



# Clatsop Community College

## Board of Education February 12, 2026 Board Packet

### ALUMNI SPOTLIGHT



**"I did not feel defined by my past at CCC. Instead, I felt seen for my potential. CCC offered structure without intimidation and support without judgement, which made it the right place for me to start over academically."** -Brandi Swiderski

Clatsop Community College

### **AAOT GRADUATE** **BRANDI SWIDERSKI**

Meet Brandi Swiderski, a 2023 CCC alumna of the Associate of Arts Oregon Transfer program.

Brandi made a life-changing decision after her daughter asked why she should stay in school if her mom hadn't. The question hit hard. "I wanted to be the example to my daughter that I didn't have growing up," Brandi said. "My past could have killed me. I'm a recovered addict, and I decided to get my GED and be that example."

Brandi got her GED, then immediately started classes at CCC earning 4.0 GPA's every term. She was then awarded the Jack Kent Cooke Scholarship securing full funding for her Baccalaureate and now Masters degree in Business at PSU. Brandi is set to graduate with her double major in 2027.



## **NOTICE OF MEETING**

**DATE:** Thursday, February 12, 2026  
**TIME:** Technology Work Session, 4:30 pm  
Regular Board Meeting, 5:30 pm  
**PLACE:** Columbia 219 or Zoom  
**Zoom:** <https://clatsopcc.zoom.us/j/89824559188>

### **WORK SESSION, 4:30**

The Board will meet in a Work Session with Director of Computer Services and Information Security Tom Ank and Interim Director of Institutional Research Ian Wilson for technology training.

### **REGULAR BOARD MEETING, 5:30**

❖ **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, February 12. 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, February 11.

❖ **TEN MINUTE PRESENTATION**

- *Josh Allison, SBDC Advisor / Education Program & Community Ed Coordinator:*  
***CCC Community Ed Programs and the Encore Partnership***

❖ **APPROVAL OF MINUTES**

- Regular Board Meeting, January 14, 2025

❖ **VERBAL REPORTS / DISCUSSION ITEMS**

- Report of the President
- Financial Report
- Report of the Board Chair
  - Declare February as Career and Technical Education (CTE) Month
  - Declare March 1 – 8 at Classified Appreciation Week

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

- Report from the ASG Representative
- Report from OCCA
- Report from CEDR

# Clatsop Community College

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

- Report from the CCC Foundation
- Report from Communications and Marketing
- Report from Instruction and Student Success
- Report from the Board Policy Committee
- Report from Human Resources

## ❖ OLD BUSINESS

- Appoint Temese Szalai to 2026 Budget Committee
- Spring Schedule Cover and Community Thank You
- Policies and Corresponding Procedures for Review
  - **For Second Reading and Adoption**
    - AP 2110 Vacancies on the Board of Education
    - AP 2710 Conflict of Interest

## ❖ NEW BUSINESS

- MERTS Fundraising Campaign
- Approval of Service & Supervisory Employees COLA for 2026-27 Budget Year
- Tuition Discount for District High Schools
- Employee Satisfaction Survey Results
- Policies and Corresponding Procedures for Review
  - **For First Reading**
    - BP 5015 Residence Determination
    - BP 5040 Education Records, Directory Information and Privacy
  - **Consent Agenda: For Rescission**
    - 4.115 Shift Differential, Confidential Classified
    - 4.120 Callback, Confidential Staff
    - 4.125 Work Week, Confidential Staff
    - 6.212 Sanctions for Violations of Student Code of Conduct
    - 6.215P Student Discipline Procedure

## ❖ ANNOUNCEMENTS/COMMUNICATIONS

- Next Board Meeting: Thursday, March 12, 5:30 pm: Regular Board Meeting, MERTS IMTC Lounge and Zoom
- Committee Meetings
  - Board Policy Committee Meeting: Friday, February 27, 10:00 am, Zoom only
  - March Board Meeting Agenda Prep: Thursday, February 26, 11:00 am, Zoom only.  
*3<sup>rd</sup> Board Member Attending: Lloyd Mueller*

## ❖ 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 JANUARY 14, 2026  
BOARD OF EDUCATION  
Regular Board Meeting**

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

**Others Present:** Beth Van Elswyk, Jim Alegria, Margaret Antilla, Holly Tumbarello, “Community Member”, Kevin Leahy, Evon Jacobsen, Tina Kotson, Caroline Wright, Teena Toyas, TJ Lackner, Bill Meck, Amy Magnussen, Tom Ank, Layla Solar, Mary Jackson

**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, Jody Stahancyk and Mitra Vazeen were present.

Ed Johnson asked to amend the agenda to include a discussion of the proposed budget calendar in New Business. Jody Stahancyk **moved to approve the amended agenda.** Bill Montero seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

**PUBLIC FORUM**

There was no public comment.

**TEN MINUTE PRESENTATION:** *Caroline Wright, CliftonLarsenAllen, 2024-25 Audit*

The slides are included as Appendix A. The audit itself is available on the College website.

After explaining the process of the audit, Caroline Wright said that the results this year were the best that they could possibly be. There were no findings. Financial statements were all good. There are good internal controls in place and all processes were deemed good as they are.

The Office of Management and Budget of the federal government did not release their compliance supplement, which reports on required testing areas, until late November, so that portion of the audit has not yet been completed. It should be done by the end of March.

She spoke about capital assets going down and receivables going down, saying that this was not a bad thing. These changes reflect the ERC, which was finally received last year, and the asset changes reflect only expected depreciation. There were no significant increases this year for purchases and a tax note was paid off. Long term debt went down \$2.6 million while net position went up \$1.3 million.

She commented that this combined with operating expenses also going down was fantastic and gave kudos to management for their work. The College is staying fiscally sound and is in a much better position than this time last year.

Under Governance communications there was one small issue which stemmed from the College's previous Anthology software. That has been fixed. She thanked Margaret Antilla and her team for all their hard work.

There was a question about how many other Oregon community colleges use CliftonLarsenAllen for their audits and how CCC ranks in that group. They audit two other colleges. One of those has had significant challenges recently and the other is in a good position, as is the College. There was a question about whether these good audit results will influence the College's standing with Standard & Poors and the state of Oregon. Caroline Wright responded that as they already have the information, the audit will probably not influence their decisions. President Hogue said that Standard & Poors recently asked the College for updated financials and a copy of the audit. They also asked about turnover and leadership changes. The HECC has commissioned a new financial report for the state of Oregon and he thinks the College will go up on their metric as well. There was a question as to whether the College could expect a discount on the auditors fees now that they are in a better financial position and are requiring less extra work on the part of the auditors. Caroline Wright said that the firm does their best to keep their costs competitive.

#### **APPROVAL OF MINUTES**

Jody Stahancyk **moved to approve the Minutes of the December 11, 2025 Regular Board Meeting as presented.** Mitra Vazeen seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

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

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

President Hogue thanked the Board for being flexible on today's meeting, saying that he was looking forward to attending the Natural Resources Council dinner honoring Chair Ed Johnson tomorrow. He said he liked the student success story that Julie Kovatch did on Kyle Burkhalter and felt it epitomized the values of community colleges. Last year the College published 26 student success stories; this year the target is to publish 36 and they are on track to meet that metric.

The recent maritime industries meeting was a success; he came away from it with a much clearer idea of community needs. He has reached out to a couple vendors to discuss the College's eventual acquisition of a full bridge simulator with two tug capability. He thanked Jody Stahancyk for her help reaching out to Congressman Cliff Bentz, whose office was instrumental in the Department of Labor's sign off on the MOU which enables the College to use the davit at Tongue Point.

As a follow-up to a discussion from the December Board meeting, there was some discussion of the spring term schedule mailer, which will be going out at the end of January. Some Board members felt that the cover of the mailer should include a note of gratitude to Clatsop County taxpayers from the

Board. The cover will be redesigned to include a thank you and there will be a letter of gratitude inside the mailer.

The Board expressed interest in having Ian Wilson come to a meeting to discuss institutional research. President Hogue said that that will be scheduled as part of a technology work session in the near future. There was a question about the possibility of OSU giving the College a simulator. President Hogue said that he is talking to OSU about it but that he doesn't think they will just give it away. The simulator is being used in a display at the Hatfield Marine Science Center and may be too old for the needs that the maritime community has expressed.

### **Financial Report**

Bill Meck commented on the Board's question to the auditors in regards to the impact of the audit on the Standard and Poors rating, saying that the College will need to have several years of such positive financial results before the rating increases. He thanked CliftonLarsenAllen and the staff for all their work. He reported that halfway through the fiscal year, while he is not quite ready to say that the budget will balance this year, things are looking good. The College has recovered from the loss of state appropriation money with the help of a very strong first half of the fiscal year.

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

Chair Ed Johnson thanked Margaret Antilla and her team for doing a fantastic job. He said that he had looked at the Early College Enrollment Report compiled by Ian Wilson that Teena Toyas included in her report and thought it was great, adding that as a non-statistician, he would like Ian to come explain the data. He thanked Misty Lindstrom and Hazel Martinez for their work on the report as well. He commented that the budget committee has been looking for this kind of data as well.

Jody Stahancyk **moved that the Board publicly thank Margaret Antilla and Evon Jacobsen and the Business Office for their work on a successful audit and putting the College in a good position.** Mitra Vazeen seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

### **WRITTEN REPORTS**

#### **Report from the ASG Representative**

Fiona Giselle Hackett, ASG President, was asked to explain the Student Belonging initiative. She explained that ASG is supporting the strategic initiatives and are the student leaders for Strategic Priority 2.1: Enhance Student Belonging Efforts. Projects towards this end include Student Speak Out boxes for students to contribute questions and ideas and Creative Commons, a monthly social creative project. ASG is planning other projects through June. There was some discussion of the ASG budget and ASG involvement with the spring fundraiser on April 11.

### **NEW BUSINESS**

#### **Discussion of Budget Calendar**

Evon Jacobsen explained that the proposed budget calendar (Appendix B) must be presented to the Board but that budget committee meeting dates are still flexible.

## **Discussion of Budget Committee Reappointments and Procedure for Filling Vacancies**

### **Declare Vacancies on the Budget Committee**

There will be three vacancies on the Budget Committee this spring. One current Budget Committee member, Temese Szalai, has said she will be happy to return. Jamie Wells, who holds another seat, has not yet responded and the third seat is empty. There was some discussion of the process for filling vacancies. The Board agreed that they would like the process to be as quick and efficient as possible and do not want to go through interviews. They said that they would like to reappoint Temese Szalai and Jamie Wells if they are willing to return. The College will put information up on the website and run a classified ad for the vacancies.

Jody Stahancyk **moved to declare two vacancies on the Budget Committee unless Jamie Wells decides to return, in which case there will be one vacancy.** Mitra Vazeen seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

### **Approval of Expenditure Over \$50,000: Ellucian Scholarship Universe**

President Hogue, Beth Van Elswyk and Tom Ank explained that the current scholarship software is outdated and onerous. They looked at a variety of other software and this one was the best. It will allow the College to keep staffing costs down as well as meeting all regulatory requirements and it meshes with the College's Ellucian Colleague software. The cost will begin at \$10,000 a month, go up to \$18,000 and end at \$28,000; the contract is five years. The cost will be covered by the Computer Services budget and the Foundation. If approved, the Foundation plans to have it go live no later than April 1.

Jody Stahancyk **moved to authorize the expenditure.** Mitra Vazeen seconded the motion. **Ashley Flukinger, Ed Johnson, Bill Montero, Lloyd Mueller, Jody Stahancyk and Mitra Vazeen voted Aye. The motion carried.**

Beth Van Elswyk thanked the Board.

There was some discussion about the Technology Work Session which has been rescheduled several times. The Board would like it to occur at the February meeting.

## **BOARD FORUM**

**Bill Montero** met with Meyer Freeman about the sports initiative and attended the first Foundation house party with Bob Fuller, the superintendent from Seaside high school. He said it was exciting to see what's going on. He's glad that Seaside's participation in the job fair has expanded.

**Lloyd Mueller** asked about the faculty grievance that was distributed at the meeting (Appendix C.) President Hogue said that in the grievance process if a grievance is filed that needs to be discussed and come to a resolution, the faculty member can let the Board know that this is happening. The Board does not need to respond; this is purely informational. He agreed that if this happens again the handout will be clearly marked FYI only.

**Ed Johnson** said that he really liked the newspaper article about the two twin girls in the TRIO program. He commented that it is wonderful what that program does; it's a life changer. He is a CASA and encourages the kids he works with to join.

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

DRAFT





*We'll get you there.*

CPAs | CONSULTANTS | WEALTH ADVISORS

# Clatsop Community College

## 2025 Board of Education Audit Presentation




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Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.

# Agenda



# New for 2025

## GASB Standards

	<h3><u>What Changed</u></h3> <ul style="list-style-type: none"><li>○ GASB 101 – Compensated Absences</li><li>○ GASB 102 – Certain Risk Disclosures</li></ul>
	<h3><u>New Requirements</u></h3> <ul style="list-style-type: none"><li>• GASB 101 - record a liability when the leave is attributable to services already rendered, accumulates, and is more likely than not to be paid</li><li>• GASB 102 – requires increased disclosure of concentrations and external constraints that create vulnerability to substantial financial impacts.</li></ul>
	<h3><u>Audit Impact</u></h3> <ul style="list-style-type: none"><li>○ GASB 101 – auditing managements assessment of potential additional liability, with an immaterial impact</li><li>○ GASB 102 – No impact to the financial statements</li></ul>

# Audit Process

## RISK-BASED APPROACH

Management Override of Controls

Internal Controls  
Information Technology  
Estimates

Tuition & Fees  
Grants & Contracts  
Operating Expenses

Cash and Equivalents  
Accounts Receivable  
Capital Assets

Debt/Leases/SBITAs  
Accrued Compensated  
Absences (GASB 101  
implemented)  
Pension & OPEB and related  
deferred inflows/outflows



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# Audit Results

Financial  
Statement Results  
– Unmodified  
Opinion

Oregon State  
Regulations – No  
findings

Governmental  
Auditing Standards  
– No findings

Governance  
communication  
letter

Single Audit Report  
– Delayed due to  
OMB





# Statement of Net Position

	2025	2024
<b>Assets</b>		
Current assets		
Cash and cash equivalents	\$ 3,365,544	\$ 3,493,377
Restricted cash and investments	390,850	369,953
Restricted cash and investments - Bonds	518,069	1,258,925
Receivables		
Accounts Receivable, Net	2,100,646	3,107,620
Property Taxes	435,776	418,310
Other	336,807	146,318
Noncurrent assets		
Other Noncurrent Assets	221,620	190,201
Capital assets	39,082,679	40,718,741
Total assets	<u>46,451,991</u>	<u>49,703,445</u>
<b>Deferred Outflows of Resources</b>	<u>4,630,731</u>	<u>3,749,312</u>
<b>Total Assets and Deferred Outflows of Resources</b>	<u>51,082,722</u>	<u>53,452,757</u>
<b>Liabilities</b>		
Current liabilities	4,471,552	6,590,327
Long-term Debt	10,730,314	13,363,815
Pension and OPEB Liability	12,072,557	11,212,376
Total liabilities	<u>27,274,423</u>	<u>31,166,518</u>
Deferred Inflows of Resources	<u>1,834,989</u>	<u>1,607,166</u>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<u>29,109,412</u>	<u>32,773,684</u>
Net investment in capital assets	28,492,709	28,484,882
Restricted expendable	221,620	190,201
Unrestricted	<u>(6,741,019)</u>	<u>(7,996,010)</u>
<b>Total Net Position</b>	<u>\$ 21,973,310</u>	<u>\$ 20,679,073</u>



