

NCMC Adjunct Faculty Handbook

revised 7-06

This information is designed to provide succinct and easily-accessible information which will assist you in performing your instructional duties. It is not intended to supplant or alter any college policy or procedure. See College Policies and Procedures and Board Policy on the college Intranet <http://intranet.ncmissouri.edu>. This site is available only from campus computers. This handbook should be used as a quick reference, along with the NCMC Catalog and the Student Handbook included in the college planner. A calendar of college activities is also included in the college planner. If you have additional questions, please consult with the Associate Dean of your division.

Thanks for reviewing this material. We hope that your experience teaching at NCMC is fruitful and fulfilling.

NON-DISCRIMINATION STATEMENT

It is the policy of North Central Missouri College that no person shall, on the basis of age, ancestry, color, creed, handicap, national origin, race, religion or sex, be subject to discrimination in the employment or in admission to any educational program or activity of the college.

North Central Missouri College is an Equal Opportunity Employer.

Table of Contents

Page 2	Academic Alert Probation and Suspension, Academic and Personal Freedom, Academic Calendar, Adjunct Course Load, Adjunct Evaluation
Page 3	Adjunct Office Hours, AIDS and Other Contagious Diseases, Americans With Disabilities Act (ADA), Assessment
Page 4	Attendance, Bookstore, Cancellation of a Class, Cell Phones, Class Rosters, College Website
Page 5	Communication, Computer Usage, Confidentiality, Copying/Printing, Course Evaluations, Course Grade Appeal Procedure, Course Syllabus
Page 6	Credit by Exam/Experiential Credit, Disability Services (DS), Dropping a Class, Drug Free Workplace, E-Mail, Emergency Procedures
Page 7	FERPA (Family Educational Rights and Privacy Act), Final Exams, Grade Books, Grading Policy, Grade Definitions
Page 8	Grading Scale, Inclement Weather Policy and Procedure, Keys
Page 9	Length of Class, Library, Mail, Media Equipment, Mid-term Attendance, Mid-term Grades
Page 10	Moving Furniture/Attachments to Walls, Non-Academic Grievance, Online Courses, Ordering Supplies and Equipment, Parking, Plagiarism Policy, Safety
Page 11	Scantron, Sexual Harassment Policy, Telephones, Textbooks, Tobacco, Tutoring
Page 12	Weapons Policy, Withdrawal From Class
Page 13	NCMC Campus Extension Numbers

Academic Alert, Probation, and Suspension

The college is interested in seeing that students succeed in their academic endeavors. In order to assist students, you should keep them informed of their progress in your class. At mid-term (the end of the 8th week), you will receive a midterm roster for reporting mid-term grades. The college will mail a mid-term notice to students receiving either a D or F grade. The notice will encourage the student to seek your assistance first, then assistance from an advisor, counselor, or the dean as well as the Academic Reinforcement Center and Student Support Services. Students who have not maintained a satisfactory grade point average at the end of the semester will be placed on academic probation (see the college catalog for a complete description). Placing a student on academic probation encourages them to limit the number of credit hours they attempt and to enroll in appropriate developmental courses or repeat courses. The student will be placed on academic suspension after the probationary period if satisfactory academic progress is not made.

Academic and Personal Freedom

Instructors are to educate students in the democratic tradition; to foster recognition of individual freedom and social responsibility; to inspire a meaningful awareness of and respect for the Constitution of the United States and the State of Missouri, and to instill appreciation of values of individual responsibility. These democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints and in which academic freedom for instructor and student is encouraged. Unreasonable limitations shall not be imposed by the Board of Trustees upon the study, investigation, presentation, and interpretation of facts and ideas concerning man, human society, the physical and biological world, and other branches of learning. Nothing in this statement of principles is intended to protect an incompetent or negligent faculty member or to prevent the institution from making proper efforts to evaluate the work of each instructor.

Academic Calendar

The NCMC academic calendar can be found in the college catalog or on the NCMC website. As an adjunct, you are *required* to attend the evening in-service at the beginning of the fall semester. Please contact your associate dean for place, date, and time.

