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**KANKAKEE COMMUNITY COLLEGE  
ADJUNCT FACULTY HANDBOOK**

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2009, Sixteenth Edition  
1980, First Edition

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## ***A LETTER TO ADJUNCT FACULTY***

Dear Adjunct Faculty Member:

I would like to extend my congratulations and appreciation to you for becoming a member of the KCC instructional team. You have joined a group of outstanding and dedicated professional educators. As an adjunct instructor, you play an important role in assuring that our students continue to receive the quality instruction they deserve and expect. In addition to sharing your knowledge and expertise as a professional practitioner in your field, your willingness to teach enables KCC to respond to the diverse needs of its students.

Congratulations again and thanks for joining with us to make KCC an outstanding institution of teaching and learning. Have a productive and rewarding experience. If I can be of any assistance to you, please don't hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Dennis Sorensen".

Dennis Sorensen

Dean of Instruction

## **FOREWARD**

This manual has been developed specifically for the adjunct faculty at Kankakee Community College.

The purpose of this handbook is to familiarize adjunct faculty with the policies and procedures of the college. Although the handbook also provides a brief history of the college, statements of philosophy, and information about the organizational structure of the college, it is not designed to be all-inclusive.

A copy of this handbook is available online, located under the adjunct faculty resources link of the college's web site at <http://www.kcc.edu>. It is also available on the O:drive of the college's computer network [O:/Share/KCC/Adjunct Faculty Handbook].

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

KCC is an equal opportunity/affirmative action employer and complies with applicable federal and state laws prohibiting discrimination, including Title IX of the Educational Amendments of 1972, Section 540 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

It is the policy of the college that no person, on the basis of race, color, religion, gender, national origin, age, disabilities, marital status or veteran's status, shall be discriminated against. This includes, but is not limited to admissions, employment, financial assistance, placement, recruitment, educational programs, or activities. Lack of English skills is not a barrier to admission and participation in educational programs.

Inquiries or complaints may be addressed to the human resources director/Affirmative Action officer; the Title IX coordinator; or the Section 504 coordinator, Kankakee Community College, 100 College Drive, Kankakee, IOL 60901-6505; (815) 802-8100. TTY users may phone (815) 802-8452.

The Title IX coordinator ensures that the college is in compliance with the federal law by handling complaints, answering questions, organizing information and relevant statistics and staying informed regarding laws which affect these areas.

The Section 504 coordinator coordinates the college's services/programs for disabled student/staff populations that allow access to education.

## GENERAL INFORMATION

### 1.1 History of the College

Kankakee Community College was organized in 1966 and is recognized by the Illinois Community College Board (ICCB), in accord with the Illinois Public Community College Act. Since admitting its first students in 1968, KCC has grown to serve over 10,000 residents of Community College District #520 each year. The administration, faculty, and staff of Kankakee Community College continually strive to create an institution responsive to the educational and public service needs of the citizens, businesses, and communities of the district.

Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, KCC offers associate degrees or certificates of completion in more than forty-five disciplines. In addition, numerous corporate and continuing education courses are offered to area residents and businesses each semester.

Employees desiring to learn more about programs and services offered by KCC should refer to the current College Catalog. Employees desiring to learn more about the history of KCC should contact the director of the LRC who is the college archivist.

### 1.2 Mission and Purposes

Kankakee Community College is committed to one mission: ***Enhancing quality of life through learning.***

Its vision statement reads: Kankakee Community College is a flexible organization where teamwork is the expectation and student/client success the driving force. Our shared vision is to be a leader in creatively and rapidly responding to our community's educational needs, emphasizing quality, affordability and effective partnerships.

KCC is dedicated to providing quality, comprehensive educational programs and services in a fiscally responsible manner. KCC offers a supportive environment for lifelong learning for the development of the individual and the community. KCC provides leadership in identifying the future educational needs of our district as related to the seven general educational and community service goals prescribed by the Illinois Community College Board and listed below:

**To provide pre-baccalaureate education**, consisting of liberal arts, sciences, and pre-professional courses designed to prepare students to transfer to four year colleges and universities and/or designed to meet individual educational goals.

**To provide career education**, including occupational, vocational, technical and semi-technical training for employment, advancement or career change, and in so doing meet individual, local, and state manpower needs.

**To provide general studies**, including preparatory or developmental instruction, adult basic education, and general education designed to meet individual educational goals.

**To provide community education**, including non-credit, continuing education classes designed to meet individual education goals.

**To provide public service activities** of an educational nature, which may include workshops, seminars, forums, studies for cultural enrichment, community needs assessments and use of classroom space for seminars, meetings, etc.

**To provide student services** which reflect the programmatic development of the institution, including, but not limited to, admissions, advisement, testing, tutoring, placement, and special assistance for educationally and economically disadvantaged students.

More recently, a seventh goal: **To provide leadership for manpower training and economic development efforts in the college district** has been added to the college's mission.

## **ORGANIZATION AND GOVERNANCE OF THE COLLEGE**

### **2.1 Board of Trustees**

The Kankakee Community College Board of Trustees, consisting of seven members elected by qualified voters of District 520 and a nonvoting student representative is responsible for the governance, administration, and operation of the community college district. The Board of Trustees acts as a final approval body in all decisions affecting the College.

The Board of Trustees currently holds their regular meetings at 5:00 p.m. on the second Monday of each month. This regular meeting time is reviewed annually for possible rescheduling.

Special meetings of the Board may be called as directed by the 1975 revised statutes of the Illinois Public Community College Act. Requests for placement on the agenda should be addressed through the Office of the College President.

Copies of meeting agendas and approved board minutes are available in the Learning Resource Center.

### **2.2 Administrative Organization**

The final responsibility for the organization and administration of the College as delegated by the Board of Trustees rests with the President of the College. The members of the President's Cabinet share this responsibility with the President. The senior leadership team which includes the President, Vice Presidents, Deans, Director of Marketing and Public Information and the Director of Information Technology Services has responsibility for the long range planning and development of the College, the administration of fiscal affairs, the instructional program and services, student services, and the operation, maintenance and security of the buildings and grounds.

### **2.3 College Committees**

College committees serve in advisory capacities to the administration. A committee chair is responsible for ensuring that recommendations of the committee are appropriately channeled through the college's organizational structure for further consideration.

Adjunct faculty members are not required to serve on committees. However, they can volunteer or may be invited to serve on one of the committees.

A list of committee assignments is available under the Faculty and Staff, Employee Resources link found on the college web site at [www.kcc.edu](http://www.kcc.edu).

## 2.4 **Organizational Structure**

The organizational chart for the college identifies the line and staff officers reporting to the President and the structure of the organizational areas under each of the line officers. Staff involvement in the decision making processes of the college is much desired and takes place through participation on college committees and in meetings of full-time staff, as well as through division/department discussions, the results of which are channeled into the organizational structure. A copy of the college's organization chart is available at: O:\Share\KCC\Human Resources\Organization Chart.

Views expressed by the staff are considered by the administration in making recommendations to the Board of Trustees.

Regular meetings of college committees and staff provide opportunities for discussion of institutional concerns, and appropriate suggestions are forwarded through existing channels to other committees, councils, or administrators for further consideration. Responses are given from the receiving person/group to the sending group to indicate whether or not the suggested action is taken.

Suggestion (Candid Comments) boxes located about the campus provide an opportunity for those preferring to make their suggestions or comments in anonymity.

## **FACULTY-EMPLOYMENT CONDITIONS AND RESPONSIBILITIES**

### **3.1 Teaching and Learning**

Teaching and learning at Kankakee Community College are the most important aspects of the College operation, and the quality of instructors and the techniques utilized are vital to continued growth and development of the College. The college philosophy and objectives stated in the College Catalog include bringing low cost, high quality, accessible post-secondary educational opportunities within, reach residents of Community College District 520.

Learning outcomes are provided on all course syllabi and convey what students should know and be able to do upon successfully completing a course. Faculty formally assesses learning outcomes at regular intervals to collect data that is used to affirm or improve course materials and/or teaching strategies.

Students' academic skills are assessed upon admission so they can be placed into the courses for which they have the prerequisite skills needed for success. Students demonstrate skills by ACT scores, COMPASS placement test scores, or previous college work.

### **3.2 Length of Class Hours**

All faculty members are expected to follow the scheduled class times as indicated in the mailer. Classes are scheduled to meet the number of lecture and lab hours as approved by the Illinois Community College Board. One (1) 50-minute session for 15 weeks or the equivalent is required for each semester hour of credit awarded in a lecture/discussion course during a regular semester. For laboratory or clinical laboratory courses, 100 or 150 minutes of supervised instructional contact is required per week for 15 weeks for each semester hour of credit awarded.

### **3.3 Faculty Meetings**

Adjunct faculty members are not required to attend department faculty meetings, but are invited and welcome to attend if they wish.

### **3.4 Reporting Absences**

Any planned absences are to be arranged with your director and the division chair. Unplanned absences must be phoned in to the first floor reception desk at 815.802.8100. All faculty members are to adhere to this process. Refer to Adjunct Faculty Collective Bargaining Agreement, Article IV, Sections 7 and 8 for specifics.

