

# Itasca Community College

## Nursing Faculty

### Handbook

Revised Nov. 2017  
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## **ICC AND PN MISSION AND VISION STATEMENTS**

### **Itasca Community College Mission, Vision and Values Statement**

Mission:

Itasca Community College is committed to providing accessible, high-quality education that empowers our learners to pursue meaningful lives and productive careers.

Vision:

Best in engaged learning...best in community partnerships...best in empowering people!

Vision:

Integrity - Itasca Community College will put its principles into action, dedicating itself to the following values and using them to continually evaluate its mission, vision, and goals:

Focus on learners and learning - Itasca Community College believes that public higher education is key to the success of the people and communities it serves.

Collaboration - Itasca Community College values engagement within the institution and the community in working toward shared goals and the common good.

Responsiveness - Itasca Community College values accessibility, flexibility, and the ability to anticipate and respond to learner and community needs.

Access - Itasca Community College embraces diversity and values service to all learners.

### **Itasca Practical Nursing Program Mission Statement**

The mission of Itasca Community College Practical Nursing Program is to provide qualified students an opportunity to acquire the knowledge and skills necessary to become licensed and function in the occupation of Practical Nursing.

### **National League of Nursing Commission for Nursing Education Accreditation**

The Itasca Community College Practical Nursing Program is in pre-candidacy with CNEA.

### **Who is my supervisor?**

Chief Academic Officer / Provost Office Phone # 218-322-2388

## **ORIENTATION**

### **Checklist Completion –**

Schedule a meeting with the Administrative Assistant at phone # 218-322- 2400. The administrative assistant will provide assistance with completion of the orientation checklist, ordering business cards, assistance with locating business supplies, office keys, and general resource for guidance. The administrative assistant collects documentation of required qualifications for assignment.

Complete mandatory training for new employees; provide proof of training ASAP after hire.

### **Resources and Clerical Assistance to Faculty**

The ICC website [www.itascacc.edu](http://www.itascacc.edu) contains resource information for employees to do their job, including a listing of policies and procedures, forms, and links to various college departments and other related resources. Refer to the most current contract under the ICC HR website tab for specific language regarding work assignment and benefits. The Minnesota State contract website is available at <http://www.msccmn.org/mscc-contracts>

### **Semester Assignments**

Assignments are made by your supervisor, the Chief Academic Officer, in consultation with your program director.

### **Work Space**

Office or work space is assigned by the Chief Academic Officer. It will include a private space to counsel students when needed, a desk, a chair, a computer, and a phone.

### **Mentoring of New Faculty**

Identify a mentor early on in your assignment. One may be formally assigned to you by the program director, however, you are encouraged to supplement your assigned mentor with a faculty member who you can communicate openly with, has the ability to counsel your progression, has a willingness to share, is trustworthy, and has the ability to encourage and empower you. The goal of mentorship is to provide guidance, support, inspiration, challenge, and protection. The ultimate goal of mentorship is to launch you into independence within your professional role. All nursing faculty members are encouraged to assist in your professional growth.

### **Credits / Clinical Credit Relationship**

Theory hours are at a 1:1 ratio, which means credit for 1 contact hour per credit. Clinical hours are credited at a 2:1 ratio. This means instructors are credited at 2 contact hours per credit. Lab hours are at a 2:1 ratio, 2 contact hours per credit. Temporary, limited, and adjunct faculty may have contact hours assessed differently.

### **Calendar and Posting of Office Hours**

Submit calendar attendance, pro-rated by assignment, to the Chief Academic Officer (assigned ICC administrative assistant will request submission) each semester if part-time

or have an alternative schedule. Full-time employees are expected to attend all eligible days, including administrative and faculty duty days. Part-time and adjunct faculty are required to attend a pro-rated number of days. You are to post your academic calendar on your office door.

Faculty members are to maintain office hours for consultation with students. Faculty office hours are to be posted on or near office doors at the beginning of each term. Full-time faculty are required to post 5 office hours per week, part-time faculty are required to post pro-rated office hours. Submit to faculty clerical assistant.

