



**Clatsop  
Community  
College**

**Board of Education**

**December 12, 2024**

**Board  
Packet**

# Clatsop Community College

1651 Lexington Avenue \* Astoria, Oregon 97103 \* (503) 338-2411

## NOTICE OF MEETING

**DATE:** Thursday, January 9, 2025  
**TIME:** Regular Board Meeting, 5:30 pm  
**PLACE:** South County Campus or Zoom  
**ZOOM:** <https://clatsopcc.zoom.us/j/89824559188>

## REGULAR BOARD MEETING

### ❖ CALL TO ORDER

- Approval of Agenda

### ❖ PUBLIC FORUM

- **Public Comment** Note: This is an opportunity for brief comments for the Board. Individuals wishing to sign up for public comment during the meeting should do so by emailing Felicity Green at [fgreen@clatsopcc.edu](mailto:fgreen@clatsopcc.edu) by no later than 12:00 noon on Thursday, January 9. Public comments may not exceed 3 minutes unless approved otherwise by the Board Chair. Public comment will also be accepted by mail to: Felicity Green, Board Secretary, 1651 Lexington Avenue, Astoria, OR 97103, by close of business on Thursday, January 9.

### ❖ TEN MINUTE PRESENTATION: Misty Bateman and Clatsop Works

### ❖ CONSENT AGENDA

- **APPROVAL OF MINUTES**
  - December 12, 2024

### ❖ VERBAL REPORTS / DISCUSSION ITEMS

- Report of the President
- Financial Report
- Report of the Board Chair

### ❖ WRITTEN REPORTS *will be accepted as submitted*

- Report from the ASG Representative
- Report from OCCA
- Report from CEDR
- Report from the CCC Foundation
- Report from Communications and Marketing
- Report from Academic and Student Affairs
- Report from the Board Policy Committee
- Report from Human Resources

# Clatsop Community College

1651 Lexington Avenue \* Astoria, Oregon 97103 \* (503) 338-2411

## ❖ OLD BUSINESS

- OGEC Public Meeting Trainings

## ❖ NEW BUSINESS

- Budget Calendar and Budget Committee
  - Department of Revenue Budget Trainings
- Discussion of MOUs with Outside Entities

## ❖ ANNOUNCEMENTS/COMMUNICATIONS

- Next Board Meeting: Thursday, February 13, 2025, 5:30 pm: Regular Board Meeting, Lexington Campus, Columbia 219
- Board Policy Committee Meeting: Thursday, January 23, 2025, 10:00 am, Zoom
- February Board Meeting Agenda Prep: Thursday, January 23, 2025, 11:00 am, Zoom

## ❖ BOARD FORUM

## ❖ ADJOURNMENT

# Clatsop Community College

1651 Lexington Avenue \* Astoria, Oregon 97103 \* (503) 338-2411

## 2024 - 2025 Board Goals for the College

1. *Create a positive atmosphere for students, faculty and staff.*
2. *Ensure fiscal responsibility.*
3. *Strengthen the collaborative relationship between the Board and Foundation.*
4. *Support the goals of the President of the College.*

\*\*\*\*\*

Non-Discrimination Declaration: It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, gender, marital status, religion, national origin, age, sexual orientation, gender identity or expression or disability in any educational programs, activities, or employment. Questions or complaints should be directed to Anita Jensen, Affirmative Action/Gender Equity (Title IX) Officer, Lower Library, Suite 102, [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) (503) 338-2450; TDD : Oregon Relay- Dial 711. For Student Access Services, contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.

Accommodations: Students having questions about or a request for classroom accommodations should contact Faith Forster, Columbia Hall, Room 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313. Community members having questions about or a request for special needs and accommodation should contact Anita Jensen, Lower Library, Suite 102, [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) (503) 338-2450; TDD: Oregon Relay- Dial 711. Please send special needs and accommodations requests here. Contact should be made at least two business days in advance of the event.

Declaración de no-discriminación: Es la política de Clatsop Community College que no habrá ningún tipo de discriminación o acoso por razón de raza, color, sexo, género, estado civil, religión, origen nacional, edad, orientación sexual, identidad de género o expresión discapacidad en los programas educativos, actividades o en la contratación. Preguntas o quejas deben ser dirigidas al Anita Jensen, Oficial de Acción Afirmativa / Título IX localizada en la biblioteca, oficina número 102 , [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Para servicios de acceso para estudiantes, comuníquese con Faith Forster localizada en Columbia Hall, oficina número 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313.

Ayuda a personas discapacitadas: Estudiantes que tengan preguntas o una requieran solicitud de adaptaciones en el aula deben comunicarse con Faith Forster, localizada en Columbia Hall , oficina número 111, [fforster@clatsopcc.edu](mailto:fforster@clatsopcc.edu) (503) 338-2313. En cuanto a los miembros de la comunidad, se les pide que se comuniquen con Anita Jensen, localizada en la biblioteca, oficina número 102 , [ajensen@clatsopcc.edu](mailto:ajensen@clatsopcc.edu) número de teléfono (503) 338-2450, TDD (discapacidad auditiva) marcar 711 en su teléfono. Haga el favor de notificar a la oficina para que se le pueda proporcionar apoyo. La comunicación debe tomar lugar por lo menos dos días de trabajo antes del evento por el cual se requiera tal ayuda. Para más información, vea la página Web de Clatsop Community College bajo Información en Español.

# Presentation



Clatsop  
Community  
College

Board of Education

Internships build a bridge from school to career,  
connecting classroom learning to the **real world** and providing an  
opportunity to practice skills in a professional work setting.

The Clatsop WORKS program, has enabled **169** Clatsop County students to  
gain invaluable first-hand experience in the working world outside of the classroom!



The Clatsop WORKS student internship program began in 2018 and has shown continuous growth, particularly in the last three years.

Measurements	2018	2019	2020	2021	2022	2023	2024	2025
Host Sites (Employers)	11	14	12	12	20	24	23	39
Intern applications	55	75	116	44	85	100	120	
Internship Positions posted	17	40	43	14	38	49	38	55
Interns Hired	17	22	18	14	31	36	31	
Professional Development / Career Exploration Events	8	7	7 (Virtual Events)	7	8	8	8	

Interesting fact:

Clatsop WORKS was modeled off of the McMinnville WORKS program (*though we changed the parameters to allow high school students to participate as well as college students*).

McMinnville WORKS began in 2013 and has placed 155 interns in 12 years. Clatsop WORKS, now in its 7th year, has already surpassed our “parent” program, placing 169 Clatsop County student interns so far!

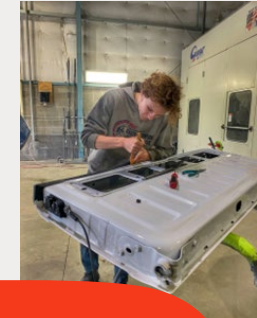
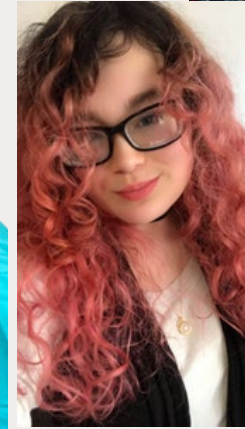
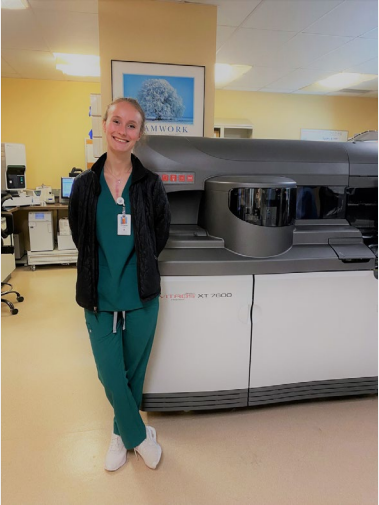
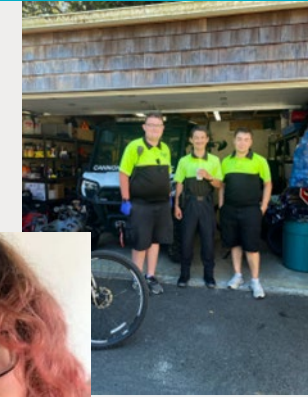
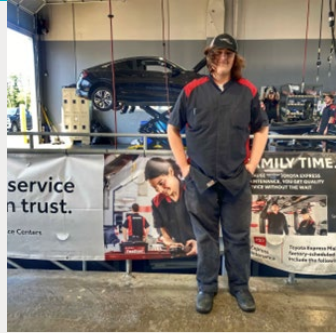




40 CCC students have been hired as interns through the Clatsop WORKS program, and in the last 3 years, at least 9 of those students received ongoing employment from the internship employer.



# LONG TERM JOB POSSIBILITIES after internship



# H I R E D





## Clatsop WORKS as a recruitment tool

- I coordinate with MERTS each summer to host a Career Exploration session for the intern cohort.
- I speak with the high school student interns about education possibilities at CCC that coincide with their career field of interest.



The number of employers in the program has grown, which enables us to get more students into an internship experience, but the number of student applicants has grown at a faster rate, so we continue to recruit employers to the program, and successfully increased our employer numbers this year!

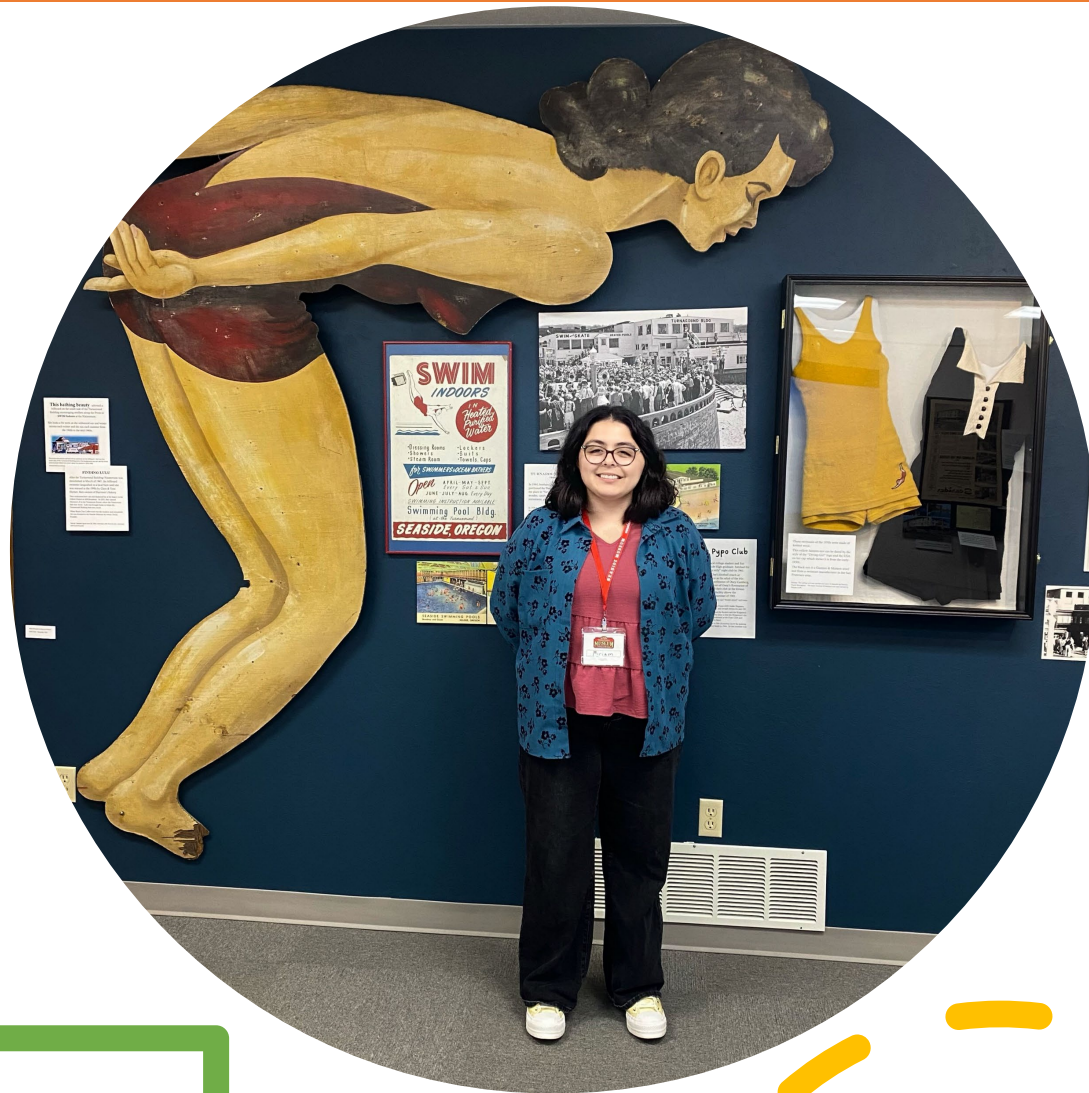
- We have experienced 255% growth in number of employers participating in the program since 2018.
- North County employers participating has grown by 229% since 2018
- South County employers participating has grown by 300% since 2018
- The amount of students applying for the program (gauge of student interest) has increased by 118% since 2018, with a record number of 120 applicants in 2024.

# A model program for the State of Oregon



Brandie Clark; Work-Based Learning Specialist at Oregon Department of Education (ODE), is showcasing our Clatsop WORKS program as a successful student work-based learning model to other educational institutions in Oregon. She attended our session in the summer when the intern cohort gave final presentations on their experiences, and on November 20<sup>th</sup>, we gathered a panel of previous Clatsop WORKS interns to speak to their experience during ODE's monthly Work-Based Learning Lunch & Learn.

# A model program for the State of Oregon



Due to the program's success in providing work-based learning opportunities, Clatsop WORKS received funding last year from the Oregon Dept of Education to help facilitate more internship opportunities and career exploration for Clatsop County students by awarding grants to employers who have a valuable internship opportunity to offer but lack the budget to pay intern wages. Last summer, we used our ODE grant to fully fund 4 internships. We are receiving the funding again this year and will be funding six internships from our ODE grant.

# A model program for the State of Oregon



Our program is being adopted as a model by others in the industry and I was asked to advise both Tillamook and Columbia counties on how to create their own WORKS program.

I've also been asked to serve on the Executive Leadership Team for the Northwest Regional Education Service District STEM Hub, the NW Regional ESD Career Connected Learning Steering & Advisory Board, and the Oregon Community Colleges Cooperative Work Experience Professionals Group, which allows us to better represent Clatsop County students' needs and advise on future directions and new connections.

# CWE (Cooperative Work Experience)

- Credit-bearing work experience
- Partnership between employer, instructor and the student.
- Can be paid or unpaid.
- CWE is graded on Pass / No Pass
- Working experience must fulfill program of study learning objectives in the students' degree program or career path.
- Occurs during the academic year. Any term. Hours must be completed within one term. Number of hours worked determines credits. 33 work hours = 1 credit.
- Cost to Employer: Many CWE employers pay students, however this is negotiated between the employer and student. There is no *required* cost associated with hosting a CWE student.
- Cost to Student: Students will pay college tuition and fees per credit of CWE.

# Clatsop WORKS

- No credit / No grade
- 8-10 week employer-created work experience opportunity for a student to gain skills and experience.
- ALL are paid
- Student can choose to apply for an internship from any career field available in that summer's session.
- Available to all Clatsop County students ages 16 and up.
- CCC students can use a Clatsop WORKS internship for CWE
- Occurs in the summer.
- Cost to Employer: Minimum wage or above paid to student intern.
- Cost to Student: There are no student fees or cost to participate in Clatsop WORKS.





# CWE

- Available to students in **ANY program** in any term
- **Learning Outcomes** related to student's academic goals:
  - Fulfill specific program outcomes
  - Fulfill general program outcomes (*i.e., AAOT: Apply learning skills to advance in academic, career, and personal development / Enter and compete effectively in the work force*)
  - Fulfill outcomes related to student's career goals
- **Faculty Advisor or Student Advisor** assist students to create appropriate **Learning Outcomes** that must be agreed to by worksite supervisor
- **CWE Manager** handles registration, paperwork, midterm eval, worksite check-ins, all final paperwork, evaluations, and grading.