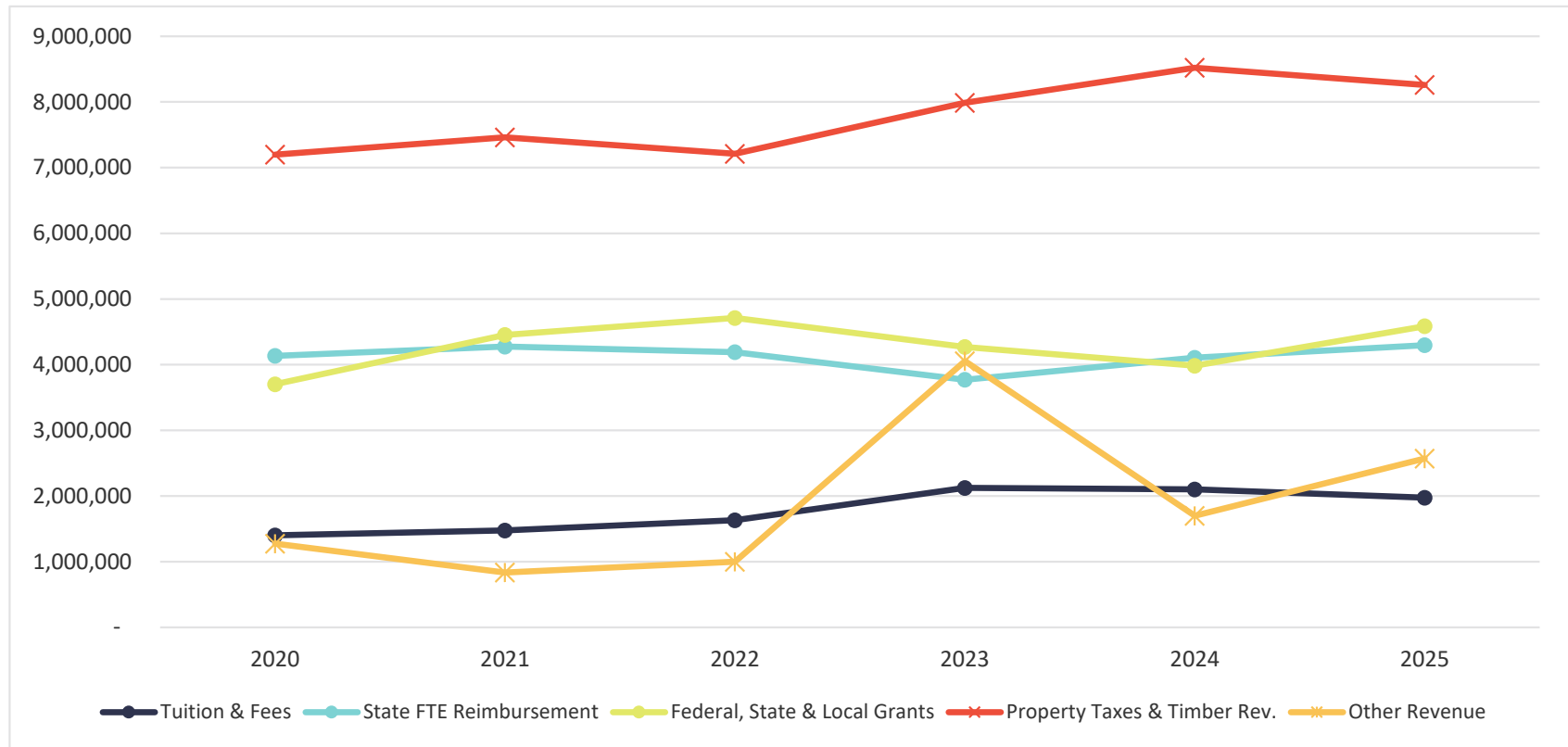


# Revenues and Expenses

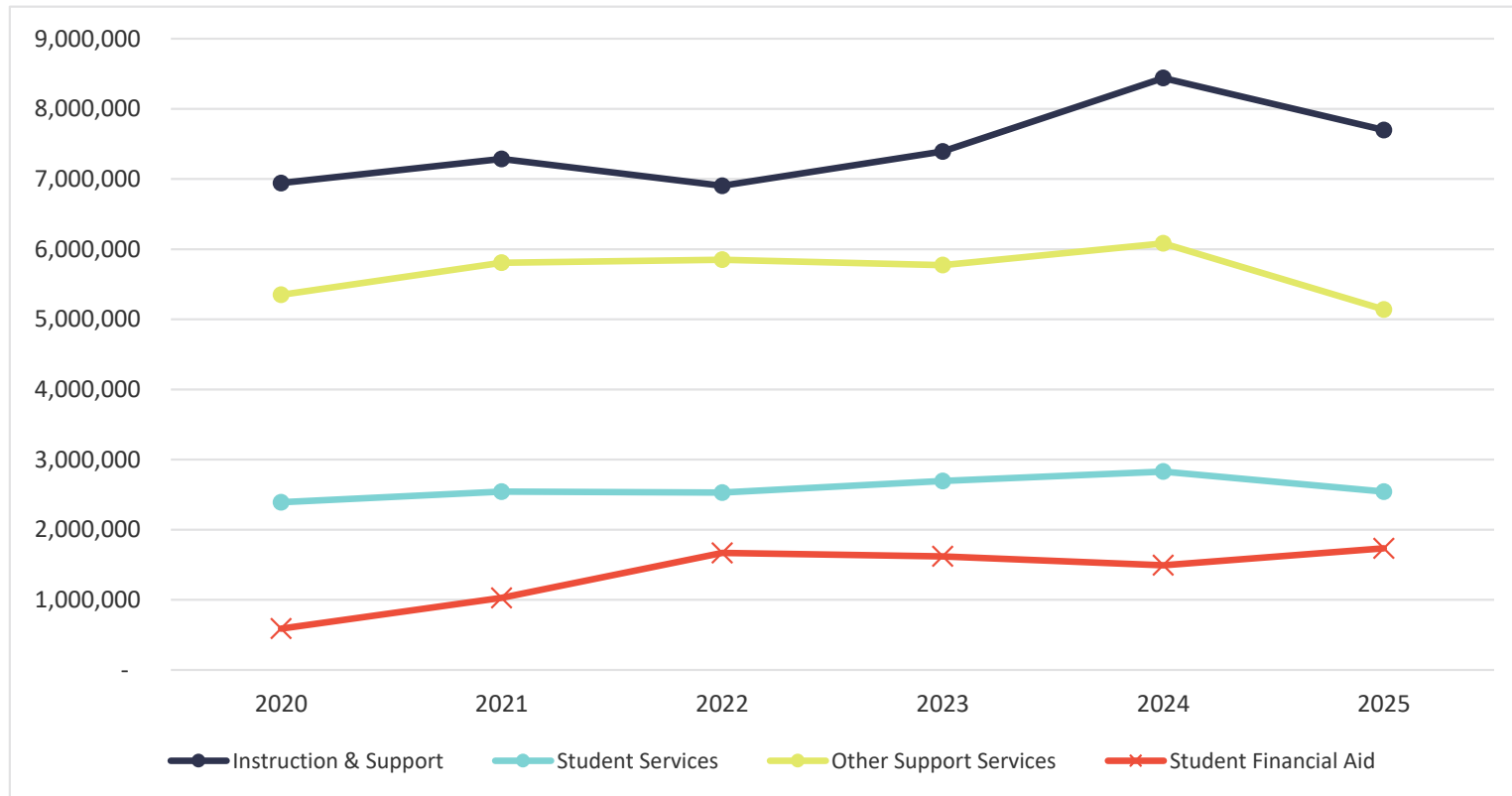
	2025	2024
<b>Operating revenues</b>		
Student fees	\$ 1,974,443	\$ 2,100,210
Federal and State Student Financial Aid Grant	804,948	808,760
Federal, State and Local Grants and Contracts	2,348,454	2,014,149
Other operating revenues	<u>24,143</u>	<u>30,290</u>
Total operating revenues	<u>5,151,988</u>	<u>4,953,409</u>
<b>Operating expenses</b>		
Instruction and Instruction Support	7,698,410	8,439,063
Student Services	2,541,929	2,829,448
Institutional Support	2,569,209	3,624,114
Operation and Maintenance of Plant	1,897,095	1,874,927
Community Services	672,875	583,044
Student Financial Aid	1,734,349	1,493,256
Other Operating Expense	593,919	255,333
Depreciation/Amortization	<u>2,129,851</u>	<u>1,754,248</u>
Total operating expenses	<u>19,837,637</u>	<u>20,853,433</u>
<b>Operating loss</b>	<u>(14,685,649)</u>	<u>(15,900,024)</u>
<b>Non-operating revenues (expenses)</b>		
State appropriations	4,297,181	4,106,512
Property Taxes and Timber Revenues	8,258,941	8,521,336
Federal Pell Grants	1,433,004	1,161,713
Investment Income	312,273	278,176
Other net non-operating	2,234,320	1,390,129
Interest Expense	<u>(555,833)</u>	<u>(566,294)</u>
Total non-operating revenues	<u>15,979,886</u>	<u>14,891,572</u>
<b>Change in Net Position</b>	<u>1,294,237</u>	<u>(1,008,452)</u>
Net Position - Beginning of Year	20,679,073	21,687,525
Net Position - End of Year	<u>\$ 21,973,310</u>	<u>\$ 20,679,073</u>



# Revenue Sources



# Operating Expenses



# Cash Flow

	2025	2024
Operating activities	\$ (12,640,514)	\$ (12,383,677)
Noncapital financing activities	16,852,156	16,990,838
Capital financing activities	(5,371,707)	(3,257,902)
Investing activities	<u>312,273</u>	<u>278,176</u>
Increase (Decrease) in cash	(847,792)	1,627,435
Cash - beginning of year	<u>5,122,255</u>	<u>3,494,820</u>
Cash - end of year	<u>\$ 4,274,463</u>	<u>\$ 5,122,255</u>
Cash and cash equivalents	\$ 3,365,544	\$ 3,493,377
Restricted cash and cash equivalents	<u>908,919</u>	<u>1,628,878</u>
Total cash and investments	<u>\$ 4,274,463</u>	<u>\$ 5,122,255</u>



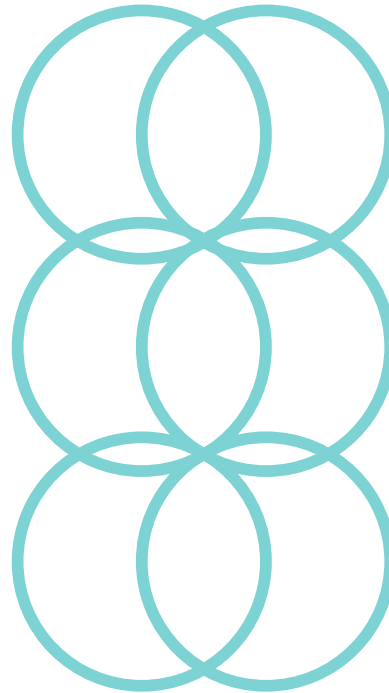
# Governance Communications

## Overall

- Communicate audit results to governance
- No changes in scope
- Implementation of GASB 101 and GASB 102
- Disclosures are neutral, consistent and clear

## Difficulties

- No significant difficulties encountered
- No disagreements with management
- No other findings to report
- No consultations with other accountants



## Estimates

- Evaluated key factors and assumptions related to significant estimates

## Other

- One uncorrected misstatement – relates to error in a prior year in depreciation adjusted in the current year
- Management representation letter obtained at conclusion of audit procedures
- Required supplementary information – no opinion
- Other supplementary information – information is appropriate and complete in relation to our audit of the financial statements
- Other information – not audited





# Upcoming GASB Changes

GASB 103 and 104



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# GASB 103 Financial Reporting Module



Effective date  
**June 30, 2026**



## Impacts financial statement presentation

Updated disclosure guidance for:

- MD&A consistency
- Clearer definition of unusual or infrequent items
- Presentation of proprietary fund statements
- Major component unit information
- Budgetary comparison information

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



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# GASB 104 – Classification Of Nonfinancial Assets



Likely effective date  
**June 30, 2026**



**Will clarify how nonfinancial assets are presented in financials:**

- Capital assets
- Leased assets
- Subscription assets
- Intangible assets



**CLA can help by**  
Assisting with or  
evaluating financial  
statement disclosure  
updates

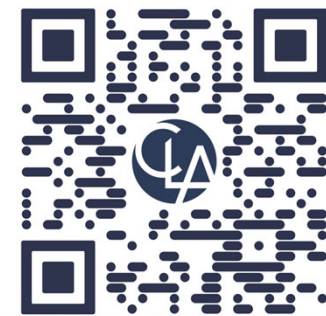


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*Upcoming Event*  
Higher Education Virtual  
Conference 2026





## *Questions and Feedback*

We appreciate the opportunity to serve you  
and welcome any feedback relative to our  
performance and to the engagement.



**Caroline Wright, CPA**

Signing Director

Ph. 509/363-6351

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CPAs | CONSULTANTS | WEALTH ADVISORS

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# Clatsop Community College Budget Calendar for FY26-27 Budget Creation

## JANUARY

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

- 1 *Winter Closure*  
 8 **BOARD: Regular Board Meeting - Present Budget Calendar**  
 9 Budget Enhancement/Change - Submission Deadline  
 15 Budget Advisory, C219 or Zoom, 3:30-4:30 p.m.  
 19 **Martin Luther King Jr Day**  
 19 Dept of Revenue releases Local Budget Law training schedule  
<https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx>

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

## FEBRUARY

- State Revenue Forecast  
 14 **BOARD: Regular Board Meeting, Appoint/Reappoint Budget Committee**  
 16 **President's Day**  
 19 Budget Advisory, C219 or Zoom, 3:30-4:30 p.m.

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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

## MARCH

- 12 **BOARD: Regular Board Meeting**  
 19 Budget Advisory, C219 or Zoom, 3:30-4:30 p.m.

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

- 9 **BOARD: Regular Board Meeting**  
 10 Advertise Budget Committee Meeting - [www.clatsopcc.edu](http://www.clatsopcc.edu)  
 16 Advertise Budget Committee Meeting - The Astorian  
 16 Budget Advisory, C219 or Zoom, 3:30-4:30 p.m.  
 21 BC: First Budget Committee Meeting, Receive Budget Message and Public Comment, potential Approve FY26-27 Budget  
 28 BC: First Budget Committee Meeting, Receive Public Comment, potential Approve FY26-27 Budget

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

## MAY

- 5 BC: First Budget Committee Meeting, Receive Public Comment, potential Approve FY26-27 Budget  
 14 **BOARD: Regular Board Meeting**  
 12 BC: First Budget Committee Meeting, Receive Public Comment, potential Approve FY26-27 Budget  
 19 BC: First Budget Committee Meeting, Receive Public Comment, Approve FY26-27 Budget  
 25 **Memorial Day**

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

## JUNE

- 6 Advertise Board Budget Hearing - The Astorian  
 11 **BOARD: Budget Hearing, Regular Board Meeting, Adopt FY26-27 Budget**  
 12 Commencement Ceremony  
 19 **Juneteenth**

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

## JULY

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

## SEPTEMBER

- 30 To County Clerk: Budget

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

Color Code:

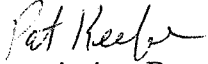
Budget Committee Meeting

Budget Advisory Committee Meeting

College Closed



To: The Clatsop Community College Board

From: Pat Keefe, Grievant   
T.J. Lackner, Faculty Association Representative President  
Julia Mabry, Faculty Association Representative  
Jamie Thompson, OEA Representative

Re: Overload Calculation Grievance - Step Three

Date: January 13, 2026

We are requesting to move the Overload Calculation Grievance, initially filed on November 5, 2025, to **Step-3, Arbitration as per our Collective Bargaining Agreement Article 18 A4.**

# President's Report



Clatsop  
Community  
College

Board of Education

## President's Report to the Board

February 2026

### 1. Grant Work (Strategic Priority 1: Improve Student Access)

Recent reports highlighted in my February 2 President's Week in Review underscore the impact of our Adult Basic Skills GED Wraparound work, the Clatsop Career & Connected Learning Network, and emerging Integrated Education and Training programming. Together, these initiatives demonstrate how targeted, grant-supported investments are directly improving student access, persistence, and workforce readiness. Collectively, this work reflects coordinated, student-centered efforts that advance our strategic priorities and deliver meaningful outcomes for our community.

### 2. Strategic Plan Scorecard Progress (Strategic Priorities 1-5)

**Note: Highlight this month is budget related**

#### From 2025-26 Strategic Plan Scorecard

● on track    ● needs attention    ● off track

Objective	Key Indicator	Baseline	Target	Status	Progress
3.3 Sustain and improve campus facilities	Minimum of 1.5% of the operating budget is allocated to facility maintenance and repairs	\$0	\$216K	\$250K	●
3.4 Maintain healthy ending fund balance	Ending fund balance maintained at or above 12.5% of annual operating expenditures	11.7%	12.5%	13%	●

### **3. State Budget Outlook and Planning (Strategic Priority 4: Increase Organizational Effectiveness)**

Oregon's next revenue forecast is scheduled for release in February or March. Latest projections for the remainder 2025–27 biennium are still showing a deficit which much be addressed in the short session. Guidance from the HECC (based on current conversations from Salem) have advised to prepare for a 1% cut for the biennium, which would mean a 2% cut for next year. State appropriations make up about 30% of College revenue.

---

#### **Activity Highlights:**

##### **Week of February 2:**

- Northwest ESD
- Astoria City Council
- President's Cabinet
- Board Member Lloyd Mueller
- Benefits Navigator
- ACT Learners Conference
- HECC Compliance
- Meeting w/ President Paul Jarrell @ TBCC
- NWCCU Standards Revision
- College Foundation Leadership Meeting

##### **Week of Jan 26:**

- HVAC Grant Project Meeting
- Job Fair Planning
- Weekly Legislative Call
- South County CTE Collaboration
- CEDR Board Meeting
- Board Chair Ed Johnson
- Monthly Board Agenda Prep

- Board Policy Committee
- Seaside Principal Jeff Roberts
- GO Bonds Discussion w/ Bill Meck and Piper Sandler

#### Week of January 19:

- **Lunch w/ ASG**
- **Foundation Board Meeting**
- **TPJC-CCC Maritime Collaboration Meeting**
- **Host Clatsop Co. Superintendents**
- **Monthly Board Agenda Prep**
- **Community College Support Fund Review – First Meeting**
- **Board Policy Committee**
- **Athletics Discussion**
- **CCC Athletics / Foundation Meeting**

#### Week of January 12

- **Meeting with Wärtsilä (maritime simulation)**
- **HVAC Grant meeting**
- **OCCA Legislative Committee**
- **Lunch with Foundation**
- **Inspirational Teacher Award**
- **Facilities Walkthrough with USCG Advanced Helicopter Rescue School**
- **Board of Education Meeting**
- **Astoria-Warrenton Area Chamber Board Meeting**
- **CWWC Natural Resource Dinner**
- **Maritime Promotions Meeting**
- **MAPS Credit Union**
- **Living Machine Walkthrough**
- **CSL Legislative Committee Workgroup Meeting**

# Financials



Clatsop  
Community  
College

Board of Education

Clatsop Community College Fund Summary as of January 31, 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	Full Year Actual	Full Year Actual	Full Year Actual	Full Year Actual	Full Year Actual	Full Year Actual	Full Year Actual
Beginning Balance	\$ 1,674,128	\$ 1,864,859	\$ -	\$ -	\$ 1,475,391	\$ 2,390,099	\$ 1,258,925	\$ 518,069
Total Revenue	\$ 14,143,991	\$ 11,365,836	\$ 6,285,613	\$ 3,234,471	\$ 1,609,763	\$ 429,500	\$ -	\$ -
Total Expenditures	\$ 13,953,260	\$ 7,944,363	\$ 6,285,613	\$ 3,498,090	\$ 695,055	\$ 366,093	\$ 740,856	\$ 518,107
Ending Balance	\$ 1,864,859	\$ 5,286,332	\$ -	\$ (263,619)	\$ 2,390,099 *	\$ 2,453,506	\$ 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	Full Year Actual	Full Year Actual	Full Year Actual	Full Year Actual	Full Year Actual
Beginning Balance	\$ -	\$ -	\$ 57,256	\$ 57,344	\$ (1,925,414)	\$ (1,396,593)
Total Revenue	\$ 1,669,369	\$ 1,058,647	\$ 28,824	\$ 13,448	\$ 660,466	\$ 342,626
Total Expenditures	\$ 1,669,369	\$ 164,090	\$ 28,736	\$ 2,023	\$ 131,645	\$ 48,793
Ending Balance	\$ -	\$ 894,557	\$ 57,344	\$ 68,769	\$ (1,396,593)	\$ (1,102,760)

