

COLLINS CAREER CENTER



**“We Make Career Dreams Come True”
School Agenda
2009 - 2010**

**11627 State Route 243
Chesapeake, OH 45619
(740) 867-6641**

STEVE DODGION
Superintendent

TOMI BLANKENSHIP
Associate Director

GREG BOWMAN
Associate Director

JIM HOWARD
Associate Director

CHRIS LEESE
Associate Director

ANN WHEELER
Associate Director

SUPERVISORS

JAIME CHAFIN
KEN BENTLEY
SCOTT NASH

KAY SWARTZWELDER
DANNY STAPLETON
SONDRA ANDREWS

POST SECONDARY LIASON

CHRISTI BARE

This School Agenda Belongs to:

Name _____

Address _____

City/Town _____ State _____ Zip _____

Phone _____

Program _____ Instructor _____

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FOREWORD

Welcome to your Career Center. Your opportunity to attend the CCC represents a cooperative effort of many people, including: interested citizens, parents, instructors, and school administrators.

You will have the advantage of modern facilities and equipment. Our staff is recognized as possessing a high degree of competency in their particular skill areas and is deeply interested in working with students in the development of saleable skills.

This handbook has been developed and approved by the Lawrence County Vocational School District Board of Education to serve as a guide. We hope it will answer many questions and help us work together to achieve your goals.

Steve Dodgion, Superintendent

BOARD MEMBERS

| | |
|----------------|---------------------|
| President | Mr. Tom Curry |
| Vice President | Mr. Roland Hayes |
| Members: | Mr. Tim Johnson |
| | Mr. Ray Malone |
| | Mr. Robert Pleasant |
| Treasurer: | Richard Sketel |

MISSION STATEMENT

The Mission of the Collins Career Center is to prepare youth and adults to enter, compete and advance in an ever-changing world of work.

COLLINS CAREER CENTER
Lawrence County Board Of Education Policy

ADULT EDUCATION PHILOSOPHY

Each individual is of importance and worth, and has an individual responsibility to become a productive member of society. Society also has the responsibility to provide the individual the educational opportunity to attain their maximum potential in order to make a worthy contribution to society. This educational opportunity should be made available regardless of the individual's socioeconomic status or mental/physical handicap.

Education is a unified, life-long process. Career and technical preparation is an important part of the total educational process. Each individual is entitled to assistance in making a career choice, as well as assistance in obtaining employment placement in his or her chosen occupation. They are also entitled to additional upgrade training for the purpose of maintaining employment and progression in his or her chosen job.

The general objectives of the Collins Career Center are as follows:

- To provide high quality career technical training for all persons who need, desire, and can profit by this training;
- To provide high quality career technical training in all programs offered;
- To offer programs that are realistic in light of the present and anticipated future job openings;
- To provide facilities, equipment, and training experiences that most nearly approximate those found in industry;
- To involve all segments of the community that can make a contribution to the training effort;

- To cooperate with all other educational agencies within the community;
- To develop high standards of work performance in all students;
- To develop safe work habits in all students;
- To encourage problem solving attitudes in all students.

ACCREDITATIONS AND AFFILIATIONS

The Collins Career Center is approved by the following:

- North Central Association for Colleges and Schools (NCA/CASI)
- Ohio Association for Adult Educators
- National Association for Public Adult and Continuing Education
- Ohio Community Education Association
- National Community Education Association
- National Accrediting Agency for Clinical Lab Sciences
- Commission on Accreditation of Allied Health Education Programs
- American Society of Health-System Pharmacists
- Ohio Board of Nursing
- Kentucky Board of Nursing
- West Virginia Board of Nursing
- State Medical Board of Ohio
- COARC- Committee on Accreditation for Respiratory Care
- Board of Nephrology Examiners Nursing and Technology (BONENT)
- Joint Review Commission on Education of Radiologic Technology
- Joint Review Committee on Education of Diagnostic Medical Sonography (DMS)
- Ohio State Board of Cosmetology
- Ohio Department of Public Safety

ADMISSIONS

The Adult Education Department of the Collins Career Center has certain admission requirements. The Collins Career Center Board of Education, the North Central Association of Colleges and Schools, and all other accrediting agencies approve these requirements.

Admission Requirements for Manufacturing and Construction Trades:

A student must have:

- A High School diploma **OR**
- Obtained a G.E.D. Equivalent Certificate

Admission Requirements for Allied Health Programs and Nursing (Must be 18 years or older.)

