

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Executive, Work, and Regular Sessions from November 19, 2025
Date:	December 17, 2025
Division/Department:	President’s Office
RECOMMENDATION:	Approval of the Minutes for November 19, 2025



**BOARD OF EDUCATION MEETING
MINUTES
November 19, 2025**

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

EXECUTIVE SESSION

I. CALL TO ORDER

Chair Jo Crenshaw called the Executive Session of the Clackamas Community College Board of Education to order at 5:34 p.m. on November 19, 2025. Present were Board members Josephine “Jo” Crenshaw, Wade Hathhorn, Jane Reid, Ryan Ingersoll, Irene Konev, and Rob Wheeler, along with Board Recorder Kattie Riggs.

Item discussed was pursuant to ORS 192.660(2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Chair Jo Crenshaw adjourned the Executive Session at 6:31 p.m.

WORK SESSION

Chair Jo Crenshaw called the Work Session of the Clackamas Community College Board of Education to order at 6:38 p.m. on November 19, 2025.

ROLL CALL

PRESENT: 6 – Board Members Josephine “Jo” Crenshaw, Wade Hathhorn, Ryan Ingersoll, Irene Konev, Jane Reid, and Rob Wheeler

COLLEGE

REPRESENTATIVES: 5 – President Tim Cook, Vice President David Plotkin, Vice President Jeff Shaffer, Executive Assistant Jessi Alley-Snell, Recorder Kattie Riggs, and other CCC staff

I. BUDGET/FINANCIAL FORECASTING

Jeff Shaffer, Vice President of Finance and Operations, and Christy Owen, Dean of Business Services, presented the fall budget and forecast update highlighting increased financial pressure since the spring budget adoption. While approximately \$2.35 million in ongoing reductions were implemented, the previously identified \$650,000 structural gap has grown to about \$1.1 million due to lower property tax growth, state freezes on funded enrollment growth, slightly weaker enrollment projections, reduced underspending, and rising operating costs. Compounding these challenges, recent federal tax changes significantly reduced projected state revenues, prompting the state to request that agencies, including community colleges, model 5% reduction scenarios. For the college, such a reduction would increase the projected deficit to approximately \$3 million under current assumptions.

In response, the college is revising its mid-biennium assumptions to plan for a potential 5% state funding reduction and a baseline of 0% cost-of-living adjustments, while continuing good-faith bargaining. Even with these assumptions, the revised forecast shows an estimated \$1.3 million deficit, pressure on ending fund balances, and the need to resolve the existing \$1.1 million structural deficit. Leadership outlined a pivot in the budget process that includes using remaining one-time federal funds through June 2026, developing multiple revenue and reduction scenarios, and potentially considering tuition and fee adjustments alongside expenditure reductions. The established budget calendar and shared governance process will guide further Board actions as more information becomes available during the upcoming legislative session.

II. College Data Reporting and the Data Den

Ashley Sears, Director of Institutional Research and Reporting, provided a presentation on data reporting. Ashley reviewed key student demographics and institutional factors using new dashboards housed in the College's "Data Den," a business intelligence platform designed to make data more accessible to employees. Highlights included modest shifts in enrollment patterns, such as slightly fewer full-time and partially online students, a marginally younger student population, and a continued increase in first-generation students. She also outlined plans for a regular reporting cadence to the Board, including quarterly enrollment updates, annual student characteristics and achievement reports, peer benchmarking required for accreditation, and summaries of key student survey findings.

Ashley shared findings from recent student surveys that provided insight into food insecurity, housing insecurity, access to services, and course selection. She reported that 38% of surveyed students experienced some level of food insecurity and 52% experienced housing insecurity, with higher rates among certain populations such as low-income students, parents, and first-generation students, though some indicators showed slight improvement compared to 2019. Survey results also indicated that most students found it easy to access services and felt confident in their course selections, with strong use of advising resources. Board members expressed appreciation for the depth and transparency of the data, noted the seriousness of basic needs insecurity among students, and emphasized the value of longitudinal data and trends in guiding institutional decisions. The presentation concluded with positive feedback on the Data Den as a powerful tool for accountability, planning, and mission fulfillment.

Chair Jo Crenshaw adjourned the Work Session at 7:36 p.m.

REGULAR SESSION

I. CALL TO ORDER

Chair Jo Crenshaw called the regular meeting of the Clackamas Community College Board of Education to order at 7:37 p.m. on November 19, 2025.