Adjunct Course Load

The maximum course load for adjunct instructors is generally nine hours per semester, including the summer term. In very rare instances, you may be asked to carry another course in emergency situations. In order to meet state statute requirements, all college and universities must set a limit on adjunct loads.

Adjunct Evaluation

Because the college cares about the quality of student learning as well as continuous improvement of instruction, all adjunct faculty will be evaluated. In some cases, the Deans may stop by a class unannounced for a short period of time. Every faculty member on campus, whether full-time or part-time, will be evaluated. Deans are not there to criticize, but to make sure the college is accountable for the quality of teaching it offers to its stakeholders.

Adjunct Office Hours

You should be available outside of class for students to seek assistance. This is most likely to take place directly before and/or after your class. We recommend that you either come 30 minutes early or stay 30 minutes later for one-day-a-week courses. The easiest way for your students to know when they can meet with you is to put your office location, time, and e-mail address on your course syllabus. If you do not have an office, you may contact the Library or ARC regarding meeting your students there. Online instructors are expected to maintain electronic or phone communications with their students.

AIDS and Other Contagious Diseases

Students and employees of North Central Missouri College who may become infected with the AIDS virus or other contagious diseases will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgment in individual cases determines that exclusion or restriction is necessary to the welfare of the individual or other members of the college community. Persons who know they are infected are urged to share that information with the appropriate administrator. Students should contact the Dean of Student Services or appropriate student personnel staff so the college can respond appropriately to their needs. Such information will be disclosed to responsible college officials only on a strictly limited need-to-know basis unless the individual consents in writing to other releases of the information. The college is obligated by law to disclose to public health officials information about all confirmed cases of active AIDS and certain other communicable diseases.

Americans with Disabilities Act (ADA)

The college complies with section 504 of the Rehabilitation Act of 1973 and makes every effort to ensure that disabled persons admitted to the college as students or employed by the college are afforded all of the rights and privileges provided to them by state and federal law. (See Disability Services)

Assessment

Assessment should provide ongoing evidence of student learning at all levels...course, program, and institution. Assessment must begin with measurable, established student learning goals and objectives. NCMC engages in course assessment, general education goal assessment, and vocational program assessment. This goes beyond identifying what the student will study; it requires identifying what students should be able to "do" as a result of this study. Course objectives should be aligned with the State of Missouri General Education Goals or vocational program goals. Please refer to the NCMC website or contact your department chair or associate dean for these goals. Once goals and objectives are established, faculty must articulate criteria they and their students will be able to use to determine if students are meeting their expected outcomes at the different phases of their learning. Help in determining proper classroom assessment may also be obtained by viewing the syllabus of full-time instructors. These are available from the department chair. Assessment of student performance is required as a part of our accreditation process for the Higher Learning Commission of Colleges and Schools. If we do not assess our student learning outcomes, we cannot improve our teaching performance as an institution.

Attendance

Attendance should be taken at each class meeting in order to maintain accurate records sometimes needed at a later date for students who are on Pell Grants and/or Vocational Rehabilitation and Veteran scholarships. Each instructor may set his/her own attendance policies and may use consistent attendance as part of determining the semester grade. The college's attendance policy leaves you as an instructor the freedom to set your own standards within reasonable guidelines. Regular attendance is obviously important in the final analysis. It is expected that the students be treated as adults and that you are consistent in your policy. Your attendance expectations **must** be explained in your course syllabus. All students are expected to be present and attend regularly for all scheduled classes and labs. Absences will be considered justified and excusable in cases of emergencies, serious illness, or death in the immediate family. Any work missed because of excused absences must be made up.

Bookstore

NCMC employees will be given a ten percent discount on items purchased from the bookstore. They carry many textbook-related supplies.

Cancellation of a Class

Instructors are not to cancel a class unless absolutely necessary. If you are aware of an absence ahead of time (such as an approved meeting or seminar), you are expected to make educationally-sound alternative assignments or have another instructor meet with the class. If you become ill, please contact the Dean of Instruction office (ext. 301) or your Associate Dean so that arrangements can be made for your class. (Also see inclement weather policy on page 8 of this handbook)

Cell Phones

Please remind your students on your syllabus or verbally that cell phones and pagers should be turned off during class time unless an emergency situation exists that has been discussed with the instructor.

