

Open Enrollment



**ATTENTION ALL MEDICAL AND DENTAL BENEFIT-ELIGIBLE EMPLOYEES:
OPEN ENROLLMENT BEGINS NOVEMBER 1, 2013, AND ENDS ON NOVEMBER
30, 2013.**

THIS IS YOUR OPPORTUNITY TO MAKE CHANGES WHICH WILL BE
EFFECTIVE JANUARY 1, 2014.

The HCA "For Your Benefit" newsletter about Open Enrollment
can be viewed electronically at: [October 2013 For Your
Benefit](#)

The PEBB Health Care Authority website provides many links to
information: [Health Care Authority Home Page](#)

[What's Changing in 2014: Changes for 2014](#)

[Effective July 1, 2014, surcharges will be added to some
employees' monthly premiums:](#)

The new state budget, signed into law June 30, 2013, included several changes related to Public Employees Benefits Board (PEBB) benefits. The budget included two new surcharges:

- A \$25-per-month surcharge to premiums for employees and enrolled family members who use tobacco products, and
- A \$50-per-month surcharge to premiums for members who cover a spouse or domestic partner where the spouse or domestic partner has chosen not to enroll in other employer-based group health insurance that has an actuarial value of not less than 95 percent of the actuarial value of the PEBB plan with the largest enrollment.

Message from Health Care Authority: "PEBB continues to receive questions about the spouse and tobacco surcharges that will begin in July of 2014. We appreciate your questions and understand that there are concerns about how the surcharges could affect you and your family. Because the surcharges have so many potential impacts, we are working to ensure we've considered all aspects in member feedback as part of our decision-making process."

Please visit PEBB's website to see current information on the status of the surcharges: Surcharges

At this time, PEBB has not determined if employees will be given an opportunity to make changes before the surcharges start in July.

For those employees who believe the \$50 surcharge may affect their monthly premiums, you may want to determine if the coverage your spouse carries will allow changes when your premiums are affected in July.

If you do not wish to change your current medical or dental plans, and you not want to enroll in a FSA or DCAP Plan for 2014, you do not need to do anything, but it is recommended that you review your online account information to verify its

accuracy.

Go to the PEBB website and select My Account on the left side of the page. (If you haven't registered yet through PEBB's upgraded system, select *Register* under *New User*.) Input your email address and password. You'll see which plans you currently have and family members enrolled on your account.

YOU CAN MAKE THE FOLLOWING CHANGES DURING OPEN ENROLLMENT:

1. CHANGE MEDICAL OR DENTAL PLANS. If you are considering changing dental plans, be very certain your dentist will be available to you in the new plan. We recommend contacting the plan for confirmation. Plan customer service information is available at the HCA website: Medical Dental Plan Contact Information
2. ENROLL, IF YOU HAD PREVIOUSLY WAIVED COVERAGE
3. WAIVE MEDICAL COVERAGE, IF YOU HAVE OTHER COMPREHENSIVE GROUP MEDICAL COVERAGE (Coverage through the Health Benefits Exchange is **not** considered group coverage)
4. ADD ELIGIBLE FAMILY MEMBERS WITHOUT PROOF OF LOSS OF OTHER COVERAGE
 1. Dependent Verification documents are required if the dependent was not previously verified.
 2. Dependent children are not required to be enrolled in school to be covered up to age 26.
5. REMOVE FAMILY MEMBERS
6. CHANGE MEDICAL INSURANCE PREMIUM DEDUCTIONS TO PRE-TAX OR POST-TAX (IRC Section 125)
7. RE-ENROLL / ENROLL IN FLEXIBLE SPENDING (to continue participation in FSA, you must re-enroll every year)
8. RE-ENROLL / ENROLL IN DEPENDENT CARE ASSISTANCE PROGRAM (to continue participation in DCAP, you must re-enroll every year)

MONTHLY MEDICAL INSURANCE PREMIUMS FOR 2014:

Additional surcharges will be added to some employees' monthly

premiums effective July 1, 2014 (see information above)

HOW TO MAKE CHANGES IN MEDICAL/DENTAL COVERAGE

- 1) To make changes online: Go to the PEBB website and select My Account on the left side of the page. (If you haven't registered yet through PEBB's upgraded system, select *Register* under *New User*.) Input your email address and password. You'll see which plans you currently have and family members enrolled on your account. You can change medical and dental plans, waive medical coverage (if you have other comprehensive group medical coverage), or remove family members. We suggest you print the confirmation page when you're done for your own records and check back a few days later to be sure you got the coverage you want.
- 2) Complete the hardcopy 2014 Employee Enrollment/Change form and submit this to Human Resources by 11-30-13.