II. ROLL CALL

PRESENT: 6 – Board Members Josephine “Jo” Crenshaw, Wade Hathhorn, Ryan Ingersoll, Irene Konev, Jane Reid, and Rob Wheeler

COLLEGE

REPRESENTATIVES: 8 – President Tim Cook, Vice President David Plotkin, Vice President Jeff Shaffer, Associated Student Government President Breanna Davis, Full-time Faculty President Charlie Lettenmaier, Classified President Jennifer Pope, Executive Assistant Jessi Alley-Snell, Recorder Kattie Riggs, and other CCC staff

III. LABOR AND LAND ACKNOWLEDGMENTS

Chair Crenshaw called upon Ryan Ingersoll to read both the land and labor acknowledgments.

IV. PUBLIC COMMENTS

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

There were none.

VI. CONSENT AGENDA

1. The Board considered the approval of the following:
 - a. Minutes (Work and Regular Sessions) 10.15.2025
2. The Board acknowledged the acceptance of the following:
 - a. Monthly Financial Reports
 - b. Personnel Report
 - c. Bond Update
 - d. Summer Enrollment

R25/26-8 Motion made by Wade Hathhorn, seconded by Jane Reid, to approve and accept Consent Agenda items 1a through 2d. The motion carried by the following vote:

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

VI. NEW BUSINESS – FIRST READ

VII. NEW BUSINESS – ACTION

1. Resolution No. R25/26-17, Amending the Opsis Architecture LLP Contract in the amount of \$4,940,424 for Design Services of the Natural Resources Center of Excellence

Jeff Shaffer, Vice President of Finance and Operations, presented an overview of the Opsis Architecture contract, noting that Opsis had been selected earlier in the summer through a competitive request for proposal (RFP) process. The initial \$246,528 contract (then increased to

\$276,028) covered the programming phase, which was concluding, allowing the project to transition into schematic design. Completion of programming enabled negotiation of an appropriate fee for the remaining scope of work, which included approximately one additional year of design and an estimated year and a quarter of construction management. The overall project timeline extended into late 2027 or early 2028, and the contract value \$5,216,452 (an increase of \$4,940,424).

During the discussion, Wade Hathhorn commented on the size of the change order and raised an observation about Walker Macy as a subcontractor for Opsis for the landscaping component. He emphasized the importance of involving students in the projects to leverage their skills, knowledge, and availability as part of the educational mission. Jeff confirmed that this was the intent, stating the departments had already been deeply involved and that students would be integrated into both the design and construction processes as the project progressed.

R25/26-17 Motion made by Jane Reid, seconded by Wade Hathhorn, approving Resolution No. R25/26-12, declaring a vacancy on the CCC Board of Education for the position in zone 1 and approving the application process. The motion carried by the following vote:

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

2. Resolution No. R25/26-18, Contract with Swinerton Builders for Preconstruction and CM/GC Services for Construction of the Natural Resources Center of Excellence

Jeff Shaffer explained that this initial contract with Swinerton Builders for the preconstruction and contract manager/general contractor (CM/GC) service for construction of the Natural Resources Center of Excellence was below the threshold for needing Board approval but was being brought for approval due to the long-term commitment and significance of the overall \$38 million project contract. The approval covered initial pre-construction services to integrate Swinerton into the project team alongside the architects, with the understanding that additional contract components exceeding approval thresholds would return to the board as the project progressed. Swinerton was selected through an extensive RFP process that included 14 respondents, and the board was informed that the firm would provide continuous estimating, real-time cost and schedule feedback, and monitoring of market risks such as labor availability, tariffs, and material constraints to support efficient project delivery.

Board members expressed strong support for the selection, highlighting Swinerton's emphasis on student success, including an on-site learning lab, faculty-led site walks, guest lectures, and multiple paid internships for students. It was noted that student involvement was a key factor in the selection decision and aligned well with the institution's mission and culture. A board member disclosed a potential conflict of interest and confirmed that they recused themselves from scoring during the selection process, while affirming confidence in the outcome.

R25/26-18 Motion made by Ryan Ingersoll, seconded by Rob Wheeler, approving the bond project Community Oversight Committee composition and member appointments. The motion carried by the following vote:

Aye: 5 – Board Members Jo Crenshaw, Irene Konev, Jane Reid, Rob Wheeler, and Ryan Ingersoll

Abstention: 1 – Wade Hathhorn

3. Oregon School Board Association (OSBA) Election

Chair Crenshaw explained that the college are members of the Oregon School Board Association (OSBA) and as such are eligible to participate in the election of officers and other legislation for that governing body. For this request they are asked to vote on three board positions and would vote on them one at a time.

