

# **JACKSON CAMPUS INFORMATION**



## HOURS

### **Campus Building:**

Monday through Thursday	7:00 a.m. to 10:00 p.m.
Friday	7:00 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 2:00 p.m.

### **Admissions Office:**

Monday through Thursday	8:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

### **Academic Resource Center:**

Fall, Winter, and Spring Quarters

Monday through Thursday	8:00 a.m. to 10:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 2:00 p.m.

Summer quarter and break hours will be posted in June.

### **Bookstore Hours:**

Monday through Thursday	8:00 a.m. to 5:00 p.m.
Friday and Saturday	CLOSED

Bookstore hours may vary and students are encouraged to refer to posted hours. Bookstore hours are extended during the last week of each quarter along with the week before classes start and week one of each quarter. During those weeks we will be open Friday 8:00 a.m. to 1:00 p.m. Saturday 9:00 a.m. to 1:00 p.m.

## OFFICE HOURS

### **Academic Office:**

Monday through Thursday	7:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

Summer hours vary and will be posted in June.

### **Admissions Office:**

Monday through Thursday	9:00 a.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

### **Finance Office:**

Monday through Friday	7:30 a.m. to 4:30 p.m.
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### **Career Services:**

Monday through Thursday	8:00 p.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

### **Financial Services:**

Monday through Thursday	8:00 p.m. to 6:00 p.m.
Friday	8:00 a.m. to 5:00 p.m.

## **POLICIES**

### **PARKING**

Ample parking is available to students in the south, west, and north parking lots on a first come, first serve basis. Students are expected to dispose of trash in appropriate receptacle and are asked to not litter the parking area. Students are required to have a parking permit; these are available through the Academic or Security Office.

### **Guests and Vendors**

Baker College encourages visitors at any time, particularly parents, relatives, and/or friends. We request visitors register with our administrative personnel at our reception area.

### **Telephone Calls**

Students will not be called out of class for telephone calls unless there is an extreme emergency. Emergency messages will be taken to the student's scheduled classroom.

### **Lost and Found**

Personal articles left in the classrooms after class dismissal will be taken to Campus Safety Office. Lost or stolen articles should be reported immediately to Campus Safety. We recommend students not bring valuables to campus, thereby averting problems. The campus is not responsible for lost or stolen items.

### **Smoking on Campus**

In the interest of public health, safety and the welfare of all concerned, smoking is prohibited except in personal vehicles.

### **Food and Beverage**

Breakfast, lunch, and dinner options are available in the Marketplace 24/7 area daily, which also includes, coffee, pop, candy, and snacks. Vending machines are available in the Welcome Center and 200 building. Eating and drinking are permitted in the Student Center and lounge areas of the facilities only. Your cooperation is requested in placing all waste paper and/or refuse in the proper containers. Food and beverages are not permitted in classes. We appreciate your cooperation.

## **SNOW DAYS**

If the College declares class cancellation due to inclement weather, it will be broadcast on all local radio and TV stations. Morning snow day announcements are made to cancel day sessions only. If evening cancellations are necessary, a later announcement will be broadcast. You may contact either local TV or radio stations listed below or call our WEATHER LINE: (517)-841-4511 for up-to-date cancellation information. You may also sign up for our early alert email and text messages. Students should check their email and Blackboard course shells as cancelled classes will meet virtually during the following week.

Radio/TV stations that will be informed:

Jackson – WIBM, WXCM, Q106, WKHM AM/FM

Adrian – WABJ, WLEN

Albion – WUFN

Hillsdale – WCSR

Lansing – WITL, WVIC, WLNS-TV Channel 6 and 53, WILX-TV Channel 10

\*Please note: Any student who is enrolled in a work experience, field placement, clinical site rotation, or similar course (off-site) will be expected to report to his / her off-site experience (unless conditions are as such that it would not safe for the student to travel to the off-site location). If this is the case, the student **MUST** contact the appropriate site supervisor or College official regarding individual circumstances that would prevent the student from being in attendance.

