# 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
- TecHub 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.