A student must have:

- A High School diploma **OR**
- Obtained a G.E.D. Equivalent Certificate
- Taken a pre-entrance exam and received a score required for the individual Program of 600 hours or more **OR**
- Present documentation of an ACT score of 21 or above in the last 5 years

**** Please see specific guidelines for the Radiology Program & the Medical Diagnostic Sonography Program.**

**** In order to receive credit for previous college work, an official transcript must be submitted with the admission's application.**

**** Allied Health students are required to have a physical examination, current immunization records, Hep B Vaccine, 2-Step TB Skin test, drug screen and a federal back ground check.**

****A positive drug screen or certain misdemeanors or felonies on the back ground check will prevent admission to the health programs.**

Admission Requirements for Cosmetology

- A High School diploma **OR**
- Obtained a G.E.D. Equivalent Certificate
- Taken a pre-entrance exam and received the necessary score required for Cosmetology **OR**
- Present documentation of an ACT score of 21 or above in the last 5 years

APPLICATION FEES

A \$10 application fee is due when an application for admission has been submitted.

SEAT RESERVATION FEE

A \$100.00 non-refundable tuition deposit must be paid to reserve a seat in any Allied Health or Nursing program of 1100 hours or more.

STUDENT PAYMENT PLAN / TUITION PAYMENT

Tuition payment is due for all programs of training prior to the student's start date. In situations where this is not possible, arrangements for a payment schedule or financial aid assistance must be made with the Financial Aid Office prior to starting a program of training. However, if the student has not applied prior to starting, he/she will be given a two week period from the first day of class to complete the Financial Aid process, make tuition payment arrangements, or be dismissed from the program of training.

The student must complete and sign a tuition payment agreement with the Financial Aid Office **BEFORE** the student starts his or her program of training (we recommend payment arrangements be made at least 2-3 weeks prior to the student's first day of class, if possible). By signing the tuition payment agreement, the student agrees to pay the equivalent of each month's tuition (amount varies by program) by the given dates on the invoice. The equivalent of each term/quarter/semester tuition must be paid in full prior to the student continuing on to the next term/quarter/semester.

Final payment of all tuition must be made 2 weeks prior to program completion (no personal checks 3 weeks prior to completion date). *Note: it is the student's responsibility to make the required payments by the given deadlines. The first month of tuition is due on or before the student's first day of class.*

Note: Students are given a 2 week deadline from their first day of class to complete all paperwork with the Financial Aid Office. If not completed, student will be dismissed from program. Alternate students are also given a 2 week deadline from their first day of class to complete all paperwork with the Financial Aid Office.

TUITION / REFUND POLICY

In the event a student withdraws or is terminated from his or her program of training after completing two weeks of a term/quarter/semester, the student will be responsible for 100% of the tuition for that term/quarter/semester.

Equipment, tools, textbooks, and other miscellaneous school-related items cannot be returned to the Collins Career Center; therefore, no refunds will be issued for such items.

Tuition refunds will be issued in the following distribution order:

- Stafford/PLUS Loan Program
- Federal Pell Grant Program
- Sponsors (WIA, Voc. Rehab, etc.)
- Student

If the student is entitled to a refund, the check will be available within one (1) month and then either be mailed via certified receipt to the student or the student may pick up the check from the Financial Aid Office.

Examples of the application of the school's refund policy are available in the Financial Aid Office.

***Refund Policy excludes the non-refundable application and registration fees.**

IF A STUDENT OWES A TUITION BALANCE FROM A PREVIOUS SCHOOL YEAR AT COLLINS CAREER CENTER, THE STUDENT WILL NOT BE PERMITTED TO RETURN UNTIL THE BALANCE HAS BEEN PAID IN FULL.

Payment of miscellaneous school related expenses are due upon receipt. A student may sign for these expenses **ONLY** if the student has a written contract with another sponsoring agency stating the agency will pay for these expenses.

ALL TUITION MUST BE PAID IN FULL TWO WEEKS PRIOR TO STUDENTS LAST DAY OF CLASS.

(Personal Checks will not be accepted 3 weeks prior to completion of the program). A certificate of completion from the Department of Education will not be issued; and school related information such as attendance records and grade transcripts will not be released until all tuition has been paid in full. Students enrolled in programs of training that require a certification or licensure exam at the end of the program, such as the Allied Health Programs, Nursing, and Law Enforcement Academy, will not be permitted to take the exam until all tuition has been paid. **Note:** A returned check fee will be charged for any personal check that is returned to the school from the bank for insufficient funds, etc.

