

Spring 2014 Classified Staff Excellence Award



Clark College
Libraries
Acquisitions
Specialist Sally
Demos

Congratulations to Sally Demos, recipient of the 2014 Spring Quarter Classified Staff Excellence Award!

Sally Demos has provided excellent service to the Clark College Community for the past 29 years. She currently holds the position of Acquisitions Specialist for the Clark College Library. A current member in the Shared Integrated Library, she has also served on the Clark College Foundation Employee Campaign Committee, is a convener for the Library of the Future Committee, a member of the library's Floor Plan Work Group, and the Classified Staff Representative for the Library Leadership Team.

Sally frequently goes above and beyond her basic job responsibilities, displaying her earnest work ethic and

commitment to the Clark College Mission. She has been described by her colleagues as “the epitome of efficiency,” and her supervisor states that Sally is “thorough, organized and succinct, meeting all deadlines and is often early in finishing her work.”

Sally exemplifies lifelong learning by participating in many staff and professional development training opportunities. Her excellent communication skills and wealth of information is a great asset to Clark College, its students, and staff.

Congratulations to all of the spring quarter nominees:

Kate Cascio: Kate has been an exemplary program assistant. She has brought a new level of professionalism to the office. Her ability to work individually to accomplish projects is outstanding. She is quick to take on several additional special projects and duties above and beyond her required assignments. Kate exceeds what is expected of her in all areas of her work.

Vanessa Meyer: Vanessa is doing an excellent job! She is supremely competent. She is organized and handles her responsibilities quickly and efficiently, assuring faculty members do not miss anything that is required. She is not just always pleasant and polite, but always in a good mood.

Brendan Pust: Brendan provides excellent customer service and does everything he can to help. He goes above and beyond each day to provide the best support for students and staff. Brendan never leaves any employee behind. He does his very best to train his employees to provide quality support for students. He has a positive and professional attitude.

Derald Richards: Derald consistently performs at a level above and beyond the scope of his job. Derald is very professional and courteous with his co-workers, students and the general public. Derald is continually looking for ways to complete a task more efficiently. He has been quick to submit ideas and

solutions on various issues and will then take the lead on certain projects.

Denise Rotellini: Denise is all about quality work, continuous improvement, and excellent customer service. She does an exceptionally thorough job of managing departmental documents, libraries, and processes. Denise's knowledge of the college structure, policy and procedures is exemplary. She is always willing to help solve a problem, figure out an answer, or provide support. Denise is always looking for a way to make everyone's job easier and more efficient.

Billie Trimbo: Billie has a certain flair for bringing out the creative and empathetic qualities in others around her. She has been available to us when we needed information, and helpful in problem solving to get the job done. She always goes above and beyond in her work for our department! Billie is spontaneous with her friendship to her coworkers and friends.

Heather White: Heather's performance is the very definition of "excellence." Heather regularly checks in with other coworkers to see how she can help them. She is friendly and helpful to everyone that comes into our office. She works with the office to provide the best possible service to students. She is clear and concise and speaks to people kindly and considerately. She always listens actively and looks at each person as an individual. Heather has the utmost respect for fellow workers and students.

The College Community will celebrate all 2013-2014 nominees and recipients at the Annual Ice Cream Social held in September.

The Classified Staff Excellence Award was established in 2005 and recognizes classified staff who have demonstrated exemplary work performance, outstanding customer service, a positive and cooperative spirit, and special achievements or

contributions to the college community. Thanks to the support of the Clark College Foundation, each quarter's recipient receives a \$400 cash award.

Karen Ferguson submitted this article. Photo: Clark College/Jenny Shadley

Strategic Plan: How Are We Using Your Ideas?



In the beginning of 2013, the college asked employees to imagine what Clark would look like in 2020. The college community answered this question with thoughtful responses. That feedback was used to create the Vision 2020 Themes, which in turn were used to focus in on the central theme of the new Strategic Plan:

student learning.

