

City Center Campus
214 North Ottawa Street
Joliet, IL 60432
(815) 727-6544

Campus Coordinators for Adjunct Instructors

Amy Luck

Extended Campus Coordinator (Daytime)

Office Location: CC FRT D

Phone: (815) 280-1575 (extension 1575 from on-campus)

Patricia Adaranijo

Evening Program Coordinator

Office Location: CC FRT D

Phone: (815) 280-1551 (extension 1551 from on-campus)

Summary of Services/Policies

- **Academic Skills Tutoring/Services**
 - Students are referred to Academic Skills Center on Main Campus (J2013 on Main Campus; 815-280-2284)
- **Access to Computer Labs/Semi-Smart Classrooms**
 - Contact the Director of Technology Services (815-280-1515) for access to Computer Labs
 - Contact Extended Campus Coordinator (815-280-1575) for access to Semi-smart rooms
- **Bookstore**
 - Textbooks are available at the Main Campus Bookstore
- **Copying, Classroom Supplies, Media Equipment**
 - JJC Credit Courses – Contact Information Clerk at Front Desk
 - GED/ESL/Adult & Family Services Classes – Contact 815-280-1317 (Dean Irby's Office)
 - CED Classes - Contact CED Administrator coordinating the class
 - Lifelong Learning Classes – Contact Lifelong Learning Administrator
- **E-Mail Account**
 - Contact the Department Chair in the academic department for which you teach to request an e-mail account
- **Emergency Reporting Procedures**
 - For medical emergencies in the classroom, dial 911 from any campus phone. If the emergency is non-life threatening, contact the front desk by dialing 0 from any campus phone, and the Campus Safety Officer will respond.
- **Grade Sheets and Grade Changes**
 - Contact Main Campus Data Distribution (J1029 on Main Campus; 815-280-2484)
- **Instructor Absence Notification**
 - Day, Evening or Weekend Classes
 - Contact Campus Coordinator at 280-1575 prior to 4:30 p.m.
 - Complete absence reporting form within one week of absence by stopping by the Campus Coordinator's Office

- **Job Related Injury**
 - Incidents should be reported to the Campus Coordinator (815-280-1575); Evening Program Coordinator (815-280-1551) and Campus Security Officer (dial 0 from City Center Campus phone)
- **Keys**
 - Classrooms are opened by Campus Security Office. If you arrive and your classroom is locked, contact the Clerk at the Front Desk for assistance.
- **Mailboxes**
 - Located in the office inside the Front Desk office
- **Make-up Test Proctoring**
 - Contact Evening Program Coordinator to make arrangements (815-280-1551)
- **Payroll Forms (W-4, I-9 and Direct Deposit)**
 - Contact Campus Coordinator (815-280-1575) between 8 a.m. and 4:30 p.m., Monday through Friday or HR Department on Main Campus
- **Severe Weather/Fire Emergency Situations**
 - You and your students should follow the instructions posted in the classroom in the event fire alarms and/or emergency weather sirens sound.
- **Special Needs Student Services**
 - Students are referred to StAR Program on Main Campus (J2025 on Main Campus; 815-280-2230)
- **Student Registration/Withdrawals/Rosters**
 - Daytime instructors contact Campus Coordinator (815-280-1575)
 - Evening instructors contact Evening Coordinator (815-280-1551)
- **Vending Services**
 - Vending services are available in Room 108
- **Voice Mail Extension**
 - Contact the Academic Department for which you teach

City Center Campus

Administrative Personnel

Associate Vice President of Extended Campuses
Office Location: CC 522
Phone: (815) 280-1522 (ext. 1522 from on-campus)

Terry Irby, Ph.D.

Dean of Adult and Family Service
Office Location: CC 318
Phone: (815) 280-1317 (ext. 1317 from on-campus)

Rowena Klein-Robarts

Director, Lifelong Learning
Office Location: CC 524
Phone: (815) 280-1524 (ext. 1524 from on-campus)

Dean, Community & Economic Development
Office Location: CC 523
Phone: (815) 280-1523 (ext. 1523 from on-campus)

Julie Falconer

Director, Technology Services
Office Location: CC 502
Phone: (815) 280-1515 (ext. 1515 from on-campus)

Sandra Mol

Director, Workforce Services
Office Location: CC 413
Phone: (815) 280-1506 (ext. 1506 from on-campus)