

11-2008

Operating Agreement between
Clackamas Community College
and
Clackamas Community College Foundation

SUMMARY

Reponse to the Northwest Commission on Colleges and Universities' concern, 7.10, which notes: *(The Committee was) unable to find a written agreement between the Foundation and the Board that describes the relationship and financial exchange between the Foundation and the Board. The College provides some services to the Foundation, but these were not detailed in any agreement.*

Background

The Foundation is a 501 (c) 3 tax exempt organization, created to raise and manage funds to benefit the College and its students. The College supports the Foundation's efforts to do so. This agreement formalizes the working arrangement between the two entities.

Primary points addressed

The Foundation will raise and manage funds to benefit the College; conduct its business in a way that will promote the welfare of the College: stay in line with the College's priorities; comply with College policies; stay within the law; conduct an annual audit, provide an annual report to the Board; carry liability insurance; keep funds separate; make financial reports available.

The College will provide staff, offices, furniture, equipment, payroll services; assist with Foundation work as appropriate; designate a member of the Board of Education to serve on the Foundation Board; incorporate the Foundation in conversations and decisions as appropriate.

General provisions include that the agreement may be modified in writing; will extend through June 30, 2009 and be reviewed and restated at least every three years thereafter; plus a lot of other legalese agreement language.

Signators

- Chair, CCC Board of Education
- President, CCC Foundation Board of Directors

Timeline

- Review and recommendation to move forward by Foundation Executive Committee, March 17, 2008 (done)
- First reading, Board of Education, April 9, 2008
- Review and action by Foundation Board of Directors, April 17, 2008
- Second reading & action, Board of Education, May 14, 2008