R25/26-19a Motion made by Irene Konev, seconded by Wade Hathhorn, to elect Chrissy Reitz to the OSBA Board of Directors in Position 8. The motion carried by the following vote:

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

R25/26-19b Motion made by Jane Reid, seconded by Rob Wheeler, to elect Heather Ray to the OSBA Legislative Policy Committee in Position 7. The motion carried by the following vote:

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

R25/26-19c Motion made by Wade Hathhorn, seconded by Ryan Ingersoll, to elect Jena Benologa to the OSBA Legislative Policy Committee in Position 8. The motion carried by the following vote:

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

VIII. STUDENT/FACULTY PRESENTATIONS

1. English for Speakers of Other Languages and Title II Presentation by Stephanie Murphy and Laura Joyce

Danielle Hoffman, Dean of Academic Foundation and Connections, introduced the presenters Stephanie Murphy and Laura Joyce.

Stephanie Murphy, Director of Adult Education, presented an overview of the college's Workforce Innovation Opportunity Act Grant (WIOA) and Title II-funded adult basic skills programming. Stephanie described the scope and impact of the grant, which supported adult basic education, ESOL, GED, and adult high school diploma programs, serving more than 1,060 students in 2024–25. The \$430,000 federal award represented approximately 30 percent of departmental budgets and funded instruction, staffing, and administration while keeping programs tuition-free or low cost, with fee waivers supported through additional grants. She highlighted strong enrollment demand, significant linguistic and cultural diversity, robust performance outcomes that met or exceeded state targets, and measurable student gains, including GED completion, diploma attainment, and transitions into college coursework or employment. Stephanie emphasized the college's role as a primary regional provider of adult

education and underscored the resilience and determination of adult learners.

Laura Joyce, ESOL Program Chair and faculty member, connected ESOL programming to the college's strategic priorities through student testimonials, emphasizing excellence in teaching and learning, holistic student support, and equity and inclusion. She shared how highly qualified faculty, active learning environments, and wraparound supports helped students gain confidence, improve workplace and community engagement, and transition into college degrees, university transfer, and professional careers. Board members commended the programs' impact on families and communities, discussed outreach opportunities with local school districts, and sought clarification on the adult high school diploma pathway. College leadership affirmed the importance of Title II funding, noted ongoing federal uncertainty, and expressed strong pride in the faculty, staff, and students whose trust, success, and outcomes reflected the effectiveness of the programs.

IX. ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS

1. Associated Student Government (ASG)

Breanna Davis, ASG President, shared that ASG is reevaluating their budget and distribution of funds to clubs. Budget Committee is meeting more frequently and a new receipt system. They finished their clubs work room and overflow pantry space. Multicultural center had a couple of events for October and November. The food pantry line has been out the door and there have been more inventory than all of last year.

2. Classified Association (ACE)

Jennifer Pope, Classified President, shared that they were able to issue 5 employees with grants/scholarships. Established a committee for the scholarship fund.

3. Full-Time Faculty Association (FTF)

Charles Lettenmaier, Full-Time Faculty President, shared highlights from the written report provided in the agenda packet.

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

XI. COLLEGE REPORTS

1. President's Report

President Cook provided brief updates on several college initiatives and upcoming activities, noting that enrollment was approximately 2.9 percent higher in the seventh week of the term, which aligned with peer institutions but remained below projections. The DEI Committee continued to expand, adding 11 new members for a total of 52, and remained active through subcommittee work, "snack and learn" sessions on student resources, and campus education efforts. The Cougar LEAP office and the shared governance DEI community of practice delivered trainings on managing difficult conversations and workplace conflict in response to the employee climate survey feedback. Additional updates included the college-wide launch and ongoing training of the Cougar Pause tool, invitations to campus theater and music performances, and announcements of upcoming events such as the bond fair to engage local and minority-owned businesses, the Oregon Business Leadership Summit, the annual legislative breakfast, and the Clackademy all-staff recognition event.

XII. BOARD OPERATIONS

1. Board Chair Business Report
2. CCC Education Foundation Report
Ryan shared the Foundation report.
3. Oregon Community College Association (OCCA) Report
Jane shared the OCCA report.
4. Board of Education Community Reports
Each Board member provided updates about things they had participated in over the last month or two.

XIII. ADJOURNMENT

Chair Crenshaw adjourned the meeting at 8:50 p.m.

Date

Kattie Riggs, Recorder

Jo Crenshaw, Board Chair

Tim Cook, President