# JACKSON COLLEGE @ LISD TECH
## FACULTY/STAFF INFORMATION SHEET
**517.265.5515**

### BUILDING

| **MAIN OFFICE HOURS** | Monday – Thursday | 8:00 a.m. until 6:00 p.m.  
| | Friday | 8:00 a.m. until 5:00 p.m.  
| | *Please note – we do have some extended office hours during registration periods*

| **BUILDING HOURS** | Monday – Thursday | 7:30 a.m. until 10:00 p.m.  
| | Friday | 7:30 a.m. until 5:00 p.m.  
| | Saturday | 7:30 a.m. until 3:00 p.m.  

### SECURITY
Jackson College @ LISD TECH has video surveillance throughout the 1st and 2nd floor corridors, within the main office and the building exterior.  
A security guard is on duty after office hours and on Saturdays.  
All classroom doors will be in the locked position and magnetic door holders are installed. This is a safety measure, that if ever necessary to shelter in place, doors are already locked and only need to be pulled to the closed position.  
*Please note: when exiting at the end of the class, please make sure the door is returned to the open position on the magnetic holder, to avoid locking out the incoming class.*

### MSDS BOOKS
There are 7 MSDS books available (Main Office, Employee Lounge, Student Lounge, Maintenance Office, Room 111, Room 118 and LISD TECH Center Bio/Chem Tech Lab). There are two indexes within each manual – one by product name and one by product vendor.

### EMPLOYEE LOUNGE
The employee lounge is located in Room 122 next to the Main Office.  
Students are not allowed in this room due to FERPA regulations.  
There are computers, faculty mailboxes, and photocopier available.  
You will need an employee ID card to gain access to the lounge.  
Please see the Main Office to get your ID.  
*Please note that this ID card is a KEY!  If you lose it, please contact the Jackson College @ LISD TECH Main Office immediately and report it lost so we can deactivate the card.*

### SWIPE ACCESS
Entrance to Room 122 (employee lounge) is gained by swipe access with your employee ID.

### SHARED STAFF LOUNGE w/LISD
Jackson College faculty/staff and LISD faculty/staff may utilize this lounge.  
You can purchase coffee for $25.00/year, if you are a full-time employee and $12.50/year if you are a part-time employee.  
Please see Tina May in the Jackson College @ LISD TECH Main Office for details.

### STUDENT RIGHT TO KNOW & CAMPUS SECURITY ACT
The College posts the report on the website (https://www.jccmi.edu/campus-security-safety/campus-crime-fire-statistics/) as a convenient method to provide this information to students and employees. If you have questions please contact JC Security at 796-8620 or email: WhippleJeffreyS@jccmi.edu

### BULLETIN BOARDS
Bulletin boards are for College use only.  
Non-classroom postings may be placed on the bulletin boards in the back stairwell on the second floor.

### BISTRO
The Quotable Café is located on the second floor landing.  
Hours vary by semester.  
Although not in operation at this time, we plan on opening again during the upcoming school year.

### PARKING – OVERFLOW LOT
Overflow parking is available next door at the LISD TECH Center.  
Security is available in the evening to escort students, faculty, visitors, and staff to their car upon request.

### School Zone
The speed limit on M-52 is 30 mph during designated school zone hours.

### In Case of Emergency
Each classroom and office space has an “In Case of Emergency” directional map located near the classroom/office door.  
AED machine, fire extinguishers, and the closest exit are noted on the map.
### TECHNOLOGY

#### USERNAME & PASSWORD
Username: First 7-digits of last name, first 7-digits of first name, middle name initial
Password: First letter of first name capitalized and first letter of last name in lowercase, 2 digits of your day of birth, the last two digits of your birth year, and the last four digits of your JC I.D. #

#### IT TECHNICIAN
Jackson College @ LISD TECH does not have an IT Technician on staff at this location. If you have technology needs, please first start with the JC @ LISD TECH office team. If not available, you may also contact the JC Solution Center directly at Extension 8639.

#### WIRELESS & NOTEBOOK TECHNOLOGY
Jackson College @ LISD TECH is a wireless facility. In addition, we have a notebook cart-on-wheels (COW). This allows us to better utilize the facility while expanding course/program offerings locally. You must be trained in order to utilize the COW. Please contact the JC @ LISD TECH Main Office, to set up COW training.

#### LOG OFF COMPUTERS!
Please log off of computers when you are finished. This will prevent others from gaining access to your G: drive and employee email account.

*Please Note:* The computers in the employee lounge have an automatic computer lock function. If there is no activity after 4 minutes, the computer will lock and you will need to re-enter your password.

#### SAVING DOCUMENTS
You should not save documents to the desktop or the C: drive. They will be deleted once you log off the computer. All employees have a G: drive where you can save your documents. This will allow you to access your documents at any computer on any campus (Lenawee, Hillsdale, or Jackson). See the staff in the Main Office, if you need assistance saving information to your G: drive.