### **3.5 Responsibilities – Miscellaneous**

#### **1. Contracts and Payroll Requirements**

Adjunct faculty members are employed to teach less than a normal faculty load on a semester by semester basis. The adjunct faculty appointment contains no guarantee of continued employment. Adjunct faculty members are allowed to teach up to 12 ECH (equated contact hours) per semester. Contracts for adjunct faculty are sent by Human Resources following approval of the contract by the board of trustees. The contracts state the terms of employment and the payment plan. The employee has 10 days to sign and return one copy of the contract form. Any changes in classes or amounts paid must be approved by the board of trustees and are re-sent to the employee as revisions of the original contract.

During the fall and spring terms, adjunct faculty members need to enter midterm claim roster(s) for the Office of Admissions and Registration in KCConnect in order to receive the next payroll check after midterm. During the summer, the claim roster is completed at the end of the course. The final payroll check is not released until the payroll department receives (2) two release forms: one, from the Office of Admissions and Registration after final grades are submitted and the other, from the division chair/program director after the adjunct faculty member turns in the syllabus, unit objectives, tests and quizzes for each course taught, along with keys and any other supplies. Questions about contracts can be referred to the Human Resources Director or to the supervising division chair/ program director.

#### **2. Textbooks/Course Materials/Course Syllabus**

The division chair/program director will discuss with each adjunct faculty member regarding textbooks and course materials they are expected to use in class. Adjunct faculty members must prepare and distribute a course syllabus to each student. An electronic copy of the course syllabus must be e-mailed to the divisional administrative assistant prior to the start of class. Adjunct faculty members are required to prepare course syllabi in accordance with a model format. Copies of the model format are available on the college's computer network at [O:\Share\KCC\Master Syllabus]. If you need assistance in preparing a syllabus, contact your division chair/program director. In the future, the master syllabus will be available on the CurricUNET web site at <http://www.curricunet.com/kankakee>.

#### **3. Grade Books/Student Course Records**

Student course materials, including tests, quizzes, essays, and other graded assignments should be saved for one year. After that time, these materials may be turned in to your department's administrative assistant to be shredded. Storage for course materials is available on campus. Records of course grades should be kept for a minimum of three years. Grade books are available through your department's administrative assistant.

#### **4. Class Schedule**

Master scheduling of classes, including assignment of rooms, is completed prior to the start of each semester. Adjunct faculty members must receive the appropriate division chair/program director's approval before changing class locations. The class must meet for all scheduled sessions including the final exam period.

#### **5. Office Hours**

Level I and Level II adjunct faculty members are not required to keep office hours; however, use of time before or after class for students who request extra help or have questions is encouraged. Level III adjunct faculty members are required to keep office hours.

#### **6. Class Breaks**

Classes are required to meet 50 minutes out of each hour scheduled. The adjunct faculty member may use his/her own discretion when scheduling breaks, as long as the class meets this requirement.

#### **7. Guest Speakers**

On a very limited basis, adjunct faculty may solicit guest speakers who are specialists in a subject matter related to the topic. The college does not provide compensation for classroom guest speakers. Division chair should be notified.

#### **8. Field Trips**

Adjunct faculty planning a field trip must submit a "Request for Field Trip" form to the appropriate division chair/program director, along with a written proposal stating the objectives, class(es) involved, and the date and time of the trip. The "Request for Field Trip" form is available on the college's computer network at [O:\Share\KCC] and in your division office. Requests must be submitted for approval to the division chair/program director at least two weeks prior to the proposed date of the trip. After the field trip is approved, the adjunct faculty member sponsoring the trip will submit the typewritten list of students going on the field trip to the division office. This list must be submitted one week prior to the date of the trip. Participating students must also complete "Student Release Forms", which can be found on the college's computer network at [O:\Share\KCC] and in your division office. These forms are submitted to the division office. Students participating on a field trip are responsible for making up assignments missed in other courses.

#### **9. Evaluation**

Student evaluations will be conducted once each semester in each section for each faculty member.

Student evaluations are used to provide instructors with feedback from their students. The primary purpose of the evaluation is improvement in instruction. Division chairs/program directors and the Dean of are responsible for evaluating instructional personnel and reporting to the Vice President for Instruction and Student Services.

## **10. End of Semester Responsibilities**

Course grades must be submitted to the Office of Admissions and Registration by 12 Noon, Friday of final examination week. Please remember it is a violation of the Family Rights and Privacy Act to post grades by social security number. Turn in to your division chair or program director, copies of each course syllabus and unit objectives. Materials checked out from the Learning Resource Center (or on loan from another library) or any equipment checked out from our Media Department should be returned so that inventory is kept current. As a reminder, final payroll checks are not released until the payroll department receives (2) two release forms: one, from the Office of Admissions and Registration after final grades are submitted and the other, from the division chair/program director after the adjunct faculty member turns in copies of the syllabus, unit objectives, tests and quizzes for each course taught, along with any other supplies.

## **11. Work Related Travel and Reimbursement**

Travel by staff members which is necessary for proper completion of assigned job duties, which is within District 520, and for which the employee uses his/her personal vehicle, will be reimbursed at a standard rate per actual mile traveled. (This does not include travel to established clinical training sites by instructional staff members.)

Travel may be charged only from the employee's assigned "base" office to the business destination or between two business destinations. If an employee travels from home to a business destination at the start of the day, or from business destination to home at the end of the day, the employee will be reimbursed for either the number of miles between the business destination and the employee's "base" office or the number of miles between the business destination and home, whichever is less.

Unless specifically authorized in writing by an administrator, no expense other than mileage and parking (i.e., meals) will be reimbursed while traveling within the District.

Persons desiring to travel outside of District 520 for business purposes must complete a "Travel Request" form (T 1) as far in advance of the proposed travel as possible. Procedures for completing the Travel Request form can be obtained from the Business Office staff. All properly documented approved expenditures made by the employee while on an authorized trip will be reimbursed. These include charges for mileage directly to and from the destination if travel is in the employee's personal vehicle or the cost of train, bus, or other common carrier transportation. Also reimbursable are charges for lodging, meals, parking, and local transportation (i.e., cab fare). The cost of telephone calls charged to a room bill is reimbursable only if the business nature of the call can be documented by the employee.

Procedures for obtaining reimbursement for job related travel can be obtained from the Business Office staff. Expenditures that will be approved will be consistent as stated in KCC's Personnel Policy and Procedures handbook located on the O:Share drive.

### **3.6 Confidentiality of Student Records**

#### **1. Family Educational Rights and Privacy Act**

As an employee of Kankakee Community College, you must be aware of the Family Educational Rights and Privacy Act of 1974 (FERPA), which mandates that all KCC employees protect student records, with some exceptions, from public disclosure. It is important that you as a staff member understand your responsibility in terms of following the conditions of FERPA as it relates to releasing information relative to students enrolled at KCC.

The purpose of FERPA is to give certain rights to students concerning their educational records. The primary rights are the right to inspect and review educational records, the right to seek to have records amended, and the right to have some control over the disclosure of information from the records.

KCC has designated the following items as "directory information", meaning that, if you have access to this information, you **may** (not **must**) release it without written permission from the student. Release of this information to inquiring parties is at the discretion of the college.

- Student Name
- Address
- Telephone Number
- Class
- Date(s) of admission
- Attendance (not daily attendance, but whether or not enrolled for the term)

More detailed directory information can be found in the college catalog.

If a student has completed a "Student Information Release Form" in the Office of Admissions and Registration, the student may restrict the release of this directory information. In this case, the word "Privacy" will appear by the student's name on the student record. If this word appears, you must respond to any inquiry with the statement: "There is no information available on this person."

KCC employees who are parents, spouses, partners, friends, or relatives of any kind of a KCC student do not have access to information on these students beyond directory information. Questions about FERPA should be directed to the Admissions and Registration staff.

## 2. Responsibility for Security and Confidentiality of Records and Information

All college information, records, and files, including those stored electronically, are the property of Kankakee Community College. Regulations and responsibility for safeguarding, recording, or accessing these records are governed by policies, procedures, rules, and laws of KCC, the State of Illinois, and the United States Government.

By law (including but not limited to FERPA, HIPAA, and Social Security regulations); certain data is confidential and cannot be released by the college without proper authorization. Each employee is responsible for understanding the confidentiality requirements of the data to which he/she has access.

Data access is provided to support the user's official college responsibility and shall be used only for legitimate KCC business. A person who has access to KCC records may not:

- Reveal the content of any confidential record or report to anyone, except in the conduct of that person's work assignments and in accordance with college policies and procedures.
- Make or allow any unauthorized use of the information.
- Knowingly include any false, inaccurate, or misleading entry in any record or report.
- Knowingly expunge or modify any data entry from any record, report, or file except as officially authorized.
- Share individual access passwords with any other person.
- Remove any official record or report, or copy thereof, from the area where it is maintained, except in the performance of official duties.
- Seek personal benefit or allow others to benefit personally from knowledge of KCC data.

