

Departments of Danville Area Community College

President's Office

Located on the second floor, east wing, of Vermilion Hall, the President's Office is open during regular business hours. The Office serves the faculty, staff, and student population as well as the public in Community College District #507 in the Counties of Vermilion, Edgar, Iroquois, Champaign, and Ford. The Office also services the surrounding community including Vermilion, Parke, Fountain, Warren, Tippecanoe, Benton, and Montgomery Counties in Indiana.

The President is responsible to the Board of Trustees for the leadership of the College.

The President's Office welcomes questions, suggestions or concerns from students, faculty members, staff members, or the general public. Anyone having business with the Board of Trustees of the College should also be directed to the President's Office. The Administrative Assistant to the President also serves as the Secretary to the Board of Trustees.

Office of Instruction & Student Services

The Office of Instruction & Student Services, which includes the Vice President for Instruction & Student Services and the Administrative Assistant to the Vice President is located in Vermilion Hall, second floor, east wing.

All academic instructional units of the College report to this office as well as Library Services; Audio-Visual Services and Distance Learning; Tech Prep; Corporate and Community Relations; Labor Management Council; Continuing Education; Education to Careers; Career Beginnings/Workforce Challenge; Small Business Development Center; and Computer and Network Services.

Institutional Effectiveness & Academic Support Services

The Office of Institutional Effectiveness & Academic Support Services which includes the Dean and the Administrative Assistant, is located in Vermilion Hall, second floor, east wing. This office is responsible for data gathering and analysis to support the College's institutional accountability initiative. This office directs reporting requirements for all external funding and accreditation agencies, as well as internal assessment processes, through the collection of data focusing on enrollment, student retention and completion, student demographics, and academic program success. This office also provides oversight to all academic support departments of the College, including the Assessment Center, grants administration, library services, tech prep, instructional technology, and the Center for Teaching and Learning.

Business & Technology Division

This academic division of the College includes curricula in Accounting, Electronics, Floriculture, Heating, Ventilation and Air Conditioning, Industrial Maintenance, Information Systems, Landscaping, Marketing, Manufacturing, Office Systems, Real Estate, Supervision, Turf Management, and Welding. Detailed descriptions of specific programs are published in the College catalog.

Courses are taught in the Horticulture Building, Lincoln Hall, and the Technology Center. Each academic semester the division offers approximately 200 courses available in the morning, afternoon, or evening. The division also offers over 20 courses online. Students have access to ten computer labs in Lincoln Hall and the Technology Center which utilize state-of-the-art hardware and software.

In addition to degree credit course offerings, the division works closely with Corporate and Community Education to provide customized training for businesses utilizing division faculty, facilities, and equipment.

Instructional Media Center

The Instructional Media Center (IMC) provides media support services to Danville Area Community College. Services rendered include management of the College's Distance Learning classrooms as well as those included in the Danville Area Education Network (DAENet), satellite reception and distribution, and the operation and scheduling of Interactive Video Conference Systems for campus use. Traditional media services such as audio and video duplication, transparency production, lamination, and the distribution and maintenance of instructional equipment for classroom use are also provided. A broadcast-quality video production studio is housed in the Instructional Media Center. Personnel are available for consultation in all aspects of instructional design, multimedia production techniques, and classroom modernization. It is the Instructional Media Center's goal to facilitate the effective use of instructional media to enhance learning at Danville Area Community College. Hours of operation are from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m., Friday. The Instructional Media Center is located in the lower level of the Clock Tower Building adjacent to the Library.

Library

The Library is located in the Clock Tower Center, with entrance on the first floor, south corridor. Services and collections on the main level include: the Reference Desk and Reference collection, online catalog (Illinet Online) workstations, Circulation Desk / Interlibrary Loan services, the Periodical and Newspaper Reading Room, Video / DVD collection, TV-VCR viewing area, and a Library Instruction / Internet Computer Lab.

Located on the lower level are: the Book Stacks (main book collection), periodical back-issues collection, Microfilm collection and reader-printers, a Quiet Study Area, the Listening Room (audio and video equipment), the Archives collection, Technical Services dept., and offices. A limited number of computers with software for word processing and other applications are also on the lower level.

Hours during the fall and spring semesters are: Monday – Thursday 7:30 a.m. to 9:00 p.m.
Friday 7:30 a.m. to 5:00 p.m.
Saturday 9:30 a.m. to 1:30 p.m.

Hours during summer session, between-the-semesters, or for holiday periods are as posted.

At the Library, employees may check out books, journals, videos, sound recordings, maps, posters, etc., using the DACC faculty or staff ID as a library card. A “barcode” sticker will be provided when you register at the Library Circulation Desk. (DACC employee ID cards are issued by Human Resources.) A current library card may be used to request books from other Illinois college and university library collections using the online catalog (called Illinet Online). Items ordered on Illinet Online will be delivered to the DACC Library for you. Your DACC library card will also be honored to check out materials “on-site” at other Illinet Online libraries (EIU, ISU, UIUC among others). Your ID must show the current academic year, and you will be asked to show a photo ID in addition to your DACC card. The DACC ID must have the library barcode affixed. As new DACC ID cards are issued for subsequent years, the original barcode remains “active.” The Library has clear plastic “sleeves” to hold an older bar-coded ID next to a current one.

The Library’s web page [www.dacc.edu] serves as a gateway to electronic information resources for DACC students and staff. In contrast to the World Wide Web, or “regular” Internet pages, Library page resources have been purchased (locally or through statewide affiliates) to provide organized, substantive content for various curricula and use. Resources on this page include: full text of articles from journals, magazines, etc. (Infotrac, EbscoHost, FirstSearch); transcripts of news programming & business information (Lexis-Nexis, EbscoHost); searchable full text of reference “books” such as Books in Print, Encyclopedia Britannica, the Physicians Desk Reference, Access Science encyclopedia, Oxford Reference Shelf titles, the Grove Dictionaries of Art and Music; ebooks (entire books available to check out and read on computer, e.g. titles from NetLibrary); other library catalogs (WorldCat, LINC, and VIC, the Illinois Virtual Library Catalog); and more. The Library page also includes web links to useful Internet pages.

