



Clark College

Board of Trustees Work Session Packet

Wednesday, September 24, 2025, at 3:30 p.m.

Location: Penguin Union Building, Room 258-C

Virtual Option:

[Zoom Link](#)

Meeting ID: 835 5861 8811

Passcode: 432808

Dial in: (253) 215-8782

Board of Trustees Work Session Packet, September 24, 2025, at 3:30 pm

- I. Call to Order/Agenda Review – Chair Gideon
- II. Public Comment – Chair Gideon
Public comments will be limited to two minutes each.
- III. Board Policy Review – Chair Gideon
 - 100.A10 Legal Status and Authority of the Board
 - 100.A20 Official Name of District
 - 100.A30 Official College Title
 - 100.A40 Official Board Title
 - 100.A50 District Seal
 - 100.A60 Physical Boundaries of the District
- IV. FY 2024 Year-End
Presented by Sabra Sand, VP of Operations
- V. Immigrant Rights and Non-Discrimination
Presented by Vanessa Neal, VP of DEI, and Sabra Sand, VP of Operations
- VI. Adjournment – Chair Gideon

100.00 Board of Trustees

100.A00 Legal Status of the Board

100.A10 Legal Status and Authority of the Board

By authority contained in the Community and Technical College Act of 1991 and as appointed by the Governor and the State of Washington, the Clark College Board of Trustees shall serve the educational needs of Community College District 14 and shall be responsible for developing the policies of Community College District 14 under which Clark college operates. The Board of Trustees derives its authority from RCW 28B.50.140, as now written or later amended. The Board will delegate certain responsibilities to the president or designee. Individual members of the Board have power and authority only when acting formally as members of the Board in session at regular or special meetings.

100.A20 Official Name of District

The official name of the District, established under and by virtue of the laws of the State of Washington, shall be "Community College District 14". Within the Board Policies and Administrative Procedures Manual, the terms "District" and "College" both refer to Clark College or Community College District 14.

100.A30 Official College Title

The official name of the College shall be "Clark College". The College name shall be used in all instances except where the statutory name of the District is legally required, e.g., in publication of legal notices and in the execution of contracts and other legal documents.

100.A40 Official Board Title

The Board of Trustees shall be known as the "Board of Trustees of Clark College" (herein referred to as the "Board").

100.A50 District Seal

The District shall have a seal, the form and design of which shall be adopted by the Board and the custody of which shall be with the secretary of the Board. The seal shall have inscribed upon it the name of the college as shown.

100.A60 Physical Boundaries of the District

The fourteenth (14) district shall encompass the counties of Clark, Skamania, and that portion of Klickitat County not included in the sixteenth district as defined by RCW 28B.50.040.

2024 – 25 Year End

Board of Trustees ▪ September 24, 2025

Highlights

- **Clark was able to complete all work and close two days early**
- **The college exceeded revenue projections, while also underspending**
- **The college's discretionary fund balance increased**

2024-25 Revenue Compared to Expense - Operating

2024-25 Year End Revenue less Expenditures

Funds 101, 148, 149 and Running Start

	Budget	Revenue	Difference
Revenue and Accounts Receivable			
State Allocation	56,505,145	55,999,717	(505,428)
Tuition	16,707,190	17,133,467	426,277
Running Start	14,126,788	15,596,674	1,469,886
Dedicated Fees, Surplus, bank interest, etc.	4,105,623	4,793,357	687,734
Economic and Community Dev - 148	655,283	638,714	(16,569)
Resale*	269,864	324,826	54,962
	92,369,893	94,486,755	2,116,862
Fund Balance	639,989		
Budget	93,009,882	94,486,755	1,476,873
	Budget	Expenditures	Difference
Expenditures			
State Allocation	56,505,145	55,999,717	505,428
Tuition	16,707,190	16,704,541	2,649
Running Start	14,126,788	12,491,802	1,634,986
Dedicated Fees, Surplus, bank interest, etc.	4,105,623	4,952,912	(847,289)
Economic and Community Dev - 148	655,283	707,194	(51,911)
Resale	269,864	417,325	(147,461)
	92,369,893	91,273,491	1,096,402
Fund Balance	639,989	-	
Budget	93,009,882	91,273,491	1,736,391

2024-25 Revenue Compared to Expense

Difference by Fund-all funds Actual Revenue and Accounts Receivables less Actual Expense