# Minutes



Clatsop  
Community  
College

Board of Education

**MINUTES OF THE DECEMBER 12, 2024**  
**BOARD OF EDUCATION**  
**Regular Board Meeting**

**Board Members Present:** Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen

**Others Present:** Bill Meck, Deborah Howe, Anita Jensen, Tina Kotson, Julia Mabry, Josie Kero, Teena Toyas, Margaret Antilla, Evon Jacobsen, Carolyn Adler, Fernando Rojas, "clatsopjohnson", Caroline Wright, Sarah Geleynse, President Jarrod Hogue and Recording Secretary Felicity Green

**Ed Johnson called the meeting to order at 5:33 pm.**

**Jody Stahancyk moved to approve the agenda as presented.** Sheila Roley seconded the motion. **Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Ashley Flukinger was absent. The motion carried.**

**Introduction of Guests**

Ed Johnson asked regular Board meeting Zoom attendee clatsopjohnson to identify themselves, they did not.

**Public Comment**

Tina Kotson and Caroline Adler brought in a cart of holiday wreathes made by the Nursing Club. They were offering the wreathes for donation to benefit the Lackner Family Fund.

**TEN MINUTE PRESENTATION: Caroline Wright with CliftonLarsenAllen on 2023-24 Audit**

Carolyn Wright presented the audit. The Powerpoint is attached as Appendix A. She thanked Margaret Antilla and her team for all their work on the audit. This year's audit contained no findings on Oregon government standards or on federal standards. The single audit findings this year were related to Financial Aid. The governance communication letter was very similar to last year and reported few changes, which is a good thing.

She said that the repeat findings for financial aid are concerning. They relate to COD reporting, NSLDS enrollment reporting, noncompliance with GLBA Safeguards rule and an issue with Third-part Tier One Arrangements. She asked the Board to follow up on this in a few months and see if it's been addressed. She said they are a material weakness which reflects a lack of internal controls but she felt that they could be addressed and changed. Margaret Antilla and Sarah Geleynse have seen these findings and have come up with a plan to address the issues.

She discussed the statement of net position. College assets increased \$132,000, which was made up of swings in a variety of places, including a net cash increase of \$1.6 million, which she believes is from the tax anticipation of the \$1.7 million the College will pick up at the end of the year. Accounts receivable decreased about \$1.3 million. She commented that Covid-19 funding has dropped to almost

nothing, which accounts for much of the decrease. Assets increased \$781,000, which she attributes to the Ellucian software, which is considered a subscription based information technology and thus an asset. However, Ellucian also added to the College's debt, but is offset by payments. She also commented that showing an operating loss is normal for colleges, as their revenue comes in at different times from multiple sources. She noted that the decrease shown in revenue is primarily the ERC which has not yet been received. College operating expenses have increased, which is expected.

Caroline Wright said that the governance letter shows that there is no change in scope and no new accounting principles. She said that there were no difficulties in the audit process, no adjustments or journal entries and thanked Sarah Geleynse and Margaret Antilla again for a good audit. She said that changes are being made by the General Accounting Standards Board this year that will impact next years audit; those changes will include recording employee sick leave as a liability and more stringent reporting requirements around risk disclosure.

Tim Lyman asked why the Board did not receive the audit until today. Caroline Wright apologized and said that they are working on making improvements to their processes to be more timely. Mitra Vazeen thanked Margaret Antilla and her team for keeping things going. There was some discussion of sending the draft audit to the Budget Committee; the final version will be available by December 31 and the Budget Committee will be sent a link when it is posted on the website.

#### **CONSENT AGENDA**

**Mitra Vazeen moved to accept the November 14, 2024 Regular Board Meeting Minutes as presented.** Sheila Roley seconded the motion. **Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

#### **VERBAL REPORTS / DISCUSSION ITEMS**

##### **Report of the President**

President Hogue said he was sorry to start with sad news; the campus is grieving the sad loss of Carly Lackner. He invited the Board to donate to the Lackner Family Fund and said that Julie Kovatch had sent out an email with details on the Celebration of Life to be held on December 21 at Patriot Hall. Ed Johnson said he had a card for the Board to sign.

President Hogue continued his report by saying the College is seeing positive trends for winter term, with retention, headcount and FTE all trending up. He thanked ASG and the staff for all their efforts to build community on campus and reach out to students. He commented on the leadership vacancies, saying that the College is not getting qualified applicants and he is considering changing some requirements. He said this is an issue everywhere right now. The county and city are reporting the same problem; he thinks the College should consider less traditional candidates and people with less experience. Salaries are an issue as are local housing costs and some qualified applicants are also looking only at remote positions.

### **Financial Report**

Bill Meck reported that the operations fund balance increased by \$11,769 and the new fund balance is \$1,674,128. He cautioned that that \$826,000 of that is the ERC money, which has not yet been resolved. The plant fund, which is also unrestricted, has \$1,475,391, but \$1 million of that is also the ERC and cannot be counted. Removing that credit, the College has slightly over \$1 million of unrestricted reserves as they move through the rest of the fiscal year.

The College has adjusted the operating budget revenue for the current fiscal year to \$14,063,000 to reflect reduced state appropriations and by the full amount of the property tax appeal. If that appeal is resolved and there is more revenue, the operating budget will be changed to reflect that. Even with the change, revenue seems to be trending higher than a year ago. Most of that trend, however, is due to the new ERP, which books tuition and fees sooner than the College had historically done. In fact, revenues are basically flat despite enrollment trending higher. Bill Meck said that he is watching state appropriations and property taxes while continuing to try to figure out what timber is going to do. He has no information on timber revenue but is continuing to budget them very conservatively. He noted that the county is only budgeting for a 10% decrease. Expenses so far this fiscal year are down \$836,000.

Sheila Roley asked if the College had any updates on PERS rates. She said that the K-12 systems have just received them and there is a large hike. Astoria and Seaside had a 20 year bond to pay for PERS but that has now expired and cannot be renewed. The College also has a PERS bond; Bill Meck said he would investigate.

Tim Lyman asked about the ERC and the Wauna Mill property suit. Bill Meck said that there is no news on the ERC. He spoke with Suzanne Johnson about the Wauna Mill suit and they are hoping it will be resolved quickly. The College budget has been adjusted to account for the maximum possible loss; he hopes that the resolution comes quickly so it does not affect next year's budget.

### **Report of the Board Chair**

Ed Johnson said that in the interest of transparency he wanted to explain how the Board conducted President Hogue's 90 day evaluation. He, Jody Stahancyk and Lloyd Mueller are the members of the Presidential Evaluation Committee. They came up with three questions for the Board to answer: Describe what Jarrod has been doing well in his first 90 days; Describe what improvements Jarrod could make to enhance his Presidential position at the college and Describe in detail how you intend personally to assist Jarrod in making the improvements you have identified in question two. The Committee plans to conduct another evaluation in six months and then another towards the end of 2025.

### **WRITTEN REPORTS**

Josie Kero said that her report stands as written. She reported that the ASG team is now complete with eight students participating. They had a good fall term and are looking forward into winter.

Ed Johnson asked Tina Kotson why her report reflected 22 first year Nursing students when she previously said there were 24? Tina Kotson explained that not all students complete their first year,

usually due to life circumstances. He also said he had questions for Kevin Leahy and Amy Magnussen but would reach out to them later.

## **OLD BUSINESS**

### **NWCCU Ad Hoc Committee Report Follow Up**

The President said that his assessment of the report and the visit itself was that staff did a great job being transparent and helpful but could have done a better job logistically. He said that this is the year that the College will stop getting the data driven decision finding; he is confident that working with the strategic plan in monthly meetings and focused staff will answer these issues. Lloyd Mueller asked about the next step. President Hogue said that this is the fifth year of a seven year cycle and this year is focused on policies and procedures. He has made it a priority this year that all outdated policies and procedures get updated.

Teena Toyas added that she attended the recent NWCCU conference and feels the College should return to doing program reviews. She has met with the Instructional Leadership team about it and they are looking for the old templates. They hope to mesh those with the strategic plan priorities and move forward in a simple but effective way. She added that NWCCU is very interested in peer comparisons and that the College needs to have a dashboard comparing itself to both state and national peers. Currently, the College finds peers via IPEDS data but this is an imperfect method and they are looking for a better way.

Teena Toyas passed around the Faculty Development Report.

## **NEW BUSINESS**

### **COLA Considerations for FY 2025-26 (see Appendix B)**

President Hogue distributed a chart of cost-of-living adjustments (COLA) over the last three years. He said that some of these increases were pretty large but across the state this has not been uncommon. He said that he wanted to set expectations now that these sorts of increases are not sustainable. He recommended using the consumer price index (CPI) as a metric to guide the College in COLA decisions. He also reminded the Board that while Faculty and Classified employees are going to have COLA bargained, S&S and Confidential Classified will not. He said that discrepancy is visible in the chart. He repeated that this is simply informational and that while he wants to ensure pay equity, he is also responsible for a sustainable budget.

The President said that there is a staff budget meeting tomorrow and planning is ahead of last year. Tim Lyman asked when the budget would be delivered. Staff have until the end of January to submit budget requests. State forecasts come in in February and Evon Jacobsen will begin building the budget in March. The first Budget Committee meeting is tentatively scheduled for April 22; the budget will be done by Friday, April 18.

### **Review Board Goals**

Ed Johnson commented that there is no sense in having goals if the Board is never going to talk about them. He read the Board goals.

*Goal 1. Create a positive atmosphere for students, faculty and staff.*

Sheila Roley commented that she has heard things are seeming more positive. She asked if there was a tool available for measuring that. President Hogue said that he has spoken with ASG and is planning a student experience survey with them. It will be established this spring and then administered annually. A staff and faculty climate survey to be done by May 31, 2025 is also one of his goals.

*Goal 2. Ensure fiscal responsibility.*

Ed Johnson asked how the Board felt about this one and whether they were satisfied with Bill Meck. The Board agreed that Bill Meck was doing a very good job; several Board members thanked him for his work.

*Goal 3. Strengthen the collaborative relationship between the Board and Foundation.*

President Hogue said that the College is in the process of hiring a new Director who everyone is excited about and who he thinks will be instrumental in reestablishing and strengthening the relationship. He said they will be coming out with the annual event information soon; the Foundation Board has hired an event planner. Ed Johnson said he asked about having a joint meeting but the Foundation Board said they would prefer to wait until they have a director. President Hogue also said he had signed a new MOU and he will be the new director's supervisor; their salary will be paid 50% by the College and 50% by the Foundation.

*Goal 4. Support the goals of the President of the College.*

Ed Johnson stated that each Board member had an assignment to work with the President. The President said that he feels supported.

### **Request for Early Retirement**

Anita Jensen reported that Toni Middleton, MERTS Program Assistant II, has submitted a request to retire in January 2026. She has been with the College since 1994. Her early retirement will not cost the College anything.

**Tim Lyman moved to approve Toni Middleton's request for early retirement.** Lloyd Mueller seconded the motion. **Ed Johnson, Tim Lyman, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

### **OCCA Legislative Priorities**

Ed Johnson asked for a motion to support the OCCA legislative priorities. Jody Stahancyk asked if this needed to happen in December or could be moved to January. Sheila Roley said that it would be better to do it in December, as many people are working hard on this right now. She said that representatives of most K-12 organizations are on the ground getting ready to go in January, so it would be timely to do it now. She reminded the Board that it is not just community colleges or K-12 who will be lobbying, but most public services. She also said it is pretty straightforward: Oregon does not do a good job of funding education and everyone needs money.

Ed Johnson pointed out that the resolution had been emailed to the Board several weeks ago and is also in the December packet, so they should have had time to read it. Sheila Roley said that the Governor's budget came out a week ago and is more generous than the last biennium, which is good,

but still will clearly not be adequate. President Hogue added that the Governor's recommended budget for community colleges is a 6.9% increase. Tim Lyman said that 6.9% over the \$800 million from the last biennium would be about halfway between the last biennium's budget and what OCCA is asking for in the next biennium. President Hogue said that OCCA is lobbying for more and that the Governor's budget is widely seen as a starting point.

Jody Stahancyk said that the issue before the Board is whether they will support the OCCA priorities and whether their positions differ from OCCA priorities. Sheila Roley said that the OCCA goals seem to be aligned with CCC Board goals, such as more operating funds, increasing the Oregon opportunity grant, raising bond funding caps, scholarships and funding students for basic needs.

Sheila Roley **moved that the Board of Education agree to support the OCCA legislative priorities.** Jody Stahancyk seconded the motion.

Lloyd Mueller commented that as representatives of Clatsop Community College, this is in their best interest and he urged the Board to vote for it.

**Ed Johnson, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. Tim Lyman voted Nay. The motion carried.**

#### **ANNOUNCEMENTS/COMMUNICATIONS**

President Hogue asked the Board if they would be okay with an electronic version of the Board packet instead of a printed version. He said that it is a lot of paper. Ed Johnson asked Board members to let Felicity Green know if they want only an electronic version.

#### **BOARD FORUM**

Sheila Roley said she was happy to see people in person.

Mitra Vazeen agreed with Sheila Roley.


Tim Lyman wished everyone a Merry Christmas and Happy New Year.

Jody Stahancyk said it was great to hear everyone.

Ed Johnson said he was concerned that Board members were not looking at their packets before the meeting.

**Ed Johnson adjourned the meeting at 6:59 pm.**



 *We'll get you there.*  
CPAs | CONSULTANTS | WEALTH ADVISORS

# Clatsop Community College

## 2024 Board of Education Audit Presentation



©2024 CliftonLarsonAllen LLP. CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [claglobal.com/disclaimer](https://claglobal.com/disclaimer). Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

1

1

# Agenda

```
graph LR; A(Overview of the Audit Process) --> B(Audit Results); B --> C(Governance Communication); C --> D(New for 2025)
```

 ©2024 CliftonLarsonAllen LLP  2

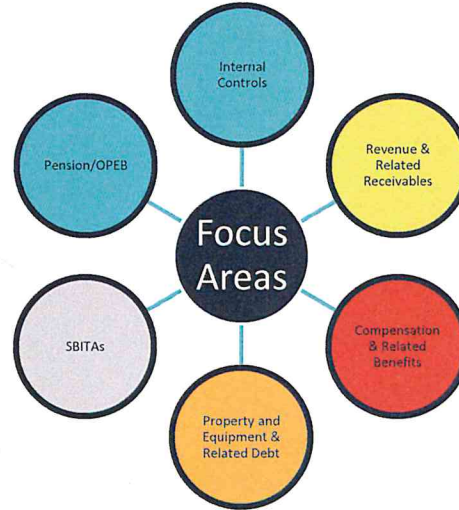
2

# Risk Assessment

## Significant Risks



## Areas of Focus



©2024 CliftonLarsonAllen LLP



3

3

# Audit Results

Financial Statement Results – Unmodified Opinion

Oregon State Regulations – No findings

Governmental Auditing Standards – No findings

Single Audit Report – Unmodified Opinion

Governance communication letter



©2024 CliftonLarsonAllen LLP



4

4

## Audit Results – Single Audit

### SFA Findings

Eligibility-PELL over award/over paid  
 COD Reporting  
**240-Day Check Requirement**  
**NSLDS--Enrollment reporting & lack of internal control**  
**GLBA – Not in compliance with GLBA Safeguards Rule**  
 Third-part Tier One Arrangements

### Prior Year Findings

Education Stabilization Fund – All findings have been resolved  
**COD Reporting**  
 Eligibility – Direct Loans overpayment  
**NSLDS—Enrollment reporting & lack of internal control**  
**GLBA – Not in compliance with GLBA Safeguards Rule**  
 Third-part Tier One Arrangements  
 Direct Loan Reconciliations



©2024 CliftonLarsonAllen LLP



5

5

## Statement of Net Position

	2024	2023
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	\$ 3,493,377	\$ 788,427
Restricted cash and investments	369,953	391,866
Restricted cash and investments - Bonds	1,258,925	2,314,527
<b>Receivables</b>		
Accounts Receivable, Net	3,107,620	4,417,164
Property Taxes	418,310	441,405
Other	146,318	116,861
<b>Noncurrent assets</b>		
Other Noncurrent Assets	190,201	162,010
Capital assets	40,718,741	39,938,107
<b>Total assets</b>	<u>49,703,445</u>	<u>48,570,367</u>
<b>Deferred Outflows of Resources</b>	<u>3,749,312</u>	<u>4,750,094</u>
<b>Total Assets and Deferred Outflows of Resources</b>	<u>53,452,757</u>	<u>53,320,461</u>
<b>Liabilities</b>		
<b>Current liabilities</b>		
Current liabilities	6,590,327	4,288,569
Long-term Debt	13,363,815	14,601,124
Pension and OPEB Liability	11,212,376	9,340,159
<b>Total liabilities</b>	<u>31,166,518</u>	<u>28,229,852</u>
<b>Deferred Inflows of Resources</b>	<u>1,607,166</u>	<u>3,403,084</u>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<u>32,773,684</u>	<u>31,632,936</u>
Net investment in capital assets	28,484,882	29,199,995
Restricted expendable	190,201	162,010
Unrestricted	(7,996,010)	(7,674,480)
<b>Total Net Position</b>	<u>\$ 20,679,073</u>	<u>\$ 21,687,525</u>



