

June 18, 2025

25-088

AUTHORIZATION TO AMEND THE CONTRACT  
WITHELLUCIAN COMPANY LLC FOR TRAVEL AND  
EXPENSE MANAGEMENT CLOUD SOFTWARE

PREPARED BY: Michael Mathews, Interim Associate Vice President, Financial Operations and Compliance

FINANCIAL  
RESPONSIBILITY: Jim Crofts, Director, General Accounting

APPROVED BY: Dina Farrell, Vice President, Chief Financial Officer, Finance and Business Services  
Dr. Katy Ho, Executive Vice President  
Dr. Adrien L. Bennings, President

STRATEGIC THEME: Belonging: Transform our learning culture toward creating a sense of belonging and well-being for every student; Delivery: Redefine time, place, and systems of educational delivery to create a more learner-centric ecosystem; Workforce: Respond to community and workforce needs by developing a culture of agility; Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: Ellucian, Chrome River cloud software is utilized by Accounts Payable for travel and expense management.  
The Board previously authorized the college to enter into a three-year agreement on May 19, 2022 (Board Resolution 22-119). The contract was issued pursuant to Community College Rules of Procurement CCR 212 (Intellectual Property-Software Licenses).

The college proposes to extend the contract, with an effective date of July 1, 2025, through June 30, 2026. The amendment will increase the total contract amount by \$68,127.00, for a total not-to-exceed amount of \$250,184.00.

Currently, no firms registered with Oregon COBID offer travel and expense management cloud software.

RECOMMENDATION: The Board of Directors authorizes the college to amend the contract with Ellucian for \$68,127.00, with a not-to-exceed amount of \$250,184.00.

Payment for these services will be made from the General Fund.