State Allocation	-
Tuition, International, BAS	428,926
Running Start	3,104,872
Dedicated Fees, Surplus, bank interest, etc.	(159,556)
Fund Balance-one time costs, fee account transfers	-
Total Discretionary Funds	3,374,242
Economic and Community Dev - 148	(68,480)
Resale	(92,499)
Total Self-Support Funds	(160,979)

State Allocation

- Underspent State Allocation \$505,428 in specific proviso allocations (~.9% of total state allocation)
- Cannot spend these funds on anything outside of proviso purposed
- For 2025-26, many provisos have been removed, allowing greater use of funds

2024-25 Revenue Compared to Expense – Other Funds

2024-25 Other Accounts Revenue and Expenditures

Revenue "Other Accounts"	2024-25 Budget	Actual Revenue
Grants & Contracts less Running Start	6,097,706	7,155,548
Internal Support & Agency Funds	1,106,142	1,213,831
ASCC less PUB	2,544,256	2,118,695
Bookstore	2,595,409	2,597,093
Parking	318,577	338,055
Auxilliary Services	2,169,607	3,546,720
Financial Aid	23,880,085	27,266,904
Total Other Accounts Revenue	38,711,782	44,236,846

Expenditures "Other Accounts"	2024-25 Budget	Actual Expense
Grants & Contracts less Running Start	6,097,706	6,109,447
Internal Support & Agency Funds	1,106,142	1,127,562
ASCC less PUB	2,544,256	2,427,512
Bookstore	2,595,409	2,732,390
Parking	318,577	239,767
Auxilliary Services	2,169,607	3,382,885
Financial Aid	23,880,085	27,048,526
Total Other Accounts Expenditures	38,711,782	43,068,089

2024-25 Revenue Compared to Expense – Other Funds

Revenue less Expenditures

Grants & Contracts less Running Start	1,046,101
Internal Support & Agency Funds	86,269
ASCC less PUB	(308,817)
Bookstore	(135,297)
Parking	98,288
Auxilliary Services	163,835
Financial Aid	218,378
	<hr/>
	1,168,757

Difference Between Board Report and Fund/Cash Balance

- Board Report takes budget as compared to revenue and expenditures only
- Fund/Cash balance report is looking at cash on hand, minus payroll liabilities as of 6/30/2025
- Key differences
 - Revenues includes accounts receivable items which are not cash yet, only accruals
 - Expenditures include accounts payable and liability items, some of which are estimates
 - Based on auditor feedback, we are not allowed to book a receivable for some funds, so they would reflect a deficit at year end, even though we will be reimbursed
 - Non-cash transactions can hit revenue or expense, but not cash, such as 'allowance for doubtful accounts' adjustments, asset depreciation, leave accruals for proprietary funds, and inventory adjustments

Fund Balance

CLARK COLLEGE Cash Balances as of July 1, 2025

	Cash Balance 6/30/25	Cash Balance (minus dedicated cash & liabilities) 6/30/25	Required Reserves	Prior Commitments (prior to 7/1/25)	New Commitments (2025/26)	Total Available Cash
145/146 Grants and Contracts*	22,482,106	19,249,743		36,315	-	19,213,428
147 Local Capital	-	-				-
148 Dedicated Local	3,421,506	-		-		-
149 Operating Fee	963,305	-				-
448 Print/Copy Machine	144,622	139,231				139,231
460 Motor Pool	-	-				-
522 ASCC	2,095,926	-				-
524 Bookstore	4,745,311	4,651,798		-		4,651,798
528 Parking	502,933	498,829				498,829
569 Food Service	-	-				-
570 Other Auxiliary Enterprise	877,913	380,881		-		380,881
790 Payroll (clearing)	-					-
840 Tuition/VPA*	-					-
846 Grants - Fin Aid	(1,361,803)					-
849 Student Loans	(415,096)					-
850 Workstudy (off-campus)	(36,797)					-
860 Institutional Financial Aid Fund Reserves**	1,129,718		9,193,308			(9,193,308)
Totals	34,549,644	24,920,482	9,193,308	36,315	-	15,690,859

