

Board Policy Committee

May 22, 2026

**** AGENDA ****

For 2nd Reading:

- BP 5010 Admissions
- BP 3715 Intellectual Property

For 1st Reading:

- BP 3540 Sexual and Other Assaults on Campus (*legally required; left over from 2024*)
- BP 7800 Work After Retirement (*part of 2025 Legal Update; recommended as good practice*)
- BP 3518 Child Abuse Reporting (*recommended as good practice*)
- BP 3522 Immigration Enforcement Notification (*new policy; legally required*)
- BP 7610 Assistance with Federal Law Enforcement Ops (*new policy; legally required*)

For Rescission:

- 4.520 Early Retirement – Administrative, Service / Supervisory and Confidential Classified Staff

BP 5010 Admissions and Concurrent Enrollment

References:

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

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

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

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

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

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

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

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

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

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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 3715 Intellectual Property

References:

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

NOTE: *The following policy is legally required.*

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

Adopted:

NWCCU Standard Removed 5/20

BP 3540 Sexual and Other Assaults on Campus

References:

- 20 U.S. Code Section 1092 subdivision (f);
- 34 Code of Federal Regulations Part 668.46 subdivision (b)(11);
- ORS 350.331

NOTE: *This policy is legally required.*

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

The [**CEO**] *President* shall establish administrative procedures that ensure that students and employees who are victims of sexual and other assaults and domestic violence receive appropriate information and treatment. The [**entityClatsop Community College**] will make educational information about preventing sexual violence is widely available on campus.

The procedures shall meet the criteria contained in 34 Code of Federal Regulations Part 668.46 and ORS 350.331.

Adopted:

Revised 7/20, 7/24

BP 7800 Work After Retirement

References:

ORS 238.082;
OAR 459-017-0060

NOTE: This policy is *legally advised* if the college permits employees to continue to work after retiring from the Public Employee Retirement System (PERS). Public employers, including community colleges, are **not** required under Oregon law to allow post-retirement employment. The decision to approve work after retirement is solely that of the employer if the employer determines that allowing a retiree to work after retirement is consistent with the public interest.

NOTE: SB 1049 (2019) gave public employers the option to allow most PERS retirees to continue working for unlimited hours after retirement through the end of 2024. HB 2296 (2023) extended the PERS work after retirement an additional 10 years until 2034. The employer must continue to pay the employer PERS contribution as if the employee is an active PERS member, and PERS will credit payments back to reduce the employer's unfunded liability. No IAP contribution is required by the employer or employee.

The Board of Education delegates to the [CEO]President the authority to approve the continued employment and compensation of [entity]Clatsop Community College employees after retirement from the Public Employee Retirement System (PERS).

The [CEO]President shall establish procedures related to work after retirement from PERS consistent with state and federal law.

See also BP 7110.

Adopted:

New 11/19, Revised 10/23, 10/25

BP 3518 Child Abuse Reporting

References:

ORS 419B.005 – ORS 419B.050

~~**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.~~

~~The [**CEO**]**President** shall establish procedures related to the responsibility of employees to report suspected abuse and neglect of children when the employee learns of the suspected abuse or neglect in the scope of employment or in his/her/their professional capacity.~~

~~Clatsop Community College follows the rules of mandatory child abuse reporting set out under Oregon state law.~~

Adopted:

~~**Replaces 1.004**~~

BP 3522 Immigration Enforcement Notification

References:

Chapter 48, Oregon Laws 2026
ORS 180.805
ORS 181A.822

NOTE: This policy is *legally required*.

The Board of Education is committed to a safe and secure work and learning environment for all students and employees. To that end, the ~~[CEO]~~President shall establish procedures related to confirmed federal immigration enforcement activities on campus in compliance with the requirements of state and federal law.

The ~~[CEO]~~President shall ensure that the procedures include the designation of the person/persons responsible for confirming the presence of immigration authorities on property owned and controlled by ~~[entity]~~Clatsop Community College and providing notice of such activities to students and employees.

The procedures will be posted on the college's website in any languages that are regularly used to communicate effectively with students at the campus and included in any other locations where the college provides information related to immigration or campus emergencies.