Class Rosters

Class rosters will be printed by the Registrar's office immediately before classes begin. They will be delivered to your mailbox, located on campus in the Faculty/Staff Lounge on the first floor of Geyer, room 109, as early as possible. Please check your mail box or with the Dean of Instruction's assistant. A final roster will be distributed after the first week of drop/add. The rosters are placed in the mailboxes and must be returned to the registrar's mailbox or faxed by the date on the final roster indicating students who have not attended. If you do not come to campus regularly, please contact the Registrar's office or your Associate Dean to receive these rosters.

College Website

The NCMC website provides useful information for faculty as well as students and the general public. Faculty are encouraged to check it frequently and report any inaccuracies to your Associate Dean. You may access the web site at www.ncmissouri.edu.

Communication

Faculty are encouraged to make use of e-mail and voicemail opportunities for college communication purposes. Adjuncts may be assigned an e-mail and voicemail addresses by calling the Chief Information Officer at ext. 210.

Computer Usage

The entire computer usage policy is written in the faculty handbook. Remember, the computers at NCMC are not your personal computer and are for college business use only.

Confidentiality

A student's personal information may be sensitive and should always be treated confidentially. If in question as to whether information should be shared, please consult with your dean or supervisor. You may not share student information with any relative of a student, including mother or father, unless that student has given written consent. Discussion of behavior, grades, and other classroom issues may only be shared with the student. (See FERPA on page 7)

Copying/Printing

Generally, the faculty secretary will be able to assist you in the preparation of class materials. Please allow a reasonable amount of time for this process. A copy machine will be available for your use. You can get a code for the copy machine from the faculty secretary or your associate dean. NCMC expects you to adhere to the Copyright Laws. Please do not make copies of copyrighted material without the publisher's permission. This includes computer software and videos as well as print material. Check with Library Services at ext 335 or via email at asampson@mail.ncmissouri.edu if you have questions regarding the fair use of material for your classroom.

Course Evaluations

The Student Opinion Questionnaire will be issued to classes shortly after midterm on a rotating basis. These forms will be shared with you after the results are tabulated and completed. Summary data will be retained by the Dean of Instruction's office. Contact your Associate Dean or supervisor for further information.

Course Grade Appeal Procedure

If a student receives a course grade while attending North Central Missouri College which the student feels is inaccurate, the student may appeal the grade until the completion of the semester following the course in which the grade was received. In all cases, the first step will be for the student to meet and discuss the grade with the instructor. Specific steps for appeal procedures can be found in the college catalog.

Course Syllabus

A course syllabus will be prepared by each instructor for every course taught. **An electronic copy of your syllabus is to be given to the Dean of Instruction at the beginning of each semester.** The syllabus will be provided to the students as a guide for the expectations in the course. Your syllabus will reflect the overall objectives of the course as described in the course description as well as your own methodology, pacing, and grading. Please see a copy

of the standardized syllabus by contacting your Associate Dean or The Dean of Instruction Assistant at ext. 301.

Credit By Exam/Experiential Credit

Students have the opportunity to obtain college credit applicable toward most degrees at NCMC by making satisfactory scores on the CLEP exam. Students may also apply for experiential credit for validated disciplinary knowledge and skills gained through work or life experiences. For a detailed explanation, please refer to the college catalog.

Disability Services (DS)

Contact the DS coordinator, ext. 404, for information concerning compliance in providing reasonable accommodations and other assistance to students with documented disabilities. The DS office will inform all instructors of approved classroom accommodations in writing. A campus map outlining wheelchair accessible routes is available upon request.

Dropping a Class

Classes may be added or dropped from a student's schedule only during the add/drop period. An add/drop form must be completed. Dropping may also be done online. Courses dropped after the add/drop period are considered withdrawals and full tuition and fees are charged to the student. Withdrawal and add/drop policies also apply to online courses.

Drug Free Workplace

North Central Missouri College is committed to providing each of its employees a drug-free workplace. The college will notify each employee that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited at this college and that the penalties for such are covered under state law.