## GRADE AND ATTENDANCE RECORDS

### 4.1 Class Lists

*Instructors can access their class lists online through KCCConnect by clicking the Control Button and this link:*

<https://connect.kcc.edu/wa/wa?&TYPE=M&PID=CORE-WBMAIN&TOKENIDX=2179644868>

In order to access the class list, instructors must be assigned to the course(s) and have a user ID and password set up with the assistance of the Division Chair. Questions regarding the class list can be directed to the Office of Admissions and Registration.

An e-mail is sent to each faculty member to remind them to record 10<sup>th</sup> day attendance (known as the refund date for students), or the first 10% of the class for

shortened classes after their start date. The instructor signs into KConnect and records an "F" next to students who have failed to attend.

Class lists for most classes include only officially enrolled students. If a student's name does not appear on the list, the student is not officially enrolled. Such students are to be referred to the Division of Student Services to clarify their status. Faculty members are to deny admission to class to any student who is not officially enrolled.

## **4.2 Student Attendance**

Although attendance at all scheduled class sessions is expected, each instructor is to inform students of attendance requirements for his/her class. It is the student's responsibility to notify the instructor if the student is unable to attend. Permission to make up work missed because of excused absences may be granted at the instructor's discretion.

If a student has missed more class hours than the number of credit hours to be earned in the course, the instructor may record the grade of "F" for the course if this has been communicated in the course syllabus.

Since the college district covers 1,600 square miles, road conditions may vary during periods of inclement weather. Instructors are encouraged to take these conditions into consideration and make reasonable allowances for students who may be late in arriving at class or may be unable to attend due to weather and road conditions between campus and their homes.

### **1. Student Absence - School-Sponsored Activities**

Staff responsible for a school-sponsored activity should distribute to appropriate faculty prior to the event or activity a list of students who may be absent from class. Students participating in such activities are responsible for making up missed assignments.

### **2. Census Day Attendance Verification**

Faculty are asked to verify student enrollment at approximately the 10<sup>th</sup> day of the semester for sixteen week courses or the first 10% of the class for shorter term classes – fall and spring. During the summer terms the census day falls on the fourth or fifth day of the semester. This attendance verification is for financial aid purposes. Faculty should verify if a student has ever been to class since the beginning of the semester. If this verification is not completed eligible students will have their financial aid withheld until the second half of the semester.

## **4.3 Student Progress and Grades**

Each faculty member is responsible for maintaining an accurate record of student academic progress. The grade book is regarded as a final resource in the case of question or dispute about grades or in the event of loss of computer records.

Grade recording books are obtained from the division chairperson/program director. Completed grade records should be kept for a minimum of 3 years. Any student work retained by the faculty member must be kept for one calendar year.

Faculty can review midterm and final exam dates for their courses through the class roster in KCCConnect. An e-mail reminder is sent to each faculty member one week prior to the dates of midterm and final examinations. The instructor signs in to KCCConnect and records the grade. Grade options include A, B, C, D, F, I (incomplete) with the date the incomplete ends. The instructor should print out a copy of the final grade sheet for each semester.

### **1. Certification of Enrollment at Midterm**

The Illinois Community College Board requires colleges to verify enrollment of students at midterm via instructor certification of class lists. At KCC, a student shall be determined to be currently enrolled and actively pursuing completion of a course at midterm if there is a possibility that the student can complete necessary requirements for the course by the end of the semester or term in which enrolled. Each instructor must determine whether or not a student is currently enrolled and actively pursuing completion of his/her course. The instructor shall provide certification by checking the appropriate box on the midterm grading screen. By checking this box, faculty are providing an electronic signature for the midterm claim list.

### **2. Grade Reporting**

Students are provided academic progress reports online for both midterm and final grades through KCCConnect. The Office of Admissions and Registration verifies grade reports at the end of the term. Instructors may post midterm and final grades, but such postings must not reveal student identities or any portion of the social security number or student ID.

### **3. Grade Change**

An instructor may recommend a change of grade at any time, with justification required concerning the reason for the recommended change. The recommended grade change will be submitted to the Dean of Instruction and/or Vice President for Instruction and Student Services on a "Change of Grade" form which is available in the Admissions and Registration Office. The Office of Admissions and Registration will return a copy of the Change of Grade form to the instructor after processing.

### **4. Incomplete Grade**

An "I" (Incomplete) will be granted upon written request of the student and approval of the instructor. A completed request for an incomplete grade (form available in the Office of Admissions & Registration) must be submitted to the

Office of Admissions and Registration prior to submission of the final grades. The course work must be completed by the date specified on the request. The time period for an incomplete may not exceed six months. If the work is not completed by the specified time, a grade of "F" will be institutionally recorded.

## **5. Audit**

A student wishing to audit a class may do so by registering for the class and designating the enrollment as an "audit" at the time of registration. However, enrollment as an audit student is permitted only during late registration. Full tuition and fees are assessed for auditing a course. If a student attends the duration of a course, an audit designation of "R" will appear on the student's permanent record.

A change from credit to audit is not permitted. A student may change from audit to credit prior to the midterm of a class if he/she receives written approval from the instructor of the class and the Vice President for Instruction and Student Services. These written approvals must be obtained by the student and presented with an "Audit or Pass/Fail Status Request" form to the Office of Admissions and Registration prior to the midpoint of the course.

## **6. Final Exam Schedule**

Comprehensive final exams will be administered in all classes where it is academically appropriate. These exams shall be given during the time period specified on the college's final exam week schedule. Online exams may be given in online or hybrid classes. Classes that meet face-to-face during the semester must offer a face-to-face final exam. Classes for which a final exam is not academically appropriate will meet during the scheduled exam time for an academic purpose. Exceptions to these procedures must be approved by the Dean of Instruction.

In the event an emergency college closing results in the cancellation of a final exam day, or a portion of a final exam day, make-up exams will be scheduled on the Friday of that week. If the closing extends beyond a single day of testing, the administration will assist the affected faculty members in the development and implementation of an appropriate make-up strategy.

The final exam schedule can be located on KCC's website at:  
[http://www.kcc.edu/students/academics/Final\\_Exam\\_Schedule.asp](http://www.kcc.edu/students/academics/Final_Exam_Schedule.asp).

## **7. Pass Fail Option**

The pass/fail grading option is designed to allow students an alternative grading option. Only courses specified by the Division and approved by the Curriculum and Academic Standards Committee may be designated pass/fail. The student must complete an "Audit or Pass/Fail Status Request" form at the Office of Admissions and Registration.

## **POLICIES REGARDING STUDENTS**

### **5.1 Student Academic Grievance Process**

The purpose of this process is to resolve grade disputes between students and instructors. This process is to be used only for disputes regarding final grades. A student who perceives a grade received on one individual assignment or exam during a course to be lower than he/she believes is warranted must resolve the matter informally with his or her instructor and, if necessary, the appropriate Division Chair. Only when an individual grade has impacted a student's final grade, or when a student receives a final grade lower than he/she believes is warranted, based on the criteria and grading scale provided by the instructor at the beginning of the course, may the student invoke the formal grievance process noted below. The form can be obtained in the division office.

### **5.2 Discrimination or Sexual Harassment**

Students suspecting instances of discrimination or sexual harassment should contact the Dean of Student Services to report such events and to be advised as to college policy regarding these issues. The Dean of Student Services can provide students with a copy of the college's "Administrative Procedures for Student Complaints and Grievances of Discrimination and Sexual Harassment."

### **5.3 Dealing with Disruptive Behavior**

A Code of Conduct has been established to control action inconsistent with appropriate behavior. A full explanation of KCC's Code of Conduct is available within the Code of Campus Affairs and Regulations section of the college catalog.

Problem students should be referred to the Division Chairs or Program Director immediately after the problem has occurred, without further disruption in the classroom. When a student is suspected of violating the Code of Conduct, the college personnel, excluding the student, should discuss the alleged violation and potential problems with all persons involved and submit a written copy of their discussions and recommendations to the Dean of Student Services. Avoid confrontations, if at all possible. Stay calm and keep your voice low – it is your job to defuse, not escalate the situation.

### **5.4 Change of Schedule and Course Withdrawal Policy**

Students wishing to add or drop a class, change sections within a course, or withdraw from the college must complete a Change of Schedule form, which is available in Student Services, obtain the required signatures, and return the completed form to Student Services. For changes of schedule, signatures are required under the following circumstances:

- To add a class during late registration (during the first two days of each semester or term): adviser signatures are required on schedule changes. Instructor signatures are required to enroll in a closed (filled) class and during late registration.

- To add a class after late registration: instructor and/or adviser signatures are required.
- When a student withdraws from classes, an adviser's signature is required.

When it is necessary to withdraw from a course or from the college, a student may do so without receiving a punitive grade any time before the end of the 10<sup>th</sup> week of the semester (16 week) or before 63% of a term has elapsed for classes meeting fewer than 16 weeks. When a student removes him/herself from a class during the refund period (the first 10% of the duration of the course) it is considered a dropped class and is not recorded on the student's transcript and 100% of the tuition and fees for the course is refunded. When a student removes him/herself from a class after the refund period and before the final withdrawal date designated by the college calendar, it is considered a withdrawal and the student will receive a "W" on his/her transcript for those courses from which he/she has withdrawn.