Adopted:

NEW 5/26

BP 7610 Federal/ Out-of-State Law Enforcement Operations

References:

Chapter 66, Oregon Laws 2026

NOTE: *This policy is legally required. HB 4138 (2026) requires all public bodies in Oregon to adopt policies related to assistance with federal and out-of-state law enforcement operations.*

Except as permitted by state or federal law, ~~[-entity]~~Clatsop Community College employees and agents are prohibited from intentionally assisting or intentionally cooperating with, or intentionally allowing any time, money, facilities, property, equipment, personnel or other resources to be used to assist, cooperate with or facilitate, any operation executed in whole or in part by a federal law enforcement agency or a law enforcement agency of another state, if the person is aware that the operation is intended to:

- (a) Identify, or impose civil or criminal liability upon, any individual, group, association, organization, corporation, business or partnership based on participation in activities protected by Article I, section 8 or 26, of the Oregon Constitution, or the First Amendment to the United States Constitution;
- (b) Identify, or impose civil or criminal liability upon, any individual, group, association, organization, corporation, business or partnership based on membership in, or support of a person based on the person's membership in, a class of persons protected under the Oregon or United States Constitution or other state or federal law, including classes based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, disability or age; or
- (c) Identify, or impose civil or criminal liability upon, any individual, group, association, organization, corporation, business or partnership based on political, religious or social views, associations or activities.

The ~~[-CEO]~~President shall develop procedures for implementing these restrictions consistent with existing college procedures used to evaluate and respond to external information or assistance requests from outside entities, including governmental requests for information or assistance.

Adopted:

NEW 5/26

Clatsop Community College

Code: 4.520

Adopted: 10/89

Revised: 2/22/2005

Revised: 6/10/2008

EARLY RETIREMENT-ADMINISTRATIVE, SERVICE/ SUPERVISORY AND CONFIDENTIAL CLASSIFIED STAFF

The Board of Directors of Clatsop Community College agrees that early retirement may be a feasible option for some administrative, service/supervisory and confidential classified staff who become eligible for early retirement under the Oregon Public Employees' Retirement System rules and regulations.

Early retirement as provided by the College plan is not automatic and must be mutually agreed to by the individual retiree and the Board. Application for early retirement must be received by no earlier than July 1st and no later than November 30th of the year preceding the year for which the early retirement is requested. Applications received prior to November 30, 2004 will be considered and, if approved, will receive benefits under the terms of the policy effective on November 30, 2004. Early retirement will normally only be considered for retirements that commence at the end of an individual's regular contract period or at the fiscal year's end. Decisions regarding the granting of early retirement are vested exclusively with the Board. Application for early retirement shall be forwarded to the President.

Eligibility: In order for an employee to qualify for early retirement benefits he/she must:

1. Be eligible to receive retirement benefits through the Public Employees Retirement System.
2. Have been employed as a standard employee, by Clatsop Community College a minimum of ten (10) consecutive years immediately preceding application for early retirement benefits. Time spent on approved leaves of absence will not interrupt an employee's service to the College, but only time spent on approved paid leaves of absence will count toward meeting the ten (10) year requirement.
3. Employees hired on or after July 1, 2004 are not eligible to apply for or receive any benefit under this article.

Benefits: An eligible early retiree shall, upon approved application:

1. Receive continued coverage for the retiree and his/her spouse under the early retirement medical/hospital/major medical plan available to Clatsop Community College that is in effect at the time of retirement. The College's maximum contribution will be:
 - a. One-party: The one-party medical premium cost at the time of retirement.

b. Two-party: No more than the “cap” for regular employees in effect at the time of retirement.

A. In the event that the College’s contribution is not sufficient to cover the retiree's premium costs, the retiree must make up any difference if the coverages are to be kept in effect.

B. In this event, unless the full amount of the retiree's portion of the premium is received by the College Business Office in advance of the College premium due date, the retiree's insurance will be immediately terminated and his/her coverage will stop.

C. The retiree will not qualify for a higher level of coverage than he/she participated in at the time of retirement. Example: A change from single to family coverage would not be paid by the College.

D. In any event, the insurance benefit will terminate upon the retiree's reaching age sixty-five (65), becoming eligible for Medicare, or obtaining hospital/medical coverage through some outside employment, whichever might first occur. The insurance benefit will also cease if PERS retirement benefits are stopped or in the event the early retiree should draw unemployment benefits from the College.

2. Be eligible for the tuition waiver benefit for the retiree and spouse or domestic partner.

Procedure: All coverage and responsibility by the College terminates on the first day of the month immediately following the reaching of the time or condition limits above or at the death of the retiree, whichever occurs first.

The early retirement benefits herein provided for all are contingent upon passage of the tax base or tax levy, when applicable, and availability of funds.

The employee who requests College early retirement benefits is responsible for making all arrangements with the PERS or the Social Security Administration for retirement benefits under those programs.

Status of Retirees: Individuals receiving early retirement benefits from the College are no longer employees of the College. The early retirees are therefore barred from receiving, except for specified early retirement benefits, any other rights, privileges or benefits.

END OF POLICY

Orig. Code: 190

Legal References:

ORS Chapter 237, ORS Chapter 239, ORS 243.303, ORS 743.619