To obtain a hardcopy form:

- a) Go to the HCA website, complete the form, print it off, sign and submit to HR [http: 2014 Employee Enrollment Change](http://2014EmployeeEnrollmentChange.com), or
- b) Pick up a form at the Clark College Human Resources Office (x2105)

If dependent verification documents are required, review the list of valid verification documents: [Dependent Verification Documentation](#)

PEBB's CDHPs (High Deductible Plans) for 2014

The PEBB Program offers consumer-directed health plans (CDHP) with a health savings account (HSA) through Group Health, Kaiser Permanente, and the Uniform Medical Plan (UMP).

If you are currently enrolled in a CDHP or are considering enrolling in a CDHP for 2014, here are a few reminders:

- The CDHP has a lower monthly premium balanced with higher annual deductibles and higher out-of-pocket maximums.
 - To enroll in a CDHP, you must meet the eligibility requirements of the HSA.
 - The maximum contribution to the HSA for 2014 is \$3,300 for an individual and \$6,550 for an employee with one or more family members on the account. Employees ages 55 or older may contribute up to \$1,000 more annually.
- Your employer contributes \$58.34 per month (\$700.08 per year) if you are enrolled as an individual and \$116.67 per month (\$1,400.04 per year) if you are enrolled with one or more family members.
- You may also make contributions through payroll deduction (if your employer offers payroll deduction) or make a deposit directly into the HSA.
- When you calculate your contribution for the year, please include both the employer contribution and your individual contribution. Verify that you're not exceeding the maximum contribution allowed for the year. The *Employee Authorization for Payroll Deduction to Health Savings Account* form can help with your calculations.
- The HSA funds are yours to use to help pay for IRS-qualified, out-of-pocket medical expenses. The funds carry over from year-to-year, and remain yours even if you are no longer enrolled in the CDHP, leave your job, or retire.

More information about the CDHP and the HSA is available on the PEBB website.

[LINKS TO MORE HELPFUL INFORMATION:](#)

Health Care Authority Home Page

October 2013 For Your Benefit Newsletter

Compare Medical Plans

Medical Dental Plan Contact Information

Open Enrollment Videos

Dependent Verification Documentation

Summaries of Benefits and Coverage

TO FIND OUT WHAT MEDICAL AND DENTAL PLAN YOU AND YOUR
DEPENDENTS ARE CURRENTLY ENROLLED IN:

Go to the PEBB website and select My Account on the left side of the page. (If you haven't registered yet through PEBB's upgraded system, select *Register* under *New User*.) Input your email address and password. You'll see which plans you currently have and family members enrolled on your account.

Do you wish to enroll in **FLEXIBLE SPENDING** for 2014?

New Vendor for Flexible Spending: **Flex-Plan Services, Inc.**, has been selected as the new vendor to provide PEBB's flexible spending account (FSA) and Dependent Care Assistance Program (DCAP). ASIFlex, PEBB's current vendor, will continue to provide services through 2013, including the grace period.

If you are enrolled in Flexible Spending for 2013 and you wish to continue participating in 2014, you **MUST** re-enroll by November 30, 2013. Eligible employees not currently enrolled in the flexible spending account (FSA) must also enroll by November 30, 2013, in order to participate during 2014. On-line enrollment and hardcopy enrollment forms will be available on November 1, 2013. Eligible employees will have their annual contribution split over the following number of paychecks:

Classified/Exempt/Administrative employees: 24 payrolls

Full-time Tenure Track Faculty: 19 payrolls

Full-time Temporary Faculty with fall-winter-spring contracts: 12 payrolls

Full-time Temporary Faculty with winter-spring contracts: 11 payrolls

Adjunct Faculty: 6 payrolls

Cyclic employees: determined by Payroll Office

For Plan Year 2014 – The FSA is a PEBB-sponsored benefit that allows you to redirect a portion of your salary on a pre-tax basis to pay for your out-of-pocket health care expenses. The funds are deducted from your pay before FICA and Federal income taxes are calculated and can result in savings up to 40%. You can set aside as little as \$240 or as much as \$2,500 for the calendar year. The full amount you set aside for your FSA contribution is available on your first day of coverage for expenses.

Flex-Plan Service Home Page:

<http://pebb.flex-plan.com/home/default.aspx>

Flex-Plan On-Line Enrollment:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on “Enroll Online”)

Flex-Plan hard copy enrollment form:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on “Enroll via Paper”)

Flex-Plan 2014 FSA Enrollment Guide:

<https://pebb.flex-plan.com/pdf/2014FSAEnrollmentGuide.pdf>

Frequently Asked Questions:

https://pebb.flex-plan.com/part/FAQ_FSA.aspx

Flex-Plan Contact Information:

<http://pebb.flex-plan.com/home/contact.aspx>

Do you wish to enroll in **DCAP** for 2014?