Clatsop Community College Financial Report as of January 31, 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 12/31/25	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			
Revenue															
11	Tuition and Fees	\$ 2,760,350	\$ 1,917,294	69.46%	\$ 2,953,091	\$ 2,062,729	69.85%	\$ 3,122,377	\$ 2,179,563	69.80%	\$ 3,203,000	\$ 3,243,000	\$ 2,279,894	70.30%	\$ 100,331
11	State Appropriations	\$ 3,771,129	\$ 2,798,972	74.22%	\$ 4,106,512	\$ 3,078,554	74.97%	\$ 4,297,181	\$ 3,203,300	74.54%	\$ 4,425,000	\$ 4,146,627	\$ 3,126,845	75.41%	\$ (76,455)
11	Property Taxes	\$ 5,610,168	\$ 5,092,772	90.78%	\$ 5,903,094	\$ 5,323,185	90.18%	\$ 6,110,588	\$ 5,408,956	88.52%	\$ 6,225,000	\$ 6,350,000	\$ 5,688,597	89.58%	\$ 279,641
11	Other Revenue Including Transfers	\$ 2,028,794	\$ 312,134	15.39%	\$ 1,291,788	\$ 303,392	23.49%	\$ 613,845	\$ 294,006	47.90%	\$ 764,875	\$ 764,875	\$ 270,500	35.37%	\$ (23,506)
	Total Revenue	\$ 14,170,441	\$ 10,121,172	71.42%	\$ 14,254,485	\$ 10,767,860	75.54%	\$ 14,143,991	\$ 11,085,825	78.38%	\$ 14,617,875	\$ 14,504,502	\$ 11,365,836	78.36%	\$ 280,011
Expenditures by Function															
11	Instruction	\$ 5,170,308	\$ 2,690,033	52.03%	\$ 5,462,231	\$ 2,818,841	51.61%	\$ 5,298,970	\$ 2,711,444	51.17%	\$ 5,977,185	\$ 5,797,415	\$ 2,954,039	50.95%	\$ 242,595
11	Instructional Support	\$ 1,632,496	\$ 945,692	57.93%	\$ 1,870,684	\$ 1,105,902	59.12%	\$ 1,734,397	\$ 1,006,909	58.06%	\$ 1,775,007	\$ 1,816,126	\$ 1,067,439	58.78%	\$ 60,530
11	Student Services	\$ 1,571,357	\$ 847,136	53.91%	\$ 1,489,137	\$ 954,564	64.10%	\$ 1,202,706	\$ 630,518	52.42%	\$ 1,416,258	\$ 1,416,258	\$ 704,994	49.78%	\$ 74,476
11	Institutional Support	\$ 3,689,254	\$ 2,020,212	54.76%	\$ 3,561,504	\$ 2,436,303	68.41%	\$ 3,630,314	\$ 2,107,277	58.05%	\$ 3,310,472	\$ 3,335,750	\$ 2,022,488	60.63%	\$ (84,789)
11	Operation and Maintenance of Plant	\$ 1,638,689	\$ 980,302	59.82%	\$ 1,663,056	\$ 1,015,885	61.09%	\$ 1,898,198	\$ 1,053,001	55.47%	\$ 1,954,153	\$ 1,954,153	\$ 1,096,417	56.11%	\$ 43,416
11	Scholarships & Tuition Waivers	\$ 167,952	\$ 106,542	63.44%	\$ 196,104	\$ 120,593	61.49%	\$ 188,675	\$ 117,545	62.30%	\$ 184,800	\$ 184,800	\$ 98,986	53.56%	\$ (18,559)
	Total Expenditures	\$ 13,870,056	\$ 7,589,917	54.72%	\$ 14,242,716	\$ 8,452,088	59.34%	\$ 13,953,260	\$ 7,626,694	54.66%	\$ 14,617,875	\$ 14,504,502	\$ 7,944,363	54.77%	\$ 317,669
	Net Revenue (Expenditures)	\$ 300,385	\$ 2,531,255		\$ 11,769	\$ 2,315,772		\$ 190,731	\$ 3,459,131		\$ -	\$ -	\$ 3,421,473		\$ (37,658)
	Ending Fund Balance	\$ 1,662,359			\$ 1,674,128			\$ 1,864,859			\$ 1,864,859				
Expenditures by Category				% of Total			% of Total			% of Total				% of Full Year	
	Salaries and Fringe Benefits	\$ 10,749,041		77.50%	\$ 11,404,280	\$ 6,596,686	57.84%	\$ 10,622,166	\$ 5,723,724	53.88%	\$ 11,610,479	\$ 11,494,706	\$ 6,291,946	54.74%	\$ 568,222
	Contracted Services	\$ 2,009,150		14.49%	\$ 1,515,779	\$ 1,005,631	66.34%	\$ 1,552,188	\$ 1,019,201	65.66%	\$ 1,619,850	\$ 1,614,640	\$ 957,505	59.30%	\$ (61,696)
	Materials, Supplies, and Travel	\$ 664,415		4.79%	\$ 968,908	\$ 625,675	64.58%	\$ 1,347,165	\$ 698,934	51.88%	\$ 1,124,626	\$ 1,126,484	\$ 537,361	47.70%	\$ (161,573)
	Other Expenditures Including Transfers	\$ 379,998		2.74%	\$ 351,486	\$ 221,833	63.11%	\$ 383,464	\$ 166,835	43.51%	\$ 262,920	\$ 262,670	\$ 151,549	57.70%	\$ (15,286)
	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)
	Total Expenditures	\$ 13,870,056	\$ -	100.00%	\$ 14,242,716	\$ 8,452,088	59.34%	\$ 13,953,260	\$ 7,626,694	54.66%	\$ 14,617,875	\$ 14,504,502	\$ 7,944,363	54.77%	\$ 317,669



# Resolutions and Proclamations



Clatsop  
Community  
College

Board of Education



# CTE Month Resolution

## Board of Education Clatsop Community College

### Resolution

**WHEREAS:** February 1-28, 2026, has been designated Career and Technical Education Month® by the Association for Career and Technical Education; and

**WHEREAS:** career and technical education offers students the opportunity to gain the academic, technical and employability skills necessary for true career readiness

**WHEREAS:** students in career and technical education programs participate in authentic, meaningful experiences that improve the quality of their education and increase their engagement and achievement; and

**WHEREAS:** career and technical education at community colleges will prepare Oregonians to secure family wage jobs in the state's industries and workforce; and

**WHEREAS:** leaders from business and industry nationwide report increasing challenges related to addressing the skills gap and connecting qualified professionals with available careers in critical and growing CTE-related fields, including healthcare, energy, advanced manufacturing, cybersecurity and information technology; and

**WHEREAS:** career and technical education programs ensure that employers have access to a qualified and thriving workforce, ensuring Oregon has a strong and competitive economy;

**NOW, THEREFORE, BE IT RESOLVED** that the Clatsop Community College Board of Education do hereby proclaim February 1-28, 2026, as **Career and Technical Education Month**; and

**BE IT FURTHER RESOLVED** that the Board of Education encourages all citizens to become familiar with the services and benefits offered by the career and technical education programs at Clatsop Community College, and to support and participate in these programs to enhance their individual skills and productivity, and to help Oregon's economy thrive again.

**Passed and Approved:** \_\_\_\_\_, 2026

\_\_\_\_\_  
Ed Johnson, Chair  
Clatsop Community College Board of Education



# *Proclamation*

## Clatsop Community College Classified Employee Appreciation Week

**WHEREAS**, education is essential to the future of our community, state, country and world; and

**WHEREAS**, our classified employees are the backbone of our college; and

**WHEREAS**, classified employees work directly with students, instructors, volunteers, business partners and community members; and

**WHEREAS**, classified employees support the smooth operation of our offices, the safety and maintenance of buildings and property, and direct support of our students; and

**WHEREAS**, classified employees, with their diverse talents and true dedication, nurture students throughout their time at Clatsop Community College.

**NOW, THEREFORE, BE IT RESOLVED** that the Clatsop Community College Board of Education proclaims the first full week in March, to be Clatsop Community College Classified Employee Appreciation Week; and

**BE IT FURTHER RESOLVED** that the Clatsop Community College Board of Education strongly encourages all members of our community to join in this observance, recognizing the dedication and hard work of these individuals.

**Adopted this 12th day of February, 2026**

---

**Ed Johnson**

CHAIR, CLATSOP COMMUNITY COLLEGE  
BOARD OF EDUCATION



# ASG



Clatsop  
Community  
College

Board of Education

## **Associated Student Government Report for Thursday, February 12, 2026 BOE Meeting**

Submitted by Fiona Giselle Hackett, 02/02/26

### **Internal Organization Activities**

- ◇ President Fiona and Kasey White continue to work together on initiatives for the Adult Learner's Conference on February 5<sup>th</sup> 2026 and the CCC Preview Day on February 19<sup>th</sup> 2026.
- ◇ Bylaws updated to reflect new position of Clubs and Accounts Bookkeeper, unanimous vote in of Sofia Bautista into her new role. Worked with Julie Kovatch and the business office to facilitate transition and increase of credit reimbursement.

### **Service to Students**

- ◇ Ongoing ASG Team initiative began as of January 23<sup>rd</sup> 2026: Student Speak Out Boxes. Personally decorated boxes have been placed across all campuses: Lexington, MERTS, and South County, encouraging students to share their voice directly to ASG's ears. Responses to questions and ideas will be shared on social media and TV screens once notes begin to pour in.
- ◇ President Fiona reached out to Nursing Club, Ceramics Club, and Natural Explorations Club for club representation and participation in the CCC Preview Day. Their presence will encourage potential incoming freshmen to get involved and show all the different ways they may choose to do so!
- ◇ President Fiona and Clubs and Accounts Bookkeeper Sofia Bautista worked with Claudia Mendez and student leads on the process of integrating the Multicultural Student Union as an official club here on campus.

### **Student Engagement and Upcoming Student Events**

- ◇ Vice President Sophia Vandagriff, Secretary Sophie Rose Alsbury, and PR Coordinator Ezekiel Duchene hosted an ASG Open House Style creative gathering on January 21<sup>st</sup>. Students enjoyed great food prepared by Wade from the Bandit Cafe and gathered together to make vision boards for manifesting a successful and empowering 2026 school year!
- ◇ Secretary Sophie Rose Alsbury leads the Danish Hart Baskets Valentine's Day fundraiser from Feb 9<sup>th</sup>-13, which will include a raffle for students.

**Associated Student Government Report for Thursday, February 12, 2026 BOE Meeting**  
Submitted by Fiona Giselle Hackett, 02/02/26

# OCCA



Clatsop  
Community  
College

Board of Education

## OCCA Update for College Boards – February 2026

### **2026 Legislative Session Begins**

The 2026 Legislative Session began on February 2 and must end by March 9. OCCA is monitoring a variety of bills, including ones related to notifications regarding ICE on or near campus and community college board governance.

The OCCA Board approved legislative priorities for the 2026 short legislative session at its December meeting. The [2026 OCCA Legislative Priorities](#) outline the top three priorities for the session, as well as six additional issues OCCA is actively monitoring. These topics reflect emerging developments from state agencies, legislative offices, and stakeholder groups. The Priorities document is a living one, with the potential for changes as the session continues.

#### **Top Priorities**

1. Protecting the Community College Support Fund (CCSF) from budget reductions.
2. Preserving access to the Oregon Promise program
3. Protecting Career Pathways programs from elimination

#### **Issues to Monitor & Evaluate**

1. Oregon Higher Education Coordination Act of 2026 proposal (OHECA 2026)
2. Associated Students of the University of Oregon (ASUO) proposal on student fee autonomy
3. Public Meetings Law and Oregon Government Ethics Commission (OGE) rule on meals & serial communications
4. Short-Term Workforce Pell: 2026 implementation update
5. Bachelor of Applied Science in Education: HECC approval process

[Click here](#) to view additional details on each legislative priority.

### **BOARD MEMBER ACTION:**

- **Subscribe to and read the *OCCA Digest* e-newsletter**, which will be published each Thursday during the Legislative Session (and on the first Thursday of the month during the interim). The *Digest* will provide a legislative update each week, as well as a list of upcoming hearings and opportunities for advocacy.
- **Utilize the *OCCA Advocacy Toolkit*** for the 2026 Legislative Session for resources to be an effective community college advocate. The toolkit can be found on OCCA's website: <https://occa17.com/advocacy-toolkit/>
- **Review the January 29 OCCA Lunch & Learn recording** from the session on Advocacy for the 2026 Legislative Session. Access this recording and all other past Lunch & Learn sessions on OCCA's website: <https://occa17.com/lunchandlearn/>

### **CTE Month & CTE/Lobby Day Breakfast February 18**

February is National CTE Month. OCCA and the colleges will highlight Career & Technical Education (CTE) programs all month long on social media. In addition, OCCA will host CTE Day at the Capitol in Salem on **February 18**. The event will take place in the East Galleria at the Capitol



building, with several colleges set to provide displays and demonstrations related to the various CTE programs offered around the state. Thank you to the culinary program at Central Oregon Community College for providing the pastries! Board members are invited to attend the event, which also serves as Community College Lobby Day at the Capitol. Check with your president and Campus Advocacy Coordinators (CACs) to find out if your college has meetings scheduled with legislators that day. Board members are also invited to start the day off with a breakfast courtesy of OCCA at the Willamette University Goudy Commons (across the street from the Capitol). This is an opportunity to gather prior to the start of CTE/Lobby Day, meet legislators, and have a great meal!

#### **BOARD MEMBER ACTION:**

- **Check out OCCA and your college's posts on social media** throughout February to learn more about CTE programs.
- **Attend CTE Day/Lobby Day** at the Capitol on February 18, along with the **breakfast**.

#### **Coming in February: OCCA Board Meeting**

OCCA's Board of Directors will meet virtually on **Friday, February 6**. The Board is expected to vote on proposed positions on legislative concepts/bills as recommended by the Legislative Committee, as well as vote on updated OCCA standing committee appointments. In addition, the Board will have a first reading of the nominations for OCCA officers and Executive Committee members for 2026-27. The Board is also expected to hear from OCCA's auditors at = REDW Advisors & CPAs on the 2024-25 audit.

#### **Public Meeting Minute – Grievance and Complaint Process for Board Violations of Oregon Public Meetings Law**

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

In 2023, the Oregon Legislature passed HB 2805, a bill which included several changes to Oregon Public Meetings Law and provided new authority to the Oregon Government Ethics Commission (OGE) to enforce violations of public meetings law. Prior to the passage of this bill, OGE only had authority to investigate and enforce violations of the executive session provisions of public meetings law.

The law allows any person to submit a written grievance within 30 days of the public meeting at which the alleged violation occurred. Anonymous grievances are not permitted. A grievance must be submitted first to the public body (e.g., the community college) prior to the filing of a complaint with OGE. The public body must allow written grievances to be submitted in-person, by first class mail, or by email, and has 21 days from the date of receipt to respond to the allegation. The response must acknowledge receipt of the grievance, and do one of the following:

- 1) Deny the facts and circumstances alleged in the grievance and state why the board did not violate public meetings law;

- 2) Admit the facts and circumstances outlined in the grievance, but deny that the board violated public meetings law; or
- 3) Admit the conduct violated public meetings law and set forth the steps the board as the governing body will take to remedy the violation. These steps might include rescinding the original decision made in violation of the law, or acknowledging in a properly noticed public meeting held within 45 days of the original decision that the original decision violated the law, there is good cause to uphold the decision, and the board's practices have been modified to ensure future violations will not occur.

When the public body responds to the allegation, a copy of the response and the grievance must be submitted to OGE.

A complainant may also file a complaint with OGE. If the complaint satisfies OGE's review requirements, OGE will construe the complaint as a complaint against all members of the board and cases will be opened for each member. The agency has the authority to pursue their full administrative review process to determine if a violation has occurred and assess civil penalties or issue a letter of education if warranted. OGE has the authority to proceed on their own motion as well.

For more information about OGE's public meetings law complaint process and new public body reporting duties related to this process, click [here](#).

### **Save-the-Date: All-Oregon Academic Team Luncheon**

The 2026 All-Oregon Academic Team (AOAT) Luncheon will take place on **Friday, April 17, 2026**, at Chemeketa Community College's Eola Center in Salem. Registration for this exciting and inspiring event will open in the spring. The luncheon honors students from all 17 colleges who have made remarkable achievements in and out of the classroom, often overcoming challenging obstacles. The event's keynote speaker and featured student speakers will be announced in the spring.