©2024 CliftonLarsonAllen LLP



6

6

# Revenues and Expenses

	2024	2023
<b>Operating revenues</b>		
Student fees	\$ 2,100,210	\$ 2,123,257
Federal and State Student Financial Aid Grant	808,760	769,385
Federal, State and Local Grants and Contracts	2,014,149	2,521,034
Other operating revenues	30,290	18,333
<b>Total operating revenues</b>	<b>4,953,409</b>	<b>5,432,009</b>
<b>Operating expenses</b>		
Instruction and Instruction Support	8,439,063	7,392,584
Student Services	2,829,448	2,694,408
Institutional Support	3,624,114	3,775,139
Operation and Maintenance of Plant	1,874,927	1,567,320
Community Services	583,044	430,857
Student Financial Aid	1,493,256	1,619,784
Other Operating Expense	255,333	169,920
Depreciation/Amortization	1,754,248	2,171,835
<b>Total operating expenses</b>	<b>20,853,433</b>	<b>19,821,847</b>
<b>Operating loss</b>	<b>(15,900,024)</b>	<b>(14,389,838)</b>
<b>Non-operating revenues (expenses)</b>		
State appropriations	4,106,512	3,771,129
Property Taxes and Timber Revenues	8,521,336	7,987,491
Federal Pell Grants	1,161,713	979,304
Investment Income	278,176	193,628
Other net non-operating	1,390,129	3,841,920
Interest Expense	(566,294)	(592,093)
<b>Total non-operating revenues</b>	<b>14,891,572</b>	<b>16,181,379</b>
<b>Change in Net Position</b>	<b>(1,008,452)</b>	<b>1,791,541</b>
Net Position - Beginning of Year	21,687,525	19,466,299
Restatement - Correction of an Error	-	429,685
<b>Net Position - Beginning of Year, as Restated</b>	<b>21,687,525</b>	<b>19,895,984</b>
<b>Net Position - End of Year</b>	<b>\$ 20,679,073</b>	<b>\$ 21,687,525</b>



©2024 CliftonLarsonAllen LLP



7

7

# Operating Revenues

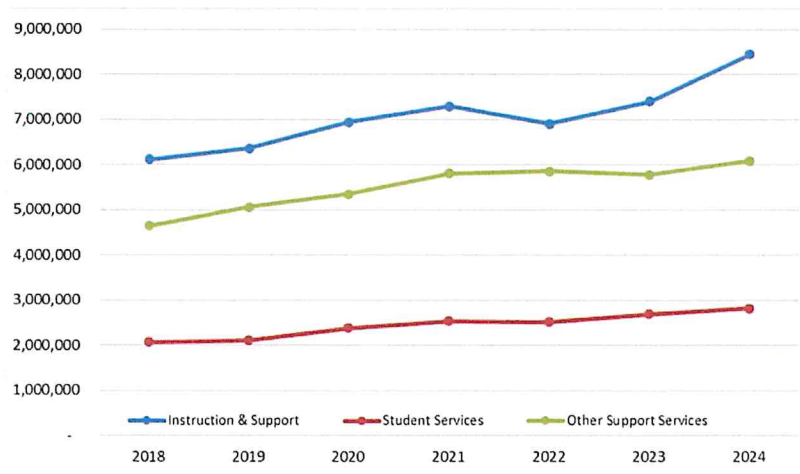


©2024 CliftonLarsonAllen LLP



8

## Operating Expenses



©2024 CliftonLarsonAllen LLP



9

## Cash Flow

	2024	2023
Operating activities	\$ (12,383,677)	\$ (13,531,037)
Noncapital financing activities	16,990,838	14,146,800
Capital financing activities	(3,257,902)	(1,346,145)
Investing activities	<u>278,176</u>	<u>193,628</u>
Increase (Decrease) in cash	1,627,435	(536,754)
Cash - beginning of year	<u>3,494,820</u>	<u>4,031,574</u>
Cash - end of year	<u>\$ 5,122,255</u>	<u>\$ 3,494,820</u>
Cash and cash equivalents	\$ 3,493,377	\$ 788,427
Restricted cash and cash equivalents	1,628,878	2,706,393
Total cash and investments	<u>\$ 5,122,255</u>	<u>\$ 3,494,820</u>



©2024 CliftonLarsonAllen LLP



10

# Governance Communication Letter

Overall	Estimates	Difficulties	Other
<ul style="list-style-type: none"><li>• Purpose is to provide an update on the audit since the planning meeting</li><li>• No changes in scope of audit</li><li>• No new accounting policies.</li></ul>	<ul style="list-style-type: none"><li>• No significant estimates</li></ul>	<ul style="list-style-type: none"><li>• No difficulties</li><li>• No disagreements encountered</li><li>• No other findings to report</li></ul>	<ul style="list-style-type: none"><li>• Nothing significant to report</li></ul>



©2024 CliftonLarsonAllen LLP



# GASB 101 Compensated Absences

CLA can help by assisting with or evaluating financial statement disclosure updates



Effective date  
**June 30, 2025**



Updates recognition requirements around compensated absences  
Follows a “more likely than not” threshold for recognition



©2024 CliftonLarsonAllen LLP



## GASB 102 Certain Risk Disclosures

CLA can help by assisting with or evaluating financial statement disclosure updates

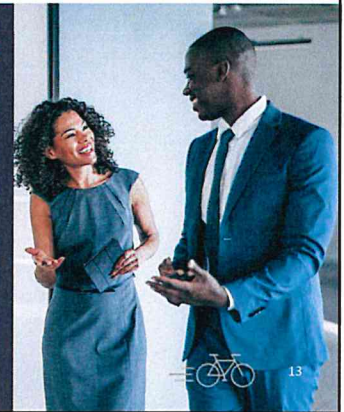


Effective date  
**June 30, 2025**



### Increased footnote disclosures surrounding risk:

- Limitations on raising revenues
- Concentrations related to tax revenue or vendors
- Debt or mandated spending — especially unfunded mandates
- Impact of major employer leaving the community
- Collective bargaining agreements



©2024 CliftonLarsonAllen LLP

13

## Questions and Feedback

- We welcome any questions pertaining to the audit, governance communication letter or other matters related to the engagement.
- We appreciate the opportunity to serve as the auditors for Clatsop Community College and welcome any feedback relative to our performance.



©2024 CliftonLarsonAllen LLP



14

**Caroline Wright, CPA**

Signing Director

Ph. 509/363-6351

[Caroline.Wright@CLAconnect.com](mailto:Caroline.Wright@CLAconnect.com)



CLAconnect.com



CPAs | CONSULTANTS | WEALTH ADVISORS

© 2024 CliftonLarsonAllen LLP. CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAGlobal.com/disclaimer](http://CLAGlobal.com/disclaimer). Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.




# APPENDIX B - 12/12/24 BOARD MINUTES

3-year COLA vs Annual Consumer Price Index

Actual	23-24	24-25	25-26	AVE	CUM
FT Faculty	5.0%	3.0%	3.5%	3.8%	11.9%
PT Faculty	8.0%	6.0%	0.0%	4.7%	14.5%
Classified	9.0%	8.0%	0.0%	5.7%	17.7%
S&S	5.0%	0.0%	0.0%	1.7%	5.0%
Annual CPI (Nov) from previous year*	7.1%	3.3%	2.4%	4.3%	13.2%
West Region					

w/ S&S Adjustment	23-24	24-25	25-26	AVE	CUM
FT Faculty	5.0%	3.0%	3.5%	3.8%	11.9%
PT Faculty	8.0%	6.0%	0.0%	4.7%	14.5%
Classified	9.0%	8.0%	0.0%	5.7%	17.7%
S&S	5.0%	0.0%	5.0%	3.3%	10.2%
Annual CPI (Nov) from previous year*	7.1%	3.3%	2.4%	4.3%	13.2%
West Region					

 = not determined

# President's Report



Clatsop  
Community  
College

Board of Education

**President's Report to the Board**  
**January, 2025**  
(Submitted December 20, 2024)

**I. Facilities Update**

Dan Clark and I are finalizing plans for Clatsop Community College to serve as a designated work-based learning site for Tongue Point Job Corps. This initiative will provide students in trades programs with the opportunity to gain hands-on experience by assisting our facilities team.

Beginning January 13, participants will work 35 hours per week in 6-week cohorts, completing much-needed maintenance and improvement projects on our facilities. They will also receive weekly stipends, funded by Northwest Oregon Works. This collaboration is tentatively planned to run through June and represents an exciting step in fostering workforce development while addressing essential needs on our campus.

**II. Enrollment (and Retention)**

\*See latest report. Updated information not available at time of submission.

**III. College Foundation Update**

The Annual Foundation Auction Fundraiser is just around the corner, scheduled for Saturday, April 12. I hope to have more details soon.

We are thrilled to announce that Clatsop Community College, in collaboration with the College Foundation Board, has appointed Beth Van Elswyk as our new Foundation Director. Beth was the unanimous choice of the selection committee, and we are delighted to welcome her to this vital role.

A well-known and highly respected figure in Clatsop County, Beth brings a wealth of experience and an impressive track record of community engagement. Most recently, she served as the Director of Sales & Community Outreach at Suzanne Elise Assisted Living Community in Seaside. Beth has also played a pivotal role in several local fundraisers, is an active member of the Astoria Rotary, and currently serves as the 1st Vice Chair of the Wauna Federal Credit Union Board of Directors.

We look forward to the energy, expertise, and leadership Beth will bring to the College and our Foundation.

#### **IV. Strategic Planning**

Implementation teams have been formed and implementation tools have been shared.

#### **V. 2025-26 Budget Update**

College Leadership are entering budget requests into Colleague. Requests from budget managers are due January 31.

#### **VI. Meetings and Activity Highlights (at time of this report)**

- In-Service Discussion (12/9)
- College Update at Astoria Rotary (12/9)
- Healthcare Grant Submission (12/9)
- Coffee with Board Chair Ed (12/10)
- Tongue Point Visit (12/10)
- South County Holiday Party (12/10)
- Title III & HECC Grant Discussion (12/11)
- Northwest Oregon Works Healthcare Discussion (12/11)
- Joint Policies & Procedures Committee Meeting (12/11)
- ColPac Board Meeting (12/12)
- Board of Education Meeting (12/12)
- Budget Manager Meeting (12/13)
- Foundation Event Planning Meeting (12/16)
- Check-In with Facilities (12/16)
- OSU Food Science (12/16)
- Clatsop County Networking (12/16)
- President's Cabinet Meeting (12/17)
- Mentor Meeting with Rick Aman (12/18)
- Art Building Walkthrough (12/18)
- Career Connected Learning Grant Discussion (12/18)
- MERTS Staffing Discussion (12/18)
- Clatsop Superintendent's Meeting (12/19)
- TBCC President Paul Jarrell (12/19)
- Astoria-Warrenton Chamber Board (12/19)

# Financials



Clatsop  
Community  
College

Board of Education

Clatsop Community College Financial Report as of December 31, 2024

General Operating Fund		FY2022			FY2023			FY2024			FY2025				
Fund	Description	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	Fiscal Year Actual	Year-to-Date Actual	% of Full Year	FY Operating Budget 7/1/24	FY Operating Budget 12/31/24	Year-to-Date Actual	% of Full Year	Year-to-Date Change
11	Beginning Fund Balance	\$ 2,446,011			\$ 1,361,974			\$ 1,662,359			\$ 1,674,128	\$ 1,674,128			
<b>Revenue</b>															
11	Tuition and Fees	\$ 2,520,305	\$ 1,062,624	42.16%	\$ 2,760,350	\$ 1,127,266	40.84%	\$ 2,953,091	\$ 1,194,116	40.44%	\$ 3,134,503	\$ 3,134,503	\$ 1,979,481	63.15%	\$ 785,365
11	State Appropriations	\$ 4,191,126	\$ 2,211,303	52.76%	\$ 3,771,129	\$ 1,832,175	48.58%	\$ 4,106,512	\$ 2,050,596	49.94%	\$ 4,273,514	\$ 4,280,899	\$ 2,125,702	49.66%	\$ 75,106
11	Property Taxes	\$ 5,287,617	\$ 4,826,781	91.28%	\$ 5,610,168	\$ 5,025,517	89.58%	\$ 5,903,094	\$ 5,206,791	88.20%	\$ 6,100,000	\$ 5,987,322	\$ 5,179,931	86.51%	\$ (26,860)
11	Other Revenue Including Transfers	\$ 1,356,055	\$ 205,374	15.14%	\$ 2,028,794	\$ 251,244	12.38%	\$ 1,291,788	\$ 229,859	17.79%	\$ 918,976	\$ 918,976	\$ 233,822	25.44%	\$ 3,963
	<b>Total Revenue</b>	\$ 13,355,103	\$ 8,306,082	62.19%	\$ 14,170,441	\$ 8,236,202	58.12%	\$ 14,254,485	\$ 8,681,362	60.90%	\$ 14,426,993	\$ 14,321,700	\$ 9,518,936	66.47%	\$ 837,574
<b>Expenditures by Function</b>															
11	Instruction	\$ 5,224,084	\$ 2,276,588	43.58%	\$ 5,170,308	\$ 2,246,492	43.45%	\$ 5,462,231	\$ 2,357,928	43.17%	\$ 5,672,050	\$ 5,626,272	\$ 2,258,788	40.15%	\$ (99,140)
11	Instructional Support	\$ 1,748,586	\$ 836,080	47.81%	\$ 1,632,496	\$ 826,797	50.65%	\$ 1,870,684	\$ 949,377	50.75%	\$ 1,773,140	\$ 1,818,918	\$ 843,690	46.38%	\$ (105,687)
11	Student Services	\$ 1,529,740	\$ 717,401	46.90%	\$ 1,571,357	\$ 704,655	44.84%	\$ 1,489,137	\$ 830,125	55.75%	\$ 1,414,821	\$ 1,414,821	\$ 531,607	37.57%	\$ (298,518)
11	Institutional Support	\$ 4,223,801	\$ 1,642,648	38.89%	\$ 3,689,254	\$ 1,744,971	47.30%	\$ 3,561,504	\$ 2,122,359	59.59%	\$ 3,573,353	\$ 3,468,060	\$ 1,787,026	51.53%	\$ (335,333)
11	Operation and Maintenance of Plant	\$ 1,546,734	\$ 825,512	53.37%	\$ 1,638,689	\$ 846,257	51.64%	\$ 1,663,056	\$ 874,860	52.61%	\$ 1,808,829	\$ 1,808,829	\$ 890,179	49.21%	\$ 15,319
11	Scholarships & Tuition Waivers	\$ 166,195	\$ 103,635	62.36%	\$ 167,952	\$ 82,772	49.28%	\$ 196,104	\$ 67,724	34.53%	\$ 184,800	\$ 184,800	\$ 91,612	49.57%	\$ 23,888
	<b>Total Expenditures</b>	\$ 14,439,140	\$ 6,401,864	44.34%	\$ 13,870,056	\$ 6,451,944	46.52%	\$ 14,242,716	\$ 7,202,373	50.57%	\$ 14,426,993	\$ 14,321,700	\$ 6,402,902	44.71%	\$ (799,471)
	<b>Net Revenue (Expenditures)</b>	\$ (1,084,037)	\$ 1,904,218		\$ 300,385	\$ 1,784,258		\$ 11,769	\$ 1,478,989		\$ -	\$ -	\$ 3,116,034		\$ 1,637,045
	<b>Ending Fund Balance</b>	\$ 1,361,974			\$ 1,662,359			\$ 1,674,128			\$ 1,674,128	\$ 1,674,128			
<b>Expenditures by Category</b>				% of Total			% of Total			% of Total				% of Full Year	
	Salaries and Fringe Benefits	\$ 10,869,628		75.28%	\$ 10,749,041		77.50%	\$ 11,404,280	\$ 5,632,361	49.39%	\$ 11,378,505	\$ 11,274,190	\$ 4,834,927	42.88%	\$ (797,434)
	Contracted Services	\$ 1,750,072		12.12%	\$ 2,009,150		14.49%	\$ 1,515,779	\$ 1,060,776	69.98%	\$ 1,569,875	\$ 1,569,047	\$ 872,345	55.60%	\$ (188,431)
	Materials, Supplies, and Travel	\$ 575,117		3.98%	\$ 664,415		4.79%	\$ 968,908	\$ 330,753	34.14%	\$ 1,172,691	\$ 1,172,541	\$ 577,583	49.26%	\$ 246,830
	Other Expenditures Including Transfers	\$ 1,164,806		8.07%	\$ 379,998		2.74%	\$ 351,486	\$ 176,220	50.14%	\$ 287,922	\$ 287,922	\$ 100,047	34.75%	\$ (76,173)
	Capital Outlay	\$ 79,517		0.55%	\$ 67,452		0.49%	\$ 2,263	\$ 2,263	100.00%	\$ 18,000	\$ 18,000	\$ 18,000	100.00%	\$ 15,737
	<b>Total Expenditures</b>	\$ 14,439,140		100.00%	\$ 13,870,056		100.00%	\$ 14,242,716	\$ 7,202,373	50.57%	\$ 14,426,993	\$ 14,321,700	\$ 6,402,902	44.71%	\$ (799,471)

