

# Clark College in remote operations March 21-25



As part of its commitment to energy efficiency and sustainable practices, Clark College will be closed to the public March 21-25.

One of the ways this commitment is fulfilled is by a “soft closure” of most buildings and services for two separate weeks per year. A soft closure means some programs close entirely, some work remotely, and some remain on campus.

The first soft closure was the week of December 20-24, 2021, and the second is March 21-25, 2022.

Below please find a summary of college services during the March 2022 closure period.

## **Athletics**

- Surveillance testing appointments only. Closed to the public.

## **Bookstore**

- March 21-25: Closed to the public, no appointments will be scheduled.
- March 21-23: Limited staff will be on site processing student online orders only.

## **Business Services**

- Will remotely maintain normal operating hours

## **Cashiering**

- Limited services will be available remotely. Student payments can be made online in CTCLink.

## **Central Services**

- Open normal operating hours.

## **Child and Family Services**

- Open 8:00 a.m. – 5:00 p.m.

## **Communications and Marketing**

- Will remotely maintain normal operating hours

# **Community and Continuing Education**

- Test Center is closed and employees will work remotely.

## **Counseling and Health Center**

- Closed

## **Emergency Management**

- Normal operations

## **Environmental Health and Safety**

- Normal operations

## **Events Services**

- Will remotely maintain normal operating hours.

## **Facilities Services**

- Normal operations

## **Food Service**

- Closed

## **Human Resources**

- Will remotely maintain normal operating hours.

## **Information Technology Services**

- Phone support will be remote
- SHL open computer labs will be available by request
- TechHub will be remote
- Limited staff will cover in-person tasks at SHL
- All critical services teams will be remote, but will be on campus if there is an incident

## **Library Services**

- Closed, working remotely

## **Office of Diversity, Equity and Inclusion**

- Diversity Center will be closed to the public.
- ODEI will remotely maintain normal operating hours.

## **Office of Instruction**

- Will remotely maintain normal operating hours

## **President's Office**

- Will remotely maintain normal operating hours

## **Production Printing**

- Closed

## **PUB/GHL Offices**

*Advising, Care & Conduct, Career Services, Enrollment Services, Disability Support Services, Welcome*

*Center, Financial Aid, Financial Wellness, International Programs, One Stop, Penguin Pantry, Student Life, Veterans Resource Center, VPSA, Workforce Education Services*

- Closed to the public, working remotely

## **Security**

- Main Campus: Remains staffed 24/7/365.
- Columbia Tech Center: Monday, March 21, 7 a.m.-4 p.m. only. CTC will be closed the rest of the week.
- Lost and Found: Closed

## **Tutoring Centers**

- Closed

## **Other Clark College locations**

- The Clark Center at WSU (CCW): Closed
- Clark College at Columbia Tech Center (CTC): CTC security onsite; other staff work remotely. Testing center is closed.