New Vendor for DCAP: **Flex-Plan Services, Inc.** has been selected as the new vendor to provide PEBB's flexible spending account (FSA) and Dependent Care Assistance Program (DCAP).

ASIFlex, PEBB's current vendor, will continue to provide services through 2013, including the grace period.

If you are enrolled in the Dependent Care Assistance Program for 2013 and you wish to continue participating in 2014, you **MUST** re-enroll by November 30, 2013. Eligible employees not currently enrolled in DCAP must also enroll by November 30, 2013, in order to participate during 2014. Online enrollment and hardcopy enrollment forms will be available on November 1, 2013.

The DCAP allows you to redirect a portion of your salary on a pre-tax basis to pay for your qualified day care costs for your dependents (e.g. preschool, babysitting, before/after school care, in-home care for a disabled dependent). The funds are deducted from your pay before FICA and Federal income taxes are calculated and can result in savings up to 40%. You can set aside as much as \$5,000 for the calendar year (\$2,500 if you and your spouse file separate tax returns).

Flex-Plan Service Home Page:

<http://pebb.flex-plan.com/home/default.aspx>

Flex-Plan On-Line Enrollment:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on "Enroll Online")

Flex-Plan hard copy enrollment form:

<https://pebb.flex-plan.com/part/enrollment.aspx> (click on "Enroll via Paper")

Flex-Plan 2014 DCAP Enrollment Guide:

<https://pebb.flex-plan.com/pdf/2014DCAPEnrollmentGuide.pdf>

Frequently Asked Questions:

https://pebb.flex-plan.com/part/FAQ_DCAP.aspx

Flex-Plan Contact Information:

<http://pebb.flex-plan.com/home/contact.aspx>

Welcome, Tim!

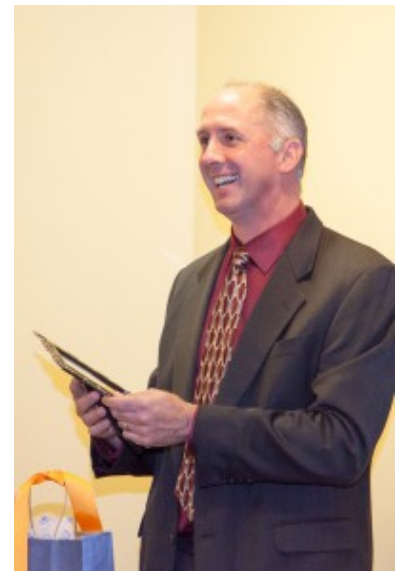


Clark College Foundation President and CEO Lisa Gibert, *center*, gives new Director of Facilities Services Tim Petta, *right*, a warm welcome.

Incoming Director of Facilities Services Tim Petta was

welcomed warmly by the Clark College community at a reception in the Baird rotunda on Friday, November 15. Petta joined the college on November 4.

Petta has extensive experience in facilities management at the University of California Los Angeles, where he was Senior Educational Facility Planner. As part of UCLA's facilities management team, he was responsible for supporting 175 on-campus and 100 off-campus buildings. He has been involved in a number of large new construction projects—from design and document review to building and commissioning.



Director of Facilities Services holds his welcome-to-Clark gift of a framed photo of the Chime Tower.

Petta began his career early, working in construction while in high school and college. He studied computer science at California State University Northridge, but decided to instead go into plumbing. He quickly rose to a management position, and has taken management courses through Dale Carnegie Training, Fred Pryor Seminars, and other companies, as well as

college courses in mechanical engineering.

As Director of Facilities Services, Petta oversees all capital projects at the Clark College, ranging from the soon-to-be-built STEM Building to minor repairs and improvements. He is also responsible for the maintenance, grounds, and custodial services provided to the college every day. His department includes more than 50 full- and part-time staff in all facilities trades, from maintenance mechanics to grounds specialists to custodians.

Vice President of Administrative Services Bob Williamson welcomed Petta with a framed photo of the Chime Tower and a bright orange Administrative Services T-shirt.

Photos: Clark College/Jenny Shadley

Managing Change



Director of Change

Management Jane
Beatty

In anticipation of upcoming statewide changes to the community and technical college system, Clark College recently hired experienced manager Jane Beatty to help guide the college through what will be a complicated but beneficial transition.

Beatty has been hired to oversee changes occurring across the college. A great place for her to start is with the college's adaptation of ctclink, a new, standardized system of online functions that will replace the current computer system used by Washington state's 34 community and technical colleges (CTCs), which is more than 30 years old. In this position, which is expected to run for about five years, she will identify organizational changes required to make ctclink successful at the college; represent the college in statewide discussions about ctclink; and ensure that the college adheres to its schedule for ctclink implementation. She will also work closely with stakeholders from all departments affected by ctclink—departments as varied as Instruction, Enrollment, Financial Aid, Information Technology, Business Services, and Human Resources.