On Opening Day fall 2013, the college divided into small groups to discuss student learning and had follow-up meetings on the subjects of Access, Environment, Engagement and Commitment to Learn. Those ideas and feedback were reviewed by Taskforce 2 and reports have been generated to be used as one of the tools Taskforce 3 will use to create the mission, vision and core themes for the next strategic plan.

Taskforce 3 will convene in June and will complete their work in fall 2014. All the individual input and small-group participation gathered since Opening Day 2013 is being used as

a tool to create the framework that will determine how the college allocates resources and makes future decisions.

Once the core themes are drafted, we will share the work of Taskforce 3 and solicit feedback. Then, we will seek more volunteers to draft the goals around each of the core themes during fall quarter 2014. During winter quarter 2015, we will revise and finalize the strategic plan based on feedback gathered from the college. The final Clark College 2015-2020 Strategic Plan will be voted on by the Clark College Board of Trustees during spring quarter 2015.

Thank you for all of your hard work and for keeping the college focused on student learning.

This article submitted by the college's Strategic Plan Taskforce 1

Congratulations, Professors!



Vice President of Instruction Dr. Tim Cook, *far left*, congratulated newly tenured faculty Dr. Gene Biby, Dr. Amanda Crochet, Suzanne Southerland, Adam Coleman, Erin Staples, Elizabeth Donley, Katie Donovan, Valerie Cline, and Dr. Robert Schubert at the 2014 Tenure Reception. Not pictured: Lisa Aepfelbacher and Steven Clark.

Ten outstanding educators are the newest members of the tenured faculty at Clark College. Lisa Aepfelbacher (nursing), Gene Biby (theatre), Steven Clark (biology), Adam Coleman (computer technology), Amanda Crochet (chemistry), Elizabeth Donley (English), Kathryn Donovan (nursing), Robert Schubert (anthropology), Suzanne Southerland (communication studies), and Erin Staples (health/physical education) were all honored at a reception on April 28 in Clark's Gaiser Student Center. Nursing professor Valerie Cline, who received tenure in June 2013, was also honored at the reception.

Tenure is awarded by the college's Board of Trustees based on professional excellence and outstanding abilities in their disciplines. The granting of tenure is based on the recommendations of tenure review committees to the vice

president of instruction, which are then forwarded to the president, who presents a final recommendation to the Board of Trustees. Recommendations are based on self-evaluations, tenure review committee evaluations, student evaluations, supervisory evaluations, and peer evaluations. The final decision to award or withhold tenure rests with the Board of Trustees.

“Our tenured faculty members have a very special role at our college,” said Clark College President Robert K. Knight. “They are passionately committed to excellence and student success. They have made a career commitment to our college and our community.”

Dr. Tim Cook, Vice President of Instruction, said “Earning tenure is a professional milestone. I’m proud to congratulate these talented professionals for their accomplishments, their focus on student success, and their dedication to teaching and learning.”

The professors receiving tenure are:



Lisa Aepfelbacher, Nursing

Lisa Aepfelbacher earned her bachelor’s degree in both Nursing and Rehabilitation Counseling from Boston University, and her

master's degree in Nursing through the Adult Nurse Practitioner Program at Case Western Reserve University in Cleveland, Ohio. She has previous work experience at Linfield College, Quincy College, Massachusetts Bay Community College, Advanced Practice Rotations, Meridia Hillcrest Hospital, Touro Infirmary, Brigham and Women's Hospital, and Beth Israel Hospital.

Aepfelbacher serves on the college's Shared Governance Oversight Committee, the senate of the college's faculty union, and the nursing department's Readmission Committee.

Aepfelbacher said, "I believe in the potential of each of student and want them to actively participate in the learning. I am also learning with them and enjoy sharing my expertise."



Gene Biby, Drama

Gene Biby earned his bachelor's degree in Theatre Arts and his master's degree in Speech Education from Murray State University. He received his Ph.D. in Theatre History/Speech Education from Southern Illinois University. He has previous work experience at the University of Wisconsin, City of Murphysboro, John A. Logan College, Southern Illinois University, Murray State University, and Vincennes University.

