



SCC

Adjunct
Handbook

2010

This document contains information and helpful hints for the adjunct instructor at Southeastern Community College. We truly appreciate the important work that you do for us.

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1.1 YOU ARE A PART OF SCC

Have you ever wanted to be a walking billboard for any cause or job? Well, by accepting a position at SCC, you have become a representative of the college both on and off the job sites. All employees are expected to be willing and able to represent SCC in a professional and positive manner with prospective, former, and current students, colleagues, clients, suppliers, visitors, and the communities we serve.

Respect, cooperation, collaboration, and integrity are essential to the successful fulfillment of SCC's mission. Since an employee's conduct influences the general public's opinion of the college, SCC asks all employees to serve as positive, trustworthy ambassadors for the college and the services we provide our communities. Each of us plays an important role in community relations as well as the attraction, retention, and success of our students. SCC thanks you for taking on this responsible role and doing your part in achieving our success.

1.2 HISTORY OF THE COLLEGE

In the spring of 1965, the General Assembly of Iowa provided for the establishment of area community colleges and vocational-technical schools, with the southeastern part of Iowa designated Merged Area XVI. Within this 3 ½ county area, two public post-high school educational institutions existed: Burlington Junior College, founded in 1920, and Keokuk Community College, established in 1953. Both institutions were operated by the local community school districts until July 1, 1967, at which time they became north and south campuses of Southeastern Community College. SCC is one of fifteen area community colleges which comprise the Iowa System of Community Colleges operating under the regulations of the Iowa Department of Education and the Code of Iowa.

1.3 FACILITY LOCATIONS

The major facility locations housing programs operated by Southeastern Community College are as follows:

CBIZ-Center for Business & Industry
610 North 4th Street, Suite 220
Burlington, IA 52601
319.752.2731 866.SCC.IOWA

Fort Madison Center
1602 Avenue F
Fort Madison, IA 52627
319.376.2286 866.SCC.IOWA

Iowa State Penitentiary
P.O. Box 316
Fort Madison, IA 52627
319.372.5432

Keokuk Campus
335 Messenger Road
P.O. Box 6007
Keokuk, IA 52632
319.524.3221 866.SCC.IOWA

