



**Clatsop  
Community  
College**

**Board of Education  
May 14, 2026  
Board Packet**



# Clatsop Community College

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

## NOTICE OF MEETING

**DATE:** Thursday, May 14, 2026  
**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

- Roll Call
- 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, May 14. 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 Wednesday, May 13.

### ❖ TEN MINUTE PRESENTATION: *Kama O'Connor, Rain Magazine and Riversea Conference*

### ❖ APPROVAL OF MINUTES

- Regular Board Meeting, April 9, 2026

### ❖ 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 Instruction and Student Success
- Report from Human Resources

### ❖ OLD BUSINESS

- Results of Board Self Evaluation Survey
- Policies for 2<sup>nd</sup> Reading and Adoption
  - BP 3505 Emergency Response Plan
  - BP 3520 Local Law Enforcement

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## ❖ NEW BUSINESS

- Thanking the Budget Committee
- Appointment of Deputy Clerk
- Authorize Fiscal Year Signatories
- Policies for First Reading
  - BP 5010 Admissions
  - BP 3715 Intellectual Property
- Summer Scheduling: Board Retreat and August Meeting
- Appoint Presidential Evaluation Committee
- Approve MOU with Sunset Empire Transportation District

## ❖ ANNOUNCEMENTS/COMMUNICATIONS

- Next Board Meeting: Thursday, June 18, 2025 5:30 pm: Regular Board Meeting, Columbia 219 and Zoom ***Please note! This is the THIRD THURSDAY of the month.***
- Committee Meetings
  - Board Policy Committee Meeting: Friday, May 22, 10:00 am, Zoom only
  - June Board Meeting Agenda Prep: Thursday, June 4, 11:00 am, Zoom only.  
*3<sup>rd</sup> Board Member Attending: Ashley Flukinger*

## ❖ BOARD FORUM

## ❖ ADJOURNMENT

# Clatsop Community College

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

## 2025 - 2026 Board Goals for the College

### 1) Board Self-Evaluation Aligned with Strategic Priority 3: Strengthen Our Reputation

*By March 2026, the Board of Education will conduct a comprehensive 360-degree evaluation of its performance, gathering input from board members, college leadership, faculty/staff, and community stakeholders. The Board will review the results and prepare a summary report to inform continuous improvement and strengthen governance practices.*

### 2) Institutional Effectiveness Aligned with Strategic Priority 4: Increase Organizational Effectiveness

*Each quarter, during a regularly scheduled board meeting, the Board of Education will review the College's Strategic Plan Scorecard and Institutional Effectiveness Dashboard, ensuring progress and alignment with the College's mission, strategic priorities, and accreditation standards.*

### 3) Board Communication Training Aligned with Strategic Priority 4: Increase Organizational Effectiveness

*Prior to January 2026, the Board of Education will participate in an interactive Microsoft Outlook (mail and calendar) training session led by Tom Ank, designed to strengthen communication practices, improve meeting coordination, and enhance the effective use of digital tools.*

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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.

# Minutes



Clatsop  
Community  
College

Board of Education

**MINUTES OF THE APRIL 9, 2026**  
**BOARD OF EDUCATION**  
**Regular Board Meeting**

**Board Members Present:** Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Sheila Roley, Jody Stahancyk, Mitra Vazeen

**Others Present:** Bill Meck, *Financial Consultant*; Tina Kotson, *Associate Vice President of Nursing, Allied Health and Public Safety*; Beth Van Elswyk, *Foundation Director*; Fiona Giselle Hackett, *ASG President*; Shawna Bullinger, *Nursing Instructor*; Vanessa Talancon-Botello, *Nursing Student*; Kyle Fujisawa, *Nursing Student*; Tom Ank, *Director of Computer Services & Information Security*; Deborah Howe, *Community Member*; Kevin Leahy, *Executive Director, CEDR & Associate Vice President for Business, Community & Workforce Development*; Teena Toyas, *Provost / Vice President of Instruction and Student Success*; TJ Lackner, *Math Instructor / FT Faculty Association President*; Anita Jensen, *Human Resources Director*; Abby Jablon, *Daily Astorian*; Helen Keefe, *Patriot Hall Coordinator*; Larissa Maddas, *Student*; Abby Mortimer, *Tutor Coordinator / Instructional Assistant*; Layla Solar, *Assistant Director, Financial Aid*; President Jarrod Hogue and Recording Secretary Felicity Green

**CALL TO ORDER**

Ed Johnson called the meeting to order at 5:30 pm.

Roll was called. Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen were present at roll call.

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

**PUBLIC FORUM**

There was no public comment.

**TEN MINUTE PRESENTATION: *Nursing and Allied Health***

Tina Kotson introduced the two Nursing students who are presenting with her: Kyle Fujisawa and Vanessa Talancon-Botello. The PowerPoint of the presentation is attached as Appendix A.

The Nursing program is ready to start the national certification / accreditation process. Completion of this process will give the program more room to grow, as they can then expand to Washington hospitals for clinical assignments. 80% of CCC Nursing students stay in the community after graduation; an initiative originally proposed by the Board to give extra admissions points to local applicants has been very successful.

Kyle Fujisawa, 2<sup>nd</sup> year nursing student and one of the leaders of the Nursing Club, spoke about the Club. This year the club had several successful fundraisers including an inaugural trivia night with 80 participants. The club donates a portion of all funds raised to the Sunshine Fund, which helps students

in need during their two-year program. He has lived in Astoria for four years; hopes to be a hospice nurse and is currently doing his practicum with hospice. Vanessa Talancon-Botello, also a Nursing Club leader, is a first year Nursing student who hopes to go into clinical care. She grew up in Astoria and Warrenton and is happy to be home after attending Mt. Hood. She spoke about the Thanksgiving baskets for those in need that the Nursing Club organized this year as well. The Nursing Club also began a speaker series this year and they hope that continues.

There was some discussion about publicity for the Nursing program and Nursing Club. There was a question about Nursing students becoming Nurse Practitioners through a program at CMH. Tina Kotson said that while CCC's purview ends with student graduation, she has bumped into several alumni who are taking advantage of that program. Through the College's partnership with OHSU, Nursing students can seamlessly continue their studies there remotely after graduation from CCC. Many students take this route to get a BSN in one year.

The Board had several more questions, including the possibility of Nursing students doing clinicals at local nursing homes, the number of applicants this year and whether the number of travel nurses at local hospitals is due to a shortage of nurses. Currently, Clatsop Care is the only nursing home where students can do clinicals, as their staff are licensed CNAs. Tina Kotson reported that since Covid, applications have been down. This year and last year there were only 40 applicants despite increased marketing and substantially more outreach. There are 24 spots available. While there have always been travel nurses, the hospitals currently seem to be focusing more on assembling a team who will stick around. Tina Kotson commented that while it had been a very lucrative field for a while, the pay for travel nurses is decreasing. However, it's a great way to check out different kinds of nursing and is open to recent graduates.

There was a question about how the College is planning to respond to the hospital expansion. The President said that he has been meeting with both CMH and Providence about their needs and as a result the College will be launching a grant funded program to start a Medical Assisting track in the high schools for juniors and seniors. One of the challenges in expanding the nursing program is finding places for clinicals. The College has enough partners that students currently only do 5% of their clinical work in the simulation lab, which is very good. Students are told that they may have to drive all over to get to clinical assignments. Tina Kotson said that since most of the CMH expansion is going to be in clinics, medical assisting will be very important. This year MA program enrollment has doubled.

The Board filled out thank you notes to CMH and Providence thanking them for their support of the nursing program.

#### **APPROVAL OF MINUTES**

**Bill Montero moved to approve the Minutes of the March 12, 2026 Regular Board Meeting as presented.** Mitra Vazeen seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

## **REPORT OF THE PRESIDENT**

President Hogue thanked everyone for being here. He explained that this is the third year the College has had to make staffing reductions to present a balanced budget, saying that it is a difficult situation which is not unique to CCC. Many colleges are facing layoffs. Looking at the next biennium, the College will be facing an increase of pension rates of approximately \$600,000. One of the only ways to reduce that amount will be to reduce full time staff. The College is focusing on maintaining student facing essential services as much as possible. He said that this is a tough situation which will impact staff.

The College has also had to look at programs with long term enrollment levels. Historic Preservation and CAD (computer assisted drafting) have been suspended and he is recommending them for sunset. They have had very low enrollment over the long term. He pointed out that classes in those subjects can still be offered but offering a two year degree program involves a much higher level of commitment. He has also suspended the automotive program but does not recommend ending it. Instead, he feels that it needs to be modernized and reconnected with industry partners.

He spoke about student surveys, saying that after a year of consistent surveys, students have indicated a real need for more course availability at different times. The College is working on providing more opportunities through Hy Flex and other hybrid systems as well as looking at what can be changed within the current budget.

As part of the strategic plan, the College is focusing on creating more employment opportunities for students and this is reflected in the budget with \$60,000 invested in campus jobs. Studies have shown that students who have a job on campus are more likely to stay enrolled. While traditionally the College employment model has been full time administrators, the College is going to try to get more creative and focus more on part time workers and student employment. He commented that he thinks things are going to change more in the next 3 – 5 years than ever have in his lifetime and the College needs to be prepared. In answer to a question asking him to explain these changes might be, President Hogue explained that there are structural deficits, specifically in pension liabilities, that need to be addressed. He said that state funding level does not come close to reaching current service levels and he has not seen any indication that the legislature is interested in changing the funding model. He also cited research stating that people are questioning the value of community college and that AI could produce potentially drastic changes in the workforce.

There were some questions about the automotive program suspension. President Hogue acknowledged the support and donations to the program, saying that in part due to this support, he feels obligated to make sure the program is doing it right. Program suspension is not uncommon and is limited to three years.

## **FINANCIAL REPORT**

Bill Meck gave the financial report, saying that although this year feels tighter than last year, the budget is still going to balance. Revenue, particularly from property taxes, is up. However, wages are also up: \$800,000 since last March. This is due to the increased cost of benefits and cost of living adjustments, but primarily benefits. Other expenses are down \$150,000. All timber revenue is still going to the plant fund, where it will be needed to pay for Ellucian.

#### **REPORT OF THE BOARD CHAIR**

Ed Johnson said that in response to some Board questions, he wants everyone to know that Encore is alive and well; there were at least three classes at the senior center when he and Jan were teaching a class on his travels.

He spoke about the effects of Oregon underfunding on education, saying that in the 80s, the state promised to make up the difference for the property tax limitation changes but they have never done it. Sheila Roley agreed. He said all voters should ask how candidates are going to support education.

Sheila Roley read the Faculty Appreciation Resolution. Jody Stahancyk **moved to adopt the Faculty Appreciation Resolution**. Bill Montero seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

#### **WRITTEN REPORTS**

There was a question for ASG about paying for student regalia at commencement. Fiona Giselle Hackett said that as ASG had unspent money in a travel budget, they decided to use it to help students rent a cap and gown for commencement if they could not afford it.

There was a question for Kevin Leahy about the NW Innovation Hub mentioned in his report. He said that due to the dissolution of the Columbia Economic Team last December, additional funds have come in to SBDC. This money is earmarked for innovative projects. The Industrial Symbiosis team has been working together to do things like use vermiculture to treat brewery water and fish waste; the project is modeled on similar practices in the Netherlands and Japan. There will be a conference in June.

#### **POLICIES AND PROCEDURES FOR 2<sup>ND</sup> READING AND ADOPTION**

Jody Stahancyk **moved to approve BP 2110, Vacancies on the Board of Education, for second reading and adoption**. Sheila Roley seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

#### **RESULTS OF BOARD SELF EVALUATION**

Bill Montero said that he had received another evaluation today. He suggested waiting until May to discuss the results when the latest evaluation has been added. Most of the evaluations range from satisfied to very satisfied. Ashley Flukinger and Mitra Vazeen thanked Bill Montero for his work on this. Jody Stahancyk said she was very impressed.

#### **RESOLUTION FOR INCLUSION UNDER THE STATE OF OREGON DEFERRED COMPENSATION PLAN**

President Hogue said that he was surprised the College did not already offer the deferred compensation program through the state. These are employee paid savings accounts similar to a 401K and do not cost the College anything. It is an addition to the PERS pension plan. Jody Stahancyk **moved to adopt inclusion under the state of Oregon deferred compensation plan**. Sheila Roley seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

**DISCUSSION OF BOARD TABLE AT BANDIT IN WONDERLAND**

Jody Stahancyk and Lloyd Mueller invited the Board to sit at their table at the Foundation fundraiser on April 11. Beth Van Elswyk thanked them and said she was happy to be earning the Board's trust and appreciates that they will be attending the fundraiser.