### **5.5 Drug and Alcohol-Free Learning and Working Environment**

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL 101-226), Kankakee Community College reiterates its position and sanctions concerning drug abuse as found in PL 100-690, the Drug-free Workplace Act of 1988. KCC has adopted an extensive policy toward the goals of helping to prevent alcohol and drug abuse while providing a healthy working and learning environment for all college constituencies. Please see the college catalog for details regarding this policy.

### **5.6 Lost and Found**

Missing articles should be reported to Student Services, through the Reception Desk in the College Center. Notices of the loss will be posted by the college.

Found articles should be turned in at the Receptionist Desk in the College Center or to the Dean of Student Services. Items should be marked with information about the location where it was found, the person discovering the item(s), the date, and any other helpful information.

Articles may be claimed by providing proper identification. Articles remaining in the lost and found will be awarded to the finder if claimed on the last day of classes for the semester in which the article was found. Articles not claimed will be donated to local charities.

### **5.7 Tobacco and Related Product Use Policy**

The Board of Trustees of Kankakee Community College prohibits the use of all tobacco and tobacco-related products in outside athletic and class room areas as well as in buildings and vehicles owned, leased and operated by Kankakee Community College.

The use of tobacco and tobacco-related products is limited to designated areas. Violators of this policy will be expected to immediately comply with any requests to extinguish or dispose of any tobacco or tobacco-related products.

Smoking and tobacco related use will not be allowed within twenty feet (20') of all doorways and building entrances of Kankakee Community College as a place of employment in compliance with the Smoke-Free Illinois Act (Public Act 095-0017), the American with Disabilities Act (ADA), and the American College Health Association (ACHA) guidelines.

## **5.8 Student Activities**

The mission in Student Activities is to make life at KCC, “college life”, not just classes and grades. Their goal is to provide quality activities and events, not only for the college student, but also for families, friends, and community members. Please encourage your students to be involved, as these activities are great ways for them to meet people and expand their horizons. Upcoming events are shared in “UPDATE”, the weekly faculty/staff newsletter distributed via email, and various flyers are also distributed on campus.

## **EMPLOYEE SALARIES AND FRINGE BENEFITS**

See Article IX in the Adjunct Faculty Collective Bargaining Agreement

### **6.1 Direct Deposit**

Direct deposit is available for adjunct faculty teaching a 16-week semester. Direct deposit is not available for courses less than a full 16-week semester. If interested in this payroll option, an *Authorized Agreement for Automatic Deposits for Adjunct Faculty* form must be completed, signed, and returned to the Business Office. This form will be mailed to you with your contract. If you have any questions regarding direct deposit, please contact Jane Clark at 802-8146 or [jclark@kcc.edu](mailto:jclark@kcc.edu). Pay advices and stipend information are available online through KCCconnect. You can access KCCconnect through KCC’s home page at [www.kcc.edu](http://www.kcc.edu). Use your KCC computer network username and password to gain access.

### **6.2 SURS (State Universities Retirement System)**

As an adjunct faculty member, you carry retirement benefits through the State Universities Retirement System (SURS). To contact SURS, you may visit them on their web site at [www.surs.org](http://www.surs.org) or phone them at 1-800-ASK-SURS.

## **ADJUNCT FACULTY SUPPORT AND RELATED SERVICES**

### **7.1 Academic Advisement**

**[Student Services, Workforce Development Center, 2<sup>nd</sup> Floor, ext. 8500]**

Refer students to an academic adviser in Student Services to get assistance and information related to course selection for transfer and career programs, selecting a transfer school and all KCC degree/certificate requirements.

### **7.2 Athletic Facilities/Fitness Center**

Outdoor and indoor athletic facilities are available to KCC staff and students as well as the general public. A three-hole golf course and jogging trail are open every day. Although priority for use of these facilities is given to classes, KCC extends

an open invitation to district residents who wish to bring their families and friends for some friendly competition, a healthy jog along the river, or just peaceful relaxation. We only ask that participants obey all rules, including parking, to help us keep the grounds and equipment in top condition. If damage is discovered, please report it to the director of the Physical Plant Department. In addition, the KCC Fitness Center is another available option.

To enroll in the Fitness Center, register in the Office of Student Services, then phone (815) 802-8610 or stop by the Fitness Center for a personal orientation and testing session. Adjunct faculty members are eligible to receive a full tuition waiver for the KCC fitness center each semester they are currently teaching three or more credit hours.

### **7.3 Audiovisual Equipment [ext. 8281]**

Video players and monitors must be reserved in advance and are stationed at various locations throughout the college (Room L324, the Learning Resource Center, and the Media department). To reserve a video player, contact the LRC at ext. 8400. You will be assigned a player number and location where you can pick it up. Please specify the need for DVD capabilities when reserving equipment.

Do not leave any equipment unattended. It is the user's responsibility to return video equipment to its designated area promptly. If you must borrow equipment from a nearby classroom, please return it to its previous location to avoid inconvenience for the next instructor.

Additional audiovisual equipment available for instructional use is available for checkout from Media. This equipment includes overhead projectors, projection screens, cassette recorders/players, and a CD player. This equipment is available on a first-come first-served basis and should be checked out by the person using the equipment.

Equipment available in media include: VHS camcorder, digital MiniDV camcorder, HD hard drive digital camcorder, and digital camera available for checkout. This equipment is available on a first come first serve basis, and should be reserved in advance.

If equipment does not function properly, i.e. projection bulbs burn out, or other assistance is required, contact Media Services at ext. 8281.

Media Service Hours: 7:30 a.m. - 5 p.m. Monday through Friday.

### **7.4 Bookstore [1<sup>st</sup> Floor, East of the College Center, ext. 8590]**

The campus bookstore sells required textbooks, school supplies, greeting cards, magazines and gift items including KCC clothing. The store is open 8:30 a.m. to 7 p.m. Monday through Thursday and 8:30 a.m. to 5 p.m. Fridays.

Textbooks and other course materials also can be ordered online at <http://www.kcc.edu/students/helpful/Pages/bookstore.aspx>. Textbooks ordered online are chosen by using KCC course numbers.

At the beginning of each semester, students who have decided not to take a course for which they have purchased a book may return the textbook by the scheduled return deadline to the bookstore. Students will receive a full refund if the books are still in excellent condition (no marks). Packaged diskettes sold with textbooks are not returnable if the wrapping has been removed from the software diskette. A cash register receipt and I.D must accompany all returns. During final exams, some textbooks may be sold back for a percentage of the original cost.

### **7.5 Campus Operating Hours**

Typically, college buildings are open from 7:30 a.m. to 10:00 p.m. Monday through Thursday, 7:30 a.m. to 5:00 p.m. on Fridays, and 7:30 a.m. to 1:30 p.m. on Saturdays.

### **7.6 Campus Security [ext. 8190]**

If there is a need for the services of campus security, you may receive assistance by calling Security directly by phone where you can talk to them over their two-way radio system.

- On campus from college phone: ext. 5555
- From off campus or by cell phone: 815-802-8190
- Week-end security number: 815-939-7087

A suggestion from the physical plant department is to store the 815-802-8190 number in your cell phone and save it as KCC security.

In the event that the security radio system is not available, please call the Physical Plant office at 815-802-8170 during the day and the Main Reception Desk (campus operator) at 815-802-8100 during the evening.

If you need to enter the main building on the weekend or when campus is closed, you must call the week-end security number prior to arrival and present your KCC staff ID to security guard.

### **7.7 Career Planning Services [Room D234, ext. 8575]**

The Office of Career Planning Services provides resources for KCC students, alumni and the community. These services include a career resource room, resume service, cover letter critiques, mock interviews, and job shadow experiences.

### **7.8 Catalog**

Every adjunct faculty member should become familiar with the information contained within the current college catalog. Catalogs are available in Student Services.

## **7.9 Calendar**

The academic calendar is found in the college catalog, the college mailer, and on the college web site ([www.kcc.edu](http://www.kcc.edu)).

## **7.10 Change of Address/Phone Number**

It is important that the college have an employee's current mailing address and phone number. Please notify Human Resources (ext. 8125) of any such change or submit your address/phone number change online through KCCConnect. You can access KCCConnect through KCC's home page at [www.kcc.edu](http://www.kcc.edu). Use your KCC computer network username and password to gain access and then select the Faculty Menu, where you will find the option to change your address.

## **7.11 Child Development Center**

**[1<sup>st</sup> Floor, West of College Center Receptionist Desk, ext. 8506]**

KCC provides a Child Development Center for children of KCC employees, students and the community. The center serves children from ages two to seven and is open from 6:30 a.m. to 6 p.m. on days the campus is open. Enrollment, cost, and program information is available by phoning 802-8506.

## **7.12 Copying**

Copy machines are located in the following areas:

Third Floor – just outside Room L355

Room W102– Business, Technology, and Health Careers Divisions

Please limit copying to eight copies or less per original. If more than eight copies are needed, the Media Department's services should be utilized. Access codes are required to make copies. Please see your division chair/program director or administrative assistant for your access code.