"This campus has a rich history and an energy that speaks of excitement, growth, and future possibilities for students, faculty, and staff," said Beatty. "In learning more about the Director of Change Management position, I realized I could help the college understand, prepare for, and embrace the changes that are ahead of us. In order to fully reach our potential, change must take place. Working together, we can take Clark College toward that vision. I'm really pleased to be a part of that effort and a part of Clark College."

"As our new Director of Change Management, Jane Beatty's deep industry experience and understanding of systems implementation will really benefit Clark College," said Clark College President Robert K. Knight. "She will be a great

addition to the college and the executive leadership team.”

About Jane Beatty

Jane Beatty is an experienced leader and manager with a strong commitment to community service. Most recently she was the president of Custom Interface, Inc., a producer of electromechanical devices. Previous to that she worked at Intel Corporation in Human Resources, where she supported a worldwide software implementation that replaced legacy systems in finance, receiving and inventory and helped to drive training, change management and business alignment to the new system. Despite a two-decade history of success in the private sector, however, Beatty began her career as a high school teacher and welcomes a return to an academic environment.

Beatty earned her bachelor’s degree from Emory University and Masters in Education from Georgia State University. Both colleges are located in Atlanta, Georgia, where she was born.

Beatty recently relocated to Camas, Washington, from the Columbia Gorge, where she was an active member of the community. She served as president of the Gorge Technology Alliance, a non-profit that supports STEM education, building strong technology-related businesses and other means of community support. Additionally, she was a member of the Hood River City Council.

About ctCLink

ctCLink is the implementation of a single, centralized system of online functions that will give students, faculty and staff 24/7 access to a modern, efficient way of doing their college business. But it’s about much more than new software. As the existing legacy software is replaced with modern technology,

all college districts will also redesign and align current business processes.

ctcLink will be a massive upgrade for the entire CTC system. Students, faculty and staff will have access to information from anywhere at any time, with many processes available from a mobile device. Students will use online tools for doing their college business and they'll have a more common experience across the CTC system, whether they transfer from one college to another or attend two or more CTCs at once. They will have one student ID and use common online tools for everything from admission to graduation. Among many other things, colleges—and the system as a whole—will benefit from a single source for accurate and timely data and the standardization of select administrative processes to support efficiency and effectiveness across the system.

ctcLink is anticipated to take five-to-six years to fully implement. Two pilot colleges, Tacoma Community College and the Community Colleges of Spokane, have been chosen to begin implementation in summer 2014. Other colleges will follow in “waves” of up to eight colleges each. It has yet to be determined in which wave Clark College will be.

Photo: Clark College/Jenny Shadley

Excellent News



Joe Jenkins basks in his colleagues' applause as he receives his Exceptional Classified Staff Award.

Opening Day is traditionally the occasion for announcing the yearly Exceptional Classified Staff Awards, which recognize two classified employees for their contributions to Clark College. Recipients receive a glass plaque and \$1,000, funded through an anonymous donor's contributions to the Clark College Foundation.

The 2013 Exceptional Classified Staff Award winners were:



Joe Jenkins

Joe Jenkins, Academic Advisor

Joe Jenkins was described in his nomination as having a relatable sense of humor and high energy that keeps students engaged and aware. “He helps others think outside of the box and communicates in an easy, friendly manner,” the nomination read. “He is active in identifying student needs, and has advocated for greater course offerings so students can complete their degree requirements in a timely manner. His expertise and knowledge has led to increased student retention and engagement.”



Jennifer
Wheeler

Jennifer Wheeler, Information Technology Services

In her nomination, Jennifer Wheeler was described as “one of the most diligent, collaborative and consistent members of the college community.

“She is delightful, professional, personable and respectful of the diverse individuals who work and go to school here,” the nomination comments continued. “She takes pride in her work, but more importantly in the effect it has on the success of the entire college. She is always upbeat and exemplifies a can-do spirit for Clark College.”

Presidential Coins



Dr. Travis Kibota steps forward to receive his Presidential Coin on Opening Day 2013. Typical of Kibota's spotlight-averse personality, he told President Knight he thought someone else probably deserved the coin more.

In 2007, Clark College President Bob Knight introduced a new honor at Clark College: the presidential coin.

The coin is given to faculty and staff members who provide exemplary service to Clark students, the college and the community. The honorees are decided by the president and are kept secret until the names are announced—generally on Opening Day in the fall or during the annual State of the College address.