Most of the links to online catalogs, databases, and electronic information resources found on the Library home page are available from all networked on-campus workstations, including offices and labs. Some resources can be used from home computers (see “off-campus access” directions for specific resources or call the Library Reference Desk.)

The Library offers **photocopying** (10 cents per page) and **fax service** (@ \$1.00 / 1st page plus 50 cents each additional page).

Reserves are groups of items that instructors have set aside for classes to use in-library or with limited checkout. The Circulation Assistant can be reached at 443-8733 to arrange for items to be put on reserve.

Interlibrary Loan: Items not available at DACC Library can often be located at other libraries for loan. Call Reference at 443-8739.

Instruction for classes: Librarians work closely with faculty to design class-specific sessions for students to learn how to use information resources effectively. Call 443-8735 to arrange for instruction, tours, etc. Instruction lab use is normally reserved for Library classes, except by special permission. The lab is equipped with media computer projection equipment, as well as networked workstations.

Purchase requests: All DACC students, faculty, and staff are invited to suggest items for the Library to purchase for its collection. Call 443-8734 with requests, or send to the Library Director.

Display case in Clock Tower Library Foyer: The foyer display case is available to members of the campus community on a “first come...” basis, with displays lasting for 1-4 weeks, depending on the demand. Bookings can be requested at 443-8734.

Library events: Library space for special group projects, concerts, receptions, etc., should be reserved by calling 443-8734.

The Liberal Arts Division

The Liberal Arts Division is located in Clock Tower and generates the largest amount of academic credit on campus. It serves students in virtually every discipline across campus including both baccalaureate and vocational programs. A highly diverse course offering includes, but is not limited to English, psychology, history, political science, foreign language, philosophy, and music. Vocational programs include Substance Abuse Counselor Training, Criminal Justice, Human Services, and Early Childhood Education with both Daycare and/or Teacher Aide Option.

Instruction is done through lecture/discussion and encourages student participation and intervention. The division pioneered alternate delivery of instruction and continues its leadership of internet, video, and distance learning instruction. Composition classes are taught both conventionally and on computer.

Assistance with writing is provided for students from any academic discipline through the Writers' Rooms, one of which is equipped with IBM computers that provide self-help tutorials. Students may drop in Rooms CT-205 or CT-205A for individual and personalized help with writing projects. Appointments are recommended. Assistance is available throughout the week at varying hours during fall and spring terms.

Sciences Division

The Sciences Division is located in the Mary Miller Center on the east side of the DACC campus. The building houses classrooms and laboratories which support academic programs and courses in math, science, engineering, nursing, allied health, agriculture, and physical education. Also located in the Mary Miller Center are athletic facilities which include a gymnasium, a racquetball court, a weight room, a fitness center, a dance studio, and locker rooms.

The lower level houses the College's Associate Degree in Nursing/ADN program, a state-of-the-art multimedia room, and a computer classroom designed for our Health Information Technology program. Classroom space, science laboratories, habitats, an additional computer lab, and faculty and staff offices may be found on the first and second levels. Student lounges and study areas are available on all three levels of the Mary Miller Center.

Computer and Network Services

Computer and Network Services (CNS) installs and maintains all computer hardware and software on campus with the exception of the administrative mainframe (see Administrative Data Systems). CNS also manages the campus network, along with the E-mail server, web server, file servers, and the educational VM and OS/400 systems. In addition, CNS assigns and manages E-mail IDs and passwords for students and employees and manages the DACC website.

CNS can be contacted at Ext. 871 or by E-mailing Jeff Williams at jeff@dacc.edu. The CNS offices are located in the Technology Center, Room 137.

The DACC E-mail system is managed by Computer Network Services including creation of accounts and resetting of passwords. All DACC employees are provided with E-mail accounts on request; note that accounts are not automatically created for new employees.

Corporate & Community Education

The Corporate & Community Education offices are located at the north end of the Bremer Conference Center/Theater Complex. The Bremer facility is located on the southwest side of the campus adjacent to the parking lot. The hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m. except during special summer hours when the hours of operation are 7:30 a.m. to 4:00 p.m. Services provided through this department are:

- American Heart Association Training Center
- Consulting Services
- Customized Training Programs for Business and Industry:
 - Continuous Quality Improvement
 - Evaluation and Assessment

Leadership/Management
Microcomputer Software and Hardware
Needs Analysis
Team Building
Team Leadership

- Defensive Driving
- Driver Education Training
- Distance Learning Courses
- Facility Rental for Meetings and Conferences
 - Conference Center
 - Microcomputer Labs/Equipment
 - Theater
- Open Enrollment Seminars & Workshops
- Satellite/Teleconferencing
- Tractor Trailer Driver

Community Education Department

The Community Education Department offices are located at the north end of the Bremer Conference Center/Theater Complex. The Bremer facility is located on the southwest side of the campus adjacent to the parking lot. The hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m., except during special summer hours when the hours of operation are 7:30 a.m. to 4:00 p.m. Services provided through this department are:

- College for Kids
- Continuing Center for Lifetime Learning - A series of non-competitive courses designed for, but not limited to, people 55 and older
- Continuing and Community Education Programs and Courses
- Health Professions Institute

- Trips and Tours
- Vital Advantages 55+

Small Business Development Center

The Danville Area Small Business Development Center provides a one-stop resource center for small businesses and is located within Vermilion Advantage at 28 W. North Street. The program is a cooperative effort of the private sector, the educational community, and federal, state, and local governments. The SBDC provides one on one counseling to small business owners and to those wishing to start a small business. SBDC services include, but are not limited to, assisting small businesses with financial planning, loan assistance, marketing, licenses, acquisitions, payroll, organizational and operational assistance. The SBDC Network includes government contracting assistance and export assistance.