As the Program Director of the Clark College Drama Department, Biby oversees play selection and production for each academic quarter. He also works with the wider theatrical community to find and develop new ways to strengthen the college's drama program and maintain its visibility. He is currently working to build a summer program at the college.

"My highest priority is offering academic and intellectual challenges to our students, but providing theatre engagement opportunities to the college and community is also important," said Biby. "I strongly believe that theatre education should combine practice and scholarship. This philosophy not only champions the liberal arts ideal, but also prepares prospective theatre artists for material they are likely to encounter in future careers."



Steven Clark, Biology

Steven Clark earned his bachelor's degree in Psychology/Religion from Linfield College. He also earned a Master of Special Education at Lewis & Clark College and a Master of Science in Environmental Sciences and Resources at Portland State University. He has previous work experience at the Washington School for the Deaf, Washington Department of Fish and Wildlife, and Clark College.

Clark has served on the senate of Clark's faculty union and is about to begin his tenure on the college's Student Retention Committee. Additionally, he is an active volunteer in his community: providing dog-training workshops at a local animal shelter, leading nature tours for the Columbia Land Trust, and providing research for organizations that include Washington Rare Plant Care, the Xerces Society, and the Native Plant Society. Every summer he takes Clark students with him to the Columbia River Gorge to study that area's pika. Additionally, he volunteers at his granddaughter's elementary school and serves as a lay minister at his church.

Clark said, "I design my classes to be places where students read and study—that's the hard part. I also design my classes so that the class sessions are rich with interaction. The interaction helps students build friendships and it increases the in-class accountability of attending to what is being presented."



Valerie Cline, Nursing

Valerie Cline earned her associate degree in nursing in 1999 from Clark College, her bachelor's degree in nursing in 2003 from WSUV, and her master's degree in nursing in 2009 from Walden University. She has previous work experience at Peace

Health Southwest, Providence St. Vincent, the Hopi Indian Reservation Hospital in Arizona, Linfield College, and Clark College.

At Clark, Cline serves on the Nursing Scholarship, Nursing Curriculum, and the ACEN Accreditation Standard 3 committees, and is the co-advisor for the Student Nurse Association of Clark College. She is a member of the national League for Nursing and the Association for Women's Health, Obstetric, and Neonatal Nursing. She continues to practice nursing part-time with a pediatric home health agency and regularly attends conferences and workshops to improve her teaching.

Cline said, "I believe in students taking an active role in the learning process, with the instructor serving as the facilitator who helps students bring all of the pieces together and link theory to practice."



Adam Coleman, Computer Technology

Adam Coleman earned his associate degree with a double major in Data Networking and Computer Networking at Clark College and his bachelor's degree in Computer Technology at Eastern Washington University. He has previous work experience at SEH-America and Clark College.

Coleman serves on the college's Network Advisory Committee and volunteers as a mentor with the college's First Year Experience program. Additionally, he continues to help develop partnerships between the college and both the Clark County Skills Center and the local nonprofit EmpowerUp. He has been central in developing and implementing new courses designed to help students earn their Microsoft Technology Associate certification. An avid bike rider, Coleman will be representing the college in the American Diabetes Association's annual Tour de Cure for the fifth year in a row this July.

Coleman said, "A teacher's role is to guide and providing access to information rather than acting as the primary source of information. I feel there is a need for considerate, strong, and dedicated individuals who are excited about working with students."



Amanda Crochet, Chemistry

Amanda Crochet earned her bachelor's degree in Biochemistry from Tulane University and her Ph.D. at the University of California, Berkeley. She has previous work experience at the University of California, California State University, Portland Community College and Clark College. She also has

research experience with Chemica Technologies Inc., University of California and Tulane University.

Crochet manages the college's general chemistry open lab. She also volunteers at the Elementary Science Olympiad, which bring local elementary students to the college's main campus for a day of science competitions, as well as at Community Resources for Science and the Oregon Museum of Science and Industry. Currently Crochet is working to make Clark part of a new partnership with Portland State University that would create opportunities for scientific research for students at colleges without research programs of their own.