**CONSENT AGENDA: POLICIES FOR 1<sup>ST</sup> READING**

There was some discussion about BP 3505 and the College's emergency response plan. The plan has been in place for some time but this policy formalizes it.

Jody Stahancyk **moved to approve BP 3420 Equal Employment Opportunity, BP 3505 Emergency Response Plan and BP 3520 Local Law Enforcement for First Reading.** Ashley Flukinger seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Sheila Roley, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

**BOARD FORUM**

**Jody Stahancyk** said that OSBA (Oregon School Board Association) was having an online Lunch and Learn program on April 20. The topic is how the Board can support the President and hold him accountable. She said she planned to attend and asked Felicity Green to forward the invitation and registration information to the Board.

**Sheila Roley** asked Fiona Giselle Hackett how her spring break trip to New Haven went. She replied that it was a magical trip and she was so grateful for the support from the college and everyone who donated. She said that the opportunity to travel was helping her remember how to dream. She loved New Haven, commenting on the vibrant community and amazing architecture. She will be interviewing with their admissions team on Sunday. She said she never would have thought this was possible in high school. She thanked Beth Van Elswyk and everyone who helped crowdfund the trip again, saying that it meant the world to her. Beth Van Elswyk commented that now they will be paying it forward by developing a student success travel fund.

**Lloyd Mueller** said that on March 14 he had the opportunity to participate in Pi Day and enjoyed having pies thrown at him. He commented that he even paid for one middle schooler to throw pies, because he was so excited but didn't have the money.

**Mitra Vazeen** said it was good to be seeing everyone again.

**The meeting was adjourned at 6:52 pm.**

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# Nursing Program

## Clatsop Community College



Annual presentation to the Board of Education

by Tina Kotson, RN, MSN, MBA, Interim AVP of Nursing, Allied Health & Public Safety

with Nursing Faculty Devon Weaver, RN, MSN & Shawna Bullinger, BSN

and Nursing Club Leaders Kyle Fujisawa & Vanessa Talancon-Botello



## CCC Nursing Program: Past, Present & Future

**Past:** The Program admitted its first cohort of students in the fall of 1983 and graduated its first class in June 1985. This year, the Program celebrates **41 years** of graduating students who have earned their AAS in Nursing.

**Present:** Currently, **39 full-time nursing students** are enrolled in the Program; 19 are expected to graduate in June 2026. This will bring the total number of CCC nursing **alumni to 701!**

**Future:** As we enter the **fifth decade** of nursing education at CCC, we are embracing opportunities to strengthen the curriculum, secure national accreditation, expand the program, and build on existing partnerships to create successful pathways for students and graduates.



# Facts About the Program



- Since 2016, the CCC Nursing Program has been part of the Oregon Consortium of Nursing Education (OCNE), a partnership of nine Oregon community colleges and six campuses of **the OHSU School of Nursing with a shared baccalaureate** curriculum; CCC students are dual enrolled at OHSU upon acceptance into the AAS degree pathway.
- Within one year after graduation from CCC, **students can earn a Bachelor of Science** from OHSU online while working as registered nurses in the local community.
- Students are taught by **6 full-time & 3 part-time faculty** with specialty areas in acute care, obstetrics, hospice, and mental health, as well as surgery, public health, geriatrics, and medical research.
- **Clinical affiliation** agreements with **two hospitals and nearly two dozen** local healthcare organizations allow students to learn in a wide variety of settings.
- **More than 20 local nurse leaders** serve on the CCC Nursing **Advisory Committee**, which provides guidance, support, and resources to facilitate program success.



# Impressive Student Outcomes

- **20% increase in acceptance rate** since 2022, thanks to support from Providence Health & Columbia Memorial Hospital
- **85% completion rate** within two years of enrollment
- **100% first-time pass rate** on the national NCLEX-RN exam to become registered nurses (RNs) since 2021
- **85% of all graduates choose to remain in the local area** and work as RNs in a variety of healthcare settings
- **100% employment rate as RNs** within two months after graduation
- **\$50-\$60/hour average** starting pay → \$100,000+ annual wage in first year of practice

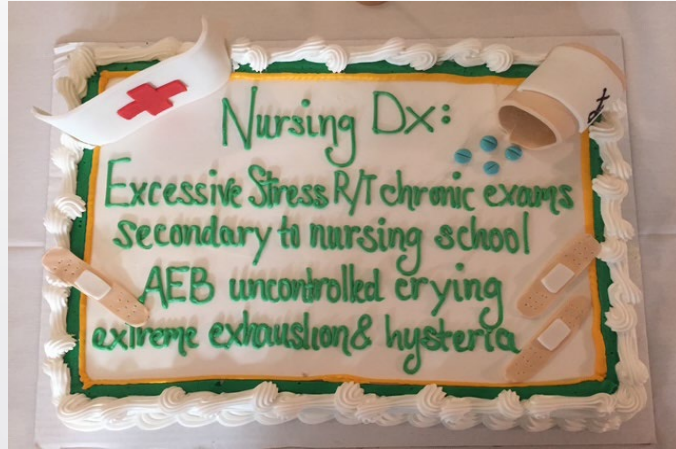
# Contribution to Community: Nursing Club

The Nursing Club is comprised of nursing students and advised by faculty member **Devon Weaver**. The Club hosts a variety of community-based activities annually:

- Peer Mentoring & Support
- Trivia Night & Silent Auction
- Guest Speaker Series
- Pet Therapy & Adoption
- Sunshine Fund
- Nurses Week Activities
- Nursing Pinning Celebration
- Blood Drives with the Red Cross
- Holiday Baskets for Families in Need



# QUESTIONS?



# Financials



Clatsop  
Community  
College

Board of Education

Clatsop Community College Fund Summary as of April 30, 2026

	General Operating Fund 11		Restricted-Grants and Financial Aid Fund 21		Plant Fund 41		Plant-ERP (Bond Proceeds) Fund 41	
	FY2025	FY2026	FY2025	FY2026	FY2025	FY2026	FY2025	FY2026
	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>	\$ 1,674,128	\$ 1,864,859	\$ -	\$ -	\$ 1,475,391	\$ 2,390,099	\$ 1,258,925	\$ 518,069
<b>Total Revenue</b>	\$ 14,143,991	\$ 13,767,708	\$ 6,285,613	\$ 4,892,354	\$ 1,609,763	\$ 676,490	\$ -	\$ -
<b>Total Expenditures</b>	\$ 13,953,260	\$ 11,538,522	\$ 6,285,613	\$ 5,410,786	\$ 695,055	\$ 561,700	\$ 740,856	\$ 518,107
<b>Ending Balance</b>	\$ 1,864,859	\$ 4,094,045	\$ -	\$ (518,432)	\$ 2,390,099 *	\$ 2,504,889	\$ 518,069	\$ (38)

	Plant-Debt Service Fund 42		C & O-Expendable Trust Fund 54		Non-Plant Debt-PERS Fund 60	
	FY2025	FY2026	FY2025	FY2026	FY2025	FY2026
	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>	\$ -	\$ -	\$ 57,256	\$ 57,344	\$ (1,925,414)	\$ (1,396,593)
<b>Total Revenue</b>	\$ 1,669,369	\$ 1,058,647	\$ 28,824	\$ 25,132	\$ 660,466	\$ 508,286
<b>Total Expenditures</b>	\$ 1,669,369	\$ 164,715	\$ 28,736	\$ 12,432	\$ 131,645	\$ 48,793
<b>Ending Balance</b>	\$ -	\$ 893,932	\$ 57,344	\$ 70,044	\$ (1,396,593)	\$ (937,100)

Clatsop Community College Financial Report as of April 30, 2026

General Operating Fund		FY2023			FY2024			FY2025			FY2026				
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 7/1/25	FY Operating Budget 04/30/26	Year-to-Date Actual	% of Full Year	Year-to-Date Change
11	Beginning Fund Balance	\$ 1,361,974			\$ 1,662,359			\$ 1,674,128			\$ 1,864,859	\$ 1,864,859			
	<b>Revenue</b>														
11	Tuition and Fees	\$ 2,760,350	\$ 2,722,016	98.61%	\$ 2,953,091	\$ 2,877,184	97.43%	\$ 3,122,377	\$ 3,078,864	98.61%	\$ 3,203,000	\$ 3,310,000	\$ 3,267,568	98.72%	\$ 188,704
11	State Appropriations	\$ 3,771,129	\$ 3,771,129	100.00%	\$ 4,106,512	\$ 4,106,512	100.00%	\$ 4,297,181	\$ 4,297,181	100.00%	\$ 4,425,000	\$ 4,147,404	\$ 4,147,404	100.00%	\$ (149,777)
11	Property Taxes	\$ 5,610,168	\$ 5,299,161	94.46%	\$ 5,903,094	\$ 5,608,577	95.01%	\$ 6,110,588	\$ 5,672,234	92.83%	\$ 6,225,000	\$ 6,325,000	\$ 5,958,909	94.21%	\$ 286,675
11	Other Revenue Including Transfers	\$ 2,028,794	\$ 455,109	22.43%	\$ 1,291,788	\$ 527,105	40.80%	\$ 613,845	\$ 493,374	80.37%	\$ 764,875	\$ 764,875	\$ 393,827	51.49%	\$ (99,547)
	<b>Total Revenue</b>	\$ 14,170,441	\$ 12,247,415	86.43%	\$ 14,254,485	\$ 13,119,378	92.04%	\$ 14,143,991	\$ 13,541,653	95.74%	\$ 14,617,875	\$ 14,547,279	\$ 13,767,708	94.64%	\$ 226,055
	<b>Expenditures by Function</b>														
11	Instruction	\$ 5,170,308	\$ 4,027,378	77.89%	\$ 5,462,231	\$ 4,226,438	77.38%	\$ 5,298,970	\$ 4,081,745	77.03%	\$ 5,977,185	\$ 5,840,192	\$ 4,491,619	76.91%	\$ 409,874
11	Instructional Support	\$ 1,632,496	\$ 1,355,673	83.04%	\$ 1,870,684	\$ 1,566,664	83.75%	\$ 1,734,397	\$ 1,440,299	83.04%	\$ 1,775,007	\$ 1,816,126	\$ 1,556,789	85.72%	\$ 116,490
11	Student Services	\$ 1,571,357	\$ 1,257,134	80.00%	\$ 1,489,137	\$ 1,277,230	85.77%	\$ 1,202,706	\$ 940,215	78.17%	\$ 1,416,258	\$ 1,416,258	\$ 1,041,078	73.51%	\$ 100,863
11	Institutional Support	\$ 3,689,254	\$ 2,866,344	77.69%	\$ 3,561,504	\$ 3,056,205	85.81%	\$ 3,630,314	\$ 2,763,661	76.13%	\$ 3,310,472	\$ 3,335,750	\$ 2,745,273	82.30%	\$ (18,388)
11	Operation and Maintenance of Plant	\$ 1,638,689	\$ 1,379,870	84.21%	\$ 1,663,056	\$ 1,387,350	83.42%	\$ 1,898,198	\$ 1,458,796	76.85%	\$ 1,954,153	\$ 1,954,153	\$ 1,538,302	78.72%	\$ 79,506
11	Scholarships & Tuition Waivers	\$ 167,952	\$ 163,535	97.37%	\$ 196,104	\$ 190,393	97.09%	\$ 188,675	\$ 180,913	95.89%	\$ 184,800	\$ 184,800	\$ 165,461	89.54%	\$ (15,452)
	<b>Total Expenditures</b>	\$ 13,870,056	\$ 11,049,934	79.67%	\$ 14,242,716	\$ 11,704,280	82.18%	\$ 13,953,260	\$ 10,865,629	77.87%	\$ 14,617,875	\$ 14,547,279	\$ 11,538,522	79.32%	\$ 672,893
	<b>Net Revenue (Expenditures)</b>	\$ 300,385	\$ 1,197,481		\$ 11,769	\$ 1,415,098		\$ 190,731	\$ 2,676,024		\$ -	\$ -	\$ 2,229,186		\$ (446,838)
	<b>Ending Fund Balance</b>	\$ 1,662,359			\$ 1,674,128			\$ 1,864,859			\$ 1,864,859				
	<b>Expenditures by Category</b>			% of Total			% of Total			% of Total				% of Full Year	
	Salaries and Fringe Benefits	\$ 10,749,041		77.50%	\$ 11,404,280	\$ 9,327,491	81.79%	\$ 10,622,166	\$ 8,465,186	79.69%	\$ 11,610,479	\$ 11,537,483	\$ 9,330,456	80.87%	\$ 865,270
	Contracted Services	\$ 2,009,150		14.49%	\$ 1,515,779	\$ 1,198,541	79.07%	\$ 1,552,188	\$ 1,253,404	80.75%	\$ 1,619,850	\$ 1,614,640	\$ 1,231,233	76.25%	\$ (22,171)
	Materials, Supplies, and Travel	\$ 664,415		4.79%	\$ 968,908	\$ 874,504	90.26%	\$ 1,347,165	\$ 878,224	65.19%	\$ 1,124,626	\$ 1,126,484	\$ 737,669	65.48%	\$ (140,555)
	Other Expenditures Including Transfers	\$ 379,998		2.74%	\$ 351,486	\$ 301,481	85.77%	\$ 383,464	\$ 250,815	65.41%	\$ 262,920	\$ 262,670	\$ 233,162	88.77%	\$ (17,653)
	Capital Outlay	\$ 67,452		0.49%	\$ 2,263	\$ 2,263	100.00%	\$ 48,277	\$ 18,000	37.28%	\$ -	\$ 6,002	\$ 6,002	100.00%	\$ (11,998)
	<b>Total Expenditures</b>	\$ 13,870,056	\$ -	100.00%	\$ 14,242,716	\$ 11,704,280	82.18%	\$ 13,953,260	\$ 10,865,629	77.87%	\$ 14,617,875	\$ 14,547,279	\$ 11,538,522	79.32%	\$ 672,893