Tech Prep

Tech Prep is a nationwide educational initiative. Tech Prep prepares students for post-secondary education and careers requiring high tech skills, teamwork, critical thinking, and the ability to communicate. Tech Prep students learn to work with their minds and their hands.

Teachers in Tech Prep programs provide contextual, integrated, and hands-on curriculum delivery. Work-based learning is a key portion of the curriculum. Teachers utilize field trips, job shadowing, internships, and business and industry experts.

The DACC Tech Prep office provides opportunities for staff development, curriculum improvements, student leadership, and linkages between business, labor, area schools, and the College.

The Tech Prep office is located in Cannon Hall, Room 122. The telephone numbers are (217) 443-8582 or (217) 443-8586.

Student Services

The Student Services Division which is comprised of Admissions, Records, Career Services, Child Development Center, Counseling and Advisement, Financial Aid, The Learning Community, Student Diversity Advocate, Welfare-to-Work Services, Student Support Services Center, and Student Activities is under the auspices of the Dean of Student Services. The Dean of Student Services reports to the Vice President, Instruction & Student Services and is a member of the President's Administrative Council. The Dean's office and the office of Student Services' Administrative Assistant are located on the first floor of Lincoln Hall, the Administration and Student Services Building.

Admissions, Records & Information

The Admissions Office provides admission services to all students. Admission services include application processing; answering general information questions; distributing catalogs, brochures, schedules, maps, and student billing. The Admissions Office also provides registration services via phone or walk-in for part-time students (students enrolling in 11 credit hours or less) who do not require academic advisement. Recruitment activities are also administered through the Admissions Office. Campus efforts to recruit students are initiated and coordinated through this office.

The Records Office provides students with the following: academic transcripts, transcript evaluation; grade reports; the evaluation of students' progress toward certificates and/or degrees; and graduation activities.

The Information Office provides student identification cards; verifies enrollment; hosts a lost and found; maintains the College switchboard; and answers general student inquiries as well as requests for information from the community at large.

The Admissions, Records, and Information Offices are located on the first floor of Vermilion Hall and are supervised by the Director of Admissions & Records.

Adult Education

The Adult Education Program which is located in Prairie Hall is under the supervision of the Director of Adult Education. Although the administration of the department is housed on campus, classes are held throughout District 507. The program is comprised of several instructional components including GED (General Education Development), Basic Education, Life Skills, Job Readiness, High School Completion, Family Literacy, Workplace Literacy, and Certified Nurse Assistant Training. The "Readers' Route", which is a literacy initiative, is also an instructional component of the Adult Education Program. Through the "Readers' Route", students who read below the ninth grade level are eligible to receive individual tutoring on campus or at numerous locations throughout the community College district. A computer aided tutorial lab is also available to Adult Education students. With the exception of Workplace Literacy, instruction is offered through the Adult Education Program at no cost to individual students. Additionally, counseling is available to help students achieve their educational and vocational goals.

Career Services

The Career Services Center, supervised by the Coordinator of Career Services and located in Lincoln Hall, assists students in making career and life planning choices. Students wishing assistance in their career choice or in gaining skills which will aid them in the job hunting process are encouraged to visit the Career Services Center. A variety of career information is

available to assist students in the decision-making process through individual counseling and testing as well as career planning seminars.

Career Services also helps students with their full-time, part-time, and seasonal employment needs. Career Services personnel serve as liaisons between DACC students, faculty/staff, and potential employers. The service is designed to assist DACC students to acquire the skills necessary for successful job searching as well as connect the student with potential employer contacts. Additionally, a wealth of job market information and employer files are available in the Career Services Center.

Child Development Center

The Child Development Center is located on the northwest side of campus. The hours and days of operation are Monday through Friday from 6:45 a.m. to 5:30 p.m. The Center serves children from ages 24 months to five years, fifty-one weeks of the year, and school-age children during the summer months. DACC employees receive a 20% discount off the regular rates. For more information, please call Ext. 833.

Academic Advisement and Counseling

Professionally qualified counselors and academic advisors are available for consultation in Lincoln Hall.

One of the primary functions of Academic Advisement and Counseling is to help all students obtain the type of education best adapted to their needs, abilities, and interests. Counselors and academic advisors meet with students to assist them in planning their academic programs and career goals, solving personal problems, and adjusting to college.

Students registering for 12 or more credit hours (fall and spring semester) or more than 6 hours (summer semester) are required to work with a counselor or advisor.

To assist with the transfer from DACC to a four-year institution, the annual College Day is held in October to give students the opportunity to obtain first-hand information from College representatives. Transfer admission procedures, evaluation of credits, college costs, financial aid, housing, and other areas of articulation information are available to all participants. Visit the Academic Advisement and Counseling Department web-site for curriculum guides, general education electives, transfer course information, schedule of classes, course descriptions, counselor schedules and more at <http://www.dacc.edu/aac>.

Developmental Education

Development courses in the disciplines of English, math, and reading study skills are provided for students who indicate, through placement testing, that they are not academically prepared to

be successful in college credit course work. The College stringently endorses mandatory placement in all English and math courses. Designated levels of reading skills are required for enrollment in many Liberal Arts courses.

Financial Aid/Veteran's Affairs

The Financial Aid/Veteran's Affairs Office is located on the first floor of the Administration Building (Vermilion Hall), west wing.

About 48% of the DACC student body receives some type of financial aid each year. The total aid awarded in fiscal year 2002 was \$4,449,369.00 representing Federal, State, local, and institutional funds.

Four full-time staff members and several part-time students maintain the office and provide service to the DACC students.