## **7.13 Copyright Law and Guidelines:**

Information regarding copyright law and guidelines can be found under the employee resources section within the faculty link of KCC's web site at [www.kcc.edu](http://www.kcc.edu). The college does not condone the violation of copyright laws. You are asked to review the guidelines for copying to ensure you do not violate copyright law. You also may review these guidelines with the appropriate division chair/program director. If you plan to use copyrighted materials, it is your responsibility to obtain permission.

There are exceptions allowed for limited use of copyrighted materials in book, record, video and film reviews that are used for scholarly study. Multiple copies may be made by a teacher; not to exceed one copy per student in a course, if copying meets tests of brevity, spontaneity, and the "fair use" provision of the 1976 copyright law. These copies must include notes of copyright. The "fair use" provision is determined by four factors:

1. Purpose and character of law

2. Nature of work
3. Amount of work copied
4. Market effect

Furthermore, the unauthorized use of any software which is licensed or protected by copyright is theft, and thus unethical. Respect for the intellectual work and property of others has traditionally been essential to our mission as a college. As an institution, we cannot tolerate the unauthorized copying of software. Failure to observe software copyrights and/or license agreements may result in disciplinary action by this institution and/or legal action by the copyright owner.

#### **7.14 Hammes Cyber Café/Digital Grounds**

KCC has a cyber café that offers various specialty coffee drinks, smoothies, and pastries. It is located by the Child Development Center.

#### **7.15 E-mails**

Adjunct faculty members are expected to check e-mails on a daily basis. E-mails are to be for official college business only. Campus-wide e-mails are not to be initiated and sent by adjunct faculty members.

#### **7.16 Food Service and Faculty/Staff Dining Room**

Food service is available year round in the College Center. Dining and vending services are provided. The food service is open from 7:30 a.m. to 8 p.m. Monday through Thursday and 7:30 a.m. to 1:30 p.m. Fridays. Hours may be abbreviated in the summer and at times when classes are not in session.

KCC's faculty/staff dining room provides an area for staff to relax between classes. The dining room is located in the College Center.

#### **7.17 iClickers**

This equipment is a student response system that instantly provides feedback and can be used for student assessment. iClickers can be checked out on loan from the Teaching and Learning Center.

#### **7.18 Information Technology Services**

**[Room L364, ext. 8900, or by email: [helpdesk@kcc.edu](mailto:helpdesk@kcc.edu)]**

Information Technology Services can help you or your students with computer hardware and software problems in the labs at the college. Help is available from 7:30 a.m. to 10:00 p.m. Monday through Thursday, 7:30 a.m. to 5:00 p.m. on Friday, and from 8:00 a.m. to 3:30 p.m. on Saturday. Other services are available, please call for specific details.

#### **7.19 Keypads**

Keypad codes are necessary to gain entrance into some of the Adjunct Faculty Offices and the Teaching and Learning Center (L341). Please see your division chair/program director, or staff in the Message Center for the codes.

## 7.20 Learning Resource Center

[1<sup>st</sup> Floor, West of College Center Reception Desk, ext. 8400]

The Learning Resource Center (LRC) integrates print and non-print information resources with the necessary equipment and services to permit their use. The LRC acquires, organizes and distributes print and non-print material that support and implement curricular needs, as well as provides individual listening and viewing facilities, and audio/video equipment support.

### Services:

- Liberal circulation of the library collection
- Remote borrowing through Interlibrary loan
- Reserve materials
- Bibliographic and information access instruction
- VCR and monitor scheduling for instructional use
- Audio cassette duplicating for instructional purposes
- Managing the telecourse materials and exam scheduling
- Routing periodicals to faculty and staff members upon request

### Materials:

Books	Microforms
Periodicals	Interactive video disks
Online full text	Multimedia kits
Video cassette recordings	Pamphlet file
Audio cassette recordings	Records
Compact discs	Online databases
CD-ROM recordings	

### Facilities/equipment:

Quiet study tables and study carrels	Computer lab
Group study room	Typewriter room
Interactive video room	Classrooms
Viewing and listening areas	Coin operated Copier
Microform reader/copier	

Anatomy room for models and slides for A & P students

### Learning Resource Center Hours:

Regular hours during fall and spring semesters:

7:45 a.m. - 8 p.m. Monday through Thursday

7:45 a.m. - 4 p.m. Fridays

10:00 a.m. - 1:00 p.m. Saturdays

Summer term hours:

7:45 a.m. - 8 p.m. Monday through Thursday

7:45 a.m. - 4 p.m. Fridays

Closed Saturdays

Between semesters (Interim hours):  
7:45 a.m. - 5 p.m. Monday through Thursday  
7:45 a.m. - 4 p.m. Friday

Closed Sunday

Access from home: [www.kcc.edu](http://www.kcc.edu)

Use “quick links” to connect to the Library.

For passwords to full text databases, contact the circulation desk.

### **7.21 Learning Services [Room L355, ext. 8450]**

KCC’s Learning Services Center is designed to help students develop fundamental skills, become better prepared for college classes, and receive additional help while enrolled in college classes.

Tutorial assistance, learning laboratory, student support services, testing center services, and special populations services are all available to help support your student’s needs. Furthermore, Learning Services staff members are available by appointment to visit your class to present short focused presentations on such topics as note taking, time management, test taking, learning styles, stress management, study tips, reading strategies, outlining. They are also available to help your students organize study groups.

### **7.22 Mail**

Mailboxes for receiving interoffice mail are located in each division or message center. Check your mailbox every time you are on campus for messages, bulletins, class rosters, etc.

### **7.23 Marketing and Public Information [ext. 8275]**

To ensure the editorial quality and visual attractiveness of all KCC publications, the office of Marketing and Public Information coordinates all publication projects. All requests must be made through your division chair.

### **7.24 Media Services [Room L280, ext. 8292]**

#### **MEDIA SERVICES HOURS**

Media is open from 7:30 a.m. to 5 p.m. Monday through Friday.

#### **MEDIA PRODUCTION: (Room L280, ext. 8291)**

##### **Printing**

Tests and handouts requiring more than eight copies are to be printed by the Media Department. Originals must have dark, legible type with at least a half-inch margin on all sides. Attach a completed “Request for Printing/Binding Services” form, available in the Media Department, third floor copier cubicle (outside L355), and W102 copier locations. Once the request form is completed and attached to originals, deposit handouts in the “TO PRINT” tray found at any of these locations.

Deposit tests in test cabinets only. Refer to “printing tests” on this page for more information.

Handouts requiring simple collation and stapling can be completed within two full working days. At peak times i.e., beginning of semester, mid-term and finals, Media cannot promise this turnaround time. Books or other large requests will be completed as soon as work load and student help permit. If you have an emergency request, contact Stephen Dockemeyer or Laima Boese personally and every attempt will be made to facilitate your needs.

Employees making print requests are responsible for any violation of copyright law. Visit [www.kcc.edu/faculty/resources/copyright/index.asp](http://www.kcc.edu/faculty/resources/copyright/index.asp) for KCC's copyright policy.

Any jobs requiring graphic art assistance will usually require a two-to-four week turnaround time. Such jobs should be submitted to Ellen Skelly in Marketing and Public Information.

### **Printing tests**

There are three test cabinet locations:

- Room L355 (Third floor Administrative Assistant Center)--Accessible 8 a.m. - 10 p.m. Monday through Thursday and 8 a.m. - 5 p.m. Fridays.
- Room V105 (Technology Division Office)--Accessible 8 a.m. - 10 p.m. Monday through Thursday and 8 a.m. - 4 p.m. Fridays.
- Room L280 (Media Finishing Area)--Accessible 8 a.m. - 5 p.m. Monday through Friday. This location also is where tests are held between courier deliveries.

Once the printing request form is completed and attached to the originals, deposit it in the top drawer of any test cabinet. Once tests are completed, Media personnel will return the tests to the cabinet location designated on the printing request form. They are filed by instructor name.

Test pickup and delivery occurs every Monday through Friday at 7:30 a.m. and again at 12 noon. Faculty or administrative assistants may walk emergency requests to Media.

Media can complete test requests within one work day - excluding weekends and holidays. At peak times - beginning of the semester, mid-term, and finals - Media does not guarantee one-day turnaround.

**Tests for Saturday classes** -Test printing specified for Saturday classes will be secured in a locked file box, housed in the Media test file cabinet during weekday operations. The file box is transported to the Corporate and Continuing Education office each Friday afternoon. Instructors can retrieve tests from 8 a.m. to noon on Saturdays and can drop-off printing requests.

### **Satellite Copier Usage**

To maintain cost-effectiveness, employees should limit copying to *eight copies or less per original* on all satellite copiers. If more than eight copies are needed, the Media Department's services should be utilized

Copiers for staff and faculty are located on the third floor just outside Room L355, on the second floor in Marketing Hallway, and on the first floor in W102. Because those copiers are located in public areas, they require access codes to make copies. Employees who need an access code to use one of these copiers can consult the appropriate division's administrative assistant.

### **Transparencies**

Transparencies are fed through copiers. Copier transparency film is stocked at each copier. As of September 2002, thermal transparencies are no longer available. If a thermal transparency is run through a copier, it will damage the machine.

Please contact Stephen Dockemeyer in the Media Department (ext. 8281) for further information.