"I work to make my classroom a supportive, engaging and active environment for students to learn chemistry," said Crochet. "My goal is to provide students with more than just content knowledge. I hope the skills they learn in my classroom translate to success in future classes and in their intended careers."



Elizabeth Donley, English

Elizabeth Donley earned a Bachelor of Arts degree in political science with a minor in Italian at DePaul University and a Master of Arts in English and a Master of Fine Arts in Creative Writing at Chapman University. She has previous work

experience at San Miguel School, Chapman University, The Art Institute of Los Angeles, Warner Pacific College, Clackamas Community College, United Sports Academy, Langmuir Atmospheric Research Laboratory, McCormick Tribune Foundation, and Clark College.

Donley serves on the college's eLearning Committee and the English Department's Professional Writing and Distance Learning committees. She is also faculty co-advisor for *Phoenix*, the college's award-winning arts and literary journal. She has presented at many college events, including International Week, faculty orientation, Techttoberfest, and TechBytes.

"My teaching philosophy starts with inspiration," said Donley. "I want to inspire my students to want to learn. I do this through meticulous course preparation, energetic teaching, and dedication to my students. I'm always available for extra help, and my classroom is an open, supportive environment where students are exposed to new ideas, experiences, and works of literature."



Kathryn Donovan, Nursing

Kathryn Donovan earned her bachelor's degree in nursing from Marquette University and her master's degree in nursing from

Washington State University Vancouver. She has previous work experience as an RN since 1992. She has eight years' experience in adult critical care and two years in Neonatal ICU. Kathryn has worked in numerous states as full-time staff and as a travel nurse. She worked at Kaiser Northwest for nine years, which included Urology and Chronic Pain Management Clinics.

Donovan serves on the college's Library, ACEN Standard IV, Student Handbook, Curriculum, and Health Experience Advising committees. She is the lead faculty member for the first quarter of the college's highly competitive Nursing program. Outside of the college, she volunteers with East Park Church, Compassion Vancouver, and "whatever sport/activity my children are involved in at any given time."

Donovan said, "I believe that educators should use as many tools as they can to try to reach learners where they are in their learning process and in the ways that they are able to best learn. There is no 'one size fits all' method. I think it is important for the student to not only connect with the material to be learned but also to connect with their peers and instructors. A student who is engaged and feels that they are valued and belong is more likely to tough it out through the challenges that are inherent in nursing school."



Robert Schubert, Anthropology

Robert Schubert received his bachelor's degree from the University of Illinois with a double-major in Spanish and Anthropology. He completed his master's and doctorate degrees at Ohio State University. His academic research has taken him to study primate behavior and biology in Central America, Japan, and West Africa. He has previous work experience at Ohio State University and Columbus State Community College.

In addition to his responsibilities as chair of the Anthropology Department, Schubert serves on the college's Retention Committee and has volunteered as a First Year Experience mentor to incoming students. He was the guest lecturer at the winter 2013 installment of Clark's respected Faculty Speaker Series. He developed and now teaches a new anthropology course, Primatology. Outside the college, he volunteers at the Oregon Zoo and with Partners in Careers.

"College can be intimidating, but I find that when students engage with material, the academic stress becomes much more manageable," said Schubert. "To that end, I try to bring the energy and the excitement that got me engaged when I was a student with me to every class I teach. Whether through pictures, videos, bone replicas, kinesthetic activities or just by myself physically acting things out (I'm becoming well known for my monkey calls), I try to provide information in as

many forms as possible.”



Suzanne Southerland, Communication Studies

Suzanne Southerland earned her bachelor's degree in journalism in 1999 from the University of Portland and worked for various newspapers including the *Portland Alliance*, the *Oregon City News*, the *Clackamas Review* and *The Columbian*. She then moved on to earn her master's degree in Communication Studies in 2002 from Portland State University. She has taught communication at Portland State University, Marylhurst University, Portland Community College, Portland State University, Lower Columbia College and Clark College.