Five Clark College employees received Presidential Coins during Opening Day 2013 on September 11. They were:

Karen Wynkoop

Before coming to Clark in 2005, Director of Business Services Karen Wynkoop had already had a distinguished career in higher education. She served as Assistant Vice President of Equity and Diversity and as Organizational Development Specialist at Washington State University; prior to that, she worked at The Evergreen State College in a variety of positions, starting as an accountant and concluding her time there as Associate Vice President for Academic Budget and Financial Planning.

Knight said that Wynkoop “has provided strong and steady leadership of the college’s financial management system and budget process during years of rapid growth as well as dramatic cuts in state funding,” adding that she “is widely recognized throughout the state as one of the premier business officers in the system.”

Dani Bundy

During her 10 years at Clark College, Dani Bundy has worked in Eligibility Programs, Credentials, Advising, the Vice President of Student Affairs Office, and Financial Aid. She is currently Assistant Director of Financial Aid. Knight commended Bundy for “never [leaving] a department without implementing a new enhancement that improved efficiencies.”

Knight added that because Bundy is a Clark alumna herself, “she understands the external and internal barriers that students encounter along their educational paths. Because of this, she is always thinking of solutions that will benefit students.”

Dr. Travis Kibota

Biology professor Travis Kibota has worked at Clark for almost 20 years. During that time, he has twice served as interim dean and is currently division chair of Life Sciences. "He has great vision, is a team player, and has a perfect handle on all of the dynamics of how Clark College works," said Knight.

Knight added: "He eagerly works with people throughout the college as a connector, which makes him successful in the roles he plays as a faculty member, in administration, on committees, and as a grant developer."

Cindy Heck

Planning and Effectiveness Administrative Assistant Cindy Heck began working at Clark while still a student here, interning with the Legal Secretary program in 1995. That led to a part-time position, which moved to fulltime in 1998.

"Cindy's ability to see the big picture, attention to detail, practical nature, outstanding work ethic, and sincere care for others all make her an obvious choice for the Presidential Coin," said Knight.

Heather King

Business and Health Sciences Administrative Assistant Heather King also got her start at Clark as a student, graduating in 1991 and returning, after receiving her B.A. from WSU, for a Certificate of Proficiency in Clinical Office Assistant in 1998. She began working at Clark as a fiscal specialist in the Office of Instruction, moving to BHS in 2009.

"She is the thread that hold the BHS unit together," Knight said. "Her years of dedicated service to Clark College in many

areas of the institution; her commitment to students, faculty, and staff; her service on multiple committees are but a few of the reasons she is receiving this coin.”

Honoring Excellence



On Opening Day 2013, Exceptional Faculty Award plaques were presented to, *left to right*, Darcie Thompson (accepting the award for her mother-in-law, Mickey Thompson), Patti Serrano, Bruce Elgort, Tony Chennault, and Mike Arnold.

Clark College President Bob Knight announced the recipients of the 2013 Exceptional Faculty Awards during the 2013 Commencement ceremony on June 20; they were presented with engraved plaques during Opening Day on September 11. This

year, five faculty members—two part-time instructors and three full-time professors—received the award, which honors excellence in teaching.

The Clark College Exceptional Faculty Awards are presented annually to full-time and part-time faculty members in recognition of exemplary work performance, positive impact on students, professional commitment, and other contributions to the college. Nominations are submitted by Clark College students, faculty, classified employees, administrators, alumni, Board members, and Foundation directors. The awards are made possible through an endowed trust fund established by the Washington State Legislature and the Clark College Exceptional Faculty Endowment Fund, which was established in 1993.

This year's Exceptional Faculty Award recipients are:



Mike Arnold

Mike Arnold, Health and Physical Education

Mike Arnold began teaching at Clark College in 1989 and over that time has taught everything from archery to weight lifting, as well as coaching athletic teams. His students praise him for helping them improve not only their bodies, but

their minds and characters as well. “Not only does he want you to do well in his class, he wants you to do well in life,” wrote one student in his nomination.

Another student wrote, “Mike Arnold is one of the most caring, respectable, honest and genuine people I have ever met. He is willing to help any student that is in need. ... He is more than a teacher; he is a friend and a mentor.”



Tony Chennault

Tony Chennault, Biology

“Simply put, Tony Chennault is the best professor I have ever had,” wrote one student in nominating Chennault for the Exceptional Faculty Award. Many students praise Chennault for making a notoriously difficult series of classes—namely, Human Anatomy and Physiology—fun and understandable.

Chennault, who also teaches Human Biology, began teaching at Clark in 2008 and received tenure in 2011. He strives to make his students feel comfortable as they tackle challenging material, providing them with helpful study tips and mnemonic tricks for learning anatomical terms. “I believe this award is

a reflection of having a job that I truly love and am passionate about, and I take pride in bringing that passion and energy to class every day, trying my best to make learning the science of the human body fun for the students as I have fun, too," he said.