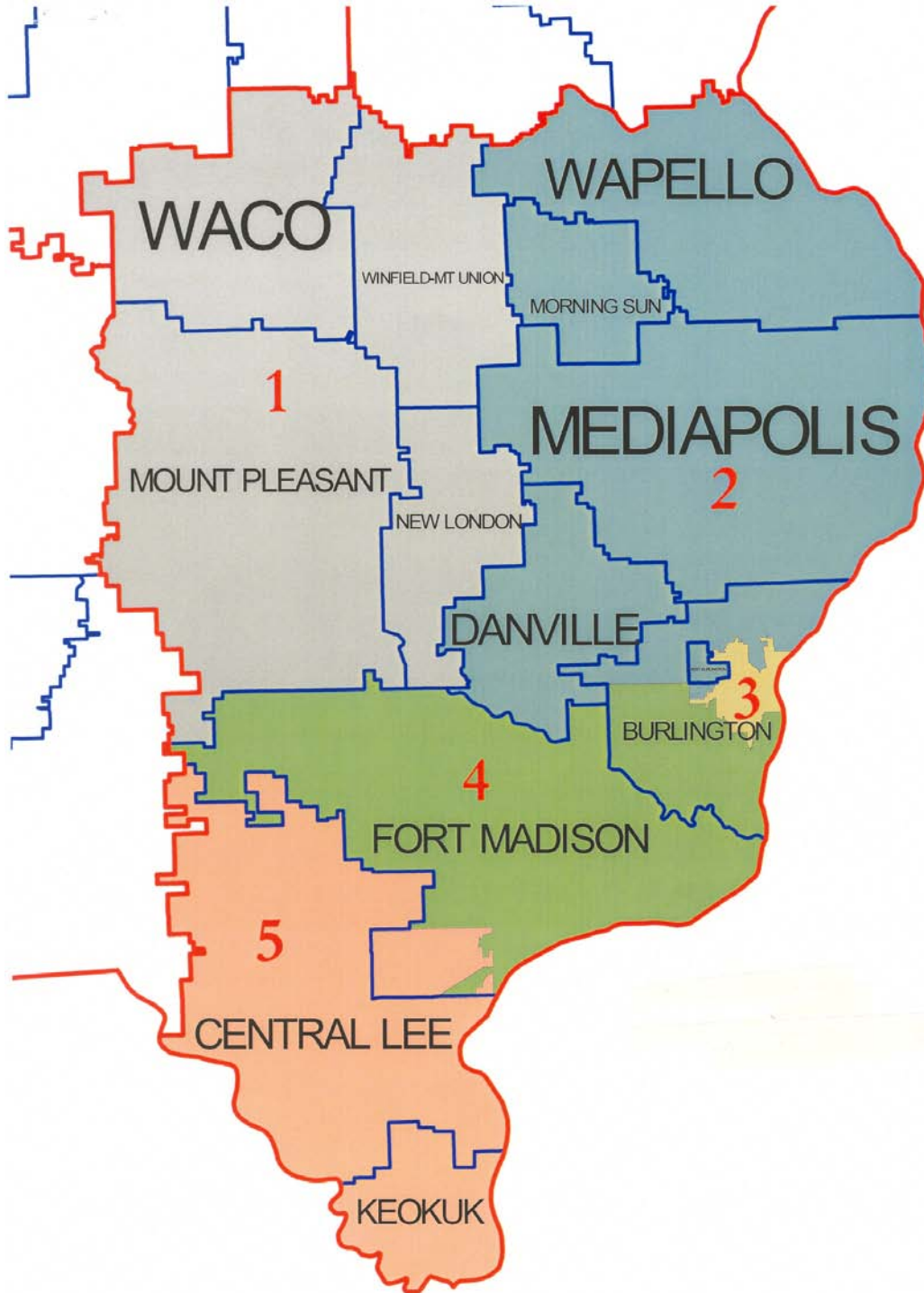
Mount Pleasant Center
200 North Main Street
Mount Pleasant, IA 52641
319.385.8012 866.SCC.IOWA

Mount Pleasant Correctional Facility
1200 E. Washington
Mount Pleasant, IA 52641
319.385.8012 x 2383

West Burlington Campus &
Administrative Center
1500 West Agency Road
PO Box 180
West Burlington, IA 52655
319.752.2731 866.SCC.IOWA

Workforce Center
1000 North Roosevelt Avenue
Burlington, IA 52601
319.753.1671

1.4 MERGED AREA XVI



1.5 COLLEGE GOVERNANCE

Southeastern Community College is governed by a five-member Board of Trustees elected from and by the citizens of five separate director districts. It is the Board's responsibility to see that the college is well administered by the president and college staff, to establish institutional policy and to determine the effectiveness of the institution in fulfilling its mission to the area. The governing board operates in accord with a set of written policies. Regular meetings of the Board of Trustees are usually held on the second Monday of each month in the John M. Caldwell Board Room.



Brian Roth

Director District 1.

Representing all residents of Mount Pleasant, New London, WACO and Winfield-Mount Union



Landen Hillyard

Director District 2.

Representing all residents of Danville, Mediapolis, Morning Sun, Wapello and West Burlington Independent Community School Districts plus Burlington voting precincts 1 and Tama Township, Flint River Township/City of Middletown, and voters that are West Burlington residents in the Burlington Community School District.



David Walker

Director District 3.

Representing all residents within the Burlington voting precincts 2, 3, 4, 5, 7, 8, 9 10, 11 and 12.



Moudy Nabulsi

Director District 4.