### **7.25 Office Space/Phone and Computer Access**

The college has limited campus office space. However, common office areas are located in L338, L378, R310, and W103. Desk space, filing cabinet space, office supplies, and computer and phone access are all available. All adjunct faculty members are offered a virtual voicemail box and email address that is assigned by the Information Technology Services department. Training manuals for KCC's e-mail system (GroupWise) and KCC's phone system (Cisco IP) are available online under the Adjunct Faculty Resources section of the Faculty and Staff link on KCC's web site at [www.kcc.edu](http://www.kcc.edu). Please see your division chair/program director for your assigned office space and information regarding your voicemail and e-mail access.

### **7.26 Parking**

All faculty and staff members must register their vehicle in the Office of Business Affairs and Human Resources. Parking decals are required and are available in the Office of Business Affairs and Human Resources between 8 a.m. and 5 p.m., Monday – Friday. Your division chair/program director can assist in obtaining a parking decal if you teach in the evening when the Business Office is closed. Any vehicle not displaying a current decal may be parked only in the student and/or visitor lots. Instructors who wish to park in the reserved space for adjunct faculty (the last three rows of the staff parking lot located just south of Building V/Technology) will need to obtain a parking decal. Copies of the approved parking regulations booklet are available in Student Services.

### **7.27 Photo ID Cards**

For safety and security purposes, as well as for use in the Learning Resource Center and special college events, all adjunct faculty members are required to obtain a photo ID. ID cards may be obtained in Room L20B during peak times

(one week before classes begin and the first week of classes). During the rest of the semester, ID cards may be obtained in the Learning Resource Center. A driver's license may be required to verify identity before a staff ID is issued. Staff cards are valid until the end of a person's employment and must be returned to Human Resources upon exit from the college. Loss of the ID card should be reported to Human Resources. To replace the lost ID, the staff member will pay a replacement fee to Accounting and then present the receipt to the photo ID team member who will then create a new card for them.

### **7.28 Room Numbers**

Rooms located on the campus are numbered in the following manners: the letter prefix indicates the building in which the room is located. The first digit indicates the floor on which the room is located. The second and third digits identify the room itself.

### **7.29 Scantron Test Scorer**

A Scantron test scorer, located just at the top of the stairs next to the Main Reception Desk area is available for use. Supplies for the scorer may be obtained through your division office.

### **7.30 Sexual Harassment**

KCC is committed to maintaining a work environment for all employees that is fair, humane, and responsible. The college will not tolerate sexually harassing conduct that affects tangible job benefits, that interferes unreasonably or substantially with an individual's work, or that creates an intimidating, hostile, or offensive working environment.

Staff complaints of sexual harassment should be made to the division chair/program director or the Dean of Student Services.

### **7.31 Teaching and Learning Center [Room L341, ext. 8370]**

The Teaching and Learning Center assists faculty and staff in developing the skills necessary to foster excellence from students. Various workshops, training, and a faculty library are available to all faculty members. The link to the web-site is: <http://www.kcc.edu/FacultyStaff/ktlc/Pages/default.aspx>

### **7.32 Testing Center [Rooms D218, ext. 8530]**

The Testing Center is available for students who need to "make up" quizzes or tests missed during their regularly scheduled class time. Cover sheets are required with all make-up tests. Cover sheets, make-up test guidelines, and testing center hours are all available on the college's computer network at [O:\Share\KCC\Testing Center] and in your division office. You will be notified by campus e-mail when students have completed the test. Completed tests will be dropped off at the end of each day to W102 and L355. No tests will be proctored in the division office.

## APPENDIX A: QUICK REFERENCE – “WHOM TO SEE FOR WHAT”

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**For answers to your questions, here’s who to call. All phone numbers are in the (815) area code. TTY/TDD users, call 935-9600.**

### **Academic Advisement**

Any adviser, Student Services  
802-8500

### **Academic Skills Center**

802-8450

### **Address/Phone Changes**

Human Resources  
802-8125

### **Adjunct Faculty Office Phone Numbers**

Business Division  
802-8697/8698/8699

Humanities and Social Sciences  
Division 802-8697/8698/8699

Math, Science, and Engineering  
Division  
802-8761/8763

Nursing  
802-8696

### **Admission Requirements**

Any adviser, Student Services  
802-8500

### **Adult & Community Education**

Instruction  
802-8300

### **Alumni**

Institutional Advancement  
802-8250

### **Assessment Services**

Student Services  
802-8530

### **Audiovisual Equipment**

802-8281

### **Bookstore**

802-8590

### **Campus Facilities Use**

Business Office  
802-8120

### **Canceled Classes**

#### **Inclement Weather**

Log on to [www.kcc.edu](http://www.kcc.edu)

Tune to WIVR, WKAN, WVLI, WGFA  
(AM and FM), WONU, WJEZ,  
WRXQ, WHPO

### **Career Planning**

Career Planning Services, Student  
Services  
802-8575

### **Catalogs**

Student Services  
802-8500

### **Child Development Center**

802-8505

### **Class Schedules**

Student Services  
802-8500

### **Corporate and Continuing Education**

802-8202

**Emergency Assistance**

Ext. 5555 (on campus)  
802-8190 (off campus)  
802-8170 (day back-up number)  
802-8100 (evening back-up number)

**Defibrillator**

9-911 or ext. 8170/8610/8854

**Dropping/Adding Classes**

Any adviser, Student Services  
802-8500

**English as a Second Language (ESL)**

Adult and Community Education  
802-8226

**Financial Aid**

Office of Financial Aid, Student Services  
802-8550

**Fitness Center**

OAK Orthopedic Sports Arena  
802-8610

**Food Service**

802-8430

**Foundation**

802-8950

**General Information**

College Center Receptionist  
802-8100

**Human Resources**

802-8125

**Institutional Effectiveness**

802-8258

**ITS Help Desk**

802-8900

**Iroquois County Satellite Center**

Director, Iroquois County Satellite Center  
432-4670

**Learning Assistance Center**

Learning Services  
802-8462

**Learning Resource Center (Library)**

802-8400

**Lost and Found**

College Center Receptionist  
802-8100

**Media Services**

802-8292

**Parking Regulations**

Dean of Student Services, Student Services  
802-8510

**Payroll**

802-8146

**Preregistration/Registration**

Any adviser, Student Services  
802-8500

**Scholarships**

802-8251

**Social Activities**

Coordinator of Student Activities, Student Services  
802-8628

**Special Populations**

Learning Services  
802-8482

**Student Government**

Coordinator of Student Activities,

Student Services  
Student Advisory Council (SAC)  
Members of SAC  
802-8628

**Teaching and Learning Center**  
802-8370

**Testing Center**  
802-8530

**TRIO Student Support Services**  
Assistant Director of TRIO,  
Student Support Services  
802-8472

**TRIO Talent Search**  
802-8570

**Tuition Payments and Refunds**  
Accounting Office  
802-8150

**Tutoring Services**  
Learning Assistance Center  
802-8450

**Upward Bound**  
Student Services  
802-8560

**Veterans Opportunities**  
Office of Financial Aid, Student  
Services

**Workforce Investment Act**  
Workforce Services  
932-0035

## **APPENDIX B: POSITION DESCRIPTION**

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### I. General Information

- A. Position Title: Adjunct Instructor
- B. Responsible To: Division Chairperson or Program Director
- C. Date:

### II. Primary Function

Teaches course(s) as assigned.

### III. Essential Responsibilities

- A. In conjunction with a full-time faculty member or the division chairperson or program director, selects and reviews educational strategies and materials to facilitate learning in the program assigned.
- B. Prepares and reviews course objectives and provides students with a syllabus for each course taught.
- C. Conducts appropriate activities for assigned classes.
- D. Evaluates student performance and maintains attendance and grade records for assigned classes.
- E. Provides students with additional or advisory help on an individual basis.
- F. Arranges with students the times and location(s) for out-of-class meetings.
- G. Provides tutoring for students with course related problems.
- H. Cooperates with other instructors in diagnosing student deficiencies and prescribing courses or remediation.
- I. Participates in the faculty evaluation and in-service development activities.
- J. May participate in division and faculty meetings.
- K. Follows the policies and procedures of the college.

- L. Communicates in writing and speaking in a classroom setting.
- M. Maintains regular contact with full-time faculty or the division chairperson or program director.

IV. Other Responsibilities

- A. Serves as resource person in open tutor laboratory in assigned courses/programs.
- B. Represents and interprets the instructional areas to schools and the community at available opportunities.
- C. May attend the commencement program.
- D. Performs other duties as required or assigned by the supervisor.
- E. Responds to the functions of the position in an environmental setting which might include cold, heat, odor, dampness, dirt, fumes, dust, oil, grease, noise, or vibration on a frequent basis. Appropriate protective devices are available as required.

V. Educational and Experiential Qualifications/Basic Job Requirements

- A. Varies with division and program for education.
- B. Varies with division and program for experience.
- C. Qualified candidate must have excellent reading, writing, and computation skills as well as be computer literate.

## APPENDIX C: EMERGENCY AND SAFETY PROCEDURES

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### Emergency Closings

As a general rule, KCC will operate during inclement weather. A notice to cancel classes and close the campus will come from the President's Office and will be shared with radio stations as listed below. You may also log on to [www.kcc.edu](http://www.kcc.edu) for this information as well. High school closing announcements govern KCC classes offered at those extension centers.

