Itasca Community College (ICC) is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.
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Provost’s Message
It is my pleasure to welcome you to Itasca Community College. Our college prides itself on the high quality of faculty and staff and the very rewarding opportunity to work in a culture focused on transforming learners’ lives.

As the lead administrator, I am committed to providing the best possible learning environment for our students and for all faculty and staff. ICC Provost Cabinet members are well aware of the roles we play in the learning process, and we believe in a very participative organizational structure.

Itasca Community College has a long history of providing quality education, dating back to 1922 when the college was located on the top floor of Greenway High School in Coleraine, Minnesota. The college moved to the current site on the campus of the University of Minnesota North Central Experiment Station in the spring of 1967. This move enabled the college to expand programming and also was the beginning of a long era of new buildings and activities for the Itasca County area that continues through today.

Our college is well respected and recognized in the local service area, as well as statewide and nationally. We continue to create our own future with the talent of our faculty and staff. Students continue to successfully complete their academic goals well beyond the classroom. This is due to the extra effort put forth by the people employed at our college.

Our mission states, “Itasca Community College is committed to providing accessible, high-quality educational experiences in an inclusive environment that empowers our learners to pursue meaningful lives and productive careers.” We always ask two questions when we address our future: (1) how will this decision affect student learning and development? (2) how will we know how this decision affects student learning and development?

I invite you to reflect upon these two questions as you prepare to contribute to our college’s mission.

The purpose of this guidebook is to help you become acquainted with the policies and processes which help operate the college. You are always welcome and encouraged to bring us any questions, comments, or concerns you may have. Once again, on behalf of the administrative team, welcome to our learner-centered college. We are glad you have joined our organization and look forward to working with you to help change learners’ lives.

Dr. Bart Johnson,
Provost
Introduction
This guidebook is written and issued by the administration at Itasca Community College as an official source of current operational policies and procedures. To minimize the number of regulations and procedures, we’ve only included those items that seem essential to good organization, communication, and coordination. Each member of the staff is expected to be familiar with the information in this guidebook.

The guidebook should be regarded as a supplement to all Minnesota state contracts and plans and Minnesota State Board Policies and System Procedures. Although an attempt has been made not to repeat information in those contracts and state policy, the procedures and policies in this guidebook are to be considered in the context of the terms and official interpretations of both the contracts and state policy. In the case of any conflict between this guidebook and the contracts, the terms of the contracts will prevail. Additional expectations for Minnesota State Board Policies and System Procedures can be found at: https://www.minnstate.edu/board/policy/index.html.

It is presumed that things will change. The guidebook is intended to be dynamic and adaptive. In general, changes in our policies and procedures will come in one or more of the following ways:

1. Legislative changes in Minnesota statutes;
2. Policy/procedure memoranda from the Department of Administration of the State of Minnesota;
3. Changes in system-wide or specific institutional policy/procedures approved by Minnesota State;
4. Administrative changes made by the Chancellor’s office;
5. Changes developed at the initiative of the college administration with the approval of the Provost;
6. Changes initiated by the Faculty groups in discussions with the administration and approved by the Provost;
7. When logical and appropriate, changes initiated by other personnel constituencies in discussions with the administration and approved by the Provost;
8. Changes that result from conflict with the terms of official interpretation of the terms of the contract or from a successful grievance to that effect;
9. Changes that result from additional negotiations between the individual unions and Minnesota State.

This guidebook is designed to facilitate deletions, modifications, or additions as they occur.

Guides for Specific and Frequent Employee Processes is found at: https://www.itascacc.edu/staff-and-faculty/employee-handbook-welcome-faculty-and-staff!

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**Profile of Itasca Community College**

Itasca Community College, a member of the Minnesota State Colleges and Universities system, is one of the oldest campuses in the state. Established in 1922, Itasca Jr. College (as it was known then) was originally located on the third floor of Greenway High School as part of School District #316. In 1963, legislative action created the Minnesota Junior College System.

In 1967, the college moved from Coleraine to its present site. New buildings (Administration Building, Wilson Hall, Mullins Hall, and Davies Hall) plus tennis courts, a football field, two ball diamonds, and paved parking areas all have been constructed since the move.

An extensive campus expansion began in 1987 and was completed in the spring of 1990. The construction resulted in the following new buildings: Campus Center (Backes Student Center), Media Center/Library, and Child Care. This major building project also included the renovation of Donovan Hall and the expansion of Mullins Hall, enclosed walkways, a new heat plant, additional administrative offices, expanded parking areas, and the removal of Bergh Hall.

In 2001, the Engineering Center (Wenger Hall) was completed with a $3.6 million dollar legislative appropriation and a $1 million dollar grant from the Blandin Foundation. This new facility houses the ICC Engineering program and the third floor is a residential hall for 33 students. Itasca Hall, a new dormitory with space for 75 students, opened fall semester, 2005. This unique project was funded with help from the Itasca Housing and Rehabilitation Authority and another $1 million dollar grant from the Blandin Foundation focused on additional housing for engineering students.

The Liberal Arts Building (Johnson Hall) was made possible by the awarding of a $4.5 million dollar bonding project approved by the Minnesota Legislature in 2012, as well as additional funding from the Iron Range Resources and Rehabilitation Board, and the Blandin Foundation. The entire bonding project involved the renovation of a part of the Backes Student Center building, the renovation of an area in the Media Center/Library, the demolition of Donovan Hall, and the construction of the new classroom building. At the same time significant renovations were made in Dailey Hall to relocate the Natural Resources program.

The new building has state-of-the-art classrooms that are flexible for various instructional methods. These classrooms can be expanded to accommodate large groups, and there is also a computer lab with the latest technology available. “This project has been a tremendous improvement for our students’ environment for learning,” stated Bart Johnson. “While Donovan Hall has been the foundational site of our classes for many years, the 1926 construction of the building had seen its better days, and we are so appreciative for this new space for our students.”

ICC offers students the option of an Associate in Arts degree for transfer to four-year institutions; the Associate in Applied Science degree is designed to apply to specific career/technical studies; the Associate in Science degree for pre-professional or selected technical programs which routinely transfer to four-year degree programs in the same field; and a Vocational certificate for completion of various one-year career programs. In addition, the College offers a variety of unique credit and non-credit courses for area residents of all ages.
Mission Statements
Itasca Community College Mission Statement

Itasca Community College is committed to providing accessible, high-quality educational experiences in an inclusive environment that empowers our learners to pursue meaningful lives and productive careers.

**Vision Statement**
Best in engaged learning... community partnerships... empowering people!

**Values**
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:

**Integrity**
*Itasca Community College will promote individual and organizational responsibility and integrity to empower the success of our learners.*

**Accessibility**
*Itasca Community College will serve as an inclusive educational community that enables all learners to achieve their desired educational goals.*

**Civility**
*Itasca Community College will encourage the college community to engage in meaningful conversations that embrace differing viewpoints and perspectives in a safe, open, and respectful environment.*

**Innovation**
*Itasca Community College will be innovative in meeting the educational needs of our learners, community, and region.*

**Community Engagement**
*Itasca Community College will integrate itself into the community through our students, employee involvement, and community partners.*

**Strategic Directions with Directional Goals**

1. **Ensure student success**
   *Academic Connections:* Evaluate and strengthen pathways for current and potential student connections with ICC and academic programs.

   *Personal Support:* Cultivate an environment that supports the student experience and achievement of educational goals both on campus and in the community.

   *Identity & Inclusion:* Encourage and value participation in and development of learning communities.

2. **Advance high-quality educational experiences**
   *Global Perspective:* Offer a broad set of courses and experiences to cultivate a sense of wonder and expanded world perspective.
Faculty Development: Continue to build and expand a robust faculty with discipline and teaching expertise; provide opportunities for professional development.

Continuous Improvement: Further the improvement of student learning through assessment and a culture of excellence.

Inclusivity: Foster an inclusive environment that supports student engagement and promotes personal growth outside of the classroom.

Educational Partnerships: Promote and expand healthy partnerships to provide educational opportunities that enhance student growth and perspective.

3. Facilitate development of high-quality citizens
   Problem-Solving Skills: Encourage critical thinking that empowers students to view real-world problems with a global perspective.

   Respect: Model civility through an engaging campus culture to develop students who respect differences.

   Community Involvement: Provide opportunities in the classroom and the community to support civic engagement.

4. Innovate for emerging educational needs
   Partnerships: Collaborate with regional, national, and global partners to identity emerging educational trends and needs.

   Technology: Leverage technology to provide accessible and quality educational offerings.

   Long-range Innovative Needs: Empower faculty and staff to explore and evaluate trends for innovative growth.

5. Sustain institution viability
   Community Partnerships: Identify, develop, and maintain relationships with key local and regional stakeholder’s (leaders, organizations, employers, alumni, donors, etc.) to forward the college’s mission.

   Facilities and Technology: Support innovative technology, facilities, and services to create an attractive and sustainable residential campus and learning environment that integrates our natural resources, campus culture, and student learning needs.

   Financial: Evaluate academic planning and budgeting at an institutional and program/department level to ensure sustainability.

   Enrollment: Provide relevant and quality academic programs and services to be an institution of choice for a broadening student population.

   Accreditation: Maintain applicable college and program accreditations to support student opportunities and the fulfillment of the college’s mission.
Itasca Community College Foundational Goals and Outcomes

1. **Communication**
   Goal: To develop students’ skills in the use of written and oral language in the various contexts of personal and professional life.

   Students will be able to:
   a. Read, evaluate, synthesize, and apply information from a variety of sources.
   b. Understand/demonstrate the writing and speaking processes through planning, organizing, drafting, revising, and editing.
   c. Write and speak clearly, concisely, and accurately in a variety of contexts and formats.
   d. Employ appropriate language use, vocabulary, and mechanics in academic, professional, and personal settings.
   e. Participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.

2. **Critical Thinking**
   Goal: To increase students’ abilities to engage in and apply effective critical/creative thinking and reasoning skills to personal and professional decision making, problem solving, and evaluative reasoning.

   Students will be able to:
   a. Identify a problem/issue/concept.
   b. Gather/generate information and/or ideas.
   c. Analyze the connections among the ideas, facts, goals, and implicit assumptions relevant to a situation.
   d. Formulate solutions and/or processes and identify potential consequences.
   e. Select and implement a solution, process, or decision.
   f. Evaluate and modify the solution, process, or decision as appropriate.

3. **Information Technology**
   Goal: To develop students’ skills in and knowledge of computers and other technology.

   Students will be able to:
   a. Perform basic keyboarding skills.
   b. Perform basic word processing skills.
   c. Access and manipulate information electronically.
   d. Define basic computer terminology and functions.
   e. Use technological equipment.

4. **Mathematical/Scientific Reasoning**
   Mathematical Reasoning
   Goal: To increase students’ skills in and knowledge of mathematical and logical modes of thinking.

   Students will be able to:
   a. Use critical thinking skills to solve mathematical problems.
   b. Solve problems using appropriate mathematical methods.
   c. Demonstrate ability to apply mathematical reasoning in a variety of disciplines.
   d. Demonstrate an increased level of confidence in their own mathematical abilities.

OR
Scientific Reasoning
Goal: To improve students’ understanding of scientific principles and of the methods of scientific inquiry.

Students will be able to:
  a. Demonstrate an understanding of scientific principles, vocabulary, and the methods of scientific inquiry and communication of results.
  b. Demonstrate the ability to collect and analyze data and use critical thinking to interpret experimental results.

5. Citizenship and Ethics
Goal: To develop students’ capacity to understand the ways in which they can exercise responsible and productive citizenship.

Students will be able to:
  a. Analyze and reflect on the ethical dimensions of legal, social, or scientific issues.
  b. Examine, articulate, and apply their own ethical views.
  c. Participate in an opportunity for civic engagement.

6. Diversity
Goal: To increase students’ understanding and acceptance of individual and group differences (e.g., cultures, race, gender, sexual orientation, age, class).

Students will be able to:
  a. Demonstrate interpersonal skills necessary for living and working effectively in a society with great population diversity.
  b. Analyze their own attitudes, behaviors, concepts and beliefs regarding human diversity.