E-Mail

Each adjunct instructor should have a college e-mail address. This can be made available to students on your syllabus as a way to contact you. If you do not have an e-mail address, contact the Chief Information Officer at extension 210 or via email at abarnett@mail.ncmissouri.edu. Once you have been assigned an e-mail address, you should check your email at least once per week. To contact other NCMC employees, use their first initial and spell out their last name and type in the standard part of the address as follows: fflinstone@mail.ncmissouri.edu or check the directory provided on the NCMC website.

Emergency Procedures

On the first night of class, faculty will show students where the exit directions are posted on the doorframe of each classroom for emergencies or evacuation procedures.

Reporting Hazardous Condition-All personnel are responsible for reporting dangerous or hazardous conditions of buildings, grounds or equipment to the Chief Financial Officer at ext. 500. Questions concerning hazardous materials storage or disposal should also be addressed to the Chief Financial Officer.

Contact the Chief Financial Officer in the event of threats or emergencies-If you feel threatened in class or have any medical emergencies, contact the Chief Financial Officer (ext 500) and/or dial 911. The Dean of Student Services will be contacted as soon as possible for notification throughout the campus when appropriate. If a criminal action, accident, injury or other emergency situation occurs, employees and students will file a written incident report and turn it into the Chief Financial Officer located in the Frey Administrative Building.

FERPA (Family Educational Rights and Privacy Act)

You should be aware of the policies enacted by the FERPA Act. The Registrar is the only person who can authorize access to official student records. You should not give out a student's grade or speak with anyone else (including parents) other than that student without written authorization from the student. This should be kept in mind when writing references. You cannot post students' grades (even quiz grades) in any manner in which another student could identify another student's grade. **Posting grades by social security number is NOT lawful.** You should be careful with your grade book and not leave scored tests available for others to view or verbalize individual student grades or scores in class. See the college website under Student Records for further information or contact the registrar at Ext. 205.

Final Exams

The college publishes the dates of semester finals before the semester begins, in order for you to prepare your course syllabus. This time period will be devoted to final exams. It is expected in each course a final exam will be given to assure that students are able to tie the entire course content together. In some instances, a practical exam or comprehensive project would be more appropriate than an exam. **You are required and expected to meet with students during this final exam period.**

Grade Books

NCMC grade books are supplied in your dean's office. There should be room to keep grades for all of your classes in a semester. You will need to verify the attendance of your students, and keeping a record in your grade book is the best way to validate their attendance. Your final grades are to be turned into the registrar on the specified due date. If you keep a computerized grade book, be sure that the daily record can be printed for submission to the registrar. All grade records should be clearly marked as to how the final grades were calculated.

Grading Policy

At each semester's conclusion, the Registrar will provide grade sheets upon which you can indicate individual student grades. Grade sheets must be submitted to the Registrar on or before the due date.

Grade Definitions

- A** The student has, in an exemplary way, met the objectives established for the course.
- B** The student has, in a superior way, met the objectives established for the course.
- C** The student has adequately met the objectives established for the course.
- D** The student has minimally met the objectives established for the course.
- F** The student failed to meet the objectives established for the course.

- AU** The student enrolled in and completed the course as an “auditor.” Requirements for successful completion as an auditor are arranged with the course instructor. Does not count as credit for the course.
- I** An “I”, or incomplete, indicates that a student has been doing acceptable work, but has completed at least 80% of the coursework. It is the student’s responsibility to have this deficiency removed by mid-term of the following semester after the incomplete is assigned; otherwise, the I becomes an F.
- FA** Failure due to absences.
- P** Passing in Pass/Fail classes.
- X** Failure in Pass/Fail classes.
- W** Withdrawal. Assigned at the time of withdrawal from all or one class(es).

Grading Scale

A common grading scale is suggested with the exceptions of programs within Allied Health and Vocational/Technical (because of accreditation requirements). Please see your associate dean or supervisor for specific division grading requirements. (See Table of Contents page for instructions.)

