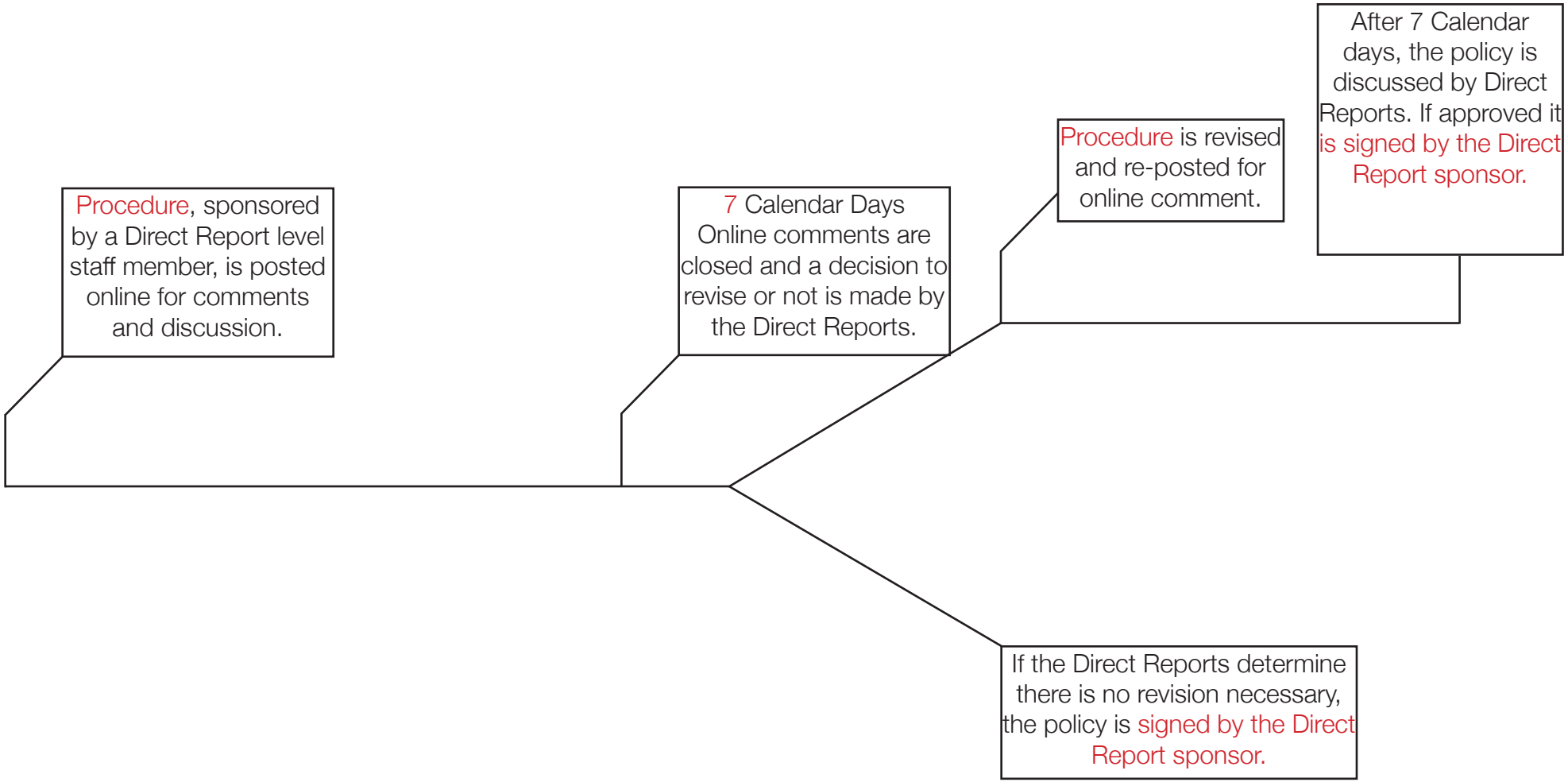Proposed Procedure Process for Clover Park Technical College