# ASG



Clatsop  
Community  
College

Board of Education

## Associated Student Government Report for Thursday, May 14, 2026 BOE Meeting

Submitted by Fiona Giselle Hackett, 05/04/2026

### Internal Organization Activities

- Met with Beth and Bri from CCC Foundation to prep decor and assign volunteers for the Bandit in Wonderland Event. President Fiona and Vice President Sophia and Government Relations Coordinator Jena spoke about the support from the Foundation at the start of the event.
- South County GED room mural project leads Ezekiel Duchene, Sophia Vandagriff, and Sophie Alsbury worked on mockup designs to be submitted for review on May 7<sup>th</sup>.

### Service to Students

- President Fiona met with Communications Director Julie Kovatch and CCC President Jarrod Hogue on April 28<sup>th</sup> to craft a message to students. The message addressed recent budget cuts and clearly outlined what is and what is not happening here at CCC.
- In the above email, The Better Communication Initiative was created to give students a point of contact (ASG's email) for any big over-arching questions. Fiona and the ASG Cabinet will review any inquiries weekly and set up meetings with Jarrod to address any messages submitted by the student body.

### Student Engagement and Upcoming Student Events

- Spring Recruitment for 2026-27 Presidential/Vice Presidential Campaign: Coordinated schedules with ASG cabinet members and instructors for classroom visits to share this leadership opportunity with students. Posters were designed and distributed by Public Relations Coordinator Ezekiel Duchene.
- RiverSea Conference: May 15<sup>th</sup> 2026 – Multiple ASG cabinet members are presenting research projects. President Fiona is working alongside Steering Committee to plan and execute the event. ASG is donating snacks.
- Upcoming event: May 28<sup>th</sup> 2026 3-5pm Come Celebrate Calm: Collaboration with Abby Mortimer from Dora Badollet Library, Science/Yoga Instructor Julia Mabry, and Counseling intern Aleynah Weber. Mindfulness presentation, accessibility friendly yoga, guided meditation for creative/writers block, and light refreshments available.

**Associated Student Government Report for Thursday, May 14, 2026 BOE Meeting**  
Submitted by Fiona Giselle Hackett, 05/04/2026

# OCCA



Clatsop  
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Board of Education

## OCCA Update for College Boards – May 2026

### **All-Oregon Academic Team Luncheon Honors Students**

OCCA had the honor of recognizing nearly 60 outstanding students from all 17 community colleges during the All-Oregon Academic Team (AOAT) Luncheon on April 17 at Chemeketa Community College's beautiful Eola Center in Salem. These honorees were a wonderful representation of the many kinds of students from all walks of life that attend Oregon's community colleges. More than 140 people attended the luncheon, which featured keynote speaker Senator Janeen Sollman, the 2025 OCCA Howard Cherry Award – Outstanding Advocate winner.

In addition, three featured student speakers inspired attendees with powerful stories of perseverance, growth, and hope: Jay Freilinger from Chemeketa CC, Savannah West from Linn-Benton CC, and Stephen Zeller of Portland CC. OCCA sincerely appreciates their courage and generosity in sharing their experiences.

### **BOARD MEMBER ACTION:**

- **Review the press release, student list, and event program** on [OCCA's website](#) and check out your college's websites and social media pages for congratulatory messages to their students.

### **HECC Approves Bachelor of Applied Science in Education (BASE) Degree**

On April 9, the Higher Education Coordinating Commission (HECC) approved the Bachelor of Applied Science in Education (BASE) degree, paving the way for community colleges to help fill educator workforce gaps. Five colleges – Chemeketa CC, Columbia Gorge CC, Linn-Benton CC, Rogue CC, and Treasure Valley CC – are approved to offer the degree beginning in Fall 2027, and they have formed a consortium to deliver the degree.

The consortium model supports a coordinated and cost-effective rollout by reducing duplication and using shared curriculum, instructional design, and statewide resources. Colleges will rely on existing infrastructure, online and hybrid delivery, and credit for prior learning to keep costs low and expand access. The BASE degree adds to Oregon's existing university transfer pathways and educator preparation programs. It also strengthens the overall ecosystem by creating an additional route for students who are often underserved by traditional models, including working adults, bilingual instructional assistants, and rural residents, while continuing to support and complement university-based programs.

As part of HECC's approval, enrollment in the BASE degree will be capped at 30 students in the first year and 50 students per year statewide during the program's following three years to support quality and sustainable growth. The HECC received letters of support from 15 school districts and Education Service Districts backing the proposal.

**BOARD MEMBER ACTION:**

- Review the BASE approval press release by [clicking here](#).

**OCCA Begins Community College Funding Request Process with HECC Presentation**

Later this summer, the HECC will submit its agency budget request – which includes the Community College Support Fund – for inclusion in the Governor’s Agency Request Budget for legislative consideration. To inform this process, OCCA will present to the HECC’s Finance & Achievement Subcommittee on May 6, highlighting current fiscal pressures, student needs, and other funding considerations.

**BOARD MEMBER ACTION:**

- [Watch](#) the HECC’s Finance & Achievement subcommittee meeting live on May 6 at 1:00 p.m. PST (or catch the recording afterwards) to learn more about community college budget needs for the 2027-29 biennium.

**OCCA Lunch & Learn Webinar: Registration for May Opens Soon**

On April 30, OCCA hosted a Lunch & Learn titled *Writing Better AI Prompts for Community College Leaders*, presented by Brett Rowlett, Director of External Affairs at Lane Community College. This webinar, designed specifically for community college administrators and board members, provided practical strategies for writing better prompts to improve the quality, accuracy, and usefulness of AI-generated content across community college settings. Through clear examples and live demonstrations, participants learned how to save time, strengthen communications, and get more reliable results from AI tools.

Thank you to all who were able to join us. Board members who were unable to attend – or who would like to revisit the discussion – can view the recording by [clicking here](#).

Registration will open soon for the May OCCA Lunch & Learn webinar.

**BOARD MEMBER ACTION:**

- [Watch](#) the April Lunch & Learn if you were unable to attend, then register for the May webinar once the link is [posted](#).

**Public Meeting Minute – Serial Communications Revisited**

*Each month, OCCA Senior Policy Advisor & General Counsel Karen Smith will provide guidance for boards related to Oregon Public Meetings Law.*

On April 16, 2026, Governor Kotek vetoed HB 4177, a bill passed during the February Legislative Session to clarify current Public Meetings Law provisions related to serial communications. In her [veto message](#), the Governor directed the Oregon Government Ethics Commission (OGEC) to

work with the legislature, her office, and key stakeholders to provide as much clarity as possible now around serial communications and to develop a bill for the 2027 Session. OCCA will continue to work with other local governments to push for more consistency and clear guidance around the application of Oregon Public Meetings law to community college governing boards. Since the current law remains unchanged, we thought it would be helpful to revisit the topic from our first Public Meetings Law Minute from September 2025.

### *Prohibited Serial Communications*

Oregon Public Meetings Law requires governing bodies to deliberate and decide matters in open public meetings. OGEC recently released a [Frequently Asked Questions](#) resource titled “Prohibited Serial Communications” to help governing bodies like community college boards of education navigate when a quorum of the board might be engaged in serial conversations that may violate Public Meetings Law. It is important for all community college board members to understand the law and rules around serial communications.

OGEC administrative rules effective October 1, 2024, state that a quorum of the board shall not use a series of communications of any kind, directly or through intermediaries, for the purpose of deliberating or deciding on any matter that is within the jurisdiction of the governing body outside a meeting conducted in compliance with Public Meetings Law. As a reminder, a quorum of a community college board of education is four (4) board members. Serial communications may include in-person conversations; telephone calls; videoconferencing (like Zoom or FaceTime); written communications including email, text, and other written electronic communications; and using intermediaries to convey information among board members on matters that may come before the board. Prohibited communications among a quorum of the board can occur outside a public meeting as well as during a public meeting if a quorum of the board is discussing matters outside the public’s view such as in a private text group.

As an OCCA best practice, we recommend that you avoid communicating the views of other board members to fellow board members outside of a properly noticed public meeting. Also, ensure that the board engages in deliberation and discussion in full in all public meetings. Please do not hesitate to contact OCCA Senior Policy Advisor & General Counsel Karen Smith ([ksmith@occa17.com](mailto:ksmith@occa17.com)) if you have any questions about prohibited serial conversations.

### **BOARD MEMBER ACTION:**

- **Mark your calendars:** The June 25 OCCA Lunch and Learn topic will focus on Oregon Public Meetings Law requirements for Executive Session meetings. This is a great opportunity for board members to brush up on these important laws.

### **OCCA Digest e-newsletter**

The *OCCA Digest* is a monthly e-newsletter that highlights updates during the Legislative Session, important events, news, and announcements. It is a great way to stay connected with information important to community colleges in Oregon and learn how you can take action to support colleges and students. The newsletter is published the first Thursday of each month,



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*except during a legislative session, at which time it becomes a weekly publication that comes out on Thursdays.*

To sign up to receive this free e-newsletter, visit <https://occa17.com/resources/newsletter/> and click the “Sign Up” button. The OCCA Digest will come from OCCA Communications Director Casey White-Zollman at [casey@occa17.com](mailto:casey@occa17.com), so be sure to add her email to your contacts to ensure the email arrives in your inbox and not your spam folder.