ARTICLE 11, section 2, Subd. 5. Office Hours. Each instructor shall post and maintain one (1) office hour or one (1) hour of student availability in some other campus location per week for each three (3) credits taught to a maximum of fifteen (15) credits. Additional office hours or student availability may be scheduled at the instructor's option.

### **Submission of Assignment Syllabi**

Each instructor will be asked to supply a syllabus at the start of each semester for each course being delivered. These syllabi are kept on file with the Chief Academic Officer and are not shared without the permission of the faculty member. See current employee guidebook for direction on syllabus components.

### **Identification of Academic Concerns**

Communicate all concerns with the Program Director. Contact the student as soon as possible when a concern is identified and share your concern(s). If the student does not have a passing average in any course, it is important the student understands and acknowledges this. Send documentation of consultation to Program Director.

If a student is not meeting lab or clinical objectives, consult with the Program Director. Make a plan to contact the student as soon as possible, explain areas of concern and identify specific learning deficits. Offer strategies for improvement and develop a plan with the student. Complete a nursing concerns form and obtain signatures.

Formal counseling may be required. To set up a formal counseling session, include the program director, an ICC counselor, the student, and the instructor of the course of concern.

### **FERPA (Family Educational Rights and Privacy Act) for Students**

FERPA generally prohibits the improper disclosure of personally identifiable information derived from education records. Thus, information that an official obtained through personal knowledge or observation, or has heard orally from others, is not protected under FERPA. This remains applicable even if education records exist which contain that information, unless the official had an official role in making a determination that generated a protected education record. Under FERPA, a school is not generally required to maintain particular education records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those education records that it does maintain.

If an eligible student believes that a school has improperly disclosed personally identifiable information from his or her education records to a third party, the student may complete a FERPA complaint form and should include the following specific information: the date or approximate date the alleged disclosure occurred or the date the student learned of the disclosure; the name of the school official who made the

disclosure, if that is known; the third party to whom the disclosure was made; and the specific nature of the education records disclosed. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html>

### **Testing Expectations**

Test items should be based on a student learning objective (SLO) from the unit being tested. If previously developed questions are used, the item analysis should be evaluated prior to using. Before finalizing exam grades, a test analysis should be performed. It is important to look for incorrectly keyed items and problem test questions. In general, review any question statistically below 50%. Discussion between faculty members is welcomed. Tests must be secured prior and after the test. If immediate feedback is granted, turn off feedback after all students have completed the exam. If all students have not taken the exam, consider disabling immediate feedback.

Decisions regarding final exams at times other than regularly scheduled exam times will be made by the Chief Academic Officer after consulting with the appropriate faculty.

### **Clinical Assignment**

If your assignment includes clinical, be familiar with clinical supervision standards and grading practices. Attend student clinical orientation and communicate with other clinical instructors. In general, you are responsible for facilitating learning experiences, supervising all student activities, and ensuring patient safety. Review clinical syllabus to gain understanding of clinical objectives, focus areas, and method of evaluation. Assign and post clinical assignments in an agreed location. Note the level and skills expected of the students for that clinical day. Communicate your expectations in writing and verbally to your students. Allow your students to communicate concerns and reflections in a timely manner. Respond to clinical discussion post. Enter grades with comments promptly. Address clinical concerns in a private and respectful manner. If a student is not meeting clinical or lab objectives, communicate with the student as soon as possible and document.

The following are a few medication administration guidelines in place.

In the clinic setting –The instructor or willing RN, if instructor unable, may log into Omnicell for IM injection medications. Student may pull out medication, prepare for administration, and administer under the direct supervision of the preceptor.

In the Acute Care setting - Instructor will not share passwords with students. After instructor Omnicell access, students may pull medications under the direct supervision of instructor. The safety checks will predominately take place in the medication room. If the instructor is comfortable, after the safety checks, the student may be allowed to go to the patient room and administer PO medications without the instructor directly supervising. Insulin is checked by 2 RN's, one of which may be the instructor.

Medication Error – In the event of a medication error, complete safety assessments on the patient, notify the facility staff assigned to the patient, complete facility paperwork if needed, provide debriefing opportunity for the student and have the student complete a medication error form. Consequences will depend on the nature of the error.