Missions, Values & Vision–Purpose of the Northeast Higher Education District (NHED)
The NHED will create an environment that:
- Increases access and improved learning opportunities for students;
- Focuses presidential leadership, at both the regional and community (institutional) levels;
- Increases coordination and joint planning among institutions;
- Improves alignment with regional businesses, industries, organizations, and education providers; and
- Ensures full, independent Higher Learning Commission (HLC) accreditation for each of the member colleges.

NHED Principles
The NHED Plan is built on these principles:
- Student and community needs drive planning and institutional structures;
- A unique blend of regional collaboration and local decision-making results in collective resource use, coordination and planning for Northeastern Minnesota;
- Long-term institutional stability is a prerequisite for effective institutional planning, decision-making, and educational program implementation; and
- Benchmarking, assessment, and on-going refinement of programs and services are vital to institutional effectiveness and success.
**NHED Vision**
The NHED will enhance student access and learning options throughout the region and will focus on each member college’s connection to the community.

**What Does the Vision Mean?**
Students enrolling in NHED colleges will discover full-service institutions that are independent, yet strengthened through their interdependence, sharing of resources and programs, connection to communities, and participation in the economic development of the entire Northeast region. Strong local leadership will remain fully empowered to represent and to manage the college, and the district president and college leaders will collectively invest resources to strengthen instruction; create of align programs; and achieve true ‘centers of excellence’ across northeastern Minnesota. In this way students will be offered a well-rounded educational experience, and will be continuously assured of access to excellence, through on-going assessment and investment of resources in ways that better meet the needs of northeastern Minnesota.

**NHED Mission and Goals**
The NHED will provide quality higher education to the communities throughout northeastern Minnesota by developing a regional structure that will preserve college autonomy but will also align programs and services to better prepare residents for learning, employment, citizenship, and life.

**What Does the Mission Mean?**
By creating a balance between local autonomy and regional unity, the NHED colleges will be positioned as resources for the region’s communities, employers, and students. Acknowledging that the future will be marked by continued growth in competition, NHED colleges will find ways to expand potential student markets to include the incumbent workforce, and will develop institutional niches as a result. In this way NHED colleges will be truly anchored to their communities and capable of cooperating with other colleges to cost-effectively provide quality education for smaller numbers of students. To do this, NHED colleges will share institutional services, increase instructional investment, and reward creativity and innovation.

**Minnesota State Colleges & Universities System Mission**
Minnesota State Colleges and Universities (Minnesota State) support Minnesota’s economy by opening the doors of educational opportunity to all Minnesotans. To that end, Minnesota State strives to:

- Ensure access to an extraordinary education for all Minnesotans
- Be the partner of choice to meet Minnesota’s workforce and community needs
- Deliver the highest value/most affordable higher-education option

Students can choose from an array of high-quality and low-cost educational programs offered in all parts of the state, including:

- Technical education programs which prepare students for skilled occupations that do not require a baccalaureate degree.
- Pre-baccalaureate programs which offer lower division instruction in academic and occupational fields designed for transfer to a baccalaureate degree and in developmental education.
- Baccalaureate programs which offer undergraduate instruction and degrees.
- Graduate programs including instruction through the master's degree, specialist certificates and degrees, and applied doctoral degrees.
Human Resources
Link to Human Resources
https://www.nhed.edu/human-resources/

Sabbaticals, Contract Interpretation, Professional Development, Performance Management, Unemployment, Equity & Inclusion
Carmen Bradach, Chief Human Resources Officer
Mesabi - Virginia Campus
Office: (218) 749-7743

Safety, Emergency Management, Worker’s Comp, Safety Training, Ergonomic Assessment
Gina (Gould) Godeen
Hibbing Campus
Office: (218) 262-6704

Credentialing, Employee Recruiting, Job Vacancies, Tuition Waiver, Contract Interpretation, New Employee Onboard/Intake, Affirmative Action
Deb Falkowski - Mesabi - Virginia Campus
(218) 749-7767
d.falkowski@mesabirange.edu

Retirement, Benefits, FMLA, Seniority Rosters, Leave of Absence, Faculty Payroll, FWM
Nancy Paolo - Hibbing Campus
(218) 262-7218
nancypaolo@hibbing.edu

HR Service Center Payroll (TSM)
Juanita Sistad - Mesabi-Virginia Campus
(218) 749-7778
juanita.sistad@mesabirange.edu

Employee Orientation
https://www.nhed.edu/human-resources/new-employee-packet
https://www.nhed.edu/human-resources/orientation/policies

Checklist Completion
Schedule a meeting with the Executive Assistant at 218-322-2400. The assistant will help answer questions and assist with completion of the orientation checklist, ordering business cards and a name tag, assistance with locating business supplies, office keys, and act as a general resource for guidance.

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.

Position Descriptions
Position descriptions are written for each non-faculty position, and copies are retained by both the supervisor and the employee. A copy is available in the personnel file at the Human Resources Office located at Mesabi Range-Virginia. The supervisor and the employee should keep the position description updated as necessary. It will be reviewed at least yearly or at the time of any performance reviews.
**Personnel Files and Data Privacy**

Personnel files are maintained at the Human Resources Office at Mesabi Range-Virginia. The files are available for inspection by employees or by supervisors.

Contents of the personnel file may include:
- Initial employment data: including resumes, applications, and appointment documents leading to initial employment
- Historical employment data
- Transcripts
- Insurance applications: initial and changes
- Documents regarding employment status
- Performance evaluations
- Disciplinary reports
- Documents submitted by the employee for addition to the file

It is the employee’s responsibility to inform the Human Resources Office of demographic/personal information if it changes, such as change of name or address, marital status, birth of children, etc.

Data privacy laws protect specific information about employees. Information which is PRIVATE includes:
- Unemployment insurance documents
- Medical statements
- Performance evaluations
- Memos withholding annual pay increases for performance reasons
- Original reference check letters
- W2 forms
- Insurance coverage forms

Other information is PUBLIC, including:
- Name
- Salary
- Original application form
- Pension & benefit amounts
- Expense reimbursements
- Position descriptions
- Education and training
- Work background
- Salary increase memos
- Commendations
- Discipline letters, memos
- Status of any charges or complaints filed against an employee

Employment contracts also address personnel files.

**Benefits**

[http://mn.gov/mmb/segip/index.jsp](http://mn.gov/mmb/segip/index.jsp)

Employee benefits for eligible employees include insurance, retirement plan, paid vacation and sick leave, paid holidays, tuition waivers, and other additions to wages. Eligibility for benefits are generally set through collective bargaining. Employees will find details of benefits available in the
appropriate employment contract. Questions regarding eligibility for and information about benefits can be addressed to the Human Resources staff.

**NHED Benefits/Union Information:**
https://www.nhed.edu/human-resources/benefits-resources

**Employee Assistance Program**
http://mn.gov/mmb/segip/health-solutions/employees/eap/index.jsp

Your Employee Assistance Program (EAP) provides expert, confidential, personal consultation for concerns including financial and legal matters, relationship challenges, and personal and family problems. The EAP for state employees and family members is provided by LifeMatters. Visit the LifeMatters website (password: stmn1) or call a LifeMatters EAP consultant any day and any time: 651-259-3840 or 1-800-657-3719.

**Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) went into effect on August 5, 1993. It is a federal law which (broadly stated) provides eligible employees with paid or unpaid leave for up to 12 weeks in a 12-month period for the birth or adoption of a child, for the care of a child, spouse, or parent who has a serious health condition, and for serious illness of an employee. It also entitles employees to job protection and employer paid insurance during the period of a qualifying leave. The State has established that the 12-month period coincides with the State’s fiscal year (July to June).

Further information can be obtained at the Human Resources Office regarding eligibility and procedures to use FMLA.

**Wages and Paychecks**
https://mn.gov/admin/employees/hr/new-employees/employee-ss/

Paychecks are issued every other Friday (bi-weekly) and direct deposit is the State’s mandatory method of issuing wages. There are 26 paychecks in a 12-month period.

Paychecks for part-time faculty are issued based on the dates of the work performed and timely submission of information to the Human Resources Office.

Check advices will be obtained by employees on the State’s website (www.state.mn.us/employee). They will not be mailed to employees’ home addresses.

Questions regarding your paycheck or payroll information can be addressed to the Human Resources Office.

**Union Membership**
Eligible employees of Itasca Community College are represented by the following unions, each with its collective bargaining contract.
- AFSCME (Local 4001)
- MAPE (Minnesota Association of Professional Employees)
- MMA (Middle Management Association)
- MSCF (Minnesota State College Faculty) (formerly MCCFA and UTCE); employees will receive contracts of the appropriate bargaining unit.
Staff Development and Training
Itasca Community College encourages all employees in life-long learning and career development. It is the College’s obligation to balance this philosophy with the expectation that students are our highest priority and the responsibility to maintain a financially-sound institution.

Itasca’s staff development and training activities include a variety of learning opportunities:

- Technology Training and Development
- Faculty Sabbaticals (as defined by contractual benefit)
- Administrative Sabbaticals
- Tuition Waivers (as defined contractual benefit)
- Project Release Time
- Staff Duty Days
- Conferences
- Retirement Seminars (not individual retirement counseling)

Questions about staff development can be addressed to the Provost.

Below is the link to the Faculty Development Fund request form which should be completed and forwarded to the head of the Faculty Association on campus (it opens in a new tab):
https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/FacultyDevelopmentFundsForm.pdf

Below is the link to the Staff Development Fund request form:
Classified State Development Request.doc

If possible, please submit the form ten (10) days prior to the expense for approval. Once it is finalized, you can then complete a purchase order in Marketplace for the expense.

Statement of Dress
At ICC, we are very proud of our image as a high-quality educational institution in both the local communities and the larger academic community. Our image is formed, in part by the impression employees make on students and the public. Personal appearance is a factor in creating an impression. Changes in fashion and differences in job assignments make it difficult to create specific guidelines; therefore, we ask that employees help us maintain our positive and professional public image by making clothing choices that are appropriate to their work environment.

Leave Information
College Business Leave: The Employee Guidebook briefly addresses this type of leave, “College business leave is to be requested and authorized prior to taking it, using the written request form available. Any expenses involved should be noted.”

The Request to be Absent on Campus Business form states that “Whenever possible, this request should be submitted at least three days in advance for institutional representation.”
https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/Request_to_Be_Absent-Campus_Bus_Form.pdf

The Administration will make every effort to review and return requests in the shortest possible time so plans for travel can be made. Special circumstances should be discussed with the supervisor when divergence from the normal procedure may be necessary or time is at issue.
Communication between supervisor and employee is the best way for expressing the expectations in a particular department. Conversations regarding the expectations would help to clarify things for all parties.

_Sick Leave:_ An employee who calls in to notify the supervisor of illness or has a medical emergency which necessitates leaving work is expected to log in to the Time and Leave reporting screen for MinnState and enter in the time taken immediately upon returning to work. Doctor appointments and scheduled surgeries (for example)—planned leave—are to be submitted in advance. A reasonable expectation of the definition of “advanced” should be a topic of discussion between supervisors and employees. In some areas of the college where a replacement may need to be found, a longer period of time may be required.

Faculty should email [absent@itascacc.edu](mailto:absent@itascacc.edu) before 7:30 AM, and class cancellations will be posted on the calendar and also on the D2L page.

_Annual Leave:_ Approval of this type of leave has been mostly “discretionary” on the part of the supervisor. In some departments, it is important that supervisors know well in advance when vacations and time off are planned. The AFSCME contract says four weeks’ notice should be given, though many supervisors do not require that much notice. The MAPE contract says vacations should be scheduled at a “time agreeable to the employee insofar as work unit staffing permits.”

_Personal Leave:_ This type of leave is specific to faculty. Advanced notice of at least three days should be given for leave that is planned via email to ICC’s Chief Academic Officer/Provost. The use of personal leave for unforeseen events/emergencies should be called in to ICC’s Chief Academic Officer/Provost as soon as possible and emailed to [absent@itascacc.edu](mailto:absent@itascacc.edu), immediately. Faculty should use full leave days when absent; half days of leave are a potential if they are present for half their course assignments. Please work directly with the CAO/Provost regarding using of half days.

