

Board Policy Committee

February 27, 2026

**** AGENDA ****

For 2nd Reading:

- BP 2110, Vacancies on the Board of Education (the original OCCA version is included as a reference.)
- BP 5015 Residence Determination
- BP 5040 Education Records, Directory Information and Privacy

For 1st Reading:

- BP 3420 Equal Employment Opportunity (legally required)
- BP 3505 Emergency Response Plan (legally required)
- BP 3520 Local Law Enforcement (legally required)
- BP 3715 Intellectual Property (legally advised)



BP 2110 Vacancies on the Board of Education

References:

ORS 341.335

AP 2110 Vacancies on the Board of Education

The Board of Education shall declare the office of a board member vacant if it finds any of the following:

- (a) The incumbent has died or resigned.
- (b) The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
- (c) The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.
- (d) The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

A Board member who changes permanent residence from one Zone of the District to another Zone or who by a change in Zone boundaries no longer resides in the Zone to which elected or appointed is entitled to continue to serve as a Board member until June 30 following the next regular district election at which a successor shall be elected to serve for the remainder of the unexpired term, if any.

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any of the electors of the zone from which the vacancy occurs.

If the offices of ~~a majority~~four or more of the board members are vacant at the same time, the governing body of the principal county shall appoint persons to fill the vacancies from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The Board of Education shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

END OF POLICY



Board Adoption Date:
Last Revised:

Rescinds: 1.025

BP 2110 Vacancies on the Board of Education

References:

ORS 341.335

NOTE: *The following language is legally advised.*

The Board of Education shall declare the office of a board member vacant if it finds any of the following:

- (a) The incumbent has died or resigned.
- (b) The incumbent has been removed or recalled from office or the election of the incumbent thereto has been declared void by the judgment of a court.
- (c) The incumbent has ceased to be a resident of the district from which the incumbent was nominated or elected.
- (d) The incumbent has ceased to discharge the duties of office for two consecutive months unless prevented therefrom by sickness or other unavoidable cause or unless excused by the chairperson of the Board of Education.

When a vacancy is declared the remaining Board of Education members shall meet and appoint a person to fill the vacancy from any of the electors of the district if the position is one filled by both nomination and election at-large, and otherwise from any of the electors of the zone from which the vacancy occurs.

The period of service of a Board of Education member appointed to a vacant position commences upon appointment and expires June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made. If the term for which the appointment was made expires June 30 after the election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office on July 1.

The [**CEO**] shall establish administrative procedures to solicit applications that assure ample publicity to and information for prospective candidates. The Board of Education will determine the schedule and appointment process, which may include interviews at a public meeting.

Adopted:

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.

3.

Veterans, ~~and Eligible Dependents~~ and Active Duty Members of the Military:

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 members of the Military and their dependents shall also be charged in-state tuition rates.

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 ~~{ CEO }~~ President shall enact procedures to assure that residence determinations are made in accordance with ~~{ state law and this policy }~~ Oregon law and this policy.

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Replaces: 6.020 Student Residency Status

Approved by Board Policy Committee:

Approved by Policies & Procedures Committee:

Adopted by Board of Education:

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

The ~~CEO~~ 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 ~~the entity~~ Clatsop Community College has a right of access to any and all student records relating to him or her maintained by ~~the entity~~ Clatsop Community College.

No representative of ~~the entity~~ 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.

Commented [FG1]: This is wording from the current policy that the Interim Dean of Student Services has requested be put in the new policy.

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

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concern for both the family privacy and the safety of students. Applicable law does not 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; ~~Telephone listing, electronic mail address~~;
- ~~Photograph~~;
- ~~Date and place of birth~~;
- Major field of study;
- ~~Grade level~~;
- ~~Enrollment status (e.g. undergraduate or graduate, full time or part time)~~;
- Dates of attendance;
- ~~Participation in officially recognized activities and sports~~;
- ~~Weight and height, if a member of an athletic team~~;
- Degrees, honors, and awards received; ~~and~~
- ~~Most recent educational agency or institution attended.~~

Commented [FG2]: I have amended the directory information to reflect what is in the CCC Student Handbook.

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, ~~entity's~~ 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

BP 3420 Equal Employment Opportunity

References:

Title VII of the Civil Rights Act of 1964 (Title VII) and 42 U.S. Code Section 2000e
The Age Discrimination in Employment Act of 1967(ADEA) and 29 Code of Federal Regulations Parts 1625 et seq.;
Americans with Disabilities Act of 1990 (ADA) and 29 Code of Federal Regulations Parts 1630 et seq.;
ADA Amendments Act of 2008 (ADAAA);
Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) and 29 Code of Federal Regulations Parts 1635.1 et seq.;
29 Code of Federal Regulations Parts 1601.1 et seq. – Discrimination based on National Origin;
29 Code of Federal Regulations Parts 1606 et seq. – Religious Discrimination;
Pregnancy Discrimination Act of 1978 (PDA) and 29 Code of Federal Regulations Part 1604.10;
ORS 659A

NOTE: *This policy is **legally required**. Because this remains a highly dynamic area of law, consultation with legal counsel in implementing this policy and the related procedure is advised.*

The Board of Education desires to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of employees from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students.

Optional: *Include language regarding the importance of an equitable and inclusive hiring process to equal employment opportunity. For example:* An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment.

The Board of Education therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The **[CEO]President** shall develop, for review and adoption by the Board of Education, a plan for equal employment opportunity that complies with federal and state law as modified or clarified by judicial interpretation from time to time.

Optional: *Include language directing the **[CEO]President** to develop hiring procedures driven by diversity, equity, and inclusion. For example:* The **[CEO]President** shall

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develop hiring procedures driven by diversity, equity, and inclusion and consistent with the ~~entity's~~ [Clatsop Community College's](#) intent described above.

Adopted:

Revised 10/21

BP 3505 Emergency Response Plan

References:

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

NOTE: The following policy language is legally required.

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

NOTE: The following policy language is legally advised.

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

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

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

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

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

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

Adopted:

Removed Old NWCCU Standard 6/22

Replaces 3.225

BP 3520 Local Law Enforcement

References:

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

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

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

Adopted:

BP 3715 Intellectual Property

References:

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

NOTE: *The following policy is legally required.*

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

Adopted:

NWCCU Standard Removed 5/20