Southerland started teaching at Clark College in 2002 and has served on the Retention Committee, the Faculty Excellence Award Committee, and the Teaching and Learning Center Committee. She has facilitated several workshops on collaborative learning and service learning and served as program director for the Service and Leadership in the Community program for four years. She also led the Clark College Model United Nations team to New York City, Boston and Washington, DC.

“I believe that higher education enhances the community's quality of life and combats racism, stereotyping and

discrimination,” Southerland said. “The study of communication in particular can result in more nurturing relationships, a higher level of professionalism in the workplace and a better understanding of cultural differences.”



Erin Staples, Health/Physical Education

Erin Staples earned her bachelor’s degree from the University of North Texas and her Master of Public Health degree in Health Education/Health Promotion from Portland State University. She has prior work experience at Harvey Hotel, Allied Electronics, Bell Microproducts, Oregon Office on Disability and Health, Kaiser Permanente, and Clark College.

Staples teaches courses that include Women’s Health, Health for Adult Living, Weight and Your Health, and Happiness and Your Health. She is an active member of her department, managing its class schedule, assisting in outcomes assessment, and attending leadership meetings. She helped develop a new Learning Community (two linked classes with shared curriculum) called “Biggest Winner” with another HPE professor.

“Improving students’ health behaviors and developing critical thinking skills are two key goals of my classes,” Staples said. “I strongly encourage them to develop habits to better their health, starting with where they are now. Giving my

students permission to take baby steps towards a health goal they set for themselves empowers them. It allows them ownership; they see it as an exciting challenge, rather than simply as an assignment.”

Photos: Clark College/Jenny Shadley

Making Change: Of Mulletts and Data Sets



Hello, fellow Clark colleagues. We have been involved in an exciting move of some data from all community and technical colleges in Washington. In support of the FirstLink colleges (Spokane and Tacoma) going live as beta testers for ctcLink, the SBCTC technical team needed to migrate some critical data into the new system (ctcLink) from the legacy system we are still currently using. This was done in early April, even though FirstLinks are not going

live until August.

There are types of data that are “global” in nature, meaning it may be useful to all 34 colleges in the ctcLink system. For example, the biographical and demographic data for students and employees are global. You might be a student at one college and an employee at another college—but, since both colleges are part of ctcLink, you only need one shared record with one ID for both institutions. The vendor list for colleges is another example of global data.

So in preparation for the August 2014 go-live for Firstlink colleges, the SBCTC and Ciber teams migrated the data from our legacy systems into the new ctcLink system. This was the first global movement of data into ctcLink; it was done so that as colleges move onto the new ctcLink system, the global data will be there for them.

The data that was moved is data the Clark College has been focused on in a cleanup effort so that it would migrate (move over) to the new system without a hitch. This move doesn't affect those of us still using the legacy system, because all that student, employee and vendor data still reside in our current databases as well. The real importance is that the project of getting ready for ctcLink has met a big milestone with migration of global data into the new system. Much is to be learned as this process continues. More updates will be available on the project next month.

While we work quietly behind the scenes on other efforts in preparation for the August 2014 – May 2015 transition of Wave One colleges, I wanted to share a video that was produced by one of our fellow Wave One colleges, Grays Harbor College. It is a great short video regarding what ctcLink is, why we are doing it, and whom it will affect. Plus, it's got a few jokes sure to appeal to those of us who remember the '80s. You'll just have to watch it to see what I mean.

In this video you will hear reference to our subject matter expert (SMEs). So I'm providing a link to the ctcLink internal webpage for Clark College that has additional information regarding ctcLink and who all of our SME's are: <http://team.clark.edu/sites/ClarkNet/departments/changemanagement/SitePages/ctcLink.aspx>.

As always, if you have any questions regarding ctcLink, please don't hesitate to ask!

Association Scholarship Opportunities



The Association of Community and Technical Colleges offers two scholarships every year, one for employees of Washington community and technical colleges (CTCs) who are pursuing a college degree, and one for students graduating from a CTC.

The application deadline for both scholarships has been extended to **May 12, 2014**.

Here is a link to the scholarship application:
<https://sbctc.instructure.com/courses/962721>.

For more information, visit The Association website.