Bruce Elgort

Bruce Elgort, Computer Technology

Bruce Elgort has only been teaching at Clark since winter quarter 2013, but already he has made a huge impression on his students. "I was worried when I started his class that I wouldn't be able to learn the material or properly grasp the concepts, but after I was in Bruce's class for an hour, I felt confident and comfortable and able to learn anything," wrote one nominator.

While Elgort is relatively new to teaching in a college setting, he has a long career in computer technology. He has worked for major technology companies, including Sharp and Underwriters Laboratories, and launched his own successful software company. When he teaches courses about programming, HTML, and PHP coding, he brings real-life experience from the

work world into his classroom—a classroom that extends into the virtual realm through help sessions conducted via social media. “In today’s hyper-connected, ‘always-on’ world, the ability to extend the physical classroom is something that has become an integral part of all my work at Clark,” Elgort says.



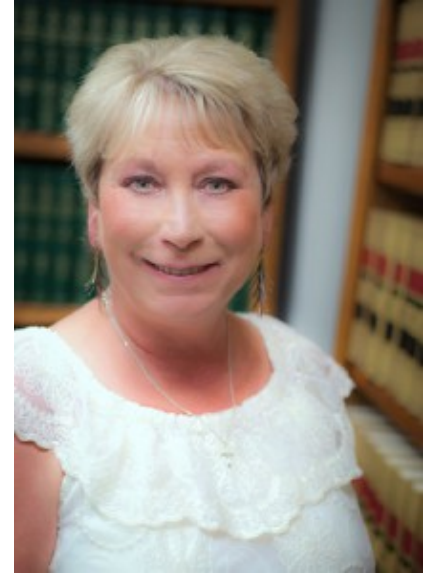
Patti Serrano

Patti Serrano, Business Administration

Patti Serrano has had plenty of time to develop fans at Clark College—she began teaching here in 1981, beginning by teaching Fashion Merchandising before transitioning to Business Management and Marketing courses. During that time, Serrano has demonstrated leadership at the college time and again. She helped draft the college’s Strategic Plan and participated in the college’s last three accreditation efforts, as well as serving on countless committees to improve college functions; she has also served as head of the college’s Business Department and chair of the Business Division. Additionally, she is a committed educator.

“Having known Patti Serrano for over thirty years, I have personally seen the many, many hours she has devoted to

helping her students with guidance in professional and personal advice,” said one coworker. “She has been a positive force for hundreds of students.”



Mickey Thompson

Mickey Thompson, Paralegal

Mickey Thompson entered the legal profession in 1977, and she brings both a depth of knowledge and a great enthusiasm about paralegal work to her teaching. Students point to the countless hours she has spent serving as the advisor to the Clark College Law Club and to her patience when guiding them through the thicket of legal terminology.

“She’s compassionate, organized, strict, and funny all at the same time,” wrote one student in her nomination. “Legal procedure is tough and complicated, and Mickey makes sure that all of her students understand the course material and have a good grasp on the concepts.”

Photos: Clark College/Jenny Shadley

Welcome, New Employees!

Jane Beatty was appointed to the position of Director of Change Management effective August 19, 2013. Jane has a bachelor's degree from Emory University and a master's degree from Georgia State University. She has previous work experience at Custom Interface, Inc., and Intel Corporation.

Korey Marquez was appointed to the position of Associate Director of Tutoring effective September 11, 2013. Korey has a bachelor's degree in English from University of Oregon, and a Master of Arts in English from Portland State University. She has previous work experience at Portland State University, Sonoma State University, and University of Washington.

Daniel Mroz was appointed to the position of Deaf Interpreter 3 in the Disability Support Services Department effective September 11, 2013. Daniel has an Associate of Applied Science in Sign Language Interpreting from Portland Community College, and a Bachelor of Arts in Interdisciplinary Studies from Marylhurst University. He has previous work experience as a freelance interpreter, and as a contract interpreter at Clark College and Lower Columbia College.

Michaela Mareva was appointed to the position of Administrative Assistant 2 in the Office of Instruction effective September 9, 2013. Michaela has a bachelor's degree from University of Portland. She has previous work experience at Macy's and University of Portland.

Julie Robertson was appointed to the position of Research and Continuous Improvement Professional effective August 26, 2013.

Julie has a master's degree in social work and public health from Portland State University. She has previous work experience at OHSU, Clark County Public Health Department, Legacy Health System, Housing Authority of Portland, and Lewis & Clark College.