## PROFESSIONAL STANDARDS for ICC FACULTY

It is recognized that full-time faculty members normally average forty (40) or more hours per week in carrying out their professional responsibilities. The reference to forty (40) hours is a generalization intended for recognition of the many non-assignable duties that faculty members perform. It does not establish a threshold of maximum assignable hours. It is further recognized that a state college faculty member's work assignment includes a number of diverse professional responsibilities. Classroom teaching and other contacts with students form the core of the faculty work assignment. Additionally, professional development and service to the college are the other core components of a faculty member's work assignment. A faculty member will plan to engage in such activities as student advising, course evaluation, classroom preparation, the evaluation of student performance, committee assignments, classroom research and community service as part of the overall work assignment. Some of these activities may be completed off campus. It is also recognized that the work assignments of part-time faculty include similar duties performed on a proportional basis. For specific contract language visit site <http://www.msfcfn.org/mscf-contracts>

Be familiar with the current ICC Practical Nursing Student Handbook.

Generally speaking, it is expected that ICC faculty will:

1. Develop Curriculum
  - Be responsible for developing and maintaining the department curriculum.
  - Revise curriculum to reflect changing procedures and trends.
2. Deliver Curriculum
  - Promote a positive educational environment by adhering to scheduled class meeting times and dates, and returning assignments and evaluations in a timely manner.
3. Assess Student Learning
  - Develop a system for assessing student effort, performance, and learning with appropriate feedback.
  - Maintain student records to ensure grades reflect learning accomplishments.
4. Support Learning Environment
  - Promote a campus-wide, positive educational environment.
  - Promote and adhere to applicable national, state, Minnesota State, and Itasca Community College policies, procedures, and standards.
  - Manage department budgets
5. Remain current in area of expertise and teaching, through continuing education activities and involvement in professional organizations.

Additionally, professional development and service to the college are core components of a faculty member's work assignment. As time allows, Itasca Community College faculty are encouraged to:

- Participate in faculty meetings and workshops. Faculty members are expected to participate in nursing faculty meetings.
- Be open to accepting or participating in additional college activities that will enhance or honor students and the college; i.e. graduation, advisory committees, academic advising, recruitment efforts, etc.
- Serve on appropriate college committees and/or participate in public relations activities and events that may enhance the department and/or college. Full-time employees are expected to participate in college-wide faculty organizations such as –  
Faculty Association

This group is composed of MSCF faculty members from all disciplines. It is highly encouraged for all faculty members to participate in faculty-driven committees (AASC, Personnel, Student Affairs, General Matters, Student Life, Facilities...). These committees meet and work together on assigned topics for the faculty association to discuss at regularly scheduled meetings.

#### Faculty Shared Governance Council

This group is composed of faculty committee chairs and administration to exchange views, review policy, and provide faculty an opportunity to make recommendations on personnel, student affairs, facilities, fiscal matters, and general matters. Meetings are held on a regular basis. A printed schedule may be requested from the administrative assistant.

#### Academic Affairs and Standards Council

The purpose of AASC is to provide direction in academic affairs, including Board Policy review, course outlines, award requirements, academic standards, course and program components, and the inventory of course and program offerings. This council is composed of two-thirds faculty members and one-third administrators and/or other staff. A faculty member serves as chair of the Council. The MSCF contract provides additional guidance regarding structure and process of AASC.

### **Performance Evaluations**

Faculty work with the Chief Academic Officer to complete a Professional Development Plan that is reviewed annually. An electronic version is submitted to the D2L Accreditation Site annually. Arrange a schedule for probationary/performance reviews.

### **Credentialing, including Teaching & Learning Competencies**

Credentialing policy and procedures are found on the ICC home page [www.itascacc.edu](http://www.itascacc.edu) under the Human Resources tab. There are courses required to be completed within the 3-year probationary period. Exemptions are granted.

Credentialing information found under the Human Resources tab at <http://www.cfc.MnSCU.edu/>.

New full-time and part-time unlimited appointment employees must take credentialing courses. Registration information for these required courses are found on the ICC homepage [www.itascacc.edu](http://www.itascacc.edu) under the Human Resources tab at <http://facultycourses.MnSCU.edu/>.