These are the current expectations for employees requesting and using paid leave. Specific questions about departmental expectations, supervisory discretion, and contractual differences should be addressed by employees and their supervisors.

Questions regarding paid leave usage or accrual can be addressed to your supervisor or to Human Resources. Leave records for classified and unclassified staff are maintained via the state’s payroll system and are based on timesheets submitted. [https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/Faculty_Directions_for_Submitting_Leave_-_2018.pdf](https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/Faculty_Directions_for_Submitting_Leave_-_2018.pdf)
Tuition Waiver Benefit for Employees
https://www.nhed.edu/human-resources/tuition-waiver
Any questions regarding this benefit for specific employees should be addressed to the Human Resources Office.

Weather Emergency Closures Summary
https://minnstate.edu/board/policy/4-04.pdf

Emergency Closings
The authority to cancel classes or close the college resides with the Provost or the Provost’s designee. (The closure of state agencies by the Commissioner of the Dept. of Employee Relations does not apply to Itasca Community College.)

When the college is closed, no students or employees are expected to report to campus (except notified essential employees). If classes are cancelled, employees are expected to work or make other arrangements with their supervisor. Employees are asked to check the ICC website to clarify if the college is closed or classes are cancelled. The media does not necessarily differentiate when announcing the status of the college. Based on weather conditions, the closure could be for the whole day or a partial day.

Procedures:
1. The college’s Director of Facility Services will assess the conditions of the campus and inform the Provost or designee. The Provost or designee will then determine if classes will be cancelled or if the college shall be closed.
2. Students and employees will be notified via the SMS StarAlert system for any closures or cancellations. Updated closing and/or cancellation information will also be posted on the ICC website at www.itascacc.edu. When possible, determination of closing or canceling shall be made by 5:30 a.m. or sooner for daytime classes, and by 3 p.m. or sooner for evening classes.
3. Once a decision to cancel or close is made, the following radio and television stations will be notified:
   Radio:  KAXE, KOZY-KMFY, WTBX, WMFG AM/WMGF FM, KMFG, WNMT
   Television:  WDIO, KDLH, KBJR

Students and employees must consider their own safety, and therefore, assess their own travel conditions to report to work/school, based on personal assessment. When possible, annual leave and/or an alternate work schedule will be approved for employees who cannot get to campus. Students and employees should not report for work or school if their personal situation is considered to be too dangerous to travel.

Definitions:
A. Closing the College – Closing all operations other than those which are deemed essential to the protection of life and property. Closing the college results in canceling classes, as well as canceling student, faculty, and staff activities and meetings. All general offices are closed.
B. Cancellation of Classes and/or Activities – Canceling one, several, or all classes/activities (off-campus or on-campus) in lieu of officially closing the entire college. Cancellation of non-academic activities refers to cancellation of an event, e.g., athletic events, theatrical productions, concerts, or workshops.

Work Responsibilities When the College is Closed or Classes Cancelled
It is the policy of Itasca Community College to adhere to each of the collective bargaining contracts that have been agreed to by Minnesota State.
**Campus Security: 218-259-6322**

The Campus Security Department is a support unit to the broader mission and goals of the College. We strive to provide the safest, most stable environment possible in which education may be pursued without the fear and presence of crime or violence. We do this by supporting and educating students, employees, and visitors in areas of personal safety and providing assistance in situations of need. The Campus Security Department is built on a foundation of proactive service and crime prevention that reflects and preserves the rights and human dignity of those whom we serve.

**EMERGENCY: DIAL 9-9-1-1**

Itasca Community College and the Campus Security Department partner with local law enforcement to respond to health, safety and emergency situations. Members of the campus community should call 9-9-1-1 first in emergency situations, then contact Campus Security for assistance. Our Campus Security officers are hands-off in situations in which their own safety may be compromised. Their role on campus is primarily to provide service and deter criminal activity.

**Escorts**

Campus Security officers will provide walking escorts to any campus community member. It is never advisable that you walk alone after dark. Please do not hesitate to request an escort to your vehicle, residence hall, or any other location on campus. You may request an escort by calling the Campus Security duty phone at 218-259-6322 during the hours of 5:00pm to 12:00am, Sunday-Thursday and 6:00pm to 2:00am Fridays and Saturdays. Escorts are available during fall and spring semesters only.

Itasca Community College will involve outside resources as needed when its employees are affected by Critical Incidents which may be defined as:

- Any incident involving an employee which results in death, great bodily harm or substantial bodily harm to an employee or member of the public.
- Any incident in which deadly force, as defined in M.S. 609.066, Subd. 1, is used by an employee or against an employee. Examples include use of weapons, physical assault, bombs, etc.
- Any incident deemed serious enough by the circumstances to warrant investigation and review. Examples would include:
  - hostage situations
  - pursuits
  - sudden death or serious injury to a child
  - a difficult rescue effort
  - a victim with overwhelming traumatic injuries
  - natural disasters or mass casualty incidents
  - threats of violence to an employee or group of employees
  - suicides
  - death or injury of a person known by employees
  - extremely hostile encounters
  - several difficult incidents within a short period of time

The college may utilize services of trained, local Employee Assistance Program (EAP) providers in the event of a critical incident occurrence to provide Critical Incident Stress Debriefing (CISD).

ICC responses to a critical incident may include any of the following as deemed appropriate:

- provide paid administrative leave time if deemed appropriate
- encourage professional counseling (psychologist, psychiatrist, member of the clergy, organized peer counseling group)
- encourage use of Employee Assistance Program
- relocating employees on a temporary basis if facility is uninhabitable
• reassigning employees to different work sites

ICC recognizes the importance of training and education in providing a work environment free of violence and will take measures to provide a variety of opportunities for managerial and non-managerial employees to receive such training. Furthermore, ICC recognizes that it is the responsibility of all employees to foster a positive workplace culture, free from violence of any sort.

The college will provide and may require training on a variety of topics including, but not limited to:
  • Effective communications
  • Stress management
  • Time management
  • Personal safety issues
  • Conflict resolution

The college will provide readily accessible resource materials to employees including but not limited to:
  • EAP brochures
  • Health promotion materials
  • Videos
  • Other reading materials

In keeping with its zero tolerance policy, Itasca Community College is prepared to take strong disciplinary action, up to and including discharge from State employment, against employees of the college who are involved in the commission or work-related threats or acts of violence.

The college will provide and may require training for all supervisors and will provide notice to all employees via dissemination of this policy.

Itasca Community College will implement its “Zero Tolerance of Workplace Violence Policy and Plan” at off-campus sites.

The college will provide individuals at off-campus sites with a copy of the “Zero Tolerance of Workplace Violence Policy and Plan.” Signed acknowledgments of receipt will be forwarded to the Human Resources Office.

The College recognizes the importance of ensuring safety and security of the college's facilities and grounds and will furthermore work to eliminate dangerous weapons, as listed below.

The College Safety Committee will review on a quarterly basis, topics including, but not limited to:
  • Parking lots
  • Internal/external lighting
  • Escort services
  • Personal safety training
  • Landscape safety
  • Communications systems


The college recognizes that the implementation and effective promulgation of the plan are necessary to affect institutional change and will take the following measures to ensure its efficacy. Comments will be invited from internal and external customers.
This policy will be disseminated to all new employees and acknowledgment of receipt will be maintained on file in the Human Resources Office.

**Dangerous Weapons**

For purposes of the Workplace Violence Policy and Plan, the following items are considered to be “dangerous weapons”:

- any weapon which, per applicable law, is illegal to possess
- any firearm loaded or unloaded, assembled or disassembled, including pellet, “BB” and stun guns electronic incapacitation devices) other than those present in the workplace for the specific purpose of firearms training
- replicate firearms, as defined in Minnesota Statutes Section 609.713
- knives (and other similar instruments) with a blade length of more than three inches, other than those present in the workplace for specific job-related purposes
- any “switchblade” knife
- “brass knuckles,” “metal knuckles,” and similar weapons
- bows, crossbows and arrows
- explosives and explosive devices, including fireworks and incendiary devices
- “throwing stars,” “numchucks,” clubs, saps and any other item commonly used as, or primarily intended for use as, a weapon
- any object that has been modified to serve as, or has been employed as, a dangerous weapon
Policies

All ICC Policies and Procedures can be found at ICC’s webpage of: 
https://www.itascacc.edu/academics/college-policies/

Some specific employee policies you should be familiar with are listed in the next few pages. Click on the link for the specific policy information.
Nondiscrimination in Employment and Education Opportunity:
https://www.minnstate.edu/board/policy/1bo1.html

Itasca Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university staff members may be appropriate if necessary to avoid physical harm to persons or property.

Racial Discrimination/Harassment Part 1. Definitions
https://www.nhed.edu/assets/sites/nhed/uploads/files/docs/Complaint%20Form%20Harassment%20Discrimination%20Violence.docx

Racial discrimination is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

Minnesota State Board Policy:
Code of Conduct & Ethics
https://www.minnstate.edu/system/ogc/employeeethics/employeecodeofethics.html

Minnesota State is committed to creating an environment where fraudulent and other dishonest acts are not tolerated. All Minnesota State employees are responsible for complying with the State Code of Ethics (Minnesota Statutes Section 43A.38), other state statutes and board policies that govern their conduct, and ensuring that all resources entrusted to them are used ethically, prudently, and for their designated purpose. In addition, to ensure that Minnesota State resources are used appropriately, managers and supervisors are responsible for educating employees about proper conduct, creating an environment that deters dishonesty and maintaining internal controls that provide reasonable assurance of achieving management objectives, and detecting dishonest acts. Furthermore, managers and supervisors must be cognizant of the risks and exposures inherent in their area of responsibility and be aware of symptoms of fraudulent or dishonest acts, should they occur. This policy establishes responsibilities for investigating potential incidents of fraud or other dishonest acts, taking remedial actions, and reporting evidence to the Legislative Auditor and other appropriate authorities.

Dishonest act. A dishonest act generally involves a deliberate act or failure to act with the intention of obtaining an unauthorized benefit, destruction of property or otherwise fraudulent behavior. Dishonest acts include, but are not limited to:

- Theft or misappropriation of funds, long distance telephone services, supplies, property, computer software, intellectual property, or other resources;
- Forgery or alteration of documents;
- Bribery or attempted bribery;
- Unauthorized use of records or access to information systems, including unauthorized sharing of computer security clearances;
- Unauthorized alteration, manipulation, or destruction of computer files and data;
- Falsification of reports to management or external agencies;
- Conflicts of interest that pursue a personal benefit or advantage while compromising the public interest;
- Improper handling or reporting of financial transactions;
- Authorizing or receiving compensation for goods not received or services not performed;
- Authorizing or receiving compensation for hours not worked;
- Incurring obligations in excess of appropriation authority, and
- Willful violation of laws, regulations or policies, or contractual obligations when conducting Minnesota State business.

**Employee Disciplinary Actions**
https://www.minnstate.edu/board/policy/1c02.html

Employees found to have participated in fraudulent or other dishonest acts, or any employee who hinders a fraud inquiry or investigation by making a false or misleading statement, or any employee who has knowledge of a dishonest act, but fails to report it according to this policy shall be subject to disciplinary action. The appropriate campus official or Vice Chancellor for Human Resources shall determine whether employee disciplinary action is warranted. The provisions of collective bargaining agreements shall be observed for any employee disciplinary proceedings.

**Possession or Carry of Firearms**
https://www.minnstate.edu/board/policy/521.html

**General.**
No person is permitted to carry or possess a firearm on System property except as provided in this policy.

**Employees.**
Prohibition. Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off System property, regardless of whether the employee has a permit to carry a firearm, except as otherwise provided in this policy. Licensed peace officers. Subpart 3.A.1. does not apply to employees who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c), when assigned by the college or university to public safety duties.

Employee reporting responsibility. An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the official designated in the applicable policy of the college, university or Office of the Chancellor. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

**Visitors.**
Prohibition. Visitors are prohibited from possessing or carrying a firearm while on System property, except as otherwise provided in this policy.
Licensed peace officers. This policy does not apply to visitors who are licensed peace officers under Minnesota Statutes section 626.84, subd.1(c).

