

CCC Board of Education – Topic Summary	
Topic:	Foundation Memorandum of Understanding
Date:	March 19, 2025
Prepared By:	Tim Cook/Debra Mason
Division/Department:	Office of the President
RECOMMENDATION:	Approve the Operating Agreement Between the College and the CCC Foundation for the term of July 1, 2024 through June 30, 2027

REASON FOR BOARD CONSIDERATION:

The three-year Memorandum of Understanding (MOU) between the College and the Foundation expired on June 30, 2024. Board policy DED directs the Board to review, and consider renewal of, the MOU every three years. Renewal of the MOU will allow the Foundation to continue to provide necessary support for CCC students, as well as a way for patrons of the college to donate.

BACKGROUND

An agreement was approved by the Board of Education on May 14, 2008, that details the responsibilities and obligations relative to the relationship between Clackamas Community College and the CCC Foundation, a separately incorporated 501(c) 3 organization. The agreement was created in response to a recommendation by the Northwest Commission on Colleges and Universities as part of their accreditation review. The document describes the relationship between the two entities and must be reviewed occasionally to meet accreditation standards. The document is a three-year agreement, the current agreement expired June 30, 2024.

A draft of the new three-year agreement (2024 – 2027) came before the CCC Board at the January 15, 2025 Board meeting and there were suggested changes to be discussed and potentially made before proceeding with the approval of a new three-year agreement. CCC Board Chair, Jane Reid, Vice Chair, Jo Crenshaw, and Board Director, Wade Hathhorn met with President Tim Cook, Foundation Executive Director Debra Mason and Foundation Board Chair Alex Crooks on Tuesday, February 4, 2025, to discuss the suggested changes to the agreement.

The agreed upon changes to the MOU were as follows:

- Updated language to clarify the intent of the college providing resources to the Foundation, so not to imply that the Foundation is a department under the college as opposed to a separate entity.
- Added language around indemnification to protect both parties from outside risk.
- Clarified that the CCC Board liaison to the Foundation is a voting member and that the college President is an ex-officio non-voting member of the Foundation (due to statements in the Foundation bylaws).

Since that meeting the Foundation Board has reviewed and agreed on the changes, along with adding one additional change regarding the Board of Education liaison attending meetings and participating in events. These changes have been incorporated into the MOU, you can see two copies of the MOU attached. One shows the changes made with the track changes feature turned on and labeled redlined version. The other copy of the MOU is a clean version of the revised MOU incorporating the changes. In addition, there is a

current copy of the CCC Foundation Bylaws attached to this agenda item to allow the CCC Board to familiarize themselves with the Bylaws of the Foundation.

There was a request for the CCC Foundation annual audit to be placed in the CCC Board of Education agenda packets under the consent agenda as an acceptance. This is in addition to the standard practice of posting it on the CCC Foundation website in hopes of increasing awareness and transparency.

ATTACHMENTS:

Exhibit A – 2024 – 2027 Memorandum of Understanding (Clean Version)

Exhibit B – 2024 – 2027 Memorandum of Understanding (Redlined Version)

Exhibit C – Foundation MOU 2021 – 2024

Exhibit D – CCC Foundation Bylaws

FUTURE REPORT

The MOU, if approved, will be reviewed again in 2027.