VETERANS ADMINISTRATION

The Collins Career Center does participate in Veterans Administration benefits, i.e. G.I. Bill, etc. The student must submit to the Financial Aid office a copy of his or her "Certificate of Eligibility" letter to verify eligibility for benefits and their case number. The Financial Aid office will submit an Enrollment Certification to the Veterans Administration to verify the student has started classes. Please allow up to 11-13 weeks to start receiving benefits. The benefits will be sent directly to the student; therefore, it is the student's responsibility to pay tuition. Note: Credit for previous training will be determined on a case-by-case basis.

TOOLS

The Collins Career Center tuition does not include tools for the Manufacturing and Construction programs. A tool list will be provided for each student. Purchasing tools is the student's responsibility.

ATTENDANCE POLICY

The Collins Career Center provides an opportunity for students to explore and develop career/technical skills in specific areas or needs. Students are expected to attend all scheduled classes. Students must maintain at least 85%* or better attendance in order to:

- maintain eligibility for financial aid **AND**
- to receive a certificate of completion from the Department of Education.

REGARDLESS OF THE REASON, IF ABSENCES EXCEED 15% OF THE TOTAL CLOCK HOURS FOR THE PROGRAM OF TRAINING, STUDENT DOES NOT MEET THE ATTENDANCE REQUIREMENTS. (Financial Aid recipients should refer to the Financial Aid Policies and Procedures for specific requirements and procedures).

- **NOTE: The Health Programs' attendance policy differs from the above policy to meet the standards required in health care; therefore, students must follow the policy of their program of training.**
- **All Health Programs will receive a supplement to the school handbook to cover policies specific to the Nursing and Allied Health Programs.**

MAKEUP WORK

Students will only be permitted to make up classroom/lab assignments and tests in the event that the absence was due to one of the following reasons:

- Hospitalization of student or member of immediate family
- Death in immediate family.
- Court appearance

**** Documentation must be presented to the instructor to verify the above events.**

PROGRESS COUNSELING

Students will be counseled on attendance and grades at Mid Term and as needed by program instructors.

OFFICIAL WITHDRAWAL

Withdrawal from the Collins Career Center must be requested in person or by written request to the Adult Education Admissions Office. A student is required to complete an official withdrawal form in order to obtain any refund of tuition that may be due to the student.

UNOFFICIAL WITHDRAWAL

A student will be automatically terminated when he or she has been absent for more than the requirements of that particular program without notifying the Adult Education office or instructor of the reason for the absence. The student's last recorded date of class attendance will be used as the unofficial withdrawal date.

STUDENT RECORDS

A record of each student's grades and attendance is kept on file in the Adult Education office. These records are considered to be the official record when determining percentage of attendance, clock hours, days of absences, and grades, which are provided to the office by the instructors. If a discrepancy should appear on the records on file in the Adult Education office, the supervisor may at his/her discretion refer to the instructor's record book. Students may also review copies of the Collins Career Center accreditation and/or licensure certificates in the Adult Education office.

GRADING POLICY

Each student has a quarterly/term evaluation form completed by the program instructor as part of his or her record file. Part of the evaluation may consist of, but is not limited to the following:

- Classroom work and test grades
- Attitude
- Responsibility
 - a. Attendance
 - b. Tardies
 - c. Care of school property, tools, and materials
- Quality of work
- Ability to work with others
- Safety practice and procedures
- Initiative

**** Note: The health programs have a different evaluation requirement.**

GRADING SCALE

The following scale will be used to reflect a composite score of both laboratory and related classroom performance:

| | | | | |
|-----------|---|---|--------------|---------|
| 90 - 100% | A | = | Excellent | 4.0 GPA |
| 80 - 89% | B | = | Good | 3.0 GPA |
| 70 - 79% | C | = | Fair | 2.0 GPA |
| 60 - 69% | D | = | Poor | 1.0 GPA |
| Below 60% | F | = | Unacceptable | |

**** Note: Allied Health Programs may have a different grading policy**

The Collins Career Center requires a student to achieve a passing grade in his or her program of training in order to maintain eligibility for Financial Aid. (Note: You must follow the grading scale as specified by your program of training). Students in the health program must pass each course to continue into the next quarter/term.