**Freedom from Violence**

In 1992, the Minnesota legislature adopted the following: Freedom from Violence
The State of Minnesota hereby adopts a policy of zero tolerance of violence. It is a state policy that every person in the state has a right to live free from violence. (Minnesota Statutes Section 1.5)

In furtherance of this policy, Minnesota Statutes 15.86 mandates that each agency of state government adopt a goal of zero tolerance of violence in and around the workplace. Each agency is also encouraged to develop a plan that describes how the agency will (1) seek to eliminate any potential for violence in and around the agency workplace; and (2) seek to eliminate any potential for violence by affecting the attitudes and behavior of the people that the agency serves or regulates. (Minnesota Statutes Section 15.86)

**Itasca Community College Goal Statement**
It is the goal of Itasca Community College to achieve a working environment which is free from threats and acts of violence whether perceived or real. The college will not tolerate workplace violence of any type, from any sources and will work to achieve its goal through education and positively affecting attitudes and behaviors of employees and customers.

**Itasca Community College Policy Statement**
It is the policy of the college and the responsibility of all its agents to maintain a workplace free from threats and acts of violence. Each employee, student and visitor deserves to be treated with courtesy and respect. This will be accomplished by encouraging mutual respect among all individuals, establishing open and honest communications and enforcing “zero tolerance” for any type of violent behavior or threats of violence.

The college will establish a variety of elements in order to reduce and eliminate the potential for internal workplace violence including:
- Directives which will clarify and enforce expectations regarding behaviors of employees and customers and which will place responsibility on supervisors and managers to proactively assist in the prevention and elimination or workplace violence.
- A policy strongly encouraging employees and customers to report all threats or acts of violence whether perceived or real and a clear understandable mechanism for reporting including a plan for critical incident stress debriefing.
- Information and training for managerial and non-managerial staff.
- Notice detailing the disciplinary action, up to and including discharge from State employment, which may be taken against employees of the college involved in the commission of work-related threats or acts of violence.
- A review of off-site college functions.
- A review of building and grounds access, security systems, background checks, weapons.
- Prohibition of firearms and dangerous weapons as identified in Appendix A except as authorized by the college for training or business related purposes.

**ICC Prevention Plan**
Itasca Community College will attempt to reduce the potential for workplace violence by positively affecting the attitudes and the behaviors of its employees. The college values and respects diversity in its community and recognizes the importance of cultural differences.

The college will not tolerate such behavior as:
• name-calling;
• obscene language or gestures;
• throwing things;
• pushing;
• stalking;
• bullying;
• hazing;
• unjust exercise of power;
• negative racial or sexual comments;
• violent acts of hate such as assault or striking others;
• inappropriate touching;
• carrying weapons; or
• making “fun” or showing disrespect for others on or off site or using inappropriate or offensive reference for customers.

The college will provide and may require training on the impact of inappropriate language and/or behaviors.

The college will provide and may require training on awareness of, and sensitivity to, diverse cultures.

The college will provide and may require training for its employees on identifying and preventing workplace harassment.

Harassment, as defined in the current Minnesota State Colleges and Universities Board Policy 1B.1, of any person in the workplace is strictly prohibited. https://www.minnstate.edu/board/policy/1b01.html

College managers and supervisors are expected to promote positive behaviors, lead by example, and treat all employees with respect and dignity. Supervisors are charged with the consistent enforcement of this policy and plan and the fair, equitable administration of discipline in dealing with issues of inappropriate behaviors.

The college will provide and may require training on topics including, but not limited to:
• Administration of discipline
• Mediation
• Conflict resolution
• Effective communications and listening skills

The college will provide supervisors and managers with a variety of resource materials on topics related to the impact of outside factors on workplace violence such as:
• Domestic violence
• Health considerations
• Relationship problems
• Substance abuse
• Money worries

Itasca Community College will respond in a timely manner to all threats or acts of workplace violence. The college strongly encourages employees and customers to report all incidents and threats of violence, whether perceived or real, from any source. This response will include timely involvement of law enforcement agencies, when appropriate.
Drug-Free Policy, Public Law 101-226 –

According to the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and Minnesota Statutes 152 Prohibited Drugs, 340A Liquor Act, and 624.71 Liquors in Certain Buildings or Grounds, Itasca will implement a program to prevent the use of illicit drugs and the abuse of alcohol by its students and employees.

Standards of Conduct, as outlined below, apply to all students and employees at Itasca Community College. Reviewed July 2018.

- No student or employee shall use, manufacture, sell, give away, barter, deliver, exchange or distribute; or possess with the intent to use, manufacture, sell, give away, barter, deliver, exchange, or distribute, a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus, or while involved in a college activity, service, project, program or work situation, off-campus.

- No student or employee shall possess a controlled substance, except when the possession is for that person’s own use, and is authorized by law, 1) while on campus, or 2) while involved in a college activity, service, project, program, or work situation off campus.

- Except as allowed by Minnesota Statute 624.701, no student or employee shall introduce upon, or have possession upon, any college campus, or while involved in a college activity, service, project, program or work situation, any alcoholic beverage as defined in Minnesota Statute 340A.101.

- Employees working on federal grants or contracts who are convicted of a criminal drug statute violation occurring in the workplace are required to inform the principal campus administrator of this fact within five calendar days of the conviction. The college will notify the federal government within ten days after receiving notice of such an employee being convicted of a criminal drug statute violation occurring in the workplace.

- No employee shall report to work, and no student shall report to campus, while under the influence of alcohol, or a controlled substance, except as prescribed by a physician, which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

- Although the Minnesota Medical Cannabis Law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, and the Campus Security Act, and Board Policy 5.18 Alcoholic Beverages or Controlled Substances on Campus. Therefore, the use, possession, production, manufacture, and distribution of marijuana continues to be prohibited while a student is on college or university owned or controlled property or any function authorized or controlled by the college or university.

Campus Sanctions: Administrative and legal sanctions up to and including: 1) termination of employment for employees and expulsion for students; and 2) referral for prosecution, will be imposed on students and employees who violate the above standards of conduct. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

Pass/Fail Grading
https://www.itascacc.edu/academics/college-policies/pass/fail-grading-option

The Pass/No Credit option is for students who are not interested in receiving a letter grade but would like to receive credit for the course. A letter of “P” is issued for work that is judged average (C) or above. If, however, a grade of “A” is achieved, it will be recorded as such. While courses in which students earn “P” grades receive full college credit and count towards graduation, the “P” grades are not counted when computing a student’s grade point average. However, if students elect to take a
course under the P/F option and receive a grade of “F,” the grade will affect their GPA. P/F grades become part of a student’s permanent academic record at Itasca. Students selecting the P/F option must meet the stated pre-requisites for a given class, complete all course requirements, and take all examinations. The option to register on a P/F basis may be exercised until the end of the 7th day of class of a semester (3rd day of a summer session). Application forms for the P/F option are available in the Student Services Office and must be signed by a counselor. Students should be aware of the possibility that P/F grades may not be accepted by transfer institutions. The following restrictions apply to the P/F grading option: • Students may accumulate no more than 9 semester credits for graduation under the P/F grading option. • Students may take no more than one (1) class per semester on a P/F basis (regardless of the total number of credits taken). • Students who are on Academic Warning or on an approved academic plan will not be allowed to register for any courses on a P/F basis. • Students may not choose the P/F option for required (core) courses in career/technical programs leading to an AAS degree or in required courses for one-year certificate programs. • Prerequisite courses in an intended major may not be taken on a P/F basis. • No class taken initially for a letter grade may be repeated on a P/F basis. • Faculty in each discipline will create a list of courses which may be taken under the P/F option and will also indicate whether the option is available to non-majors only or to both majors and non-majors.

A list of courses which may be taken under the P/F option is available in the Counseling Office.

Repeated Courses ICC permits students to repeat their courses for the purpose of improving their letter grade. Both the old and new grades remain on the student’s transcript. The repeated course with the lowest grade is not counted in the GPA calculation but will count as an attempted but not completed course for calculation of satisfactory academic progress. Classes taken originally for a letter grade must be repeated for a letter grade. Repeats are processed automatically at the end of each semester. However, if a student is completing a block class as a repeat within the same semester they must notify the Registrar (218-322-2320) for processing. All repeated credits are included in the percent of completion and maximum timeframe calculations. When repeating a course, students may receive financial aid for a course where a passing grade was earned but the grade was lower than what is considered acceptable in a particular curriculum/major.

Satisfactory Academic Progress


Itasca Community College requires that students make satisfactory academic progress in order to remain in good standing and continue their enrollment. Satisfactory Academic Progress is determined by evaluation of cumulative GPA and pace of credit completion components. Itasca Community College has established and will apply the following standards of academic progress to all students effective 3/1/17 and beyond. Students bear responsibility for their own academic progress and for seeking assistance when experiencing academic difficulty.

To earn a diploma, certificate or associate degree from ICC, you must have a cumulative Grade Point Average (GPA) of 2.0 or better. You are not making satisfactory academic progress whenever your cumulative GPA falls below the required minimum of 2.0 or your cumulative credits earned versus attempted percentage is below 67%. The Dean of Student and Administrative Services, together with Student Services Office staff are responsible for implementing and monitoring this policy.

I. Qualitative Measure: you are required to meet the minimum cumulative GPA requirements by the time you attempt your sixth credit (including any transfer credits if applicable). Grades of A, B, C, D, F, FN, FW, HA, HB, and NC will be included in the GPA calculation. Transfer credit GPA is not measured under this policy. Cumulative Attempted Credits Minimum Required GPA 6+ credits (including transfer) 2.00

II. Quantitative Measure
A. Required Completion Percentage – By the time you attempt your sixth credit (including transfer credits), you are required to have a minimum cumulative credit completion rate of 67%. Grades of F, FN, FW, I, NC, W, Z, or blank/missing are treated as registered, NOT earned. Formula used: % earned = (cumulative earned credits/cumulative registered credits) Cumulative Attempted Credits Minimum Required GPA 6+ credits (including transfer) 67%

B. Maximum Time Frame (financial aid recipients) – You are expected to complete your degree/diploma/certificate within an acceptable period of time. You may receive financial aid through attempting 150% of the required credits needed to complete each individual program. At the end of each semester, ICC will perform a Satisfactory Academic Progress review and will suspend financial aid eligibility for students who cannot mathematically complete his/her program of study before attempting 150% of the required credits for that program. Maximum Time frame calculations apply to all terms of attendance, whether or not you received financial aid during each term. Financial aid recipients pursuing more than one program/major or who have changed their program/major may be required to appeal to continue receiving financial aid because of the 98 maximum timeframe restriction. Credits attempted at ICC, remedial level credits (up to 30), as well as transfer credits that do not count toward the student’s documented intended program/major will be excluded from the maximum timeframe calculation with an approved appeal.

III. Evaluation Period – You will be evaluated at the end of each term—fall, spring, and summer.

IV. Failure to Meet Standards A. Academic/Financial Aid Warning and Suspension Qualitative and Quantitative Standards
A. Evaluation: Following each term of attendance, your academic progress related to cumulative GPA and pace of progression (credit completion) will be evaluated. If you do not meet the minimum cumulative requirements, you will be placed on Academic and Financial Aid Warning after the first occurrence.

B. Reinstatement of students on warning status. If at the end of the warning period you have met the cumulative GPA and pace of progression (credit completion) ratio standards, ICC will reinstate your academic and financial aid eligibility.

C. Suspension of students on warning status. If, at the end of the warning period your cumulative GPA and/or pace of progression (credit completion) ratio does not meet the required standards, ICC will suspend you immediately.

1. Maximum Timeframe Standard. Following each semester of attendance, your progress relating to the maximum timeframe requirement will be evaluated. You will immediately be suspended from financial aid eligibility after any evaluation showing you have failed to complete your program of study within the maximum time frame allowed or cannot mathematically complete your program of study before attempting 150% of the required credits for that program. There will be no warning period prior to this type of suspension. This standard does not apply for academic warning, probation, or suspension. All periods of attendance (including periods when not receiving financial aid) are counted in this Maximum Timeframe evaluation.