Resources for faculty; several website resources are found on the ICC homepage [www.itascacc.edu](http://www.itascacc.edu) under the Human Resources tab.

### **Column Placement & Progression**

Maintain your web credentialing form to keep your current graduate credit totals in the Human Resources system. Refer to contract for specific protocol to complete column change process at <http://www.msfcfn.org/mscf-contracts> Current language assigns Column III as bachelor's + 24 graduate credits in credentialed field, Column IV as master's with 30 graduate credits in the credentialed field, column V as master's with 45 graduate credits in the credentialed field. It is the employee's responsibility to initiate the column change process.

ARTICLE 13, SECTION 3, Subd. 1. Eligibility to Advance a Column. A column change may be made at the start of any semester or of the extra days or weeks that precede the semester. A column change may be made by the completion of academic requirements as required for the column. A column change must be documented and established as follows:

A. The faculty member must provide to the college human resources designee a written statement of intent to change columns, with either copies of official transcripts to document a column change or a written statement verifying that requirements for a column change have been completed prior to the start of the semester. This material shall be delivered to the college human resources designee before the start of such semester or sent by certified mail prior to the start of such semester.

## **PROFESSIONAL DEVELOPMENT**

ARTICLE 17, Section 1. College Level Funds. Each college will allocate faculty development funds at the rate of two hundred fifty dollars (\$250) per each full-time equivalent faculty position at the college during the preceding academic year. Part-time development funds are pro-rated. The MSCF chapter shall determine an equitable procedure for the distribution of faculty development funds.

These funds are to be used to support the professional development of the faculty, the development needs of the academic departments or areas, and the planned instructional priorities of the college. Funds provided by this section shall be used for financing expenses for faculty members only to attend conferences, workshops, take college courses and other activities off-campus, or for the provision of on-campus activities for staff development of the faculty. These funds may be used to reimburse the cost of travel, housing, meals, and registration associated with participation in professional conferences, workshops, and similar meetings or memberships.

Section 2. System Level Faculty Development Funds - For each fiscal year of this contract, the Employer will allocate a pro rata share of the funds identified in the budget as "staff development" for faculty development. Such funds will be used to provide statewide or regional conferences, workshops and other activities for the staff development of faculty members. The joint committee for faculty development comprised of at least three (3) faculty members appointed by the MSCF and at least three (3) administrators appointed by the Chancellor shall aid and advise the Chancellor or designee in the use of these funds.

Professional development opportunities are found at <http://www.asa.MnSCU.edu/facultydevelopment/index.html>

If staff development activities occur during academic calendar faculty days, a faculty leave request form must be submitted prior to the activity.

### **Tuition Waiver Benefit**

Temporary and unlimited faculty are eligible for tuition waiver credits. These credits can be used at any Minnesota State institution. A spouse or dependents are eligible to use the benefit if not used by faculty member at any Minnesota State Community College. See the MSCF contract for specifics.

ARTICLE 24, Section 3. Tuition Waiver at Minnesota State Colleges.

Subd. 1. General Provisions. Faculty members holding unlimited full-time, unlimited part-time, temporary full-time and temporary part-time (temporary part-time appointment must be in accordance with Subd. 2. below) appointments shall be entitled to enrollment on a space available basis in courses at any Minnesota State College without payment of tuition. Such enrollment shall not exceed a total of twenty-four (24) credits per year. The faculty member may use the twenty-four (24) credits at any Minnesota State Colleges and Universities institution. In the event the faculty member does not fully exercise this right, the faculty member's spouse or dependents shall be eligible to take a maximum of sixteen (16) credits per year with waiver of tuition only at any Minnesota State College. "Space

available” shall be interpreted to allow the faculty member, spouse, or dependent to register for classes through the normal registration process. However, individuals enrolled in a class under this provision shall not be included in the class tally count used in determining maximum class size.

Current faculty members and faculty members who have retired since June 30, 1995, shall be entitled to audit courses on a space available basis at any Minnesota State college as set forth above without paying tuition.

Subd. 2. Temporary Part-time Faculty.

A. Access to the tuition waiver benefit by temporary part-time faculty shall be based on assignments held on a semester by semester basis.