FAILED CLASSES

Students who fail a program and want to re-enroll in that program or another program must take a mandatory Vocational Assessment. Vocational Assessment is a free service for adult students. If a person cancels or does not show up for the scheduled appointment two times, there will be a charge of \$100.00 for the 3rd scheduled Vocational Assessment. The Vocational Evaluators will recommend appropriate remediation. This remediation must be completed prior to re-enrollment.

**** Any student with an unpaid balance must pay said balance before the student can return to school. The above procedure applies to all branch campuses.**

**** Policy on Failed classes differs for Health Programs. See re-enrollment policy in Health Guidelines Book.**

POOR CONDUCT POLICY

A student may be terminated at any time for the disruption of the learning environment in the classroom/lab (this includes cell phones, beepers, etc.), for destruction of school property, fighting, cheating, plagiarism, falsification of records, failure to adhere to school policy, and /or suspected drug or alcohol use. Students may also be terminated for involvement in illegal activities outside of school.

CERTIFICATE OF COMPLETION or GRADUATION PASSPORT

A certificate of completion/and or passport will be awarded to each student who completes their course of study with the required grades and attendance for that program. The student will not be issued a certificate/passport until graduation. (Financial Aid recipients - refer to Financial Aid policy and procedures for specific requirements and procedures).

DRESS CODE

Students are expected to dress appropriately, defined as: the appropriate dress that would be expected at a work-site related to the student's program of training. Instructors have the authority to ask inappropriately dressed students to leave the school and return with the appropriate dress.

NAME TAGS

All students must wear nametags while in the building and on school grounds. (Only at Main Campus, not Coal Grove Building). ***Replacement nametags will be provided @ a cost of \$5.00 each.**

ELECTRONIC EQUIPMENT

Cell phones, beepers and any other electronic communication devices are prohibited in the classroom.

LAB CLEAN-UP

It is the responsibility of the student to clean classrooms and lab areas at the end of each training session. Labs and classrooms should be left in the condition in which they were found.

DRUG AND ALCOHOL ABUSE POLICY

Drugs (illegally acquired) and alcohol will not be tolerated on the grounds of the Collins Career Center. This pertains to the illegal possession, use, or distribution to other students. All students and staff are encouraged to report to the supervisor, any misuse or sale of any illegal drugs or alcohol. Any student caught in possession of and/or consuming or distributing illegal drugs or alcohol will be terminated from his or her program of training immediately and will be reported to the appropriate law enforcement officials. Note: If the smell of alcohol is detected on a student, he or she may be dropped from his or her program of training (this includes while on school grounds and clinical sites). Drug screens can be requested by program instructors on any student suspected of being under the influence. A positive drug screen is grounds for dismissal. Random drug screens can be performed anytime.

VISITORS

Family and friends of students must report to the Adult Education office before going to any classroom and/or lab. Class disruptions by visitors will not be tolerated. The Collins Career Center cannot assume liability; therefore, adult students' children are not permitted to accompany them to school.

PARKING

Adult students and instructors must park vehicles in one of the large parking lots in the front, at the west side of the building, or rear parking lot outside the Adult Education office. A few minutes may be allowed for unloading near doors or labs, but the vehicle must then be moved to one of the designated parking lots. Parking permits will be issued to all students and require identification of the vehicle(s). Designated parking areas are for safety and security reasons. Violation of parking restrictions may result in having the vehicle towed at the owner's expense or a citation. Note: Students are not to park in the visitor's parking spaces or staff parking areas next to building.

****Coal Grove – all spaces on right-side of the building and 2 spaces at front door are for staff.**

BREAKS

Students' breaks need to be taken either outside, in the cafeteria area, or in the Adult Education wing where the vending machines and benches are provided. Students are asked to please respectfully keep conversations and noise low during breaks, since there are other classes in session and offices near some break areas.

ADULT EDUCATION WING - HALLWAYS

Students are to use the main Adult Education entrance doors and are asked to check with the Adult Education office before entering the hallways to visit an instructor or financial aid personnel.

SMOKING

Smoking is **ONLY** permitted outside the Adult Education office rear parking lot **in the shelter area**. Cigarette butts must be disposed of in the appropriate containers provided outside. This is a privilege that must be handled responsibly. Smoking is permitted at the Coal Grove Building at the South Exit in the designated area. They must exit and enter through the front doors.