### **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, *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.



260 13<sup>th</sup> Street NE  
Salem, OR 97301  
503.399.9912  
<https://www.occa17.com>

###

*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  
Community  
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Board of Education

## **BOARD REPORT – February 12, 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*

- Met with WorkSource Oregon District Manager Kevin Robitaille on January 5 to discuss the planning of the 2026 Clatsop County Job & Career Exploration Fair that CEDR co-founded in 2013 with the Clatsop County WorkSource team.
- Presented to the Gearhart City Council on January 7 an overview of CEDR, SBDC, CCC & Clatsop WORKS. Was well received by the Mayor & Council.
- Attended the monthly Clatsop Child Care Advisory Committee meeting on Jan. 13.
- Hosted a lunch meeting on January 14 on campus with the City of Astoria Community Development Director John Roberts and new city planner Sam Peterson and our SBDC advising team to review how we can work closer together to streamline communication and partnership with our small business community and the city.
- Attended the kickoff of our Small Business Management Level 1 cohort on January 14 with Facilitator & Instructor Grant Lehman, Advisor Eric Stromquist and eight business owners. This is the FTE signature program of our Clatsop SBDC.
- Hosted a CEDR table on January 15 at the CWWC (Clatsop Working Watersheds Cooperative) Natural Resource dinner and was honored to kick off the event giving an economic overview before over 500 attendees, and introducing our elected officials, including Clatsop BOE members Ed Johnson and Mitra Vazeen. Congratulations to Ed on his well-deserved award as the 2026 Farmer of the year! This event gets bigger every year, with \$189,000 raised this year to support natural resources and CTE education in our five county high schools.
- Participated in the CFEDC (Clatsop Forestry and Economic Development Committee meeting at ODF offices on January 20 and was re-elected as vice-chair of the committee. Working on a final “Leaders Tour” date later this spring and will keep the board and leadership updated.
- Presented at the Clatsop Superintendents meeting hosted by President Hogue on January 22 on the upcoming Job & Career Exploration Fair. Superintendents committed to all schools being very involved this year. Misty Bateman presented the stellar results of the Clatsop WORKS program.
- Kicked off the Clatsop County Job & Career Exploration Fair event planning on January 22 at our South County Center with the area high schools and volunteers. I appreciated Teena Toyas and Tina Kotson in attendance at the meeting representing CCC, along with Misty, Jeanette Sampson, and myself. **THE EVENT DATE IS TUESDAY, MARCH 3 at the Seaside Civic & Convention Center.**
- Participated in the NOW (Northwest Oregon Works) Board meeting on January 23.
- Held an internal CCC Job & Career Exploration planning meeting on January 26 with President Hogue, Provost Toyas, AVP Kotson, Julie Kovatch and Kasey White to discuss how to encourage more student and staff participation at the 3/3 event.
- CEDR Board meeting was held on January 27. Officer elections were held and Lindsay Davis from Hampton Lumber, Chris Nemlowill, owner of Fort George Brewing and Jack Ficken from MAPS Credit Union (formerly Lewis & Clark Bank) were re-elected as President, Vice-President and Secretary-Treasurer of the Board.
- Attended the 90<sup>th</sup> anniversary Seaside Chamber of Commerce event on January 29.

- Met with WCT Marine on January 30 and reiterated the importance of this key employer in our county to the economy and thanked them for their support of CCC.

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

*Submitted by Meyer Freeman & Josh Allison*

### **Clatsop SBDC**

- Our advising team is staying busy, with both long-term clients and several new clients. We have seen an increase in requests coming from Columbia County, and one of our Columbia County clients has enrolled in our small business management program.
- Last month we prepared two client success stories to submit to Business Oregon and the SBA. One highlighted the success of Kerry Farmer of Bayside Audiology in Warrenton and the second highlighted the work that our advisor Eric Stromquist has done to support the launch and the growth of Athena Mediterranean Kitchen in Astoria.
- Also, in a nice compliment to our work, the state SBDC network selected one of Eric's other client success stories about farm-to-table restaurant Daphne in Astoria, to share with Representative Bonamici on an upcoming visit to Washington DC.

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

- Finalized the class catalog for Spring Term '26
- Attended ENCORE Learn board meeting on January 28<sup>th</sup>
- Created new Course Outlines for all FTE-eligible Spring Term classes
- Working with PA to book all classrooms for Spring Term classes
- Programmed Spring Term classes to CourseStorm for registration
- Working with HR to draft Part-Time contracts for Spring Term instructors

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

*Submitted by Misty Bateman, Program Manager*

### **Clatsop WORKS**

- In January I presented to students at the Astoria Choice Academy.
- I presented at the January Clatsop County Superintendents meeting.



- I am scheduling presentations at all the area high schools and in CCC classes to inform students of the internship opportunities available this summer.
- We are working on this year's upcoming annual Job Fair, which this year will be the new "Clatsop County Job Fair and Career Exploration Fair", held at the Seaside Civic & Convention Center, and will be offering industry break-out sessions to the students in addition to the employers that will be in attendance.
- I attended the Seaside Chamber's Business Awards in January.
- The Clatsop WORKS application is now open to students. Deadline to register for a summer internship opportunity is April 2<sup>nd</sup>, 2026.

### **Cooperative Work Experience (CWE)**

- We have a record number of students enrolled in CWE for this winter term: Two students are enrolled in the CWE281 Career Readiness Seminar, and five students are doing Cooperative Work Experience CWE280 with area employers this term, two in business, one in publishing, and two with area fire departments.

# Foundation



Clatsop  
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Board of Education

## **Foundation Board Report for Thursday, Feb 12th, 2026 Board of Education Meeting**

**Submitted by Beth van Elswyk, Feb 3rd, 2026**

### **1. Increase Student Access**

- a. Upward Bound Support
  - i. Working with Amy Magnussen to support Middle and HS students on a journey
  - ii. TO CCC
  - iii. Amy & Beth will apply for a Roundhouse Grant for
    - 1. Current Summer Programs
    - 2. Add micro-scholarships for 9-12 (with new scholarship software)
    - 3. Add a Summer "MERTS Experience" last week of June 2027.

### **2. Student Success -**

- a. Ellucian Scholarship Software implementation
  - i. Rogue Community College Foundation is a fellow user
- b. Increased Scholarships given and support available
  - i. Margaret Antilla shared-
    - 1. For Calendar year 2025, because of the increase in student funding (Foundation scholarships, external scholarships, STEP, agency funding, etc.) we only had to send out **491** 1098-T tuition statements. 1098-T statements are sent to students who have to pay all or a portion of their qualified tuition & fee expenses out of pocket so that they can file for a tax credit.
    - 2. For calendar year 2024, there were approximately **581 forms**.
  - ii. Collaboration was a key to this success (Briana Smith, Tina Willis, Mary Jackson, Vanessa Garner, Eileen Purcell, Christine Riehl & Amy Magnussen)
  - iii. Ellucian PATH / NW Natural / Pacific Power and several new donors!
    - 1. Thank you!!!

### **3. Strengthen Reputation**

- a. Community Outreach
  - i. NW Resources Dinner
  - ii. Astoria Chamber Awards
  - iii. Seaside Chamber Awards
  - iv. ACT Feb 5<sup>th</sup> Foundation funds 50% of the scholarships
  - v. Community Leaders Luncheon – Becker Capital (Feb 12)
  - vi. PEO South County Feb 26th
- b. April 11<sup>th</sup> - Bandit in Wonderland
- c. NEW LOGO / branding campaign

### **4. Increase Organizational Effectiveness:**

- a. CARES meetings (Thank you Mary Jackson)
- b. Dept request process established
- c. Marketing Processes being developed further
- d. Researching Board Software for the Foundation Board

### **5. Build & Sustain Partnerships**

- a. Grants
  - i. Murdoch
    - 1. LOI accepted - Next step application
    - 2. Jarrod / Beth Joint effort
  - ii. Meyer Memorial
    - 1. Completed and will be applying again

## Foundation Board Report for Thursday, Feb 12th, 2026 Board of Education Meeting

Submitted by Beth van Elswyk, Feb 3rd, 2026

- iii. Roundhouse CTE
  - 1. 1<sup>st</sup> quarter report in
  - 2. Impact expanded to cover more areas
    - i. Maritime, Nursing, MA remain
    - ii. Added EMT / Advanced EMT / Fire Science /Historic Preservation
  - iv. Exploring Gates, Scott, Ford, Resers, Marie Lanformm, Maritime, and others.
  - v. Ongoing – Meyer Memorial, Roundhouse, Providence, OCNE, CMH, NW Oregon Works
- b. Promotional Partner –
  - i. Maritime
    - 1. Meeting and scheduling a Bar Pilot and River Pilot small event for each
    - 2. Scheduling a community event
  - ii. RAIN Magazine
    - 1. Thrivent has graciously agreed to be the Promotional Partner for RAIN
  - iii. Sports
    - 1. Foundation will support Meyer in his work for sports
      - i. Basketball and Volleyball
- c. Community
  - i. Continue regular involvement with County Wide meetings
  - ii. Alumni
    - 1. Seeking a committed volunteer
  - iii. House parties
    - 1. Small informative donor house parties hosted by a Foundation Board Member(s) and ED are ongoing.
    - 2. Reach out if you would like to host!
- 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, February 12, 2026, BOE Meeting

Submitted by Julie Kovatch, 2/1/26

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

- Website-
  - Website use: January-7.8K
  - Highest visited pages for December: Homepage, Canvas, Catalog, Schedules and Calendar, Areas of Study
  - Updated Student Forms page to include Work Study Forms and Student Records Privacy ([clatsopcc.edu/forms](https://clatsopcc.edu/forms))
    - Replaced any old forms per request from Student Services
  - Updated Registration Information on the website (Homepage Banner, Schedules & Calendars page, Register page)
  - Added Nursing Application Information Session events to web calendar
  - Created redirect link for PDF media file for CCC Welcome Account Creation (in Spanish) per request from Kasey White ([clatsopcc.edu/newlogin-sp](https://clatsopcc.edu/newlogin-sp))
  - Updated EMT page to include "Advanced/Intermediate EMT Course Offerings" information (EMT199AB) provided by Tina Kotson ([clatsopcc.edu/emt](https://clatsopcc.edu/emt))
  - Updated Bandit Alerts page to current site theme ([clatsopcc.edu/bandit-alerts](https://clatsopcc.edu/bandit-alerts))
  - Updated content to Dual Credit Programs page per request from Rinda Johansen ([clatsopcc.edu/dual-credit](https://clatsopcc.edu/dual-credit))
  - Created landing page for the Advanced Maritime Simulator Project ([clatsopcc.edu/maritime-simulator](https://clatsopcc.edu/maritime-simulator))
- Completed the annual Employee Survey from January 9-23 and created the [2026 Annual Employee Survey Report](#). CCC is at a Net Promotor Score of 23 for employees which is in the "good but needs improvement" range.
- Submitted departments requested budget for 2026-27 fiscal year by deadline.
- Updated content for the Annual Community Survey that will start in February.
- Worked with President Hogue and Foundation Director to create one-pager handouts for Advanced Maritime Simulator Project.
- ASG advisor duties: updated ASG website, attending meetings, handled POs

### Communications – External collaborations and messaging to public

- Press releases for: Alumni Success Stories for Brandi Swiderski, Au Naturel art show, Rain Magazine expansion of events, and Ales and Ideas Lecture.
- Announcements to students and social media postings: Announcements of weekly events, MLK campus closure, Transfer Day, Open mic, story hour at library, Towler elevator fix, and information on what to expect during a weather delay or closure of the college.
- Completed Winter term Arts & Ideas Poster as well as Rain Magazine expanded events poster.
- Creating of visuals for Preview Day, Act Now event, MERTS Open House, Ales & Ideas Poster for Julie Brown, and assistance in club event promotion.
- Attended the bi-weekly College Advocacy Coordinator meetings and the monthly Oregon Community College Marketing Public Relations Group meetings.



## Communications and Marketing Report for Thursday, February 12, 2026, BOE Meeting

Submitted by Julie Kovatch, 2/1/26

- Attended area community meetings as schedule allowed: AWACC, ADHDA and Seaside groups.

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

- Spring Schedule created and sent to print. Will be mailed to all households in Clatsop county and Washington service area beginning of Feb. This schedule was extended to 24 pages to accommodate a spread for the HVAC pre-apprenticeship promo.
- Created Save the Date for Foundation event in April
- Prepping slides, social media posts and updating events on website for CCC events coming up on ongoing basis.
- Running digital advertising with Carpenter Media. Trying out their services for geofencing and branded content. We are getting hits but not seeing a significant increase in activity or engagement yet.
- Signed up as sponsor of Clatsop County Fair and will be coordinating booth 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- January #'s-
  - Facebook followers: 3,689 (up 45)
  - Instagram Followers: 1,454 (up 12)
  - Organic post views #'s Facebook: 114.9K Instagram: 4.4K

### Events – Recent and Upcoming

- Feb. 5- Ales & Ideas: The Salty Brotherhood of American Whalers
- Feb. 6- Story Hour-Tales of Darkness
- Feb. 12- Open Mic: “Courage to Love” theme
- Feb. 12- Au Naturel Art Exhibition Reception
- CCC event details and important dates can be seen on the CCC Calendar at:  
<http://www.clatsopcc.edu/events/>

# Instruction and Student Success



Clatsop  
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**February Report to the Board**  
**Office of Instruction and Student Services**  
**Prepared by Provost Teena Toyas: BS, MA**  
**February 2, 2026**

The February Report to the Board continues to provide updates for the Office of Instruction and Student Services. We are striving to achieve implement goals for the five priority areas of focus related to the Clatsop Community College Strategic Plan.

**Strategic Priority I-Improve Student Access**

Office of Instruction and Student Services

1. High school students have completed registration and enrollment for the Coastal Commitment (dual and sponsored dual credit) courses for lower division transfer classes for the winter 2026 term. The enrollments represent seven high schools.
2. There are 26 total courses offered to students at the seven area high schools with a total enrollment of 428 students. (See more specific data provided in the report.)
3. The 2026 spring term schedule for academic courses will be available for students to register beginning the first week in February. The printed schedule has been reviewed and sent to the printer.
4. Students enrolled in dual and sponsored dual credit for the winter term and dual credit instructors teaching courses during the winter term are provided access to the college library, tutoring, Patriot Hall, and other college resources.
5. Clatsop partners with local high schools provide opportunities for high school sports teams to use the Patriot Hall gym floor for scheduled team practices. These opportunities give high school students an insight into what a great facility Clatsop has in Patriot Hall and to become more familiar with the Lexington campus and Clatsop Community College.

**Strategic Priority II-Increase Student Success**

Office of Instruction and Student Services:

1. Provost/VP Toyas continues to attend statewide meetings virtually for CIA(Council for Instructional Administrators), CAO(Chief Academic Officers), and CSSA(Council for Student Services Administrators). These affiliate groups include academic and student services administrators from Oregon Community Colleges and state sponsored Oregon Universities.
2. All full and part time faculty were requested to submit all resource and book information to the College Store in early January for the spring term courses. These early informational submissions is to help improve student knowledge for course requirements and to help students determine course resource needs and the availability of these resources.
3. Full and part time faculty will be submitting mid-term grades through the Faculty Portal in Colleague by Wednesday, February 9, 2026. This information will help the Advising Team and Student Services to contact students who may need assistance or additional resources and improve student success in academic courses.

### **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. Instructional administrators and other college staff continue to meet with local businesses and community stakeholders to collaborate on partnerships, expand curriculum offerings, develop creative funding resources, and more. These meetings and opportunities provide reassurance that Clatsop Community College offers strong leadership, organized structures, financial stability, and a reliable reputation.
3. The Criminal Justice and Business Administration Advisory Committees met in December and January. The advisory committees include local business leaders, law enforcements leaders, and community members. The committees review degree requirements, provide advice on current trends in the related profession, provide information regarding student resources, and collaborate to assist in improving the student experience.

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

#### Office of Instruction and Student Services

1. Academic and Student Services Supervisors have been working with direct reports and faculty to provide updated budget information for the 2026-27 budget.
2. Curriculum approval for common course numbered courses continues to be facilitated by faculty, administration, and the Instructional Council. The common course numbered courses are identified as "Z" courses. These courses have approved course definitions and course learning outcomes that are the same for every Oregon Community College and State sponsored University. The courses will also transfer to any Oregon Community College or State sponsored University. Implementation of these courses provides students with a more seamless transfer to Oregon Colleges and Universities. The courses that will be updated to meet the CCN(common course numbering)requirements are being approved by the HECC's Transfer Council and then provided to the colleges and universities.

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

#### Office of Instruction and Student Services

1. The Coastal Commitment and College Now team of Mary Jackson, Rinda Johansen, and Provost Toyas continues to collaborate with area high schools to expand course offerings, provide advising assistance, increase administrative collaboration, ensure necessary mentoring, assist with student enrollment, and facilitate entering grades into the system for each term. Winter term dual credit courses are entered into Colleague and students are successfully registered for the Coastal Commitment courses.
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.

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

- January 8, 2026, virtually attended the CAO(Chief Academic Officer) monthly meeting.
- January 9, 2026 virtually attended the CSSA(Council of Student Services Administrators) and CCC in-service activities.
- Kudos 🙌 to Becky Kraft, Office of Instruction Administrative Assistant at CCC, for planning and facilitating the in-service activities throughout the day on January 9, 2026. The activities included demonstrations for using Hyflex equipment, departmental updates related to student success, graduation petition deadlines, academic updates for course changes, curriculum expectations, and much more.
- Met with the CCC Business Advisory Committee in Columbia 219 for lunch. A shout out to Emily Falleur for organizing and facilitating the event. 🥰
- Provost Toyas continues to lead the bi-monthly Instructional Leadership Team meetings. These meetings focus on student issues, instructional updates, and other topics related to student services and instruction.
- Attended the CIA(Council for Instructional Administrators) agenda preparation meeting. Provost Toyas serves as the treasurer for the group.
- On January 22, 2026, Provost Toyas met at the South County Campus with Kevin Leahy, community representatives, college administrators, and others to discuss the Job and Career Fair Exploration. This event is scheduled to take place at the Convention Center in Seaside on March 3, 2026. CCC will have faculty and staff who will participate in and be a part of the event.
- Attended the Oversight Committee for High School Based College Credit Partnerships winter virtual meeting on January 23, 2026. Provost Toyas has been a member of this Higher Education Coordinating Commission Committee for five years.
- On January 26, 2026, Provost Toyas represented Clatsop Community Council at the Seaside City Council meeting to present information regarding the CTE programs at Clatsop and was presented with a proclamation declaring February as CTE Month.
- Virtually attended the Cohort Three meeting for Community Colleges who are required to prepare and submit an annual review for dual and sponsored dual credit programs. Rinda Johansen, Program Specialist for Per-College, Partnerships, and Life Transitions, and Mary Jackson, CTE Grant Director also attended the meeting.

**Mayor of Seaside, Oregon Steve Wright, and Teena Toyas CCC Provost/VP  
Seaside City Council Meeting**



**Dual Credit**

**(Submitted by Rinda Johansen, Program Specialist Pre-College, Partnerships  
and Life Transitions)**

The following information provides the area high schools who are partners with Clatsop Community College for dual and sponsored dual credit, the courses that each high school is offering, the instructors for each college course, the number of students enrolled in each course the number of credits for each course, the tuition savings for each student and each school. The information also provided the comprehensive totals for each category at the bottom of each table. Rinda Johansen, Program Specialist, Pre-College, Partnerships, and Life Transitions prepared the information.

