CONSENT AGENDA **AGENDA ITEM V-1b**
R26/27-10b

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work Session – Board Retreat from August 15, 2026
Date:	September 16, 2026
Division/Department:	President's Office
RECOMMENDATION:	Approval of the Minutes for August 15, 2026 Work Session – Board Retreat

Clackamas Community College

BOARD OF EDUCATION MEETING
BOARD RETREAT
HARMONY WEST, HW 170/172
MINUTES
August 15, 2026

WORK SESSION – BOARD RETREAT

I. CALL TO ORDER AND ROLL CALL

Chair Wade Hathhorn called the Work Session - Board Retreat of the Clackamas Community College Board of Education to order at 9:00 a.m. on August 15, 2026, at the CCC Harmony Campus – Harmony West, room HW 170/172.

PRESENT:	6 – Board Members Wade Hathhorn, Josephine (Jo) Crenshaw, Irene Konev, Jane Reid, Rob Wheeler, and Ryan Ingersoll
PRESENT:	1 – Board Member Alina Krollenbrock
COLLEGE REPRSENTATIVES:	4 - President Tim Cook, Vice President David Plotkin (arrived at 10:40 AM, left at 2:23 PM), Chief Culture and Impact Officer Casey Layton (left at 2:25 PM), and Recorder Kattie Riggs

II. WELCOME AND SELF REFLECTION

Tim Cook, College President, welcomed everyone and asked them to do individual reflection and journaling that would not be shared out, but just for them to think about. Tim asked two questions:

- *Why did you join the Clackamas Community College Board?*
- *What keeps you motivated as a board member?*

III. COMMUNITY BUILDING EXERCISE

Tim reminded the Board that during last years retreat each Board member created their own vision board collage. This year the Board was tasked with creating one collage. They worked together as a team to create a collage that coincided with the prompt:

- *If someone looked at this collage a year from now, what would they see that tells them this Board and College had an exceptional year?*

IV. BOARD ROLES AND RESPONSIBILITIES

Mary Spilde, Consultant, provided a PowerPoint presentation. Mary provided an overview about herself and work with Association of Community College Trustee (ACCT) Board retreat facilitation.

Mary shared some ground rules and best practices in board governance including what makes good governance:

- *Board's power comes from acting as a team*
- *No individual power*
- *Paradox of hierarchy and partnership*
- *Board and CEO on the same team*

Mary shared the presumption of correctness – when the Board receives a recommendation that comes to them, they should presume that it has gone through either shared governance or some other sort of thorough process to get to the board level.

Mary shared the roles of the Board, the roles of the President, and collaborating responsibilities. The college policies are very important because they provide the guardrails for the President and the college for doing and implementing the strategic plan.

The Board discussed their policies around public meetings and public comments. There was a consensus from the Board to feel the need to update their Board Meeting Procedure policy and Public Comment policy and/or procedure. There was a genuine interest in not having the audience clap during the public comment period because the Board members wanted to be able to hear the comments and truly listen to the comments. Some of the Board members have a hard time listening when there is so much commotion during the meeting and the public comment period.

Mary walked the Board through some of the statements already included in the college's policies and some examples of language that could strengthen their policies.

Mary handed-out two case studies and split the group, one group read and discussed case # 1 and the other group read and discussed case #2. Here were the case studies:

Case #1

The faculty organization has developed a new methodology for compensation for both full time and adjunct faculty. It is claimed the proposal is expense neutral and the intent is to modernize the plan. You are contacted through a phone call by the president of the faculty organization to attend the organization's next meeting. The faculty senate president states the purpose of your attendance is to educate you on the plan and you will not be put in the position of expressing an opinion or make any immediate decision. The faculty president states it's important you hear directly from the faculty as part of your role as a trustee.

- *What are the factors of board governance to be considered in this case study?*
- *How do you respond to the faculty senate president in the phone call?*

- *Do you accept the invitation? What are the considerations?*

Case #2
The board operates using a modified system of policy governance with the understanding that the President is its sole employee and with clear policies and executive direction to the President. As a former college employee prior to being appointed to the board, you often hear complaints from employees about things the administration is doing that they don't like. They encourage you to get involved in solving these perceived problems. They say that you are not doing your job as a trustee of the college if you don't engage with them.

- *What are the issues of board governance to be considered in this case?*
- *What steps would you take with your board colleagues and the President?*

III. BOARD PRIORITIES

1. Board Focus
   The Board had some reflection time to write down their thoughts on what they had just learned from consultant Mary Spilde and how the Board could improve in the future and how they would like to improve as an individual Board member. There were some other prompting questions reflecting on the recent Board meetings:
   - *What went well?*
   - *Where can improvements be made?*
   - *What feels unclear or missing in roles/policies?*
   - *What could be added or clarified?*

12:30 – 1 PM Lunch break was taken.

The Board shared their reflections and discussed their responses. The Board would like to know if they could move their meetings to another room and/or virtual only when there is a disruption that is not contained. If there is an incident that happens to one Board member around safety, all the Board members should be notified or made aware of the situation.

Ryan shared that he was in a school shooting as a faculty member. He wondered what the safety protocols were for CCC if there was an issue on campus when the Board is on campus.

Tim mentioned that after the 2025 commencement he was accosted by a community member. Tim made a note to talk with campus security about the safety protocols for walking out in the dark after meetings.

The Board really enjoys hearing the staff and student presentations during their meetings. There was a conversation about how the Board could include students more in the legislative and governing process. Maybe opportunities to arrange more informal engagements with the Board and students.

2. Budget Process Discussion
   Tim shared that the purpose of some proposed changes to the budget process and that it would be to enhance the budget development process this year by increasing transparency,

accountability, and meaningful engagement with employees, students, community members, leadership, and the Budget Committee. The goal would be to ensure budget decisions include time for community voices in a public process. Some of the proposed enhancements would include:

- *Three community listening sessions from January through March before budget decisions are made.*
- *Creating a website-based input form accessible through a QR code and online link.*
- *Adding an additional Budget Committee meeting in May.*

There was a discussion about the purpose of the listening sessions and the role of the Board at the listening sessions. There was a thought that the staff would summarize what was heard at the listening sessions and bring that back to the Board with a write-up in the agenda packets. There was a discussion that the entire college and community needs some clarity around the Board's role and governance, along with internal shared governance.

Maybe a Budget Committee training in April?
President's Report say something about the budget at every meeting from Jan. – May.

3. President's Evaluation Process
Tim reminded the Board of the presidential evaluation tool used last year. He also mentioned that this academic year would be a contract year for him.
Kattie provided the Board with this year's tentative timeline. The Board agreed to use the same tool they had used the last two years. They also mentioned trying to get feedback from the Executive Team which included Tim's director reports. They would like to have a facilitator provide them with key themes that were heard from the Executive Team.

VI. HOUSEKEEPING ITEMS

1. Board Committee Assignments
Kattie shared the previous Board Committee Assignments and the Board discussed how new Board member Alina Krollenbrock could fill a liaison role. Ryan was willing to stepped down from being the liaison for the CCC Foundation and Jane and Irene both offered up their roles on the Board's Policy Review Committee. There needed to be a conversation with Alina to see what interest she might have in serving in a liaison or committee role.

2. Board Trainings/Conferences/Events
Kattie shared the current conference and event that are open for the Board to attend and there was discussion regarding who would be attending what events.

3. Other

ADJOURNMENT
The meeting was adjourned at 3:18 p.m.

September 15, 2026
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Date **Kattie Riggs, Recorder**

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Wade Hathhorn, Board Chair **Tim Cook, Clerk**