

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Executive, Work, and Regular Sessions from November 20, 2024
Date:	December 18, 2024
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for November 20, 2024



**BOARD OF EDUCATION MEETING  
MINUTES  
November 20, 2024**

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

**EXECUTIVE SESSION**

*Chair Jane Reid called the Executive Session of the Clackamas Community College Board of Education to order at 5:33 p.m. on November 20, 2024 in Roger Rook RR 112. Attendance at the Executive Session included Board Members Jane Reid, Jo Crenshaw, Rob Wheeler, Irene Konev, Wade Hathhorn, Aaron Woods, and Kathy Hyzy (via phone), Staff Tim Cook (left at 6 p.m.), Jeff Shaffer (left at 6 p.m.), and Kattie Riggs.*

- I. PURSUANT TO ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions.**
- II. 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.**

*The Executive Session adjourned at 6:25 p.m.*

**WORK SESSION**

*Chair Jane Reid called the Work Session of the Clackamas Community College Board of Education to order at 6:33 p.m. on November 20, 2024 in Roger Rook RR 111 A & B.*

## **I. BUDGET/FINANCIAL FORECASTING**

*Christy Owen, Dean of Business Services, reviewed the fall 2024 financial forecasting, highlighting a structural deficit, shortfalls, and the impending expiration of one-time bridge funding in fiscal year (FY) 2025-26. She provided updates on the revenue and expenditures since the spring presentation, analyzing the usage of one-time funds over the past decade.*

*Current-year revenues exceeded spring projections by about \$1.5 million. However, increased personnel costs and PERS expenses offset this gain. Christy discussed the state's Community College Support Fund (CCSF) and outlined the planning for the FY 2025-26 budget, emphasizing a prioritization framework to address structural deficit. A timeline and deliverables were reviewed for the budget process through June 2025.*

*There was a clarification on what "other revenue" sources included and what additional sources of revenue were being pursued. Jeff Shaffer, Vice President of Finance and Operations, shared how Portland General Electric (PGE) was a source of income at the Wilsonville Campus, and generated approximately \$300,000 annually. He also mentioned the revenue collected from bank interest and facilities rentals. There are other "creative revenue" sources that don't go directly into the General fund such Customized Training and the Environmental Learning Center but they mainly act as their own enterprise. Jeff mentioned that Chemeketa has a very unique approach to generating creative revenue.*

*To address the structural deficit, a 5% reduction in operations would be necessary. A hiring freeze has been implemented, and the reduction process will prioritize core functions and equity.*

*There were questions regarding the process, how it would happen, the core functions of the college and the use of shared governance. Jeff shared how input would be collected to incorporate into the decision-making process.*

## **II. CCC DEI STRATEGIC PLAN UPDATE**

*Casey Layton, Chief Diversity, Equity, and Inclusion Officer, shared the DEI office mission regarding creating equitable learning access, raising awareness, building pathways, and etc. She thanked the folks from her team Csea Leonard, Christina (Tina) Francisco-Evans, and Jessi Alley-Snell.*

*Casey introduced student Danielle (DeeDee) Borris and Virginia (Virn) Chambers, Director of Health Sciences, to share their stories. DeeDee is a Filipino student that is dual enrolled at Clackamas Community College (CCC) and Clackamas Middle College. She and her sister asked to share their stories as Filipino students (their culture, experience from California, the food and their stories about their families) at a CCC event. DeeDee was also provided with the opportunity to participate on the interview committee for the DEI Coordinator position.*

*Virn provided an overview of the programs that she oversees. She recognized a couple of barrier to student including the application process for the programs she oversaw. She worked closely with Casey in the DEI office to ask questions, listened to student needs, and they took the time to figure out a way to alleviate the barriers to the programs. They were able to streamlining the application and admissions process. Students had positive experiences and reported they felt very supported by the DEI office and the college. Virn spoke highly of CCC and the values, mission and alignment. Casey shared how the items over the next couple of years could affect the college's DEI office and work.*

*Chair Reid adjourned the meeting at 7:31 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 7:39 p.m. on November 20, 2024.*

### **II. ROLL CALL**

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

### **COLLEGE**

**REPRESENTATIVES:** 8 – President Tim Cook, Vice President David Plotkin, Vice President Jeff Shaffer, Full-time Faculty Co-Presidents Lars Campbell, Classified President Kelly White, Associated Student Government President Stephanie Dali, Recorder Kattie Riggs and Rashida Quinn, and other CCC staff.