###

*The Oregon Community College Association was founded in 1962 with the purpose of providing support to the colleges before policymakers and partners whose actions affect the wellbeing of community colleges across the state. OCCA represents the 17 publicly chartered community colleges and their locally elected board members. Leading with racial equity, we advocate, communicate, and collaborate to strengthen community colleges for the benefit of Oregonians, particularly those historically underserved or systemically marginalized in higher education. Have questions about OCCA and our work to support Oregon’s community colleges? Contact [occa@occa17.com](mailto:occa@occa17.com).*

# CEDR &

# SBDC



Clatsop  
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## BOARD REPORT – May 14, 2026

### 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*

- Held a meeting with the Scappoose City Manager on April 1 to discuss how the Clatsop SBDC is now covering Columbia County and how we can cooperate and collaborate with additional funding **from them** to expand services beyond only ZOOM advising that current funding supports. (\$10,000 from Lead Center annually only supports “remote” advising.)
- Also, on April 1 I was asked to welcome the Energy Trust of Oregon Board and stakeholders at a reception at the Red Building. Covered CCC, CEDR & SBDC updates and Energy Trust partnership opportunities that President Hogue and I worked on in advance, including the MERTS campus.
- Presented the annual CEDR update to the Astoria City Council on April 6<sup>th</sup>. Very well received! Covered CEDR, CCC, Community Ed & Professional Development, SBDC & Clatsop WORKS.
- Attended the North Coast Regional Solutions Advisory Committee meeting on April 7 to give feedback on the Governor’s Prosperity Council program.
- Co-facilitated the monthly SBDC advising team meeting on April 8 at the Lexington Campus. ***The major agenda item was the upcoming Oregon 5-year SBDC Accreditation meetings in June with the Accreditation team. The Clatsop meeting will be at TBCC on Wednesday, June 3 along with TBCC and OCCC SBDC Directors.***
- Attended the Col-Pac Board meeting on April 9.
- Attended the Start-up Boot Camp on April 14 with a full cohort of 13 participants.
- CEDR hosted the “graduation” of the SBM level 2 cohort in Seaside on April 15.
- CEDR hosted City and County managers on April 21 for the monthly area managers meeting.
- CFEDC (Clatsop Forestry Economic Development Committee) meeting held on April 21 to finalize the annual “Leaders Tour”. SAVE THE DATE! June 8 & 9. (We are doing a joint tour with Tillamook County so the 8<sup>th</sup> will be in Tillamook County and the 9<sup>th</sup> in Clatsop County)
- Attended the NOW (Northwest Oregon Works) Board meeting on April 24.
- Clatsop Child Care meetings at the Lexington Campus on April 28.
- **CEDR AWARDS EVENT IS ON THURSDAY MAY 21<sup>ST</sup>. SEASIDE CIVIC & CONVENTION CENTER. YOU ALL HAVE RECEIVED INVITES. STARTS AT 5:30 PM.**
- **Note I will miss the May 14<sup>th</sup> Board meeting at the South County Center as I will be in Klamath Falls for the SBDC Spring Directors Conference that day, and week.**

### CENTER FOR BUSINESS, COMMUNITY & PROFESSIONAL DEVELOPMENT

*Submitted by Josh Allison & Meyer Freeman*

#### Small Business Development Center

- Our spring Start-up Boot Camp class is going very well, with 13 participants who are planning to open new businesses throughout the county. This is double the number of participants we had in the boot camp last fall.

- Our Contractor's Boot Camp concluded on April 29<sup>th</sup>. There was a full cohort with 13 participants in this new program. An assessment of student-conducted exit surveys indicates high-quality information and high perceived value from the participants.
- Our Small Business Management Level 2 cohort concluded on April 15<sup>th</sup>. The graduation celebration was held in Seaside with the class participants.
- Our Small Business Management Level 1 cohort is going very well. There are 9 participants in that program, and it is scheduled to conclude June 3<sup>rd</sup>.
- Worked with PA to complete verification of all Q1 events and registrations.
- Programmed all Q2 events and published all workshops in CenterIC for registrations.

### **Community Education & Professional Development**

- The new HVAC Foundations program has a lot of positive momentum for the summer cohort. There has been a strong interest from prospective students, with:
  - 34 unique participants submitted interest forms
  - 18 of those participants have attended a mandatory informational session
  - Of those, 17 have completed Participant Commitment Forms
- Working with ORLA, Oregon Coast Hospitality Network, & local stakeholders to explore developing a hospitality training program that is uniquely tailored for the North Coast.
- Met with NWRESD to discuss the logistics of non-credit Early Childhood Education classes.
- Conducted a presentation on CCC's Community Education department to the Astoria Rotary membership.
- Met with a potential new instructor to discuss developing curriculum intended to assist local businesses navigate AI
- Finalized Summer Term classes with instructors and worked with PA to schedule room bookings for each class.
- Attended the Seaside High School job fair to promote the new HVAC Foundations program.
- Represented CCC at the ENCORE Learn board meeting on April 30<sup>th</sup>.

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

*Submitted by Misty Bateman, Program Manager*

## Clatsop WORKS

- The deadline for students to apply for a chance at a Clatsop WORKS Summer 26 paid internship was April 2<sup>nd</sup>. **We had a record number of student applications: 140 students applied. We had a record number of CCC student applications as well: 27 CCC students applied.** Employers are now in the interviews / hiring process.
- Clatsop WORKS was awarded \$62,000 in grant funding from ODE, the purpose of which is to support local employers who have valuable internship opportunities to offer but no budget to pay intern wages. Due to this generous grant, Clatsop WORKS will be funding 16 student internships this summer in partnership with local employers throughout the county.
- In April, I attended the annual Cooperative Education & Internship Association conference and was able to network with other Oregon community college colleagues working with student internships and cooperative work experience.
- On April 23<sup>rd</sup>, I co-hosted a local job fair at Seaside High School. This event is led by the Seaside Downtown Development Association with an aim at connecting downtown Seaside businesses with Seaside high school students looking for summer or part-time employment opportunities.

## Cooperative Work Experience (CWE)

- We have seven CWE students this term, four in CWE280 Cooperative Work Experience and three in the CWE281 Career Readiness Seminar.
- I evaluated each of the four CWE280 students during a midterm worksite check-in visit in late April at their place of employment. All four are doing well and received high marks from their workplace supervisors. We have one business student at WorldMark Resorts in Seaside, one business student at OCD Performance in Seaside, one historical preservation student at Clatsop County Historical Society, and one fire science student at Astoria Fire Department.
- Perkins funding allowed me to attend the Oregon Association for Career and Technical Education conference held in Seaside in April.

# Foundation



Clatsop  
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## Foundation Board Report for Thursday, May 14th, 2026 Board of Education Meeting

Submitted by Beth van Elswyk, May 5th, 2026

1. **Increase Student Access**
  - a. New Scholarship Software scheduled for July implementation
  - b. April 24<sup>th</sup> MERTS Day!
    - i. Huge success – over 300 students, hats off to Kasey.
    - ii. Public – vocational rehab, AAUW, Board of Education (Lloyd as the Bandit)!
2. **Student Success -**
  - a. Departmental meetings
    - i. Attending more internal meetings to learn where the Foundation can collab
      1. Trio, FYE, Upward Bound,
  - b. New equipment for Welding
    - i. Perkins and OCF grant funds will purchase an X-tool
      1. Fine welds, CAD, engraving and laser cutting hands on learning
  - c. Preparing for increased community input
    - i. Grow some Advisory Committees for better input (ie; Auto and Welding)
3. **Strengthen Reputation**
  - a. Community Outreach
    - i. Chambers, Downtown, Rotary, AAUW, 100 women
    - ii. ART WALK Seaside May 16th– volunteer with AAUW
  - b. April 11<sup>th</sup> - Bandit in Wonderland
    - i. Raised 180k night of the event
      1. 80k for Magic Opportunity Fund
        - i. Hampton 25k was matched with 5 5k paddles
        - ii. Gerry Swenson did 15k was matched with rest of paddles raised
      2. 20k special appeal match
        - i. found and additional donations totaling 12,500
        - ii. 40k was goal for the 2<sup>nd</sup> yr nursing scholarship special appeal
        - iii. we hit 52,500
    - ii. Thank You Sponsors – radio, newspaper and next CCC publication
    - iii. SAVE THE DATE APRIL 10<sup>th</sup> 2027 Theme TBD
  - c. Coalition Building
    - i. Learning and putting into action Coalition Building for strategic initiatives
      1. Ie; Maritime Simulator
4. **Increase Organizational Effectiveness:**
  - a. Researching Board Software for the Foundation Board to go paperless
    - i. Reviewing Board management with Development Director to increase organizational effectiveness.
  - b. June – Aug will be focused on reviewing Foundation processes, procedures and software to create efficiency and further effectiveness
  - c. Personal career development
    - i. Focused on long-term goals across departments as well as growing the Foundation fiscally and with more active Board Directors.

## Foundation Board Report for Thursday, May 14th, 2026 Board of Education Meeting

Submitted by Beth van Elswyk, May 5th, 2026

### 5. Build & Sustain Partnerships

- a. Grants
  - i. Murdock
    - 1. Site visit Fri May 8<sup>th</sup>
    - 2. Jarrod / Beth / Jim A / Trinity S meeting with Elaine from Murdock
  - ii. Nursing / Allied Health
    - 1. Received 20k for special appeal match for the fundraiser as well as
    - 2. 80k(+) for First Year Nursing Scholarship 2k per term 6k total
- b. Promotional Partner –
  - i. Sisu / DeMarkom
    - 1. Continues to partner with us on anything we need
      - i. Art Walk, fundraisers, and even décor for the fundraiser
- c. Community
  - i. Continue regular involvement with County-Wide meetings
  - ii. Alumni
    - 1. Seeking a committed volunteer
- d. Tours
  - i. Private campus tours with donors/industry are ongoing

# Communications and Marketing



Clatsop  
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Board of Education

## Communications and Marketing Report for Thursday, May 14th, 2026, BOE Meeting

Submitted by Julie Kovatch, 4/28/26

### Communications – Internal collaborations and messaging to CCC community

- Website-
  - Website use: April 6.8K
  - Highest visited pages for month: Homepage, Canvas, Academic Catalog, Schedules and Calendar, Areas of Study, Human Resources
  - Updated Medical Assisting page per request from Tina Kotson
  - Updated Transfer Credits page per request from Jamie Swick
  - Updates Student Login Help page per request from Computer Services
  - Removed outdated Diagnostic Imaging information per request from Ben Palenske
  - Made Automotive, Historic Preservation, and CADD information hidden on the website with approval
  - Updated Dual Credit Programs page per request from Teena Toyas and Rinda Johansen
  - Added 2026-27 Academic Calendar Events to web calendar
  - Designed Digital Promotions for Scholarships Application Open
  - Added Budget Committee Announcement to website per request from Evon Jacobsen
  - Researched approach and tools for developing new online Academic Catalog
- South County campus mural project coordination between ASG, S. County staff and GED to have mural created on canvas by students to liven the GED classroom up.
- Assisted Foundation in messaging, promo, and photography for fundraiser
- Attended and participated in MERTS Open House with tour groups, prep, and logistical items like tent, banners, flags, etc.
- 2026 Nursing Graduating Class Group & Individual Photos
- ASG advisor duties: updated ASG website, attending meetings, handled Pos and assist in setting up election forms for next years presidency.

### Communications – External collaborations and messaging to public

- Press releases for: Faculty Plus Art Show, Three Students Yearn College Degrees While Still in High School, Trantlerfest Announcement, IDEALab Open House, MERTS Open House, and Ales and Ideas Lecture.
- Announcements to students and social media postings: Announcements of weekly events, Scholarship application open, Cap and gown purchase deadline, graduation application deadline, Faculty Appreciation week, ASG Drive-in Movie Event, Spring Fling Egg Hunt event, and foundation fundraising event
- Creating of visuals for Arts & Ideas committee, student club events such as game night and drive in movie events, MERTS Open House buttons and visuals, Ales & Ideas flyer.
- Met with Clatsop County Historic Society and contracted DJ for the 80's prom that will be held in Patriot Hall on June 6<sup>th</sup> in conjunction with the Short Circuit 40<sup>th</sup> Anniversary weekend in Astoria. We have worked out a deal for current CCC students to attend the event for free.

## Communications and Marketing Report for Thursday, May 14th, 2026, BOE Meeting

Submitted by Julie Kovatch, 4/28/26

- Attended the bi-weekly College Advocacy Coordinator meetings and the monthly Oregon Community College Marketing Public Relations Group meetings.
- Attended area community meetings as schedule allowed: AWACC, and ADHDA groups.