## **ACADEMIC ADMINISTRATIVE OFFICE**

Dr. Steve Simpson – President  
Jennifer Miller – Director, Coldwater Campus  
Laura Macklin – Academic Specialist  
Melissa Piloske – Director, College Writing  
Kelly O’Byrne – Administrative Assistant

## **ADMISSION OFFICE**

Kevin Pnacek – Vice President  
Kaitlyn Hoffman – Admissions Advisor  
Rachel Moses – Admissions Advisor  
Heather Sarles – Admissions Advisor  
Dan Smith – Admissions Advisor  
Justin Cook – Admissions Advisor  
Amanda Pahl – Administrative Assistant

## **BOOKSTORE**

Lisa Gowdy – Manager

## **FINANCE OFFICE**

Dr. Steve Simpson – President  
Jenni Dubois – Business Manager

## **CAMPUS SAFETY**

Tim Griffin – Director  
Tom Eagle – Campus Safety Officer  
John Gutierrez – Campus Safety Officer  
James Hawley – Campus Safety Officer  
Randy Hengesbaugh- Campus Safety Officer  
Trent Kaufman – Campus Safety Officer  
Jan Noppe – Campus Safety Officer  
Kris Putman –Campus Safety Officer  
Lydell Tanner –Campus Safety Officer  
Bob Zieleniewski – Campus Safety Officer

## **CAREER SERVICES**

Tony Vuckovich – Director, Student Services and  
Employment Coordinator  
Lindy Wilson – Career Services Coordinator

## **COMPUTER INFORMATION SYSTEMS**

Ben Carroll – CIS Technician  
Gary Frinkle – CIS Technician  
Ron Williams – CIS Technician

## **FACILITIES**

Ryan Smithson – Director

## **FINANCIAL SERVICES**

Tony Vuckovich – Director, Student Services  
Leanna Rogers – Financial Services Advisor  
Charissa Wersen – Financial Services Advisor  
Mary Beth Blank – Administrative Assistant

## **ACADEMIC SERVICES**

Wendy Cole – Director of Academic Resources  
Lezlie Bowles – Academic Advisor  
Tracy Higgins – Academic Advisor/Disability Services  
Coordinator  
Courtney Stoel – Academic Advisor  
Kristen Wurth – Academic Advisor

## **LIBRARY**

Cynthia Dopp – Director of Information and Technology  
Resources

## **FACULTY ADMINISTRATORS**

Jean Allison – Program Director, Early Childhood Education  
Jeanne Brickner –Program Director, Massage Therapy  
Marie Bonkowski – Dean, Health Sciences  
Katrina Bowers – Program Director, Veterinary Technology  
Cynthia Coppage. Clinical Coordinator, Practical Nursing  
Teri Fedchenko – Program Director, Radiation Therapy  
David Gomez – Dean, Business and Technology  
Deb Hadfield – Program Director, Practical Nursing  
Nancy Hill – Dean, General and Developmental Education  
Julie Jackson – Program Director, Surgical Technology  
Jon Johnston – Program Director, Fire Science and Public Safety  
Teresa Lenton – Full-Time Faculty, Health Information  
Technology  
Kevin Lindsey – Program Director, Criminal Justice  
Jan Manning – Program Director, Medical Insurance Specialist  
and Medical Office Administration  
Janelle McGuire – Dean, Human Services, Criminal Justice, Early  
Childhood, Public Safety/Fire Science  
Rebekah McKenney – Program Director, Education  
Jamie Morris – Coordinator of Developmental Education  
Tracy Nothnagel – Program Director, Paralegal  
Kathy Pulford – Program Director, Health Information  
Technology  
Brad Schweda – Program Director, Human Services  
Marty Shean – Program Director, Mathematics  
William Sherwood – Program Director, Engineering and  
Technology  
Carrie Stevens – Clinical Coordinator, Radiation Therapy  
Madia Taylor – Program Director, Medical Assisting  
Cindy Van Gieson – Director, Instructional Effectiveness