Kankakee:	WKAN - AM 1320 WONU - FM 89.7 WVLI - FM 95.1 WIVR - FM 101.7 TV Channel 4	Chicago:	WMAQ - AM 670 WGN - AM 720 WBBM - AM 780 WLS - AM 890 WBBM - FM 96.3
Hoopeston:	WHPO - FM 100.9	Pontiac:	WLDC - FM 98.9 WJEZ - FM 93.7
Watseka:	WGFA - AM 1360 WGFA - FM 94.1	Wilmington:	WJOL - AM 1340
Joliet:	WJTW - FM 93.5 WLLI - FM 96.7 WRXQ - FM 100.7		

### Emergency Notification

Any adjunct instructor present during an emergency situation may receive assistance by calling Security directly by phone where you can talk to them over their two-way radio system: on campus from a college phone at ext. 5555, or from off campus or by cell phone at 815-802-8190. In the event the security radio system is not available, please call the Physical Plant Office at 815-802-8170 during the day and the Main Reception Desk (campus operator) at 815-802-8100 during the evening.

### Two-way Radios

The KCC Evening Administrator and several employees working in the Physical Plant Department carry two-way radios.

**Evening** - General emergencies should be reported by calling 802-8100. The receptionist then can contact the Evening Administrator or Security by radio.

**Day** - General emergencies should be reported immediately to the Security Office, located in the Physical Plant Department at 802-8170, and to the Dean of Student Services at 802-8500.

**After Hours and Weekends** -The security officer can be contacted by calling **939-7087\*** and leaving a message. You will talk to the officer by a phone/radio patch, so leave time in your conversation for the officer to respond.

**Distress call** - In an emergency where an explanation of the situation would be detrimental, such as in the case of a hostile visitor, the employee should report in the same manner as emergencies and use the phrase “code red” to signal that there is a situation which needs immediate attention. The employee should identify him or herself and give a location, if possible. In dangerous situations, such as when there is a weapon or a threat of destruction, the employee should call 9-911 first, and then call ext. 8100 or ext. 8170 if possible with the “code red.”

\*Phone numbers should be preceded with a 9 when calling from an office phone to a non-extension number.

**Additional Numbers**

Kankakee Fire Department	9-911 or 933-3311
Kankakee Police Department	9-911 or 933-3321
Ambulance (Fire Dept.)	9-911 or 933-3311
Com Ed (our account #05296-18004)	1-800-376-7693
Nicor Gas	1-888-642-6748
Aqua Illinois Water Co.	935-8800

**MEDICAL EMERGENCIES**

Staff members who become aware of an injury or illness, which constitutes a medical emergency, should be prepared to direct or assist others in dealing with the situation. It is of primary importance to act in a calm and deliberate manner and to assist others in remaining calm.

The employee should evaluate the severity of the situation. If the injury or illness is not of a serious nature, the victim should be escorted to the department of Student Services (second floor, Workforce Development Center). Student Services staff then will assume responsibility for care of the victim.

Employees should be prepared to phone for an emergency vehicle (i.e., ambulance) if the severity of the injury or illness warrants it. When employees are in doubt as to whether an emergency vehicle should be called, Student Services (802-8500) should make that decision. The call should be placed to the Kankakee Fire Department at 9-911 indicating the following information: location of the victim, apparent nature of illness or injury, age and sex of victim, consciousness and any other pertinent details such as chest pains, breathing status, etc.

Do not hang up the phone before all information is provided. Immediately after phoning for an emergency vehicle, the employee should notify Student Services (802-8500).

The department of Student Services will verify any calls for emergency vehicles, notify college security, make contact with the victim's emergency phone number, and phone the nursing lab to request temporary assistance for injured individuals.

The employee should remain with the victim until help arrives, applying first aid techniques where possible.

### **Defibrillators**

Defibrillators are devices that can be used during a cardiac emergency in an attempt to stabilize a victim's heart rhythm. In the event that someone appears to be suffering a heart attack, the employee should phone 9-911 while another employee phones the nearest defibrillator location. Defibrillators are stored in white wall mounted cabinets at the following locations. They are marked "Life Pak Emergency Defibrillator."

**Fitness Center (G107) - ext. 8610**

**Physical Plant Department (L102) - ext. 8170**

**Technology Building Message Center (V105) - ext. 8850**

**KCC's Fitness Center in the OAK Orthopedic Sports Arena**

It is best to have a KCC employee trained in using defibrillators operate the device; however, in case of emergency, audio directions for the untrained can be automated by pressing the defibrillator's "on" button.

### **First Aid**

In the event of a disaster, first aid stations will be established in Rooms S102 and S106, and available Health Careers staff will supervise medical attention for the injured.

Wheelchairs are available in Rooms S102, S106, and W101.

First aid kits are available at the following locations throughout the campus:

- **STEEL ANNEX**
  - Welding lab (south wall) and Vehicle Maintenance Room
  - Parenting Program Building – Room A124
  - Visual Arts Building – Room VA01
- **SCIENCE BUILDING**
  - Rooms S119, S102 and labs
- **WORKFORCE SERVICES**
  - Room D110
  - New Fitness Center inside the OAK Orthopedic Sports Arena
- **TECHNOLOGY BUILDING**
  - Message Center and labs
- **BUILDING L**

<b>1st Floor</b> <ul style="list-style-type: none"><li>Receptionist desk</li><li>Physical Plant Office</li><li>Fitness Center</li></ul>	<b>2nd Floor</b> <ul style="list-style-type: none"><li>Media Department</li><li>Student Services</li></ul>	<b>3rd Floor</b> <ul style="list-style-type: none"><li>Message Center</li></ul>
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- **COLLEGE VEHICLES**

First aid supplies at each location should be monitored by each department. The minimum supplies for each kit are listed on the inside lid. Replacement supplies can be ordered from Student Services (802-8509).

Additionally, there is a cot located in Room L265 for persons who become ill and need a quiet resting place. This room should not be used in situations where the person may become unconscious or unable to seek assistance.

### **FIRE EMERGENCY ALERT (Single Continuous Alarm)**

If a person discovers a fire, he/she should activate the alarm system and proceed to the nearest exit. If conditions permit, call the Physical Plant Department (802-8170) and use available fire extinguishers. Should the alarm sound during a class, have the students evacuate (advise them to take purses and valuables), always close doors and assist the disabled. Do not use elevators because of possible power failures. Disabled people unable to descend stairs should remain on stairway landings at either the east or west ends of the building to await fire department rescue.

When the first alarm is activated on the East Campus, the Kankakee Fire Department alarm is activated by telephone lines. Security and Physical Plant staff members are trained on procedures for resetting the fire alarms.

Proper action during the first few minutes of a fire can make a significant difference to allow the fire department to control a fire with minimal damage. Know the difference between types of extinguishers. Knowing the proper use of each type of extinguisher may prevent injuries to persons or damage to property.

### **Fire Extinguishers**

The four general types of extinguishers are water, CO<sub>2</sub>, ABC and halon.

<b>Fire Type</b>	<b>Description</b>
<b>Class A – Water</b> (wood, cloth, paper)	This type of extinguisher is intended for use only on <b>Class A</b> fires. The water extinguisher is normally a stainless steel container with a gauge at the top, and is equipped with a hose and small nozzle. Examination of the gauge and charging seal are the methods of inspection. This extinguisher should only be used where large amounts of water are permissible. Using a water extinguisher on oil or grease fires may spread these fires. Using a water extinguisher in an area where electricity may be present can cause electrical shock to the user of the extinguisher or to other persons in the area.
<b>Class B – CO2</b> (flammable liquids, grease, gasoline, paints, oils, etc)	The CO2 extinguisher has no gauge and is equipped with a hose and a large nozzle. This type of extinguisher is intended for use on Class B and C fires. The charging seal will pass through the safety ring and should not be broken before use. An examination of this seal is the method of inspection. The extinguisher is effective for use on gasoline, grease, oil or other materials that require a smothering effect. It also may be used on electrical fires. This extinguisher releases a very cold “snow” which blankets the fire. The extinguisher is not effective on Class A (paper, cloth or wood) fires.
<b>ABC</b> (electrical equipment)	The ABC extinguisher is equipped with a gauge, hose and small nozzle. Examination of the gauge and charging seal are all methods of inspection. This type of extinguisher is intended for use on all classes of fire. One disadvantage to this extinguisher is that it is deliquescent (attracting moisture from the air) and, after discharge, forms a sticky residue, which can necessitate a complete overhaul of an electric motor, computer or other similar equipment. The ability of this extinguisher to operate on any of the classes outweighs its one disadvantage, making it the best single choice of the extinguishers to use.
<b>Halon</b>	The Halon extinguisher releases a gas that is heavier than air and works to smother a fire. The ingredients within the extinguisher will not injure electrical components, which make it desirable in an area with electrical equipment. There are two such extinguishers placed near the door of the computer room, Room L362.