A = 90% - 100% B = 80% - 89% C = 70% - 79% D = 60% - 69% F = Less than 60%

Inclement Weather Policy and Procedure

Extreme weather conditions during the winter months may require NCMC to cancel or delay classes. The decision to close or remain open is never satisfactory to all those who are employed by or attend the institution. Only severe weather conditions which would affect the personal safety of faculty, staff, or students will result in the delay or cancellation of classes. If no announcement is made, classes will operate on a regular schedule. Cancellation notice will be posted on local radio and television stations. Every attempt is made to announce by 6:00 am a decision to close the college or operate on a delayed schedule. Please **DO NOT** call the college, the radio stations, or college officials during this time. Check with your Associate Dean or Department Chair about notification of closing procedures within your division. Your syllabus should indicate your procedures for grades, assignments, tests, and finals if they are interrupted by a canceled class due to inclement weather. **Remember: If no announcement is made, classes will operate on a regular schedule and faculty are expected to meet with their classes.** ****If you teach at an alternate site such as Chillicothe, Maryville, etc., check with the building supervisor for that location’s closing procedures. If you teach weekend courses on the NCMC campus, it is your decision whether to cancel class; however, you must inform your students by phone.** Student names and phone numbers are available by calling the Assistant to the Dean of Instruction’ at extension #301.

Keys

It is customary that all classrooms are open when classes are scheduled. However, you will need to request keys for Hoffman Hall rooms. Make these requests through the Dean of Instruction’s office.

Length of Class

Depending on whether you teach a MWF, T-Th, or one day a week class, the total time of instruction is stated in the college schedule, plus a final exam period. **You as the instructor are contractually responsible to see that each class meets the entire amount of time.** It is important to utilize this time wisely in every class session. Exceptions to this time requirement are online and hybrid classes.

Library

Students and faculty are encouraged to visit and use the online and CD-ROM resources, videos, and print collections of the library located in the Geyer Hall. The library is also the access point for information resources located at other area libraries and available to NCMC students, instructors, and staff through city and statewide cooperative agreements. Library staff is glad to assist you in providing orientation instruction sessions in the use of electronic resources and other information literacy skills. For more information, please call the library, ext. 322.

Mail

Mailboxes are supplied to adjuncts in Geyer Hall #109. Inter-campus mail will be delivered by placing the material in an interoffice envelope and addressing the outside of the envelope.

College Postal Address:

North Central Missouri College
1301 Main St
Trenton, MO 64683
www.ncmissouri.edu

Media Equipment

Standard audio-visual equipment is located in almost every classroom. Specialized equipment is available on request. Please contact the Library Services, ext 325 or via email at asampson@mail.ncmissouri.edu. Special requests and requests for evening classes should be made in advance.

Mid-term Attendance

At midterm, the Financial Aid office will request reports on student attendance. Be sure to complete these and return them by the due date on the report.

Mid-term Grades

Each semester the college will send you, via campus mail, mid-term rosters. You will be asked to give the mid-term grade for each of your students who are receiving a D or F. You should be keeping your students informed of their progress periodically. Those students that are receiving a D or F at mid-term will be sent a grade deficiency notice from the college. The students will be encouraged to contact you, to see what can be done to improve their grade in the course. They may also want to discuss their progress (or lack thereof) with a counselor, their advisor, or learning specialist. Refer them to Student Services, ext 418 or via email at gwikoff@mail.ncmissouri.edu.

Moving Furniture/Attachments to Walls

If you rearrange tables and chairs within your classroom, please be sure they are returned to their original position before you leave. If you are in need of additional furniture, inform your Associate Dean. Please do not attach nails, screws, or other objects to walls which may damage the surface. **Contact maintenance services at ext. 504 if you need pictures or other objects hung on the walls.**

Non-Academic Grievance

The college catalog outlines the procedure for students to follow for non-academic complaints. If the complaint cannot be resolved through normal channels, it can be taken to the Dean of Student Services at ext. 400.

Online Courses

The college offers several courses online. The quality of the online courses must parallel the quality of courses offered on our campus. Please see your Associate Dean for further information.

Ordering Supplies and Equipment

Please contact your Associate Dean or Department Chair for supply budget codes and purchasing policies and procedures. Most supplies can be purchased under the departmental account code through the NCMC bookstore. Some purchases may require an approved purchase requisition.