B. If a temporary part-time faculty member is assigned to twelve (12) or more credits or credit equivalents in fall semester the faculty member shall be able to use at anytime during the academic year (defined as fall through summer) up to twelve (12) credits of tuition waiver for himself/herself or up to eight (8) credits for a spouse or dependent(s).

C. If a temporary part-time faculty member is assigned to twelve (12) or more credits or credit equivalents in spring semester the faculty member shall be able to use at anytime during the academic year (defined as fall through summer) an additional, twelve (12) credits of tuition waiver for himself/herself or an additional eight (8) credits for a spouse or dependent(s).

D. In no instance shall unused tuition waiver credits be carried over from one (1) academic year to another.

Subd. 3. Faculty on Layoff or Notice of Layoff. Faculty members on notice of layoff, their spouse and dependents shall remain eligible for the tuition waiver benefit through the effective date of layoff. After the effective date of layoff the faculty member, their spouse and dependent(s) shall cease eligibility for the tuition waiver benefit. However, the faculty member shall have access to those tuition support benefits outlined in Article 22, Sections 7 and 8.

Subd. 4. Specific Applications. The following interpretation and application of tuition waiver shall apply.

A. More than Allowed Credits. When an eligible faculty member, spouse, or dependent registers for more than the available credits as per Subd. 1. above the full number of available credits of tuition shall be waived.

B. Spouses. Two (2) eligible faculty members who are spouses of each other shall have twenty-four (24) credits of tuition waiver per semester (forty-eight (48) per year) or thirty-two (32) per year for their dependents that they can apply however they decide between themselves.

C. Dependents. Dependents shall be defined as a child (biological, adopted, step-child, or legal ward) of up to twenty-five (25) years of age. Proof of financial dependency is not required.

**Reporting Absences**

Faculty should call in as soon as possible if they are going to be absent. Faculty should call attendance line at 218-322-2410 by 7:30am so class cancellation notices can be posted. Contact the program director and/or the online coordinator to communicate absence and possible collaboration to prevent cancellation of class or clinical.

**Weather Related Cancellations and Emergency Alerts**

Sign up for StarAlert and encourage your students to sign up. It is not unusual for significant variations in road conditions throughout the Itasca Community College service areas. Itasca Community College does not follow area school closures. There are two types of ICC cancellations. First, "all classes cancelled", means all classes for students are cancelled, but do not mean that faculty have the day off. It is possible to work from home if appropriate. The second cancellation is a "college closed" statement; this refers to both faculty and students not reporting to class or office duties. Clinicals are cancelled in both scenarios, including prep. Rarely will clinicals be cancelled independent of ICC direction; communicate with the clinical coordinator before making this decision.

If clinicals are cancelled, communicate with students regarding make-up assignment.

Depending on the situation, a make-up clinical, alternative clinical, or paper assignment could be substituted. Sometimes there will be no make-up assignment required.

Collaborate with your clinical coordinator to revise a plan and communicate with the program director prior to the notification of students.

**Parking Fees**

Parking fees are assessed each fall for the academic year and can be paid directly through payroll deduction. Parking is assigned to a specific lot in the fall.

## **HUMAN RESOURCES**

### **Insurance**

Enrollment forms are mailed from Minnesota Management & Budget (MMB) within 2 weeks of your start date. You will have 35 days from the day you were hired to make insurance elections. Employees who have a current employment status will have 30 days. For more information go to the ICC home page at [www.itascacc.edu](http://www.itascacc.edu) and click the Human Resources tab, then new employee tab.

Insurance is effective 35 days from the date of hire for new employees.

### **Retirement Plan**

Mandatory plans: Teacher's Retirement Account (TRA) elect or Individual Retirement Account Plan (IRAP) default, if TRA not selected. Decision to opt in for the TRA is time sensitive and a one-time option.