Fund Balance

Fund Balance Less Commitments

Available Fund Balance Before Commitments				24,920,482
Prior Year Commitments				
Date	as of July, 2025	Fund	Amount	Total
7/1/2011	Basic Events	145	18,535	
7/1/2011	Government Events	145	10,000	
11/27/2013	Basic Events	145	1,780	
3/13/2018	Basic Events-add TLC Days	145	6,000	
				36,315
Total Prior Commitments				36,315
New Commitments July 1, 2025 to present				
Date		Fund	Amount	Fund Total
				-
Total New Commitments				-
Required Reserves				
10% of \$91,933,084			9,193,308	
				9,193,308
Fund Balance After Commitments and Required Reserves				15,690,859

Considerations going forward

- Fraudulent financial aid ~\$600k
- New Allocation model, loss estimated at \$4 million
- Potential loss of grant funding
- Increased cost of goods related to Tariffs
- Future infrastructure/equipment urgent needs
- Potential costs related to Clean Buildings and Decarbonization Acts
- Enrollment impacts due to changes in federal aid and eligibility

Questions?





Informational Session

Policy 750.000 – Immigration Rights
and Non-Discrimination Policy

Info Session Goals

- Inform employees about the [Keep Washington Working Act's](#) legal requirements for institutions of higher education
- Provide an overview of [Policy 750.000 – Immigration Rights and Non-Discrimination](#)
- Provide resources

Keep Washington Working Act (KWW)

What is Keep Washington Working Act (KWW)?

In 2019, the Washington State Legislature passed KWW to ensure “the state of Washington remains a place where the rights and dignity of all residents are maintained and protected in order to keep Washington working.” [RCW 43.17.425](#).

Keep Washington Working Act (KWW)

- Keep Washington Working made numerous changes to state law and restricts the extent to which state agencies (including institutions of higher education) may participate in the enforcement of federal immigration laws.
- Keep Washington Working also protects privacy and ensures access to education by focusing on the College's duties and not immigration enforcement.

Keep Washington Working Legislative Findings

1. Recognition that Washington employers rely on a diverse workforce to ensure the economic vitality of the state.
2. Recognition that immigrants make a significant contribution to the economic vitality of Washington, and it is essential that the state have policies that recognize their importance to Washington's economy.

Resources: [Laws of 2019, ch. 440, § 1](#)

Keep Washington Working Requirements

In general, Keep Washington Working ([RCW 43.17.425](#)) prohibits state agencies (including institutions of higher education) from using agency resources to assist with federal immigration enforcement.

Exceptions to this general rule, including:

1. Compliance with state or federal law;
2. Compliance with a lawfully issued court order; or
3. Compliance with policies, grants, waivers, or other requirements necessary to maintain funding.

Keep Washington Working Requirements

Keep Washington Working ([RCW 43.10.310](#)) required the Office of the Attorney General (AGO) to publish model policies to assist Washington institutions of higher education in implementing KWW.

Did Clark College Adopt the Policy?

Yes.

The College has approved [Policy 750.000 – Immigration Rights and Non-Discrimination](#). Meaning, we have adopted the AGO's Model Policy for Institutions of Higher Education.

About the Policy

Under the Policy, the College adheres to all requirements of federal and state law.

The Policy addresses:

1. Access to the College's facilities.
2. Immigration enforcement on College grounds.
3. Gathering immigration related information.
4. Responding to requests for information.
5. Use of College Resources.

Access to the College

1. The College does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained dog guide or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.
2. Immigrant students have a right to an education.

Access to the College

3. Eligibility for In-State Tuition: Information reviewed to determine eligibility for in-state tuition or other benefits and any reporting requirements is limited only to the information necessary for residency determinations and in compliance with KWW and any other applicable state or federal laws.

Access to the College

4. Foreign Student Visa Status: Separate all information on individuals with foreign student visa status (F, J and M visas) retained for the purpose of reporting to the Student Exchange and Visitor Information System (SEVIS) as part of the Student and Exchange Visitor Program from general enrollment platforms or other directory information.

Immigration Enforcement on College Grounds

1. The College does not grant permission for any person engaged, or intending to engage, in immigration enforcement, including surveillance, access to school grounds or their immediate vicinity.
2. The College has spaces open to the public. For example, the Royce E. Pollard Japanese Friendship Garden is a public space. Immigration enforcement officers may enter the college's public spaces like any other member of the public.

Immigration Enforcement on College Grounds

3. Public vs. Private Space: It depends on the normal policy and practice of the college.

- What normal authority do faculty have over who enters their classroom?
- What are the spaces people need to be invited to?
 - Offices and meeting rooms are typically considered non-public.
- Waiting rooms/areas are typically public spaces

Immigration Enforcement on College Grounds

4. What do I do if anyone attempts to engage in immigration enforcement on or near the College's grounds, including requesting access to a student, employee, or college grounds?