Clatsop Community College Fund Summary as of December 31, 2024

	General Operating Fund 11		Restricted-Grants and Financial Aid Fund 21		Plant Fund 41		Plant-ERP (Bond Proceeds) Fund 41	
	FY2024	FY2025	FY2024	FY2025	FY2024	FY2025	FY2024	FY2025
	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual
<b>Beginning Balance</b>	\$ 1,662,359	\$ 1,674,128	\$ -	\$ -	\$ 1,309,663	\$ 1,475,391	\$ 2,314,895	\$ 1,258,925
<b>Total Revenue</b>	\$ 14,254,485	\$ 9,518,936	\$ 5,795,013	\$ 2,623,813	\$ 998,374	\$ 239,531	\$ -	\$ -
<b>Total Expenditures</b>	\$ 14,242,716	\$ 6,402,902	\$ 5,795,013	\$ 2,500,058	\$ 832,646	\$ 32,748	\$ 1,055,970	\$ 1,122,458
<b>Ending Balance</b>	\$ 1,674,128	\$ 4,790,162	\$ -	\$ 123,755	\$ 1,475,391 *	\$ 1,682,174	\$ 1,258,925	\$ 136,467

	Plant-Debt Service Fund 42		C & O-Expendable Trust Fund 54		Non-Plant Debt-PERS Fund 60	
	FY2024	FY2025	FY2024	FY2025	FY2024	FY2025
	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual	Full Year Actual	Year-to-Date Actual
<b>Beginning Balance</b>	\$ -	\$ -	\$ 60,881	\$ 57,256	\$ (2,450,045)	\$ (1,925,414)
<b>Total Revenue</b>	\$ 1,658,431	\$ 974,316	\$ 32,468	\$ 14,195	\$ 687,194	\$ 308,645
<b>Total Expenditures</b>	\$ 1,658,431	\$ 183,380	\$ 36,093	\$ 10,123	\$ 162,563	\$ 65,823
<b>Ending Balance</b>	\$ -	\$ 790,936	\$ 57,256	\$ 61,328	\$ (1,925,414)	\$ (1,682,592)

# OCCA



Clatsop  
Community  
College

Board of Education



## OCCA Board of Directors Meeting Takeaways – December 6, 2024

On Friday, December 6, 2024, the OCCA Board met in a hybrid fashion at Mt. Hood Community College in Gresham, with 19 members joining the second meeting of the 2024-25 year in person and another 24 virtually. Here are some takeaways from the meeting that can be shared with local community college board members.

### Legislative Update/Preparation for 2025 Legislative Session

OCCA Deputy Director John Wykoff provided a legislative update, informing board members that he and Executive Director Abby Lee would be attending the interim December Legislative Days December 10-12 in Salem. They have numerous meetings with legislators scheduled, including those in leadership roles, to discuss OCCA's Legislative Priorities.

The Board approved the 2025-27 Legislative & Regulatory Policy Positions document, which guides OCCA staff on the association's position on a variety of topic areas for the next biennium. The final document comes as a recommendation from the OCCA Legislative Committee after the first reading at the October Board meeting. The document also had significant input from the OCCA DEI Committee. Its overarching principles include funding, student success, equity, workforce development, and collaboration.

Board members also approved the 2025 OCCA Legislative Priorities:

1. Increasing the Community College Support Fund (CCSF) to a total of \$920 million
2. Raising the cap on community college capital construction matching funds from \$8 million to \$14 million
3. Expanding funding for the Oregon Opportunity Grant (OOG) to a total of \$450 million
4. Securing resources for student basic needs (\$10 million in ongoing funds)
5. Funding support for colleges to transition to corequisite student support models (\$1 million in one-time funding)
6. Developing a policy bill for work toward Adult Reconnect to reengage learners with some college credit but no credential

Details on each of these priorities are available on an informational one-pager in OCCA's online Advocacy Toolkit: <https://www.occa17.com/advocacy-toolkit/>.

**REQUEST FOR ACTION:** College boards are also being asked to consider approval of a resolution in support of these priorities to show unity among the colleges as we enter the 2025 Legislative Session. Please see the attached draft resolution for your board's consideration.

### Student Success Metrics

Each year the Student Success Center at OCCA works with institutional effectiveness researchers at Linn-Benton Community College to collect a set of common metrics from all 17 community colleges that gauge the progress of student success across the state. The metrics were formerly called Early Momentum Metrics (EMMs) and were first collected as part of the initial guided pathways work. In 2022, institutional researchers from Oregon community colleges

asked that adjustments to the metrics be made. The result was the elimination of metrics that were not useful to Oregon CCs along with the addition of College Now/dual enrollment students into the cohort examined. When the updated metrics were adopted, the name of the set was also updated to Student Success Metrics.

[Click here](#) to read the full report.

### **Workshop: Federal Perspective**

David Baime with the American Association of Community Colleges (AACC) shared with the Board some national perspectives and highlighted some of the work AACC is doing to prepare for potential legislative changes to higher education. He provided some suggestions for how the OCCA Board can engage in this work with congressional leaders and other groups. Mr. Baime noted that there are currently still a lot of unknowns regarding higher education with the change in administration and incoming Cabinet designees, so the best advice is to educate Oregon's federal delegation on the community college agenda. AACC's top priority is to end taxation of Pell Grants and reform the American Opportunity Tax Credit, as well as support Workforce Pell Grant Authorization. AACC also opposes risk-sharing by colleges in the College Cost Reduction Act or similar legislation. [Click here](#) to learn more about AACC's federal legislative agenda.

### **Upcoming Events**

#### **OCCA Lunch & Learn Webinar – January 30, 2025**

Due to the holidays, there will be no December Lunch & Learn webinar. The next Lunch & Learn webinar is set for January 30, 2025, at noon, and will highlight OCCA's 2025 Legislative Priorities and how community college stakeholders can prepare to be effective advocates. Register for this and other Lunch & Learn webinars on the OCCA website:

<https://occa17.com/lunchandlearn/>.

#### **OCCA Legislative Summit – March 5-6, 2025**

The 2025 Legislative Summit & Lobby Day will take place March 5 and 6 in Salem. This important event is a great opportunity for college presidents, board members, campus advocacy coordinators, students, and other advocates to learn more about how proposed bills could impact community colleges during the Legislative Session. You will hear from legislators, experienced community college advocates, and students. Learn advocacy best practices and important messaging as we work to support community colleges during the 2025 Legislative Session. The summit will take place March 5 at the Salem Convention Center, while March 6 is the day for colleges to meet with legislators at the Capitol. More details will be available later this winter.

*Have a question about any of this information or other community college issues? Want to learn how to get more involved with the OCCA Board? Contact OCCA staff at [occa@occa17.com](mailto:occa@occa17.com) or visit [www.occa17.com](http://www.occa17.com). Be sure to also follow us on Facebook @OregonCommunityCollegeAssociation and on Twitter @ORCommColleges and subscribe to the OCCA Digest e-newsletter on our website.*

# CEDR &

# SBDC



Clatsop  
Community  
College

Board of Education

## **BOARD REPORT – January 2025**

### **CEDR**

#### **Clatsop Center for Business, Community & Professional Development Clatsop WORKS & Cooperative Work Experience**

#### **CEDR**

*Submitted by: Kevin Leahy, CEDR Executive Director & CCC Associate Vice-President*

- *Participated in the North Coast Regional Solutions Advisory Committee meeting on 12/16. Gave input on the importance of including CCC in the top priorities for the region that is being submitted to Governor Kotek for approval.*
- *Met with Col-Pac Interim Executive Director Sarah Lu Heath and DLCD (Oregon Department of Land Conservation and Development) regional representative Brett Estes to gain greater awareness of grants awarded by DLCD. Brett will be including me in his monthly “opportunity” emails on programs and dollars available going forward.*
- *Clatsop WORKS manager Misty Bateman and I attended the Superintendents meeting on 12/19 to share an update and success of the program, and to request another four-year program funding contract from the 5 school districts & the NWESD. Knappa High School and Warrenton Hish School have been challenging of the program with the number of students participating from their schools. We shared best practices and plan followup meetings at both schools as there is also a terrific opportunity for the schools to get behind this program and make it a greater priority.*
- *Conducted interviews for the Administrative Specialist position at South County and am pleased that Jeanette Sampson has been named to the position effective January 1. Jeanette has been assisting in the office since summer, and we are excited to welcome her to the team permanently! (Jeanette also serves as an elected member of the Astoria School District Board)*
- *President Hogue and I met with Rachel Armitage from Oregon Community Foundation on 12/20. Rachel is new to her position and was impressed with our connections with the community across the board. Planning a follow-up meeting with OCF staff that focuses on education and economic development.*

#### **CENTER FOR BUSINESS, COMMUNITY & PROFESSIONAL DEVELOPMENT**

*Submitted by Jessica Newhall, Director CBCP*

#### **Small Business Development Center**

- *HB 3410 funding has been extended until 12/31/25. The \$258,000 secured had an original spend out date of 6/30/25. Because the original funding was so delayed from Business Oregon this was going to be a heavy lift. This was very welcome news!*
- *The Clatsop SBDC had another record year in 2024! **258 clients, 1217 hours of advising, Capital Formation of \$2,725,950, 58 jobs created, 100 jobs retained, \$1,801,000 in***

***sales increase and the largest number of business starts in the history of the center-  
TWENTY-SIX!***

*Community Education & Professional Development*

- *Fall registrations for community education up 3.3%*
- *39 courses being offered for Winter Term*

**Clatsop WORKS Paid Internship Program & CCC Cooperative Work Experience**

*Submitted by Misty Bateman, Program Manager*

**Clatsop WORKS**

- We have a record number of employers registered for summer 2025: 41 employers offering 57 internship opportunities!
- The number of employers in the program has grown, which enables us to get more students into an internship experience, but the number of student applicants has grown at a faster rate, so we continue to recruit employers to the program, and successfully increased our employer numbers this year!
  - We have experienced 255% growth in the number of employers participating in the program since 2018.
  - North County employers participating has grown by 229% since 2018
  - South County employers participating has grown by 300% since 2018
- The number of students applying for the program (gauge of student interest) has increased by 118% since 2018, with a record number of 120 applicants in 2024.
- Please see the presentation sent separately for further updates.

**Cooperative Work Experience (CWE)**

- We have two students enrolled in CWE for Winter 25 term.

# Communications and Marketing



Clatsop  
Community  
College

Board of Education

## Communications and Marketing Report for Thursday, January 9, 2025 BOE Meeting

Submitted by Julie Kovatch, 12/20/24

### Communications - Internal

- Website-
  - Dec. website use: Users: 6.2K
  - Highest visited pages for Nov: Homepage, Canvas, Faculty Staff, Areas of Study, Human Resources
- Student Interest Contact Cards are now in use. These are cards for interested prospective students to fill out when out at various community events representing the college. These contact cards will allow us to capture the prospects information to put into the new Recruit system so we can communicate with them for better transition from an inquiry to an applicant.
- Welding helmet stickers are done and remaining welding specific marketing funds will be used winter term on target marketing efforts in the community.
- My works study Student Content Creator had now given me a few content bits to work with for social media posts from the student perspective. We are still figuring out what works for this position.
- Communications and Marketing is still serving as a backup and overflow location for student ID's. Student ID's are done for all medical area students. Faculty and Staff ID's will be distributed at Winter in-service.
- I continue to serve as the ASG advisor. There is a full ASG group now and they are an amazing bunch that are tackling monthly activities, community service, and student engagement. I will be encouraging them to think bigger on how to engage more of the student community for the remainder of the year.
- Strategic Planning: I am serving as co-lead along with Kevin Leahy for the Strategic Priority: Building our Reputation and also serving as a member on the Improving Student Access group.
- Messaging to share news, support and efforts around the Lackner family was attempted to be handled respectfully.
- I have started reviewing the Publications and Marketing budgets to better allocate funds to proper areas for next year.
- Designing a new sign for the MERTS campus and working with facilities to order.

### Communications - External

- Online Bookstore: Additional communications went out to get students ready for Winter Term book purchases.
- Organized a presentation for Pres. Hogue to present at the Astoria Rotary on Dec. 9<sup>th</sup>.
- Met with AAUW regarding a co-sponsored event "ACT" in February and will be assisting with the marketing for it.
- Attended the bi-weekly College Advocacy Coordinator meetings and the monthly Oregon Community College Marketing Public Relations Group meetings. The main topic has been the predicted stated allocation of moneys for community colleges and what messaging is recommended from the community colleges, students, and communities regarding it.

## Communications and Marketing Report for Thursday, January 9, 2025 BOE Meeting

Submitted by Julie Kovatch, 12/20/24

Marketing – Printed Media, Radio, and Publications, Marketing events

- Created promotional content and visuals for Life Transition program, ACT event, Get College Ready event, OGEC training that will be needed at the start of January.
- Press release traction on the Providence Health Grant that was awarded to CCC. Interviews were conducted.
- Met with a digital marketing rep to review options for future target marketing. Good exchange of ideas that I am looking at pursuing in the new fiscal year.
- Radio ads are running continue to run during local high school games that focus on Oregon Promise, then during College football games the ads focus on transfer options and the benefit of staying local the first two years, and Seattle pro games that focus on adult learners wanting to go back to college to get training in skills for better jobs. I have also started incorporating our new mission into the radio ads using the phrase “reach your full potential”.
- Social Media- Audience- Dec. #'s-
  - Facebook followers: 3,474 (up 9)
  - Instagram Followers: 1,251 (up 6)
  - Organic post reach #'s Facebook: 6.8K Instagram: 1.7K

Events – Recent and Upcoming

- Jan 2- Ales & Ideas: Nuggets of Wisdom: Getting the Fach(ts) about Piles of Dirt and the Voice with CCC Instructors John Goodenberger and Deac Guidi at Fort George Lovell Showroom at 7 p.m.
- Jan 6-16- Pop Up Art Show: The Art of Resolutions with reception on Jan. 16<sup>th</sup> at 6 p.m.
- Jan 23- Open Mic in the Royal Nebeker Art Gallery from 3-5 p.m. hosted by the Arts & Ideas Committee
- Jan 30- Stormy Stories in the Library Commons at 12:30 p.m.
- CCC events and important dates can be seen on the CCC Calendar at: [www.clatsopcc.edu/events/](http://www.clatsopcc.edu/events/)



# Instruction and Student Success



Clatsop  
Community  
College

Board of Education

**January Report to the Board**  
**Vice President of Instruction and Student Success**  
**Teena Toyas**  
1/2/2025

**Accreditation Updates**

The focus on improving CCC's accreditation continues at CCC. With the approval of the Strategic Plan, continued work for determining the best path forward for ensuring data-driven decision-making is of utmost importance. CCC's leadership with collaboration from faculty and staff will continue to review and develop avenues for ensuring accreditation in the future.

**Faculty and Instruction Updates**

- Faculty completed all work and submitted grades for a successful fall term. Faculty were on holiday break from December 15, 2024, until January 2, 2025. It is great to begin the Winter term on January 6, 2025.
- Communications, Speech, and Humanities Instructor Deac Guidi hosted Ales and Ideas on January 2, 2025. CCC Adjunct Instructor, John Goodenberger, joined Deac and others for a night of short mini talks. John discussed his obsessions with piles of dirt. Deac discussed his obsessions with the German vocal classification system known as the fach. Deac referred to the presentations as “getting shallow to go deep.”
- Fernando Rojas Galvin, who continues to lead the DEI Council meetings with the assistance of Anita Jensen and others. There are discussions and work focusing on updating the Council Charter and other DEI Council goals and work.
- Faculty and staff continue to be a part of hiring committees for several open instructional and student success positions. Some positions have been successfully filled. Human Resources will provide updates related to any new employees.
- Interviews for the Dean of Enrollment Services and Registrar will begin in January.