2. Extraordinary Circumstances If suspended, you have the right to appeal that suspension status based on mitigating or extraordinary circumstances. See Appeals section below for specific directions. ICC reserves the right to withhold aid from any student, at any time, who demonstrates an attendance pattern that abuses the receipt of financial assistance. These situations may include, but are not limited to a student who withdraws from all classes two consecutive semesters, a student who has previously attended two or more institutions and has not progressed satisfactorily, a student who does not appear to be pursuing a degree/certificate, etc.
**Student Code of Conduct**


**Children on Campus**

Children are welcome on campus at appropriate activities and college events (performances, athletic events, open houses). Students may not bring children to class without prior consent from the instructor. Also, it is not appropriate to bring children to the college in the following circumstances: work-study job sites, new student orientations, and assessment appointments. In addition, college employees should not be asked to supervise children. Children are the responsibility of the responsible individual while on campus. Violations will be addressed through the Student Conduct Policy.

**Smoking and Tobacco Use Policy**


Itasca Community College is committed to creating a clean, safe, and healthy living, learning and working environment, for all students and employees of the college. ICC is a leader in promoting lifetime wellness. Official Policy: As of January 1, 2008, smoking and the use of tobacco and tobacco-like products (including cigarettes, e-cigarettes/vapor cigarettes, cigars, pipes, smokeless tobacco and other tobacco products) by students, faculty, staff, contractors, vendors, and visitors is prohibited on all college properties at all times, including, but not limited to:

- In all interior spaces on college property
- On all outside property or grounds controlled, managed, or maintained by the college, including parking lots
- In all college owned, leased, or rented vehicles, including charter buses and vans, and all other college vehicles
- At all events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using college facilities. Organizers of such events are responsible for communicating the policy to attendees and for enforcing the policy. Definitions: Smoking: The burning of any type of lighted pipe, cigar, cigarette, electronic cigarette (e-cigarette/vapor cigarette) or any other smoking equipment, whether filled with tobacco or any other type of material. Smokeless tobacco products: Smokeless tobacco consists of the use of snuff, chewing tobacco, dissolvable tobacco, smokeless pouches, or other forms of loose leaf tobacco.

*Policy Exceptions:* Smoking and tobacco use is permitted inside personal vehicles with doors closed in college parking lots if the vehicle is at least 50 feet from a college building.

This policy does not apply to specific activities used in connection with the practice of cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a. All ceremonial use exceptions must be approved in advance by the Provost of the college or his/her designee. Any other research, educational, and/or artistic purposes that involve the use of tobacco on campus, must be approved in advance by the Provost or his/her designee. Such use must be preceded by reasonable advance notice to the public.

*Policy Enforcement:* Enforcement of this policy will depend upon the cooperation of all faculty, staff, and students not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a clean, safe, and health environment in which to work, study, and live. In the case of a violation, the person will be informed of the College Smoking and Tobacco Use policy. Should that person continue to violate the policy, the aggrieved party should contact the
offices of administration at 218-322-2400. Appropriate disciplinary procedures related to student code of conduct will be implemented.

**Student Concern Process**


ICC has developed the Student Concern Process, which is an interactive document published on the institution’s website that provides guidance to students regarding to whom they should contact regarding their concern and the appropriate form to complete depending on the nature of their concern. This document is also posted around campus to encourage a culture of bringing forward concerns and complaints. Most student concerns are brought forward informally to the Provost, the Dean of Student and Administrative Services, and other supervisors on campus and are often resolved before they reach student complaint level. Supervisors direct students towards a more formal complaint process if it is determined necessary based on the nature of the concern.
Academic Affairs
**Academic Integrity**
[https://www.itascacc.edu/academics/college-policies/academic-integrity](https://www.itascacc.edu/academics/college-policies/academic-integrity)

Academic honesty and integrity are highly valued in the ICC community. Students who enroll and remain at Itasca should therefore realize that to submit work which is not academically honest violates the purpose of the college. Academic dishonesty is unethical behavior which adversely affects not only the college’s academic environment but also the larger community. It seriously compromises the integrity of the academic experience and will be neither tolerated nor condoned at Itasca. Specific programs (i.e., nursing) may also have policies regarding academic integrity.

Faculty will be expected to inform the Chief Academic Officer/Provost, in writing, of the violation in circumstances of course failure and recommended expulsion from ICC.

**Appeals:** Students have the right to appeal decisions regarding academic dishonesty through the Chief Academic Officer/Provost.

**Professional Standards for Itasca Community College**

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.

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.
- Serve on appropriate college committees and/or participate in public relations activities and events that may enhance the department and/or college.
- Participate in additional college activities that will enhance or honor students and the college; i.e., graduation, advisory committees, academic advising, recruitment efforts, etc.
Scheduling of Courses
The scheduling of courses is a process, facilitated by the Academic Affairs Coordinator that involves the faculty, the counselors/advisors, and the Chief Academic Officer. All have input as to what courses are necessary to fulfill the mission of the college and the goals of our students.

The Chief Academic Officer (CAO) meets with all the parties to determine what courses should be offered. Program Leaders are tasked with facilitating discussion with faculty prior to meeting with the CAO and Academic Affairs Coordinator. Scheduling is focused first on students’ needs and second on faculty preference as to which courses they would prefer to teach and on which days of the week along with preferred times of day. The intention of this process is to minimize schedule deviations from one semester to the next.

Tentative schedules for each semester, including summer sessions, are distributed on campus. Feedback from all areas is solicited, and then adjustments are made to the schedule and a final form emerges. Feedback on tentative schedules, including the appropriateness of the room assignment, not only is very important, but also is time sensitive. Once students are registered for a class, changes are severely limited.

General Information Regarding Course Outlines and Syllabi
The Course Outline: The purpose of a course outline is to serve as the official document outlining details of each course. Itasca Community College Course Outlines must include the following:

- Course Name
- Course Number
- Number of Lecture Credits and Number of Lab Credits
- Catalog Description
- Prerequisites
- Outline of Major Content Areas
- Learning Outcomes/Objectives (6-10)
- Methods Used for Evaluation, e.g., oral presentations, term papers, exams (not grading policy)
- Which Objectives Will Be Used to Assess ICC Competencies
- Any Necessary Special Information
- Date approved
- Date to Be Reviewed for Revisions

A course outline will be shared with other colleges and universities for student transfer purposes.

Course outlines may also be shared with interested students. There is one approved course outline per class, and any changes to course outlines must be made by faculty through the appropriate curriculum committee. Faculty members are required to monitor course outlines for any changes – including prerequisites. Official course outlines are kept by the Academic Affairs Coordinator.

The Course Syllabus
The course syllabus is intended to provide students with information on the course content, course requirements, and course expectations. The course syllabus is a document that contains the elements of the corresponding course outline, standards for evaluation of student learning, and additional information, which reflects the creative work of the faculty member. ICC faculty are responsible for providing a course syllabus to students on the first day of class. A copy shall be provided to the Academic Affairs coordinator within a maximum of one week from the first class meeting. These syllabi are kept on file in the Academic Affairs office.
The syllabus must contain the following items:

- **College Information**: List the college name and instructional site
- **Course Information**: List the semester and year, course prefix and number, full title of the course, any prerequisite for the course and times/hours per week the course will meet.
- **Instructor Information**: List your full name, office number, office phone number, office hours, email address, and if you want to, mobile and/or home phone number.
- **Course description**: use description from most recently approved course outline (available on the shared drive)
- **Textbooks and material**: List the textbook(s) and other materials or supplies students need for the course.
- **Course Learning Outcomes**: Give the instructional objectives describing what outcomes students will achieve in the course. Include:
  - Course-specific outcomes from most recent course outline. (You can add additional outcomes if you wish, but you must include and teach to these outcomes.)
  - ICC Foundational Goals met by the course
  - MnTC or program-level outcomes met by the course
- **Student Evaluation**: List of major assignment, how student achievement of learning outcomes is assessed, and how grades are assigned. Include major projects and/or labs as appropriate.
- **Student Requirements**: Expectation of students, including assignments, outside work or activities, class participation, safety expectations, attendance policy (what students should do if they are absent), etc.
- **Academic Integrity**: include an appropriate statement that explains ICC’s academic integrity policy and how academic integrity is addressed in the course. The academic integrity policy is available to students in the ICC Student Handbook.
- **Date and Time of Final Exam
- **Disability Services Statement**: use one of the approved versions provided by disability services (pg. 35-36).

Additional Items:

- If the course has a major lab component, it is important to state what percentage of the grade (or the number of credits) for the course that are associated with the lab portion of the course.
- If the course has a specific and relevant software package, it should be noted in the syllabus.
- Policies that affect student performance, including late penalties, attendance policies (including the requirement that we report non-attendance to financial aid), and policies for missed tests or quizzes, extra credit, etc.

Optional, but recommended items:

- List of resources for student support, including counselors/advisors, library information, tutoring availability
- The college statement on Assessment of Student Academic Achievement:

  Itasca Community College is committed to continuous improvement of student academic achievement. The College is engaged in the assessment of its academic programs and courses to assure that student learning is not only occurring but also improving. Further, classroom assessment by individual instructors discovers what is working in the particular classroom to facilitate learning. At each of these levels of academic achievement – classroom, course and program – you, the student, will be asked to participate to enable the college to improve its product, which is your learning and training. Assessment is a means to evaluate the learning and training process and
is separate from the grading process. Your participation will be solicited and appreciated.

- Emergency Procedures: Provide general instructions regarding emergencies specific to the course or classroom.
- ICC’s Affirmative Action Statement:
  
  Itasca Community College is committed to promoting equal educational and employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, reliance on public assistance, or organizational membership.

- Mandatory Reporting: “Minnesota law requires all educators to immediately report instances or actual or suspected sexual abuse, physical abuse, or neglect of individuals under the ages of 18 to local police, county sheriff, or social services agency.”

- Student Civility Statement:
  
  It is essential that instructors and students maintain a safe and mutually respectful environment in which they can teach and learn. Any student behavior that is threatening or distracting to instructors, students, or the learning experience is unacceptable and will not be tolerated at Itasca Community College. Consequences for such unacceptable conduct may include a verbal reprimand, temporary or permanent removal from a class, or expulsion from Itasca Community College. Instructors have the right to request a meeting with the disruptive student and an administrator if they feel such a meeting is necessary. Students also have the right to ask for the attendance of another college employee at the meeting.

- Financial Aid Note:
  
  Before you deposit/cash/spend any financial aid overage direct deposit/check, be advised that funds included in a financial aid overage may include federal/state financial aid dollars (grants, loans, etc.). If you officially withdraw from ICC or stop attending classes (unofficially withdraw), you likely will be required to PAY BACK a portion of your federal/state financial aid (grants, loans, etc.). Financial aid is EARNED over the entire semester. If you stop attending, you will likely owe ICC immediately for the portion of aid you did not earn. Owing a balance to ICC prevents future registration at ALL Minnesota State colleges/universities. If not paid off, collection costs will be added to the balance owed. For more information, see ICC’s Withdrawal and Refund Policy found at [https://www.itascacc.edu/academics/college-policies/add-/drop-/withdrawal-/refund](https://www.itascacc.edu/academics/college-policies/add-/drop-/withdrawal-/refund)

Use one of the following disability services statements or create your own version which includes similar information. Feel free to contact Office for Students with Disability at 218-322-2433 or ann.vidovic@itascacc.edu if you have any questions.

- Anyone who feels they may need an accommodation based on the impact of a disability should contact me to arrange an appointment to discuss their needs. I rely on the Office for Students with Disabilities for assistance in verifying the need for accommodations and developing accommodation strategies. If you have not previously contacted the Office for Students with Disabilities, I encourage you to do so; they are located in Backes Student Center right across from the bookstore.

- The college will make reasonable accommodations for persons with documented disabilities. Students should notify the Director of the Disability Services/Office for Students with Disabilities (located in Backes Student Center right next to the Bookstore) and their instructors of any accommodation needs as soon as possible.

- Itasca Community College abides by Section 504 of the Rehabilitation Act of 1973 which stipulates that no student shall be denied the benefits of an education "solely by reason of a handicap." Disabilities covered by law include, but are not limited to, learning disabilities,
psychological disabilities, health impairments, hearing, and sight or mobility impairments. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please contact OSD Office for Students with Disabilities at 218-322-2433 or ann.vidovic@itascacc.edu so accommodations may be arranged.