#### PHOTOCOPIER
There is a photocopier available in the Employee Lounge. Please limit copies to 25 per day. This photocopier cannot handle larger print jobs. You can send your large print needs to the copy center in Jackson. You can do this electronically via the employee groupware system (copycenter@jccmi.edu). Please plan ahead and allow a week for print jobs to be returned from Jackson. Please see the office staff for more information on sending items to the copy center or for rush jobs.

#### TELEPHONES
The telephones in the classrooms do not dial out but you can dial 911 in case of an emergency. **NOTE:** you can dial 911 or 9-911. The phone in the Employee Lounge dials out for local calls but not long distance calls.

#### JACKSON COLLEGE @ LISD TECH STAFF AND JACKSON COLLEGE @ LISD TECH FACULTY DISTRIBUTION LIST
We have created a distribution list in the employee Groupware email system. Please make all requests via the “Jackson College @ LISD TECH Staff” list such as technology requests, room change requests, etc. Please do not make room switches without first contacting our office, for emergency purposes. We use Groupware as our main mode of communication via the Jackson College @ LISD TECH Faculty distribution list. Please check your employee email on a regular basis.

#### SCANNER
There is a scantron in Room 207. You may obtain scantron sheets from the Main Office during office hours.

#### LEARNING LABS
Jackson College @ LISD TECH currently has 14 multi-media ‘learning labs’. Please see the Main Office for training on how to use the technology. Please remember to power down the projector before leaving your classroom each day. Room 225 is additionally equipped with Smart-Board Technology. **NOTE:** This is not a whiteboard . . . please do not use dry erase markers or any other marker/pen on the smart-board. Please contact the Main Office for smart-board training.

*Please do not move the projection unit on the ceiling. Contact the Main Office, if you are experiencing problems with the projection unit.*

#### METAL PULL RODS FOR SCREENS
Each classroom is equipped with a pull rod to assist you in pulling the screen down. The pull rods are generally hanging from the end of the whiteboard.

#### SCANNER
The Employee Lounge (Room 122) has a printer/copier/scanner. Please contact the Main Office for assistance.

#### JACKSON COLLEGE @ LISD TECH WEBPAGE
Please take a moment to familiarize yourself with the Jackson College @ LISD TECH webpage. You can access it by going to www.jccmi.edu and clicking on “Locations” and then “JC @ LISD TECH” on the JC home page.
### FORMS & THE LIKE

#### TRAVEL AND PROFESSIONAL ACTIVITY FORM
If you are planning a field trip for your class, please fill out a travel form. This will notify the office staff that you and your students will be off campus and will provide us with contact information in case of an emergency. These forms are located in the Employee Lounge and in the Main Office.

#### ABSENCE FORM
If you are absent from a class, please fill out an Absence Form and turn into the Main Office. The forms are available in the Employee Lounge, in the Main Office, and on the JC website. On our homepage, search for “adjunct resources” in the top right corner. This form and many other resources are available for your use.

*Please Note:* If you are going to be absent from a class on short notice, please contact the Main Office and we will attempt – in concert with the instructor - to contact your students.

#### INSTRUCTOR PROFILE FORM
Please turn the Profile Form into the Main Office where we maintain an instructor directory. We do not give this information out to students, unless you give us permission on the form.

#### NELSON-DENNY TESTS AND WRITING SURVEYS
For LL&A instructors, these are available in Room 207. Please return the instruction booklet to the box immediately following each course use!

#### INSTRUCTOR NOTIFICATION FORM – FOUNDATION STUDIES
Students receiving services through Academic Support Services may provide you with notification of accommodations they are eligible to receive. If you have any questions regarding the accommodations, please contact Kylie Welling in the Main Office. Free tutoring services are also available to all students through Academic Support Services. Please direct students to the Jackson College @ LISD TECH Main Office or to Kylie Welling for more information.

#### CLASS ROSTERS
You can access your class rosters on the Jackson College website at [www.jccmi.edu](http://www.jccmi.edu). Click on e-Services at the top of the main page. Login with your JC username and password, click on “Faculty”, “My Class Rosters”.

### MISCELLANEOUS

#### ADJUNCT/FACULTY RESOURCES LINK
Visit [www.jccmi.edu](http://www.jccmi.edu), go to search box in upper right hand corner of webpage. Place “Adjunct Resources” or “Faculty Resources” in the box and click on search icon.

#### PARTICIPATION POLICY
Although Jackson College does not have an attendance policy, instructors must report participation three times during the semester via e-Services (Grade 1, 2, and 3). Depending on the start and end date of a course, the dates will be different for each course. Please refer to the Participation Policy Handbook in the Employee Lounge for further information on the Participation Policy. The three reporting dates are also in the handbook or you can view the deadlines on e-Services.