Answer:

Immediately alert and direct the person to the Director of Safety and Security. If they refuse to go to security, ask them to take a seat in a nearby area and wait for the Director of Security.

Immigration Enforcement on College Grounds

The Director of Safety and Security will verify and record:

- the person's credentials (at least, badge number and name),
- the names of all persons they intend to contact,
- collect the nature of their business at the college,
- request a copy of the court order or judicial warrant, and
- log the date and time and forward the request to the Vice President of Operations who will engage legal counsel for review.

Immigration Enforcement on College Grounds

The **Vice President of Operations and legal counsel** shall review any court order or judicial warrant for signature by a judge and validity.

Gathering Immigration Related Information

Employees will not inquire about, request, or collect any information about the immigration or citizenship status or place of birth of any person accessing services provided by, or in connection with the college.

Gathering Immigration Related Information

Federal Policy Changes on Clark's Website

SA, ODEI & ComMark have created a resource webpage for employees, students & community related to federal policy changes (ie. Immigration, Impact on Trans and gender-expansive students, International students, etc.)

We continue to draft relevant resources pages for students, especially those most impacted

<https://www.clark.edu/about/governance/policies-procedures/rights-and-resources.php>

Gathering Immigration Related Information

The Family Educational Rights & Privacy Act (FERPA) federal law regarding privacy of student records & obligations of the institution to protect records.

- According to FERPA, personally identifiable information may not be released without prior written consent from the student.
- Exceptions to this exist for “school officials” with “legitimate educational reason” OR to comply with lawfully issued subpoenas that have been reviewed by our AAG.

[\[FERPA Policy & Resources\]](#)

Responding to Requests for Information

1. Requests by federal immigration authorities shall be presumed to be for immigration enforcement purposes.
2. Employees shall not share, provide, or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information's disclosure or approval by the President, authorized designee, or legal counsel, except as required by law.

Responding to Requests for Information

NOTE: If an immigration enforcement officer submits a public records request, the request should be processed like any other public records request. Chapter 132N-276 WAC addresses the College's processes for public records requests.

Responding to Requests for Information

3. Employees shall immediately report receipt of any information request relating to immigration enforcement to the **Director of Safety and Security** who shall document the request.

4. If the student is a minor, employees shall, to the extent allowed by FERPA or as otherwise advised by legal counsel, notify the student's parent(s) and/or guardian(s) of the request for information at the earliest extent possible.

Use of College Resources

1. The College's resources will not be used to engage in, aid, or in any way assist with immigration enforcement.
2. The College's resources and policies regarding immigration enforcement shall be published and distributed to students and their parent(s) or guardian(s) on an annual basis.

Front-line Staff

If someone representing themselves as a regulatory, governmental or law enforcement official appears at your office, facility, or workstation looking for a specific person, or requests records, documents, or information, and you have not been otherwise instructed by your supervisor to follow a specific protocol, you are advised to:

- Direct them to the security office for assistance (security can be reached at 360-992-2133 or ext. 2133)

Summary

- Always Alert Security
 - It's ok to say
"I am not authorized to provide that information but let me get you to someone who can."
 - Important to ensure officials are who they say they are, and have legal authority
- Do not retain immigration information
- Do not share student information (FERPA)

Questions?

Resources

Handout: Instructions for Front-line Employees

FERPA: [https://www.clark.edu/about/governance/policies-procedures/consumer information/ferpa/](https://www.clark.edu/about/governance/policies-procedures/consumer_information/ferpa/)

Know Your Rights (for external use):
<https://www.atg.wa.gov/know-your-rights-civil-immigration-enforcement-washington>

Resources

Businesses and public agencies (including schools) may also post “Know Your Rights” resources for their customers to know their rights. Immigration advocacy organizations are producing and making numerous such resources available. Here are a few:

- Northwest Immigrant Rights Project: www.nwirp.org/resources/kyr
- National Immigration Law Center: www.nilc.org/resources
- American Civil Liberties Union: www.aclu.org/know-your-rights/immigrants-rights
- Immigrant Legal Resource Center: www.ilrc.org/community-resources
- National Immigrant Justice Center: <https://immigrantjustice.org/know-your-rights>
- Center for Immigration Assistance: www.cfiaus.com/rights/know-your-rights-ice

750.000 - Immigration Rights and Non-Discrimination

750.000 IMMIGRANT RIGHTS AND NON-DISCRIMINATION POLICY

1. Policy Statement

This policy is adopted pursuant to the requirements of the Keep Washington Working Act, and limits “immigration enforcement to the fullest extent possible consistent with federal and state law to ensure Clark College remains accessible to all Washington residents, regardless of immigration or citizenship status.”