Notes from HR

Open Positions

Classified Staff Awards

Transfer Procedure for Classified Staff

Maximum Annual Leave Accrual

Retirement/Resignation Early Notification Stipend

Volunteer Registration – Reminder

Faculty/Staff Address Changes

Overtime Regulations

The following positions are open at Clark College:

*** Please continue to review the links below for additional opportunities and up to date information.*

ADMINISTRATIVE/EXEMPT POSITIONS (WITH CLOSING DATE):

- Advanced Registered Nurse Practitioner (Continuous)
- Dean of Basic Education, English, Communications and Humanities (Continuous)
- Student Success Retention Manager (September 30, 2013)

CLASSIFIED POSITIONS (WITH CLOSING DATE):

- Program Assistant – Financial Aid Office (September 20, 2013)

TEMPORARY POSITIONS (WITH CLOSING DATE):

- Part-time Custodian 1 (Continuous)
- Part-time Cisco CCNA Instructor (Continuous)
- Part-time Nursing Instructor – **pool** (Continuous)
- Part-time Computer Science and Engineering Instructor (Continuous)
- Part-time Student Technology Support Assistant (Open until filled)

INTERNAL

RECRUITMENTS:
<http://agency.governmentjobs.com/clarkcollege/default.cfm?promotionaljobs=1>

EXTERNAL

RECRUITMENTS:
<http://agency.governmentjobs.com/clarkcollege/default.cfm>

CLASSIFIED STAFF AWARDS

Congratulations to the following recipients of the Classified Staff Awards:

- **Gayle Lee** – 2013 Summer Quarter Classified Excellence Award Recipient
- **Joe Jenkins** – 2013 Annual Exceptional Classified Staff Award Recipient
- **Jennifer Wheeler** – 2013 Annual Exceptional Classified Staff Award Recipient

Thanks to the generous support of the Clark College Foundation, these recipients were recognized in front of their colleagues with certificates and cash awards.

We would also like to recognize the following nominees:

2013 Summer Quarter Classified Excellence Award Nomination:

- Maggie McKinney

2013 Annual Exceptional Classified Staff Award Nominations:

- Dani Bundy
- Grace Farmer
- Brendan Pust
- Sabra Sand

TRANSFER PROCEDURE FOR CLASSIFIED STAFF

Permanent classified employees who are interested in being considered for lateral transfer within the College, to a different position in the same classification in which they currently hold permanent status, or for voluntary demotion to a lower classification in which they formerly held permanent status, are encouraged to complete an "Application for Transfer, " which can be obtained from Personnel Services.

"Applications for Transfer" will be maintained on file in Personnel Services. When a classified staff position becomes available, the "Applications for Transfer" will be forwarded to the employing official for consideration.

Employing officials are encouraged to interview transfer applicants for vacant positions. Transfer applicants may be considered in addition to, or prior to, applicants from established eligible lists. If one of the transfer applicants is selected prior to advertising the establishment of a new eligibility list for the classification, or prior to certification of eligible from an established list, the employing official would not be required to interview other applicants.

"Applications for Transfer" may be filed at any time. If you have questions, please contact Katrina Golder, x2325.

MAXIMUM ANNUAL LEAVE ACCRUAL

HEPB rules limit the amount of vacation leave classified employees are allowed to accumulate. Once a year, on each employee's anniversary date*, Clark College's computer system checks leave balances and automatically eliminates any hours in excess of the 240 allowed under WAC 251-22-080. Classified employees whose vacation balances (shown on paycheck stubs) exceed, or are approaching, 240 hours, should plan to use excess vacation hours by the 15th of the month in which their anniversary date occurs.

*Anniversary dates are determined as follows:

If hired between the 1st and 15th of the month: Anniversary date is the 1st of the month hired.

If hired between the 16th and 31st of the month: Anniversary date is the 1st of the following month.

For further information or assistance, contact **Pagean Pallamunter** in Personnel Services, x2119.

RETIREMENT/RESIGNATION EARLY NOTIFICATION STIPEND

To assure sufficient time for an effective search for a replacement, the College will provide a one-time stipend to faculty in probationary or tenured positions who provide notification to the College by October 1 prior to the calendar year of retirement or resignation. Probationary or tenured faculty who have at least ten (10) years of service (including temporary, special programs, probationary and tenured faculty appointments) as of their last date of employment, will receive a \$5,000 stipend; probationary or tenured faculty with less than ten (10) years of service as of their last date of employment will receive a \$3,000 stipend.

To qualify for this payment, the President must receive

signed, written notification from the faculty member, including the last date of employment.

VOLUNTEER REGISTRATION – REMINDER

College Administrative Procedure 430.005 requires all volunteers to register and get a background check in advance with Human Resources, and to submit time sheets to Payroll at the end of each month in which volunteer services are provided.

Volunteer Authorization Forms are valid for one fiscal year at a time. Volunteers need to register with Human Resources before performing volunteer services.

