

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Work and Regular Sessions from April 16, 2025
Date:	May 21, 2025
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for April 16, 2025



**BOARD OF EDUCATION MEETING
MINUTES
April 16, 2025**

**Clackamas Community College
Roger Rook Hall – room RR 111 A & B
19600 Molalla Ave,
Oregon City, OR 97045**

WORK SESSION

Chair Jane Reid called the Work Session of the Clackamas Community College Board of Education to order at 6:04 p.m. on April 16, 2025, in Roger Rook RR 111 A & B.

I. EMPLOYEE CLIMATE SURVEY PRESENTATION

Ashley Sears, Interim Dean of Institutional Effectiveness and Planning, along with Casey Layton, Chief Culture and Impact Officer, and Melissa McCormack, Chief Human Resources Officer, provided the general themes heard from the employee climate survey.

Casey provided an overview of the how the work began and the survey was developed beginning with the strategic plan, the work group and goals, developing what the ideal climate state for the college, focus groups and measuring the gaps of where the college currently is compared to the ideal state of where it would like to be in the future.

Ashley shared the key takeaways including information regarding the response rate, 73% of employees were satisfied with their job, there was a high percentage of employees observing mean and disrespectful behavior, the support received from the Human Resources division had a high percentage of not meeting the needs, and shared some of the comment analysis.

Melissa McCormack, shared the next steps including the workgroups that would work on various aspects of the information received from the survey. Several items would be looked at and worked on through the Shared Governance People & Culture Council. There would not be another survey for about three

years, to allow enough time to course correct and work on results. There might be some pulse surveys in between the three-year period.

There was a question that if the next full survey would not be completed until three years later, would there be a lot of employee turnover and a concern that the data would change based on that. There was a discussion about the college's low turnover rate. There was a realization that the Board had not seen the full report and would receive a copy of the full report.

Chair Reid adjourned the Work Session at 6:44 p.m.

REGULAR SESSION

I. CALL TO ORDER

Chair Jane Reid called the regular meeting of the Clackamas Community College Board of Education to order at 7:00 p.m. on April 16, 2025.

II. ROLL CALL

PRESENT: 6 – Board Members Jane Reid, Josephine “Jo” Crenshaw, Kathy Hyzy (via Zoom), Wade Hathhorn (via Zoom), Irene Konev, and Rob Wheeler

COLLEGE REPRESENTATIVES: 7 – President Tim Cook, Vice President David Plotkin, Vice President Jeff Shaffer, Full-time Faculty Co-President Lars Campbell, Associate Faculty President Christopher Zimmerly-Beck, Association of Classified Employees President Jennifer Pope, Recorder Kattie Riggs, and other CCC staff

III. LABOR AND LAND ACKNOWLEDGEMENTS

Chair Reid read the Land and Labor Acknowledgements.

IV. PUBLIC COMMENTS

Chair Reid called upon those wishing to speak before the Board.

There were none.

V. CONSENT AGENDA

1. The Board considered the approval of the following:
 - a. Minutes (Work and Regular Sessions) 03.19.2025
 - b. 2025/2026 Board Meeting Schedule
 - c. No Formal Award (NFA) Core Transfer Map
2. The Board acknowledged the acceptance of the following:
 - a. Monthly Financial Reports
 - b. Personnel Report

R24/25-21 Motion made by Rob Wheeler, seconded by Jo Crenshaw, to approve and accept Consent Agenda items 1a through 2b. The motion carried by the following vote:

Aye: 6 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, and Rob Wheeler

VI. NEW BUSINESS – FIRST READ

VII. NEW BUSINESS – ACTION

1. Resolution No. R24/25-22, Authorizing Contract Agreement with Wenaha Group in the Amount of \$4.5 Million for 5-years to Serve as the College's Owner's Representative and Project Manager for Bond Projects

Jeff Shaffer, Vice President of Finance and Operations, provided a Bond update including the high demand of our Bond sales. There was a pre-proposal meeting for the Natural Resource Center of Excellence with over 85 contractors in attendance. Regarding the request for proposal for the Owner's Representative and Project Manager, there were 8 proposals and staff narrowed it down to the top four for interviews. Wenaha Group rose to the top and was selected. Jeff introduced Dale Kuykendall from Wenaha Group to introduce the company and provide their values.

R24/25-22 Motion made by Irene Konev, seconded by Jo Crenshaw, to approve Resolution No. R24/25-22, contracting with Wenaha Group to serve as the College's Owner's Rep and Project Manager for Bond Projects. The motion carried by the following vote:

Aye: 6 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, and Rob Wheeler

2. CCC Foundation Memorandum of Understanding, July 1, 2024 – June 30, 2027

Debra Mason, Executive Director, shared that all the edits were incorporated into the MOU. Debra introduced Alex Crooks, Chair of the Foundation. Alex introduced the CCC Foundation members that were in attendance at the meeting.

