board for their hard work. She said that being on the Board takes a great deal of time which is difficult when everyone has full time jobs or other full time commitments.

Ed Johnson said that he hopes that the Board can develop trust with the campus community but that it is important that they trust each other before that can happen. He reiterated that the College being able to deliver a two-year degree in two years is extremely important.,

Kevin LaCoste thanked Trudy Van Dusen Citovic for her leadership. He is confident that the Board and staff will be able to work together. He said it was a big project but that he was looking forward to the challenge of bringing the community together and making the College a better place for students.

Trudy Van Dusen Citovic said that this was a team effort and everyone brings unique and valuable skills. She said she felt that She thanked Ed Johnson for bringing the printout from the Knappa School District which would a useful template.

The meeting adjourned at 3:08 pm.

### **Please Note:**

*The Board Secretary was not present at this meeting and has compiled these minutes from the Zoom recording. She apologizes for any errors.*

# Knappa School District 4

Code: **BCD**  
Adopted: 3/18/03  
Readopted: 8/20/12  
Orig. Code(s): BCD

## **Board's and Superintendent's Operating Agreement**

### **Purpose**

The Board is the educational policy-making body for the district. To effectively meet the district's challenges, the Board and superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and superintendent.

### **The Board Job Description**

1. Members of the Board and the superintendent shall work together as a team;
2. Focus on policy making, planning and evaluation, rather than day-to-day operations;
3. Make decisions as a whole Board only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters;
4. Support and accept as a final determination, decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions;
5. Recognize and respect the superintendent's responsibility to manage the school district and to direct employees in district and school matters;
6. Give careful consideration to all issues brought to you by individuals and special interests. Actively solicit input and listen to all perspectives. We will operate as representatives and make decisions in the best interest of the whole district;
7. Value the role we play in the community and represent the district, when possible, by attending school and community functions;
8. Be an advocate for public education in the district, region and state level by speaking up for, and on behalf of, public education.

### **Meeting Operation Agreements**

1. Acknowledge that two Board members must agree before an item is placed on a meeting agenda; (*careful about a potential serial meeting*)
2. Uphold the legal requirement for confidentiality on all matters arising from the Board meeting in executive session;
3. Start and end meetings on time (as noted in Board policy);

4. Attend regularly scheduled Board meetings and work sessions unless a situation occurs that makes attendance impossible;
5. Cooperate in scheduling special meetings and/or work sessions for planning and training purposes;
6. Cast a vote on all matters except when a conflict of interest arises.

### **Communication Agreements**

1. Communicate directly with the superintendent when a question arises, or a concern is voiced by a staff member, student, parent or community member;
2. Communicate directly with the superintendent or Board chair prior to meetings of the Board to address questions and/or concerns about agenda items; (*careful about a serial meeting with board chair*)
3. Communicate one-on-one, when an individual concern arises, with the superintendent or other Board members as appropriate;
4. Give the superintendent a courtesy call or email before visiting a school;
5. No individual Board member, regardless of his or her position, has the authority to speak for the Board;

Board Policy KBCA - News Releases: When individual Board members receive requests from press media representatives for information about Board meetings or actions, members will refer these representatives to the Board chair, who is the spokesperson for the Board. The chair may designate others to speak on behalf of the Board at his/her discretion.

Press conferences will be authorized by the Board chair.

Nothing in this policy is intended to limit the rights of individual Board members to speak their personal opinion;

6. From time-to-time, the Board may be required to make findings of fact that are appealable to another agency. In these situations, no Board member will have personal contact with parties who have a personal interest in the findings and in the Board's decision prior to the time the decision is made.

The purpose of this agreement is to help ensure that no Board member will receive any information regarding a pending matter that is not available to all Board members prior to the time the decision is made. Examples of such decisions include personnel matters, official land use decisions and charter school applications.

### **Annual Planning and Evaluation**

1. Set priorities as a Board for Board professional development annually;
2. Participate in annual self-assessment of the Board's performance;

3. Participate in establishing annual expectations and goals for the superintendent;
4. Objectively evaluate the superintendent's performance and provide appropriate feedback.

### **Orientation of New Board Members**

1. Assure timely orientation of new Board members.

### **Role of the Chair**

1. Recognize the role of the chair to speak for, and about the Board and to describe the Board's process and positions. Recognize the role of the chair to convene meetings, develop the agenda with the superintendent and execute documents as appropriate.

### **Board's Expectations of the Superintendent**

1. Work toward becoming a team with Board members;
2. Respect and acknowledge the Board's role in setting policy and overseeing the performance of the superintendent;
3. Work with the Board to establish a clear vision for the district;
4. Prepare preliminary goals annually for the Board's considerations;
5. Provide data to the Board members so that data driven decisions can be made;
6. Possess a working knowledge of all legal and local policies;
7. Inform the Board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change;
8. Distribute appropriate information to all Board members;
9. Communicate with Board members promptly and effectively;
10. Distribute the Board agenda by (if the agenda is set on a Monday, mail agenda items by Wednesday; if the agenda is set on a Tuesday, mail agenda items by Thursday) prior to the regularly scheduled Board meetings on Monday of the following week;
11. Respect the confidentiality requirement of Board meeting executive sessions;
12. Treat all Board members professionally;
13. Communicate to individual Board members if a problem or issue is observed developing with an individual Board member;
14. Conduct a self-assessment prior to the Board's evaluation of the superintendent's job performance;



15. Represent the district by being visible in the community;
16. Provide follow-up information to Board members on concerns and issues they have referred to the superintendent - close the communication loop.

### **Superintendent's Expectations of the Board**

1. Recognition of the superintendent as the educational leader of the district;
2. Willingness to share the successes and failures of the school system with the superintendent;
3. Assistance in gaining acceptance and support in the community;
4. Willingness to abide by its own rules, policies and code of ethical conduct;
5. Willingness, within budget constraints, to provide the superintendent with adequate staff and clerical assistance;
6. Willingness to acknowledge and follow the chain of command of the district;
7. Respect the confidentiality requirement of Board meeting executive sessions;
8. Avoidance of seeking personal privilege;
9. A willingness to participate in professional development activities at the local, state and national level;
10. An effort to foster unity, harmony and open communications within the Board;
11. An understanding of the relative or complimentary role of the superintendent and Board in policy making;
12. Careful consideration of each recommendation made by the superintendent;
13. Insistence on all available facts and data before making a decision;
14. Willingness to study and evaluate educational issues affecting the district;
15. Practice of avoiding surprise items at Board meetings;
16. Integrity of the highest order.

END OF POLICY

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#### **Legal Reference(s):**

[ORS 332.505](#)

[ORS 332.515](#)