<b>Astoria High School</b>	<b>Course</b>	<b>Instructor</b>	<b>Students</b>	<b>Credits</b>	<b>Tuition Savings</b>	<b>Tuition Per School</b>
HST-202-AH	History of the US II	Jason Murray	30	4	\$512.00	\$15,360.00
MIH-111Z-AH	Pre-Calculus I: Functions	Jessica Todd	33	4	\$512.00	\$16,896.00
STAT-243Z-AH	Elementary Statistics I	Nathan Fisher	16	4	\$512.00	\$8,192.00
MIH-252Z-AH	Integral Calculus	Phil Ero	14	4	\$512.00	\$7,168.00
SPAN-201-AH	Second Year Spanish	Garrett Parks	34	4	\$512.00	\$17,408.00
BA-218-AH	Personal Finance	Lacey Hoyer	38	2	\$256.00	\$9,728.00
PSY-201Z-AH	Introduction to Psychology I	Sara Oien	49	4	\$512.00	\$25,088.00
<b>TOTALS</b>	7 classes	Total Students	214	Winter Term Total		<b>\$99,840.00</b>

<b>Seaside High School</b>	<b>Course</b>	<b>Instructor</b>	<b>Students</b>	<b>Credits</b>	<b>Tuition Savings</b>	<b>Tuition Per School</b>
WR-121Z-SH1	Composition I	Kristie York	21	4	\$512.00	\$10,752.00
WR-121Z-SH2	Composition I	Kristie York	38	4	\$512.00	\$19,456.00
ENG-110-SH	Introduction to Film Studies	Susan Baertlein	16	4	\$512.00	\$8,192.00
MTH-252Z-SH	Calculus II	Chris Wonjturski	3	4	\$512.00	\$1,536.00
BI-101-SH	General Biology Emphasis on Ecology	Matthew Johnson	16	4	\$512.00	\$8,192.00
BI-103-SH	General Biology: Emphasis on Behavior	Matthew Johnson	15	4	\$512.00	\$7,680.00
BA-218-SH	Personal Finance	Dennis Olstedt	12	2	\$256.00	\$3,072.00
SPAN-101-SH	First Year Spanish	Amber Schwegman	10	4	\$512.00	\$5,120.00
<b>TOTALS</b>	8 classes	Total Students	131		Winter Term Total	<b>\$64,000.00</b>

<b>Warrenton High School</b>	<b>Course</b>	<b>Instructor</b>	<b>Students</b>	<b>Credits</b>	<b>Tuition Savings</b>	<b>Tuition Per School</b>
WR-121Z-WH	Composition I	Lauren Mallett	16	4	\$512.00	\$8,192.00
SPAN-102-WH	First Year Spanish	Jason Edwards	11	4	\$512.00	\$5,632.00
MTH-111Z-WH	Pre-Calculus I: Functions	Mallory Vollner	13	4	\$512.00	\$6,656.00
MTH-105Z-WH	Math in Society	Mallory Vollner	4	4	\$512.00	\$2,048.00
COM-111Z-WH	Public Speaking	Lauren Mallett	7	4	\$512.00	\$3,584.00
<b>TOTALS</b>	5 Classes	Total Registered	51		Winter Term Total	<b>\$26,112.00</b>

<b>Jewell High School</b>	<b>Course</b>	<b>Instructor</b>	<b>Students</b>	<b>Credits</b>	<b>Tuition Savings</b>	<b>Tuition Per School</b>
WR-121Z-JH	Composition I	Mariah Hyde	8	4	\$512.00	\$4,096.00
GS-104-JH	Physical Science-Physics	Hannah Cutts	8	4	\$512.00	\$4,096.00
MTH-105Z-JH	Math in Society	Conner Veit	1	4	\$512.00	\$512.00
MTH-111Z-JH	Precalculus I: Functions	Conner Veit	4	4	\$512.00	\$2,048.00
<b>TOTALS</b>	4 classes	Total Registered	21		Winter Term Total	<b>\$10,752.00</b>

<b>Clatskanie High School</b>	<b>Course</b>	<b>Instructor</b>	<b>Students</b>	<b>Credits</b>	<b>Tuition Savings</b>	<b>Tuition Per School</b>
BI-102-CH	General Biology: Emphasis	James Byrne	5	4	\$512.00	\$2,560.00

<b>Neah-Kan-Nie High School</b>	<b>Course</b>	<b>Instructor</b>	<b>Students</b>	<b>Credits</b>	<b>Tuition Savings</b>	<b>Tuition Per School</b>
CH-104-NKNH	Introductory Chemistry I	Mary Lynn Marden	6	4	\$512.00	\$3,072.00

**Total: 26 classes**

**Total H.S. Registrations: 428**

**Winter Term Total: \$206,336.00**

<b>Dual Credit Sponsor Faculty Winter Term</b>
Carla Moha
Kama O'Conner
Fernando Rojas
Cleste Peterson
Ciara Van Velsor
Alane Behrens
Deac Guidi
Arunima Coomar



## **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. Two weeks after winter quarter registration began, the advising team compiled a list of students who were attending fall quarter but had not registered for winter quarter. Faculty advisors were then notified of which of their advisees were not yet registered and encouraged to reach out to these students. This list was updated and resent one more time in the first week of December.
2. TRIO SSS is funded to serve 160 students each year. As of 1/27/2026 there are 146 TRIO SSS active participants. This far exceeds numbers served at this time of the academic year for at least the last five years.

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

1. In early January, the advising team assigned all degree-seeking students to a faculty or TRIO advisor for the winter quarter. Continuing students retained their advisor, new students were assigned an advisor based on their area of interest, and students registered for less than 6 credits were assigned to the TRIO SSS/Advising director as their advisor. Changes based on increased credit load or change of major were also made at this time. Advisor assignments were finalized on Wednesday of the second week of the winter quarter.

### **Strengthen Our Reputation**

1. Andrew Morgan, TRIO SSS/Advising advisor, has been meeting individual AHS simultaneous enrolled students and their AHS counselor, Meredith Payton. Sometimes a parent also attends this meeting. The purpose of this meeting is to learn more about degrees at Clatsop CC, how to pay for college, and how the transfer process works. Andrew plans to collaborate with Misty Lindstrom in Admissions, to extend this opportunity to all local high school counselors and students. He also explains what “Z” courses are and how they easily transfer to Oregon universities.

### **Increase Organizational Effectiveness**

1. All Clatsop students have access to an advising shell in Canvas. This shell has college success information, financial aid information, and information about campus resources. Students are assigned to the advising shell that corresponds to their faculty advisor or TRIO SSS advisor. For example, Julie Brown’s advisees have access to the Julie Brown Advising shell.

### **Build and Sustain Academic and Workforce Partnerships**

1. TRIO SSS and Advising depend on partnerships throughout the college to best serve students.

- a. In late early December, TRIO SSS partnered with the financial aid office to award \$3200 in Grant Aid to TRIO SSS participants for the winter quarter. These funds are part of the TRIO SSS federal grant. We will be awarding an additional \$2400 in the spring quarter.

The TRIO SSS/Advising advisors partnered with the Cooperative Work Experience manager to assist students in completing the necessary paperwork to be able to earn CWE credit in the winter.

## **GED & ABE Programs** **(Submitted by Vanessa Garner, Director, Adult Education)**

### **Data Highlights**

Adult Basic Education (ABE) has completed intakes for 221 GED and ESL students, representing 68% of last year's total enrollment of 323 students. Based on current trends, ABE remains on track to meet or exceed 2024–25 enrollment goals. To date, 20 students have earned a full GED credential, and an additional 37 subsection tests have been completed. 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 has continued to expand bilingual support to better serve multilingual learners and reduce language barriers during enrollment and instruction. These supports are improving access for students who have traditionally faced challenges entering and staying in adult education programs.

In collaboration with Career and Technical Education (CTE), ABE has launched its first Automotive Integrated Education and Training (IET) cohort in the winter term. The program combines adult education, workforce readiness, and direct automotive training into one pathway. Four students have been recruited for the initial cohort.

### **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 stay enrolled and make steady progress toward their educational goals.

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

Community outreach efforts have increased, with a focus on promoting bilingual services. This targeted outreach is helping raise awareness of ABE programs and strengthen connections with underserved populations.

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

ABE continues to improve internal processes and align programming with student and workforce needs. Collaboration across departments and data-informed planning are supporting more efficient service delivery.

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

ABE maintains active partnerships with local high schools and community organizations. A two-way referral system supports student transitions and helps ensure coordinated services across partners.

**From July 1- November 21, 2025**

Adult Basic Education (ABE) has registered and completed intakes for 183 GED and ESL students, which is 57 percent of last year's total intake of 323. At this pace, we are on track to meet or exceed our 2024–25 enrollment targets. To date, 17 students have completed the full GED credential, and another 32 students have completed at least one subsection of the GED. Through the GED Wraparound Grant, ABE has distributed 32 Visa gift cards, valued at \$100 each, to students who passed GED tests. These funds help offset lost wages for students who need to take time off work for testing, and we believe this support is contributing to our increased testing rates. In addition, funding from the City of Astoria Grant has allowed us to provide six eye-care appointments, eight pairs of glasses, and gas cards to help students travel to campus for classes and testing appointments. These supports continue to reduce barriers and improve student persistence.

ABE is also collaborating with CTE staff to launch its first Automotive Integrated Education and Training (IET) cohort starting winter term. This program will offer students concurrent adult education, workforce preparation, and direct workforce training, strengthening pathways to employment and career advancement.

### **Nursing, Allied Health & Public Safety**

**(Submitted by Tina Kotson, Interim AVP Nursing, Allied Health, EMT & Fire Science)**

#### **I. IMPROVE STUDENT ACCESS:**

1. **NURSING:** Tina Kotson conducted the **first of five Nursing Program Application sessions on 11/19**. The event was attended by a dozen prospective students who plan to apply for admission in February 2026. Four more of these presentations will be offered in December and January to increase the number of applications.
2. **MEDICAL ASSISTING:** MA Instructor **Holly Tumbarello has been meeting with pre-MA students to discuss their interest in enrolling during the 2026-27 academic year**. The goal is to admit 24 students again in fall 2026.
3. **EMT/FIRE SCIENCE:** EMT Program Coordinator **Josh Feller submitted documents to the Instructional Council (IC) for approval of a new Advanced/Intermediate EMT course series to be offered in 2026. These courses meet the needs of local fire departments and EMTs who have requested this type of training for current EMT Level 1s who want to advance their practice. IC approved the courses; the series will begin in mid-February.**

**Nursing, Allied Health & Public Safety**  
**Report for 02/12/2026 Meeting of the CCC Board of Education**  
Respectfully submitted by Tina Kotson, Interim AVP Nursing, Allied Health, EMT & Fire Science

**IMPROVE STUDENT ACCESS:**

- **NURSING:** Nursing faculty and the director are meeting with potential applicants for the 2026-28 cohort daily to answer questions and assist with application completion. Tina has provided five 90-minute Application Information Sessions for applicants. **Twenty-four students will be offered a spot in the fall 2026 cohort.**
- **MEDICAL ASSISTING:** MA Instructor Holly Tumbarello has been meeting with pre-MA students to discuss their interest in enrolling during the 2026-27 academic year. **The goal is to again admit 24 students in fall 2026.** We are also considering a relationship with Tongue Point students to offer placements to interested students.
- **EMT/FIRE SCIENCE:** **The new Advanced/Intermediate EMT course series was approved by the state and will begin mid-February.** The admissions process is in full swing, with the hope that 12-15 students will enroll in the first part of the 2-part series. The CCC Admissions Office has been particularly helpful in quickly and efficiently onboarding these students!

**INCREASE STUDENT SUCCESS:**

- **NURSING:** **24 first-year and 19 second-year students are making excellent progress in their studies** in the winter term. A variety of student services are supporting these students' success. In addition to hospital rotations at CMH & Providence Seaside Hospital this term, all second-year students will **spend time at the Clatsop Public Health Department, the CMH Wound Clinic, and the CMH Cancer Center, as well as with Providence Elder Place/PACE.** Meanwhile, all first-year students are beginning their time in acute care at Providence Seaside Hospital.
- **MEDICAL ASSISTING:** **All 20 students are beginning their clinical rotations at local facilities in Oregon and across the river in Ocean Park.** Holly Tumbarello meets weekly with each student in their assigned setting; she reports, "The students are doing well and the sites are happy to have them."
- **EMT:** Twelve students continued to EMT 152 and are making excellent progress in their studies. They will be **eligible for state certification at the end of March.** Part of their course involves rotations with Medix and the Columbia Memorial Hospital Emergency Department.
- **MA & EMT:** Thanks to the **generosity of the Roundhouse Foundation**, more than a dozen students will receive reimbursement for the purchase of equipment and supplies needed for their programs.
- **FIRE SCIENCE:** New FT instructor Wade Mathews has been **meeting with fire science students who are nearing completion of the AAS in Fire Science degree** to ensure they are ready for graduation in June. Here's a great story about Wade and his many accomplishments as a firefighter: [Clatsop Community College Welcomes Wade Mathews as New Fire Science and Maritime Fire Science Instructor | Clatsop Community College](#)

**INCREASE ORGANIZATIONAL EFFECTIVENESS:**

- **NURSING & ALLIED HEALTH:** **All members of the Nursing and Medical Assisting department serve on a wide range of college and statewide committees** that affect policy and curriculum changes that will impact nursing students for years to come. The next meeting of the **CCC Nursing Advisory Committee** is scheduled for 02/03/26.
  - **EMT/FIRE SCIENCE:** The next quarterly meeting of the **CCC Fire Science/EMT Advisory Committee** will be held on 02/15/26. During this meeting, program outcomes and curriculum updates will be shared and approved.
-

**Nursing, Allied Health & Public Safety**  
**Report for 02/12/2026 Meeting of the CCC Board of Education**  
Respectfully submitted by Tina Kotson, Interim AVP Nursing, Allied Health, EMT & Fire Science

**STRENGTHEN OUR REPUTATION:**

- **NURSING:** The CCC Nursing Club began a new **Guest Speaker Series**. CCC nursing alum Justin Olen, RN, was the first presenter. He discussed HIV Literacy: Context, Prevention & Support with Focus on the Queer Community. The event was well attended, and lunch was provided. The club is also hosting a Chili Cook-Off and planning an upcoming Trivia Night fundraiser on March 7, open to the public.
- **MEDICAL ASSISTING & NURSING:** All MA and the entire second-year nursing cohort again participated in the **Project Homeless Connect at the Seaside Convention Center in late January. This was the 15<sup>th</sup> year** our students participated. The event helps students connect with individuals on a personal level and gain a better understanding of factors that have affected their housing status. Students learn about resources and support services available in the local area and can use this information to assist future patients and their family members/caregivers. Students become more aware of the barriers and challenges faced by many houseless individuals. Students see how kindness, community support, access to needed resources, a meal, a haircut, and/or a warm shower give hope to many individuals. **Students also provide services such as taking vital signs, assisting with vision and hearing screenings, and conducting blood pressure assessments.** Here's a link to a recent story about CCC students' role in the Daily Astorian: [Project Homelessness Connect makes real connections | The Astorian](#)
- **MEDICAL ASSISTING:** For some fun, **MA students will be having a potluck during Week 5** of the term. Students bring in their best dishes and enjoy each other's company while enjoying fantastic food!

**BUILD & SUSTAIN PARTNERSHIPS:**

- Tina and other college leadership continue meetings with Seaside Schools and Providence Seaside Hospital administrators to **develop a Health Occupations Program for high school students.**
  - Tina and Beth van Elswyk are **meeting with members of the CMH Foundation** to discuss ways to build partnerships.
  - Tina and Jarrod met with Mac McGoldrick from Tongue Point Job Corps about **opportunities for TPJC students in CCC healthcare and public safety courses.**
  - **The nursing, medical assisting, and EMT programs maintain more than two dozen active clinical partnership agreements** with acute care, long-term care, clinics, emergency rooms, ambulance services, and community-based care organizations in the local community. All affiliation agreements have been renewed until 2030.
-

4. **MEDICAL ASSISTING:** More than a dozen members of the CCC Medical Assisting Advisory Committee met for their first quarterly meeting of the year on 11/21. The gathering was held in person for the first time since 2023. Topics included an overview of graduates' success in the MA industry, MA certification testing, and potential revisions to the program's dress code policy to meet the needs of clinical partner agencies better.
5. **The nursing, medical assisting, and EMT programs maintain more than two dozen active clinical partnership agreements** with acute care, long-term care, clinics, emergency rooms, ambulance services, and community-based care organizations in the local community. All affiliation agreements have been renewed until 2030.

### **Pre-College TRIO Programs:**

**(Submitted by Amy Magnussen, MSW, Pre-College TRIO/Career Connected Learning Director)**

#### **I. Strategic Priority 1: Improve Student Access**

This Fall, Pre-College TRIO has engaged approximately 115 Clatsop County students through visits to UO, OSU, and WOU. This winter, we will support student participation in Clatsop Preview Day, increasing exposure to college campuses and academic programs. These experiences help students envision themselves as future college students.

#### **II. Strategic Priority 2: Increase Student Success**

Our team delivers year-round academic and college readiness programming tailored to each grade level. November services included:

- Recruitment for the Talent Search Program
- College and career planning workshops
- FAFSA Completion support
- Oregon Promise Support & collaboration with CCC Admissions
- Scholarship application assistance
- Career Connected Learning, including guest speakers (CCC's Maritime program), local employer engagement (e.g., Cannon Beach Fire Department), and hands-on career exploration activities such as Career Genograms at AHS.

These services support students' persistence toward high school graduation and smooth transitions into postsecondary education & career fields.

#### **III. Strategic Priority 3: Strengthen Our Reputation**

Pre-College TRIO continues to enhance CCC's visibility through daily engagement in eight Clatsop County schools.

#### **IV. Strategic Priority 4: Increase Organizational Effectiveness**

Pre-College TRIO maintains rigorous data tracking systems to monitor student outcomes and ensure strong grant accountability. The Talent Search Annual Performance Report was recently submitted, demonstrating that all 2024 academic year grant objectives were met.