Questions regarding volunteers may be directed to Heidi Bealer at x2105.

FACULTY/STAFF ADDRESS CHANGES

If you change your name, address or telephone number, please complete a **NAME/ADDRESS CHANGE FORM** online on ClarkNet. Human Resources will forward changes to the Health Care Authority, however, you must notify your medical-dental insurance carriers.

OVERTIME REGULATIONS

Under the provisions of the Fair Labor Standards Act, employers are required to compensate employees who are eligible for overtime for all work they are directed or permitted to perform, including hours worked beyond scheduled work hours; further, liability for compensation is incurred whether the employer knew or should have known that the

employee was working.

College employees who are eligible for overtime compensation may not work beyond their regularly scheduled hours unless directed to do so or approved by their supervisors. Supervisors, in turn, are responsible for insuring that employees do not work beyond scheduled hours unless specifically directed to do so. Simply put, employees who are eligible for overtime may not work beyond their scheduled hours, even on a voluntary basis, without receiving overtime pay or compensatory time off, at the employee's option.

Questions regarding overtime compensation or work hours may be directed to Human Resources, x2105.

Spring Quarter 2013 Classified Staff Excellence Award

Congratulations to **Tim Pliska**, the Spring Quarter 2013 Classified Staff Excellence Award recipient!

This award was established in 2005 and recognizes classified staff who have demonstrated exemplary work performance, outstanding customer service, a positive and cooperative spirit, and/or special achievements or contributions to the college community. Through the support of the Clark College Foundation, the award recipient receives a \$400 cash award.

Welcome, New Employees

Angie Corson was appointed to the position of Administrative Assistant 2 in the Nursing department effective August 6, 2013. Angie has a bachelor's degree from University of North Carolina. She has previous work experience at NC Medical Society Alliance and International Certification & Reciprocity Consortium.

Angela Ewing was appointed to the position of Fiscal Technician 3 in the Accounting Department effective August 12, 2013. Angela has previous work experience at King's Way Christian School and Frontier Communications.

Amber Kreier was appointed to the position of Custodian 1 in Facilities effective July 1, 2013. Amber has previous work experience at Clark College, Paul Cahill Autosales and ABM Janitorial Services.

Deanna Lacey was appointed to the position of Cashier Supervisor (Fiscal Technician Supervisor) in the Cashier's Office effective August 19, 2013. Deanna has a bachelor's degree from Concordia University. She has previous work experience at Clark College and Freightliner.

Jacqueline "Manda" Levie was appointed to the position of Secretary Senior in the Communications and Humanities Division of the BEECH unit effective July 22, 2013. Manda has a bachelor's degree from Portland State University. She has previous work experience at OHSU as an Administrative

Assistant in Financial Aid and in the Registrar's office. She has previously held positions at Portland State and Oregon State universities.

Shelly Luciano was appointed to the position of Program Coordinator in the Nursing department effective August 5, 2013. Shelly has an associate degree from Clark College. She has previous work experience at Clark College, First Independent Bank, Precision Exteriors/Child Truck Line and Pacifika Communications.

Deanne Millard was appointed to the position of Procurement and Supply Support Specialist in the Purchasing Department effective July 1, 2013. Deanne has a bachelor's degree from Pacific Lutheran University. She has previous work experience at the Children's Justice Center and Garfield Book Company.

Matthew Rygg was appointed to the position of Dean of Student Success and Retention effective August 28, 2013. Matt is currently in a doctoral program at Bowling Green State University and working in the office of the Vice President of Student Affairs. Prior to beginning his doctoral program, Matt served as Dean of Student Services at Multnomah University and Assistant Director of the Center for Civic Engagement at Washington State University. Matt has experience in behavior intervention teams, ADA compliance, teaching, program assessment, enrollment management, grant writing, retention, residence life, and service learning.

Mike Shingle was appointed to the position of Program Specialist 2 in the Advising department effective August 15, 2013. Mike has a master's degree from Oregon State University. He has previous work experience at Clark College and Oregon State University.

Dawn Stetler was appointed to the position of Secretary Lead in the Dental Hygiene department effective July 24, 2013. She has previous work experience at Cascade Dental Group, Erickson

Family Dental and Lake Shore Athletic Club.

Jane Walster was appointed to the position of Director of International Programs effective September 3, 2013. Jane has bachelor's and master's degrees from University of Washington. She has previous work experience as assistant director in the Office of International Education at Portland Community College and has more than 20 years of international teaching, recruiting, and administrative experience. Jane has 10 years of community college international administration experience, five years of experience overseeing student exchange and sponsored programs at the university level, seven years of directing intensive English language programs, and experience living, recruiting and teaching overseas.