Representing all residents within the Fort Madison Community School District except that portion in the Jefferson Township Precinct, and also includes that portion of the Burlington Community School District comprising the Union Concordia Township Voting Precinct, and Burlington City Voting Precinct 6.



Janet Fife-LaFrenz

Director District 5.

Representing all residents within the Central Lee Community School District, all of the Keokuk Community School District, and that portion of the Jefferson Township Precinct that is located within the Fort Madison Community School District.

1.6 COLLEGE ORGANIZATION

The Chief Executive Officer of the college is the President. The President is responsible for the operation of the community college with respect to its educational program, its faculty and student personnel programs, and the use of its facility. The following are members of the president's cabinet: Vice President for Administrative Services, Vice President for Teaching & Learning, Vice President for Student Services, Director of Workforce Development, Director of Marketing and Communication, Executive Director of Institutional Advancement, Director of Human Resources, Executive Director for Information Technology, SCCHEA Representatives (2), SCCESA Representatives (2), Student Services Representative, Teaching and Learning Representative and Executive Assistant to the President/ Board Secretary.

Administrative Services

The Administrative Services division of the College provides and accounts for the business/finance, human, facility and auxiliary services and resources necessary for the College to achieve its mission.

Information Technology Services

Information Technology Services division is comprised of the following areas: Instructional Technology; Information Technology; and Distance Learning. The ITS department is focused on supporting the mission of SCC while working closely with all SCC stakeholders to develop, implement and evaluate a shared vision for technologies, services and support.

Institutional Advancement

The general purpose of the Office for Institutional Advancement is to seek out sources of public and private funding that would enhance the internal operations of the College through oversight of the Foundation, Alumni Association, and grantsmanship, the provision of assistance to the President in legislative and accreditation activities, and to provide useful information on alumni to the Marketing and Communications Department.

Teaching & Learning

The Teaching & Learning Division provides for management and operation of the teaching and learning functions at SCC. Division faculty and staff are committed to providing access to quality education opportunities across the college district. Division services are delivered through a variety of programs.

Student Services

The Student Services Division encompasses all of the following areas: Enrollment Services (Admissions, Advising, Financial Aid and Registration); Residence Life; Student Activities; the SuCCess Center (Disability Services, Tutoring, Testing and Developmental Education and Athletics). The goal of the Student Services staff is to assist and guide students in their educational and personal development while enrolled at SCC and to provide thorough, efficient and courteous services that support an environment for student success.

Workforce Centers

The Workforce Centers in southeast Iowa provide employment services in Burlington, Fort Madison, Mount Pleasant and Keokuk. SCC provides services as the One-Stop operator for the federal Workforce Investment Act program (WIA) and, with Iowa Workforce Development, manages Promise Jobs (PJ) programs.

2.1 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

It is the policy of Southeastern Community College (Merged Area XVI) to provide equal employment opportunities for all employees and applicants who meet the qualifications established for a position or classification for which application is made. Southeastern Community College will not discriminate on the basis of sex, race, color, creed, religion, national origin, age, disability, or marital status in its educational programs, activities, admission procedures, or employment practices. The College affirms its commitment to comply with all applicable Federal and State law, regulations, and orders.

An Affirmative Action Officer and an Affirmative Action Committee will be appointed by the President from the staff of the College. The Officer and Committee will be responsible to the President and will maintain an Affirmative Action program that will assist in insuring the maintenance of equal employment opportunities and fair treatment for all people as defined by law.

Any person who believes that he/she has been the recipient of a discriminatory act may file a complaint with the campus AA/EEO Coordinator or the SCC Human Resources Officer. Complaints will be handled in compliance with the College's Affirmative Action Plan. The College is firmly committed to prohibiting harassment or discrimination on any basis.

2.2 SEXUAL HARASSMENT

Sexual Harassment — Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature occurring in the work place or academic setting when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a course, program or activity; or
2. Submission to or rejection of such conduct is used as a basis for employment or educational decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive working/learning environment.