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

- Designed 4x6 Postcards for: Vessel Operations, Fire Science, Welding, AST-Biology, and AAOT: Physics Focus. These will be useful for booth work at fair and Column events this summer as well.
- We are signed up to be part of the Coast Guard Welcome Packet again this year so we can promote CCC to the new Coast Guard families in our area.
- Designing new general brochure for CCC.
- Prepping slides, social media posts and updating events on website for CCC events coming up on ongoing basis.
- Flyers and social media posts created promoting Trantlerfest to invite community to campus
- Working with HVAC Apprenticeship crew on flyers and social media posts.
- Volunteered at the AWACC Crabfest
- Signed up as sponsor of Clatsop County Fair and working on coordinating booth activities at the fair.
- Radio ads are running during local high school games that focus on Oregon Promise, then during college sports 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- April #'s-
  - Facebook followers: 3,742 (up 26)
  - Instagram Followers: 1,493(up 19)
  - Organic post views #'s Facebook: 45K Instagram: 4K

### Events – Recent and Upcoming

- May 6- Trantlerfest
- May 7- Ales & Ideas: England Trip recap
- May 8- All-Day Screening- *The Adventures of Prince Achmed* movie
- May 28- Annual Art Student Juried Show
- CCC event details and important dates can be seen on the CCC Calendar at:  
<http://www.clatsopcc.edu/events/>

# Instruction and Student Success



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**May Report to the Board**  
**Office of Instruction and Student Services**  
**Prepared by Provost Teena Toyas: BS, MA**  
**May 5, 2026**

The May Report to the Board continues to provide updates for the Office of Instruction, Student Services, and Patriot Hall. We are striving to achieve and implement goals across the five priority areas of the Clatsop Community College Strategic Plan.

**Strategic Priority I-Improve Student Access**

Office of Instruction and Student Services

1. The schedule for the summer and fall schedules for the 2026-27 academic year has been developed and will be available for students to register on May 12, 2026. Thank you to all faculty, staff, and others who assist in developing schedules for each term.
2. Dual credit courses are created in the system, and high school instructors have access to the course rosters and will submit the course grades at the end of the term in the College's student information system at the end of the spring term.
3. Faculty have submitted the mid-term grades in the system. The advising team and other student services personnel will be contacting students with any academic concerns and assisting the students in providing tutoring or other resources to help improve student success.

**Strategic Priority II-Increase Student Success**

Office of Instruction and Student Services:

1. Provost Toyas will be attending a joint Chief Academic Officer(CAO) and Provost collaboration meeting for all Oregon Community Colleges and State Universities on Wednesday May 13, 2026, at Oregon Institute of Technology in Klamath Falls, Oregon. The CAO and Provost group will also receive a tour of the OIT Campus on Tuesday, May 12<sup>th</sup> and be hosted at an informal reception that evening by the OIT Provost/Senior Vice President Paul Titus.
2. May 14 and 15, 2026 Provost/VP Toyas will also be attending the quarterly Council of Instructional Administrators (CIA) and Chief Academic Officers (CAO) meeting at Klamath Falls Community College.
3. Students Services personnel including Admissions and Advising will begin to meet with the area high school students during the month of May to assist students in registering for the summer and fall 2026-27 terms at Clatsop.
4. The Dual Credit team of Provost/VP Teena Toyas and Instructional Specialist Rinda Johansen will be meeting with the area high school partners to set the dual credit course schedules for the 2026-27 academic year in May and early June.

### **Strategic Priority III-Strengthen Our Reputation**

#### Office of Instruction and Student Services

1. Clatsop's Administrative Team, Student Services Team, and other staff continue to meet with area high schools on a weekly, monthly, and quarterly basis to collaborate with high school staff and students, ensuring that we provide services and opportunities that align with area high schools, students, and community needs.
2. Clatsop's Admissions and Advising team will begin visiting local high schools soon to register graduating high school students for the summer and fall of 2026.
3. Career Technical Advisory bi-annual meetings are taking place during the spring term. The Criminal Justice Advisory Committee met on May 4, 2026, to discuss the program, receive curriculum updates, and address any needs related to the program.
4. Clatsop staff, faculty, and administration continue to meet with community stakeholders, service groups, business owners, and others who have a vested interest in education and the success of the College. These meetings and opportunities provide reassurance that Clatsop Community College offers strong leadership, organized structures, financial stability, and a reliable reputation.
5. Director of Admissions, Kasey White, with the assistance of Felicity Green, Student Services staff, College Administration, College Faculty, and many others hosted an open hour at the MERTS Campus on Friday, April 24, 2026. The event was exceptional and over 350 students and staff were visitors at the event. Congratulations to Kasey, her team, and all who assisted her with organizing and facilitating such a successful event.

### **Strategic Priority IV-Increase Organizational Effectiveness**

#### Office of Instruction and Student Services

1. Instructional administrators are reviewing evaluations with designated faculty to complete instructional evaluations. These evaluations include peer observations, self-evaluations, administrator evaluations, student evaluations, and final reviews with supervisors.
2. Supervisors are completing the yearly evaluations for classified and service supervisory staff. The supervisors meet with each direct report, review the evaluation, and discuss goals and more related to an employee's performance.

### **Strategic Priority V-Build and Sustain Partnerships**

#### Office of Instruction and Student Services

1. The Coastal Commitment and College Now team of Provost/VP Toyas and Education Specialist, Rinda Johansen are collaborating to create and submitted the Dual and Sponsored Dual Credit Self Study Review to the Oregon Department of Education and the Higher Education Coordinating Commission on May 1, 2026. The team attended scheduled monthly meetings with other Oregon Community Colleges and Universities who are also preparing for the review. The Oregon Department of Education and the Higher Education Coordinating Commission coordinate these virtual meetings. The report required submission of narratives and documentation related to the dual and sponsored dual credit programs. There were over 300 documents submitted for the report.
2. All areas of academic instruction and community education continue to collaborate with stakeholders and community partners to build and sustain collaborative partnerships and opportunities.

3. Patriot Hall continues to provide opportunities for Clatsop academic students, community education students, college staff, and the community at large. Open gym opportunities, which include basketball, pickleball, and volleyball, are scheduled during the week. The facility is open Monday-Friday, 6:30 AM to 8:00 PM, and weekends, 9:00 AM to 2:00 PM. The summer hours for Patriot Hall will be Mondays-Thursdays from 7:00 AM to 7:00 PM.
4. Patriot Hall Coordinator of Activities and Events, Helen Keefe, and Patriot Hall Staff have been working with Clatsop CC staff and others to host numerous events in Patriot Hall during the spring term. The events for May and June include the following:
  - Clatsop Community College Medical Assisting Instructor, Holly Tumbarello, and Patriot Hall is hosting a Medical Assisting Employer Panel on May 22, 2026.
  - Astoria Historical Society is hosting an 80's Dance Celebration in June at Patriot Hall on June 7, 2026.
  - Clatsop Community College Nurse Pinning will be held on June 11, 2026, in Patriot Hall.
  - Clatsop Community College graduation is June 12, 2026, in Patriot Hall.

### **Lower Division Transfer Faculty and Dual Credit Activities and Updates:**

#### **Deac Guidi provided the following information:**

“On Thursday, May 7th our next presentation will be given by a group of students who went on the incredible trip to England last summer, organized by Dr. Julie Brown and Kama O'Connor. Lily Reed, Spencer Johnson, and Laurie Kautz will lead a presentation (Teena Toyas and Kama O'Connor will be back-up dancers) taking us through their trip and the fabulous experiences they had across the pond. The students have been working hard on the presentation, and it promises to be a night filled with great stories. It is also an opportunity to pay tribute to the great work of Julie and Kama.”

“You know the routine now, I'm sure. Doors to the Lovell Showroom (14th and Duane) open at 6pm and the conversation starts at 7pm. An assortment of food and drink is available, and this is an all-ages event.”

#### **RiverSea Conference information provided by Kama O'Connor and Dr. Julie Brown:**

The 2<sup>nd</sup> Annual RiverSea Conference is coming up on May 15 from 9-3 in the Towler Lobby and 3<sup>rd</sup> floor. Last year we had over 90 projects presented to faculty, staff, and fellow students. This year, we have invited all area high school seniors to participate with their senior project presentations if they would like. Hopefully, as with *Rain Magazine* this year, we will get some good participation from a few schools that way, and the seniors can learn from our amazing students as they all present together.

### **Activities and More for Provost/VP Teena Toyas**

- With assistance and collaboration with Educational Specialist Rinda Johansen, faculty, and staff submitted the Dual Credit Self-Study to the Oregon Department of Education and the Higher Education Coordinating Team on May 1, 2026.
- Provost Toyas is meeting with assigned faculty to review evaluations and finalize the evaluation process.
- Attended the quarterly meeting on April 24, 2026, at the Higher Education Coordinating Commission Headquarters in Salem for the Oversight Committee for High School Based College Credit Partnerships Committee. Provost Toyas has been a member of the committee for five years.
- Continues to facilitate the bimonthly Instructional Leadership Team meetings for CCC academic and student services staff and administrators.
- Met with the Criminal Justice Advisory Committee on May 4, 2026. Emily Falleur deserves kudos for organizing the meeting, preparing the agenda, ordering the lunches, reserving the location, communicating with the members, and much more. Great job Emily! 🥳

### Pre-College TRIO Programs

(Prepared by Amy Magnussen, Pre-College TRIO Director)

## Overview

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In April, the Clatsop Career & Connected Learning Network (CCLSN) and TRIO Pre-College Programs delivered integrated, equity-driven supports to strengthen postsecondary transitions across Clatsop County. Programming expanded college readiness, aligned K–12 pathways with CCC programs, and reduced financial and informational barriers for students and families.

## TRIO Pre-College Program Updates

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### Talent Search Grant Application

The Talent Search federal grant application is due May 1. Amy has spent significant time aligning the proposal with the FY 2026 competition’s updated priorities, which expand the program’s scope to include postsecondary pathways beyond four-year degrees—including apprenticeships, career and technical education, and short-term credentials. **The competition reflects a major structural change: the number of funded Talent Search programs nationwide will be reduced by approximately 50%, from 517 to an estimated 175 awards, making this an exceptionally competitive cycle.** The FY 2026 RFP also introduces a \$500 per-student funding cap, which reduces our total program budget by approximately \$51,000 (14%) compared to the current grant. Despite this tighter budget, the proposal positions CCC’s program to meet both the new federal expectations and the ongoing needs of our first-generation and low-income students. Amy plans to explore external grant opportunities to replace lost funding and ensure we can continue offering robust services to students regardless of the outcome of this competition.

### Field Trips & College Access Events

- SAT/ACT Workshop – March 14
- Oregon Career Fair – March 17
- Overnight Upward Bound trip to Hatfield Marine and Science Center & OSU Forestry – April 9 & 10

## Scholarships

Pre-College TRIO has several students who are finalists for major scholarships, including the Ford Family Foundation and the Gates Millennium scholarships.

## Career Connected Learning Collaboration

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Amy partners with NWRESA, PCC, and STEMHub to co-host a regional Maker Round-Up event. The event took place on April 18th and was very successful. 24 teachers from across the county participated in hands-on learning opportunities for K–12 educators, strengthening the connection between classroom instruction and applied career pathways. Participants learned soldering and 3D printing and took part in a design-build process inspired by paper operations at Wauna Mill.

## Professional Development

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Katherine Johnson attended a TRIO Priority Training at the end of March, focused on program administration and processes. She brought back several strong practices to share with the team.

Amy Magnussen and Lacey Guest attended the Oregon TRIO Association Conference at Salishan Lodge. Lacey participated in a 3-day training with Financial Beginnings to become a certified facilitator for TRIO Money Management skills training for students. Amy attended a Program Management Best Practices training focused on a deep dive into federal grant management practices.

## Rising Tide Newsletter

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Check out Rising Tide, CCC's quarterly newsletter focused on pre-college opportunities:

<https://mailchi.mp/clatsopcc.edu/precollege2026>

## Coordination with CCC

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Ongoing collaboration with CCC Student Services continues to support smooth transitions for graduating seniors. TRIO advisors are providing individualized planning to help first-generation and low-income students navigate enrollment, financial aid, and program selection as they move into their next chapter.

## Alignment with CCC Strategic Priorities

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Priority	Goal	TRIO/CCLSN Connection	Details
1.1	Increase Access & Reduce Barriers	FAFSA and Oregon Promise outreach lowered financial barriers.	TRIO advisors provided individualized transition planning for first-generation and low-income students.
1.2	Increase Strategic Enrollment	Career-connected learning strengthened the K–12 pipeline.	Supported CCC application and program exploration.

1.4	Strengthen K–12 Partnerships	All programming delivered in coordination with district partners.	Reinforced alignment around college and career readiness.
3.1	Advance Workforce Pathways	Students engaged in CTE-aligned industry and STEM experiences.	Linked to regional workforce needs.
5.3	Community Collaboration	Engagement of several partner organizations reflects a unified countywide effort.	Supported student transitions across the county.

### **GED & ABE Programs**

(Submitted by Vanessa Garner, Director, Adult Education)

#### **Data Highlights**

Adult Basic Education (ABE) has completed intakes for 270 GED and ESL students and remains on track to meet enrollment goals. To date, 25 students have earned a full GED credential, and 57 students have completed at least one subsection of the test.