Student Diversity Advocate

The Student Diversity Advocate is responsible for developing and implementing programs and activities designed to increase minority student representation and opportunities for minority student success which will ultimately serve to enhance the recruitment and retention of minority students on the DACC Campus. In carrying out the responsibilities of the position, the Liaison works closely with representatives from the Mentoring Program, the Diversity Team, and other key student services and faculty personnel promoting the recruitment and retention of minority students. The Student Diversity Advocate's office is located on the first floor of Lincoln Hall in the Counseling Office.

Student Support Services Center

The student Support Services Center (SSSC) provides resources and services to empower students to be successful in college and life. The SSSC is funded through two federal grants, Perkins III and TRIO, and serves students who are academically or economically disadvantaged, disabled, first generation, English as a second language, or non-traditional. The SSSC also provides accommodations to students with documented disabilities. Accommodations include special counseling, assistive technology, taped and/or large-print textbooks, sign language interpreters, notetakers, and alternative testing arrangements. Students interested in learning more about these services should visit the SSSC in 113 Cannon Hall or call 443-8862 (TTY 443-8701).

Student Senate

The Student Senate serves as the representative voice for students on campus. Senators are elected in the fall by their peers and serve one-year terms. The Student Senate maintains an office in Lincoln Hall, next to the student union.

Assessment Center

The Assessment Center is located on the first floor in the east wing of Cannon Hall. Staff members administer a variety of assessments, including the placement test for new students, the post-test for graduating students, the Constitution test, the nursing aptitude test, and tests for courses offered in alternative formats. In addition, the Center is an official testing site for the College-Level Examination Program (CLEP), for WorkKeys, and for Microsoft Office User Specialist (MOUS) certification. The Center adheres to the professional standards set forth by the National College Testing Association and is a member of the Consortium of College Testing Centers. For more information or to schedule an appointment, please call 443-8708 (TTY 443-8701).

Student Clubs & Organizations

Danville Area Community College recognizes the important role that student government, clubs, and other organizations can play in developing students' personal and professional interests. To this end, the College provides a wide array of activities from which the student may choose to participate. Get involved - join a DACC club or organization:

**Athena
AG Club
Association of Information Technology Professionals (AITP)
Black Student Union (BSU)
Britannia Legion
Cheerleading Squad
Chess Club
College Singers
Lady J's Dance Team
Danville Symphony Orchestra
Crusade for Christ
Intercollegiate Sports
International Studies and Programs
Jaguar Booster Club
Minority Teachers Education Association
Phi Theta Kappa
Political Affairs Club (PAC)
Scholars Program
Science Club
Skills USA (VICA)
Student Ambassadors
Student Senate
Student Trustee
Tae Kwon Do Club
Technology Club**

**Vermilion Festival Chorus
Young Women Aware**

Question(s)? Contact Dr. Belinda Dalton-Russell, DACC Dean of Student Services - bdalton@dacc.edu.

Office of Administration and Finance

The Office of Administration and Finance is located in the west wing of Vermilion Hall, first floor, and oversees the following support units of the College: Administrative Data Systems, Bookstore, Business Office, Campus Services, Graphic/Photocopying Center, and the Physical Plant. Normal hours of operation are Monday through Friday, 8:00 a.m. to 5:00 p.m. except during summer hours when the hours of operation are 7:30 a.m. to 4:30 p.m.

Administrative Data Systems

The Administrative Data Systems Department provides administrative computer services for the College and oversees the computer software operation of the Student Information System, Human Resources System, and Financial Resources System. Users may call Ext. 769, Ext. 765, or Ext. 854 if the system cannot be “brought up” or if there is a software problem. If your computer is not working due to a mechanical/electronic/connection problem, call Ext. 871. Their offices are located in the east wing on the first floor in Vermilion Hall.

Athletics

Employees are encouraged to become acquainted with the DACC athletic teams by joining the Jaguar Booster Club. Jaguar Booster Club members will receive season tickets to all home volleyball and basketball games. The Jaguar Booster Club meets once a month and helps sponsor annual golf outings, banquets, and the Regional and National basketball tournaments. The Booster Club sponsors a very successful NJCAA Men’s Division II National Basketball Tournament in Danville. To become a Jaguar Booster Club member, call Ext. 807. The following is a listing of DACC Athletic Teams:

Cross Country	Men and Women
Basketball	Men and Women
Indoor Track	Men and Women
Outdoor Track	Men and Women
Volleyball	Women
Golf	Men
Softball	Women
Baseball	Men
Soccer	Men

Bookstore

The Bookstore is located on the lower level of Lincoln Hall and sells student textbooks, manuals, supplies, and novelty items. Normal hours of operation are Monday through Thursday, 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. through 1:00 p.m. during the fall and spring semesters. In August and January, during the week before classes begin, the Bookstore has extended hours on Monday through Thursday, 8:00 a.m. to 7:00 p.m. and Friday, 8:00 a.m. to 5:00 p.m. Summer semester hours are Monday and Thursday, 7:30 a.m. to 4:30 p.m.

Textbook information, reservations, and ordering services are also available online at <http://www.dacc.bkstr.com>.

Business Office

The Business Office is located on the first floor in the west wing of Vermilion Hall and provides general budgeting information, accounts payable, purchasing, payroll, and processes all the financial transactions for the College. The following are areas within the Business Office:

Cashier's Office/Accounts Receivable: The Cashier's Office is open Monday through Friday, 8:00 a.m. to 5:00 p.m., except during special summer hours when the hours of operation are 7:30 a.m. to 4:30 p.m. All full-time and continuing part-time employees may cash personal checks up to \$50.00, as well as receive change for \$5, \$10, or \$20 (if adequate cash is available). Change for \$1.00 bills can be made from the change machine located next to the vending machines in Student Union/Lincoln Hall.