**Office of Instruction and Student Success Overall Focus for 2025:**

Listed below are some of the goals and objectives for the Office of Instruction and Student Success for 2025.

- Implementation of program reviews.
- Identifying methods and consistency for gathering data that will support improvement related to data-driven decision-making.
- Identifying regional and national peers related to accreditation priorities.
- Continuing the work with local high schools to increase dual-credit opportunities.

- Improving student retention and student success.
- Identifying leadership opportunities to further the success and implementation of the CCC Strategic Plan.
- Explore the possibilities of partnering with colleges and universities to improve student academic and other student-related opportunities.
- Continue the work on academic outcomes, assessment, and strategic planning for instructional departments and programs.
- Update and improve the online catalog.
- Update and improve student, faculty, and staff access to student academic pathways for transfer and CTE students.

We look forward to a successful 2025 Winter term as we welcome students back to campus on January 6, 2025. Happy New Year everyone! 🎉👏🎉

**Nursing & Allied Health**  
**Report for 01.09.25 Meeting of the**  
**CCC Board of Education**

**Respectfully submitted by Tina Kotson, MSN, MBA, RN, Interim Director of Nursing & Allied Health**

**In light of the strategic priorities identified as part of the new CCC Strategic Plan, the Board report for Nursing and Allied Health is organized to demonstrate how the department is working toward achievement of those priorities.**

**I. Improve Student Access**

1. A handful of *Pre-Nursing Information Sessions* are being planned for Winter term. One session is intended for current CCC students who may be considering an AAS in Nursing. The other two are designed for high school students enrolled in health occupations classes locally.
2. Nursing Program Applications for the 2025-27 cohort are now being accepted through February 18, 2025. The department is working closely with Admissions, Financial Aid, and Student Services to streamline the admissions/registration process. Twenty-four students will be invited to join the new cohort.
3. Four *Nursing Application Information Sessions* are being hosted via Zoom for this year's Nursing Program applicants. Sessions are designed to review the application, provide tips for successful completion, and answer applicants' questions about the application process.

**II. Increase Student Retention & Success**

1. Forty-one students are currently enrolled in the Nursing Program in Winter term; 21 are first-year students, and 20 are second-year students.
2. Twelve students remain in the Medical Assisting Program in Winter term.
3. Nursing and allied health faculty meet regularly with student advisees to assess their progress and discuss their needs. Students are connected with resources such as tutoring, accommodations, counseling and financial aid as needed to support success. All FT nursing and allied health faculty have 18-20 pre-nursing, medical assisting and/or nursing advisees assigned to them at this time.
4. Weekly support group sessions for 1<sup>st</sup> year nursing students with CCC counselor Meredith Payton resume in January. These sessions are designed to offer nursing students an opportunity to learn about self-compassion, dealing with difficult situations, overcoming trauma, and building therapeutic alliances.
5. Ongoing collaboration with Faith Forster in Student Access Services (SAS) ensures nursing and allied health students have access to needed accommodations for learning and testing.
6. Close coordination with Tutoring Services at CCC provides accessible support for students in all nursing coursework throughout the Winter term. Currently five second-year nursing students serve as tutors for all first-year coursework. These tutors meet with students one-on-one as well as in small groups. F2F and Zoom options at a wide variety of dates/times make tutoring very accessible for nursing students.

**III. Strengthen our Reputation**

1. CCC received feedback about the June 2024 graduates of the CCC Nursing Program. 100% of graduates passed the NCLEX-RN exam on their first attempt. Additionally, they exceeded national averages in all noted areas including the minimum number of questions taken to demonstrate competency, testing time, and mastery of content in eight identified "Client Need" areas.
  2. The CCC Nursing Club continues to sponsor several service activities in 2025 including a Narcan information session, two blood drives with the American Red Cross, and peer mentoring sessions.
  3. Tina Kotson & Doris Jepson regularly attend several statewide meetings and events to ensure CCC is involved with policy making at the state level – especially r/t nursing curriculum and safe practice. Our voices ensure that CCC's program will be able to maintain and strengthen its solid reputation of success and solid outcomes.
-

**Nursing & Allied Health  
Report for 01.09.25 Meeting of the  
CCC Board of Education**

**Respectfully submitted by Tina Kotson, MSN, MBA, RN, Interim Director of Nursing & Allied Health**

**IV. Increase Organizational Effectiveness**

1. All six FT nursing and allied health faculty continue serving in their teaching positions this year. Time at the college varies from 8 to 20 years.
2. During Winter term, three PT nursing faculty are serving students, primarily in clinical and community-based settings.
3. All FT faculty continue to serve on several internal and external committees that support the college's success and improve organizational effectiveness.

**V. Build & Sustain Academic & Workforce Partnerships**

1. The Nursing Advisory Board Committee has 18 members that represent more than a dozen local healthcare organizations. This committee next meets in early February to offer support and guidance to CCC. Additionally, the meetings offer opportunities for networking which build and sustain continued partnerships.
  2. Nursing and allied health maintains nearly two dozen active clinical partnership agreements with acute care, long-term care, clinics, and community-based care organizations in the local community. Work has already begun on renewal of these partnership documents which must be completed by the start of the 2025 academic year.
  3. Nursing faculty work closely with community-based organizations to offer nursing students experiences outside of the hospital setting in locations such as Clatsop County Public Health, Astoria Birth Center, and Lower Columbia Hospice as well as Providence Wound Care, Clatsop Behavioral Health and both the Providence and Columbia Memorial Infusion/Oncology clinics.
  4. Work has begun on identifying 20 Integrative Practicum opportunities for second-year nursing students in acute care, long-term care, and community-based care throughout Clatsop County. In Spring term, all 20 "seniors" will spend 200 hours with an assigned nurse mentor for their final term of the Nursing Program. CCC is grateful for the generosity of our local healthcare partners who ensure high-quality placements for all nursing and medical assisting students.
  5. Discussions are in the works for beginning the national accreditation process for the Nursing Program by 2029-30.
  6. Providence Health has made a **second** \$100,000 grant donation to support Nursing Program expansion which can be used to fund additional nursing faculty, administration assistance, and new equipment purchases. This grant will ensure CCC can continue to accept 24 nursing students into its next nursing cohort (a 20% increase from 20 students admitted in 2022). The *Daily Astorian* included a front-page article about this new donation in the 12.31.24 edition.
  7. Columbia Memorial Hospital has committed to a **three-year renewal** for an annual \$80,000 donation for nursing faculty support during the 2025, 2026, and 2027 academic years. Additionally, folks from the CMH Maintenance Department donated time in late December to service more than one dozen beds in the CCC skills labs.
  8. The Roundhouse Foundation continues to provide an annual \$11,250 gift to reimburse nursing and medical assisting students for the purchase of medical equipment and supplies throughout the year. In Fall term, funds were used to support 21 first-year nursing students. In Winter term, funds will support medical assisting students. In Spring term, funds will be used to reimburse second-year students.
  9. We are continually grateful for ongoing support from local organizations who regularly donate excess/expired supplies and offer to be guest speakers in nursing classes and labs.
-

# Human Resources



Clatsop  
Community  
College

Board of Education



**To:** Board of Directors  
**Prepared By:** Anita Jensen  
**Date:** January 2, 2025  
**Subject:** New Hires, Job Postings, Separations, Position Changes, Recruitment News

## **NEW HIRES**

### **Beth van Elswyk, Foundation Director**

We are excited to welcome Beth van Elswyk to our team! Beth, who resides in Astoria, OR, brings a wealth of experience and expertise as an accomplished entrepreneur and corporate professional. Her impressive background spans team and account management, sales program innovation, and community-focused strategies. She has consistently delivered exceptional results with budgets ranging from thousands to multimillions.

Beth's career highlights include roles such as Director of Sales & Community Outreach at Suzanne Elise Assisted Living Community, where she received the prestigious 2024 Arete Living Sales Award for Best Outreach. She has also successfully managed her own ventures, including Hoi Polloi Advisors and Wiesow Management, assisting businesses with strategic growth and operations.

Her experience in the consumer electronics industry, with leadership positions at Panasonic and Samsung, showcases her ability to drive sales, foster key partnerships, and innovate during challenging times. Beth's dedication to community engagement is evident through her roles in organizations like the Astoria Rotary, where she leads public image efforts and diversity initiatives.

Beth holds a Bachelor of Arts in Communications and Journalism from Mansfield University and is skilled in market research, CRM software, branding, negotiation, and more. She also has a proven history of mentoring teams and fostering collaborative environments.

### **Jeanette Sampson, Administrative Specialist, SBDC**

Jeanette Sampson joins our team as a versatile and accomplished professional with a rich background in executive support, office management, accounting, and program coordination. With over 15 years of experience spanning nonprofit

organizations, government entities, and private businesses, Jeanette has honed her expertise in administration, finance, human resources, and customer service.

Jeanette's career highlights include serving as Office Manager at FosterClub, Inc., where she played a pivotal role in managing administrative operations, coordinating events, and supporting staff across multiple states. Her proficiency in full-cycle accounting, payroll management, and financial reporting has been demonstrated in her work for the City of Astoria and other organizations. Additionally, Jeanette has experience in international logistics, marketing, and technology support, highlighting her adaptability and ability to drive organizational success.

Jeanette is a skilled communicator and a committed collaborator with a passion for community service. Her technical acumen spans tools like QuickBooks, MS Office Suite, Google Workspace, and advanced project management platforms. Her dedication to excellence and ability to multitask in dynamic environments make her a valuable asset to our team.

When not working, Jeanette enjoys contributing to her community through volunteer initiatives, including her involvement with 4-H Youth Development and local events.

### **James Brock, Building Maintenance Technician**

We are excited to welcome James Brock to our team! James brings a wealth of diverse experiences and skills that make him an exceptional addition to our organization.

A United States Coast Guard veteran, James dedicated eight years to active duty and served as a firefighter for eleven years, concurrently with his USCG service. His military background has equipped him with experience in leadership, critical thinking, teamwork, and problem-solving.

James recently earned a Bachelor of Arts in History Social Studies Secondary Education from California State University, Dominguez Hills. During his academic journey, he developed expertise in research, analysis, writing, and pedagogy, which further honed his ability to communicate complex ideas effectively.

His professional experience spans multiple industries, including retail, project management, customer service, and roles in construction and welding. Most recently, James worked at Funko as a Retail Stock Associate, where he demonstrated his organizational, inventory management, and customer service capabilities.



Beyond his professional and academic achievements, James is committed to lifelong learning and community service, reflecting a deep dedication to both personal and organizational growth.

### **Abigail Mortimer, Tutor Coordinator / Instructional Assistant**

We are thrilled to introduce Abigail Mortimer as the newest member of our team!

Abigail brings a wealth of expertise in archival management, historic preservation, and digital resource organization, making her an invaluable addition to our organization.

Abigail completed her Master's in Library and Information Science with a focus on Archives at the University of California, Los Angeles, where she has honed her skills in archival processing, metadata maintenance, and digital resource management. She also holds a Bachelor's degree in Religious Studies from the University of California, Santa Barbara, and an Associate of Science in Historic Preservation from Clatsop Community College.

Abigail's professional journey includes roles such as a Digital Resource Intern at the Los Angeles Metro Transportation Authority Library and Archives, where she has supported community research, developed reference tools, and contributed to historical projects like the study of Traqueros in Southern California. She has also collaborated with organizations like the Chinese Historical Society of Southern California, CUNY Macauley Research Center, and Oregon Black Pioneers, focusing on archival processing, digitization, and preservation.

Her dedication to preserving history extends beyond archives. Abigail has hands-on experience documenting historic cemeteries, conducting GIS mapping, and applying specialized preservation techniques to safeguard artifacts and monuments.

Outside of work, Abigail is passionate about uncovering and sharing stories that connect communities to their heritage. We are excited about the unique perspective she brings and look forward to her contributions to our team!

### **Amanda Arrington, Program Assistant II, TRIO Student Support Services / Advising**

We are excited to welcome Amanda Arrington as our new Program Assistant II for TRIO Student Support Services/Advising!

Amanda brings a wealth of skills and experience in fostering supportive environments and mentoring team members, developed through her roles in childcare and volunteer work. Her exceptional people skills, adaptability, and effective communication make her a great addition to our team.

Currently completing her Bachelor of Science in Human Development and Family Science at Oregon State University, Amanda has demonstrated academic excellence, earning accolades such as the Drucilla Shepard Smith Scholastic Award. She also holds an Associate of Arts from Clatsop Community College, where she served as vice president of the student body and was recognized with multiple scholarships, including the prestigious Ford Opportunity Scholarship.

Amanda's background includes volunteer work with the AAUW Astoria Branch, where she helped organize events, mentor new volunteers, and process scholarship applications. She has also honed her organizational and critical thinking skills through her role as a family nanny, supporting children's development and academic success.

Her professional and leadership achievements, coupled with her dedication to student support services, position her to make a meaningful impact in our TRIO program.

### **New Jobs Posted –**

**(Posted on ADP [zip-recruiter, job-target, and indeed] these have also been shared via a networked link within LinkedIn.)**

No New Postings

### **SEPARATIONS**

**Timothy Clodgo, Custodial/Maintenance Assistant:** January 8, 2018, to December 31, 2024.

### **POSITION CHANGES**

#### **Greg Dorcheus, College Store Manager**

We are pleased to announce that Greg Dorcheus has accepted the College Store Manager position (emergency hire) at Clatsop Community College, effective January 1, 2025.

Since joining us in 2020, Greg's exceptional contributions to the CCC community have highlighted his dedication and value to our institution. Greg has played a vital role at the college, starting as a Swing Shift Custodial Maintenance Assistant before advancing to

HR Assistant and Title IX Coordinator. During his time in these roles, he led the implementation of HRIS systems, provided critical support during leadership transitions, and worked closely with senior administrators and the Board of Education to achieve institutional goals. His ability to adapt, lead, and deliver results has consistently stood out.

With more than 10 years of experience in retail management at The Farmacy in Astoria, Wireless Advocates, and Ross Dress for Less, Greg has demonstrated strengths in team development, operational excellence, and customer engagement. His extensive background in retail management, combined with his administrative expertise, will undoubtedly contribute to the continued success of the College Store.

With this change in HR staffing, Jennifer Bakke has postponed her retirement and will continue to serve in the HR Department, ensuring a smooth transition and continuity in HR services.

Please join us in congratulating Greg on his new role and wishing him ongoing success at CCC!

## **RECRUITMENT EFFORT UPDATE STATEMENT**

The recruitment system continues to perform well, maintaining positive trends in application volume and candidate diversity. While there are no major updates to report this month, we remain focused on refining the process to ensure its long-term effectiveness and alignment with our strategic goals.

# Old Business



Clatsop  
Community  
College

Board of Education

**For 2<sup>nd</sup> Reading and Adoption at January 9, 2025 Board Meeting**

- **BP 2200 Board of Education Duties and Responsibilities (recommended as good practice)**
  - **AP 2200 Board of Education Duties and Responsibilities (recommended as good practice)**
- **BP 2435 Evaluation of the President (recommended as good practice)**
- **BP 7145 Personnel Files (recommended as good practice)**
- **BP 2315 Closed/Executive Sessions (legally advised)**



## **BP 2200 Board of Education Duties and Responsibilities**

### **References:**

NWCCU Standards 2.A.1  
ORS 341.290, ORS 341.300 (traffic control)  
AP 2200 Board of Education Duties and Responsibilities  
BP 2715 Code of Ethics/Standards of Practice.

The Board of Education governs on behalf of the citizens of Clatsop County in accordance with the authority granted to it by state law.

The Board of Education in keeping with the requirements of ORS, and the rules and regulations set by the State governing board, shall:

- Provide community college services for the community
- Establish and administer general policies for the operation of Clatsop Community College
- Act as a general agent of the State in carrying out the will of the College in the matter of public education.

The Board of Education will not take any position on local, state, or national legislative matters, except as it may be of direct concern to Clatsop Community College.

The Board of Education is committed to fulfilling its responsibilities to:

- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- Assure the Board of Education operates in an open, accessible, welcoming spirit, and maintains a culture that supports the College's commitment to diversity, equity and inclusion;
- Establish policies that ensure the College operates in a way that supports its commitment to diversity, equity and inclusion;
- Hire and evaluate the President of Clatsop Community College;
- Delegate power and authority to the President to effectively lead the College;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate for and protect Clatsop Community College.