#### **V. Strategic Priority 5: Build and Sustain Partnerships**

We continue to cultivate strong partnerships with local school districts, community organizations, and higher education institutions. Through Career Connected Learning, we are collaborating with the STEMHub on a maker event for elementary and middle school teachers, and we are meeting with NWRESD to explore additional opportunities for partnership and student engagement.

# Human Resources



Clatsop  
Community  
College

Board of Education



**To:** Board of Directors

**Prepared By:** Anita Jensen

**Date:** February 12, 2026

**Subject:** New Hires, Job Postings, Separations, Position Changes,  
Recruitment News

## **NEW HIRES**

- **William Griffith – Custodial / Maintenance Assistance**

Please join us in welcoming William Griffith to Clatsop Community College. William joins CCC as our new Custodial / Maintenance Assistant, bringing a strong work ethic, hands-on technical experience, and a commitment to safety and quality. He has several years of experience in industrial settings, most recently as a welder at CubCrafters, where he worked with detailed specifications, multiple materials, and strict safety standards.

William's background includes blueprint reading, equipment use, OSHA 10 training, and a high level of attention to detail—skills that translate well to facilities and maintenance work. Known for his reliability, customer service experience, and collaborative approach, William is eager to continue building his skills while supporting a safe, clean, and welcoming campus environment. We are pleased to welcome him to the CCC community and look forward to his contributions to our facilities team.

- **Matthew Solberg – College / Career Advisor**

Clatsop Community College is pleased to welcome Matthew Solberg as our newest College / Career Advisor. Matthew brings a strong background in environmental education, career and technical education, and student support, with a career dedicated to helping learners connect academics to meaningful career pathways. He has worked extensively in experiential and place-based learning, workforce development, and community partnerships, most recently supporting new entrants to the commercial fishing industry through Oregon Sea Grant.

With experience as an educator, program coordinator, and environmental scientist, Matthew is especially skilled in mentoring diverse learners, translating complex concepts into accessible learning opportunities, and building programs that bridge theory and practice. We are excited to welcome Matthew to the CCC community and look forward to the expertise, collaboration, and student-centered approach he brings to our campus and coastal region.

## **NEW JOB POSTINGS**

- Maritime Program Specialist
- Chief Financial Officer

## **SEPARATIONS**

- Aaron Guliford, Curriculum Coordinator (December 1, 2024, to February 13, 2026)

## **POSITION CHANGES**

- Nothing to Report

## **RECRUITMENT EFFORT UPDATE STATEMENT**

Nothing to Report.

# Old Business



Clatsop  
Community  
College

Board of Education

## AP 2110 Vacancies on the Board of Education

### References:

ORS 341.335

When the Board of Education determines to fill the vacancy by appointment, the President shall assure that there is ample publicity and information for prospective candidates.

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Board of Education.

~~Persons applying for appointment to the Board of Education shall receive a letter from the President containing information about the college and the Board of Education, including a candidate interest and information sheet to be completed and returned by a specific date.~~ The President's Designee Board secretary will review all completed applications to confirm statutory qualifications.

The Board of Education will develop a "standard" set of questions ~~to that will~~ be asked of ~~each the~~ candidates. Each candidate will be asked the same questions. The candidates will be provided a copy of the questions in advance of the scheduled interview.

The Board of Education shall request personal interviews with all qualified candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board of Education member will review all candidate information with final selection made by a majority vote (four or more) of the Board of Education members at a public meeting called for that purpose.

END OF PROCEDURE

**First Approved: November 13, 2018**

Revised 2025

Approved by Board Policy Committee January 26, 2027

~~Sample – interviewee to receive the questions in advance of the Interview~~

~~Board Interview Vacancy Questions~~  
~~Zone – \_\_\_\_\_~~

~~A. Candidate – 3 minute statement of interest~~

~~B. Board – Interview Questions:~~

- ~~1. Describe your volunteer and community experience.~~
- ~~2. If a visitor asked you to describe the College, how would you describe it?~~
- ~~3. What motivated you to apply for this position?~~
- ~~4. This Position on the Board expires on June 30, \_\_\_\_\_. Would you consider running for office in the May \_\_\_\_\_ election to serve the unexpired \_\_\_\_\_ year portion of this 4 year term?~~
- ~~5. What expertise (business background, previous work in an educational institution, education related service, etc.) do you feel you bring to the Board?~~
- ~~6. If you find yourself in a minority position on an important issue, how will you handle the situation?~~

~~C. Candidate – Do you have any Questions?~~

~~D. Candidate – Is there anything, which we didn't ask you about that you would like to share?~~

END



## AP 2710 Conflict of Interest

### References:

NWCCU Standard 2.D.3  
ORS 244.010 to 244.047; ORS 244.120 to 244.130; ORS 244.175 to 244.179  
OAR 199, Division 5 (Gifts)  
Oregon Government Ethics Commission "Guide for Public Officials"

**NOTE:** *This administrative procedure is **accreditation related** and **recommended as legally advised**. Insert local requirements pertaining to Board of Education conflict of interests.*

Board of Education members shall publicly announce the nature of a financial conflict of interest on the record prior to taking action on the issue before the Board as required by Oregon law. The type and nature of the conflict shall be recorded in the official minutes of the meeting.

Board of Education members may participate in discussion and may vote on an issue after announcing a **potential** conflict of interest publicly prior to taking action. If a Board of Education member announces an **actual** conflict of interest, the Board of Education member must refrain from any discussion or debate on the issue out of which the actual conflict arises and may not vote on the issue.

Employees of the college who are involved in matters in their official capacity that give rise to a potential or actual financial conflict of interest, must provide written disclosure of the conflict to their supervisor. The college must find another employee to dispose of the matter or direct the employee to address the matter as specified by their supervisor.

**"Potential Conflict of Interest"** – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which **could** be to the private financial benefit or detriment of the person or person's relative or member of the household, or a business with which the person or the person's relative or member of the household is associated, unless the financial benefit or detriment arises out of the following:

- a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- b) Any action in the person's official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which

or in which the person, or the person's relative or member of the household, or business with which the person or the person's relative or member of the household is associated, is a member or is engaged.

c) Membership in or membership on the board of directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code.

**“Actual Conflict of Interest”** – means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which **would** be to the private financial benefit or detriment of the person or the person's relative or member of the household, or any business with which the person or a relative or member of the household of the person is associated unless the financial benefit or detriment arises out of circumstances described above.

**“Relative”** means: spouse, parents, step-parents, children, siblings, step-siblings, sons-in-laws, daughters-in-laws, individuals for whom the employee has a legal support obligation, or anyone for whom the employee provides benefits arising from their employment.

**“Member of the household”** means any person who resides with the public official.

**“Business”** means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

## **Gifts**

Board of Education members, employees of the college, and their relatives are prohibited from accepting gifts of a value greater than \$50 from a single source during a calendar year from any person that can reasonably be known to have a legislative or administrative interest in a decision before the Board of Education or the individual employee as a public official. Meals (food and beverage) and entertainment are considered gifts and are subject to the annual limitation.

The following are not considered gifts:

- a) Campaign contributions.
- b) Gifts from relatives or members of the public official's household.
- c) Unsolicited tokens or awards of appreciation if value is less than \$25.

- d) Admission and meals provided to a public official when they are invited to attend a reception, meal or meeting held by organization when the public official is attending as representative of the college. This exception does not apply to “private meals with small numbers of participants.”
- e) Informational material, publications or subscriptions related to the public official’s position.
- f) Expenses paid by a government entity, membership organization to which the college pays dues, or a non-profit corporation for attendance at a convention, fact-finding trip, or other meeting if the public official is delivering a speech, making a presentation, participating in a panel, or representing the college.
  - a. “Representing” the college means that the public official is participating in an event on behalf of the college in their capacity as a public official.
- g) Food, travel or lodging expenses paid to a public official, a relative, member of the household, or staff when the public official is representing the college on an “officially sanctioned” trade-promotion or fact-finding mission, or in official negotiations or economic development activities.
  - a. “Officially sanctioned” means written approval given by a person authorized by the public body to give approval such as a supervisor or the college’s Board of Education.
- h) Expenses provided by a public official to another public official for travel in state to and from an event that is related to the person’s official office and in which that person participates in their official capacity.
- i) Food and beverage provided at a reception (e.g. social gathering) where the food and beverage are an incidental part of the reception.
- j) Entertainment that is an incidental part of another event or in which the public official has been invited to participate in their official capacity (i.e., throwing out the first ball at a baseball game).
- k) Gifts offered as part of the usual and customary practice of a person’s private business, employment or volunteer position that bears no relationship to the public official’s official position.

**“Gift”** means something of economic value that is offered to a public official or to relatives or members of the household of a public official or candidate without cost or at a discount or as forgiven debt and the same offer is not made or available to the general public who are not public officials.

**“Legislative or administrative interest”** means an economic interest, distinct from that of the general public, in any matter subject to the decision or vote of the public official acting in the public official’s capacity as a public official.

## **Nepotism**



A Board of Education member is prohibited from participating in any personnel action taken by Clatsop Community College that would impact the employment of a relative or member of the public official's household, and must follow the conflict of interest requirements above. A Board of Education member may not participate in the following personnel actions: appointing, employing or promoting; discharging, firing or demoting; interviewing; discussing or debating the appointment, employment, promotion, discharge, firing or demotion of a relative or member of the household. This prohibition does not apply to relatives or members of the household who serve Clatsop Community College as an unpaid volunteer.

**Originally Approved: April 16, 2020**

**Revised October 2025**

**Approved by Board Policy Committee January 29, 2026**

OCCA Updated 11/19, 10/25  
NWCCU Standard added 5/20

# New Business



Clatsop  
Community  
College

Board of Education

**Clatsop Community College**  
**Board Meeting**  
**February 12, 2026**  
**Submitted by: Jarrod Hogue, President**

**Title:**

Approve 3% Cost of Living Adjustment for Service and Supervisory Staff for FY 2026-27

**What:**

Service and Supervisory staff are not represented by any collective bargaining unit. Their last increase was a 5% COLA in FY 2023-2024.

The Board approved a 2.5% COLA in March, 2025, which was delayed due to state revenue forecasts.

The President recommends a 3% increase for FY 2026 – 27, thus tying COLA increases to the annual CPI going forward.

**Recommended Actions:**

The Board of Education move to approve the 3% COLA for S&S staff.

# S & S Employees

## 5-year COLA vs Annual Consumer Price Index

Actual COLA	21-22	22-23	23-24	24-25	25-26	AVE	CUM
S&S	2.0%	0.0%	5.0%	0.0%	2.5%	1.9%	9.8%
Annual CPI from previous year*	2.9%	7.1%	6.2%	3.6%	2.5%	4.5%	24.3%

Actual COLA	21-22	22-23	23-24	24-25	25-26	26-27	AVE	CUM
S&S	2.0%	0.0%	5.0%	0.0%	2.5%	3.0%	2.1%	13.1%
Annual CPI from previous year*	2.9%	7.1%	6.2%	3.6%	2.5%	2.9%	4.5%	27.9%

\* US West Region, published in Jan

delayed due to CCSF unknowns and revenue projections



## 2026 CCC Annual Community Survey Report

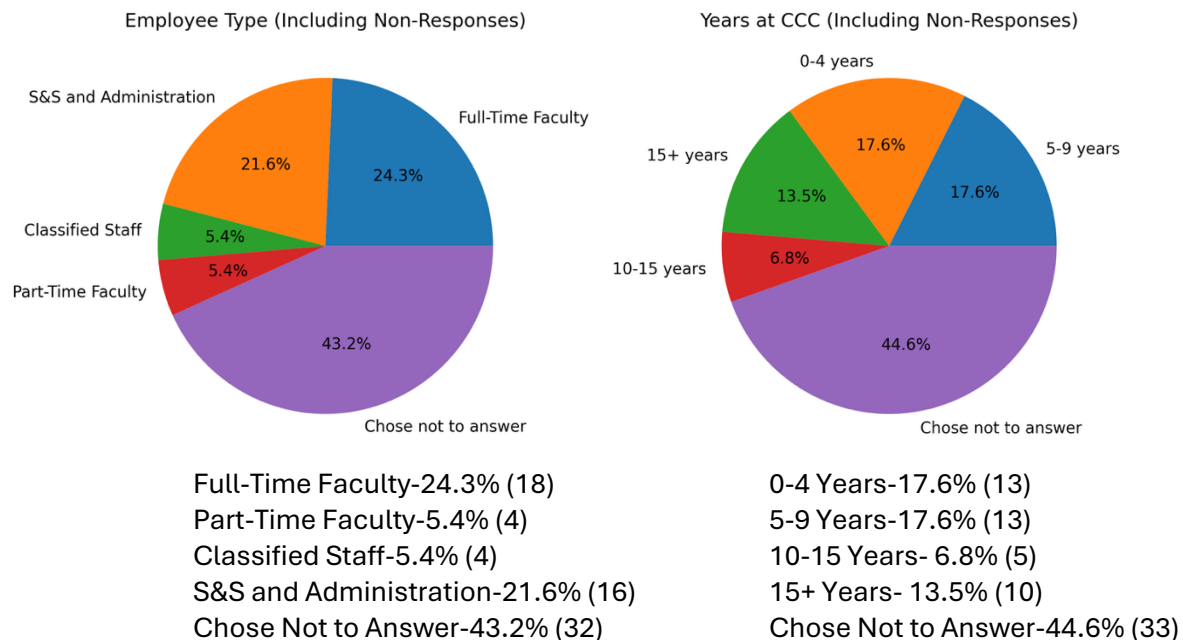
**Survey Objective:** To measure employee satisfaction and loyalty using the Net Promoter Score (NPS) framework and gather actionable feedback to improve the employee experience at CCC.

### Survey Execution

- **Survey Period:** January 9- 23, 2026
- **Number of Respondents:** 74
- **Methods of Outreach:**
  - Emails to Employees
  - Announcement at Winter Term Inservice

### Employee Snapshot

Respondents were asked two optional questions regarding Employment Type and Years Worked at CCC. There has been concern of being identifiable from demographic questions asked in previous surveys. Based on the high percentage of those choosing not to respond to these questions, it seems that apprehension still exists.



### Net Promoter Score Results

#### Overall NPS Score for 2026: 23

Respondents were asked, “On a scale of 0 to 10, how likely are you to recommend Clatsop Community College as a great place to work or attend school to a friend, family member, or colleague?”

## NPS Meaning

What does this score mean: A **Net Promoter Score (NPS) of 23** is **moderate**. Here's how to interpret it:

### General NPS Benchmarking:

- **Above 50** → Excellent
- **30 to 50** → Good
- **0 to 30** → Average/Needs Improvement
- **Below 0** → Poor

## NPS Calculation

- **Promoters (score 9-10):** Customers who are highly satisfied and likely to recommend.
- **Passives (score 7-8):** Customers who are satisfied but not enthusiastic.
- **Detractors (score 0-6):** Customers who are dissatisfied and may discourage others.
- **Breakdown of 2026 Responses:**
  - Promoters (9-10): **31**
  - Passives (7-8): **29**
  - Detractors (0-6): **14**

### Respondent Scores:

- Score **0**: **0** respondent
- Score **1**: **1** respondent
- Score **2**: **2** respondents
- Score **3**: **2** respondents
- Score **4**: **3** respondents
- Score **5**: **4** respondents
- Score **6**: **2** respondents
- Score **7**: **13** respondents
- Score **8**: **16** respondents
- Score **9**: **12** respondents
- Score **10**: **19** respondents

## Common Themes Regarding NPS score selection by respondents:

- Commitment to students and student success.
- Positive relationships with colleagues.
- Improved communication and stability under current leadership (noted by multiple respondents).
- Pride in CCC's local impact
- Budget concerns (noted by multiple respondents).
- Mixed feelings about leadership consistency and long-term direction.
- Appreciation for recent improvements, paired with caution about sustainability.

- Concerns lowering scores: compensation and cost-of-living pressures; workload and limited time; pockets of low morale, gossip, favoritism, or weak accountability in some areas especially if single person oversees a department, and ongoing budget uncertainty.

