

# 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.

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**Most college offices offline  
Aug. 17-18**



Most staff at Clark College will be largely unavailable to the public while they participate in a collegewide staff training on Tuesday, August 17 and Wednesday, August 18.

Classes will continue as normally scheduled. Additionally, the following services will be available:

- Child & Family Studies (child care)
- Computer lab (by appointment only)
- Library Services (response times to some emails may be slower than normal)
- Security & Safety
- Tutoring Services

However, most other offices and services—including Enrollment Services, the Bookstore, and the Cashier's Office—will be closed these two days.

This training will help staff to improve their skills and systems so that they can better serve students and the community in the future.

Find more information about Teaching and Learning days on the Clark College website.

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## **College partially closed Aug. 13 – 14**



Many offices and student services at Clark College will be largely closed to the public for a collegewide staff training on Tuesday, August 13 and Wednesday, August 14. Classes will continue as normally scheduled. Additionally, Child & Family Studies (child care), the Clark College Bookstore, all libraries (including Cannell and the iCommons at CTC), and Tutoring Services will remain open. The McClaskey Culinary Institute will remain open with a limited menu. However, most other business offices (including Cashier's Office, Human

Resources, Facilities Services, etc.) and student services (including Advising, Financial Aid, Student Life, etc.) will be closed all day for both days.

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## **Many Clark College offices closed to the public Aug. 21-22**



Many offices and student services at Clark College will be largely closed to the public for a collegewide staff training on Tuesday, August 21 and Wednesday, August 22. Classes will continue as normally scheduled. Additionally, Child & Family Studies (child care), the Clark College Bookstore, all



libraries (including Cannell and the iCommons at CTC), and Tutoring Services will remain open. However, most other business offices (including Cashier's Office, Human Resources, Facilities Services, etc.) and student services (including Advising, Financial Aid, Student Life, etc.) will be closed all day for both days.