Parking

NCMC has open parking in all lots. Please observe no parking and handicapped parking signs. There are fines for parking in handicapped spaces.

Plagiarism Policy

The Student Handbook contains the college policy regarding plagiarism. This policy and your specific requirements should be shared with the students verbally and in writing on your syllabus. You should review the policy with your students the first class meeting to avoid misunderstandings later in the semester. **Please read the student appeal procedure in the student handbook.** The first step of any appeal is to have a discussion between the student and the instructor.

Safety

Safety practices shall always be enforced, especially in shop and laboratory facilities. Please follow these guidelines: 1.) **You, as the instructor, are considered the expert on safety in your area.** You are responsible for teaching SAFETY to your students and seeing that they understand and follow safe practice. You are also responsible for keeping the area and equipment in safe operating order. 2.) **Shops and Laboratories-An instructor must ALWAYS be present when shops and laboratories are being used.** If it is necessary to leave while class is in progress, be sure another knowledgeable instructor is placed in charge or the students are given a break and the room is locked. 3.) **In Case of Accident-**Employees are required to report immediately all criminal actions, accidents, injuries, or other emergencies occurring on college property or in college facilities by dialing **911** and the

Chief Financial Officer (ext. 500). The nearest administrator should also be notified quickly and the college accident form (located in each Dean's office) is to be filled out and turned in to the Chief Financial Officer as soon as possible.

Scantron

Scantron type scanners are available in Geyer Hall #109 next to the photocopy machine or in Hoffman Hall next to room #114. Answer forms are available for student purchase at the NCMC bookstore. The answer forms are fed through the scanner to mark incorrect answers on multiple choice questions. The number correct and percentage score will be marked on each answer sheet. A tally form is also available to determine the distribution of incorrect answers in the class. NCMC provides this convenience to assist instructors; however, it is also important for students to learn to respond in written form. **Heavy reliance on any one method of testing is discouraged.**

Sexual Harassment Policy

Employees of the college are expected and instructed to conduct themselves in such a way as to contribute to an atmosphere free of sexual harassment. Sexual harassment of any student or employee by any employee is a violation of the policy of this college and will not be tolerated. For a detailed explanation of the policy, please see the board policies available at the Intranet site at the following address: <http://intranet.ncmissouri.edu>. This is available from any campus computer.

Telephones

The college is served by a central switchboard with extensions located throughout the buildings. The campus sites are interconnected, with direct dial numbers distributed to each office. Because of the heavy phone traffic, it is important not to use the phones for personal reasons. Phone numbers are:

Emergency: 911

Switchboard: 660-359-3948

Textbooks

NCMC use of textbooks is standardized which means the text used by the full-time faculty will also be used by the adjunct instructor in the subject matter area unless other approved arrangements have been made through your Associate Dean. **New textbooks, as well as new editions of an approved text, must be approved by your Associate Dean.** Instructor copies of textbooks can be ordered through the Dean of Instruction's office.

Tobacco

No tobacco products are allowed in any NCMC buildings except for certain rental properties.

Tutoring

I. Academic Resource Center

Students who are under-prepared in the basic skills of reading, writing, and math should be encouraged to visit the ARC located in Barnes Hall. Tutoring for other academic areas can also be requested and ARC staff will try to meet those needs. Full and part-time instructors

and trained tutors who work with students in a lab-like environment staff the ARC. For further information, please call the ARC, ext. 305.

2. Student Support Services

Students that have been accepted into this program can receive one-on-one or small-group tutoring and other academic support. Contact the SSS Coordinator, ext 348, for information and application into the program. Most new students begin this program in the fall since there are limited spaces.

Weapons Policy

Under no circumstances are students allowed to carry weapons or any explosive device or firearms on the college campus. If you wish to bring a weapon on campus for illustration purposes (Civil War, Criminal Justice, etc), you must receive written permission from the President of the College. Once permission is received, the instructor will provide written documentation to the Dean of Instruction specifying the date the weapon/explosive device/firearm will be on campus. The day the weapon is brought to campus, it must be examined by the Dean of Instruction or an Associate Dean to verify the weapon is unloaded.