2. Reason for Policy

The policy provides clarity about Clark College’s role in ensuring educational opportunities for all individuals, while leaving immigration enforcement efforts to the federal government.

3. Scope

A. Applicability of Policies Related to Immigration Enforcement

1. Clark College adheres to all requirements of federal and state law.
2. The provisions of this policy shall apply to Clark College and all college facilities, which include, but are not limited to parking areas, sports facilities, and entrances and exits from said building spaces.
3. Clark College’s policies prohibiting participation or aid in immigration enforcement shall apply for enforcement activity against students and their families, staff, and volunteers.
4. Clark College personnel shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.

B. Access to the College

1. Clark College does not exclude students from receiving an education or unlawfully discriminate against anyone because of their race, color, national origin, age, disability, gender identity, immigration or citizenship status, sex, creed, use of a trained guide dog or service animal by a person with a disability, sexual orientation, or on any other basis prohibited by federal, state, or local law.
2. Clark College shall ensure that all school staff and volunteers are aware of the rights of immigrant students to an education.
3. Clark College shall ensure that information reviewed to determine eligibility for in-state tuition or other benefits and any reporting requirements is limited only to the information necessary for residency determinations and in compliance with the Keep Washington Working Act and any other applicable state or federal laws.
4. Clark College shall separate all information on individuals with foreign student visa status (F, J and M visas) retained for the purpose of reporting to the Student Exchange and Visitor Information System (SEVIS) as

part of the Student and Exchange Visitor Program from general enrollment platforms or other directory information.

C. Immigration Enforcement on College Grounds

1. Clark College does not grant permission for any person engaged, or intending to engage, in immigration enforcement, including surveillance, access to college grounds or their immediate vicinity. Clark College staff shall direct anyone engaging, or intending to engage, in immigration enforcement, including federal immigration authorities with official business that must be conducted on college grounds, to the Director of Safety and Security prior to permitting entrance. Clark College staff shall presume that activities by federal immigration authorities, including surveillance, constitute immigration enforcement.
2. If anyone attempts to engage in immigration enforcement on or near Clark College grounds, including requesting access to a student, employee, or college grounds:
 - a. Staff shall immediately alert and direct the person to the Director of Safety and Security who shall verify and record the person's credentials (at least, badge number and name), record the names of all persons they intend to contact, collect the nature of their business at the college, request a copy of the court order or judicial warrant, and log the date and time and forward the request to the Vice President of Operations who will engage legal counsel for review.
 - b. The Director of Safety and Security shall request that any person desiring to communicate with a student, enter college grounds, or conduct an arrest first produce a valid court order or judicial warrant.
 - c. Vice President of Operations and legal counsel shall review the court order or judicial warrant for signature by a judge and validity. For Clark College to consider it valid, any court order or judicial warrant must state the purpose of the enforcement activity, identify the specific search location, name the specific person to whom access must be granted, include a current date, and be signed by a judge.
 - d. Vice President of Operations and legal counsel shall review written authority signed by an appropriate level director of an officer's agency that permits them to enter Clark College property, for a specific purpose. If no written authority exists, the Vice President of Operations shall contact the appropriate level director for the officer's agency to confirm permission has been granted to enter Clark College property for the specific purpose identified.
 - e. Upon receipt and examination of the required information, the President, authorized designee, or legal counsel will determine whether access shall be allowed to contact or question the identified individual and shall communicate that decision to the Vice President of Operations and Director of Safety and Security.
 - f. If the requestor is seeking access or information regarding a student under 18 years old, the Vice President of Student Affairs or authorized designee, shall make a reasonable effort, to the extent allowed by FERPA, to notify the parent/guardian of any immigration enforcement concerning their student, including contact or interview.
 - g. The Director of Safety and Security shall request the presence of an authorized Clark College representative to be present during any interview. Access to information, records, or areas beyond that specified in the court order or judicial warrant shall be denied.