Such conduct is a violation of Civil Rights Laws and will not be tolerated at Southeastern Community College.

Persons having complaints of sexual harassment should lodge such complaints utilizing the procedure specified in the College's Affirmative Action Plan.

2.3 DRUG FREE WORKPLACE

Pursuant to the Drug-Free Workplace Act of 1988, Southeastern Community College adopts the following policy concerning drugs in the workplace.

1. It is the policy of Southeastern Community College to discourage drug abuse among its employees. This intent is consistent with the College's desire to provide a quality educational environment for the public, a healthy workplace, and to promote good health and performance among its employees.

2. Abuse (manufacture, distribution, dispensation, possession or use) of a controlled substance in the workplace is prohibited. For the purpose of this policy, controlled substance shall be construed to mean any substance defined in Chapter 204 of the Iowa Code as being an illegal drug.
3. A copy of this policy shall be distributed to all present and new employees, and be posted on the employee bulletin boards.
4. The Personnel Office shall develop and deliver a drug-free awareness program to educate employees about the dangers of drug abuse and about the availability of drug counseling and rehabilitation programs.
5. As a condition of employment, each employee must abide by this policy, and must notify this employer (through the Personnel Office) within five days of any conviction involving a controlled substance in the workplace. The employer shall in turn notify the appropriate Federal government agency within ten days after receiving such notice, as required by law. This requirement only pertains to CONVICTIONS involving CONTROLLED SUBSTANCES which occurred IN THE WORKPLACE.
6. Any employee violating this policy may be suspended without pay for a period of up to six months, and FURTHERMORE, will be REQUIRED to participate in an approved and appropriate drug rehabilitation program at his/her own expense. Failure to comply may result in termination of employment, as may repeat convictions for the same offense or other drug-related offenses.
7. The Board shall cause the establishment of a drug-free zone on sites where instruction is offered at campuses and operations centers.

2.4 **SMOKING POLICY**

In compliance with the state of Iowa's Smoke Free Air Act and Board of Trustees directive, as of July 1, 2008, the use of tobacco products, which includes smokeless and smoking tobacco, is prohibited in all areas within SCC buildings, grounds, vehicles and all private vehicles parked on college property. This includes the use of tobacco within private vehicles on college grounds.

Persons in violation of SCC's tobacco-free policy may be subject to disciplinary action by the college and/or the Iowa SmokeFree Air Act of 2008.

For more information about the Iowa SmokeFree Air Act or to register a complaint call 1-888-944-2247 or visit www.iowasmokefreeair.gov

2.5 **RESPONSIBLE USE OF INFORMATION TECHNOLOGY**

1. Statement of purpose

Southeastern Community College provides computer and network resources necessary to advance the mission of the college. Academic freedom is one of the principal values of Southeastern Community College. Therefore, the right of faculty and staff to use computer and network resources for professional purposes shall not be limited, provided these resources are used in a legal and ethical manner.

2. Users Governed

This guideline applies to all SCC employees. Separate guidelines exist for SCC students and the general public.

3. Resources Covered

This guideline governs the use of all computer and network resources, at all SCC facilities, and includes but is not limited to:

- Networks
- Internet access (www, file sharing, bulletin boards, etc.)
- Online computer storage space
- Email
- Stand alone computers
- Networked computers
- Connecting resources

4. Responsibility of users

Southeastern Community College provides computer and network resources for employees to support quality education, exceptional service to students, and professional enhancement. Computer and network resources should not be used for personal gain, or external purposes that do not advance the mission of the college or enrichment of the faculty, staff, and their respective programs.

Computer and network resources should not be considered limitless; therefore, employees should respect the needs of other users by paying attention to consumption of bandwidth, server space and other shared network resources.

System users bear the primary legal, ethical, and academic responsibility for the material that they choose to access, send, or display.

