

CCC BOARD OF EDUCATION – TOPIC SUMMARY	
Topic:	Minutes of the Executive, Work, and Regular Sessions from December 17, 2025
Date:	January 21, 2026
Division/Department:	President’s Office
<b>RECOMMENDATION:</b>	Approval of the Minutes for December 17, 2025



**BOARD OF EDUCATION MEETING  
MINUTES  
December 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 5:34 p.m. on December 17, 2025. Present were Board members Josephine “Jo” Crenshaw, Wade Hathhorn, Jane Reid, Ryan Ingersoll, Irene Konev, and Rob Wheeler, along with President Tim Cook and 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 6:24 p.m.*

**WORK SESSION**

*Chair Jo Crenshaw called the Work Session of the Clackamas Community College Board of Education to order at 6:35 p.m. on December 17, 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. ACCREDITATION MID-CYCLE SITE VISIT PREPARATION**

*David Plotkin, Vice President of Instruction and Student Services, introduced Dean Anne Innis.*

*Anne Innis, Dean of Institutional Effectiveness and Planning and serving as CCC's Accreditation Liaison Officer, provided an update on Clackamas Community College's mid-cycle accreditation review with the Northwest Commission on Colleges and Universities (NWCCU). CCC is in Year 3 of NWCCU's seven-year cycle, and the mid-cycle evaluation serves as an informal progress check focused on Standard 1 (Mission, Institutional Effectiveness, Student Learning, and Student Achievement). The review includes a 30-page report plus approximately 15 pages of addenda addressing outstanding recommendations. The report documents progress on strategic priorities, student achievement outcomes, and assessment practices, emphasizing clear definitions of assessment and the use of data for continuous improvement. The assessment section is the most extensive and includes faculty case studies demonstrating how program and general education learning outcomes are evaluated and improved.*

*Two outstanding recommendations are addressed. The first requires regular and systematic evaluation of associate faculty, with progress made but ongoing challenges in tracking evaluation timelines. The second requires consistent, institution-wide use of assessment data for decision-making; recent faculty collaboration across programs—particularly around shared expectations for critical thinking—represents notable progress. A full draft of the report was completed December 15, 2025, and is undergoing campus and accreditor review, with final submission due February 28, 2026. A peer evaluation site visit is scheduled for April 27–28, during which three to four evaluators will meet with invited college representatives. In response to board questions, it was clarified that select board members may be interviewed, particularly regarding mission fulfillment, but the full board will not be required to participate.*

## **II. FINANCIAL AUDIT REPORT**

*Jeff Shaffer, Vice President of Finance and Operations, introduced Darren Born from Kenneth Kuhn, the college's external auditing firm, to present the 2024 – 2025 Annual Comprehensive Financial Report.*

*Darren Born, representing Kenneth Kuhn, provided an overview of the audit process, which took place from mid-September to early October. Field work was conducted smoothly, with electronic document access enhancing efficiency.*

*Key findings included:*

- *Financial Position: Excluding pension-related (PERS) volatility, the college remained financially stable with a net position of approximately \$32.5 million.*
- *Revenues and Expenses: Minor variances in revenue were discussed from the one-time Employee Retention Credit (ERC) revenues in previous years. There is a state appropriations decrease from \$27.4 million to \$18.4 million, due solely to a long-standing state payment timing structure (not a funding reduction).*
- *General Fund Performance: General fund expenditures exceeded revenues by \$4.3 million in FY 2024-25 as planned, reflecting the intentional drawdown of one-time federal CARES Act funding*

*rather than a structural or timing-related imbalance.*

*The independent auditor's report issued an unmodified opinion, confirming the accuracy and reliability of the financial statements. All major programs were found to be in good standings.*

*Chair Jo Crenshaw adjourned the Work Session at 7:05 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 7:12 p.m. on December 17, 2025.*

### **II. ROLL CALL**

#### **PRESENT:**

7 – Board Members Josephine “Jo” Crenshaw, Wade Hathhorn, Ryan Ingersoll, Irene Konev, Alina Krollenbrock, Jane Reid, and Rob Wheeler

#### **COLLEGE**

#### **REPRESENTATIVES:**

6 – President Tim Cook, Vice President David Plotkin, Vice President Jeff Shaffer, Classified President Jennifer Pope (virtually), 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.*