Accounts Payable: Request for Payment forms should be sent to this office. Checks are run only on Tuesday and Thursday nights and are available after 10:00 a.m. on Wednesday and Friday mornings.

Payroll: Paychecks are distributed 26 times a year on every other Friday. Payroll checks are sent to each department. Upon request, checks can be mailed to an employee's home or direct deposited to any financial institution. Employees can call Ext. 575 to have checks mailed. Timesheets must be completed and given to immediate supervisors for approval on the Monday following payday. All employment forms (with checklist) must be completed and returned before a paycheck will be processed.

Insurance: The Human Resources Office is responsible for enrolling new employees for health insurance coverage and providing claim forms.

Campus Services

Campus Services is located in the basement of Lincoln Hall and provides mailing services, campus deliveries, office supplies, office furnishing, College vehicle reservations, binding of

booklets and manuals, and inventory of equipment. Campus Services has a labeling machine that takes the labels produced on a computer and the label machine automatically removes the label and places it on an envelope or flyer. Campus Services labels must be used.

Graphics

Graphics is located in the basement of Lincoln Hall and provides photocopying for large volumes of copies either by photocopy or by off-set press. Also provided is a scanning machine which will permit some pictures (such as line drawings) to be included in the items photocopied and a folding machine that will fold paper ranging in size from 6" x 9" to 14" x 20". Graphics also provides business cards and lamination of materials which makes large banners up to 23" wide and 100 feet long.

Physical Plant

Danville Area Community College occupies eleven buildings for a total of 494,902 square feet on 71 acres.

The Operations Facility is comprised of three departments. The Maintenance staff is responsible for maintaining the physical properties of the buildings and grounds. Hours of operation are from 7:00 a.m. to 3:30 p.m., Monday through Friday. The Groundskeeper's hours are 7:00 a.m. to 3:30 p.m., Tuesday through Saturday. They are located in the Operations Facility Building.

The Building Services staff is responsible for maintaining the buildings in a sanitary condition along with activity set-ups. The Building Services staff has five work shifts. The majority of the staff works from 10:45 p.m. to 7:15 a.m. Sunday through Thursday. Their main office is located in the basement of Lincoln Hall, Room 005.

The Security staff is a contract service which provides twenty-four hour service, seven days a week. Their office is located in the lower level of Lincoln Hall, Room 006.

Human Resources

Human Resources is located in Vermilion Hall on the second floor and is staffed by the Director and two Administrative Assistants.

Human Resources direct activities relating to the recruitment and staffing of employees, compensation and benefits, training and development, safety and health, and community relations.

Human Resources is responsible for the New Employee Reception, the Recognition Banquet, and the Support Staff, Faculty, Part-time Faculty, and Staff Employee(s) of the Year Award Program.

The Director of Human Resources also serves as the Affirmative Action Officer. In this capacity, the Director investigates employee and student complaints.

Marketing and College Relations

The Office of Marketing and College Relations is responsible for coordinating a number of marketing and public relations activities including planning all of the College's advertising and promotional campaigns, developing and producing all informational printed materials (catalogs, brochures, and flyers), coordinating a variety of special events (open houses, special meetings, community activities on campus), and maintaining a close working relationship with media personnel. Another important function of the College Relations Office is planning and directing the College's overall marketing strategies. This office also prepares internal (i.e. newsletters) and external (i.e. news releases) communications for the College. The office of Marketing & College Relations is located on the second floor of Vermilion Hall.

Job Training Partnership/Workforce Investment Agency

The Job Training Partnership program prepares eligible youth and adults in Vermilion County for entry into the labor force. Danville Area Community College was selected by the Vermilion County Board and the local Workforce Investment Board to be both the grant recipient and the administrative agency for all Workforce Investment Act (WIA) programs in Vermilion County. DACC has expanded its mission to include the training, retraining, and job placement of eligible unemployed workers in the county. A primary goal of the College in implementing the job training program was to strengthen area economic development efforts. The training resources in the county have been coordinated under the Partnership umbrella to identify and prepare eligible Vermilion County residents for local jobs. Employers will find a full complement of services from assistance in locating one employee with specific skills or help with mass hiring, to resources for business financing. Applicants will be able to get help preparing a resume, specialized job training, receive career counseling, and job search assistance.

The Job Training Partnership, its administrative and client service's division, along with the Illinois Department of Employment Security form a "One-Stop Career Center". The Center, called the Illinois Employment and Training Center (IETC), is a consolidated effort to provide a variety of employment-related services in one location at 407 N. Franklin Street, Danville, Illinois, (217) 442-3044. The Satellite office, with representatives from various partners, is stationed at DACC, and the Multi-Agency Center is in Hoopeston, Illinois. The IETC is open Monday through Friday from 8:30 a.m. to 5:00 p.m.

Foundation

Founded in 1964, the Danville Area Community College Foundation is a non-profit organization dedicated to supporting and promoting the College through fundraising and stewardship of the Foundation's resources. The Foundation offers many opportunities for giving through annual and endowed scholarship funds, faculty endowed chairs, donor advised funds, and unrestricted giving.

Over \$100,000 is given annually in scholarship assistance to DACC students. The Foundation also raises funds to support special activities, projects and programs at the request of the College.

The DACC Foundation is governed by a volunteer Board of Directors, which consists of local community leaders. As a separate 501(c)3 agency, the Foundation stands apart from the College, yet exists only to support the College. Foundation disbursements are made in consultation with the College President, who serves on the Foundation Board of Directors as a non-voting, ex-officio member. The Foundation’s offices are located on the second floor of Vermilion Hall.

Information and Services of Danville Area Community College Administrative Services Manual

There are approximately 80 Administrative Services Manuals on campus and each Supervisor has been issued one. The manual will provide information about the Bookstore, Campus Services, Graphics, Physical Plant/Maintenance and budgets, which can be helpful. Please feel free to borrow it from your Supervisor and photocopy it. If you have questions, please call the office of the Vice President of Administration and Finance.