**SEVERE WEATHER/DISASTER ALERT  
(Rapidly Repeating Blasts of the Alarm)**

During severe weather alerts or disaster situations, the KCC senior administrator on campus will be in charge, and a command post will be established in Room S101. A battery-powered radio is stored at the College Center receptionist desk and should be tuned to WKAN-AM 1320, for weather information. A rechargeable lantern-type flashlight also is stored at the reception desk.

The college is connected to an emergency radio system of the area Emergency Services and Disaster Agency. If a weather alert is broadcast over the system, it will be received at the College Center receptionist desk.

If a tornado or other severe weather phenomenon is imminent, the alert will be relayed campus-wide through the fire alarm system by sounding short rapid repeating alarms. Each individual should then move immediately to an area of shelter in an organized manner. The following locations have been designated as areas of safety for weather emergencies.

1. College Center corridor south of Learning Resource Center.
2. Child Development Center.
3. Nursing Department reception area.
4. Technology Building east-west and north-south corridors.
5. Prairie Building Rooms W103, W106, and the Prairie Room (W109 and W111).
6. Lower level of LRC, south wall carrel area and Rooms L161 and L165.
7. Restrooms in College Center, Learning Resource Center, Technology Building, Science Building and Workforce Development Center (first floor).
8. South bank of retention pond.
9. Workforce Development Building first floor interior rooms away from windows.
10. South wall of science lab area and underneath lab tables.
11. Rooms S102, S106, S107, S112, and S114.
12. South wall of the building presently occupied.
13. Locker rooms and training rooms in Activities Building.
14. Occupants of KCC's fitness center in the OAK Orthopedic Sports Arena can go to lower level interior rooms away from windows (not ice rink).
15. Outdoor area away from buildings which is lower than ground level such as a ditch or swale.

The KCC senior administrator on campus is responsible for giving the order to sound the alarm.

## **EVACUATION**

Elevators may be used in evacuations other than those for fires.

### **Persons in College Center**

- Route to College Center corridor south of Learning Resource Center and to Child Development Center

### **Persons in Science Building**

- Route to south wall of Science lab and Rooms S102, S106, S107, S112, and S114.

### **Persons in Prairie Building**

- Route to Rooms W103, W106 and the Prairie Room.

### **Persons in Technology Building**

- Route to Technology Building east-west corridor and north-south corridor as well as Rooms W103, W106 and Prairie Room.

### **Persons in Child Development Center**

- Remain in Child Development Center

Persons in **Learning Resource Center**

- Route to Learning Resource Center along south wall of lower-level carrel area and Rooms L161 and L165.

Persons on **Third Floor**

- Route to College Center corridor south of LRC and Child Development Center

Persons in **Administration Hallway, Business Office, Student Services and Media**

- Route to College Center corridor south of LRC

Persons on **West Campus**

- Route to the swale area west of buildings.

Persons in **Workforce Development Building**

- Route to first floor interior rooms away from windows.

Persons in KCC's new fitness center in **OAK Orthopedic Sports Arena**

- Route to lower level interior rooms away from windows (not ice rink).

**Emergency Evacuation Assistance**

To provide assistance and alert students and staff during severe weather or emergency evacuation, the individuals below have been assigned responsibility of being knowledgeable about the emergency procedures in the specific areas and are responsible for the persons in those areas identified. Faculty and staff should be the last to evacuate areas, seeing that students and visitors are first to leave. *In the case of fire, persons unable to descend stairs should remain on landings in stairwells, preferably at the extreme east or west ends of buildings.*

- **Evacuate College Center; assist disabled:**

**Day** - Coordinator of Student Activities and College Center/College Center Receptionist

**Evening** - Evening Administrator/College Center Receptionist

- **Notify West Campus of emergency:**

1. WIA 802-8960

2. NIAAA 939-0727

3. Steel Annex 802-8876 and 802-8874

4. Visual Arts 802-8718

5. New Fitness Center in OAK Orthopedic Sports Arena 802-8610

**Day** - Administrative Assistant to Dean of Student Services/Financial Aid Receptionist/Student Services Receptionist/Assessment Receptionist

**Evening** Student Services Receptionist/Accounting Office Cashier

- **Supervise College Center corridor south of Learning Resource Center:**

**Day** - College Center Receptionist

**Evening** - Evening Administrator/College Center Receptionist

- **Evacuate Technology Building; assist disabled:**

**Day and Evening** - Technology Division Chair/Faculty/Administrative Assistant

- **Evacuate Third Floor Building L; assist disabled**  
**Day and Evening** - Building L Division Chairs/Faculty/Administrative Assistants
- **Evacuate Science Building; assist disabled**  
**Day and Evening** - Science Division Chair/Faculty/Administrative Assistants
- **Sound Alarm System:**  
**Day** - Physical Plant Supervisor/Dean of Student Services  
**Evening** - Physical Plant Supervisor
- **Child Development Center:**  
**Day** - Child Development Center Supervisor
- **Evacuate Media and Learning Resource Center:**  
**Day** - Learning Resource Center Director and Circulation Desk Staff  
**Evening** - Circulation Desk Staff
- **Evacuate Workforce Development Center**  
**Day** - Custodial Supervisor  
**Evening** - Custodian assigned to the building

First aid equipment is stored in each of the evacuation safe areas; and a loudspeaker is stored at the College Center receptionist's desk (for senior administrator in charge or the evening administrator).

### **PROCEDURES FOR SUSPECTED BIOLOGICAL/CHEMICAL INCIDENTS**

These procedures have been prepared based on recommendations from agencies and organizations with expertise in responding to emergency situations, including the Kankakee County Health Department, the Kankakee County Sheriff's Department, the Kankakee Police Department, the FBI, and the Illinois Emergency Management Agency. These organizations emphasize the importance of providing a rational, controlled response to any incident.

1. If an envelope, package or other object appears suspicious – **Do not disturb, touch or open it.** (See "Procedures for Identifying Suspicious Envelopes/Packages/Objects" in this section.)
2. Remain calm. Do not panic.
3. Isolate the area. If a package, envelope or other object is identified as suspicious in any way, an effort should be made to isolate (Quarantine) the surrounding area so no other people come in contact with it. This response may include:
  - Leave the object where it was discovered. Avoid having it contact anyone's skin and disrupt the package as little as possible.
  - Turn off fans in the room.

- Close windows.
  - Isolate the object.
  - Close the doors to the room or area, if possible.
4. Anyone who could possibly have come in contact with hazardous materials should wash his/her hands with soap and water.
  5. Remain at the scene of the incident until authorities assume control. Individuals who come in contact with the object should remain at the scene and away from contact with other people as much as possible.
  6. Contact KCC's Physical Plant Department (802-8170). Physical Plant Department personnel will initiate the response(s) by appropriate college staff, local and state law enforcement, and emergency and public health personnel.  
These responses may include:
    - Notification of local police who will arrange to collect the object and assess the threat.
    - Instructions to have all other persons who have come into contact with the object wash their hands with soap and water.
    - Notification of the Illinois Emergency Management Agency (IEMA) at 80-782-7860. IEMA also may take a report from those at the scene and notify the Illinois Department of Public Health, Illinois State Police, the FBI and the United States Postal Inspector.
    - Preparation of a list of all individuals who came into contact with the object as well as those within the immediate area. The list may then be provided to the appropriate agencies responding to the incident such as local law enforcement and public health officials.
  7. Follow all instructions given by the local, state and federal authorities.

## **PROCEDURES FOR IDENTIFYING SUSPICIOUS ENVELOPES/PACKAGES/ OBJECTS**

Keep in mind that a biological or chemical agent or a bomb can be enclosed in packages or envelopes and can be disguised in many ways. However, some unique characteristics may assist in the identification of suspicious mailings.

Take caution with an envelope/package/object that has any of these characteristics:

- Contains unusual materials other than a letter, such as powder, liquid or anything else unusual.
- Bears any restricted endorsements such as "Personal" or "Private". These Characteristics are important when the addressee does not usually receive personal mail at the office.

- No return address, or the return address is unusual or make no sense.
- Cancellation or postmark shows a different location than the return address.
- Addressee's name or title is inaccurate.
- Has distorted handwriting, or the name and address are prepared with homemade labels or cut-and-paste lettering.
- Has protruding wires, aluminum foil or oil stains.
- Emits a peculiar odor.
- Feels rigid or appears uneven or lopsided in shape.
- Has excessive postage.
- Is unprofessionally wrapped with several combinations of tape used to secure the package and/or is endorsed "Fragile-handle with Care" or "Rush-Do Not Delay".
- Has soft spot(s) or bulge(s).
- Makes sloshing sounds.
- When removing contents, pressure or resistance is noted – if you feel pressure or resistance in removing contents – STOP.

### **PHONE THREATS**

Employees who receive phone threats are asked to pay close attention to as many details as possible of the call.

Employees are asked to pay particular attention to the way the threat is worded, the mannerisms of the caller and to any background sounds. In cases of bomb threats, the person receiving the call should try to find out where the bomb is, what it looks like and when it is set to explode or release.

The employee is asked to take notes during or immediately after the threat is made. The employee should also record the phone number of the incoming call. After the call is complete, phone the Physical Plant Department at 802-8170 to report the threat.