**END OF POLICY**

Board Adoption Date: November 13, 2018  
Last Revised: November 9, 2021

Rescinds: 1.205, 1.305

## AP 2200 Board of Education Duties and Responsibilities

### References:

- NWCCU Standards 2.A.1
- ORS 341, 341.290, ORS 341.300 (traffic control)
- BP 2715 Code of Ethics/Standards of Practice.

### Board of Education General Powers and Duties

The Board of Education shall be responsible for the general supervision and control of any and all colleges and education centers operated by the district. Consistent with any applicable rules of the State governing board, the College Board may:

1. Employ administrative officers, professional personnel, and other employees, define their duties, terms and conditions of employment and prescribe compensation therefor.
2. Enact rules for the governance of Clatsop Community College, including professional personnel and other employees and students of the College.
3. Prescribe the educational program.
4. Control use and access to the grounds, buildings, books, equipment and other property of the district.
5. Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve, and develop any and all property of whatever nature given to or appropriated for the use, support, or benefit of any activity under the control of the Board, according to the terms and conditions of such gift or appropriation.
6. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.
7. Fix standards of admission to the College, prescribe and collect tuition for admission to the College, including fixing different tuition rates for students who reside in the district, students who do not reside in the district but are residents of the state, and students who do not reside in the state.
8. Prescribe and collect fees and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.
9. Provide and disseminate to the public information relating to the program, operation, and finances of the community college.
10. Establish or contract for advisory and consultant services.
11. Take, hold, and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the Board and institute, maintain, and participate in suits and actions and other judicial proceedings in the name of the district for the foreclosure of such mortgages.
12. Maintain programs, services, and facilities, and in connection therewith, cooperate

- and enter into agreements with any person or public or private agency.
13. Provide student services including health, guidance, counseling and placement services, and contract therefor.
  14. Join appropriate associations and pay any required dues therefor from resources of the district.
  15. Apply for federal funds and accept and enter into any contracts or agreements for the receipt of the funds from the federal government or its agencies for educational purposes.
  16. Exercise any other power, duty, or responsibility necessary to carry out the functions under this section or required by law.
  17. Prescribe rules for the use and access to public records of the district that are consistent with ORS 192.314 (Right to inspect public records), and education records of students under applicable state and federal law and rules of the commission. Whenever a student has attained 18 years of age is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to a parent of the student regarding education records shall thereafter be required of and accorded to only the student. However, faculty records relating to the matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters shall not be made available to public inspection for any purpose except with the consent of the person who is the subject of the record or upon order of a court of competent jurisdiction.
  18. Enter into contracts for the receipt of cash or property, or both, and establish charitable gift annuities pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities); and commit, appropriate, authorize, and budget for the payment of or other disposition of general funds to pay, in whole or part, sums due under an agreement for a charitable gift annuity and to provide the necessary funding for services or other trust funds pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities).
  19. Encourage gifts to the district by faithfully devoting the proceeds of the gifts to the district purposes for which intended.
  20. Build, furnish, equip, repair, lease, purchase, and raze facilities; and locate, buy, and acquire lands for all district purposes. Financing may be by any prudent method including but not limited to lands, contract purchase, or lease. Lease authorized by this section include lease-purchase agreements under which the district may acquire ownership for the leased property at a nominal price. The financing agreements may be for a term of up to 30 years except for lease arrangements, which may be for a term of up to 50 years.
  21. Participate in an educational consortium with public and private institutions that offer upper division and graduate instruction. Community colleges engaged in consortiums may expend money, provide facilities, and assign staff to assist those institutions offering upper division and graduate instruction.
  22. Enter into contracts of insurance or medical and hospital service contracts or may operate a self-insurance program as provided in ORS 341.312 (Self-insurance program).



END OF PROCEDURE

**Approved: November 13, 2018**

## AP 2200 Board of Education Duties and Responsibilities

### References:

NWCCU Standards [2.A.1 2.A.4 and 2.A.5](#)  
ORS 341, 341.290, ORS 341.300 (traffic control)  
BP 2715 Code of Ethics/Standards of Practice.

### Board of Education General Powers and Duties

The Board of Education shall be responsible for the general supervision and control of any and all colleges and education centers operated by the district. Consistent with any applicable rules of the State governing board, the College Board may:

1. Employ administrative officers, professional personnel, and other employees, define their duties, terms and conditions of employment and prescribe compensation therefor.
2. Enact rules for the governance of Clatsop Community College, including professional personnel and other employees ~~thereof~~ and students ~~therein~~ of the College.
3. Prescribe the educational program.
4. Control use and access to the grounds, buildings, books, equipment and other property of the district.
5. Acquire, receive, hold, control, convey, sell, manage, operate, lease, lease-purchase, lend, invest, improve, and develop any and all property of whatever nature given to or appropriated for the use, support, or benefit of any activity under the control of the Board, according to the terms and conditions of such gift or appropriation.
6. Purchase real property upon a contractual basis when the period of time allowed for payment under the contract does not exceed 30 years.
7. ~~Establish-Fix~~ standards of admission to the College, prescribe and collect tuition for admission to the College, including fixing different tuition rates for students who reside in the district, students who do not reside in the district but are residents of the state, and students who do not reside in the state.
8. Prescribe and collect fees and expend funds so raised for special programs and services for the students and for programs for the cultural and physical development of the students.
9. Provide and disseminate to the public information relating to the program, operation, and finances of the community college.
10. Establish or contract for advisory and consultant services.
11. Take, hold, and dispose of mortgages on real and personal property acquired by way of gift or arising out of transactions entered into in accordance with the powers, duties, and authority of the Board and institute, maintain, and participate in suits and actions and other judicial proceedings in the name of the district for the foreclosure of such mortgages.

12. Maintain programs, services, and facilities, and in connection therewith, cooperate and enter into agreements with any person or public or private agency. ~~Ensure 12. College accreditation by the U.S. Department of Education authorized regional accrediting body/agency.~~
13. Provide student services including health, guidance, counseling and placement services, and contract therefor.
14. Join appropriate associations and pay any required dues therefor from resources of the district.
15. Apply for federal funds and accept and enter into any contracts or agreements for the receipt of ~~such the~~ funds from the federal government or its agencies for educational purposes.
16. Exercise any other power, duty, or responsibility necessary to carry out the functions under this section or required by law.
17. Prescribe rules for the use and access to public records of the district that are consistent with ORS 192.314 (Right to inspect public records), and education records of students under applicable ~~and~~ state and federal law and rules of the State governing board/commission. Whenever a student has attained 18 years of age is attending an institution of post-secondary education, the permission or consent required of and the rights accorded to a parent of the student regarding education records shall thereafter be required of and accorded to only the student. However, faculty records relating to the matters such as conduct, personal and academic evaluations, disciplinary actions, if any, and other personal matters shall not be made available to public inspection for any purpose except with the consent of the person who is the subject of the record or upon order of a court of competent jurisdiction.
18. Enter into contracts for the receipt of cash or property, or both, and establish charitable gift annuities pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities); and commit, appropriate, authorize, and budget for the payment of or other disposition of general funds to pay, in whole or part, sums due under an agreement for a charitable gift annuity and to provide the necessary funding for services or other trust funds pursuant to ORS 731.038 (Application of Insurance Code to charitable organizations that issue charitable gift annuities).
19. Encourage gifts to the district by faithfully devoting the proceeds of ~~such the~~ gifts to the district purposes for which intended.
20. Build, furnish, equip, repair, lease, purchase, and raze facilities; and locate, buy, and acquire lands for all district purposes. Financing may be by any prudent method including ~~by but~~ not limited to lands, contract purchase, or lease. Lease authorized by this section include lease-purchase agreements under which the district may acquire ownership for the leased property at a nominal price. ~~Such The~~ financing agreements may be for a term of up to 30 years except for lease arrangements, which may be for a term of up to 50 years.
21. Participate in an educational consortium with public and private institutions that offer upper division and graduate instruction. Community colleges engaged in ~~such~~ consortiums may expend money, provide facilities, and assign staff to assist those institutions offering upper division and graduate instruction.

**Formatted:** List Paragraph, Justified, Indent: Left: 0.32", Right: 0", Space Before: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.32" + Indent at: 0.57", Tab stops: 0.57", Left



22. Enter into contracts of insurance or medical and hospital service contracts or may operate a self-insurance program as provided in ORS [341.312 \(Self-insurance program\)](#).

END OF PROCEDURE

**Approved: November 13, 2018**



## **BP 2435 Evaluation of the President**

### **References:**

NWCCU Standard 2.A.7  
AP 2435 Evaluation of the President  
BP 7145 Personnel Files

The Board of Education shall conduct an evaluation of President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop. The evaluation will be completed and feedback provided to the President in time for consideration for any needed changes to next fiscal year's budget.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430, Delegation of Authority to the President.

The criteria for evaluation of the President shall also include performance goals and objectives related to the College's commitment to diversity, equity, and inclusion. The Board's discussion and conferences with and about the President and his/her performance will be in executive session, unless the President requests an open session. Results of the evaluation will be written, announced in a public meeting, and be placed in the President's personnel file.

Any time the President's performance is deemed to be unsatisfactory, the President will be notified in writing, with a copy placed in his/her personnel file, of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may either dismiss the President or not renew his/her contract pursuant to Board policy, the employment contract with the President, and state law and rules. The official and complete copy of the President's personnel file shall be stored with Clatsop Community College's legal counsel. Notice will be given to the President when such action has occurred.

**END OF POLICY**

Board Adoption Date: November 9, 2021  
Last Revised: November 9, 2021

Rescinds: 2.035



## BP 2435 Evaluation of the President

### References:

NWCCU Standard 2.A.7

AP 2435 Evaluation of the President

[BP 7145 Personnel Files](#)

The Board of Education shall conduct an evaluation of President at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President as well as this policy.

The Board of Education shall evaluate the President using an evaluation process the Board of Education and the President jointly agree to and develop. The evaluation will be completed and feedback provided to the President in time for consideration for any needed changes to next fiscal year's budget.

The criteria for evaluation shall be based on Board of Education policy, the President's job description, and performance goals/objectives developed in accordance with BP 2430, Delegation of Authority to the President.

The criteria for evaluation of the President shall also include performance goals and objectives related to the College's commitment to diversity, equity, and inclusion. The Board's discussion and conferences with and about the President and his/her performance will be in executive session, unless the President requests an open session. Results of the evaluation will be written, announced in a public meeting, and be placed in the President's personnel file.

Any time the President's performance is deemed to be unsatisfactory, the President will be notified in writing, with a copy placed in his/her personnel file, of specific areas to be remedied and will be given an opportunity to correct the problem(s). If performance continues to be unsatisfactory, the Board may either dismiss the President or not renew his/her contract pursuant to Board policy, the employment contract with the President, and state law and rules. The official and complete copy of the President's personnel file shall be stored with Clatsop Community College's legal counsel. [Notice will be given to the President when such action has occurred.](#)

END OF POLICY

Board Adoption Date:

November 9, 2021

Last Revised:

November 9, 2021

Rescinds: 2.035



## BP 7145 Personnel Files

### References:

ORS 192.410-192.505  
BP 2435 Evaluation of the President

Employee personnel records are maintained in the Office of Human Resources. The following policy provides guidance to employees about their privileges and obligations with respect to their own personnel records, and guides Clatsop Community College personnel responsible for producing and maintaining personnel records in the appropriate handling of those records. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations.

This policy applies to all employees of the college unless exempted by other policies. BP 2435 Evaluation of the President states: "The official and complete copy of the President's personnel file shall be stored with Clatsop Community College's legal counsel."

For this policy, a personnel file consists of any employment-related and or personal information about a CCC employee, former employee or applicant for employment gathered by the College.

Employment-related information includes information related to an individual's:

- Application
- Selection
- Appointment
- Contract of employment
- Promotion, demotion, and transfer
- Awards and or other formal recognition received
- Copies of required certification/licensing/educational degree
- Salary
- Background check information
- Leave
- Performance evaluation forms
- Suspension, disciplinary actions, and termination

### Access to Personnel Files

At the request of an employee, the College is required to provide a reasonable opportunity for the employee to inspect their personnel file, including records that are used to determine the employee's qualifications for employment, promotion, additional compensation, or termination. Except as provided below, or required by law, College employees' personnel records will be available for use and inspection only by the following:

1. **Access by the Employee:** An employee or designee may arrange with the Office of Human Resources to inspect the contents of their personnel file on any day the Human Resources Office is open for business. This includes others that the employee may designate in writing.



2. **Access by College Personnel:** College administrators, deans, supervisors, human resources personnel, investigators, College attorney and or their representative, or other college personnel with a business need to do so may review an individual's personnel file upon request and demonstration of the business need.
3. **Access by Third Party:** The President or designee may permit persons other than those specified above to use and to inspect employee records when, the person requesting access has a legitimate official purpose. The President or designee will determine in each case the appropriateness and extent of such access. An example would include but is not limited to, a summons or subpoena for a personnel file.

A documented list will be attached to the employee personnel file on whom, the purpose and when an employee personnel file was accessed.

### **Release of Information**

Only the following information concerning active or terminated employees is released by the Office of Human Resources upon receipt of a written or telephone request:

- Dates of employment
- Job classification and title
- Department in which the individual is or was employed
- CCC telephone extension on active employees, if requested
- Office address for active employees
- Email address for active employees

Written requests for additional information related to employment references, mortgages applications, etc. will be provided only if a release form is signed and returned to the Human Resources Office.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

END OF POLICY

President's Cabinet Approval Date:	May 25, 2021
College Council Approval Date:	May 27, 2021
Board Adoption Date:	June 8, 2021
Last Revised:	June 8, 2021

Rescinds: 4.205 Personnel Records





## BP 7145 Personnel Files

### References:

ORS 192.410-192.505

[BP 2435 Evaluation of the President](#)

Employee personnel records are maintained in the Office of Human Resources. The following policy provides guidance to employees about their privileges and obligations with respect to their own personnel records, and guides Clatsop Community College personnel responsible for producing and maintaining personnel records in the appropriate handling of those records. As required by law, some records pertaining to employees are maintained in separate files relating to medical issues and internal investigations.

This policy applies to all employees of the college unless exempted by other policies. BP 2435 Evaluation of the President states: "The official and complete copy of the President's personnel file shall be stored with Clatsop Community College's legal counsel."

For this policy, a personnel file consists of any employment-related and or personal information about a CCC employee, former employee or applicant for employment gathered by the College.

Employment-related information includes information related to an individual's:

- Application
- Selection
- Appointment
- Contract of employment
- Promotion, demotion, and transfer
- Awards and or other formal recognition received
- Copies of required certification/licensing/educational degree
- Salary
- Background check information
- Leave
- Performance evaluation forms
- Suspension, disciplinary actions, and termination

### Access to Personnel Files

At the request of an employee, the College is required to provide a reasonable opportunity for the employee to inspect their personnel file, including records that are used to determine the employee's qualifications for employment, promotion, additional compensation, or termination. Except as provided below, or required by law, College employees' personnel records will be available for use and inspection only by the following:

1. **Access by the Employee:** An employee or designee may arrange with the Office of Human Resources to inspect the contents of their personnel file on any day the Human Resources Office is open for business. This includes others that the employee may designate in writing.



2. **Access by College Personnel:** College administrators, deans, supervisors, human resources personnel, investigators, College attorney and or their representative, or other college personnel with a business need to do so may review an individual's personnel file upon request and demonstration of the business need.
3. **Access by Third Party:** The President or designee may permit persons other than those specified above to use and to inspect employee records when, the person requesting access has a legitimate official purpose. The President or designee will determine in each case the appropriateness and extent of such access. An example would include but is not limited to, a summons or subpoena for a personnel file.

A documented list will be attached to the employee personnel file on whom, the purpose and when an employee personnel file was accessed.

### **Release of Information**

Only the following information concerning active or terminated employees is released by the Office of Human Resources upon receipt of a written or telephone request:

- Dates of employment
- Job classification and title
- Department in which the individual is or was employed
- CCC telephone extension on active employees, if requested
- Office address for active employees
- Email address for active employees

Written requests for additional information related to employment references, mortgages applications, etc. will be provided only if a release form is signed and returned to the Human Resources Office.

Release of personnel records to parties other than those authorized to inspect them will be only upon receipt of a court order.

END OF POLICY

President's Cabinet Approval Date:	May 25, 2021
College Council Approval Date:	May 27, 2021
Board Adoption Date:	June 8, 2021
Last Revised:	June 8, 2021

Rescinds: 4.205 Personnel Records



## BP 2315 Closed/Executive Sessions

### References:

ORS 192.660  
BP 2360 Minutes

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include the following:

- To consider the employment of a public officer, employee, staff member or individual agent.
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
- To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.
- To consider matters relating to cyber security infrastructure and responses to cyber security threats.