Winter 2014 Classified Staff Excellence Award

Congratulations to **Janice Taylor**, recipient of the 2014 Winter Quarter Classified Staff Excellence Award!



Tutoring and
Writing Center
Program Manager
Janice Taylor

Janice is the Program Manager for the Tutoring and Writing Center. She started working in the center as a part-time work study student in 2006; was later hired on as a full-time Program Assistant, and recently promoted to Program Manager. Her nominators describe her as a “model of organization and efficiency, regularly doing the work of several people in a single day.”

“Janice is constantly initiating new projects to better our department,” continues her nomination. “She is widely known for the respect she shows to her fellow workers and students, and her vigilance about maintaining a positive and professional environment in the tutoring centers. She figures out solutions to complex problems and finds ways of using limited resources more effectively and efficiently.”

One employee sums it up by saying, “Janice is truly amazing and a huge asset to Clark College!”

Congratulations to all of the winter quarter nominees:

Sally Demos *“Sally has provided excellent service to the Clark College community for the past 29 years. She frequently goes above and beyond her basic job responsibilities because of her*

work ethic and belief and support of the mission of Clark College. She is an excellent communicator and possesses a wealth of knowledge that has positioned her as the go-to person regarding campus culture and the history of the college."

Joanne Emel *"Joanne is always positive and friendly. She responds with an upbeat tone and helpful attitude, and solves problems quickly and to my satisfaction. She makes my job easier by being excellent at her job."*

Darci Feider *"Darci is very organized and on top of her work. She resolves issues graciously, and takes care of questions and concerns right away. Darci gets along well with her co-workers and is pleasant and professional. She reflects great customer service for the Purchasing Department."*

Vanessa Meyer *"Vanessa is friendly and helpful. She remembers the needs of faculty members and retains a positive attitude, regardless of the request. She maintains the documents, keys and workspace well."*

Derald Richards *"Derald consistently performs at a level above and beyond the scope of his job. He is quick to submit ideas and solutions, and will take the lead on projects. Derald can be counted on to deliver and complete a task, no matter how difficult."*

Sarah Thorsen *"Sarah does anything and everything she can for our department. She goes out of her way to take care of the students and faculty, and she does so with a smile. Sarah is extremely intelligent and will gladly share advice for how to handle difficult situations, based on her extensive experience teaching special needs students."*

The College Community will celebrate all 2013-2014 nominees and recipients at the Annual Ice Cream Social held in September.

The Classified Staff Excellence Award was established in 2005 and recognizes classified staff who have demonstrated exemplary work performance, outstanding customer service, a

positive and cooperative spirit, and special achievements or contributions to the college community. Thanks to the support of the Clark College Foundation, each quarter's recipient receives a \$400 cash award.

Karen Ferguson submitted this article. Photo: Clark College/Jenny Shadley

Making Change: The Benefits of ctclink



Director of Change
Management Jane
Beatty

Let's continue to explore some of the aspects of what will change when we go live on ctclink in May 2015. Some of us here at the college don't use the legacy systems (PPMS, SMS or FMS). But even in those cases, ctclink will improve our work

lives. All employees will have access to a new self-service online portal, where you can change basic information—things like your address or phone number—without hunting down the right contact person or form.

There will be separate areas in the portal designed for Clark employees, students, and faculty, to adjust to their different needs. But if you're both a student and an employee at Clark, good news! Your information will be automatically updated throughout the system—no more having to submit the same update to multiple systems.

Here is an example of an employee self-service screen shot—this is a mockup, but shows an example of what will be available in ctcLink self-service centers.

Features: Employee Self Service

Employees can manage their college business online.

Employees can:

- Edit and update personal information
- Review benefits summary and dependent coverage
- Change their W4 form
- Request leave
- Report time
- Request, maintain and update training and development

Dependent Name	Relationship	Type of Benefit	Description
Erik Mathers	Spouse	Medical	Medical HMO Plan 2
		Dental	Dental DMO
		Life	Basic Life Plan
		Supplemental Life	Suppl Group Life 1x
		AD and D	Flat 25K AD&D



For those employees at the college who use the legacy systems every day, the improvements will be more dramatic. Staff in Corporate & Continuing Education, for example, anticipate a significant

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change. CCE has been using a separate student management system for over six years; with ctcLink, they will all be using the same system the rest of the college uses, making everything from class management to student management much more streamlined and easily managed.