5. Security and Privacy of Users

Due to the nature of electronic communication confidentiality of email and other network transmissions is not guaranteed. Southeastern Community College will not impose any restraints on or make any effort to monitor the content of communications and/or inquiry other than those necessary to insure the integrity of network resources, (e.g. viruses and other replicating destructive programs) or to comply with local, state or federal laws.

6. Disclaimer

SCC shall not be held responsible for any illegal, negligent, or harmful actions as a result of inappropriate use of college Internet, email, or network resources. In addition, SCC is not responsible for content downloaded from external Web sites and networks.

SCC will not be responsible for any damages or data loss experienced by those using computing equipment, facilities and network services.

2.6 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

Confidential education records include student registration forms, graded papers, student information displayed on a computer screen and social security numbers linked to names. Employees who work around education records need to keep this information secure and protect the rights of students.

The essence of this act is that:

- Students upon reaching age 18 or students attending postsecondary institutions, regardless of age, must be permitted to inspect and review their own education records (any records from which the student can be individually identified), to the exclusion of third parties. There are no rights guaranteed under FERPA for parents of students attending a postsecondary institution.
- Institutions may not disclose information about students, nor permit inspection of their records, without the student's written permission unless such action is covered by certain exceptions as stipulated in the Act.

The law says colleges may release directory information about students but that each college should formulate its own policy about what directory information it will release and to whom it will be released. The directory information categories identified by the Family Educational Rights and Privacy Act are the student's name and address, e-mail address, telephone number, major field of study, participation in SCC sports and activities, weight and height of athletes, dates of attendance, degrees and awards received, previous schools/colleges attended, place and date of birth, class schedule, class roster, full or part-time status, photograph and emergency information.

SCC will only release allowable information under the Family Educational Rights and Privacy Act of 1974.

3.1 PAYROLL PERIOD AND PAY DATES

All Southeastern Community College employees shall be paid twice monthly on the 15th and the last day of the month provided payroll information is submitted in a timely manner. If the pay date falls on a Saturday, Sunday, or holiday, payment shall be made on the preceding duty day.

4.1 WORKER'S COMPENSATION

Employees who are injured on the job are entitled to receive Workers' Compensation benefits, for which the College carries the requisite insurance. But State law (Section 279.40) requires that such benefits offset sick leave payroll compensation benefits. Therefore, the payroll treatment of duty days for which the injured employee is absent following the date of the injury shall be as follows.

Workers' Compensation benefits are a calculated portion of the employee's regular wages or prorated salary. Benefits will be paid by insurance check to the employee. The College will make up the difference between the Workers' Compensation benefits and their regular wages or prorated salary for those duty days on which they are absent by issuing a supplemental payroll compensation check. For non-duty days subsequent to the injury, employees receive Workers' Compensation insurance benefits with no supplemental payroll compensation.

When supplemental payroll compensation checks are issued for duty days missed, the employee's sick leave bank will be charged only for the supplemental portion, computed by dividing it by the salary per diem or the hourly wage to determine the amount of time to be deducted from the employee's sick leave bank.

To the extent possible, the equal pay period concept will be preserved until the employee has been fully compensated for duty days worked prior to the injury. When the employee returns to duty, a new pay period amount will be established by dividing the remaining duty days on a per diem basis by the number of pay periods remaining under the contract.

5.1 CAMPUS SAFETY

The maintenance of a safe and healthful environment is the joint responsibility of the individual and the institution. The Board recognizes its responsibilities in maintaining a safe and healthful environment and, therefore, requires that all persons using College facilities and equipment discharge such responsibilities with prudence and in accordance with the law and/or standards set by the State of Iowa.

5.2 CAMPUS SECURITY

If the need for campus security arises during business hours, please contact an administrator or the Director of Buildings and Grounds. If the need arises during non-business hours, please dial “0” for the college operator or a security officer is on duty at the West Burlington Campus from 6 p.m. to 6 a.m. Monday through Saturday and 10:00 p.m. to 6:00 a.m. on Sunday. The security officer can be reached by cell phone 319-759-1727.