### **III. LABOR AND LAND ACKNOWLEDGEMENTS**

*Chair Reid asked Jo Crenshaw to 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) 10.16.2024
2. The Board acknowledged the acceptance of the following:
  - a. Monthly Financial Reports
  - b. Personnel Report
  - c. End of Year Enrollment
  - d. Summer Enrollment

**R24/25-8 Motion made by Irene Konev, seconded by Jo Crenshaw, to approve and accept Consent Agenda items 1a through 2d. The motion carried by the following vote:**

**Aye: 7 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, Rob Wheeler and Aaron Woods**

### **VI. NEW BUSINESS – FIRST READ**

### **VII. NEW BUSINESS – ACTION**

1. OSBA Election

*Chair Reid explained that as a member of the Oregon School Board Association (OSBA), the CCC Board is eligible to participate in the election of officers to the OSBA Board and the Legislative Policy Committee, and to vote on resolutions such as those that amend the OSBA Constitution or adopt legislative priorities. There are three resolution to vote on:*

*Resolution #1, amending the OSBA membership dues; and,  
Resolution #2, creating the Oregon School Board Members PRIDE Caucus (the Oregon LGBTQIA2S+ School Board Members Advisory Committee) and designating a seat on the OSBA Board of Directors and Legislative Policy Committee; and,  
Resolution #3, amending the OSBA Bylaws.*

**R24/25-9a Motion made by Aaron Woods, seconded by Wade Hathhorn, to approve OSBA Resolution #1, amending the membership dues schedule. The motion carried by the following vote:**

**Aye: 7 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, Rob Wheeler and Aaron Woods**

**R24/25-9b Motion made by Irene Konev, seconded by Jo Crenshaw, to approve OSBA Resolution #2, creating the Oregon School Board Members PRIDE Caucus and designating a seat on the OSBA Board of Directors and Legislative Policy Committee. The motion carried by the following vote:**

**Aye: 7 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, Rob Wheeler and Aaron Woods**

**R24/25-9c Motion made by Aaron Woods, seconded by Jo Crenshaw, to approve OSBA Resolution #3, amending the OSBA bylaws. The motion carried by the following vote:**

**Aye: 7 – Board Members Jane Reid, Jo Crenshaw, Wade Hathhorn, Kathy Hyzy, Irene Konev, Rob Wheeler and Aaron Woods**

### **VIII. STUDENT/FACULTY PRESENTATIONS**

#### **1. Electronics Engineering Technology Program Presentation with Student**

*Sue Goff, Dean of Arts and Sciences, introduced Mike Farrell, Engineering Instructor, to present on this topic.*

*Mike introduced two second-year students in the Electronics Engineering Technology Program (EETP), Sydney Nash and Payton Ahrendt. Mike shared that there is a spectrum in the electronic field and various aspects a person can specialize in. Companies like Microchip, LAM, and Microsystems are working with CCC to make sure students get jobs and Mike makes sure that students are taking the right classes to get the jobs they want.*

*Payton shared that he wanted to work in radio communications and got a job doing just that. He is an RF technician and works with two-way radios. Sydney is a professional musician who fixes his own gear and started repairing gear for others with what he learned in the program.*

*Mike shared that they both Payton and Sydney are utilizing a similar skill set, they can use the EETP's skills in many different capacities. Both students are working on their two-year associate degree.*