Formatted: Font: Not Bold

Matters discussed in executive session and relevant/related documents remain confidential and may not be discussed outside of the closed session.

Documents pertaining to evaluation and college personnel are confidential and must not be made available to the public.

No final actions may be taken in executive session.

The presiding officer will announce the Executive Session by identifying the

authorization under Oregon Revised Statutes for holding such session, and by noting the subject of the Executive Session.

A Board member may request and, with the consensus of the Board, require the presiding officer to convene an Executive Session for a purpose authorized under Oregon Revised Statutes.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President and/or follow the Complaint Policies and Procedures as listed by category of complaint. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

END OF POLICY

~~President's Cabinet Approval Date: November 27, 2018~~  
~~College Council Approval Date: November 29, 2018~~  
Board Adoption Date: November 13, 2018  
Last Revised: November 13, 2018

Rescinds: 1.135, 1.150

Revised 10/23



## **BP 2315 Closed/Executive Sessions**

### **References:**

ORS 192.660

BP 2360 Minutes

Executive sessions of the Board of Education shall only be held as permitted by ORS 192.660. Matters discussed in closed session may include the following:

- To consider the employment of a public officer, employee, staff member or individual agent.
- To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
- To conduct deliberations with persons designated by the governing body to carry on labor negotiations.
- To conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- To consider information or records that are exempt by law from public inspection.
- To consider preliminary negotiations involving matters of trade or commerce in which the governing body is in competition with governing bodies in other states or nations.
- To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.
- To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
- To consider matters relating to school safety or a plan that responds to safety threats made toward a school.
- To consider matters relating to the safety of the governing body and of public body staff and volunteers and the security of public body facilities and meeting spaces.
- To consider matters relating to cyber security infrastructure and responses to cyber security threats.

Matters discussed in executive session and relevant/related documents remain confidential and may not be discussed outside of the closed session.

Documents pertaining to evaluation and college personnel are confidential and must not be made available to the public.

No final actions may be taken in executive session.

The presiding officer will announce the Executive Session by identifying the

authorization under Oregon Revised Sessions for holding such session, and by noting the subject of the Executive Session.

A Board member may request and, with the consensus of the Board, require the presiding officer to convene an Executive Session for a purpose authorized under Oregon Revised Statutes.

If any person requests an opportunity to present complaints to the Board of Education about a specific employee, such complaints shall first be presented to the President and/or follow the Complaint Policies and Procedures as listed by category of complaint. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not resolved at the administrative level, the matter shall be scheduled for a closed session of the Board of Education as permitted under Oregon law.

END OF POLICY

Board Adoption Date:  
Last Revised:

Rescinds: 1.135, 1.150

# New Business



Clatsop  
Community  
College

Board of Education

# Clatsop Community College Budget Calendar for FY25-26 Budget Creation

## JANUARY

July 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 9 **BOARD: Regular Board Meeting - Present Budget Calendar**
- 21 Dept of Revenue releases Local Budget Law training schedule  
<https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx>

## FEBRUARY

- State Revenue Forecast
- 13 **BOARD: Regular Board Meeting, Appoint/Reappoint Budget Committee, Appoint Budget Officer (if changed since July 2024)**
- 17 **President's Day**

## APRIL

- 10 **BOARD: Regular Board Meeting**
- 11 Advertise Budget Committee Meeting - [www.clatsopcc.edu](http://www.clatsopcc.edu)
- 17 Advertise Budget Committee Meeting - The Astorian
- 22 BC: First Budget Committee Meeting, Receive Budget Message and Public Comment, potential Approve FY25-26 Budget
- 29 BC: First Budget Committee Meeting, Receive Public Comment, potential Approve FY25-26 Budget

## MAY

- 6 BC: First Budget Committee Meeting, Receive Public Comment, potential Approve FY25-26 Budget
- 10 **BOARD: Regular Board Meeting**
- 13 BC: First Budget Committee Meeting, Receive Public Comment, potential Approve FY25-26 Budget
- 20 BC: First Budget Committee Meeting, Receive Public Comment, Approve FY25-26 Budget
- 26 **Memorial Day**

## JUNE

- 7 Advertise Board Budget Hearing - The Astorian
- 12 **BOARD: Budget Hearing, Regular Board Meeting, Adopt FY25-26 Budget**
- 13 Commencement Ceremony
- 19 **Juneteenth**

## JULY

- 15 To Assessor: ED-50 & Resolution(s)
- 15 To HECC: Budget

## SEPTEMBER

- 30 To County Clerk: Budget

Abbreviations Used: PC - President's Cabinet; BC - Budget Committee

Color Code:  
Budget Committee Meeting  
Budget Advisory Committee Meeting  
College Closed

January 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					



## For 1st Reading at January 9, 2025 BOE Meeting

- **AP 2435 Evaluation of the President** – this procedure was revised to all the Board to conduct additional reviews of the President.
- **AP 2720 Communications Among Board Members** – this procedure was revised to update the section on Board member attendance at regular Board meetings, work sessions, retreats, and other official meetings of the Board as well as the section on visits to campus by Board members.
- **BP 3430 Prohibition of Harassment** – This policy was revised to update a reference to BP 3433 Prohibition of Sex Discrimination under Title IX. (legally required)
- **BP 3433 Prohibition of Sex Discrimination under Title IX** – This policy was revised to update the title and align with the requirements of the 2024 Title IX regulations. (legally required)
  - **AP 3433 Prohibition of Sex Discrimination under Title IX** – This procedure was revised to update the title, add a definition for sex discrimination under Title IX, and revise the definition of sex-based harassment under Title IX to align with the requirements of the 2024 Title IX regulations. (legally required) Provided as information only. The Board does not approve Administrative Procedures except for Chapter 2 procedures. No action required.
  - **AP 3435 Discrimination and Harassment Complaints and Investigations** – This procedure was revised to update references to BP 3433 Prohibition of Sex Discrimination under Title IX, AP 3433 Prohibition of Sex Discrimination under Title IX, and AP 3434 Responding to Sex Discrimination under Title IX. (legally required) Provided as information only. The Board does not approve Administrative Procedures except for Chapter 2 procedures. No action required.
- **BP 3540 Sexual and Other Assaults on Campus** –The Program updated this policy to apply to victims of domestic violence to align to current law. (legally required)
  - **AP 3540 Sexual and Other Assaults on Campus** – This procedure was revised to update references to AP 3434 Responding to Sex Discrimination under Title IX. (legally required) Provided as information only. The Board does not approve Administrative Procedures except for Chapter 2 procedures. No action required.

## AP 2435 Evaluation of the President

### References:

NWCCU Standard 2.A.7

ORS 192.660(2)(i) (Allows evaluation to occur in Executive Session)

Using the following procedure, the Board conducts an annual evaluation of the President's performance:

1. All Board members participate in conducting the evaluation process.
2. A committee of three Board members to lead the evaluation process is identified at the annual Board meeting in July.
  - a. The evaluation process shall focus on providing continuing feedback for the President related to:
    - i. The President's job description, performance goals and objectives
    - ii. The College's mission, vision and core values, including its commitment to diversity, equity, and inclusion.
    - iii. The President's delegated authority and other criteria agreed upon by the Board and the President.
    - iv. The evaluation criteria will include the President's performance goals
    - v. Identified goals for the College.
  - b. The committee shall discuss the format of the planned evaluation process and bring recommendations on the evaluation process to be used to the full Board.
    - i. Either a basic evaluation focused on Board member feedback for the President or a 360° evaluation may be used.
      - a) If a 360-degree evaluation process is recommended, input may be obtained from both internal and external stakeholders.
      - b) Internal Stakeholders include:
        - Administrative personnel who report directly to the President
        - Representative(s) of all employee groups, including Service and Supervisory and exempt employees, full-time contracted faculty, adjunct (part-time) faculty/instructors, and classified employees. The representative(s) are selected by their group or bargaining unit
      - c) External Stakeholders may include:
        - Administrators of secondary school districts within the College District
        - Local Businesses/employers from key sectors throughout the communities
        - Non-profit organizations connected to or impacted by the College, from throughout the College district (i.e. CEDR)

- Government entities both local and state level who work with, support, or advise the College
  - Organizations such as Rotary and Kiwanis Clubs, Chambers of Commerce, etc.
- ii. The committee will delineate recommended parameters of the evaluation process in their presentation to the Board
  - iii. The committee presents a draft of potential evaluation questions for discussion, deliberation, and approval by the full Board
3. The Board discusses the recommendations from the committee and finalizes the evaluation plan and approves the questions to be used.
  4. Board members share the task of conducting interviews. Responses to the interviews may be obtained in person, by phone or electronic device. Responses to the approved questions are given to the committee by each interviewer.

Note: While confidentiality of individual responses is ideally maintained, it cannot be guaranteed. The person being interviewed should be told this before beginning questioning and that a follow-up interview may, on rare occasion, be necessary.
  5. The evaluation committee compiles responses and a summary report prepared along with a draft evaluative letter for presentation to the President and full Board in Executive Session unless the President requests an open session. The President will come prepared with a self-evaluation and all materials will be reviewed and discussed. The Board and President will review and discuss the strengths and weaknesses of the evaluation process.
  6. The Board Chair (or designee) will summarize the results of the evaluation in a formal letter he/she will prepare for presentation in open session at a regularly scheduled Board meeting. Following Board approval, the letter is signed by the Board Chair and placed in the President's personnel file.
    - a. The Board and the President may discuss the letter and revise (if necessary) in executive session prior to the scheduled Board meeting.
  7. The Board believes that the evaluation process should be year-round with ongoing communication and feedback between the Board and the President. The table below provides guidelines for achievement of milestones in the annual evaluation process.
  8. Nothing in this procedure precludes the Board from conducting additional reviews.

<b>Task / Milestone</b>	<b>Deadline</b>	<b>Notes</b>
Identify Evaluation Committee members	Annual meeting (July)	
Identify performance goals in collaboration with the President	Annual retreat (August)	
Board approval of recommended process and questions	November / December	
Data collection & analysis	January – March	
Draft summary analysis presented to Board & President	No later than April Board Meeting	Necessary for budgeting process
Finalize evaluation & salary recommendation	No later than May Board Meeting	
Formal Board approval and presentation of summary letter to public	No later than June Board Meeting	

Any recommendations to the budgeting process are recorded in the minutes (record) and passed on to the Vice President of Finance and Operations.

END OF PROCEDURE

Board Adoption Date: June 14, 2022  
 Last Revised: June 14, 2022

## **AP 2720 Communications: Among Board of Education Members Within the College and Education Centers Publications**

### **References:**

ORS 244.010 to 244.047

The Board of Education desires to maintain open channels of communication between itself and staff. The basic line of communication will, however, be through the President.

### Staff Communications to the Board

All formal communications or reports to the Board or any Board committee from supervisors, faculty or other staff member will be submitted through the President. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of any active administrative procedure, nor disruptive to the operation of the College. Staff members are invited to board meetings, which provide an opportunity to observe the Board's deliberations on matters of staff concern.

### Board Communications to Staff

All official Board communications, policies and directives of staff interest and concern will be communicated to staff members through the President. The President will provide appropriate communication to keep staff fully informed of the board's priorities, concerns and actions.

The Board of Education will adhere to the following in carrying out the responsibilities of the Board:

1. Request for information – any individual Board member who desires a written report or survey prepared by the administrative staff will make such a request to the President. A copy of the material will be provided/made available to each Board member.
2. Request for Legal Opinions – Any Board member may request a legal opinion. Such request, however, shall be made at a regular Board meeting, or through the Board Chair to the President. If the legal opinion sought involves the President's employment or performance, the request should be made to the Board Chair. Legal counsel represents the College and is responsible to the Board.
3. Action on Complaints or Requests Made to Board Members – When Board members receive complaints or requests for action from staff, students or members of the public, such information is to be conveyed to the Board Chair and President for action, where appropriate.
4. Board Member Relationship to Administration – Individual Board members may be informed about the College's educational program, may visit the College or other

facilities to gain information and may request information from the President. Board members will not individually intervene in the administration of the College

5. Contracts Made by Individual Board Members – Individual Board members may NOT engage in contracts on behalf of the Board.
6. Attendance – Board members are expected to attend all regular Board meetings, work sessions, retreats, and other official meetings of the Board, ~~in person. Although it may be necessary at times for one or more Board member to attend via phone or other distance mediated technology, it is understood that this will be the exception and is subject to approval by the Board.~~
7. Use of Email ~~and other technological devices~~ is only for one-way sharing of information between Board members or in response to administrative inquiries. Email communications are public records and are subject to the requirements of Public Records Laws.

#### Visits to Campus

Campus visits by Board members will be regarded as information expressions of interest in College affairs and not as “inspections” or visits for supervisory or administrative purposes. ~~If a Board member wants to request information from a faculty or staff member, they shall follow the process outlined above in the Board Communications to Staff. Official visits by Board members will be carried on only under Board authorization and with full knowledge of staff, including the President and other supervisors.~~

#### Approval of Handbooks and Directives\*

In order that pertinent policies, regulations, College rules, and procedures of the Board of Education may be known by all staff members, patrons and students affected, College administrators are granted authority to issue staff and student handbooks.

It is essential that the contents of all handbooks conform with College policies and regulations. It is also important that all handbooks bearing the name of the College be of a quality that reflects favorably on the College.

All handbooks published are to be made available to the Board for informational purposes.

\*This includes but is not limited to required compliance reporting

END OF PROCEDURE

**Approved: November 13, 2018**

**Commented [PS1]:** Public meeting law handbook – use language in #7  
<https://www.oregon.gov/oha/PH/PreventionWellness/Documents/Public%20Meetings%20Records%20Retention%20Ethics%20Presentation.pdf>

**Formatted:** Right: 0.08"

## BP 3430 Prohibition of Harassment

### References:

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Section 2000e-2

Title IX of the Education Amendments Act of 1972; 20 U.S. Code

Sections 1681 et seq;

Age Discrimination in Employment Act of 1967 (ADEA);

Americans with Disabilities Act of 1990 (ADA);

34 Code of Federal Regulations Part 106;

ORS 659A

[ORS 350.330](#);

ORS 243.[319](#)

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this policy prohibit harassment and the College will not tolerate harassment. This policy applies to all members of the College community including Board of Education members, employees, students, volunteers, and interns.

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following protected classes which are defined under Oregon law: race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, marital status, age (18 years of age and older), disability, expunged juvenile record, or familial status. Oregon law defines race to include “physical characteristics that are historically associated with race, including but not limited to natural hair, hair texture, hair type, and protective hairstyles as defined in ORS 659A.001.” For the College’s policy regarding [sexual-sex discrimination including sex-based](#) harassment under Title IX, see BP 3433 Prohibition of [Sexual Harassment Sex Discrimination](#) under Title IX and accompanying procedures.

The College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The College will investigate all allegations of retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.



Any student, employee, or other member of the campus community who believes that he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3435 Discrimination and Harassment Complaints and Investigations and AP 3432 Workplace Harassment. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish procedures that define harassment on campus. The President shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the College, its employees, students, and agents.