If there is an emergency please do not hesitate to contact 9-911.

You will also need to complete an incident report per section 6.6 of this document.

5.3 INDIVIDUAL EMERGENCIES

In case of an individual life-threatening medical emergency, call 9-911 immediately.

Contact your supervisor or administrator and report the incident. You will also need to complete an incident report per section 6.6 of this document.

5.4 TORNADOES & SEVERE WEATHER

Tornado Shelter Plan

Because of lack of a basement in most College facilities, no really good sheltering area is readily available. The areas of buildings offering the most security are indicated on the tornado instruction sheet posted in each room or area. These areas are identified as the best protection areas for three primary reasons. (1) Most are relatively small and therefore the walls offer the best support, (2) there is very little glass or overhead equipment in any of these areas, and (3) they are away from the west wall which is the direction from which tornadoes normally come.

It is the responsibility of all college personnel to maintain order and discipline during a sheltering exercise. In the event a tornado should actually strike, faculty members should immediately assume the responsibility of locating the seriously injured in need of immediate attention and directing rescue operations for those who may be trapped.

Tornado Drills:

- A tornado drill will be held once each term. The warning signal for a tornado will be a horn or siren.
- It will be the responsibility of all staff members to see that students take shelter in the designated area of the building.
- The person in charge of the building at the time of the drill will signal the all clear for students to return to class.

Warning Phase:

A tone selective radio activated warning device will be relied upon as the primary warning system. The device will be located at the North Campus Receptionist Desk and in the Fred Karre Memorial Library at South Campus. Supportive information will be sought.

Upon receipt of a tornado watch or warning, the receptionist will disseminate the received information to the President or his/her designee and/or the Dean of South Campus or his/her designee or whoever else may be in charge of the building at the time, and he/she in turn will take the appropriate action as outlined below.

Tornado Watch:

Upon receipt of a tornado watch, the President or his/her designee and/or the Dean of South Campus or his/her designee will disseminate this information to faculty and students.

Those faculty members having class will review with students procedures to be followed in case a tornado warning is sounded.

Tornado Warning:

In the event of receipt of a tornado warning by the tone selective radio activated warning device or the tornado siren, sheltering will take place immediately. Once sheltering is in effect, the responsibilities and procedures as outlined in III-A are in effect.

5.5 FIRE DRILLS

Fire Evacuation

A fire evacuation map will be posted in all classrooms, library and student lounge areas. This map will show the primary fire exit route and an alternate.

Fire Drills:

- A fire drill will be held each term. The fire alarm system will be activated in order to evacuate the building.
- It will be the responsibility of all staff members to see that the building is evacuated in a timely and orderly manner.
- The person in charge of the building at the time of the drill will signal the all clear for re-entering the building.

Procedures to be followed in the event of an actual fire:

1. The person discovering the fire will immediately activate the fire alarm system and the standard evacuation plan will go into effect.
2. The person in charge of the building will immediately insure that all students have been evacuated. He/she will also determine whether it is feasible for persons to remain in the building and use on site campus fire fighting equipment. He/she will also post someone at the entry drive to direct the fire department to the location of the fire.
3. Once the fire department has arrived, they will be in charge and all action will be dictated by them.
4. An assessment of fire damage by the fire department and College administrators will be made to determine the extent of damage. If it is determined the damage is minor and classes can

resume, the building will immediately be re-occupied by students and faculty and classes will continue.

5. In the event of major damage, classes will be dismissed and access to the building will be on a limited basis until a complete assessment can be made.

5.6 HOW TO REPORT AN INCIDENT

The following procedures are established to assist prompt reporting of injury/property damage/property losses.