- I encourage students with disabilities, including non-visible disabilities such as chronic diseases, learning disabilities, head injury and attention deficit/hyperactive disorder, to contact the OSD-Office for Students with Disabilities at 218-322-2433 or ann.vidovic@itascacc.edu

- If you have a hidden or visible disability which may require classroom or test accommodations, please see me as soon as possible during a scheduled office hour. If you have not already done so, please register with the Office for Students with Disabilities (located in Backes Student Center right next to the bookstore). This office is responsible for coordinating accommodations and services for students with disabilities.

- The College will make reasonable accommodations for person with documented disabilities. Students should notify the Office for Students with Disabilities (located in Backes Student Center right next to the bookstore)

**Student Evaluation/Assignments**

Class-related exams and assignments will be graded and/or assessed in an appropriate manner and returned to the student in a reasonable length of time. In those cases where an instructor deems it necessary, the instructor may retain the exam or assignment after student review. When exams are not returned to students, it is recommended policy to retain them intact for a minimum of one year beyond the term the grade was given.

**Final Exam**

Final exams will be scheduled on campus in two-hour blocks during the last three or four days of the academic semester. This includes both comprehensive finals and unit or chapter exams which constitute the last exam given during the semester. Such exams, whether comprehensive or unit/chapter tests, are not to be given prior to the final exam period. The final exam schedule will be posted in advance on the ICC homepage.

During the final exam period, faculty are to meet their classes on campus at the regularly scheduled exam time. No student will be required to take more than two finals in one day. However, if a conflict arises, the student must assume responsibility for contacting faculty prior to the start of the exam period to make alternate arrangements.

Students requesting to take an exam outside of the scheduled exam time are to make arrangements directly with their instructor for a different time during the week of final exams. Such requests should be for extenuating circumstances (travel and work schedule are not considered extenuating circumstances). Petitions to take exams prior to final exam week must be submitted to the Provost by the date listed on the final exam schedule.

Faculty are expected to be on campus and available to students during the final exam period for an average of five hours per day.

Any circumstances that are not covered by the above should be referred to the Provost/Chief Academic Officer.

**Student Attendance Policy**

Regular attendance in all classes and labs/shops is expected. All instructors hold students responsible for the work of their courses but may differ in their treatment of absences. The student must be informed of the attendance policy of the individual instructor. The attendance policy
should be included with the course syllabus. A student who must be absent or is ill should notify his/her instructor and make specific arrangements to complete the work missed. Instructors are asked to contact the advising staff with the names of students who miss class regularly so appropriate follow ups can be made.

**Student Discipline**
The Code of Conduct is outlined in the Student Academic Planner. Violations must be dealt with following established procedures. Suspensions and dismissal from a course or the college is determined by the Dean of Academic Affairs and Dean or Dean of Student and Administrative Services, with procedure for appeals followed as outlined in the Academic Planner.

**Confidentiality of Student Records**
The Minnesota Data Practices Act and Sections 438-440 of the Federal General Education Provisions Act list as private student data, not accessible to the public, “academic information including transcripts, grades, and test results.” Papers carrying grades or test results identified by students’ names are to be hand returned to students. Posting of grades or test results must also guard student privacy. Student records kept in the Records Office are considered confidential information. Records Office data is available only upon approved request. See the advising staff for further details.

**Posting of Office Hours**
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.
Business Services
Purchasing Policy

Purchasing Procedures

The college follows Minnesota State Procedure 5.14.5 Purchasing. This procedure requires that:

- funds are encumbered for all purchases and services prior to ordering. An expenditure or obligation authorized or incurred prior to encumbering funds is illegal and ineligible for payment;
- until made valid and is in violation of M.S. 16A.15, Subd. 3. An employee authorizing or making the payment, or taking part in it, is liable to the state for the amount paid. A knowing violation of MS16A.15, Subd. 3 is just cause for the employee’s removal.

Purchase Limits Requirements

A. $25,000 or less. Purchase can be made in open market
B. Over $25,000 to $50,000. Purchase made either upon sealed bids or by direct negotiation by obtaining two or more quotations for the purchase. See business office for assistance.
C. Over $50,000. Sealed bids shall be solicited by public notice. See business office for assistance.
D. Over $100,000. Requires written approval from the system’s vice chancellor-chief financial officer before obligation is made.

Bid solicitation or quotes are not required for purchases from Minnesota Department of Administration master contracts, MN.IT Services master contracts, Minnesota State master contractors or through other cooperative purchasing agreements listed on the system’s official web site. Whenever practicable you are encouraged to use the services from a Certified Target Group (TG) or Economically Disadvantaged (ED) vendor if one provides the desired commodity.

Purchase requests are submitted via Marketplace (purchasing and accounts payable software). Once request is approved, a purchase order will be generated and distributed to vendor. All goods received must be signed and dated by requestor. The packing/shipping/receiving document must be forwarded to accounts payable in support of invoice. Requestor marks invoice “okay to pay,” dates and forwards it to accounts payable for processing.

Instructions for preparing a requisition in Marketplace:

Create a Requisition Marketplace.pdf

Employer-Issued Credit/Purchasing Card

ICC Purchasing Card Application.docx

Purchasing cards provide the college with a cost-effective, convenient, and streamlined method of purchasing items, thereby reducing the volume of individual vendor payments processed by the college. If an employee is interested in receiving a credit/purchasing card, a completed purchasing card application form must be completed and approved by supervisor and College Provost. The cardholder must follow all system and college purchasing and purchasing card procedures as outlined below:

You should receive your statement around the first of each month. If you do not receive your statement (in a timely manner), please use the attached instructions to register your account online.
where you can retrieve your statement electronically. The statement ending date for US Bank is between the 25th and 27th of each month, statements are available the following day.

The process for your PCard is as follows:
1. Complete the credit card worksheet (be sure to include the requested information for each transaction). See blank worksheet below for your use.
2. Email an electronic copy of the completed credit card worksheet to Billie Sikkila at b.sikkila@mesabirange.edu.
3. Submit a US Bank “packet” to Billie each month, which will include:
   - Monthly statement
   - Credit Card worksheet
   - An invoice/receipt for each transaction (please note that credits on your US bank account should also be accompanied by some sort of documentation explaining the credit)
   - Completed and signed Out-of-State travel form for all out-of-state travel
   - Completed and signed special expense form for any/all catered events or meeting meals

Monthly documentation is due no later than the 10th of each month.

**Equipment Management**
Items $10,000 or greater or items deemed “sensitive” (i.e., computers, firearms, cell phones, etc.) require a “Property of the State of Minnesota” asset tag. The business office will provide the asset tag, and the purchaser is responsible for tagging and monitoring such equipment. The college must following Minnesota State system procedures for the disposal of college property. Contact business office staff for assistance.

**Employee Expense Reimbursement**
All travel must be approved in advance by employee’s supervisor. Employees should attempt to submit reimbursement requests within 30 days of trip. Those expense reports not submitted within 60 days of trip are subject to Federal, State and Social Security Taxes and may not be approved by the college for reimbursement. All reimbursements require receipts with the exception of meals. Meals are reimbursed for the actual amount up to the limits stated in each employee’s contract. Please refer to employee contract to determine when (hours in travel status) meals will be reimbursed.

Campus Employees Reimbursed by System Office:

Employee Affidavit for Expense Reimbursement:
Travel Requests
https://www.minnstate.edu/board/procedure/519p3.html

Detailed regulations and procedures on official travel are in Minnesota State System Policy Number 5.19.3 Travel Management, and are also addressed in contract language. The following information will summarize the more frequently asked questions concerning travel.

Employee business expense reimbursement forms can also be found on the Human Resources website, under the “Payroll” section at the following URL:
http://www.nhed.edu/human-resources/employee-forms

Forms must be completed prior to employee travel.

Expense Reimbursement Allowances:

Form 16A

The 16A form is always required when a purchase is made without a prior encumbrance. Funds must always be encumbered prior to a purchase being made. This means the requisition submitted and is approved. Submitting a requisition is not sufficient; it is not an actual encumbrance until the Purchasing staff go in and process the requisition and create a purchase order. If you place an order without an encumbrance, a 16A will be required.

Parking Fees
The annual parking fee for each employee will be calculated using the employee’s full-time equivalent (FTE) assignment. Any change in the maximum parking fee will be communicated to all employees. All NHED colleges will provide employees the opportunity to participate in pre-tax payroll deduction. Each employee must give authorization to have the parking fee deducted from their paycheck. The payroll deduction date will occur twice a year; the first paycheck in March and October. The college designated contact will distribute the payroll deduction authorization form. If an employee elects to participate in payroll deduction, the employee must sign and return the authorization form to the college designated contact by the due date. The form is completed only once by the employee and remains in effect until the employee discontinues participation in the payroll deduction or the employee’s assignment has ended. Employees electing not to participate in the payroll deduction process will be invoiced by the Business Office for their parking fee. Employees must pay the parking fee within 30 days of receipt of the invoice. If payment is not
received within the 30 days of invoice, the Business Office will follow the standard collection procedures. There may be instances where employees have been hired for a weekend class or a specific event (i.e., College for Kids) and the parking fee may not be assessed to those individuals. Waivers and refunds. Employee waiver will be granted on an exception basis only. There will be no refund of parking fees.

Use of collected fees/fines
Parking fees and fines will go into a dedicated fund that can only be used for repair and maintenance of existing lots or paving of new lots.

Parking Regulations
Students and visitors may park in the following parking lots: the lot south of Mullins and Wenger Hall, the lot west of Wenger Hall, and the large lot on the west side of campus.

Parking is NOT allowed in reserved areas until after 5 p.m. Overnight parking is in the lot west of Wenger Hall and south of Itasca Hall from November 1-March 1. If a vehicle is left overnight in other lots and is a problem for snow removal, it will be towed at the owner’s expense to Lot A. Handicapped parking slots are located at convenient sites on campus and require the display of a state permit. Campus parking lots are routinely patrolled by the Grand Rapids police department. All violators will have their car ticketed and will be responsible for parking ticket costs. Parking violations, including handicapped parking areas, are handled by the Grand Rapids Police Department. Bicycle racks are provided around campus for cyclers.

Telephones
College telephones are provided for College business. Personal usage should be limited and not incur any additional expenses.

Cell Phones
Cell phones that are provided by the College shall be used for business purposes only.
Department Information
Bookstore: Faith McBride
https://www.itascacc.edu/bookstore
Backes Student Center, Room 10A (M-F, 8 am - 2:30 pm; extended hours will be posted.)
The Bookstore supplies books required to complete course work. New and used books, plus a large variety of sundry items, are available to meet school and personal needs. Financial aid vouchers are available on published days and allow qualified students to charge their books. A current semester book list can be located on the ICC web page.

Bookstore Regulations - in brief, they are:
- All sales are either cash or major credit card;
- Sales slips must be presented for a refund or exchange;
- Refunds are made only during the first five days of class and also require a drop/add slip;
- Books must not be damaged in any way for a full refund;
- Used books are accepted on consignment for resale at the end of the semester;
- All used book sales are final.

Business Office: Ashley Kastner
https://www.itascacc.edu/business-office
Backes Student Center, Room 109 (M-F, 9 am - 4:30 pm; extended hours will be posted.)
Tuition and fees owed to the college are paid at the Business Office. Payments can also be made on-line. (Visa, MasterCard, and Discover cards are accepted for tuition payments.) Checks should be made payable to Itasca Community College. Tuition is due in full before the first day of the semester unless you are receiving financial aid. Financial aid checks are also disbursed at the Business Office on Tuesdays and Thursdays from 9 am to 12 noon.

Child Care Center
The ICC child care center is home to KOOTASCA Community Action’s TAPP/Early Head Start program and the Invest Early Infant & Toddlers Initiative, funded through the Blandin Foundation. Both serve at-risk children ages 6 weeks to 33 months in a comprehensive early childhood setting with family support services such as parent education, physical health services, and family development. Invest Early provides two half days a week programming with wrap around child care between 6 am and 6 pm Monday-Friday. The TAPP/Early Head Start serves teen parents attending the alternative Learning Center (ALC) working towards their high school diploma.