The ABE program has been awarded \$87,012 through the 2025–2027 Youth Development Oregon – Reengagement Opportunity Grant. The funding will support operations, direct services for youth, “Learn and Earn” initiatives, and administrative costs.

#### **Strategic Priority I – Improve Student Access**

- ABE continues to expand bilingual support to better serve multilingual learners and reduce language barriers during enrollment and instruction. These efforts are increasing access for students who have historically faced challenges entering and persisting in adult education programs.
- In collaboration with Career and Technical Education (CTE), ABE launched its first Automotive Integrated Education and Training (IET) cohort during the winter term. This program integrates adult education, workforce readiness, and hands-on automotive training into a single pathway. Four students were recruited for the initial cohort and three are now progressing into their second term, working toward an Automotive-Electrical certificate.

#### **Strategic Priority II – Increase Student Success**

- ABE continues to provide wraparound supports that address barriers such as transportation, basic needs, scheduling, and other life challenges. These services help students remain enrolled and make consistent progress toward their goals.
- Through the City of Astoria Grant, ABE has supported student well-being by funding eye exams for nine students and providing glasses for ten students. The grant has also enabled the distribution of gas cards, grocery cards, and bus passes to reduce financial barriers to attendance and persistence.
- ABE students are actively engaged in publishing the second volume of *River to Sea*, a poetry collection created by ELL students. This work will be featured at the River to Sea campus event and shared during the end-of-year ABE celebration, promoting student voice, confidence, and achievement.

#### **Strategic Priority III – Strengthen Our Reputation**

- Community outreach efforts have expanded, with an emphasis on promoting bilingual services. This targeted outreach is increasing awareness of ABE programs and strengthening connections with underserved populations.
- ABE will host an information session this spring at SCC for Seaside High School (SHS) students identified as not on track to graduate, helping raise awareness of alternative pathways and support services.
- An open house is planned for September at SCC to showcase ABE programs and highlight the range of educational opportunities available to the broader community.

#### **Strategic Priority IV – Increase Organizational Effectiveness**

- ABE continues to refine internal processes and align programming with student and workforce needs. Ongoing collaboration across departments, along with data-informed planning, is improving efficiency and strengthening service delivery.
- In partnership with Associated Student Government (ASG), ABE is coordinating a student-led mural project for an SCC classroom. This initiative enhances the learning environment while fostering student engagement and ownership of shared spaces.

#### **Strategic Priority V – Build and Sustain Partnerships**

- ABE maintains strong partnerships with local high schools and community organizations. A two-way referral system supports smooth student transitions and ensures coordinated services across partners.
- ABE will increase visits to local high schools this spring, focusing on engaging students who are not on track to graduate and connecting them with alternative education pathways and support services.

### **TRIO Student Support Services (SSS) and Advising**

(Prepared by Christine Riehl, TRIO SSS Director)

This report demonstrates how TRIO SSS and Advising work aligns with the five areas of the new CCC Strategic Plan.

#### **Improve Student Access**

1. By the middle of the second week of the quarter the advising team had assigned all new students to an advisor, and all the Canvas advising shells enrollments had been updated.
2. During the first two days of spring quarter, the Advising Center provided walk-in hours so students could stop by to get assistance in adjusting their course schedules, get answers to questions about their courses and address any other student concerns.

#### **Increase Student Retention and Success**

1. Christine Riehl, TRIO SSS/Advising Director, attended the Oregon TRIO Association (OTA) conference during the third week of the quarter. She participated in a 3-day Financial Literacy training which provided new ideas and resources to bring back to TRIO SSS. This will help create a dynamic financial literacy program focusing on budgeting, financial goal setting, and how to pay for college.
2. TRIO SSS has hired three TRIO SSS students to assist in updating TRIO events that foster a sense of belonging, and workshops focusing on student success. We want to hear from the students what events they think students will come to and what information students want to have. The TRIO SSS staff hope this will help to increase student engagement with TRIO services.

### **Strengthen Our Reputation**

1. In addition to Christine Riehl attending the OTA conference, Andrew Morgan, a TRIO SSS coordinator, also attended the conference. He participated in the federal legislation and regulations that govern TRIO projects training. This has sparked some discussion within our TRIO SSS program about why we do what we do. He now has a better idea of what it means to be in compliance with the federal Department of Education.

### **Build and Sustain Partnerships**

1. TRIO SSS has built relationships with many Oregon university transfer specialists. Ben Palenske, a TRIO SSS Coordinator, reached out to the OSU transfer specialist to schedule a time for him to come to Clatsop. On April 16 Aaron Homberg from OSU came to Clatsop and had 5 scheduled student meetings, and several students stopped at his information table to ask questions. This is a great way for students to get firsthand information about transferring to OSU.

### **Additional items to include?**

- Ben and Shaun in TRIO section of PSY 101 class for Strengths
- OSU campus visit complete. Planning for upcoming various campus trips.
- Talked with Claudia about an upcoming CCCF scholarship application event for all students.
- Finalizing AI guidelines and syllabus language templates with AI task force
- Ben is a member of the Knappa Schools Foundation and Andrew is president of the board for North Coast Food Web. Both roles allow them to promote CCC initiatives to the wider community.

## **Nursing, Allied Health, EMT & Fire Science**

### **Report for 05/14/2026 Meeting of the CCC Board of Education**

Respectfully submitted by Tina Kotson, AVP Nursing, Allied Health & Public Safety

#### **Priority #1: IMPROVE STUDENT ACCESS:**

- **NURSING: 21 applicants** have been invited to the **2026-28 Cohort**, beginning in September 2026. Three more will be invited by the middle of June, bringing the cohort size to 24.
- **MEDICAL ASSISTING: More than 20 students have already indicated “interest” in the Fall 2026 cohort** of the MA Program. Instructor Holly Tumbarello shares that CMH, Coastal Family, and other local healthcare agencies are already promising full scholarships for MA students in the 2026-27 academic year.
- **NURSING ASSISTANT:** Jennifer Carpenter, the NA Program Director at CCC, is meeting with students to fill the **10 open spots in this summer’s Nursing Assistant course**. She is also working closely with Equus Work Source to **secure full scholarships for all of the students**.
- **EMT: 20 students are now enrolled** in the second half of the **Advanced/Intermediate EMT course** series that prepares students for higher-level emergency care. These advanced EMTs will be able to deliver life-saving services to those “in the field” while they are transported to hospitals and trauma centers.
- **FIRE SCIENCE:** Wade Mathews and Tony Como are working with Tom Ank in Computer Services to create a **dedicated HyFlex classroom** to allow students to attend remote, live classes from their local fire stations when they are on shift and cannot come to campus. This will **allow the program to expand to students** who live more than one hour from campus and to serve folks in remote areas.
- **RECRUITMENT: The department participated in several recruitment efforts in April:**
  - **MERTS Open House** – More than **400 local middle and high school students** visited the MERTS campus to learn about a variety of CTE programs at CCC – including nursing, medical assisting, Fire Science, EMT, and nursing assistant. **Representatives from all NAH programs were on hand** to present pertinent information to visitors.
  - **Fire Science Demo - Several members of the Fire Science team** hosted a “live” fire presentation and talked with dozens of local students about being a firefighter. The **Astoria & Knappa fire departments brought several fire engines**. Together, they gave students tours of the fire classroom and lab. Finally, fire instructors Wade Mathews and Tony Como conducted **firefighting simulations in the Burn Building** so the students could watch from outside as actual firefighters fought real fires!
  - **Knappa High School Career Day** – Tina presented information about **healthcare occupational programs** at CCC to nearly 40 KHS students during the two-hour event.
  - **One-on-one meetings with local high school guidance counselors and interested students** – Tina is working closely with Misty Lindstrom to **ensure pre-nursing high school students in our local schools can complete as many as 50 CCC credits before graduation**, many of which can be applied to the AAS in Nursing and/or the AAS in Fire Science.

## **Nursing, Allied Health, EMT & Fire Science**

### **Report for 05/14/2026 Meeting of the CCC Board of Education**

Respectfully submitted by Tina Kotson, AVP Nursing, Allied Health & Public Safety

#### **Priority #2: INCREASE STUDENT SUCCESS:**

- **NURSING:** At this point in the spring term, **38 students continue their studies** in the nursing program. Nineteen first-year students are participating in clinical rotations at CMH and Providence Seaside Hospital. Meanwhile, nineteen second-year students are completing 200-hour clinical rotations in more than a dozen local healthcare agencies. **Many of the “seniors”** have already been interviewed for RN positions, and several **have already secured RN jobs** after graduation.
- **NURSING:** **All 19 “seniors” are participating in this year’s RiverSea Conference as part of the Poster Presentation.** They are presenting **posters based on** research and personal interviews with **local community organizations that serve vulnerable populations.** FT nursing **faculty member Devon Weaver** is collaborating with the students and serves on the conference committee.
- **MEDICAL ASSISTING:** At this point in the term, **19 MA students are in clinical rotations at nine local facilities in Oregon and across the river in Ocean Park.** They are nearing the completion of more than 150 hours as part of their final term of the program. In June, all students will be eligible for graduation and receipt of a certificate that allows them to take the national Medical Assisting exam. Per Holly, **many of them already have job offers!**
- **EMT:** Per Josh Feller, the EMT Program Coordinator, **79% of the EMT students** who completed the beginning course series and have taken the **national EMT certification exam have passed on the first attempt.**

#### **Priority #3: STRENGTHEN OUR REPUTATION:**

- **NURSING CLUB:** This month, the club is coordinating events for **National Nurses Week and the annual CCC Pinning Ceremony**, scheduled for Thursday, June 11, from 2-4 p.m. in Patriot Hall. Invitations for the ceremony have been distributed to the Board of Education members and to the CCC Foundation Board, as well as to college leadership, the CCC Nursing Advisory Committee, and all CCC part-time and full-time faculty.
- **MEDICAL ASSISTING & NURSING:** Several MA and RN students are **volunteering to help with the upcoming Seaside High School sports physicals.** They will conduct vision screenings, collect vital signs, measure height and weight, and assist providers as they examine more than **60 young athletes.**
- **NURSING:** Long-serving, full-time faculty member **Devon Weaver has been selected for a Poster Presentation at the upcoming statewide OCNE Conference.** Her poster project is based on research conducted for a PhD course focused on effective teaching strategies. The poster is titled **“Flip the Script: Empowering Students as NCLEX Question Creators.”** Devon applied the strategies with second-year CCC nursing students in an effort to “enhance engagement and NCLEX-style test-taking skills.”

**Nursing, Allied Health, EMT & Fire Science**  
**Report for 05/14/2026 Meeting of the CCC Board of Education**  
Respectfully submitted by Tina Kotson, AVP Nursing, Allied Health & Public Safety

**Priority #4: INCREASE ORGANIZATIONAL EFFECTIVENESS:**

- **NURSING & ALLIED HEALTH:** This year, four full-time faculty are completing their **comprehensive faculty evaluation** process. Additionally, all faculty are completing their **annual Purposeful Professional Development Plans**, which outline their dedication to growth in academics, teaching, advising, service, and professionalism.
- **MEDICAL ASSISTING:** Holly has just **recertified the CCC MA Program as an American Medical Technologist School and recertified herself as a Certified Allied Health Instructor.**
- **OVERLOAD:** Purposefully increasing **the use of part-time faculty** combined with the allocation of **additional grant funds** resulted in a **45% reduction in annual overload pay** to full-time nursing and allied health faculty!
- **All eight full-time faculty who teach in the nursing, allied health, and fire science programs serve on myriad internal and external committees** that support mission-focused strategies and streamline workflow.

**Priority #5: BUILD & SUSTAIN PARTNERSHIPS:**

- **NURSING:** The **third quarterly meeting of the Nursing Advisory Committee (NAC)** is scheduled for May 19. As many as **20 NAC members** are expected to attend the in-person luncheon meeting to discuss the nursing program, offer input on curriculum, discuss post-graduate surveys, and assist with pre-accreditation activities.
- **NURSING:** Nearly all full-time nursing faculty are attending the **annual OCNE Conference in Roseburg, Oregon, at Umpqua Community College.** The 2-day event focuses on building partnerships among consortium faculty who teach at the nine participating community colleges and the six OHSU campuses, and includes several prominent speakers and breakout sessions on effective teaching strategies.
- **EMT/FIRE SCIENCE:** **Nearly 20 members of the CCC Fire Science/EMT Advisory Committee** convened on May 1 for the third meeting of the year. Topics included updates on the new EMT courses, the current state of the fire science program, and collaborative efforts in the local area. Committee members shared that they are **excited that we are exploring ways to expand the programs**, including the use of HyFlex teaching to increase access for students in remote areas.



