

**NEW BUSINESS – ACTION****AGENDA ITEM VII-1****R25/26-12**

<b>CCC Board of Education – Topic Summary</b>	
Topic:	Board Vacancy, Appointment, and Process
Date:	October 15, 2025
Presenter:	Board Chair
Division/Department:	Board of Education
<b>RECOMMENDATION:</b>	Approval of Resolution No. R25/26-12, Declare CCC Board of Education Position 1 Vacant and Approving the Process for Filling the Position

**REASON FOR BOARD CONSIDERATION:**

Per Board Policy BBC: Board Member Resignation, the Board must announce Board Member resignations, declare the position vacant, and determine a process to be used in filling the vacancy.

Per Board Policy BBE: Board Vacancies, vacancies will be filled through Board appointment.

**BACKGROUND:**

Clackamas Community College is governed by a seven-member Board of Education. Members, elected to four-year terms, represent each of the seven zones in the CCC College Service District. The Board oversees the development of programs and services, and the adoption of policies and budget to meet the needs of the college district. The Board generally meets the third Wednesday of the month.

Board Member Kathy Hyzy notified the College she was resigning from the position, effective September 17, 2025. In order to fill this position, the Board needs to declare Position 1 vacant and approve the process for filling the position. The vacancy will be advertised on the College's website and social media.

**Proposed timeline:**

October 15, 2025	Declare Position 1 vacant. Approve process to fill position.
October 20	Position open for applications. Opening advertisement.
November 19 by 5 PM	Deadline for applications.
Dec. 1 - 3	Schedule candidate interviews
Dec. 1 - 3	Deliberation and Discussion
Dec. 8 - 10	Vote to Appoint the new Board Member at a Special Meeting
Dec. 17	Oath of Office for new Board Member at Regular Meeting

The new Board Member will take office upon appointment and serve until June 30, 2027.

**BUDGET IMPACT/SOURCE OF FUNDS:**

There is no cost to appoint Board members.