### **V. RECOGNITION OF FORMER CCC BOARD MEMBER KATHY HYZY**

*Chair Crenshaw and the Board recognized former Board Director Hyzy for her years of service on the Board. President Cook presented Director Hyzy with a plaque and gift.*

### **VI. OATH OF OFFICE**

1. Alina Krollenbrock, Zone 1 – Sworn-in by Recorder Kattie Riggs

*Kattie Riggs, Board Recorder, administered the oath of office to the newly appointed Board Director, Alina Krollenbrock. Following the oath, Alina was seated at the dais and participated in the remainder of the meeting.*

### **VII. CONSENT AGENDA**

1. The Board considered the approval of the following:
  - a. Minutes (Executive, Work, and Regular Sessions) 11.19.25
  - b. Minutes (Special Session) 12.02.25

2. The Board acknowledged the acceptance of the following:

- a. Monthly Financial Reports
- b. Personnel Report
- c. Bond Update

**R25/26-21 Motion made by Rob Wheeler, seconded by Jane Reid, to approve and accept Consent Agenda items 1a through 2c. The motion carried by the following vote:**

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

## **VIII. NEW BUSINESS – FIRST READ**

### **1. Budget Principles**

*Jeff Shaffer, Vice President of Finance and Operations, presented the Board's 2025 – 26 Budget Principles:*

- *Focus on fiscal responsibility and financial stability. Resources and expenses should reflect the level of support for ongoing operations without the utilization of deficit spending. The budget will include a demonstrated return on investment, and strategic resource realignment in budget allocations, and minimize ongoing resource requests beyond the three-year horizon.*
- *Increases in expenditures for new initiatives should support improvements in Mission Fulfillment by integrating Strategic Priorities and program and service area assessment results within the budget allocation decisions.*
- *Consider CCC's affordability, district median income, and comparability with other metro-area community colleges when establishing total student costs, including tuition rates.*
- *Maintain the Board required minimum ending fund balance throughout a three-year forecast, with an emphasis towards balancing revenues and expenditures over a four-year planning horizon.*
- *Utilization of the Cougar Pause and Shared Governance throughout the process.*

*Noting the one addition of the utilization of the Cougar Pause and Shared Governance throughout the process. There were the following suggestions:*

- *Move the "Utilization of the Cougar Pause and Shared Governance throughout the process" to be the first bullet point as it is the overarching lens in which the Board is hoping to use when making difficult budgeting decisions.*
- *Remove the first two words in the second bullet point, so that it reads, "Expenditures for new initiatives should support improvements in Mission Fulfillment by integrating Strategic Priorities and program and service area assessment results within the budget allocation decisions."*
- *Having more discussion and potentially re-wording bullet three. Affordability can mean different things to different people, so wanting the sentence to be more reflective of*

*what the Board is attempting to try to do based on the college district's enrolled population.*

## **IX. NEW BUSINESS – ACTION**

### **X. STUDENT/FACULTY PRESENTATIONS**

1. Clackamas Volunteers in Medicine

*This item was rescheduled and would be on a future agenda.*

2. Student Choral Performance

*The CCC student chorus performed three songs.*

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

1. Associated Student Government (ASG)

2. Full-Time Faculty Association (FTF)

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

4. Classified Association (ACE)

*Jennifer Pope, Classified President, shared who the SuccessMaker Award nominees were and the recipient of the award. Jennifer also shared the other awardees recognized during the Clackademy all staff recognition.*

### **XII. COLLEGE REPORTS**

1. President's Report

*President Cook provided an enrollment update and a few other college initiatives and upcoming activities including the bond construction on the athletic fields.*

### **XIII. BOARD OPERATIONS**

1. Board Chair Business Report

- a. College President's Evaluation Public Statement

*The Board read the public statement into the record.*

2. CCC Education Foundation Report

3. Oregon Community College Association (OCCA) Report

*Jane shared some of the OCCA report and asked Ryan to provide additional information from the meeting.*

4. Board of Education Community Reports

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

#### **XIV. ADJOURNMENT**

*Chair Crenshaw adjourned the meeting at 8:14 p.m.*

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**Date**

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**Kattie Riggs, Recorder**

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**Jo Crenshaw, Board Chair**

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**Tim Cook, President**

DRAFT