Computer Labs: Todd Crow
https://www.itascacc.edu/computer-services/

Email info at:
https://www.itascacc.edu/computer-services/email-access

StarID Info at:
https://www.itascacc.edu/computer-services/get-your-starid

D2L info at:
https://www.itascacc.edu/computer-services/getting-started-with-brightspace-(d2l)

Computer Recommendations at:
https://www.itascacc.edu/computer-recommendations
**eServices** is our Student Information System that is used to register for courses, check grades at the end of a semester, request transcripts, keep your contact info up to date, register for StarAlerts, and more.

Information Technology Services Policies  
[https://www.itascacc.edu/academics/college-policies/acceptable-use-of-computers-and-information-technology-resources](https://www.itascacc.edu/academics/college-policies/acceptable-use-of-computers-and-information-technology-resources)

Call the staff listed below for technical or software problems with your computer.

<table>
<thead>
<tr>
<th>Name</th>
<th>(Office)</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chad Haatvedt</td>
<td>(office)</td>
<td>322-2444</td>
</tr>
<tr>
<td>Todd Crow</td>
<td>(office)</td>
<td>322-2442</td>
</tr>
</tbody>
</table>

If you need assistance, please call the ICC helpdesk at 322-2442 or complete a trouble ticket on-line at [www.itascacc.edu/it/helpdesk](http://www.itascacc.edu/it/helpdesk).

Itasca Community College will implement State and System security policies, procedures, standards and guidelines to protect the integrity of System information technology and its users’ accounts to the best of its abilities.

Itasca Community College users will ensure that government data in electronic format is handled in accordance with its classification under the Minnesota Government Data Practices Act, Family Education Rights and Privacy Act, and other applicable law or policies.

Users shall not attach any electronic device to the campus system information technology, via physical means, without the express written permission of the Director of Computer Services, or his/her duly authorized representative. Requests to attach to the campus information technology system shall be made in writing or electronically, on a form provided by the Computer Services Department.

**Counseling Services: Becky Niemi and Amie Furlong**  
[https://www.itascacc.edu/campus-services/student-support-services/](https://www.itascacc.edu/campus-services/student-support-services/)

Backes Student Center, Room 107 (8 am - 4 pm)  
Counseling and advising is an integral part of a student’s program at Itasca. A student will have the opportunity to discuss vocational, educational, and personal interests and goals with a counselor. Other counseling services include furnishing career information and providing on-line registration assistance. A counselor is available by appointment or drop-in basis during the day and on selected evenings at the beginning of each semester, or by appointment.

**Disability Services: Ann Vidovic**  
This office coordinates a variety of services and accommodations for students who have special academic needs due to a physical or medical disability, deafness, and loss of sight or a learning disability. Specific accommodations may include priority scheduling, test taking accommodations, note-taking services, learning disability screening, or scheduling interpreters. Individuals who have a disability and who may require special accommodations are urged to contact Ann Vidovic. (Confidentiality is guaranteed.)

**Financial Aid: Allison Geisler**  
[https://www.itascacc.edu/finaid](https://www.itascacc.edu/finaid)  
Backes Student Center, Room 107 (8 am - 4:30 pm and evenings by appointment)  
The primary function of the Financial Aid Office is to help students obtain financial assistance to enable them to further their education. This office administers all grant, scholarship, loan, and work
programs on campus. Financial aid is available to eligible full- and part-time students. Look for us on the web at: [https://www.itascacc.edu/](https://www.itascacc.edu/) under “Financial Aid.”

**Viking Grill and Eatery: Tammy Gould**  
[https://www.itascacc.edu/campus-services/viking-grill](https://www.itascacc.edu/campus-services/viking-grill)  
Backes Student Center, Upper Level (7:30 AM – 6:00 PM Monday through Thursday; 7:30 AM - 4:00 PM on Friday)  
The Viking Grill and Eatery serves breakfast until 9:30 am and hot lunches and snacks until 1:30 daily. After hour snacks can be obtained from vending machines, which contain both hot and cold offerings. Meal plan options are available. For more information on these plans, stop in 105 Backes Student Center or the Viking Grill and Eatery.

**Housing: Weldon Braxton**  
[https://www.itascacc.edu/housing](https://www.itascacc.edu/housing)  
Assistance is available to students needing help in locating suitable housing. If you wish to apply for on-campus housing (Wenger or Itasca Hall), contact Weldon Braxton at 218-322-2380.

**ID/Library Cards: Darla Nelson**  
I.D. cards for both students and staff members are available in 105 Backes Student Center and may be used for free or reduced price admission to college-sponsored activities. This card also serves as an ICC library card for employees.

**Insurance**  
Health and accident insurance information is available to all college students. Answers to questions on rates, application forms, etc. can be obtained from Darla Nelson, Backes 104.

**Writing Center: Christine Belgarde**  
[https://www.itascacc.edu/writingcenter](https://www.itascacc.edu/writingcenter)  
Itasca Community College’s Learning Center (L126) offers many services to assist students with the challenges of college. Help is offered for improving study habits, test-taking skills, and time management. Trained tutors are available at no expense to students to assist with specific subject areas. Computers are available for student use.

**Library: Steve Bean**  
[https://www.itascacc.edu/campus-services/library/](https://www.itascacc.edu/campus-services/library/)  
Media Center Building; Open 8 am - 8 pm Monday through Thursday; 8 am - 4:30 pm Friday; and 2:00 pm to 8:00 pm Sundays during the academic year. Hours vary during the summer and breaks. Closed on Saturdays and holidays.  
The Library is a vital part of the instructional program. Books, periodicals, audio-visual materials and electronic resources are available for student, faculty, staff and community use. These collections are supplemented by the MINITEX Interlibrary Loan Program linked with other Minnesota State Colleges and Universities. A Library faculty member is available to assist patrons and the Library has several spaces available for individual and group work, conferences, AV previewing and computing.

**Office for Multi-Cultural Student Affairs: Harold Annette**  
Located in the Media Center, L131. This space, provides space and resources for, primarily, the Native American learning community on campus. The ICC Native American student organization, O Gitch I Dah Club, utilizes this area for study, recruiting, meetings, and planning activities such as the annual ICC pow-wow in the spring. This office supports programming efforts for campus inclusion and diversity on campus. Some of the services are:  
- Academic, career, and personal advising/referral
- Financial aid assistance
- Advocacy with college faculty and staff
- One-on-one tutoring
- Courses on Ojibwa language and culture O-Gitch-I-Dah – An Ojibwa word meaning “heroes,” this group strives to provide peer support and promotes activities which increase the understanding of American Indian culture and heritage. The O Gitch I Dah Club is open to all interested students.

**Public Relations Committee: Toni Wick**
The PR Committee meets on Monday of every other month at 3:30 pm in the Administration Conference Room 101 to put together a list of articles to be submitted the following month. The goal is to submit two to four articles to the Herald Review (and other area newspapers) each month.

- The Event Coordinator or Program Coordinator (or a designee) drafts the news release or photo cutline and e-mails it (along with a photo) to Toni Wick by 4:30 pm on Friday.
- Articles should be 500-700 words, or a photo and cutline could be used.
- Toni edits the news release and then sends it on to one other member of the editorial board (English Faculty) for review.
- After the editorial board approves it, Toni e-mails the article to Bart Johnson (with a “cc” to Jill Day) by 12 noon on Tuesday for final approval.
- Bart approves the news release by 12 noon on Wednesday.
- Toni submits it to the Herald Review by 12 noon on Thursday (which is the deadline for Sunday’s edition). The Herald Review has indicated interest in publishing these articles in their Education section.

Note: This committee is taking on the role of EDITING (but not writing) news releases that help promote Itasca Community College and the various events that take place at ICC.

It is our belief that people are much more likely to read an article in the newspaper if there is also a photo published with it.

**Records and Admissions: Becky Bourquin**
[https://www.itascacc.edu/admissions/admissions-checklist](https://www.itascacc.edu/admissions/admissions-checklist)
Backes Student Center, Room 107 (8 am - 4:00 pm; extended hours will be posted.)
The Admissions/Records Office is involved with the admission of students to the college, registration of classes, maintenance of academic records and final student grade reports. Semester report cards will not be mailed. Students may access their grade report through Student E-Services on the ICC webpage ([www.itascacc.edu](http://www.itascacc.edu)). All official drops and/or withdrawals must be made in this office.

**Student Support Services (SSS): Ann Vidovic**
[https://www.itascacc.edu/campus-services/student-support-services/](https://www.itascacc.edu/campus-services/student-support-services/)
TRiO Student Support Services (SSS) contributes to the five community college missions of the Northeast Higher Education District and is committed to fostering a campus climate supportive of student success and academic achievement through outreach, advocacy, and collaboration.

Itasca Community College’s Student Support Services Program is a federally funded program which provides students who are low income, first generation college students (neither parent obtained a four-year degree), or students with disabilities opportunities to achieve the same success in college as students who have more traditional support available to them. We make special attempts to assist adult returning students, individuals who have child dependents, minority students, and those who plan to transfer to a four-year college.
Students make many changes when starting college. The extra attention and support from our SSS staff can help make this transition smoother. We will assist you with your personal and academic problems, provide you with career guidance, connect you socially with other students, help you with transfer issues, enhance your study skills, and connect you with tutoring opportunities on campus. All services are provided FREE for eligible enrolled Itasca Community College students.

**Testing Center:** Elizabeth Gillman/Christine Belgarde
https://www.itascacc.edu/campus-services/testing-center
ICC’s Testing Center provides: Placement Testing, GED, proctoring services for students who are in an external study program; ACT testing; ATI TEAS V testing; Comira Testing; NES Tests; and make up tests for classes.

**Transcripts:** Student Services
https://www.itascacc.edu/transcript
Students may obtain their college transcripts by completing a Transcript Request Form in the Records Office.

**Upward Bound:** Toni Wick
https://www.itascacc.edu/academics/trio-programs/about-upward-bound
Upward Bound is a pre-college, year round program designed to motivate and provide high school students with skills to successfully pursue post-secondary education. Upward Bound provides assistance to students who have the desire and determination to strive toward higher goals in education, yet may not have financial and educational resources to do so.

The program consists of two parts: a six-week residential summer program and school year activities.

The summer program activities include:
- Instruction in science, math, English, computers and a second language
- Writing and study skills
- Field trips
- An experience at an outdoor environmental center

School year activities include:
- Tutoring sessions
- Field trips
- Monthly Saturday workshops on study skills, computers, critical thinking, cultural experiences and college visits.

**Veterans Information:** Jackie Gallop
https://www.itascacc.edu/admissions/va-educational-benefits
Itasca Community College provides enrollment verification for Veterans receiving educational benefits for approved programs. Information regarding the services provided to veterans is available from the Records Office.

**Student Life:** Kayley Schoonmaker
Student life activities are designed to stimulate an appreciation of the arts, to promote social growth, and to provide recreational skills for the college community. Students are given opportunity to expand their education beyond the classroom. Activities are designed to meet the needs of a diverse population and encourage students to become involved in co-curricular activities geared to meet educational, occupational, cultural, and recreational interests. Students also gain leadership experience in planning, organizing, and scheduling by being involved.

**Athletics (Intercollegiate):** Justin Lamppa and Leslie Reed
https://www.itascacc.edu/athletics/
The Itasca Community College “Vikings” compete in a variety of intercollegiate sports involving both men and women. The men participate in football, wrestling, basketball and baseball; and the women participate in volleyball, basketball and softball. The teams are a member of the Minnesota Community College Conference and the National Junior College Athletic Association and provide students with an opportunity to compete for state, regional and national honors.

**Athletics (Intramurals)**
An extensive intramural schedule supplements the intercollegiate athletic program and provides all students with opportunities for participation in intramural activities. Activities offered have included co-ed volleyball, basketball, softball, soccer, flag football, archery, bowling, and shooting sports. Students are encouraged to participate in these programs. Watch for announcements and sign-up sheets for these activities.

**Clubs and Organizations**
https://www.itascacc.edu/get-involved/
All students are encouraged to participate in the ICC Student Association (S.A.) and other college sanctioned organizations. There are many organizations available at Itasca; some are related to careers or academic programs while others are service-oriented. ICC supports those clubs and organizations that have been officially approved by the Student Association.