#### CONSTITUTION DAY – SEPTEMBER 17™
In an attempt to increase constitutional knowledge in primary, secondary, and post-secondary schools, Senator Robert C. Byrd offered an amendment requiring all educational institutions that receive federal funds to implement educational programs relating to the United States Constitution on September 17th of each year. This amendment was passed by both the United States House of Representatives and the United States Senate in December 2004. Please see the Main Office, if you would like your class to participate.

#### EMPLOYEE GROUPWARE
The team at Jackson College @ LISD TECH uses Employee Groupware as our main mode of communication. You can access your JC Groupware account by clicking on the Groupware icon on the bottom of the screen.

![Groupware icon](image)

We will use Groupware to notify you of student absences, upcoming events and other JC related notifications so it is important that you check it frequently.

#### FERPA – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
Do not disclose any information regarding a student’s academic progress to anyone other than the student (i.e. when other students are around or to parents, spouse, etc.) Leave very generic messages on answering machines or with others in the household when contacting a student. Ex: “Hello Amber, this is Professor Smith from Jackson College @ LISD TECH. Please give me a call at . . . Thank you.”

#### LEAVING DOCUMENTS
You may leave documents at the Main Office for students to pick up. An office staff member will assist you
### FOR STUDENTS TO PICK UP

During office hours. If you need to leave documents for students and our office is closed, please place these documents (with your name, student’s name, and instructions) in the wire bin in the employee lounge. We will retrieve them in the morning and place in your folder.

### INCOMPLETE GRADE POLICY

The incomplete grade is designed for passing students with extenuating circumstances to allow them to complete the course requirements after the semester or session has ended. Students may receive an “I” if, in the opinion of the instructor, their work is **sufficient in quality, but is lacking in quantity** to meet the objectives specified in the course syllabus. The course objectives are to be satisfactorily completed during the next full-length semester or within a shorter period of time as agreed to by the instructor and the student. If the student does not complete the course within the designated time period, the “I” grade will be replaced by the grade earned as assigned by the instructor.

### WITHDRAW ISSUES – “THINGS YOU NEED TO KNOW BEFORE YOU WITHDRAW”

Students should discuss withdraw concerns with a Student Success Navigator for the following reasons:
- Payment Responsibilities
- Financial Aid Implications
- Transfer Issues
- Nursing/LPN admittance
- Course Sequencing

### IMPORTANT DATES

Important dates are available on the Jackson College website under “Academics”, then “Academic Calendar”. Important dates are also listed on the Academic Deans page under “Faculty Resources” then “Important Dates”.

### COURSE SYLLABI

Please submit an electronic copy of your course syllabi via e-mail ASAP to Karen Marler in the Academic Deans Office at MarlerKarenL@jccmi.edu.

### ROOM 106 COMPUTER LAB USE

You may utilize the computer lab for instructional purposes during open lab hours, but please note that you may not ask other students to leave. Additionally, please coordinate this usage with the Jackson College @ LISD TECH Main Office. There are times when Room 105 is available – please contact the Jackson College @ LISD TECH Main Office to discuss availability or you may request use of the Laptop Cart on Wheels.

### DRY ERASE MARKERS

Please do not take the dry erase markers from the classrooms. If you need more, please contact the Main Office. Also, please use only the dry erase markers supplied from the College.

### INCLEMENT WEATHER POLICY

The official College policy on Severe Weather Closings can be found on the President’s webpage under Policies. You can also view the policy here: [http://www.jccmi.edu/wp-content/uploads/2015/12/2601.pdf](http://www.jccmi.edu/wp-content/uploads/2015/12/2601.pdf). Please do not develop your own “class cancellation procedures” based upon what area school districts or area businesses have decided – we need to follow the official College policy to mitigate any confusion and frustration on the part of our students and parents of.

### LIBRARY SERVICES AT JACKSON COLLEGE @ LISD TECH

Atkinsson Learning Resource Center will schedule days and times in which library personnel will work with and present to classes. Jackson College students may utilize Siena Heights University and the Adrian College libraries as well. The library card application will enter students in the MEL system and allow them to access libraries electronically. To utilize library services at Adrian College, a current JC student ID is required.

### CHRONICLE OF HIGHER EDUCATION

The Chronicle is free of charge - www.chronicle.com (reads College IP address but does not work at home)

### WHY GRADE SHEETS SHOULD BE TURNED IN ON TIME

- degree audit for graduation deadlines at other institutions
- transfer deadlines at other institutions
- financial aid eligibility
- nursing program and other second admit program deadlines
- dual enrollment issues
- employer tuition reimbursement

If you have any questions, please feel free to contact our helpful staff in the Jackson College @ LISD TECH Main Office at 517.265.5515 or via email to the “JC @ LISD TECH Staff” distribution list.