Supplemental plan for those eligible: Supplemental Retirement Plan (SRP)

Optional Investment Plans

MINNESOTA STATE sponsored TSA program: Tax Sheltered Annuity-403(b) Plan

<http://www1.tiaa-cref.org/tcm/MnSCU> 1-800-682-8969

State of MN sponsored Deferred Compensation program: 457 Plan 1-877-457-6466

### **Pay rate**

Unlimited faculty are paid on either a 9-month or 12-month payout of their annual base. Temporary and adjunct faculty are paid over the course of the assignment (semester by semester). Go to the following site in the Human Resources section of the ICC home page for FAQ's.

### **Payroll...**

Payroll runs every 2 weeks for time worked from a Wednesday to the Tuesday two weeks later. Payment comes Friday 10 days after the end of the payroll. Access to payroll information is obtained through the on-line Employee Self-Service module at <http://www.state.mn.us/employee>. You will need your 8 digit employee id #, different than your tech ID. Contact the administrative assistant office at 218-322-2400, for assistance.

Changes to my withholding allowances can be done through the modules in the on-line Employee Self-Service module or via a W-4 (found in the employee forms in the HR portal) sent to the payroll specialist.

Direct deposit changes can be done via the on-line Employee Self Service module or via the hardcopy form sent to Human Resources. It is effective 8 – 20 days after entering into the Employee Self-Service module.

### **Leaves and leave accruals**

Sick leave accruals and eligibility for sick leave are based on bargaining unit contracts and use is confirmed with completion of the Employee Leave form.

Faculty (full-time) – 10 days, 2 personal days per year, may accumulate.

Bargaining contracts allow for a number of paid and unpaid leaves that address both professional and personal situations.

### **Expense Allowances**

ARTICLE 18, Section 1. General. The Employer may authorize travel at state expense. Such authorization must be granted prior to the incurrence of the actual expenses. A purchase order must be filled out, then submitted for reimbursement to Peggy Pitts, faculty support and communicate request with the program director.

Section 2. Expense Reimbursement. Faculty members shall be reimbursed for actual expenses, which have been authorized by the Employer. Reimbursement allowances shall be in accordance with the terms set forth in the Personnel Plan for Minnesota State Administrators. [PDF](#)

Authorized/approved expenses incurred through an employee's position with the college are reimbursed through employee payroll. In-State/Out-of-State Travel Request, Business Leave Request, Expense Reimbursement and receipts are forms used in this process. Expenses beyond 60 days are taxed.

### **Policies & Procedures**

[Policy 1B.1](#) - Nondiscrimination in Employment and Education Opportunity

[Procedure 1B.1.1](#) - Report/Complaint of Discrimination/Harassment Investigation and Resolution

[Procedure 1C.0.1](#) - Employee Code of Conduct

[Policy 1C.2](#) - Fraudulent or Other Dishonest Acts

[Policy 3.26](#) - Intellectual Property

[Policy 5.22](#) - Acceptable Use of Computers and Information Technology Resources

[Procedure 5.22.1](#) - Acceptable Use of Computers and Information Technology Resources

[Policy 5.23](#) - Security and Privacy of Information Resources

### **Employee ID Card**

An ID card is required for copies, the library, and identification. ICC ID is required for initial clinicals. To obtain, go to the student services office, phone 218-322-2302. After ID card issuance, go to the library to register your ID card to facilitate online library resources. Your StarID will be used for e-mail login and online access. Along the barcode is your Tech ID number.

Tech ID # - used for formal grading submission in ISRS.

Employee ID # - used to access state employee self-serve for pay stubs and W-2's

## **INFORMATION TECHNOLOGY**

Cell 218-301-1258

Director 218-322-2444

### **Computers and Networks**

Outlook is automatically loaded on your computer and you have an e-mail account with the college while you are an active employee. Your e-mail is

[Firstname.lastname@itascacc.edu](mailto:Firstname.lastname@itascacc.edu) Your password is provided from IT.

Every student has e-mail while they are enrolled at the college.

Generally you will use shared printer(s) in your department or any follow me Lincoln.

### **Classroom Equipment**

Classrooms have varying levels of technology. Nearly all have projection capabilities and internet access. Beyond this classrooms may have Smartboards and/or the ability to choose audio and video input capabilities. ITV classrooms are also available.

IT staff can be contacted through the Helpdesk at ext. 2440 (218-322-2440). They will be able to train instructors in the use of the technology and troubleshoot as necessary.