Faculty, meanwhile, can look forward to having a system that can apply a prerequisite screen for students' registration after grades are submitted. Currently, faculty often wind up spending a lot of the first day of classes checking the prerequisites for each student, because students who passed the prerequisite class registered before the preceding quarter's grade was submitted. Often faculty don't even know students lack the prerequisite for the class, so they have to identify those students and find a way of speaking privately with them the first day. This just adds to the number of overwhelming tasks associated with the first week.

These are just a few examples of the changes that the new ERP (Enterprise Resource Planning) system will bring to Clark College. Stay tuned for more examples and information on this change that Clark College, and all 34 community and technical colleges in Washington, will experience.

For more information on Clark's adoption of ctcLink, visit the Change Management area on Clark's intranet (login required).

Photo: Clark College/Jenny Shadley

Tell a Student: Scholarship

Deadline is Approaching



Know a great student who could use a little help paying for their classes? Now's a good time to give them one last piece of "homework" to do over Spring Break: Filling out a Clark College Foundation Scholarship application.

Each year, Clark College Foundation gives our students hundreds of thousands of dollars in scholarship aid. Students don't necessarily need to be straight-A students to qualify for scholarships: Many are designed for students who are specializing in a particular field, or who come from a particular background. The deadline for Foundation scholarship applications for the 2014-15 academic year is April 16. Students can access the application form online, but it's important to let them know that it will take time to complete—they'll need time to polish their application and gather the requisite letters of recommendation.

Tools of the Trade: Clark's Events Calendar



Have an event happening at the college you want to publicize? There are lots of ways to get the word out, but one of the easiest and most effective is to add it to the college's Events Calendar.

When you add an event to the Events Calendar, not only does it make that information accessible to anyone visiting the clark.edu website, but it also feeds into the events listings shown on the clark.edu home page, where the next four upcoming events are always listed. Considering that the home page gets tens of thousands of visits a day, this is a highly effective way to spread the word about your event.

Adding an event to the Events Calendar is easy. From the ClarkNet home page (login required), click the "Tools" button on the left-hand menu; scroll down to "College Calendar" and click "Add Events." From there, you simply fill in the fields, and your event is automatically posted onto the calendar. One thing to remember: The program that imports this data cannot read "special characters" including curly quotes, diacritical marks (accents, umlauts, etc.), ampersands, and long dashes, so don't include those in your text.

Once your event is posted to the Events Calendar, you can click on the event's title to bring up a web page for that particular event listing. You can share that page's URL in emails or on social media as an easy way to direct people to information about your event.

Adding events to the Events Calendar is a quick, easy, and efficient way to get the word out about upcoming events at the college. Try out this handy tool the next time you need to advertise an event!

Oswald on Spring Break Contest



February 26 marks the beginning of Clark College Bookstore's sixth annual Oswald on Spring Break Photo Contest.

Customers, students, faculty, and staff are invited to participate in the contest by simply stopping by our store to complete an "adoption form" and pay a \$2.50 (plus tax) entry fee. Participants will receive an official 2014 Oswald toy and can begin snapping pictures of Oswald on location immediately.

Participants enter their best picture of Oswald enjoying spring break before April 9 to be eligible for one of three Bookstore gift cards awarded to the pictures with the most customer votes.

Contest rules are available at the cash registers and on the Bookstore's website. Bookstore employees may not enter the contest, but they may vote daily.

Contest Dates

February 26 – April 9 (or until Oswald toys are gone)
Customers may enter the contest

April 9

Contest entries are due

April 16-24

All qualifying entries will be displayed in-store for voting. One vote per person per day

April 25

Winners will be announced (*This is also World Penguin Day!*)

Brandi Roberts contributed this article. Photo: Clark College Bookstore