## **IX. ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS**

### **1. Associated Student Government (ASG)**

*Last month Raven Stinson stepped down as the ASG President and Vice President Stephani Dale has stepped in as the interim ASG President. Stephani shared about the Fall Carnival and Massage Day, which was focused on children and parents getting a day of fun and relaxation. The Giving Tree Project is up and running and people can access a donation link provided through partnership with CCC's Foundation. The Community Wellness Project offers after-hours snacks to students. A location has been found for the washer and dryer project and there are bids for the project. Wellness month will be in May, and the planning is underway for month of events. Staff, faculty and Board of Directors are welcome to participate in the games and fun. Stephani loves that she can be fully online but feels very engaged with the campus.*

### **2. Associate Faculty (Previously Part-Time Faculty) Association (CCCAFA)**

### **3. Classified Association (ACE)**

*Kelly White, ACE President, shared the Art and Science Department Administrative Assistants had been revamping their electronic evaluation process to mitigate issues with readability of the Qualtrics reports and to increase student participation. Now they are using QR codes in the classroom for surveys which has resulted in 100% student participation. Ashely Sears has been so helpful in creating an easy-to-read reporting system. She also thanked ASG for their approval of a \$500 grant that provides snacks for Art students in the evenings. Kelly is resigning as Classified Association President to care for father. Vice President Jennifer Pope will take over as President. She will continue to be involved and will be following-up on a grievance regarding funds that were withheld from classified employee's paychecks, but didn't show in the retirement fund accounts. Becky Everett has also resigned, and Jennifer Jet and others are helping in their place.*

### **4. Full-Time Faculty Association (FTF)**

*Lars Campbell, FTF President, shared items from the submitted written report touching on Eastern Oregon University's undergraduate teacher preparation program moving to CCC. Horticulture is very excited about the passing of the bond and what that means for the new buildings. Lars also shared that Kathleen Hollingsworth was accepted by the Jazz Education Network to perform at their national conference. The Faculty Art show is up right now through 12/6, the Theatre Department is doing a set of one-act plays Thursday 11/21, and Sunday 12/2 the Jazz Ensemble will be at the Grotto.*

## **X. COLLEGE REPORTS**

### **1. President's Business Report**

*Tim Cook, President, shared that enrollment is trending upwards. OPB put out a statement that community college enrollment is trending up overall. There was an NWCCU ad hoc site visit on October 29, 2024, it went well but will hear more results in January. Tim has been accepted into the 46<sup>th</sup> cohort for The American Leadership Forum. They meet every month in different Oregon communities. Last month was in Woodburn, and they were learning the history of the Latino movement. They met in Sisters and learned about the houseless community who works in the town, but can't afford to live there. At the National Council for Marketing and Public Relations District 7 Awards Ceremony, Lori Hall's department won many awards including 3 Gold*

*Medallions and Tim won the Pace Setter Award for leading the college in progressive marketing. Lastly, Tim shared about his trip to the White House that highlighted how community colleges are preparing the workforce of the future.*

## **XI. BOARD OPERATIONS**

1. Board Chair Business Report

2. Oregon Community College Association (OCCA) Report

*Chair Reid shared that the ACCT and OCCA conferences were excellent. At OCCA two of our board members, Irene and Rob, received awards for length of service. OCCA is having a lunch and learn (Thursday, 11/21) about local budget law. December 10 – 12, 2024 are interim legislative days and in March CCC may be able to do some lobbying visits.*

3. CCC Education Foundation Report

*Jo shared the Foundation had a very successful Cougar Community Campaign, raising \$47,502. They incorporated a friendly competition this year amongst employee groups. Admin/Admin Professional won the award for the most givers and the Science Department won for the most donors in a department. Round 2 scholarship awarding is winding down. They received an overwhelming amount of applications this round, 981 applications submitted which was a record. They awarded 170 students, with an average award of \$2,300, bringing the total amount awarded this year to just over 1 million dollars! The Foundation needs more people to volunteer to read scholarship application essays in Spring.*

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 8:56 p.m.*

---

**Date**

---

**Kattie Riggs, Recorder**

---

**Jane Reid, Board Chair**

---

**Tim Cook, College President**