TELEPHONE USE

Students are to use the pay phones, which are located in the lobby/cafeteria area and Adult Education wing of the building. Students are not to call the office from the labs/classroom to request a number to be dialed for them. Office phones are for official school business; therefore, students are not permitted to use any office phone for personal phone calls.

PERSONAL PHONE CALLS TO STUDENTS

Adult Education staff will accept incoming calls to students in cases of emergency **ONLY**. The Adult Education office staff will take a message for the student to return the call in such cases.

WEATHER POLICY AND SCHOOL CLOSING INFORMATION

Students should watch the newscast or listen to one of the following stations for weather related school closing information. School closings will also be posted on the school home page: www.collins-cc.edu

| | | |
|------------|------------|------------|
| WOWK TV | WTCR Radio | WAMX Radio |
| WSAZ TV | WGNT Radio | WKEE Radio |
| WIRO Radio | | |

****NOTE: If classes are dismissed or cancelled for daytime classes, evening classes are also cancelled.**

OFFICE HOURS

| | |
|---------------|-------------------------------|
| August - June | 8:00 a.m. - 6:00 p.m. M & W |
| | 8:00 a.m. - 8:00 p.m. T & Th |
| | 8:00 a.m. - 4:00 p.m. Fridays |
| July | 7:00 a.m. - 4:00 p.m. M-F |

FINANCIAL AID OFFICE HOURS

The Financial Aid Office is open Monday thru Friday 8 a. m. to 4 p.m. There will be a financial aid person at the Coal Grove campus on Tuesdays from 9 a.m. until 4 p.m. Please call (740) 867-6641, Ext. 402 or 422 to inquire about office hours or to schedule an appointment.

G.E.D. PROGRAM

The Collins Career Center offers a General Education Development program. The G.E.D. program is a proven success for students who need assistance in studying for the G.E.D. test. The program is available during the school year and there is no cost for the program. More information on this program may be obtained from the Adult Education office.

COMPUTER USAGE

The Collins Career Center has expanded computer resources to provide computer literacy, Internet services, and software application software to be used to promote learning in the individual training programs. In order to access this technology, students must review the computer usage rules that will be distributed during orientation, and complete the documents to receive a user account. Students who violate any of the computer rules will lose the computer use privilege.

COMPUTER NETWORK GUIDELINES

1. No food or drinks in the computer areas.
2. No students in computer areas without supervision.
3. No programs will be brought into the school to be installed on computers.
4. No changes are to be made to the computers (i.e. color of screen, volume, screen saver, etc) without permission of instructor.
5. Nothing is to be saved on the hard drive without permission of instructor.
6. No changes are to be made to the programs without instructor's permission.
7. Students should notify their instructor immediately if any changes have been made to their computer.
8. The color printer is only to be used for special projects that require color printing and have been assigned by the instructor. Routine assignments should be printed on the laser printer. The printers may not be used for personal use.

INTERNET GUIDELINES

1. Students will have an assigned user identification to log onto the computer and will then create their own password. Students are responsible for their password and must not share it with other students.
2. If someone uses your password and logs in on your account, YOU will be cut one letter grade automatically in that class for the quarter.

3. E-mail is for internal learning use only. E-mail to instructors to be limited to educational issues only- no junk mail, jokes, etc.
4. **STUDENTS ARE NOT TO DOWNLOAD OR SAVE ANYTHING FROM THE INTERNET** without permission of instructor.
5. Internet use is for educational use only. Attempted access to inappropriate material is strictly forbidden.

Any problems incurred caused by a student not following the above guidelines will be considered a serious violation. Discipline could include, but not be limited to, being banned from using computers or even dismissal from the program.

PROBLEM RESOLUTION

Students are to use the following procedure to deal with any program/instructor problems or complaints:

1. Discuss with instructor
2. If unresolved, discuss with program director
3. If still unresolved, discuss with program supervisor
4. Finally, if unresolved, discuss with Superintendent

PROGRAM SUPERVISORS

| | | | | |
|--------------------------------|-------------------|------------------------|-------------|-----------------|
| Dan Stapleton Ken Bentley | Kay Swartz-welder | Jaime Chafin | Ann Wheeler | Jim Howard |
| Manufacturing and Construction | Nursing | Allied Health Programs | Cosmetology | Law Enforcement |

**** Please Note: Issues need to be dealt with in person not by phone. Please make an appointment with the appropriate person.**

OPEN COMPUTER LAB

The Computer Lab will be available for students for school-related work on a first-come, first-serve basis. (Check with instructor for calendar).