REPORTING OF INCIDENT:

Reporting of injuries/property damage/property losses should be made at the site of the incident as follows:

West Burlington Campus - Administrative Services
Keokuk Campus – Executive Dean
Ft. Madison Center - Community Liaison
ISP – Director
Mt. Pleasant Center – Director
MPCF – Director
Workforce Center - Director

The staff person the report is made to will have the appropriate form to be completed and will assist in completing the form. Please see Administrative Policy #442 - Theft Reporting Procedures for additional reporting responsibilities for those particular incidents. The Vice President of Administrative Services should be notified in all injury, property damage, and property losses as soon as possible.

REPORT FORMS:

A. Employee Injuries

An employee injured from the time of entering the work site until leaving the work site, including job related traveling, is considered as a Workers Compensation incident and the “Employers Work Injury Report” should be utilized for filing this type of incident.

B. All Other Incidents

All other incidents of injury (student or visitor), property damage, and property loss should be reported on the “Incident Report” form.

REPORT TIMELINES:

Reports of injury, damage or loss should be made as soon as possible after the incident for both internal and external reporting. It is important to document information regarding the incident as soon as possible especially when it could be assumed the condition at the scene of the incident was part of the cause of the incident. It is also important to have appropriate information on witnesses of the incident so that later contact may be made. If injury could result in death or any type of permanent disability, the IMPACC office must be notified within 48 hours.

REPORT INFORMATION:

Report information should be as accurate and detailed as possible under circumstances of the incident. College staff at the scene of the incident should assist in developing the report. College staff involved in assistance to the injured party after the incident should also assist in developing the report (first aid, transportation, etc.).

The college insurance carrier can make decisions regarding a claim much more effectively (both for/or against the claimant) when the file of information is complete.

5.7 **INCLEMENT WEATHER**

The Chief Executive Officer or his/her designee(s) shall have the authority to discontinue instructional sessions and/or close other institutional operations because of extreme weather or other emergency conditions for the length of time the emergency exists. The college personnel shall make provisions to publicly announce such closings via available mass communication media (radio, television, website).

6.1 **PARKING**

Operating and parking of SCC owned vehicles used by employees and authorized students are subject to regulations imposed by the college. It is the responsibility of all those that use or supervise the use of SCC vehicles to acquaint themselves with these regulations.

The college provides free parking for employees and students at both campuses and attendance centers. Employees and students are asked to park in only designated areas. No vehicle shall be left on any college property more than 72 hours without permission of the Director of Building and Grounds.

Handicapped spaces are reserved for handicapped employees, students and visitors displaying valid handicap stickers. Visitor spaces are for campus guests and should not be used by employees or students. If a particular lot is full, please make an effort to find parking in another lot. A full parking lot does not justify illegal or improper parking.

The college suggests that employees lock their vehicles at all times. SCC assumes no responsibility or liability for loss or damage to any vehicle or its contents while the vehicle is operated or parked on campus.

6.2 **FOOD SERVICE**

SCC's food service facilities are open to employees, students, and the general public.

West Burlington

West Burlington campus offers cafeteria service in the 400 building. Breakfast, lunch and dinner are served Monday through Friday. On-Campus catering is available by arrangement. During the summer, breakfast and lunch are served.

Keokuk

Keokuk campus offers a cafeteria in the Barr-Wittenmeyer Hall with lunch served Monday through Friday during the fall and spring semester. On-campus catering is available by arrangement.

Vending machines are also available.

6.3 LIBRARY

SCC employees are encouraged to use the many resources and services provided by the SCC Libraries. The Yohe Memorial Library at the West Burlington Campus and the Fred Karre Memorial Library at the Keokuk Campus contain a combined collection of over 30,000 volumes. The libraries are members of two interlibrary loan networks, SILO (State of Iowa Libraries) and OCLC (On-Line Computer Library Center), which facilitate the borrowing and lending of books and periodical articles using current technologies. Librarians are available for reference assistance and library orientation.