D. Gathering Immigration Related Information

1. Clark College staff shall not inquire about, request, or collect any information about the immigration or citizenship status or place of birth of any person accessing services provided by, or in connection with the college. Clark College staff shall not seek or require information regarding or probative of any person's citizenship or immigration status where other information may be sufficient for the Clark College's purposes. This does not prohibit residency officers or related staff from reviewing information from students or others on a voluntary basis to determine that a student is qualified for in-state tuition rates.

2. Clark College policies and procedures for gathering and handling student information during enrollment or other relevant periods shall be made available in writing to students and their guardian(s) at least once per academic year in a manner that limited English proficient individuals will understand.
3. If Clark College is required to collect and provide information related to a student's national origin (e.g., information regarding a student's birthplace, or date of first enrollment in a U.S. college) to satisfy certain federal reporting requirements for special programs, prior to collecting any such information or reporting it, Clark College shall (except with respect to reporting requirements necessary for compliance with the Student and Exchange Visitor Program):
 - a. If feasible, consult with legal counsel regarding its options, including alternatives to the specific program or documents accepted as adequate proof for the program;
 - b. Explain reporting requirements to the student and student's parent(s) and/or guardian(s), in their requested language, including possible immigration enforcement impact;
 - c. If moving forward with collection of information, receive and collect written consent from the student, if over the age of 18, or the student's parent(s) and/or guardian(s); and
 - d. Collect and maintain this information separately from the college/class enrollment process and student's records to avoid deterring enrollment of immigrants or their children.
4. When Clark College reviews information related to immigration status to make residency determinations, the residency officer's written confirmation that a student meets any applicable immigration status requirement shall be considered sufficient written evidence that a student meets the requirements of RCW 28B.15.012. All other documents used to prove student or other individual immigration status, aside from those independently required by law to be kept, shall be designated as transitory and disposed of in accordance with the Clark College records retention policy. Any Clark College staff maintaining said information in any other way shall report their retention procedure and basis to the Vice President of Student Affairs prior to collecting the information.

E. Responding to Requests for Information

1. Clark College staff shall not share, provide, or disclose personal information about any person for immigration enforcement purposes without a court order or judicial warrant requiring the information's disclosure or approval by the President, authorized designee, or legal counsel, except as required by law. Requests by federal immigration authorities shall be presumed to be for immigration enforcement purposes.
2. Clark College staff shall immediately report receipt of any information request relating to immigration enforcement to the Director of Safety and Security who shall document the request.
3. Clark College shall, to the extent allowed by FERPA or as otherwise advised by legal counsel, notify the student's parent(s) and/or guardian(s) of the request for information at the earliest extent possible.

F. Use of College Resources

1. Clark College's resources shall not be used to engage in, aid, or in any way assist with immigration enforcement.
2. Clark College's resources and policies regarding immigration enforcement shall be published and distributed to students and their parent(s) or guardian(s) on an annual basis. These resources shall include, at minimum;
 - a. Information about accommodations for limited English proficiency, disability accommodations, special education programs (if applicable), and tuition assistance grant or loan programs that may be available regardless of immigration or citizenship status;
 - b. General information policies including the types of records maintained by the Clark College, a list of the circumstances or conditions under which the Clark College might release student information to outside people or entities, including limitations under FERPA and other relevant law;

- c. Policies regarding the retention and destruction of personal information;
- d. The process of establishing consent from students and their parent(s) or guardian(s), as permitted under federal and state law, prior to releasing a student's personal information for immigration enforcement purposes;
- e. Name and contact information for Clark College's designated point of contact on immigration related matters; and
- f. "Know Your Rights" resources and emergency preparedness forms to have completed in the event of a family separation.

4. Definitions

"Civil immigration warrant" means any warrant for a violation of federal civil immigration law issued by a federal immigration authority. A "civil immigration warrant" includes, but is not limited to, administrative warrants entered in the national crime information center database, warrants issued on ICE Form I-200 (Warrant for Arrest of Alien), Form I-205 (ICE Administrative Warrant), or prior or subsequent versions of those forms, which are not court orders.

"Court order" and **"judicial warrant"** mean a directive issued by a judge or magistrate under the authority of Article III of the United States Constitution or Article IV of the Washington Constitution or otherwise authorized under the Revised Code of Washington. A "court order" includes, but is not limited to, judicially authorized warrants and judicially enforced subpoenas. Such orders, warrants, and subpoenas do not include civil immigration warrants, or other administrative orders, warrants or subpoenas that are not signed or enforced by a judge or magistrate as defined in this section.