Needs for other equipment should be addressed with IT staff by calling the Help Desk at 2408 (218-322-2408) to find out availability.

### **Copying**

Copies can be made in the copy centers located in several places on campus. Use of a printing vendor needs to be considered for large volumes of copies provided to students. Students are then charged for their individual set of copies through the college bookstores.

If the copier jams, runs out of paper or needs toner call IT. Once you receive training on the use of the copy machine, you will be expected to fill the copier with paper. Call the IT Help Desk at ext. 2440 (218-322-2440) for jams and toner.

### **Phone System**

All campus offices have a phone for on-campus, local and toll-free calls. Dial 9 to get an outside line. For long distance, dial 9, then the phone number without a "1" in front. If the call does not go through, add the "1" after the "9". Calling between campus buildings require only the 4-digit extension number. Dial 9-911 for emergencies. All phones are digital, if power goes out, there are traditional wall phones located around the campus. Locate the nearest one to your office and/or work space.

## **FACILITY SERVICES**

Director, 218-322-2444

Maintenance – 218-322-3191

Maintenance secondary – 218-244-1722

### **Plant Operations**

Heating or cooling problems, contact maintenance...see phone numbers above.

Shipments are accounted for through the business office or maintenance and delivered to you. If any invoices are attached, send back to the business office.

It is expected that your work area will be picked up and organized so regular cleaning and trash pickup can occur by maintenance. If additional assistance is needed in your office area or classroom maintenance needs to be contacted.

### **Safety/Security**

Employees have access to the buildings during normal operational hours. Buildings are alarmed during non-operational hours. Be sure to confer with Facility Services Director if access to buildings is needed outside of normal operational hours.

Employees receive keys for access to the areas they normally work in. If access to other areas is required, approval may be required before keys are issued to the additional areas.

Individual office areas should be kept locked when unoccupied unless your office is part of a major office complex that is occupied. At the end of the day, faculty and staff are responsible to lock offices and labs.

If an accident in the office area occurs and does not require immediate emergency care, it must be reported on the college's accident report form. Call 911 if a serious accident has occurred and let the receptionist know where to direct the emergency response vehicles.

## RESOURCES

### ICC Resources, by name

Bart Johnson, Provost / Chief Academic Officer, office 218-322-2388  
Carmen Bradach, HR Director, office 218-749-7743  
Chad Haatvedt, Facilities and IT Director, office 218-322-2444, cell 651-252-1722  
William Marshall, Director of Enrollment, office 218-322-2340  
Cricket Guyer, Administrative Assistant, office 218-322-2400  
Darla Nelson, Student Services / ID Card / Purchase Orders office 218-322-2302  
Deb Buria-Falkowski, Credentialing / Recruitment / Retirement, 218-749-7767  
Juanita Sistad, Payroll, FMLA, Insurance, office 218-262-7224  
Nancy Paolo, Insurance / Retirement, 218-262-7218  
Peggy Pitts, clerical assistant to nursing faculty, office 218- 322-2350  
Todd Crow, Information Technology, office 218-322-2442

### ICC contacts listed in handbook

Administrative Assistant, office 218-322-2400  
Attendance, 218-322-2410  
Credentialing / Recruitment / Tuition Waiver, office 218-749-7767  
Chief Academic Officer, office 218-322-2402  
Human Resources Director, office 218-749-7743  
Information Technology, office 218-322-2441, -2442, -2443, -2444  
IT / Information Technology Help Desk, 218-322-2440  
Insurance / Retirement, 218-262-7218  
Maintenance, office 218-322-2470 Maintenance emergency cell, 218-244-3191  
Payroll / FMLA / Insurance, 218-262-7224  
SCUPPS / UAFs, 218-262-7249  
Student Services, 218-322-2302

### Websites listed in handbook

Credentialing <http://www.cfc.MnSCU.edu/> and <http://facultycourses.MnSCU.edu/>  
ICC web homepage [www.itascacc.edu](http://www.itascacc.edu)  
Payroll <http://www.state.mn.us/employee>  
Professional Development <http://www.asa.MnSCU.edu/facultydevelopment/index.html>