

CONSENT AGENDA**AGENDA ITEM VI-1b
R25/26-2b**

| CCC Board of Education – Topic Summary | |
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| Topic: | 2025/26 Annual Administrative Authorizations |
| Date: | July 16, 2025 |
| Prepared By: | Jeff Shaffer, Vice President of Finance & Operations Christy Owen, Dean of Business Services |
| Division/Department: | College Services |
| Recommendation: | Approval of the Annual Administrative Authorizations Listed in the Agenda Materials (see below). |

REASON FOR BOARD CONSIDERATION:

To appoint/designate authority as needed for college business annually, a few are legally required and some are Board policy requirements.

BACKGROUND:

At the July Board meeting each year, it is recommended that the Clackamas Community College (CCC) Board of Education identify and/or authorize a number of housekeeping items. Some of the following are required by Oregon State Statute, and those statutes have been identified. CCC administration recommends that the following administrative list be approved for college operations for 2025-2026:

- Appoint the college **President** as Clackamas Community College's **District Clerk** [ORS 332.515]
- Appoint the **Vice President of Finance & Operations** as the college's **District Deputy Clerk**
- Appoint the college **President** as the college's **Budget Officer** [ORS 294.331]
- Designate the firm **Kenneth Kuhns & Co.** as the college **auditor**
- Designate all banking institutions and the county custodial officer as defined by ORS 294.004(2) located within the college district as **authorized custodians** of college funds. In addition, designate the state local government investment pool as authorized custodian of college funds
- Appoint college **President, Vice President of Finance & Operations, Vice President of Instruction and Student Services, and Dean of Business Services** as **authorized signatories** for college grants, contracts, bank accounts, and Local Government Investment Pool (LGIP) accounts and investments [Board Policy DGA/DGB]
- Designate the **Board of Education Directors** as the college's **Local Public Contract Review Board** [ORS 279.055(2)]

BUDGET IMPACT/SOURCE OF FUNDS:

There is no cost associated with these appointments/designations.

ATTACHMENTS:

None

FUTURE REPORT:

Annually

Signature of Board Chair

Signature of College President/District Clerk