Board Policies and Procedures

Incumbents (listed below) in the following positions or offices have a copy of the DACC Board Policies and Procedures Manual (listed according to location). The Board Policies and Procedures Manual is also available online in the “For Employees” section of the DACC web site.

<u>Administrative and Student Services</u>	<u>Office Location</u>
Coordinator of Campus Services	LH 013A
Vice President for Instruction and Student Services	VH 219
Board Secretary	VH 202
President	VH 203
Director of Human Resources	VH 211
Human Resources	VH 210
Vice President of Finance and Administration	VH 115
Office Specialist, Accounts Receivable	VH 113
Director of Admissions and Records/Registrar	VH 108
Director of Financial Aid	VH 111
Dean of Student Services	LH 104H
Director of Counseling	LH 104A
DACC Foundation Executive Director	VH 217
Director, Marketing and College Relations	VH 216
Supervisor of Building Services	LH 005

<u>Technology Center</u>		
Dean, Business & Technology		TC-132
<u>Mary Miller Complex</u>		
Dean, Math & Sciences		MMC-170
<u>Maintenance Building</u>		
Director of Administrative Services		VH 122
Maintenance Supervisor		OF 104
<u>Adult Education</u>		
Director of Adult Education		PH 103
<u>Nursing</u>		
Director of Nursing Education		MMC 174
<u>Bremer Conference Center & Theater</u>		
Director of Corporate and Community Education		BCC 126
<u>Clock Tower Building</u>		
Director, Library		010
Library		121
College Nurse/Coordinator of Health Services		LH 007
Coordinator of Bookstore		LH 009A
Dean, Liberal Arts		CT-212
<u>Faculty Association Representative</u>		TC
<u>Classified Association Representative</u>		VH

Bulletin Boards

There are approximately 30 bulletin boards located throughout the DACC campus. Several are located in the College Center and there is at least one located on each floor of all our buildings. Information to be placed on the bulletin boards are approved by the Dean of Student Services and Basic Skills. The location of this office is in the Lincoln Hall. Information will be given an approval stamp with a removal date. The individual requesting approval can either make the copies or send to Graphics for copying and then to Campus Services for distribution throughout the Campus.

Campus Parking and Traffic Regulations

The campus speed limit is 15 m.p.h. Please observe all traffic parking regulations. Respect for others will assist in eliminating most of our parking difficulties.

Parking Permits: All employee vehicles must be registered and display a DACC parking permit. Employees have a choice of either a permit sticker or a hang tag. Hang tags are to be displayed and hung on the rearview mirror at all times when parked on campus. The permit sticker is to be placed in the rear window of the driver’s side of the vehicle. If this is not possible, it may be placed in the front window of the driver’s side. Handicap, temporary, faculty, and staff permits are available from the Physical Plant Office in the Operations Facilities Building. Employees should obtain a permit for each vehicle driven on campus. If the vehicle is sold or traded, please remove the permit so that you will not be held responsible for tickets issued to that vehicle. Employees should register any new vehicles in the Physical Plant Office.

Please respect all handicapped spaces and those marked reserved! This regulation is enforced 24 hours - seven days a week.

Areas marked in yellow, walkways, gates, doors, dumpsters, fire hydrants, and drives are all NO PARKING ZONES and need to be open because of fire and safety regulations. Visitor parking areas are reserved for visitors only. Motorcycles should be parked only in designated areas. At no time is anyone allowed to park on grassy areas or drive on walkways. Any vehicle taking up more than one parking space will be ticketed. The Veteran’s Administration parking lot east of Building 11 (Lot N) has a limited number of spaces reserved for staff only. Anyone parking on V.A. driveways or any other property of the V.A. is liable for federal violations that could result in a considerable fine enforced by the federal court.

Parking Violations: Tickets will be issued to anyone violating the above rules. If you believe you have received an unfair ticket, you may appeal to the Director of the Physical Plant. Citations are \$15.00 (1st ticket) if paid within ten (10) days of the date of the ticket and a \$10.00 late fee will be added after that date.

First Violation	-	Warning
2nd Violation	-	\$15.00
3rd Violation	-	\$30.00

College Closing/Classes Cancelled

Every effort is made to anticipate inclement weather and other extraordinary events that would necessitate the College to be closed.

Employees are encouraged to listen to area radio and TV stations for communication regarding these events.

In the event of inclement weather, an announcement will be made that classes are cancelled. In the event the staff should report to work or the College will open at a later time, the area media will be notified that “Classes are cancelled, but offices will be open.”

Additionally, there are some personnel who by the nature of their position will be working when classes are cancelled. These people will be notified by their Supervisor.

E-Mail

Work orders may be sent to the Maintenance Supervisor via e-mail. This is to be done only for minor repairs that do not involve costs or for simple set-ups that do not involve a diagram or drawing. Otherwise, you must submit a regular paperwork order form.

Send an e-mail work order message to: workorder@dacc.edu. Always include the following information:

Person originating request
Detailed description of work that needs to be done
Building/room or area where work needs to be done

For activities or set-up requests, also include:

Name of activity
Date of activity
Starting and ending time of activity
Number of people attending
Location of activity - building and room(s)
Date of tear down

Please send a separate work order for each request. Please call Ext. 831 or Ext. 832 if you have any questions.

Facility Scheduling

The following provides information regarding scheduling facilities on campus. By following these steps, you can ensure that meetings and programs will run smoothly.

You can determine the availability of DACC's facilities by going to the DACC web page, selecting "For Employees", then selecting "Facility Schedules". You may schedule the facility by phoning the appropriate person or by sending an E-mail. The person you should contact is listed at the top of the web schedule for each individual facility.

