

**Board Policy Committee**

**March 27, 2026**

**\*\* AGENDA \*\***

**For 2<sup>nd</sup> Reading:**

- BP 2110 Vacancies on the Board of Education

**For 1<sup>st</sup> Reading:**

- BP 5010 Admissions
- 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 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.

~~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 zones 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.

~~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~~

**Commented [PS1]:** I checked with Karen Smith. According to the statute, the County Commissioners must fill all the vacant seats at the same time. They cannot fill only one seat (or however many are needed to bring the total up to four seats) and then allow the Board to fill the remaining vacancies.



~~any of the electors of the zones from with the vacancy occurs.~~

END OF POLICY

~~President's Cabinet Approval Date: November 27, 2018~~

~~College Council Approval Date: November 20, 2018~~

Board Adoption Date: November 13, 2018

Last Revised: November 13, 2018

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 5010 Admissions and Concurrent Enrollment

### References:

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

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

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

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

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

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

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

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

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

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

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

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

**Rescinds 6.015**

**Adopted:**

NWCCU Standards Updated 5/20

## BP 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