

Clark College

Workforce Education Services
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Passport Viable Plan for Clark College

Date	Developed By:	Reported to:
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The state of Washington created the Passport to College Scholarship program through RCW 28B.117. The Passport to College program is administered by the Washington Student Achievement Council (WSAC) and helps current and former foster youth enroll, persist, and complete a postsecondary education. WSAC provides institutions with financial incentives for agreeing to have a “viable plan” for supporting Passport students by:

- **Leadership Commitment:** Create a lasting institutional commitment to serve current and former foster youth by designating a president, chancellor, vice-president, or other position of leadership to advocate and take responsibility for the program’s success.
- **Designated Campus Support Staff:** Designate a knowledgeable “home base” staff person who can direct youth in the areas of financial aid, academic guidance, personal issues, and career counseling / advising. The designated staff person will also be responsible for preparing campus personnel in these areas to assist referred Passport students.
- **Connect with Social Services and Independent Living Providers:** Work with SETuP program staff, Department of Children, Youth and Families (DCYF) and its contracted Independent Living (IL) providers and other nonprofit agencies serving foster youth to ensure students from foster care receive a full-range of support services and other college preparation information. Ensure appropriate releases of information are in place in order to most efficiently serve students.
- **Financial Aid:** Review each Passport student’s individual budget to recognize their actual living expenses and tailor the financial aid package, to utilize all available resources to meet the student’s full need and minimize reliance on loans.

Period of Performance

The Viable Plan shall commence on **July 1, 2018**, and shall continue through June 30, 2020.

Purpose

- To recruit and provide outreach to eligible Passport students.
- To provide Passport enrolled students with services and support so they are able to successfully persist and complete a postsecondary education.

Leadership Commitment

The president of Clark College, supports the program and has authorized all necessary college services and leadership to ensure program success.

Key Staff

Changes to key staff must be communicated to WSAC within 30 days of the change.

Designated Support Role and Responsibility

Lora Jenkins, Workforce Education Service (WES) Education Planner Opportunity Grant/Passport to College Programs
360-992-2039, ljenkins@clark.edu

Lora Jenkins, the Workforce Education Services (WES) Education Planner provides direct support services to Passport to College (PTC) students, she also serves as the main point of contact at Clark College for this particular population of students. Each Passport to College student is required to complete a Workforce Education Services application. After a student completes the application, Lora will conduct a high touch intake with the student which includes reviewing their short/long term goals, the identifying obstacles that could negatively impact the student's ability to succeed, and supports the student in developing a plan to overcome identified challenges. In addition, program eligibility is verified, and the student is co-enrolled in all other programs managed through Workforce Education Services to help ensure their success.

Lora assists the student with the enrollment process, selecting coursework, the development of an Education Plan, Financial Aid navigation, as well as completing the Free Application for Federal Student Aid (FAFSA). She also ensures that the student is connected to both internal and external resources to include Independent Living Skills (ILS) and other community partners that can provide additional support to ensure the success of the student.

Lora connects with the student at least every term to deepen their relationship, and serve as the students' coach and cheerleader in an effort to support them in meeting both their academic and career goals. She assists the students in registering for classes every term and serves as strong advocate throughout their educational path at Clark College. She often assists students in resolving non-academic issues. Lora assists students in building relationships with other departments on campus to include: Financial Aid, Disability Support Services, Counseling and Health, and Career Services.

The Passport to College Ed Planner attends various community events to share the Passport to College program and recruit students. She will often meet with prospective students to answer questions, provide navigation assistance, and encourage them to pursue their goals of higher education.

She serves on the Passport Leadership Team (PLT), and is a significant contributor. PLT meets quarterly in Seattle area. She attends the annual PTC conference, and actively participates throughout the year in various webinars and video conferences.

Additional Roles and Responsibilities (for example, Passport Navigator, Leadership) Armetta Burney, Workforce Education Services Director, aburney@clark.edu, (360) 992-2321, provides overall leadership and support for staff and students.

Roberta Roché, Workforce Education Services-Sponsor Programs Program Specialist II, rroche@clark.edu, (360) 992-2307, provides support to Passport to College students, enter Passport to College financial aid awards, Education Training Voucher (ETV) awards, monitors and tracks Passport to College funds administered through the Washington Student Achievement Council (WSAC).

Cheyenne Boyer, Workforce Education Services-Program Assistant, cboyer@clark.edu, (360) 992-2729, provides support to Passport to College staff and students, participates in various outreach activities for foster youth, and utilizes the Clark College Academic Early Alert System to provide outreach to those Passport to College students whose instructors have reported an academic concern.

Additional Offices (e.g. admissions and registration, advising and counseling, multicultural services, campus champions)

Financial Aid, Enrollment Services, Entry Services, Advising, Disability Support Services, Career Services, Book Store, Student Success Programs, Counseling & Health Center, Tutoring Center, Assessment Office and Student Life.