"De-identified" means information that does not identify an individual and with respect to which there is no reasonable basis to believe that the information can be used to identify an individual.

"F-1 Visa" is a United States (U.S.) visa for foreign national students who wish to attend educational institutions in the U.S., of these levels:

- Private elementary school (non-U.S. citizens are not allowed to attend U.S. public elementary schools on an F-1 visa);
- High school
- Seminary
- Conservatory
- University and college; and
- Other institutions, such as a language training program.

"Federal immigration authority" means any on-duty officer, employee, or person otherwise paid by or acting as an agent of the United States Department of Homeland Security (DHS) including, but not limited to, its sub-agencies, Immigration and Customs Enforcement (ICE), Customs and Border Protection (CBP), United States Citizenship and Immigration Services (USCIS), and any present or future divisions thereof charged with immigration enforcement. "Federal immigration authority" includes, but is not limited to, the Enforcement & Removal Operations (ERO) and Homeland Security Investigations (HSI) of ICE, or any person or class of persons authorized to perform the functions of an immigration officer as defined in the Immigration and Nationality Act.

"Immigration or citizenship status" means as such status as has been established to such individual under the Immigration and Nationality Act.

"J-1 Visa" is the visa designated for students and exchange program participants who belong to: Au Pairs, Camp Counselor, Government Visitors, Interns, International Visitors, Interns, International Visitors, Physicians,

Professors and Research Scholars, Short-term scholars, specialists in different areas, university students, secondary school students, teachers, trainees, work and travel participants. Those who come to the U.S. under this visa program cannot bring dependents to the U.S.¹³

“Language services” includes but is not limited to translation, interpretation, training, or classes.

“Translation” means written communication from one language to another while preserving the intent and essential meaning of the original text. “Interpretation” means transfer of an oral communication from one language to another.

“Law enforcement agency” or **“LEA”** means any agency of the state of Washington (state) or any agency of a city, county, special district, or other political subdivision of the state (local) that is a “general authority Washington law enforcement agency,” as defined by RCW 10.93.020, or that is authorized to operate jails or maintain custody of individuals in jails; or to operate juvenile detention facilities or to maintain custody of individuals in juvenile detention facilities; or to monitor compliance with probation or parole conditions.

“Local government” means any governmental entity other than the state, federal agencies, or an operating system established under chapter 43.52 RCW. It includes, but is not limited to, cities, counties, school districts, and special purpose districts. It does not include sovereign tribal governments.

“Notification request” means a federal immigration authority’s request for affirmative notification from a state or local law enforcement agency of an individual’s release from the LEA’s custody. “Notification request” includes, but is not limited to, oral or written requests, including DHS Form I-247A, Form I-247N, or prior or subsequent versions of those forms.

“M-1 Visa” is designed for students enrolled in vocational and non-academic education, excluding language courses. This includes, but is not limited to, technical courses, cooking classes, flight school, cosmetology, etc.

“Personal information” means names, date of birth, addresses, GPS [global positioning system] coordinates or location, telephone numbers, email addresses, social media handles or screen names, social security numbers, driver’s license numbers, parents’ or affiliates’ names, biometric data, or other personally identifiable information. “Personal information” does not include immigration or citizenship status.

“Public schools” or **“Local education agency”** means any and all public elementary and secondary schools under the jurisdiction of local governing boards or a charter school board and all institutions of higher education as defined in RCW 28B.10.016.

“Sensitive location” refers to the 2011 U.S. Immigration and Customs Enforcement (ICE) and 2013 Customs and Border Enforcement (CBP) policies which categorize certain locations as sensitive locations that should generally be avoided for immigration enforcement purposes. Accordingly, “sensitive location” includes health facilities, places of worship, and schools.

“State agency” has the same meaning as provided in RCW 42.56.010.

5. Related Legal and Policy Authorities

This section identifies other legal and policy authorities related to administering this procedure that should be consulted because they are interconnected.

- Keep Washington Working Act

- Immigration enforcement model policies—Adoption by schools, health facilities, courthouses (RCW 43.10.310)
- Immigration and citizenship status (RCW 43.17.425(3))
- Immigration and citizenship status—State agency restrictions (RCW 42.17.425(1))
- Immigration and citizenship status—Definitions (RCW 43.17.420(15))

6. Policy History

New Policy/Procedure Approved by Executive Cabinet

January 21, 2025