Wade Hathhorn, would have liked to see the CCC President be listed as a voting member of the CCC Foundation Board and Executive Committee. Alex Crooks mentioned that there is no precedence in the state for that and CCC Foundation felt with the Board liaison and other staff on the Board with voting rights would be sufficient.

R24/25-23 Motion made by Jo Crenshaw, seconded by Rob Wheeler, to approve the CCC Foundation Memorandum of Understanding for July 1, 2024 – June 30, 2027. The motion carried by the following vote:

Aye: 4 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, and Rob Wheeler

No: 1 – Wade Hathhorn

Abstention: 1 – Kathy Hyzy

3. Employee Cost of Living and Benefits Adjustment

Vice President Shaffer provided an update on the cost-of-living adjustment, recognizing the contractual agreements and non-contractual. Jeff provided the background regarding the market analysis and the following cost of living adjustments based on the CPI (Consumer Price Index). This is how the administration salaries (non-represented) employees keep up with the market rates.

R24/25-24 Motion made by Rob Wheeler, seconded by Jo Crenshaw, to approve the employee cost of living and benefits adjustment. The motion carried by the following vote:

Aye: 6 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, and Rob Wheeler

4. Resolution No. R24/25-25, Declaring Vacancy on the CCC Board of Education for Position in Zone 5 and Approving the Application Process

Chair Reid thanked Aaron Woods for his time served on the CCC Board of Education. Wade shared appreciation and gratitude for Senator Aaron Woods.

R24/25-25 Motion made by Rob Wheeler, seconded by Irene Konev, to approve Resolution No. R24/25-25, declaring a Board vacancy and establishing the application process to fulfill that vacancy. The motion carried by the following vote:

Aye: 6 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, and Rob Wheeler

VIII. STUDENT/FACULTY PRESENTATIONS

1. American Association for Women in Community College (AAWCC) Presentation

Armetta Burney, Dean of Technology, Applied Science, and Public Services, introduced Teri Olsen, Britney Ellerbrook, and Elena Zilar.

Teri Olsen, Customized Training and Development Services - Training Services Coordinator, shared her background in AAWCC and what it meant to her. She provided AAWCC background and information about their Board and the Oregon Chapter. The AAWCC provides three conferences per year, a summer conference, a fall conference, and weeklong Oregon Institute for Leadership Development (OILD).

Britany Ellerbrook, Director of Future Ready Oregon and Career Pathways, shared her experiences with AAWCC and her experience during the OILD conference. She shared the upcoming local events hosted by the Oregon AAWCC Chapter.

Elena Zilar, Administrative Assistant II in Education, Human Services, and Criminal Justice, shared her experience at the OILD conference last year and what she took away from the conference.

IX. ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS

1. Associated Student Government (ASG)

Bethany Day, ASG President, shared that April was Sexual Assault Awareness month and the events ASG would be hosting to bring awareness and show support. During week five of the spring term in May is the ASG election for President and Vice President. The month of May is

Wellness and Mental Health Awareness month. Bethany shared the events to bring awareness and show support.

2. Full-Time Faculty Association (FTF)

Lars Campbell, FTF President, shared Laura Joyce shared the record numbers of student growth they are seeing in their programs. The Counseling Department has a new preferences tool they have rolled-out with QR codes. The library textbook affordability has increased the number of dollars they are saving students. The music department will be hosting the Jazzy Harmony event on May 7th, on the Harmony campus. Lars mentioned that the full-time faculty numbers have been reduced by 6% since 2017.

3. Associate Faculty (Previously Part-Time Faculty) Association (CCCAFA)

Christopher Zimmerly-Beck, CCCAFA President, shared that there is high anxiety and have numbers to show that administration numbers have increased while faculty numbers have been reduced. There are course offerings for summer term that have already been cut.

4. Classified Association (ACE)

Jennifer Pope, ACE President, shared concerns about the budget. That the college has added 18 administrators since 2022, lost 12 faculty, 12 full-time classified, and 32 other positions during the same time. The beginning fund balance and reserves are well over the Board's required amounts, so it doesn't feel like the college is prioritizing learning, equity, and student success.

X. COLLEGE REPORTS

1. President's Report

Tim Cook, President, shared a federal update and some of the funding we have started to lose out on such as grants and others. He shared an enrollment update. Shared a movie screening of the Island Soldier on May 6, 2025.

XI. BOARD OPERATIONS

1. Board Chair Business Report

2. Oregon Community College Association (OCCA) Report

Chair Reid shared that OCCA is really working hard to advocate for community college funding. "Community colleges work for Oregon", is their slogan.

3. CCC Education Foundation Report

Jo shared the Foundation report.

4. Board of Education Community Reports

Each Board member provided updates about things they had participated in over the last month or two.

XII. ADJOURNMENT

Chair Reid adjourned the meeting at 8:13 p.m.

Date

Kattie Riggs, Recorder

Jane Reid, Board Chair

Tim Cook, College President

DRAFT