### NPS Benchmarking:

- Year-over-Year Comparison:**

- 2026 NPS Score: 23 (this is the baseline year)
- 2026 Number of Respondents: 74

### NPS Formula and Steps:

- Total Respondents** = Sum of all responses.
- Calculate Percentage of Promoters** = 
$$\frac{\text{Total (9-10)}}{\text{Total Respondents}} \times 100$$
- Calculate Percentage of Detractors** = 
$$\frac{\text{Total (0-6)}}{\text{Total Respondents}} \times 100$$
- Compute NPS** = (% Promoters - % Detractors)

### NPS Calculation:

- Total Respondents: 74
- % Promoters (9-10): 41.9%
- % Detractors (0-6): 18.9%
- NPS: 23.0 (rounded to 23)**

### CCC's Score of 23:

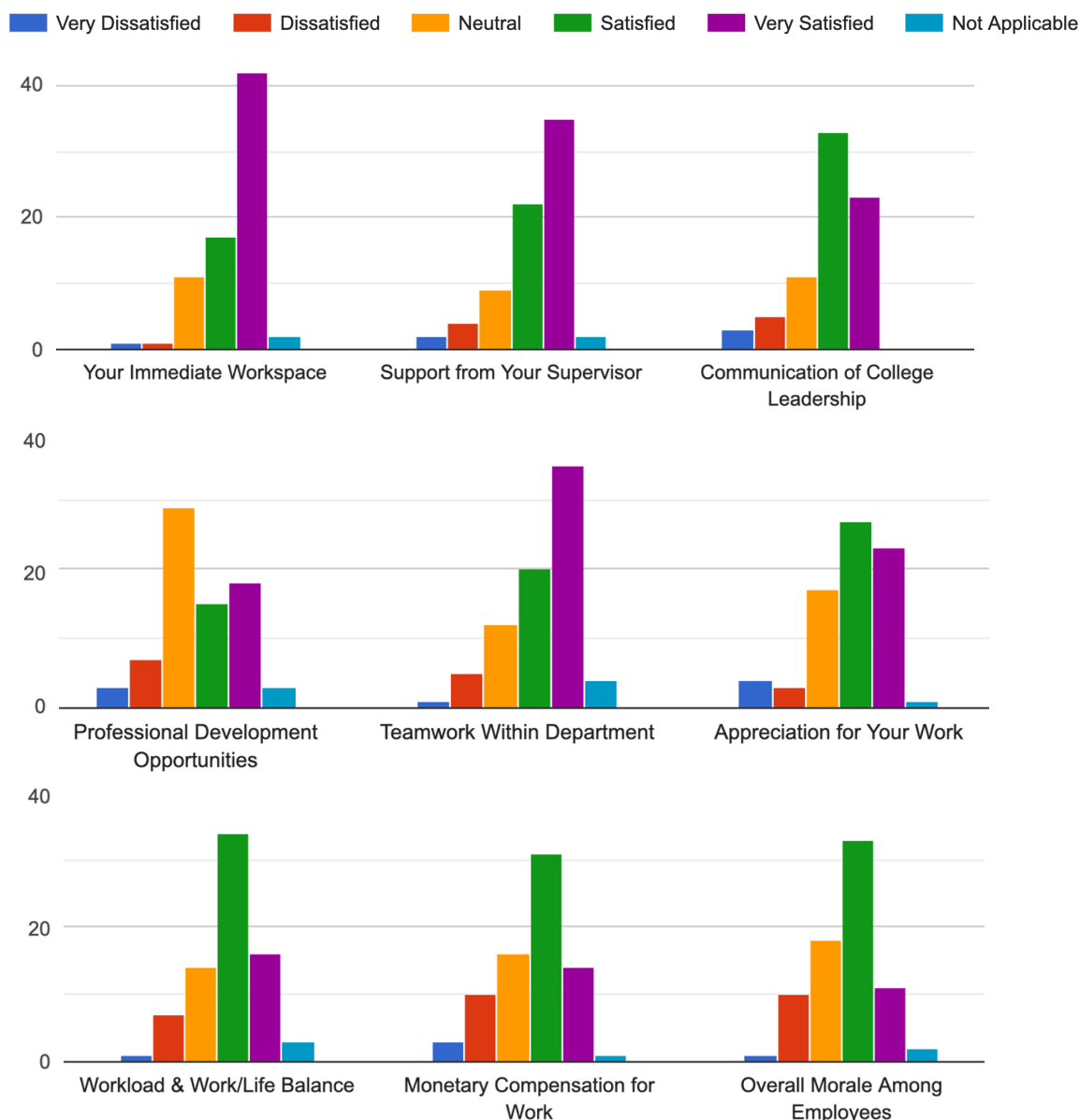
- This indicates that while more people are promoters than detractors, there is still room for improvement.
- Our **detractors (18.9%)** could be negatively impacting word-of-mouth reputation.
- Our **promoters (41.9%)** are strong, but increasing this percentage could significantly boost overall satisfaction.



### Employee Satisfaction Ratings:

Satisfaction ratings use a 1–5 scale (Very Dissatisfied=1 to Very Satisfied=5). “Not Applicable” responses are excluded from averages.

How satisfied are you with the following aspects of working at CCC?



### Employee Satisfaction Rating Averages:

Your Immediate Workspace: 4.4  
 Support From Your Supervisor: 4.2  
 Communication of Leadership: 3.9  
 Professional Dev. Opportunities: 3.5  
 Teamwork within Department: 4.2

Appreciation for Your Work: 3.8  
 Workload & Work/Life Balance: 3.8  
 Monetary Compensation for Work: 3.6  
 Overall Morale Among Employees: 3.6

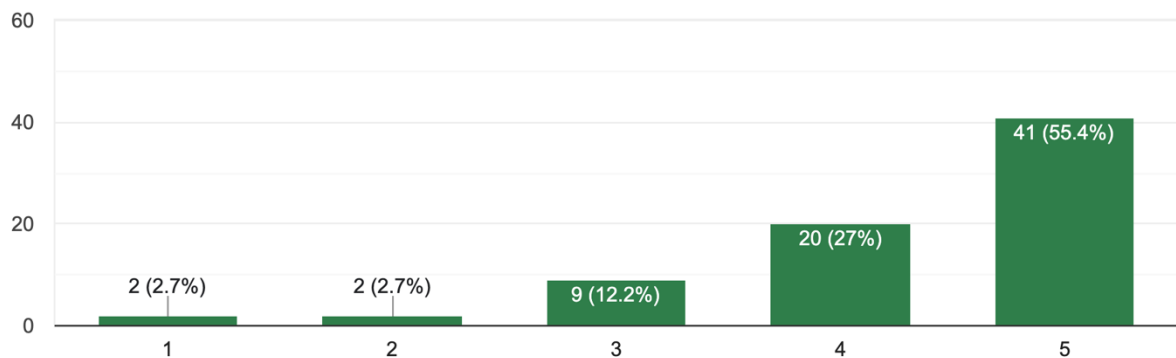
**Engagement and Communications Ratings**

Ratings use a 1–5 scale as provided in the survey (1=lowest, 5=highest).

**Connection to CCC Mission: 4.3 Average**

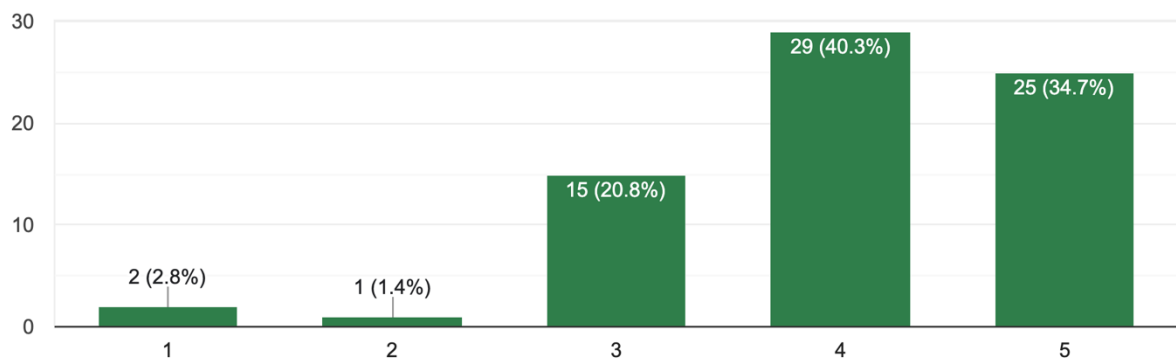
I feel connected to CCC's mission of empowering all students to reach their full potential.

74 responses

**Reviewed Strategic Plan & See My Role: 4.0 Average**

I have reviewed the CCC's Strategic Plan and see how I play a role in its success.

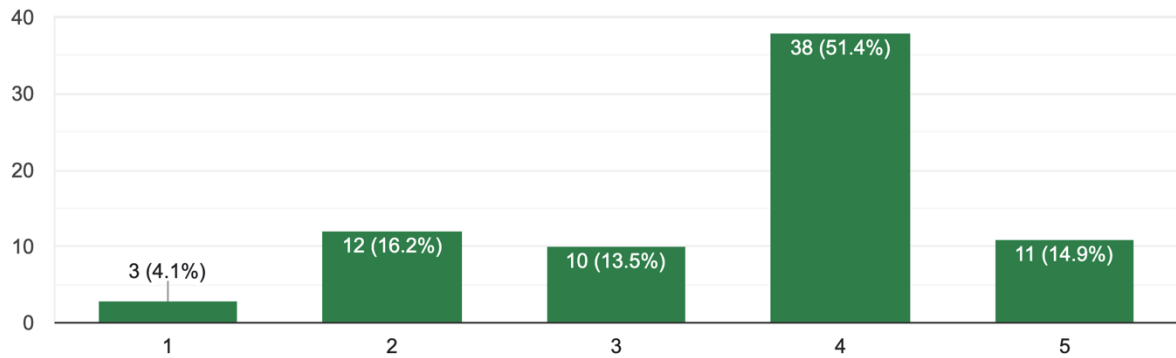
72 responses



**College Communicates Important Information/Decisions: 3.6 Average**

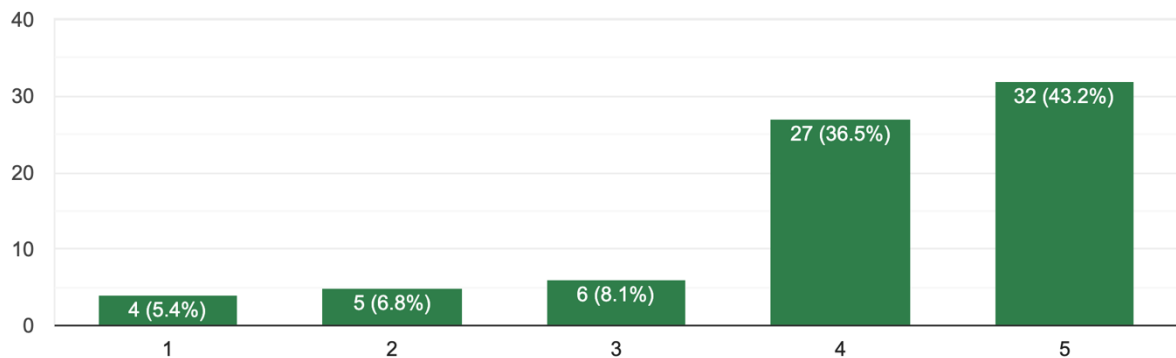
How effectively do you feel the college communicates important information and decisions?

74 responses

**Confidence in Direction Under Current Leadership: 4.1 Average**

How confident are you in the direction the college is heading under current leadership?

74 responses



### What do you enjoy most about working at CCC?

[illegible]

- Supporting students and seeing student success (dominant theme).
- Mission-driven work and serving the community.
- Colleagues/team relationships and a supportive work environment in many areas.
- Variety of work and feeling that their role makes a difference.
- A strong sense of community and belonging among staff and faculty.
- Positive relationships with colleagues and immediate teams.
- Feeling that their work makes a meaningful difference locally.
- Alignment with CCC's mission and values.
- Smaller college environment that allows for personal connections.
- Flexibility in scheduling or work structure in some roles.
- Pride in serving the broader North Coast community.
- Appreciation for benefits such as summer scheduling or work-life balance supports.
- Enjoyment of collaborative, student-centered work culture.

**What type of communication or updates would help you feel more informed or connected?**

- Continue the President's regular updates; many value the weekly email as a concise summary.
- More transparency and consistency over time (financial outlook, long-term priorities, key decisions and timelines).
- More opportunities for two-way communication (town halls, department visits, in-person Q&A; in-service scheduled to avoid class days when possible).
- Streamline college-wide emails (reduce overload; clarify what is urgent vs. informational).
- Regular, predictable college-wide updates from leadership.
- Clear explanations of why decisions are made, not just what decisions are.
- Fewer messages through informal channels such as rumors or word-of-mouth.
- A centralized newsletter or digest highlighting updates across departments.
- Advance notice of changes that affect staffing, schedules, or programs.
- Give notices of changes in staffing: hires as well as those leaving and retiring.
- Clearer communication about budget decisions and priorities.
- Better sharing of strategic plan progress and enrollment data.

**What Would Make CCC an Even Better Place to Work?**

- Compensation and benefits that are more competitive and keep pace with cost of living.
- Clear expectations, accountability, and follow-through across departments; reduce gossip/favoritism dynamics.
- Long-term financial stability and improved state funding; continued focus on enrollment growth.
- Filling vacant positions to reduce workload strain.
- Increasing opportunities for professional development and growth.
- More consistent leadership follow-through on initiatives.
- Stronger campus safety and security presence.
- Better cross-department collaboration and understanding.
- More recognition and appreciation for employee contributions.
- Streamlining business office processes to reduce frustration and inefficiency.
- More campus vitality and community-building activities.
- Financial stability to decrease fears of position elimination.

**Are There Any Barriers That Make It Difficult For You To Perform Your Best Work?**

- Chronic understaffing leading to overload and burnout.
- Inefficient or outdated processes and systems.
- Lengthy approval or purchasing workflows.
- Limited time to complete work due to competing priorities.
- Insufficient training or cross-training opportunities.
- Lack of clarity around roles or expectations.
- Budget constraints limiting tools, resources, or staffing.
- Feeling undervalued or under-recognized for work performed.
- Technology issues that slow productivity.
- Difficulty balancing service expectations with available capacity.
- Communication gaps that lead to reliance on informal channels (gossip) for news; inconsistent information reaching part-time faculty/classified staff.
- Resistance to change or lack of shared understanding of new processes.

**Please Share Any Additional Feedback or Suggestions You Would Like CCC Leadership to Consider.**

- Maintain visible leadership presence ('making rounds') and express appreciation for employee work.
- Improve operational processes and customer-service orientation in administrative functions (examples included accounts payable/credit card processes and timeliness to vendors).
- Provide more training/support to meet diverse student needs (example raised: dyslexia/reading challenges).
- Continue to rebuild trust through consistent governance practices and professional conduct in public meetings.
- Requests for leadership to better understand day-to-day employee work.
- Desire for leadership to listen, respond, and follow through on feedback.
- Calls for equitable treatment across employee groups.
- Need for clearer long-term planning and stability.
- Recognition that staff want CCC to succeed and are invested in its future.
- Requests for more support in addressing increasingly complex student needs.
- Concerns about morale if workload and compensation issues persist.
- Appreciation for opportunities to provide honest feedback.
- Encouragement for leadership to remain visible and approachable.
- Hope that survey results lead to meaningful action, not just documentation.

**CCC Employee Survey – Strategic Alignment Summary**

The CCC Employee Survey results show strong alignment with the college's Strategic Plan priorities and provide clear direction for strengthening institutional effectiveness, employee support, and student success. Across roles and departments, employee feedback reflects deep commitment to CCC's mission alongside clear calls for action.

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**Strategic Priority 1: Improve Student Access****What We Heard from Employees**

- Employees are deeply motivated by helping students access education and support services.
- Staffing shortages and workload strain limit employees' ability to serve students effectively.
- Inefficient systems and processes create delays that affect student experience.

**Alignment**

Employee feedback reinforces that improving student access depends not only on enrollment efforts, but on having the internal staffing, systems, and capacity to support students once they arrive.

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**Strategic Priority 2: Increase Student Success****What We Heard from Employees**

- Supporting students is the most rewarding part of working at CCC.
- Employees see a direct connection between employee well-being and student success.
- Burnout and limited capacity reduce the time available for individualized student support.
- Employees want training and tools to meet increasingly complex student needs.

**Alignment**

The survey confirms that sustaining student success requires investing in employee capacity, morale, and professional development.

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**Strategic Priority 3: Strengthen Our Reputation****What We Heard from Employees**

- Many employees are proud to work at CCC and would recommend the college.
- Confidence in recommending CCC is influenced by organizational stability and leadership consistency.
- Communication practices shape both internal morale and external perception.

**Alignment**

A strong internal culture and clear communication directly support CCC's reputation as a trusted, student-centered institution.

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**Strategic Priority 4: Increase Organizational Effectiveness****What We Heard from Employees**

- This was the most prominent theme across open-ended responses.
- Employees identified staffing gaps, outdated processes, and unclear communication as major barriers.
- Employees want clearer expectations, transparency, and follow-through.

**Alignment**

Employee feedback strongly validates Organizational Effectiveness as a key strategic focus and identifies concrete opportunities for improvement.

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**Strategic Priority 5: Build and Sustain Partnerships****What We Heard from Employees**

- Strong internal collaboration is essential to supporting students and community partners.
- Employees value working across departments but note limited capacity due to staffing constraints.
- Clear communication strengthens internal and external partnerships.

**Alignment**

Employee feedback reinforces that sustainable partnerships begin with strong internal alignment and collaboration.

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**Overall Takeaways**

- Employees are **deeply committed to CCC's mission and students**.
- Organizational effectiveness, staffing, and communication are critical leverage points.
- Employee well-being and student success are closely connected.
- Transparent communication and follow-through will strengthen trust and morale.
- Acting on employee feedback directly advances CCC's Strategic Plan.





## BP 5015 Residence Determination

### References:

- OAR 589-002-0200
- Senate Bill 312 Resident Tuition for Native American/Alaska Native Graduates of Oregon High Schools
- Senate Bill 234 Federal Vocational Rehabilitation Education Benefits for Military Dependents

Residency for tuition purposes at Clatsop Community College shall be determined in accordance with Oregon statutes and administrative rules governing community colleges. Clatsop Community College establishes three tuition classifications:

1. **In-State Resident:**  
Students whose permanent address is within the State of Oregon at the time of enrollment shall be classified as in-state residents for tuition purposes.
2. **Border State Resident:**  
Students whose permanent address is in one of the bordering states—Washington, California, Idaho, or Nevada—shall be classified as border state residents and charged the border state tuition rate.
3. **Out-of-State Resident:**  
Students whose permanent address is in any other state or country shall be classified as out-of-state residents and charged the out-of-state tuition rate.

### Veterans and Eligible Dependents:

In accordance with ORS 341.606 and federal law, veterans receiving education benefits under Chapter 31 (Vocational Rehabilitation and Employment) or Chapter 33 (Post-9/11 GI Bill) shall be charged in-state tuition rates, regardless of their state of residence. Additionally, dependents using education benefits under Chapter 35 (Survivors' and Dependents' Educational Assistance Program) shall also be charged in-state tuition rates

### Active Duty Military

Students who are active duty members of the military and their dependents shall be charged in-state tuition rates, regardless of their state of residence.

Residency classification is based on the address provided by the student at the time of admission or registration. Students are responsible for providing accurate address information and promptly notifying the College of any changes.

The **President** shall enact procedures to assure that residence determinations are made in accordance with **Oregon law and this policy**.

## BOARD POLICY AND PROCEDURE PROGRAM

Replaces: 6.020 Student Residency Status

**Approved by Board Policy Committee: January 29, 2026**

**Approved by Policies & Procedures Committee:**

**Adopted by Board of Education:**

## BOARD POLICY AND PROCEDURE PROGRAM

## BP 5040 Education Records, Directory Information, and Privacy

### References:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S. Code Section 1232g);  
34 Code of Federal Regulations Part 99);  
NWCCU Standard 2.C.4  
ORS 341.290(17) and OAR 589-004-0100 to -0750  
ORS 180.805  
ORS 181A.820 to 181A.829

**NOTE:** *This policy is legally required.*

The **President** shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The **President** may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of **Clatsop Community College** has a right of access to any and all student records relating to him or her maintained by **Clatsop Community College**.