<u>Facility/System Code</u>	<u>Who to call</u>	<u>E-Mail</u>	<u>Campus Extension</u>
All Classrooms	Suzie Hobick	shobick	770
Vermilion Room			
Vermilion Hall 206 Conference Rm			
Dance Studio/MM-004			
Other Locations/MISC			
Lincoln Hall/ 110			
Vermilion Hall/ 102, 302, 306			
Copper Penny (LH - Lower Level)			

Laura Lee Room (LH)
LH Room 113, 214

Bremer Conference Theater
TC 140, 141, 142, 143
Industrial Training Center

Christine Martin cmartin 777

VH Rm 213

Denise Ligler dligler 757

VH Rm 225/07-225
VH Rm 209/07-209
College Ctr Hallway/CC-Hall

Dianne Marble dmarble 750

Gymnasium/MMC-157

John Spezia jspezia 807

Clock Tower Center 209
Liberal Arts (Miscellaneous)

Diane Strong dstrong 724

TC Conference Room 114

Carol Craig ccraig 787

College Vehicles

Brad Weaver bweaver 773

2. **Your responsibilities:**

- Send a work order to the Director of Administrative Services with a diagram of room set-up, if needed. State the date(s), time, and location of your activity, as well as the number of people attending.
- Contact A.V. for audio visual needs.
- Contact a caterer (if necessary). Be sure to have the caterer pick up their supplies immediately after your activity is finished.
- Please ensure the facility is left as you found it.
- It is your responsibility to notify the appropriate persons regarding any changes in time or set-up, and/or any cancellations.

Fitness Center Registration Guidelines

Fitness Center for Credit:

All traditional students and community members interested in registering for the Fitness Center for College credit should be enrolled in PEMW 135A, 136A, 137A, and 138A. The cost will be tuition and fees for one credit hour. Senior citizens (age 60 and over) may enroll at a cost of \$1.00 per credit hour plus fees.

Full-time employees, spouses, their dependents, continuing part-time employees and DACC retirees interested in registering for the Fitness Center for College credit should be enrolled in PEMW 135A1, 136A1, 137A1, and 138A1. Tuition and fees are waived for these individuals once the appropriate tuition waiver form has been signed by their Supervisor and the personnel office.

Fitness Center for Continuing Education:

Once traditional students, community members, continuing part-time employees, and employee spouses and dependents have successfully completed four semesters of a one credit hour course, they may enroll in the Fitness Center through the Continuing Education Department (CONT 315A). The cost will be tuition and fees for one credit hour. There is no senior citizen discount due to non-credit course exemption.

Once full-time employees and DACC retirees have successfully completed four semesters of the one credit hour course, they may enroll in the Fitness Center through the Continuing Education Department (CONT 315B). Tuition and fees are waived for these individuals. To enroll, these employees should contact the Registration Office. It is not necessary for these individuals to complete a tuition waiver form.

Eurest Dining Service

Eurest Dining Service is located in the Student Center and offers a variety of sandwiches, fries, salads, soups, and daily specials. Business hours are 7:30 a.m. to 4:00 p.m. Monday through Thursday, and 7:30 a.m. to 2:00 p.m. on Friday during the academic year.

Catering services are also available for meetings and parties seven days a week all year. Please give at least 72 hours notice when requesting catering services. Eurest is open during summer school Monday through Thursday from 9:00 a.m. to 1:00 p.m.

Health Services

The Health Services Office is staffed by a credentialed nurse, Monday through Friday, 10 hours per week. The Health Services Office is located in the lower level of Lincoln Hall.

1. **Health Services:** Employees may utilize any of the following services - blood pressure and weight check. First-Aid treatment is also provided and a place to rest if you should not feel well.

Information on a wide variety of health topics and referrals to community health services are available. Educational and informational programs are presented throughout the year on a variety of health-related topics.

Interoffice Mail

Interoffice mail is picked up and delivered twice daily. Outgoing mail can also be put in outgoing baskets and will be mailed the same day.

Key Distribution and Procedures

Keys to campus buildings, offices, and classrooms can be requested through the Director, Administrative Services office which is located on the south end of Lincoln Hall across from the Laura Lee conference room. Classroom and perimeter keys will be distributed to any full-time employee of Danville Area Community College. Perimeter keys are only available to full-time employees. Master keys are distributed only to full-time employees and only after receiving written approval from an employees' Supervisor and at the discretion of the Director of Administrative Services. Part-time employees may receive a key to the part-time faculty office and classroom doors. Perimeter keys are not distributed to part-time faculty or staff. Student workers are not issued keys.

Employees must sign out for each key they request. If keys are lost or misplaced, there will be a \$10.00 fee to replace each key. If a key is stolen, it is to be reported to the Director, Administrative Services as soon as possible.

When an employee resigns his or her position, all keys must be returned to the Director, Administrative Services, Director of Human Resources, or his/her designee by the last day of employment. Employees will be charged \$10.00 for each key not returned.

Lamination

There are two lamination machines on campus. One is located in Lincoln Hall in Graphics, and runs 3, 5, and 10 mm plastic, with materials being limited to 25 inches in width and unlimited length. The other machine is located in the Audio/Visual department. This machine runs 1.5 mm plastic with materials being limited to 36 inches in width and unlimited length. Both are available to all staff and faculty. There is a turnaround time of approximately 24 hours on all materials.

Lost & Found

If an individual finds a lost item, the item should be given to the staff in the Information Office, Vermilion Hall. If an employee is searching for a lost item, please check with the Information Office, Ext. 896, or Campus Security, Ext. 888.