The College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to students and employees, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

END OF POLICY

Joint BP/AP Committee Approval Date: ~~January 30, 2023~~ November 13, 2024  
Board Adoption Date: April 11, 2023  
Last Revised: April 11, 2023



## BP 3433 Prohibition of ~~Harassment~~ Sex Discrimination under Title IX

### References:

Title IX of the Education Amendments Act of 1972;  
34 Code of Federal Regulations Part 106

All forms of ~~sexual harassment~~ sex discrimination including sex-based harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit ~~sexual harassment~~ sex discrimination and the College will not tolerate ~~sexual harassment~~ sex discrimination including sex-based harassment. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of ~~sexual harassment~~ sex discrimination, ~~and all forms of sexual intimidation and exploitation including acts of sexual violence.~~

The College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission, and other individuals participating or attempting to participate in the College's education program or activity feel free to report incidents of ~~sexual harassment~~ sex discrimination in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation, including peer retaliation, against any person for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported possible sex discrimination, made a sex-discrimination complaint, or participated or refused to participate in any way in the College's Title IX process. individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The College will investigate all allegations of Title IX retaliation pursuant to its Title IX procedures. swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission, and other individuals participating or attempting to participate in the College's education program or activity who believes that he/she/they has been harassed discriminated against on the basis of sex -or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Sex Discrimination under Title IX. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

~~This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community~~



~~college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.~~

To this end the President shall ensure that the institution undertakes education and training activities to counter ~~sexual harassment~~ sex discrimination—and to prevent, minimize, or eliminate any ~~hostile environment~~ sex discrimination including sex-based harassment—that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The President shall establish procedures that define ~~sexual harassment~~ sex discrimination and sex-based harassment ~~on campus~~. The President shall further establish procedures ~~for employees, students, and other members of the campus community~~ that provide for the investigation and resolution of complaints regarding ~~sexual harassment~~ sex discrimination in violation of this policy, and procedures to resolve complaints of ~~sexual harassment~~ sex discrimination in violation of this policy. State and federal law and this policy prohibit retaliation against any person for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a Complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations. ~~retaliatory acts against all participants by the College, its employees, students, and agents.~~

The College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the College’s website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

END OF POLICY

~~President’s Cabinet Approval Date: August 4, 2020~~  
~~College Council Approval Date: August 4, 2020~~  
Joint Policies and Procedures Committee: November 13, 2024  
Board Adoption Date: August 12, 2020  
Last Revised: August 12, 2020



Rescinds: None

## AP 3433 Prohibition of ~~Sexual Harassment~~ Sex Discrimination under Title IX

### References:

Title IX Education Amendments of 1972;  
Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e  
34 Code of Federal Regulations Part 106  
AP 3434

The College is committed to providing an academic and work environment free of unlawful ~~sexual harassment~~ sex discrimination, including sex-based harassment, under Title IX. This procedure defines ~~sexual harassment sex discrimination and sex-based harassment on campus~~.

This procedure and the related policy protects students, employees, applicants for admission or employment, and other individuals participating or attempting to participate in the College's education program or activity, ~~in connection with all the academic, educational, extracurricular, athletic, and other programs of the College whether those programs take place in the College's facilities, a College bus, or at a class or training program sponsored by the College at another location.~~

### Definitions

**Sex Discrimination:** ~~any discrimination based on sex, including, but not limited to, sex-based harassment. Sex discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.~~

**Sexual ~~Sex-based~~ Harassment under Title IX:** ~~Conduct that satisfies one or more of the following: A form of sex discrimination that includes sexual harassment and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity. Sex-based harassment includes the following:~~

- Quid pro quo harassment. A College employee, agent, or other person authorized by the College to provide conditions the provision of an aid, benefit, or service ~~of under the College's education program or activity~~ explicitly or impliedly condition the provision of such an aid, benefit, or services on an individual's a person's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Hostile environment harassment. Unwelcome sex-based conduct that, based on a totality of the circumstances, is subjectively and objectively offensive and is determined by a reasonable person to be so severe, or pervasive that it limited or denies a person's ability to participate in or

Formatted: Font: Not Bold

Commented [PS1]: Add definition of retaliation? Add reference to definition of retaliation in AP 3434.

Commented [PS2]: Should it be limits. Ask Karen Smith why it is "limited"

~~benefit from, and objectively offensive that it effectively denies a person equal access to~~ the College's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:

- ~~The degree to which the conduct affected the Complainant's ability to access the College's education program of activity;~~
- ~~The type, frequency, and duration of the conduct;~~
- ~~The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;~~
- ~~The location of the conduct and the context in which the conduct occurred; and~~
- ~~Other sex-based harassment in the College's education program or activity;~~
- Sexual assault, including the following:
  - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - **Statutory Rape.** ~~Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.~~
  - ~~**Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.~~
  - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the

Formatted

victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.

~~○ **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**~~

- **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- ~~**Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.~~

- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where. ~~The~~ existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

○ **Domestic Violence.** Violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oregon or
- By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of Oregon.

- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Formatted

Formatted

Formatted

Formatted



Administrative Procedure

END OF PROCEDURE

~~President's Cabinet Approval Date: August 4, 2020~~  
~~College Council Approval Date: August 4, 2020~~

Joint Policies & Procedures Committee Approval: November 13, 2024  
Last Revised: ~~August 4, 2020~~November 13, 2024

## AP 3435 Discrimination and Harassment Complaints and Investigations

### References:

Title VII of the Civil Rights Act of 1964; 42 U.S. Code Sections 2000e et seq.; Equal Employment Opportunity Commission (EEOC) Notice 915.002 (dated June 18, 1999);  
ORS 659A;  
ORS 659.850 to 659.860, OAR Chapter 715, Div 11 (Student complaints);  
~~Chapter 451, Oregon 2019 Laws~~[ORS 350.330](#) (Sexual harassment policies);  
ORS 243.[319](#)

For ~~sexual harassment sex discrimination~~ under Title IX, Complainants must proceed under BP 3433 Prohibition of ~~Sexual Harassment Sex Discrimination~~ under Title IX, AP 3433 Prohibition of ~~Sexual Harassment Sex Discrimination~~-under Title IX, and AP 3434 Responding to ~~Harassment Based on Sex Discrimination~~ under Title IX. For other forms of ~~sexual harassment discrimination and or gender-based~~ harassment, Complainants should use this procedure.

**Complaints:** Any person who has suffered harassment, discrimination, or retaliation may file a complaint of harassment, discrimination, or retaliation. Complainants are encouraged to report harassment before it becomes severe or pervasive. The College strives to stop harassment before it rises to the level of a violation of state or federal law.

**Jurisdiction:** College is required under Oregon law to respond to complaints to any complaint received by the college, regardless of whether the incident occurred on the campus or elsewhere, that relates to: (A) Sexual harassment; (B) Sexual assault; (C) Domestic violence; (D) Dating violence; or (E) Stalking.

**Retaliation:** Persons who make complaints of harassment or provide information related to such complaints will be protected against retaliation. The College will take all reasonable steps to protect the Complainant from further harassment or discrimination.

**Employment-Related Complaints:** The Title IX Coordinator is the person charged with receiving complaints of discrimination or harassment, and coordinating their investigation. The actual investigation of complaints may be assigned the Title IX Coordinator to other College staff or to outside persons or organizations under contract with the College. At a minimum, the investigation will be assigned to other College staff or outside investigators whenever the Title IX Coordinator is named in the complaint or implicated by the allegations in the complaint.

**Who May File a Complaint:** Any student, employee, or third party who believes he/she/they has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.



**Where to File a Complaint:** An employee who believes he/she/they has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.

A Complainant may file a complaint against the College with any of the following:

- the Title IX Coordinator; or
- the Deputy Title IX Coordinator; or
- the Chief Student Services Officer; or
- the President

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or through the Oregon Bureau of Labor and Industries (BOLI) complaint resolution process.

An employee or claimant must provide advance notice of a claim against the employer as required by the Oregon Tort Claims Act (ORS 30.275).

Any College employee who receives a harassment or discrimination complaint shall notify the Title IX Coordinator immediately.

**Filing a Timely Complaint:** Since failure to report harassment and discrimination impedes the College's ability to stop the behavior, the College strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The College also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the College's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The College will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

**Communicating that the Conduct is Unwelcome:** The College further encourages, but does not require, students and employees to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

**Intake and Processing of the Complaint:** Upon receiving notification of a harassment or discrimination complaint, the Title IX Coordinator shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work or academic schedules, obtaining apologies, providing informal counseling, training, etc.
- Advise all parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise student Complainants that they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee Complainants may file a complaint with the Oregon Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC). All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The College must investigate even if the complainant files a complaint with local law enforcement. In addition, the College should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services.
- Take interim steps to protect a Complainant from coming into contact with the alleged perpetrator, especially if the Complainant is a victim of sexual violence. The Title IX Coordinator or designee should notify the complainant of his/her options to avoid contact with the alleged perpetrator. For instance, the College may prohibit the alleged perpetrator from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and the alleged perpetrator, the College shall minimize the burden on the Complainant.

**Investigation of the Complaint:** The College shall conduct a prompt, thorough, and impartial investigation into every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the College whether those programs take place in the College's facilities, on a College bus, or at a class or training program sponsored by the College at another location. The College shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus.

The College will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a “need-to-know-basis” is essential to a thorough investigation. When determining whether to maintain confidentiality, the College may weigh the request for confidentiality against the seriousness of the alleged harassment, the Complainant’s age, whether there have been other harassment complaints about the same individual, and the alleged perpetrator’s rights to receive information about the allegations if the information is maintained by the College as an “education record” under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The College will inform the Complainant if it cannot maintain confidentiality.

**Investigation Steps:** the College will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the College’s grievance procedures operate. The investigator cannot have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the College’s no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved Parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the College evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the College will decide whether it is more likely than not that discrimination or harassment has occurred.

If there are conflicting versions of relevant events, the College’s investigator will weigh each Party’s credibility. Factors that will be considered in determining credibility include: inherent plausibility; demeanor; motive to falsify; corroboration; and past record.

**Timeline for Completion:** The College will undertake its investigation as promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the College receiving the complaint. The Title IX Coordinator may extend this time period upon notification of all parties if it is deemed necessary.

**Cooperation Encouraged:** All employees will cooperate with a College investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the College to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the College of its obligation

to investigate. The College will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

**Written Report:** The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony provided by each witness the investigator interviewed;
- An analysis of relevant evidence collected during the course of the investigation including a list of relevant documents;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the College.

**Reaching a Determination:** Once the Hearing Officer/Adjudicator receives the investigative report, he/she/they, will make a determination as to whether harassment or discrimination occurred.

### **Discipline and Corrective Action**

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the College shall take disciplinary action against the alleged perpetrator and any other remedial action it determines to be appropriate consistent with State and federal law. The action will be prompt, effective, and commensurate with the severity of the conduct. Remedies for the Complainant might include, but are not limited to:

- providing an escort for the Complainant between the parking lot and his/her/their workplace or classroom office;
- ensuring that the Complainant and alleged perpetrator do not attend the same classes or work in the same work area;

- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the College imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the College may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the College may inform the Complainant that the harasser must stay away from the Complainant.

In the case of a crime of violence or a non-forcible sex offense, and the alleged perpetrator is a student, the final results of any disciplinary proceeding conducted by the College against the alleged perpetrator may be disclosed to the complainant, if the College determines as a result of the disciplinary proceedings, the student violated the College's rules or policies. The final results of any disciplinary proceeding include only the name of the student, the violation committed, and any sanction imposed by the institution on that student.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The College will ensure that Complainants and witnesses know how to report any subsequent problems, and the Title IX Coordinator should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred.

If the College cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

**Appeals**

If the College imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within 15 days, submit a written appeal to the Board of Education. The Board of Education shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board of Education shall issue a final *College* decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board of Education shall be forwarded to the Complainant. The complainant shall also be notified of his/her right to appeal this decision.

**File Retention**

The College will retain on file for a period of at least three (3) years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the Parties, of the College's administrative determination and the right to appeal;
- any appeal; and
- the College's final decision.

**Dissemination of Policy and Procedures**

The College's board policy and administrative procedures related to harassment will include information that specifically addresses sexual violence. The College's board policy and administrative procedures will be provided to all students, faculty members, members of the administrative staff, and members of the support staff, and will be posted conspicuously around campus and on the College's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the College's course catalogs and orientation materials for new students.

## Training

The College will provide training to all employees. This includes counselors, faculty, officers, coaches, and all staff who regularly interact with students. Training for academic staff should emphasize environmental harassment in the classroom. The College will also provide training to students who lead student organizations.

In years in which a substantive policy or procedural change has occurred, all College employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the College's potential liability, or that they did not understand the policy and desire further training.

## Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the College will provide preventive education programs and make victim resources, including comprehensive victim services, available. The College will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the College's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate College and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of College or campus rules were involved, the College will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the College will address such violations separately from an allegation of sexual violence.

~~President's Cabinet Approval Date: August 4, 2020~~

~~College Council Approval Date: August 4, 2020~~

Joint Policies and Procedures Committee Approval Date: November 13, 2024

~~Last Revised: August 4, 2020~~ November 13, 2024

~~Rescinds: AP 3435 (Approved 09/11/2018)~~

## BP 3540 Sexual and Other Assaults

### References:

20 U.S. Code Section 1092 subdivision (f);  
34 Code of Federal Regulations Part 668.46 subdivision (b)(11)  
ORS 350.~~331~~255

Any sexual assault or physical abuse or domestic violence, including, but not limited to rape as defined by State law, whether committed by an employee, student, or member of the public, that occurs on College property, is a violation of College policies and procedures, and is subject to all applicable punishment, including criminal procedures, and employee or student discipline procedures consistent with State and federal law. Students, and employees, ~~and campus visitors~~ who may be victims of sexual and other assaults and domestic violence shall be treated with dignity and provided comprehensive assistance.

The President shall establish administrative procedures that ensure that students, and employees, ~~and campus visitors~~ who are victims of sexual and other assaults and domestic violence receive appropriate information and treatment. The President will make educational information about preventing sexual violence is widely available on campus.

The procedures shall meet the criteria contained in 34 Code of Federal Regulations Part 668.46 and ORS 350.~~331~~255.

END OF POLICY

~~President's Cabinet Approval Date: August 4, 2020~~  
~~College Council Approval Date: August 4, 2020~~  
Joint Policies and Procedures Committee Approval: November 13, 2024  
Board Adoption Date: September 11, 2018  
Last Revised: August 12, 2020



## AP 3540 Sexual and Other Assaults on Campus

### References:

- 20 U.S. Code Section 1092 subdivision(f);
- 34 Code of Federal Regulations Part 668.46 subdivision (b)(11);
- 42 U.S. Code Section 13925 subdivision (a)
- ORS 350.~~330255~~ to 350.~~332257~~

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, whether committed by an employee, student, or member of the public, occurring on College property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College's facilities or at another location, or on an off-campus site or facility maintained by the College, or on grounds or facilities maintained by a student organization, is a violation of College policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 5500 Standards of Student Conduct.)

"Sexual assault," "dating violence," "domestic violence," and "stalking" are defined in Administrative Procedure 3434 – Responding to ~~Harassment Based on Sex Discrimination~~ under Title IX.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, also see AP 3500 Campus Safety, AP 3510 Workplace Violence, and AP 3515 Reporting of Crimes.)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on College property shall be provided with information regarding options and assistance available to them. Information shall be available from the Office of the Vice President, Student Success or Human Resources which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Title IX Coordinator is authorized to release such information.

The Title IX Coordinator shall provide all alleged victims of domestic violence, dating violence referral to an external counseling center; , sexual assault, or stalking with the following:

- A copy of the College's policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents; Vice President, Finance and Operations, Vice President, Student Success, Vice President, Academic Affairs, Director, Physical Plant, Director, Communications and Marketing, and College Counselor.

- Information about the importance of preserving evidence and the identification and location of witnesses;
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
  - transportation to a hospital, if necessary, by the Student Services Office;
  - counseling by the College Counseling Center, or
  - a list of other available campus resources or appropriate off-campus resources from the Office of Human Resources or Student Services Office;
- The victim's option to: (Office of Human Resources or Student Services Office)
  - notify proper law enforcement authorities, including local police;
  - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - decline to notify such authorities;
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court (Office of Human Resources or Student Services Office);
- Information about how the College will protect the confidentiality of victims (Office of Human Resources or Student Services Office); and
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. (Office of Human Resources or Student Services Office)
- A description of each of the following procedures (Office of Human Resources or Student Services Office):
  - criminal prosecution;
  - civil prosecution (i.e., lawsuit);
  - College disciplinary procedures, both student and employee;
  - modification of class schedules;
  - tutoring, if necessary.

The College will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3434 – Responding to ~~Harassment Based on~~ Sex Discrimination under Title IX, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on College property shall be kept informed, through the Title IX Coordinator of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality consistent with State and federal law.

A Complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the College's student conduct policy at or near the time of the incident, unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

The College shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on College property, as defined above, in confidence consistent with State and federal law, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on College property shall be referred to the College's Communications and Marketing office which shall work with the Title IX Coordinator and the Vice President, Student Services as appropriate to assure that all confidentiality rights are maintained consistent with State and federal law.

Additionally, the Annual Security Report will include a statement regarding the College's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any College proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the College will protect the confidentiality of victims;
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims;
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;

- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
  - Such proceedings shall provide a prompt, fair, and impartial resolution;
  - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act (FERPA). For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

### Education and Prevention Information

The Director of Advising and Success (for students) and the Director of Human Resources (for employees) shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include the College's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

~~President's Cabinet Approval Date: August 4, 2020~~

~~College Council Approval Date: August 4, 2020~~

Joint Policies and Procedures Committee Approval: November 13, 2024

Last Revised: August 4, 2020 November 13, 2024

# Upcoming Events



Clatsop  
Community  
College

Board of Education