No representative of **Clatsop Community College** shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in this policy and information sought pursuant to a court order or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information contained here, and that they may limit the information.

College staff may refuse to give out directory information if it would be detrimental, if it is determined that there is no need to know, if the request is made over the phone, or if administrative discretion is desired.

**NOTE:** *This language below is an extremely limited definition of “directory information.” Federal laws permit the Board of Education to adopt a definition of “directory information.” However, an expansive definition of “directory information” is not recommended out of concern for both the family privacy and the safety of students. Applicable law does not*

## BOARD POLICY AND PROCEDURE PROGRAM

*give the **entity** discretion to use a more expansive definition of directory information on a selective basis, e.g., in order to make such data available to potential vendors.*

Directory information may include, but is not limited to the student's:

- Name and address;[];
- 
- Major field of study;
- Dates of attendance;
- Degrees, honors, and awards received;

Directory information does not include a student's:

- Social security number and
- Student identification number.

**NOTE:** The following language is consistent with the Oregon Attorney General's "Model Policies Regarding Immigration" Model Policy 7.

### **Federal Immigration Authority Access to Student Records**

Oregon law prohibits disclosure of student records to federal immigration authorities for the purpose of enforcing federal immigration laws.

Federal and state laws also make student records confidential and permit their disclosure only in limited circumstances. To assure compliance with applicable federal and state law, Clatsop Community College employees shall not disclose student records, or information from those records, to federal immigration authorities except as allowed by this policy and procedures found in AP 5040 Education Records, Directory Information, and Privacy and AP 3801 Sharing or Disclosing Citizenship or Immigration Status or Country of Birth Information or Other Protected Information.

**Adopted:**

NWCCU Standard Updated 5/20  
Revised 10/25

# **Clatsop Community College**

**Code: 4.115**  
**Adopted: 10/89**  
**Orig. Code: 362**

## **SHIFT DIFFERENTIAL-CONFIDENTIAL STAFF**

Confidential staff shall receive a 10% shift differential for time worked between 6 p.m. and 7 a.m. There shall be no shift differential for overtime hours.

END OF POLICY

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Legal Reference:

ORS Chapter 341

# **Clatsop Community College**

**Code: 4.120**  
**Adopted: 10/89**

## **CALLBACK-CONFIDENTIAL STAFF**

A confidential staff employee who has already left work and is called to return to work, without previously being assigned such return, shall be paid a minimum of two hours. The rate of pay will be time and one-half for whatever portion of the callback puts the employee over 8 hours in the day and 40 hours in the scheduled week.

END OF POLICY

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Legal Reference:

ORS Chapter 341

# **Clatsop Community College**

**Code: 4.125**  
**Adopted: 10/89**  
**Orig. Code: 360**

## **WORK WEEK-CONFIDENTIAL STAFF**

Salaries at Clatsop Community College are based on an eight-hour day and forty-hour week. Offices shall be open for business between 8 a.m. and 5 p.m., unless otherwise authorized. One hour is allowed for lunch. Office hours and hours of work may be changed at College discretion.

All confidential staff are encouraged to take two 15-minute rest or coffee breaks within the eight-hour work day to be taken as approved by the immediate supervisor. Where possible, breaks should be staggered so that offices are not left unattended.

END OF POLICY

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Legal Reference:

ORS Chapter 341



## SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF CONDUCT

The Dean of Student Services will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process (Student Discipline policy/procedure-6.215/6.215P). The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Student Code of Conduct may include, but are not limited to, the following:

1. Written Reprimand: Written warning that a student's conduct does not meet College standards and that continuation of such misconduct may result in further disciplinary action.
2. Disciplinary Probation: Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.
3. Personal Mental Health Referral: A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.
4. Bar Against Re-Enrollment: May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the College.
5. Restitution: Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
6. Withholding of an Official Transcript: May be imposed upon a student who fails to pay a debt to the College.
7. Suspension of Rights or Privileges: Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
8. Suspension of Eligibility for Extracurricular Activities: Prohibited from joining a recognized student organization and participating in its activities or attending its meetings and/or from participating in official athletic or other extracurricular activities for any length of time up to one calendar year.

9. Temporary Exclusion: An instructor or supervisory staff member may remove a student from class, a service area, or a College sponsored event when, in the judgment of the instructor or supervisor the student is disrupting the educational or administrative processes of the College or poses a danger to other staff or students. Prior to removal, the instructor or supervisor must inform the student of the nature of the disruptive behavior and request that the student cease the behavior. If the student does not comply, the instructor or supervisor has the authority to ask the student to leave the service area or College sponsored event for the remainder of the class session, service day, or event.
10. Suspension: A student may be suspended for a defined period of time. During a period of suspension the student is prohibited from registering for one or more credit or non-credit classes sponsored by the College and may be barred from entering the College campus except with the permission of the President, Vice-President of Instruction/Student Services, Dean of Student Services, or Dean of Community Education. The conditions of re-enrollment shall be stated in the letter of suspension.
11. Summary Suspension: Summary suspension may be used to protect the College from potential disruption of instructional or other college activities, or to protect the safety of students, faculty, staff, or College property. Summary suspension, for the purpose of investigating the event or events in which the student or students were allegedly involved, shall be for no more than five (5) school days; however, it may be continued pending final disposition of the case if it is deemed necessary for the safety of students, faculty, staff, or College property or in cases where the student's presence is considered to be disruptive to the orderly functioning of the College.

The President, Vice-President of Instruction/Student Services, Dean of Student Services, Dean of Community Education or their designees may summarily suspend a student within the stated guidelines. Such suspension shall remain in effect until the outcome of a formal hearing is determined. The formal hearing shall be held no more than ten (10) working days from the first day of suspension. This timeline may be modified with the agreement of both parties.

12. Readmission after Suspension: When a student is suspended, the conditions for re-enrollment that must be met will be outlined in the letter the student receives at the time of suspension. In the case of a long-term suspension, (more than one week), the student will be required to meet with the Vice-President of Instruction/Student Services prior to re-enrollment, and to request re-enrollment in writing. The Vice-President will be responsible for determining if the conditions for re-enrollment have been met. The Vice-President will provide the student, in writing, with his/her decision regarding the student's reentry into the College and the reasons for the decision.
13. Expulsion: A permanent separation from the College. A student may be expelled from the College only on approval of the decision by the College's Board of Directors.

Note: The parents or guardian of any dependent student under age 18 years of age who is placed on disciplinary probation, suspended, or expelled shall be notified.

END OF POLICY

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# Clatsop Community College

**Code:** 6.215P  
**Adopted:** 06/30/97\*  
**Revised:** 02/01/02 &  
06/06/02  
04/19/11

\*as part of 6.210P

## STUDENT DISCIPLINE PROCEDURE

These procedures have been established by the College to protect and support its mission as an educational institution, provide for the orderly conduct of its activities, and safeguard the interests of the College community. These disciplinary procedures are considered part of the College's educational process. Hearings or appeals conducted as part of this process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some violations of the College's Student Code of Conduct are also violations of law, students may be accountable to both civil authorities and to the College for their actions. Disciplinary action at the College will normally proceed regardless of external civil or criminal proceedings and may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

### Charges

Any student, staff, or faculty member may file a formal complaint against any student for violating the Student Code of Conduct (Policy 6.210). Prior to initiating a formal complaint process a student, faculty or staff member must attempt to informally resolve the complaint (Exceptions to this will be determined by the appropriate College official). Faculty and staff, depending on the severity of the violation, may elect to warn a student regarding violations of the Student Code of Conduct by completing a Student Conduct Warning form. \*A formal complaint must be filed within fifteen working days of the date that the incident or event occurred that prompted the formal complaint.

Complaints should be prepared on a College "Formal Complaint Form" and directed to the Dean of Student Services. These forms are available in the Student Services Center, Sharepoint Document Center, Human Resources Office, Learning Resource Center (Library), Community Education Office, South County Center, and MERTS.

### Investigation of Charges

The Dean of Student Services, or his/her designee, will conduct an investigation to determine if the charges have merit and/or if they can be resolved administratively by mutual consent of the parties involved. During investigation of the charges, the status of the student shall not be altered nor shall his/her right to be present on the campus and to attend classes be suspended except for reasons related to the safety and well-being of students, faculty, staff, or College property, or in cases where the student's presence interferes with the orderly operation of the College as judged by the Dean of Student Services. Under these circumstances the temporary suspension policy may be invoked according to the College's policy on Sanctions for Violations of the Student Code of Conduct-6.212).

## **Hearings**

There are two levels of hearings, informal and formal. The informal hearing step shall be held for all violations of the Student Code of Conduct in which it has been determined that the charges have merit and cannot be discharged administratively with the consent of all involved parties. Formal hearings are held in cases where the violation of the Student Code of Conduct could result in such disciplinary action as final expulsion, or indefinite or long-term suspension from the College.

## **Notice**

A student charged with a formal complaint for violating the Student Code of Conduct or any other College policy or rule will be notified to meet with the Dean of Student Services or his/her designee at a specific time, date, and place regarding the charges. Notification will be made in the most effective manner considering the circumstances and timelines. Notification may include a phone call followed by a letter, notification exclusively by postal service, e-mail, or any other method determined to be effective and expedient. In the case of a dependent student, such notice may also go to the parent or guardian.

## **Required Attendance**

Failure on the part of the accused student to meet as requested for an informal or formal hearing without good cause and prior notification or a verifiable emergency, will result in a decision being made in the student's absence. In all cases, evidence in support of the charges shall be presented and considered. The student shall be notified of this decision in writing.

### **I. Informal Hearings**

If the Dean of Student Services determines that the charges have merit and the situation cannot be resolved by mutual consent of the involved parties, he/she will conduct an informal hearing utilizing the following steps:

- A. Review the charges with the student and ensure that the student receives, in writing, notification of the charges.
- B. Review the possible disciplinary action that could be taken if the student is found to have violated the Student Code of Conduct.
- C. If requested by the student or the Dean of Students set a follow-up meeting date/time for the student to respond to the charges. This date should be not less than five or more than ten working days from the date of the initial meeting with the student.
- D. At this follow-up meeting, the Dean of Student Services and the student will discuss the charges and the student's response.
- E. Within ten working days of the meeting in which the student responded to the charges, the Dean of Student Services will take one of the following actions:
  - Dismiss the charges
  - Respond with counseling and behavior advice/referrals
  - Order restitution or probation
  - Reprimand the student in writing
  - Invoke short-term suspension of no longer than one week.
  - Continue a short-term suspension until a formal hearing is convened
  - Order a formal hearing to be held no more than fifteen working days after the student is informed of this decision by the Dean of Student Services
  - Recommend any other action or combination of actions including long-term suspension or expulsion, which is directed at remedying the situation in accordance with College

Policy 6.212, "Sanctions for Violations of the Student Code of Conduct." Long-term suspensions or expulsions must be reviewed by the Student Discipline Committee.

F. The student will be notified, in writing, of the decision of the Dean of Student Services.

### **Appeals**

A student may appeal the decision of the Dean of Student Services to the Student Discipline Committee. The request for an appeal must be made, in writing, within five working days to the Dean of Student Services.

## **II. Formal Hearings**

Formal hearings are held in cases where alleged violations of the Student Code of Conduct could result in such disciplinary action as expulsion or long-term suspension from the College or when the student appeals the decision of the informal hearing. The Dean of Student Services, or his/her designee, will convene the Student Discipline Committee for formal discipline hearings. The charge of the committee is to consider and student conduct cases in which the potential sanction being considered is suspension or expulsion. The Student Discipline Committee will utilize the following structure and processes:

A. Membership of the Committee will include:

- Three representatives from the Faculty Association
- The College Counselor
- One student appointed by the ASG president when deemed appropriate by the Dean of Student Services
- Dean of Student Services or his/her designee.

B. Members will serve for no longer than three years; faculty vacancies that occur during the year shall be filled as they arise by the Faculty Association. Staff positions will be filled by the Dean of Student Services.

C. A quorum shall consist of three members for student discipline hearings and must include the Dean of Student Services;

D. All committee members shall have voting rights.

E. The Dean of Student Services serves as chair of the committee and meetings are conducted utilizing the following formal hearing guidelines:

A. The hearing process employed by the Student Discipline Committee is not subject to the formal procedures or technical rules of evidence found in a court of law. All hearings and meetings, however, will be conducted in an atmosphere of fairness and concern for all parties involved.

B. Hearings are not open to the campus community, general public, or press.

C. The deliberations and decisions of the Student Discipline Committee are considered confidential in compliance with student rights to privacy as regulated by the Family Educational Rights and Privacy Act (FERPA).

- D. Admission of any eligible person to the hearing shall be at the discretion of the Dean of Student Services.
- E. The accused student will be provided with a list of the names and titles of the Committee members prior to the date of the scheduled hearing.
- F. Students may be assisted at hearings by an advocate, a faculty member, staff member, family member or student enrolled at Clatsop Community College but must conduct all aspects of their own defense. Advisors are not permitted to speak or to participate directly in any hearing. This process is not a court of law and legal counsel is not part of the student judicial process. The student may seek legal advice at his/her own expense, but to avoid an adversarial situation and to maintain an educational environment and not the appearance of a court of law, neither the College nor the student will be represented by a lawyer during the hearing. An exception regarding legal counsel will be made in the event that criminal charges against a student are either pending or potential. The attorney will be allowed to advise the student but not allowed to speak at or participate directly in the hearing. The cost of such counsel shall be borne by the student. If such legal counsel is required, the student must provide, in writing, sufficient notice to the College so that the College may also arrange for legal counsel to be present.
- G. Written statements, exhibits, academic records or any other documentation relevant to the proceedings may be accepted as evidence for consideration at the discretion of the Dean of Student Services. Evidence commonly relied upon by reasonable people in the conduct of their daily business affairs shall be admissible. Unduly repetitious or cumulative evidence may be excluded.
- H. All involved parties have the right to present witnesses and evidence subject to the approval of the Dean of Student Services. Witnesses also have the right to have an advisor present subject to the same restrictions as the accused student.
- I. The accused student will have the opportunity to hear and question all participants at the hearing by directing questions to the Committee.
- J. In no case will the Committee consider written statements adverse to the accused student unless the content and names of those making the statements are available to the student.
- K. The hearing shall proceed in the following order:
  - 1. Declaration of the charges against the student.
  - 2. Presentation of evidence and witnesses in support of the charges.
  - 3. Opportunity for the accused student to ask questions of witnesses by directing them through the Committee.
  - 4. Opportunity for the Committee to direct questions to witnesses.
  - 5. Accused student's evidence and witnesses in opposition to the charges.
  - 6. Opportunity for the accused student to ask questions of witnesses by directing them through the Committee.
  - 7. Opportunity for the Committee to direct questions to witnesses and accused student.
  - 8. Summary statement from the accused student.

L. The final decision for all procedural questions regarding the hearing rests with the Dean of Student Services.

M. A record of the proceedings shall be kept. The record shall be the property of the College.

N. If the accused student elects not to appear at the hearing, a hearing considering all available evidence will be held in the student's absence.

### **Outcome of Hearing**

Upon conclusion of the hearing, in a closed session, the Student Discipline Committee shall determine by majority vote whether it is more likely than not that the student has violated the section or sections of the Student Code of Conduct with which he/she is charged.

### **Notification of Outcome**

The student will be notified, in writing, within ten working days of the decision of the Student Discipline Committee.

### **Appeals**

Appeals of disciplinary sanctions imposed by the Student Discipline Committee may be made only when the student has been suspended for more than one week or expelled. The only grounds upon which an appeal of the decision of the Student Discipline Committee will be considered are:

- A. A procedural error or irregularity which materially affected the decision.
- B. New evidence of substantive nature not previously available at the time of the hearing that would have materially affected the decision.
- C. Demonstrated bias on the part of the Committee that materially affected the hearing. Evidence of such bias must be included with the appeal.
- D. The sanction imposed is clearly excessive when compared to the findings established during the hearing process.

If the student feels that he/she has grounds for an appeal, the student must appeal the decision of the Student Discipline Committee by filing a written appeal with the College President within ten working days of receipt of the Committee's decision. The President shall render a decision, in writing, regarding the appeal within ten working days. The decision of the President shall be final and not subject to further appeal.

\*(All deadlines indicated in this procedure may be extended or reduced with the agreement of both parties.)

# Upcoming Events



Clatsop  
Community  
College

Board of Education



**FEBRUARY AND MARCH 2026 UPCOMING EVENTS**

Updated 2/4/2026

<b>EVENT</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
Art Exhibit Opening: Au Naturel	Thursday, February 12	6:00 – 8:00 pm	Royal Nebeker Gallery
Open Mic: Courage to Love	Thursday, February 12	5:00 – 7:00 pm	Winekraft, downtown Astoria
February Regular Board of Education Meeting	Thursday, February 12	4:30 pm	Columbia 219
Film Noir Showcase	Friday, February 27	9:00 am – 4:00 pm	Dora Badollet Library
Clatsop County Job & Career Exploration Fair	Tuesday, March 3	9:00 am – 2:00 pm	Seaside Convention Center
Ales & Ideas: Magical Bowls & Porcelain Fever	Thursday, March 5	7:00 – 8:00 pm	Fort George Lovell Showroom
Trivia Night & Silent Auction Benefit for Nursing Club	Saturday, March 7	3:00 – 6:00 pm	Patriot Hall
March Regular Board of Education Meeting	Thursday, March 12	5:30 pm	MERTS IMTC Lounge
Art Exhibit Opening: Courage: Artists & Writers Face Their Fear	Saturday, March 14	5:00 – 7:00 pm	AVA Gallery, downtown Astoria
Pi Day	Saturday, March 14	1:59 – 6:00 pm	Patriot Hall and Lexington Campus
Bandit in Wonderland: Foundation Annual Fundraiser	Saturday, April 11	TBD	Patriot Hall