Withdrawal from Class

Students who officially withdraw from a class during the published add/drop period will not have the course appear on their transcript. Students who officially withdraw AFTER THE FIRST WEEK will have a 'W' appear on their transcript. To withdraw, the student must complete the appropriate paperwork in the Registrar's office. Please make sure students are aware of the following...**It is the student's responsibility to officially withdraw from a course.** Include this policy on your course syllabus. You should encourage students to complete their classes (many times students are doing better than they perceive), or to officially withdraw if they decide to do so. It is also important to have the student talk to the Financial Aid office prior to withdrawing as it may affect their ability to get financial aid later. The last day to withdraw from a course is about two weeks before finals start. See the Registrar for the exact date each semester.

NCMC CAMPUS EXTENSION NUMBERS - (660) 359-3948 / 800-880-6180

ACADEMIC RESOURCE CENTER	334/305
ACCOUNTING LAB - (Judy Kidd)	333
ACCOUNTS PAYABLE - (Heather Keith)	512
ADMISSIONS	410
ADULT EDUCATION & LITERACY	330/350
AEL Classroom	351
Alexander, Anthony - Online Services	215
ALLIED HEALTH OFFICE	316
Allnutt, Lee Ann - Assistant Registrar	206
Anderson, Joanna - Dean, Student Services	400/418
Arnold, James - Res Life/Women's BB/Men's Baseball	456/471
Asher, Emily – SSS Program Coordinator	356
Barnett, Alan - Chief Information Officer	210
Barnett, Sharon - CFO/Director of Operations	500
Bird, Sarah - Office Systems Mgmt	304
Birdsong, Blaire- Director, Admissions	401
BOOKSTORE	506/505
Boyle, Gary - Custodial Services	(voice mail only 520)
Brinser, Leah - Payroll/Benefits	501
Brown, Barbara - Accounting	503
Brown, Linda - Registrar	205
Bruinsma, Paul - Chemistry/Physics	307
CAFETERIA - Tina Flieger (Kitchen 249)	248
Campbell, John - Physical Plant	504
Champagne, Dr. D.J. - Tech Prep/A+/Career Director	407
Coffin, Maggie - Staff Assistant, Student Services	418
COMPUTER SERVICES HELP LINE	214
Cooksey, Cory - Information Technology	319
COPIER ROOM/FACULTY LOUNGE	355
Cotton, Missie - Office Occupations	323
Crawford, Beth - Level I Nursing	306
Czirr, Paula - Dir, Res Life/Student Activities	480/481
CUSTODIAL SERVICES	510
Cutsinger, Joyce - Level I Nursing	284
Cutsinger, Marcie - Director, Student Support Svcs	348
Doss, Teresa - Level II Nursing Faculty	342
DEVELOPMENT OFFICE	403/415
FAX (ASC) 359-2211 (Frey) 359-2899 (DOI) 359-3202	
FINANCIAL AID (Student Desk 422)	402
Flentje, Linda - Student Support Services Counselor	404/346
FOOD SERVICE (Tina Flieger)	248
FRONT DESK - ASC	201
Gardner, Dr. James - Dean, Instruction	300/301
George, Patty - Secretary, Development	415
Geyer Hall Computer Lab	352
Gibson, Jeanie – Graceland Univ. Site Director	288
Goodin, Marian - English	349
Goodwin, John - Library	335
GRACELAND UNIVERSITY	1-800-346-9208
GRACELAND SITE DIRECTOR - Jeanie Gibson	288
Graham, Gina - Public Relations Assistant	416
Griswold, Cecilia - Bookstore Manager	506/505
Hamilton, Nicole - Student Finances Assistant	245
Hannaford, Karla - Faculty Secretary	302
HEAD START - Beverly Hooker	359-2214
Heeren, Jessica - ARC Learning Specialist	334
Hefley, Julie - Assoc. Dean, Voc/Tech Ed	313
Herron, Kristi - PC Specialist I (Hoffman Hall)	311
HUMAN RESOURCES - (Gene Moyers)	502
ITV --Frey 359-5549 ITV – Geyer	281
Johnson, Jay - Business Mgmt/E-Business Instructor	340
Johnson, Vern - ITV Tech Help Desk	211
Keith, Heather - Accounts Payable	512
Keith, Scott - Psychology	326
KETCHAM COMMUNITY CENTER (1322 Mable)	450
Kidd, Judy - Accounting Lab	333
Kirby, Kristy - Financial Aid Advisor	402
Kirkpatrick, Sara - Tech Prep/Continuing Ed Asst	331/417
Koenig, Eddie - Criminal Justice	327
LIBRARY	335
MAINTENANCE (work requests)	514
MARYVILLE SITE (Allied Health)	
Sue Nichols	660-562-4187
Loni Schmitz	660-562-4185
Maxey, Steve - Director, Development & PR	403/415
McAtee, Brooke - Level I Nursing	309
Moffitt, Susan - Admissions	410
Monteer, Pam - Custodial Services	(voice mail only 522)