Maintenance Work Orders

Physical Plant Work Order Requests will be used by all divisions and departments to request maintenance labor, service, and repair work and are as follows:

- A. Work Order Requests are for maintenance service and repair work (except for emergencies). Activity set-ups are also done on a DACC Physical Plant Work Order Request form or by using Electronic Mail: workorder@dacc.edu. Any work to be done that will require ordering materials and that will cost significant money will require the form to be filled out with all appropriate signatures including the person originating the request, department heads, and Vice Presidents.
- B. Contacting Maintenance/Building Services directly by phone, verbally or through the DACC paging system, in lieu of submitting Work Orders, is not acceptable except in emergency situations. All Work Order Requests must go to the Director, Administrative Services or Maintenance Supervisor.
- C. Scheduling of Work Orders will be based on priority of continuing the College's educational process and maintaining supporting functions.

Priorities for Completion of Work Orders

- 1. Emergencies, as defined in "E" below
- 2. Classrooms, Conference Rooms, Instructional Areas
- 3. Offices
- 4. Grounds

Budgetary constraints will be considered in priorities below Level 1. Climatic conditions and time parameters for completion will also be considered.

- D. Work Orders should be submitted at the earliest date possible.
1. Work Orders that do not require bids, quotations, construction, or ordering materials are to be submitted five (5) working days prior to expected completion date.
 2. Work Orders requiring bids, quotations, construction, or materials are to be submitted thirty (30) days prior to expected completion date.
 3. Work Orders requiring set-ups must include drawing of set-up and must have a tear down date and time on Work Order.
- E. An emergency is generally a condition which endangers life, safety, or damages DACC property if not repaired without delay. Such repair work needed for restroom facilities, loss of electrical power or heat, and roof leaks are examples that would be included in this category. A written request will not be required for emergency repairs. Good judgment should be exercised in classifying a repair as an emergency.
1. All emergencies are to be directed to the Administrative Services Office between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday except for holidays. The Physical Plant Office can be reached by calling Ext.831, 832, or 893 or by using the DACC radio system by calling the switchboard between 7:45 a.m. and 3:30 p.m.
 2. For all other hours, report emergencies via telephone pager (see DACC telephone directory for telephone number) and leave a verbal message. An appropriate Physical Plant person will be notified. Security can also be contacted by radio by calling the switchboard during normal operating hours.
 3. The Administrative Services Office will contact the appropriate persons to investigate the nature of the emergency and perform the work that they are capable of performing. If outside contractual services or material acquisitions are required, the Physical Plant will immediately take measures to correct the situation.

Marquee

The College marquee is located at the main entrance to the College. Any College employee may submit information to be included on the marquee. Employees are encouraged to send information about campus events at least one week before the event. Information that appears on the marquee is taken on a first-come, first-served basis. For more information, call Ext. 768.

Plain Brown Rapper

The Plain Brown Rapper (PBR) is the internal faculty and staff communications newsletter. The PBR is distributed bi-weekly throughout the academic year and monthly during the summer. Materials to be included in the PBR are due in the Marketing and College Relations Office no later than the 1st and the 15th of each month for publication in the next edition. For more information, call Ext. 768.

Photocopiers and Vending Machines

Most buildings have a photocopier and vending machines. Your Supervisor can inform you where these are located in the building that you are assigned. If a vending machine does not give you what you want or fails to return your money, call Gulliver's at 431-8708.

Right-to-Know Training

All persons working with hazardous materials or chemicals are required, by law, to complete the Right-to-Know training on an annual basis. In order to complete this training, the department and/or individual will need to check out the video from the Library circulation desk. After viewing the film, sign and return the Right-to-Know acknowledgment form and return to the circulation desk.

Sending Packages

An outgoing shipment request form must be filled out for each package mailed. These forms can be obtained in the Campus Services Department. All types of mailings, including UPS, Federal Express, and overnight mail are available through Campus Services.

An address label with DACC's return address must be prepared for each package. Campus Services will prepare your package and mail.

If the package being mailed is personal, the cost of shipping must be paid before it can be sent. Campus Services will weigh your package and inform you of the cost. This must be done for any type of personal mailing.

Stamps

Stamps are available in the Bookstore located in the basement of Lincoln Hall.

Office Supplies

Refer to the Office Supplies Catalog which is located in your department or you may obtain one by calling Campus Services at Ext. 773 or 774. Allow 2 -3 days lead time, if possible. Complete a "Requisition for Office Supplies" form for items needed and send to Campus Services. The order will be filled and delivered to you.

If what you need is not found in the catalog, call Campus Services, and we will be glad to help you.

Telephones/Telephone Directory

Call the Operator at Ext 896 if you have problems with your telephone, need a telephone, or have other telephone related needs.

DACC has two telephone directories for faculty and staff use. One directory includes first and last names of employees with extension numbers listed. This directory is updated periodically with the cooperation of the Human Resources and Marketing & College Relations. It is distributed as an attachment to the Plain Brown Rapper.

The other is a photo directory that is printed early in the fall semester. This directory includes work and home information on DACC employees. Employee photos are taken each year during the opening week activities in the fall. Employees are given the opportunity to select the photo to be included in the directory. All employees are encouraged to participate in the photo sessions. For more information regarding telephone directories, call Ext. 768.

Reporting Theft, Vandalism, or Auto Accidents

In case of theft, vandalism, or an automobile accident, the DACC Security Officer should be notified as soon as possible. Security can be reached by calling Ext. 888.

If theft occurs and the amount is under \$300.00, you should contact DACC security who will write a written report on the item(s) missing, date of occurrence, time, place, and any other pertinent information such as: descriptions, model and serial number, color, and cost. This report will be turned over to the Director, Administrative Services who will file it with the Danville Police Department. If the theft is over \$300.00, the procedure mentioned above will be followed except the Director of the Physical Plant will contact the Danville Police Department who will come to DACC to investigate the theft and complete a police report. Please ensure you have all important information needed for these reports. A copy of the report will be kept in the Physical Plant and also in the Security office.

If you notice any vandalism, please notify DACC security or the Director, Administrative Services as soon as possible. Please try to obtain as much information as you can about who, what, when, where, and how.

If an automobile accident occurs on campus, please notify DACC security and they will respond accordingly.