

CONSENT AGENDA**AGENDA ITEM V-1a
R25/26-10a**

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Executive, Work, and Regular Sessions from September 17, 2025
Date:	October 15, 2025
Division/Department:	President's Office
RECOMMENDATION:	Approval of the Minutes for September 17, 2025



**BOARD OF EDUCATION MEETING
MINUTES
September 17, 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 6:00 p.m. on September 17, 2025. Present were Board members Jane Reid, Josephine “Jo” Crenshaw, Wade Hathhorn, Kathy Hyzy, Ryan Ingersoll, Irene Konev, and Rob Wheeler. Along with President Tim Cook, Vice President David Plotkin, Vice President Jeff Shaffer, Executive Assistant Jessi Alley-Snell, and Board Recorder Kattie Riggs.

Item discussed was pursuant to ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed.

Chair Jo Crenshaw adjourned the Executive Session at 6:21 p.m.

WORK SESSION

Chair Jo Crenshaw called the Work Session of the Clackamas Community College Board of Education to order at 6:25 p.m. on September 17, 2025.

ROLL CALL

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

COLLEGE

REPRESENTATIVES:

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

I. CONTINUATION OF THE COUGAR PAUSE USE FOR BOARD POLICY REVIEW

Chair Crenshaw asked Casey Layton, CCC's Chief Culture and Impact Officer, Kattie Riggs, Executive Assistant to the President, and Christina Francisco-Evans, LEAP Coordinator to present the item.

Kattie Riggs, Executive Assistant to the President, provided the Board with an overview of where they had been, where they were and where they would be spending the time during the work session. Kattie paired the Board members up and had them review two separate policies utilizing the mini-tool created. After the Board read the policy and used the tool on their own, they then met with their partner and discussed the similarities and differences along with how they used the tool. When the Board came back together, there were discussion questions. This was the last of the three-part series for the Board mini-tool implementation and the introduction of the Cougar Pause. The next steps are to bring the three members of the Board Policy Review Committee together to start reviewing Board policies with the mini-tool.

Chair Jo Crenshaw adjourned the Work Session at 7:02 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 7:03 p.m. on September 17, 2025.

II. ROLL CALL

PRESENT:

6 – Board Members Josephine "Jo" Crenshaw, Wade Hathhorn, Kathy Hyzy, Ryan Ingersoll, Irene Konev, Jane Reid, and Rob Wheeler

COLLEGE

REPRESENTATIVES:

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

III. LABOR AND LAND ACKNOWLEDGMENTS

Chair Crenshaw called upon Wade Hathhorn 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 (Executive, Work, and Regular Sessions) 07.16.2025
 - b. Minutes (Special Work Session and Special Meeting) 08.13.2025
 - c. Program Changes: Geographical Information Systems (GIS) Technology Certificate of Completion
 - d. Program Suspension: Associate of Science (AS), Area of Emphasis at Portland State University (PSU)
2. The Board acknowledged the acceptance of the following:
 - a. Monthly Financial Reports
 - b. Personnel Report
 - c. Bond Update

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

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

VI. NEW BUSINESS – FIRST READ

1. Resolution No. R25/26-11, Authorizing Contracting Services for a Limited Duration (2-year) Senior Project Manager to Implement Colleague SaaS with a Not-to-Exceed Limit of \$900,000

Tim Cook, President and Jeff Shaffer, Vice President of Finance and Operations, presented an overview of the college's plan to transition from its outdated on-premise Enterprise Resource Planning (ERP) system to a cloud-based Software-as-a-Services (SaaS) model. The project is a college-wide, two-year change management effort designed to modernize operations, improve efficiencies, and enhance cybersecurity. President Cook emphasized the urgency of replacing the current system, which has become increasingly difficult to maintain and support, and noted that he would be sponsoring the initiative to ensure college-wide coordination.

Vice President Shaffer explained that the college intends to hire a project manager through a consulting firm to guide the migration with costs not to exceed \$900,000 over two years. Funding would come from bond funds designated for Information Technology (IT) upgrades, avoiding any impact on operating budgets. The college is currently reviewing four bids and will present final recommendations at the next board meeting.

The migration will move the college from Ellucian's Colleague on-premise system to its cloud version, improving reliability, streamlining processes, and reducing staff workload related to maintenance and updates. While the primary benefit will be operational and security-related, potential future student-facing enhancements were also discussed. Board members expressed support for the direction and acknowledged both the importance and complexity of this critical modernization effort. There were several questions from the Board such as would this be hiring an individual or a team, where the other bids similar in cost and why \$900,000.

VII. NEW BUSINESS – ACTION

1. 2025 – 2026 Budget Amendment

Christy Owen, Dean of Business Services, presented a revision to the fiscal year 2025 – 2026 adopted budget to align fund balances with actual revenues and expenses from the prior fiscal year. The amendment, described as a routine “true-up,” ensures that each legally defined fund accurately reflects reconciled financial data while the college’s annual audit is underway. This update provides department managers with the most current budget information for decision-making and helps prevent over-expenditure later in the year. Board members thanked Christy for the clear timely update and acknowledged the importance of maintaining accurate and transparent financial records.

R25/26-9 Motion made by Rob Wheeler, seconded by Irene Konev, approving the 2025 – 2026 Budget Amendment as presented in the agenda packet. The motion carried by the following vote:

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

VIII. STUDENT/FACULTY PRESENTATIONS

IX. ASSOCIATION REPRESENTATIVE REPORTS AND COMMENTS

1. Associated Student Government (ASG)

Breanna Davis, ASG President, provided an office remodel update, where the food pantry project “why” statement can be found and how to donate to the food pantry – campaign closing Oct. 31. Breanna shared there would be a Club and Resource Fair the second week of the term and that they are still recruiting ASG members.

2. Full-Time Faculty Association (FTF)

Charles Lettermair, Full-Time Faculty President, shared summer activities regarding building and machine capacity increase, shared information from the math department, the music department has been planning a trip to the Baltics and will be coming to perform for the Board in December.

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

4. Classified Association (ACE)

XI. COLLEGE REPORTS

1. President’s Report

Tim Cook, CCC President, shared enrollment information there were questions regarding what percentage we budgeted was discussed, reminded the Board of the upcoming Board Retreat, Oregon Community College Association will be holding their Board meeting and the Oregon Presidents’ Council meeting will be held at the Clackamas Community College

Oregon City campus. Thanked David Plotkin for serving as the acting President, Kattie Riggs for helping to manage his email, and thanked the entire Executive Team. He also thanked the Board for their support and Director Hathhorn for running with him.

XII. BOARD OPERATIONS

1. Board Chair Business Report

2. CCC Education Foundation Report

Jo shared the Foundation report.

3. Oregon Community College Association (OCCA) Report

Jane shared the OCCA report. Latest legislative and financial update: The Big One, Kicker check reduction, recession, capital gains tax will off-set some of the losses.

4. Board of Education Community Reports

Each Board member provided updates about things they had participated in over the last month or two. Kathy Hyzy provided her resignation from the Board and thanked everyone for the journey. She will continue to stay involved.

XIII. ADJOURNMENT

Chair Crenshaw adjourned the meeting at 8:05 p.m.

Date

Kattie Riggs, Recorder

Jo Crenshaw, Board Chair

Tim Cook, President