

## Hello LLC Adjunct Faculty,

At the bottom is a list of the DC's and their respective Divisional Administrative Assistant. If the course is held off campus please notify the Administrative Assistant of that facility as well. Thanks for all you do and as always, keep up the excellent work!

## Teaching Absences/Class Cancellation

Teacher absences are discouraged since students arranged their schedules for the class and in many cases have driven long distances to attend class. However, on occasion, an instructor may become ill and be unable to attend class. **Should a situation such as this occur, please notify the Division Chairperson and their respective Divisional Administrative Assistant as soon as possible.** The instructor needs to notify the students via email or phone if possible.

If an instructor knows in advance that he/she will be unable to hold class on a particular date, the instructor should notify the Division Chairperson and Divisional Administrative Assistant, preferably a week in advance.

In addition, if a class should be cancelled for the evening rather than instructed by a substitute, the total class minutes for this session must be made up. The instructor should notify the Division Chairperson in writing as to how this will be accomplished.

If a substitute is hired, the instructor's pay for the course will be reduced by the amount paid to the substitute.

## PHONE LIST

ON CAMPUS			
Chairperson	Division	Phone	Admin Asst.
Michael Beavers	Technology	234-5341	234-5300
Salisa Olmsted	Humanities & Communication	234-5271	234-5312
Kathy Black	Business	234-5348	234-5358
Charlie Jarrell	Social Science & Education	234-5488	234-5328
Ryan Orrick	Agriculture	234-5208	234-5300
Karla Hardiek	Allied Health	234-5202	234-5447
Ikemefuna Nwosu	Mathematics & Science	234-5309	234-5328

## OFF CAMPUS

Location	Contact Person	Phone
<b>Kluthe Center</b> <a href="http://www.lakelandcollege.edu/as/kl/kluthe_info.cfm">http://www.lakelandcollege.edu/as/kl/kluthe_info.cfm</a>	Kellie Niemerg	217-540-3500
<b>Marshall Eastern Region Center</b> <a href="http://www.lakelandcollege.edu/as/ec/index.cfm">http://www.lakelandcollege.edu/as/ec/index.cfm</a>		217-826-8490
<b>Pana Western Region Center</b> <a href="http://www.lakelandcollege.edu/as/wc/index.cfm">http://www.lakelandcollege.edu/as/wc/index.cfm</a>	Cindy Emerick	217-562-5000