Moore, Montie - Physical Plant	504
Mothersbaugh, Max - Athletic Director	408
Moulin, Marie - Testing Coordinator	282
Moyers, Gene - Human Resource Director	502
Nowland, David - Agriculture	314
Norris, Jim - Art (Building B)	345
Norris, Kelly - Level II Nursing	312
Nuttall, Dr. Neil - President	200
Ockenfels, Steve - KCC Director	455/450
O'Neal, Mike - Custodial Services	509
Otto, Margo - SSS Tutoring Coordinator	347
Pauls, Jamie -	(voice mail only 380)
PAYROLL – (Leah Brinser)	501
Perry, Amber - Student Accounts	508
Phillips, Bobbi - Upward Bound Program Assistant	353
PHYSICAL PLANT OFFICE	504
Prescott, Melody - Allied Health Secretary	316
Prewitt, Donnzetta - Secretary, Dean of Instruction	301
PUBLIC RELATIONS	403/416
RA Office (Ellsworth, 1301 Mable/Lobby 359-9268)	470
Ralls, Jason - Database/Network Manager	212
REGISTRAR'S OFFICE	206
Richman, Steve - Men's Basketball Coach	409
Sager, Dennis - Life Science	321
Sager, Pam - Accounting	320
Sampson, Ann - Librarian	322
SELBY HALL 1315 Mable / Lobby 359-7102 Office	480
Shiple, Melody - Director, ARC	305
Shuler, Max - Lead Custodian	510
Smith, Dr. Jack - English	324
Spellman, Connie - Assistant Librarian	325
Stains, John - AEL Director	330
STUDENT ACCOUNTS (Student Desk 234)	508
STUDENT SERVICES	418
STUDENT SUPPORT SERVICES	348/356
Stull, Dr. Susan - Life Science	303
Swint, Lola - Math	337
Thogmartin, Carolyn - Custodial Services	(voice mail only 521)
Tongate, Melissa - Default Prevention Coordinator	414
Treu, Dr. James - History	315
Turner, Heather - Director, Financial Aid	406
UPWARD BOUND	353
Candy Hensley, UB Learning Specialist	338
Mark Garvey, UB Coordinator	338
Vanderpool, Janet - Associate Dean, Allied Health	310
Weaver, Vicki - Administrative Asst. to President	203
Wheeler, Dr. Vicki - Assoc Dean, Arts & Science	329
Whited, William – Sociology	(voice mail only 381)
WIB (Workforce Investment Board)	359-3622
Brown, Brenda	ext. 14
Chalfant, Cathie	ext. 19
Steele, Becky	ext. 17
Whitney, Jeanie	ext. 13
GHCAA—Allan Quilty	359-3907
GHRPC—Becky McAtee	359-5636
Williams, Sandra - Director, Continuing Education	278/331
Wikoff, Ginny - Counselor	405
Wolgast, Kendra - Upward Bound Director	332/353
Woodring, Toni - KCC Staff Assistant	450
WORK FORCE DEV - Missouri Career Center	359-3533
Wuertz, Richard - Speech	317
Wyant, Jackie - AEL Tech Center	350
Young, Randy - Physical Plant Director	504

Revised 3/06