# Human Resources



Clatsop  
Community  
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Board of Education



**To:** Board of Directors  
**Prepared By:** Anita Jensen  
**Date:** May 14, 2026  
**Subject:** **New Hires, Job Postings, Separations, Position Changes, Recruitment News**

## **NEW HIRES**

- **Jennifer Carlson, Chief Financial Officer**

The College is pleased to formally introduce Ms. Jennifer Carlson as the newly appointed Chief Financial Officer for Clatsop Community College.

Ms. Carlson brings significant experience in governmental and organizational finance, including budget development, financial reporting, audit coordination, and fiscal oversight. She most recently served as Budget and Finance Manager for Clatsop County, where she was responsible for the development and administration of a \$120 million budget. In this role, she worked closely with department directors and presented budget recommendations to the Board of Commissioners and Budget Committee, while also overseeing the County's annual audit and comprehensive financial reporting processes.

Her prior experience includes financial leadership roles with the Sunset Empire Park & Recreation District and in the private sector, where she managed accounting operations, implemented internal controls, ensured regulatory compliance, and supervised staff. Across these roles, Ms. Carlson has demonstrated a strong capacity for fiscal stewardship, operational oversight, and collaborative leadership.

Ms. Carlson holds Bachelor of Science degrees in Accounting and Finance from Oregon State University.

Her background in public sector finance and her demonstrated leadership in financial management position her to effectively support the College's financial operations, strategic planning efforts, and long-term fiscal sustainability.

## **NEW JOB POSTINGS**

- Nothing to report.

## **SEPARATIONS**

- Troy Henri, College / Career Advisor (March 1, 2016 – April 2, 2026)

## **RETIREMENT**

- Dr. Julie Brown, Communications Instructor (September 5, 1995 - September 1, 2026)

## **POSITION CHANGES**

- Nothing to report.

## **RECRUITMENT EFFORT UPDATE STATEMENT**

Maritime Program Specialist – Failed Search. Position re-opened.

# Old Business



Clatsop  
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Board of Education

## Condensed Summary of CCC Board Self-Evaluation & Performance Survey 100% Participation - 7 Responses over 33 Days

### 1. Board Performance Overview (Questions 4–14)

**General pattern:** Most ratings fall between *Somewhat Satisfied* and *Very Satisfied*. A few areas show mixed satisfaction and potential improvement needs.

#### Mission & Planning

- **Support for College Mission:** 57% *Very Satisfied*, 43% *Somewhat Satisfied* Strong alignment with mission.
- **Institutional Planning:** 43% *Very Satisfied*, 43% *Somewhat Satisfied*, 14% *Somewhat Dissatisfied* Mixed confidence; planning processes may need clarity or strengthening.

#### Resources

- **Ensuring Adequate Resources:** 43% *Very Satisfied*, 43% *Somewhat Satisfied*, 14% *Somewhat Dissatisfied* Generally positive, but some concern about resource sufficiency.
- **Managing Resources Effectively:** 29% *Very Satisfied*, 57% *Somewhat Satisfied*, 14% *Somewhat Dissatisfied* This is one of the weaker areas; half of respondents express dissatisfaction.

#### Programs & Services

- **Monitoring Quality & Effectiveness:** Responses evenly spread, including some dissatisfaction. Indicates inconsistent perceptions of oversight effectiveness.

#### Public Standing

- **Enhancing Public Standing:** 29% *Very Satisfied*, 57% *Somewhat Satisfied*, 14% *Somewhat Dissatisfied* This is an area of concern, with roughly half of respondents indicating dissatisfaction.

#### Integrity & Accountability

- **Legal/Ethical Integrity:** 43% *Very Satisfied*, 43% *Somewhat Satisfied*, 14% *Somewhat Dissatisfied* Confidence in ethical governance.
- **Recruiting & Orienting Members:** 43% *Very Satisfied*, 57% *Somewhat Satisfied* No concerns expressed.

#### Governance vs. Management

- 43% *Very Satisfied*, 14% *Somewhat Satisfied*, 43% *Neutral* Generally positive, with some uncertainty about boundaries.

#### Holding Members Accountable

- 43% *Very Satisfied*, 43% *Somewhat Satisfied*, 14% *Somewhat Dissatisfied* Accountability is a mixed area with room for improvement.

### **Participation in Mission Activities**

- *43% Very Satisfied, 43% Somewhat Satisfied, 14% Somewhat Dissatisfied* Relatively strong engagement.

### **2. Open-Ended Comments (Board Performance)**

- Strengths: *Intelligent, dedicated board members; strong commitment to mission; collaborative culture.*
- Concerns: *Need to follow policies consistently; improve communication; clarify roles; strengthen planning and accountability.*

### **3. Individual Board Member Self-Ratings (Questions 16–28)**

**Overall pattern:** Very high self-ratings across all categories.

#### **Mission, Ethics, and Responsibilities**

- **Support for Mission:** *4.71 avg*
- **Understanding Legal/Ethical Duties:** *4.57 avg*
- **Avoiding Conflicts of Interest:** *5.00 avg*
- **Speaking with One Voice:** *5.00 avg*

#### **Engagement & Participation**

- **Contributing Time/Skills:** *4.14 avg*
- **Meeting Attendance:** *4.57 avg*
- **Reading Materials & Preparation:** *4.43 avg*
- **Following Up When Absent:** *4.43 avg*

#### **Representation & Advocacy**

- **Explaining Importance of College:** *4.86 avg*

#### **Committee Leadership**

- **Understanding Committee Responsibilities:** *5.00 avg*

#### **Governance Understanding**

- **Knowing Difference Between Board & Staff Roles:** *4.86 avg*

#### **Satisfaction with Board Service**

- **Enjoyment & Commitment:** *5.00 avg*

### **4. Open-Ended Comments (Self-Evaluation)**

- Appreciation for fellow board members
- Recognition that board service is an evolving learning process
- Desire for continued improvement and engagement

**1. What did the board do well? Please think of and write down in as much detail as you want two items/activities/attributes/behaviors of the Board/its members that added to your own productivity as a board member and to the productivity of the Board.**

1	It appears that the Board members are good listeners and make thoughtful, constructive recommendations. The Board members are great ambassadors in the community.
2	I feel like as a whole, the board has become more respectful and works in a spirit of cooperation.
3	1. That we can come to agreement on issues respectively after open discussion of the issues and move on to the next agenda item in a timely manner. 2. Board members come prepared and have read the items and written reports in the board packet.
4	The board members get along well with each other.
5	The Boards most significant thing it has done well was the hiring of the President. The importance of good institutional leadership is required for short and long term viability of CCC. The Board participated and approved the adoption of a truly balanced 2025-26 budget. This budget took into consideration the changing world that CCC exists in.
6	Cooperation & working well together.

**2. What did the board do poorly? Please think of and write down in as much detail as you want one of the same (activity, attributes/behaviors) that you feel limited your own productivity and/or the board's productivity.**

1	Have not been on the Board long enough to make any comments.
2	Sometimes I feel like we don't have much of a function and don't do much except have meetings.
3	On Occasion, the board will get sidetracked on issues that are admin responsibility, not the boards.
4	Attendance of some board members could be better.
5	The Board has not yet fully embraced its roll in setting the tone for CCCs future. We are very aware of what is happening in the present but have not taken this same knowledge and applied it to constructive future actions.

6	Not following up with projects, suggestions and requests.
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3. **What shall we work on? Please identify 0, 1, 2, or 3 work items for the board (or its sub-committees) to address this year outside of its usual mandated activities. Do not include strategic planning activities as they should be covered by the strategic planning process. The usual mandated activities include budget process and evaluation of the President.**

1	More outreach in the community and civic groups showcasing CCC programs and future plans.
2	I think it would be nice if the board did some sort of beautification day before the start of fall term.
3	Individually ask the President are there areas where we could help because of contacts we may have or expertise in a particular area. Take advantage of the Presidents offer to meet one on one each month.
4	Realistically planning for the future. More involvement with determining present and future integration with the surrounding communities to better determine community needs.
5	Improve public relations with the residents of Clatsop County. Improve marketing for the college.

# **Policies for Second Reading and Adoption**



**Clatsop  
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**Board of Education**

## BP 3505 Emergency Response Plan

### References:

Homeland Security Act of 2002;  
National Fire Protection Association 1600;  
Homeland Security Presidential Directive-5;  
34 Code of Federal Regulations Part 668.46(g);

**NOTE: The following policy language is legally required.**

The ~~[ entity ]~~ Clatsop Community College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

**NOTE: The following policy language is legally advised.**

The ~~[ CEO ]~~ President shall establish procedures that ensure that ~~the [ entity ]~~ Clatsop Community College implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and any state mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and state guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

The ~~[ CEO ]~~ President should ensure that a team is created to carry out compliance with NIMS and applicable state mandates.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The ~~[ entity ]~~ President must ensure that its plan

BOARD POLICY AND PROCEDURE PROGRAM

is updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.

**Adopted:**

Removed Old NWCCU Standard 6/22

Replaces 3.225



## **BP 3505 Emergency Response Plan**

### **References:**

- Homeland Security Act of 2002;
- National Fire Protection Association 1600;
- Homeland Security Presidential Directive-5;
- 34 Code of Federal Regulations Part 668.46(g);

Clatsop Community College shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The President shall establish procedures that ensure that Clatsop Community College implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), incorporating the functions and principles of the Incident Command System (ICS), Multiagency Coordination System (MCS) and Public Information Systems, the relevant state emergency management response plan, and any other relevant programs. The plan must incorporate NIMS and the state emergency management response plan to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

Compliance with NIMS and any state mandates include but are not limited to:

- Establishing disaster preparedness procedures or a plan; and
- Completion of training sessions by college personnel in compliance with NIMS and state guidelines
  - Training requirements vary based on job titles or assigned roles within the emergency plan

The President should ensure that a team is created to carry out compliance with NIMS and applicable state mandates.

The plan should contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The President must ensure that its plan is updated regularly. Colleges must comply with NIMS and state requirements to receive federal or state funding.

END OF POLICY

*Approved by Board Policy Committee April 28, 2026*

*Approved by Joint Policies and Procedures Committee April 29, 2026*

*Adopted by Board of Education*

*Removed Old NWCCU Standard 6/22*

*Replaces 3.225*

## BP 3520 Local Law Enforcement

### References:

34 Code of Federal Regulations Part 668.46(b)(4)

**NOTE:** *This policy is **legally required** whether or not the entity includes a police department as part of its structure.*

The ~~[ name of the entity]~~ Clatsop Community College ~~[ add, if appropriate, “and each campus” ]~~ encourages accurate and prompt reporting of all crimes to the ~~campus police~~ or the appropriate police agencies. The ~~[ CEO ]~~ President shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### Adopted:



## **BP 3520 Local Law Enforcement**

### **References:**

34 Code of Federal Regulations Part 668.46(b)(4)

Clatsop Community College encourages accurate and prompt reporting of all crimes to the appropriate police agencies. The President shall establish procedures that encourage pastoral counselors and professional counselors, if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

END OF POLICY

*Approved by Board Policy Committee April 28, 2026*

*Approved by Joint Policies and Procedures Committee April 29, 2026*

*Adopted by Board of Education*

# New Business



Clatsop  
Community  
College

Board of Education

**Clatsop Community College**  
**Board Meeting**  
**May 14, 2026**  
**Submitted by: Jarrod Hogue**

**Title:** Appoint FY2025-26 Clerk, Deputy Clerk and Board Secretary

**What:** Board Policy 2305 states that Vice-President of College Services shall be appointed the Deputy Clerk of the College.

The newly appointed Chief Financial Officer will fulfill the duties of the formerly titled Vice President of College Services.