PLACEMENT SERVICES

Adult Education has full-time Placement services through the WDRC. The Collins Career Center does not guarantee placement, but will assist students in finding employment to the best of our ability. Please contact the guidance counselor or program instructor for more information.

GUIDANCE SERVICES

The Collins Career Center offers guidance to all Adult students. This service is available to aid adults in career decisions and problem resolution. A Guidance Counselor is available during some evening hours. Call to make appointment.

INDIVIDUAL CAREER PLAN (ICP)

The Individual Career Plan (ICP) is a planning tool that is used for career preparation, career growth, and lifelong learning goals. All Adult Education students will complete an Individual Career Plan with the Guidance Counselor.

VOCATIONAL EVALUATION

Vocational evaluation is available for students not sure about his or her career goal. The free evaluation will help determine the student's career strengths, weaknesses, and career programs that relate to the student.

WORKFORCE DEVELOPMENT RESOURCE CENTER (WDRC)

The Collins Career Center offers additional training facilities and placement services at the WDRC located on North 3rd Street, Ironton, Ohio. Phone: 740-532-3140

DISABLED STUDENT SERVICES

The Collins Career Center offers special services to disabled students upon request.

TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

STUDENT GRIEVANCE PROCEDURE
Students Alleged Discrimination Grievance Procedures

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes the Lawrence County Vocational School District or any of the district's staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance.

However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the principal or supervisory level. An informal grievance with the above mentioned administrator does not require parents/guardians to be present.

Step 1

An alleged formal discrimination grievance complaint should first be made to the Principal or Immediate Supervisor within ten school days of date incident occurred.

Step 2

If not resolved at Step 1, the decision may be appealed to the district's Title IX and or Section 504 Coordinator, within five school days.

Step 3

If not resolved at Step 2, the decision may be appealed to the district's Superintendent.

Note: Parents/guardians do not have to be present at the informal complaint meeting with the principal/supervisor. However, parent(s) and/or guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

Title XI, Section 504 Coordinator
Collins Career Center 11627 State Route 243,
Chesapeake, Ohio 45619 (740) 867-6641

NON-DISCRIMINATION POLICY STATEMENT

Collins Career Center complies with federal laws and practices the concept of nondiscrimination in all areas of human and personal relations. The Collins Career Center does not discriminate on the basis of race, color, sex, handicap, political affiliation, religion, or national and ethnic origin in the administration of admission, education policies, curriculum, selection of textbooks, scholarship and loan programs, education opportunities and employment.

EMERGENCY PROCEDURES POLICY

In the event of an emergency, students will follow the established emergency guidelines as documented in the Emergency Procedures Policy. A copy of the policy has been distributed to instructors and a copy exists in the Adult Education Office.

PROGRAM GUIDELINES

The policies and procedures in this handbook are designed for the majority of the programs offered at the Collins Career Center. Some programs may have their own policies and procedures for attendance, grades, etc.; therefore, you must follow the guidelines of your selected program of training.

ADULT SUPPORT STAFF

Arlene McClellan, Admissions Coordinator
Kelly Adams, Financial Aid Administrator
Amanda Gartin, Financial Aid Consultant
Scott Nash, IT Coordinator/Supervisor
Zach Dierdorff, IT Specialist
Jeff Pauley, IT Specialist
Steve Martin, Maintenance Supervisor
Charlotte Abrams, Maintenance
George Brown, Maintenance
Chad Gartin, Maintenance
Kristi Joseph, Payroll Clerk
Kenneth Bentley, Program Supervisor
Jaime Chafin, Program Supervisor
Danny Stapleton, Program Supervisor
Josh Shortridge, Security
Sonja Butcher, Support Staff
Tammy Hanshaw, Support Staff
Jamisue Weber, Support Staff Coal Grove
Barbara Black, Treasurer's Assistant
Mary Williams, Treasurer's Assistant
Cathy Moore, Assistant Vocational Evaluator
William Sands, Vocational Evaluator
Harold Fetters, Coal Grove Evening Supervisor
Ann Wheeler, Program Supervisor
Jim Howard, Program Supervisor

ADULT FACULTY

All instructors employed by the Collins Career Center Board of Education are properly certified and recognized by the Ohio State Department of Education to teach in the subject areas to which they are assigned.