Recruitment Plan

- Conduct initial outreach to the Cowlitz tribe, Lutheran Community Services NW, NEXT-Youth Program, to begin the process of developing these new relationships.

- Continue to provide outreach to high school liaisons to build a pipeline that will ensure a smooth transition from high school to college for foster youth. Ensure liaisons are aware of Clark College events to include FAFSA lab activities.
- Partner with the Clark College Welcome Center to embed Passport to College information in high school presentations, campus visits and events held on campus that specifically target high school students.
- Continue collaboration with ILS program to provide outreach and deepen relationships with foster youth served through this program.
- Utilize Financial Aid reports to identify potential Passport to College students.
- Attend the annual grad event for foster youth sponsored by the Department of Children, Youth and Families (DCFY) and ILS.
- Continue collaboration efforts with WSAC and College Success Foundation (CSF) to identify innovative approaches to support this vulnerable population.

Retention and Graduation Plan

- Conduct high touch student intakes.
- Provide all new students with a welcome packet that contains important information about Clark College as well as basic supplies.
- Meet with student at least ever term to deepen the relationship and build trust to help the student understand that they have a support system at Clark College.
- Assist students with navigation supports, class selection every term, ensure that the student is following their education plan and is on track to meet both their academic and career goals.
- Connect with those students who appear in the Clark College Academic Early Alert System to identify their needs, and help the student strategize ways to close any academic gaps.
- Serve as trusted mentor for students, discuss challenges and areas of concern, and connect the student to important internal and external resources.
- Encourage students to meet with their instructor on a regular basis and help students understand that asking for help and seeking additional supports like tutoring are normalized and encouraged.
- Provide incentives for those students who achieve a 3.0 or better.
- Ensure that students understand Financial Aid, scholarships, and Education Training Vouchers (ETV).
- Provide a training opportunity for faculty and staff on how to support the unique needs of foster and former foster youth.

- Connect students to Emergency Funding when necessary.
- Encourage student to meet with the Clark College Financial Wellness Coach.
- Encourage students to build community through involvement in student clubs, events and other activities.
- Ensure that the student is connected to the WSU-V advisor at Clark College, and other transfer institutions if they are considering transferring upon degree completion at Clark and connecting them to the Career Center for internship opportunities and other career readiness activities.
- Ensure that the student has applied for graduation.
- Provide funding for the students cap and gown. Also provide an incentive for student graduates.

Connections with Regional Partners

Clark College hosts Annual Foster Youth Community Partnership meeting with Passport Liaisons and other community partners to include ILS, ETV, SETuP, Tree House, WSAC, CSF, Lutheran Community Services NW, and Cowlitz tribe.

Passport to College staff participate in local Independent Living Skills (ILS) activities, and the ILS and DCFY annual high school grad event.

Funding

Awarding Financial Aid:

- Partner with the Financial Aid Office to ensure that every Passport to College student budget is accurate.
- Passport to College staff review the students Financial Aid, and provide the necessary student follow-up. Adjustments and corrections are made on an as needed basis.
- Passport to College staff review students award every term, and discuss their award with students to make sure they have a clear understanding of what they are eligible for and their specific award amount.
- Passport to College staff work closely with the Financial Aid office to ensure that students are receiving all eligible funds as their individual budget allows.
- Staff works closely with the students to help them understand their Financial Aid award, and the implications of student loans.

- Passport to College staff explains Financial Aid rules and regulations to include, Satisfactory Academic Progress (SAP), the Financial Aid Appeal process, Maximum Time Frame and the Reinstatement process. Staff stress the importance of maintaining at least a 2.0 GPA and completing all courses they have registered for each term.

Use of Supplemental Support / Utilization of Incentive Grants:

The Passport to College incentive funds will be used to provide direct financial support to students as well as administrative expenses for staff who support the advancement of the PTC Program.

- Provide welcome packets for all new Passport to College students.
- Purchase school supplies, bus passes, and school text books.
- Provide book vouchers and tuition assistance for PTC students who are not receiving traditional Financial Aid.
- Assist students as emergency issues arise (rent, car repairs, medical, etc.)
- Provide Incentive awards (25.00 gift card) for those students who achieve a GPA 3.0 or better every term; graduation gift card (\$75.00) to every student who completes a certificate or degree.
- Fund cap and gown for graduates.
- A portion of salary and benefits for Workforce Education Services staff who support the PTC program.
- Staff supplies.
- Staff transportation and lodging expenses to attend Passport to College, College Success Foundation events, as well as local travel to meet with community partners.
- Provide food and supplies for the annual Clark College Foster Youth Community meeting.
- Future purchases include book purchases for a lending library, and food items for students.

Attach budget document.

Expectations of the Student

Each student is expected to attend class, maintain a 2.0 or better GPA, meet with PTC staff at least once each term, create an educational plan and follow-it, and connect with PTC staff when issues arise.

Other

Attend Professional Development opportunities. Participate in PLT events and webinars.