**Recommended Action:** The Board appoint Jennifer Carlson, Chief Financial Officer, as Deputy Clerk of the College.

**Clatsop Community College**  
**Board Meeting**  
**May 14, 2026**  
**Submitted by: Jarrod Hogue**

**Title: Authorized FY25-26 Signatures**

**What:** Request that the Board authorize individuals to sign orders and other transactions for FY25-26.

**Why:** Board policy 6150 (formerly policy 3.120) states the Board will annually authorize employees to sign orders and other transactions. Historically, the College Clerk (President) and the Deputy Clerk (Chief Financial Officer) have been authorized signatures. The Board may also authorize the use of facsimile signatures by those persons authorized to sign College checks.

*Authority to sign orders and other transactions on behalf of the Board of Education is delegated to the President and other officers appointed by the President during the Board's annual organizational meeting in July, or at other times when deemed necessary. The Board may authorize the use of electronic signatures by those persons authorized to sign College checks.*

Currently, only the College Clerk and Deputy Clerk use facsimile signatures on checks.

**Recommended Action:**

The Board authorizes the College Clerk and the Deputy Clerk (the Chief Financial Officer) to sign orders and other transactions. The Clerk and the Deputy Clerk may use facsimile signatures.

# Policies for First Reading



Clatsop  
Community  
College

Board of Education

## BP 5010 Admissions and Concurrent Enrollment

### References:

34 Code of Federal Regulations Part 668.16(p) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);  
NWCCU Standard 1.C.4, 2.C.3, 2.G.2  
ORS 341.290(7)  
ORS 341.481  
ORS 340.005 to 340.330 (Expanded Options/Dual Credit/Early College Programs)

**NOTE:** *Although this policy is **recommended as good practice**, it is up to the entity to determine the applicability of this board policy given state law and the entity's organizational culture.*

Clatsop Community College shall admit students who meet one of the following requirements:

- Students 18 years of age and older.
- Students under the age of 18 who have graduated from high school or completed a General Equivalency Diploma (GED®).
- Students under the age of 18 who have not graduated from high school, nor completed a GED® but meet criteria set out in AP 5011.

The college reserves the right to approve or deny the request for enrollment of underage students (ORS 341.481), and the Admission Officer, or designee, shall make the final determination. Admission to restricted enrollment programs at Clatsop Community College may be limited and may have separate application procedures and requirements.

**~~[Insert admissions requirement(s)]~~**

**NOTE:** ~~This policy language is legally required in an effort to show good faith compliance with the applicable federal regulations.~~

Clatsop Community College shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The President shall establish procedures for evaluating the validity of a student's high school completion.

**NOTE:** ~~Admission of high school and younger students is not mandated by federal law. However, if permitted by state law, and if the entity wishes to do so and there is agreement~~

## BOARD POLICY AND PROCEDURE PROGRAM

~~with the school district(s), this policy should identify students who may be admitted (generally by age or grade level) and the status (special part-time or special full time).~~

~~Oregon law requires the admission of high school graduates who are Oregon residents and allows community colleges to admit other residents who, in the judgment of the administration of the district, are capable of profiting from the instruction offered in a specific course or program without regard to age. In the case of a student younger than 16 years of age, the college administration shall make the final determination.~~

~~**NOTE:** The College may also make a statement regarding summer school attendance.~~

**Rescinds 6.015**

**Adopted:**

NWCCU Standards Updated 5/20

## BP 3715 Intellectual Property

### References:

17 U.S. Code Sections 101 et seq.;  
35 U.S. Code Sections 101 et seq.;  
37 Code of Federal Regulations Parts 1.1 et seq.;  
ORS 341.319

**NOTE:** *The following policy is legally required.*

The ~~[-CEO]~~President in conjunction with experts on intellectual property shall develop procedures that define the rights, interests, protection, and transfer of intellectual property created by ~~the [-entity's Clatsop Community College]~~ students and employees.

### Adopted:

NWCCU Standard Removed 5/20

# New Business



Clatsop  
Community  
College

Board of Education



## **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: January 9, 2025

Rescinds: 2.035

## 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.

<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)	

<b>Task / Milestone</b>	<b>Deadline</b>	<b>Notes</b>
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:  
Last Revised:

June 14, 2022  
June 14, 2022

# New Business



Clatsop  
Community  
College

Board of Education

# Memorandum of Understanding (MOU)

Between  
Sunset Empire Transportation District (SETD)  
and  
Clatsop Community College (CCC)

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## I. Purpose

This Memorandum of Understanding (“MOU”) establishes the terms and conditions between the Sunset Empire Transportation District (“SETD”) and Clatsop Community College (“CCC”) (collectively, the “Parties,” and individually, a “Party”) for the provision of fare-free public transit services to CCC students, faculty, and staff.

The purpose of this MOU is to promote equitable access to transportation, support student success and workforce participation, reduce transportation-related barriers, and encourage increased utilization of public transit services. This agreement further defines the roles, responsibilities, and commitments of each Party, and outlines the mutual benefits derived from this partnership in support of the broader community.

## II. Expectations

The expectations of this agreement include encouraging increased ridership of transit, paratransit, and dial-a-ride services. The community college will support SETD staff by providing opportunities for outreach to students, faculty, and staff to promote these services.

CCC will allow SETD to distribute marketing materials and conduct presentations to support these efforts. Additionally, CCC will provide appropriate staff support and assist with communication and distribution of materials.

This agreement outlines the mutual benefits, commitments, and responsibilities of both parties. SETD considers this partnership a significant opportunity to better serve the community and the college, and anticipates that this agreement will strengthen the relationship between the organizations.

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## III. Benefits for CCC

- All CCC students, faculty, and staff shall have fare-free access to SETD transit and paratransit services upon presentation of a valid CCC identification card.
- SETD will provide information about its services at the beginning of each school year during new student orientation and/or CCC's benefits fair, including details on transit, paratransit, and dial-a-ride services.
- SETD will offer travel training services to individuals or groups to encourage transit usage.
- Additional information and resources regarding SETD services will be provided upon request.

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## IV. Benefits for SETD

- SETD will benefit from increased transit and paratransit ridership.
- SETD will benefit from improved communication with students and a collaborative relationship with college staff and administration.
- SETD will receive access to and support during new student orientation and other student informational events.
- SETD will be provided with a calendar of events, as well as space (including tables and chairs) to distribute materials and engage with students.
- Additional information and resources regarding SETD services will be provided upon request.

## III. CCC Support for SETD

CCC shall provide the following support to SETD during the term of this Memorandum of Understanding:

- **Facility Access**  
CCC shall make available conference rooms or other public-use spaces for SETD-related activities up to three (3) times per calendar year, subject to availability and CCC's standard facility use policies.
- **Marketing and Communications Support**  
CCC shall collaborate with SETD staff to develop and disseminate social media and other promotional content. CCC shall also encourage its departments and students to participate in the creation and distribution of content that supports SETD programs and promotes public transit usage.
- **Orientation and Outreach Activities**  
CCC shall invite SETD staff to participate in CCC-hosted campus orientation at the beginning of the school year and other outreach events for the purpose of distributing transit-related materials, including but not limited to schedules, maps, and promotional materials encouraging students to utilize public transit services.

- **Paratransit Coordination**

CCC shall coordinate with the SETD Mobility Management team to promote awareness of paratransit services and to support access to such services for students with disabilities.

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#### **IV. Duration**

- This Agreement shall begin on **January 1, 2026**, and remain in effect for one (1) year.
  - The Agreement will automatically renew annually unless either party requests changes.
  - Both parties will review the Agreement at least sixty (60) days prior to renewal.
- 

#### **V. Other Provisions**

- SETD and CCC are independent entities. Nothing in this Agreement shall be deemed to create a joint venture, partnership, joint employer, or other type of relationship. Neither Party shall have the right to direct the activities of the other Party or its employees, agents, students, or members. Neither Party shall have authority to represent or bind the other Party except as expressly authorized in writing.
  - This Agreement involves no direct financial exchange. Each Party shall be solely responsible for its costs and expenses associated with this Agreement.
  - Either party may terminate this Agreement with sixty (60) days' written notice.
  - In the event of a dispute or problems arising from this agreement the parties agree to report incidents or issues within 10 days of occurrence and report on replies or remedies within 30 days.
- 

#### **VI. Merger Clause**

This document constitutes the entire Agreement between SETD and CCC. No waiver, consent, modification, or change of terms shall be binding unless made in writing and signed by both parties. Such modifications shall be effective only for the specific instance and purpose stated. There are no oral or written understandings or representations not specified herein. By signing below, each party acknowledges that it has read, understood, and agrees to be bound by this Agreement's terms and conditions.

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#### **VII. Insurance and Indemnity**

- **CCC Indemnification:** CCC shall defend, indemnify, and hold harmless SETD, its officers, employees, and agents from any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only to the extent such liability, loss, expense, or claims result from the negligent acts or omissions of CCC, its officers, agents, or employees. CCC shall maintain appropriate insurance at its own expense during the term of this Agreement, including:
  - Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
  - Workers' Compensation insurance as required by Oregon law.

Such insurance shall designate SETD as an additional named insured and shall provide proof of insurance upon request by SETD.

- **SETD Indemnification:** SETD shall defend, indemnify, and hold harmless CCC, its officers, employees, and agents from any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement, but only to the extent such liability, loss, expense, or claims result from the negligent acts or omissions of SETD, its officers, agents, or employees. SETD shall maintain appropriate insurance at its own expense during the term of this Agreement, including:
  - Commercial General Liability insurance with limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate
  - Workers' Compensation insurance as required by Oregon law.

Such insurance shall designate CCC as an additional named insured and shall provide proof of insurance upon request by CCC.

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## VIII. Compliance and Severability

Both parties shall comply with all applicable Federal, State, and Local laws and ordinances in connection with this Agreement. If any term or provision of this Agreement is declared invalid or illegal by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect, and the rights and obligations of the parties shall be construed as if the invalid provision had not been included.

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## IX. Termination and Duration

- This Agreement may be terminated by mutual consent of both parties or by either party upon sixty (60) days' written notice delivered by certified mail or in person.
- Both parties agree to make a good faith effort to avoid termination mid-quarter or at a time that would negatively impact either party.

- Upon signature by authorized representatives of both parties, this Agreement shall be effective from **January 1, 2026**, through **December 31, 2026 and thereafter automatically renew per section IV of this agreement**, unless modified, terminated, or extended by mutual agreement.
  - This Agreement shall automatically renew annually unless cancelled by either party with at least sixty (60) days' prior written notice before the end of the contract term.
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**X.**

### **Contact at SETD**

**David Carr, Executive Director**

[David@ridethebus.org](mailto:David@ridethebus.org)

**503-861-5399**

### **Contact at CCC**

Briana Smith  
Benefits Navigator / Foundation Specialist  
Clatsop Community College  
Towler 104  
1651 Lexington Ave  
Astoria, OR 97103  
503-338-2598  
[bsmith@clatsopcc.edu](mailto:bsmith@clatsopcc.edu)

### **Signatures**

#### **For Sunset Empire Transportation District (SETD)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

#### **For Clatsop Community College (CCC)**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Upcoming Events



Clatsop  
Community  
College

Board of Education

**MAY, JUNE and JULY 2026 UPCOMING EVENTS**

Updated 5/6/2026

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
May Regular Board of Education Meeting	Thursday, May 14	5:30 pm	South County Campus or Zoom
RiverSea Conference	Friday, May 15	9:00 am – 5:00 pm	Towler Hall
IDEASpace Opening Celebration	Friday, May 15	4:00 – 6:00 pm	Services Building
CEDR Awards	Thursday, May 21	5:00 pm	Seaside Convention Center
Memorial Day Holiday: College Closed	Monday, May 25	All Day	All Campuses
Juried Student Art Show Reception	Thursday, May 28	6:00 – 7:30 pm	Royal Nebeker Gallery
Student Awards	Thursday, June 4	6:00 pm	Fort George Lovell Showroom
Nurse Pinning Ceremony	Thursday, June 11	2:00 pm	Patriot Hall
Commencement Ceremony	Friday, June 12	4:00 pm	Patriot Hall
June Regular Board of Education Meeting	Thursday, June 18	5:30 pm	Columbia 219 or Zoom
Juneteenth Holiday: College Closed	Friday, June 19	All Day	All Campuses
4 <sup>th</sup> of July Holiday Observed	Friday, July 3	All Day	All Campuses
July Regular Board of Education Meeting	Thursday, July 9	5:30 pm	South County Campus or Zoom