| INSTRUCTOR | SUBJECT AREA | INSTRUCTOR | SUBJECT AREA |
|-------------------|---------------------|-------------------|------------------------|
| Bell, Jeanna | PN | Falls, Cassandra | PN |
| Black, Nancy | Med. Term/Coding | Gartin, Chad | Welding |
| Blevins, Dena | Radiology | Hutchinson, Steve | Electricity |
| Boggs, Shawn | PCT | Jones, Terry | EMT-Basic |
| Boyd, Lillian | Surgery. Tech | Hess, Carrie | Pharmacy Tech |
| Bradshaw, Pam | Paramedic/EMT | Kleinman, Carl | Auto Body Firefighters |
| Brumfield, Tonya | PN | Mannon, Jane | DMS |
| Burchett, Dana | PN | Marcum, Frances | STNA |
| Lisa Childers | PN instructor | McFann, Beth | PN |
| Cobb, Brian | IT Instructor | Meredith, Alyson | PN |
| Davenport, David | Welding | Monning, Daniel | Welding |
| Delong, Karen | Dialysis | Moran, Jennifer | PN |
| Hess, John | Pharmacy Tech | Morgan, Danny | Auto Technology |

| | | | |
|-------------------|----------------------|---------------|---------------|
| Patil, Ruhel | Med Director | Linda Workman | PN instructor |
| Ramsey, Georgetta | Cosmetology | | |
| Reed, Erica | Respiratory | | |
| Sanders, Gina | Massage Therapy | | |
| Schweichart, Jim | Steam Plant Operator | | |
| Short, Lori | PN Clinical | | |
| Staton, Mike | Welding | | |
| Stapleton, Jon | HVAC | | |
| Turner, Charlotte | Dialysis | | |
| Watson, Jimmy | Auto Body/Technology | | |
| Weaver, Tommie | Respiratory Therapy | | |
| Wheeler, Charles | HVAC | | |
| Williams, Clyde | ABLE | | |
| Williamson, Terri | Radiology | | |
| Jane Whaley | PN instructor | | |

**COLLINS CAREER CENTER
ADULT EDUCATION
2009-2010 SCHOOL CALENDAR**

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| Monday, August 3 | First Day of School for: Paramedic – CCC Practical Nursing 101 - CCC Practical Nursing 105 – CG Radiology 1st yr & 2nd yr Respiratory Therapy 1st & 2nd yr Sonography 1st yr & 2nd yr Surgical Tech - CCC |
| Tuesday, August 4 | First Day of School for: Practical Nursing 102 – CG Practical Nursing 103 - CG |
| Tuesday, September 1 | First Day of School for: Law Enforcement-CCC Manf./Construction-CCC |
| Monday, September 7 | Labor Day NO SCHOOL |
| Monday, October 5 | First Day of School for: Dialysis - CCC Massage Therapy - CCC Patient Care Tech - CCC Pharmacy - CCC |
| Tuesday, October 6 | First Day of School for: Paramedic – CCC Welding – CCC |
| Friday, October 23 | Last Day of School for: Massage Therapy - CCC |
| Tuesday, November 3 | Election Day NO SCHOOL |
| Wednesday, November 25-27 | Thanksgiving Break NO SCHOOL |
| Monday, November 30 | Classes Resume |
| Thursday, December 10 | Graduation Date: |

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| Monday, December 21 | Christmas Break Begins NO SCHOOL |
| Monday, January 4 | Classes Resume |
| Monday, January 18 | Martin Luther King Day NO SCHOOL |
| Friday, February 12 | Parent Teacher Conf NO SCHOOL |
| Monday, February 15 | President's Day NO SCHOOL |
| Monday, March 29-April 2 | Spring Break Begins NO SCHOOL |
| Monday, April 5 | Classes Resume |
| Friday, April 23 | Last Day of School for: PN 102 - CG PN 103 – CG |
| Tuesday, April 27 | First Day of School for: PN 102 - CG PN 103 – CG |
| Thursday, May 20 | Last Day of School for: Dialysis Technician - CCC Pharmacy – CCC |
| Monday, May 31 | Memorial Day NO SCHOOL |
| Thursday, June 17 | Last Day of School for: Manufacturing and Const. – CCC Welding - CCC |
| Thursday, June 24 | Last Day of School for Respiratory Therapy I & II - CCC Surgical Tech - CCC Patient Care Tech - CCC Law Enforcement – CCC |
| Friday, June 25 | Last Day of School for: Practical Nursing 101 - CCC Practical Nursing 105 – CG |
| Friday, June 25 | Graduation Date |