6.4 NOTARY PUBLIC

SCC has several staff members who provide notary services. All school business that needs to be notarized will be accomplished by these individuals. They are as follows:

Keokuk Campus -	Office Manager
West Burlington Campus -	Accounts Payable Specialist Admin. Assistant – Vice President of Admin. Services Executive Assistant to the President/Board Secretary Admin. Assistant – Vice President of Teaching & Learning Human Resources Generalist Secretary/Accounts Specialist – Inst. Advancement

Since the Notaries are attesting the signature of documents they notarize, it is important that the documents be signed in the presence of the Notary.

6.5 SCC ACTIVITIES

SCC employees can attend most on-campus extra-curricular activities at a discounted price or free of charge. These activities include music concerts, plays, and athletic events. Information on upcoming events may be obtained from the in-house newsletters, or by accessing SCC's website.

6.7 MULTIMEDIA CENTER

The Multimedia Center is located at the West Burlington Campus, but provides services and equipment for West Burlington Campus, Keokuk Campus, and affiliated classrooms. The Center provides media equipment such as TV's, VCR's and LCD projectors for classroom presentations. The department also provides production services for faculty, staff, and students. Type duplication, both audio and video, transparencies, photography, and equipment to compose multimedia presentations are all available in the Multimedia Center.

7.1 WHO SHOULD YOU CALL?

If you are having issues and don't know where to turn, you can always contact your content dean.

For health, math and science issues, contact the dean at ext. 5100

For career and technical education issues, contact Laura Menke at ext. 5193 or lmenske@scciova.edu

For arts, humanities and communication issues, contact Dr. Tim Ahern at ext. 5247 or tahern@scciowa.edu

Computer/Technical issues:

If you need software loaded onto SCC lab computers; call Tammy Hobbs in WB at ext. 5078 or in Keokuk call Barb Altheide at ext. 1984.

If the computer in your classroom not working correctly; call the help desk at ext. 5087.

If the media in your classroom in West Burlington is not working correctly, call Bruce Huddleson or Barb Butts at ext. 5080 or 5081.

If your media is not working correctly in Keokuk call Barb Altheide at ext 1984.

All instructors can have access to the following technology resources. If you wish to have access you will need to complete the yellow form located in the employment packet.

Campus email: This account is provided by the college and can be access from any location via the internet. To access your account go to www.scciowa.edu/facultystaff/ and click on the HawkNet button. Once you have logged into HawkNet, a link to your email account can be found at the top center of the page.

eCollege Learning Management System: This system provides an online resource for your classes where you can post class notes, articles, assignments a testing tool and an electronic gradebook. Use of this system does require brief training. If you have questions or are interested in training please contact Rebecca Hannum 1-319-208-5085 or rhannum@scciowa.edu. This system can be accessed from any location via the internet HawkNet by clicking on the eCollege-Instructor link.

Network Storage: If you would like to save electronic documents you can do so on your H: drive on the Southeastern Network. You can access your network drive via the internet from any location by going to HawkNet and clicking on My Files-Hawkweb.

WebAdvisor: This allows access to your course rosters, grade reporting and payroll information. You can access WebAdvisor from the www.scciowa.edu/facultystaff page or via the Web Advisor area of HawkNet.

Student issues: If students are having difficulty with the curriculum you can refer them to the SuCCess Center located on both West Burlington and Keokuk campuses.

Printing Services: If you are on the WB campus the adjunct office (room 157) has a copier that you may use if copies are required immediately. You will need a code to access the copier which you can get from your dean's office. If you are on the Keokuk campus there is a faculty copier by the bookstore that you may use for immediate copies. If you can plan ahead, you can send your digital copies via email to pcollins@scciowa.edu who will fill out the copy request form and get your copies made for you. (This process usually takes a few days.)

Technology Services Website: http://www.scciowa.edu/about/technology_services/help_desk.html

Faculty and Staff Website: <http://www.scciowa.edu/facultystaff/>

Current Students Website: <http://www.scciowa.edu/currentstudents/>