**Spring Thaw Magazine**
A college literary magazine is published annually by the students. Contact Lisa Marcis, Johnson Hall, for information.

**Student Government/Student Senate**
The Itasca Community College Student Government (S.G.) is the link between ICC students & the faculty, staff, and administration. S.G. members meet with various college staff and faculty members on a regular basis to discuss issues and concerns. The Minnesota State System values student participation and involvement. Student representatives are a part of decision-making on the Board of Trustees, at the system level and on campuses. Some issues require on-going student participation, and other issues require student review or consultation. Members are also involved with student issues on the state level. The Student Government plans and sponsors a variety of student activities throughout the school year.

**Additional Services**

**Maintenance Staff**
The ICC maintenance staff can be contacted at the following numbers:

- Telephone: 218-322-2470
- Cell Phone: 218-244-3191

**Campus Security Service**
https://www.itascacc.edu/security
Contact: Chad Haatvedt

Campus security is coordinated through Facilities. An escort service is available after 4 pm by phoning 218-259-6322. When possible, please call in advance to make arrangements. ICC Facility Services personnel also can be contacted at 218-244-3191 in an emergency.
**Customized Training: Advanced Minnesota, Operations Manager 218.262.7267**

Advanced Minnesota is the recognized regional leader in providing customized training solutions to meet the ever changing needs of business and industry. Our goal is to provide innovative educational approaches to enhance workforce skills, to promote career and professional development opportunities, and contribute to the economic vitality of NE Minnesota. Courses are customized to fit an organization’s unique needs and training is provided on site or at a customer chosen location.
Campus-Wide Processes
Reserving a Room EMS: Welcome to Itasca’s Room and Resource Reservation System

To view events on the calendar and check for space availability, select the Browse for Space link on the top navigation bar. To view the schedule for a specific building, use the Filter and select a building from the facilities dropdown list, then apply. To view a specific date, select the calendar icon by the date in the Filter.

How to Request/Reserve a Room:
1. Under “My Account” click on Log In, then login with your MnSCU Star ID and Star ID password.
2. To begin the reservation, select the type of reservation you’d like by moving your mouse over “Reservations” then choosing the appropriate Request Form.
3. Fill out the information in the “When and Where” box and select Find Space. Conference Rooms that meet your criteria will then be displayed, a blue bar will indicate that the room is already reserved.
4. Click on the green “+” to select an available room.
5. Then click on the Details tab and fill in the form; it is recommended to always select AV-IT; click the box next to Assistance Required, then scroll down and click Submit.

NOTE: You cannot book a room on campus outside of regular business hours. If you need a room after hours, contact Facility Services. Contact: facilities@itascacc.edu or (218) 322.2470

- For campus activities that are program, department, or employee led, no facility use agreements are needed and employees directly make the reservation via EMS.
- For campus activities that are led by outside entities, a facility use agreement is required and Facilities will directly work with the representative to make the reservation. Entities are charged a nominal fee at either a regular or non-profit rate depending on the size of the space. The fee can be waived, with approval of the Provost, for events that support the student experience and/or directly align with the mission of the college. The request should be made via email by the college employee working with the entity to the Provost.

Visitor Use of Classroom or Conference Room/Visitor Wi-Fi Access

K.C. Neustrom, Jill Day, or Darla Nelson are the only staff other than Chad Haatvedt/Todd Crow who are allowed to set up or utilize this information for visitors. When you are making your room reservation for a visitor, please check the IT Assistance required in EMS; if IT is unavailable, please contact KC, Jill, or Darla for assistance.

Vehicle Use

https://www.minnstate.edu/board/procedure/519p3g1-consent.html

College vehicles may be used for transportation to college-sponsored activities or sanctioned college organization activities. The insurance carrier of the State of Minnesota covers students who are driving a vehicle, with proper approval, for bodily injury and property damage. All passengers in state-owned vehicles must wear seatbelts. No smoking is allowed in state vehicles. You must complete a verification form on an annual basis.

Please use the electronic form in SharePoint
Click on Office 365
Open SharePoint
Click on ICC Employee SharePoint
Click on Helpful Links
Click on the Driver Verification Form

Please remember, you must first take the Defensive Driver course in ELM and pass the course; this information is entered into the Driver Verification Form.
When a State-owned vehicle is not available and an employee is required to use the employee’s auto
to conduct authorized state business, the employee will be reimbursed at his/her bargaining unit
rate. When a State-owned vehicle is offered and declined, the employee will be reimbursed for
authorized mileage at a rate of seven cents per mile less than the current Federal IRS mileage rate.

**Reserving a State Vehicle**
Reservations for use of College vehicles on College business are made through the completion of an
EMS request. Preference for the use of vehicles will be determined as follows:
1. Preference will be given to requests involving the transportation of students;
2. Next, preference will be given to requests involving a number of staff members; and distance;
3. Next, will be based on a “first come” basis.

If a college vehicle is not available for your use, you will be reimbursed for the use of your personal
vehicle at the current Federal IRS mileage rate. See below link for reimbursement allowances.

**Expense Reporting**

Expense reports should be routed to Darla Nelson (Student Services) for review; she will then
forward on to Colleen Ryan in the Business Office.
Form 16A should be sent to Billie Sikkila (b.sikkila@mesabirange.edu)

**Expense Reimbursement Allowances:**
https://Minnesota
State.sharepoint.com/sites/finance/Resources/Expense%20Reimbursement%20Allowances.pdf

**Absent on Campus Business**

Submit the completed form for signature/approval. Executed form will be scanned and a copy sent
to the employee. Original will be given to Darla Nelson, Student Services.

**Mail/Office Supplies, Administrative Building, Room A121**
Incoming mail is sorted by building and outgoing mail can be deposited in the mailroom to be
stamped and placed in mail bins; outgoing mail is picked up each day by 3:30 pm. Office supplies
are located in the cabinets in Room A121, as well.

**Keys**
The Director of Facilities is responsible for key issuance, security, and records. Keys to assigned
desks and files are assigned to users. In most cases, individual door keys are assigned based on
obvious or demonstrated need for access. Keys are checked out and attested to by each employee at
the beginning of the service period. The transaction is noted on the Key Record. Keys must be
returned during interruptions in employee service. No college employee is authorized to furnish or lend a key to a non-employee or student without the approval of the Provost.
Informational Documents
Link to the Academic Calendar for 2019-2020
https://www.itascacc.edu/academics/academic-calendar-2019-2020

Link to Staff/Faculty Directory:
https://www.itascacc.edu/staff-and-faculty/staff-and-faculty/

Faculty Shared Governance Council
This group is composed of faculty 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. This group meets once a month – as called by the Chair.

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. This group meets once a month—as called by the Chair. These meetings are subject to date/time change.

For information on Minnesota State Board of Trustees click on the link below:
http://www.minnstate.edu/board/index.html

For information on Minnesota State click on the link below:
http://www.minnstate.edu/

For information on Itasca Community College Foundation Board Member List, contact Susan Lynch at Susan.Lynch@itascacc.edu, or 218-322-2451.

ICC Fact Book

Notice of Data Practices–Procedures for Accessing Public Information
This document is designed to assist you in obtaining public information from Itasca Community College. It answers such questions as to whom to contact for access to different kinds of public information, and how to make a request. Our goal is to respond to requests for public information in a timely and efficient manner.

Public Information Online
Much public information about the Minnesota State system and its colleges and universities is available on the internet. The following sites may provide you with the information you need. These internet websites can be accessed by Minnesota State staff, faculty, and students, as well as the public.

<table>
<thead>
<tr>
<th><a href="http://www.minnstate.edu/">http://www.minnstate.edu/</a></th>
<th>Minnesota State main internet web site</th>
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<tbody>
<tr>
<td><a href="http://www.minnstate.edu/system/finance/index.html">http://www.minnstate.edu/system/finance/index.html</a></td>
<td>Budget &amp; Negotiations. The Minnesota State Budget Unit provides financial leadership and information to improve the decision-making of institutions,</td>
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<tr>
<td><strong>URL</strong></td>
<td><strong>Description</strong></td>
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<tr>
<td><a href="http://www.minnstate.edu/system/asa/index.html">http://www.minnstate.edu/system/asa/index.html</a></td>
<td>Academics &amp; Student Affairs web site. This site contains information on Campus Leaders, Events, Resources, and Discussions.</td>
</tr>
<tr>
<td><a href="http://www.minnstate.edu/system/finance/facilities/">http://www.minnstate.edu/system/finance/facilities/</a></td>
<td>Facilities Internet web site. This site includes information about planning, programming, design and construction, design standards, and activities.</td>
</tr>
<tr>
<td><a href="http://www.minnstate.edu/system/hr/index.html">http://www.minnstate.edu/system/hr/index.html</a></td>
<td>The Human Resources Department in the Minnesota State system office provides support and assistance to the Human Resources staff at each of the colleges and universities; and administers system-wide programs.</td>
</tr>
<tr>
<td><a href="http://minnstate.edu/system/asa/academicaffairs/cfc/index.html">http://minnstate.edu/system/asa/academicaffairs/cfc/index.html</a></td>
<td>Licensure for Minnesota State college faculty assigned to UTCE and vocational technical instructors employed outside Minnesota State in institutions which require a license for a vocational technical teaching position. This site includes information about licensure guidelines, fields, and forms.</td>
</tr>
<tr>
<td><a href="http://www.minnstate.edu/system/slsc/index.html">http://www.minnstate.edu/system/slsc/index.html</a></td>
<td>Student Loans Service Center Internet Web Site. This site contains loan information for Minnesota State students.</td>
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### Other Minnesota State Related Sites

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<th><strong>URL</strong></th>
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<tr>
<td><a href="https://careerwise.minnstate.edu/">https://careerwise.minnstate.edu/</a></td>
<td>Minnesota State career and education resource</td>
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<tr>
<td><a href="http://www.mntransfer.org/">http://www.mntransfer.org/</a></td>
<td>Minnesota Transfer is a resource for students, transfer specialists, and educators</td>
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<tr>
<td><a href="http://www.minnstate.edu/directories/index.html">http://www.minnstate.edu/directories/index.html</a></td>
<td>Minnesota State Directories</td>
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## Appendix A: Links (Ctrl+Click the link to open)

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<th>Category</th>
<th>Link</th>
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<td>Computer/IT Services</td>
<td><a href="https://www.itascacc.edu/campus-services/computer-services/">https://www.itascacc.edu/campus-services/computer-services/</a></td>
</tr>
<tr>
<td>Course Schedule</td>
<td><a href="https://eservices.minnstate.edu/registration/search/basic.html?campusid=144">https://eservices.minnstate.edu/registration/search/basic.html?campusid=144</a></td>
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<td>D2L Course Login</td>
<td><a href="https://itascacc.learn.minnstate.edu/">https://itascacc.learn.minnstate.edu/</a></td>
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<td>Directory</td>
<td><a href="https://www.itascacc.edu/staff-and-faculty/staff-and-faculty/?&amp;tag=all">https://www.itascacc.edu/staff-and-faculty/staff-and-faculty/?&amp;tag=all</a></td>
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<td>Human Resources</td>
<td><a href="https://www.nhed.edu/human-resources/">https://www.nhed.edu/human-resources/</a></td>
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<td>College Policies</td>
<td><a href="https://www.itascacc.edu/academics/college-policies/">https://www.itascacc.edu/academics/college-policies/</a></td>
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<td>Faculty Development Funds Form</td>
<td><a href="https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/FacultyDevelopmentFundsForm.pdf">https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/FacultyDevelopmentFundsForm.pdf</a></td>
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<td>HR Forms – NHED</td>
<td><a href="http://www.nhed.edu/human-resources/employee-forms">http://www.nhed.edu/human-resources/employee-forms</a></td>
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<td>Request to be Absent on Campus Business</td>
<td><a href="https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/Request_to_Be_Absent-Campus_Bus_Form.pdf">https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/Request_to_Be_Absent-Campus_Bus_Form.pdf</a></td>
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<td>Special Expense Form MN</td>
<td><a href="https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/SpecialExpenseForm_MN.doc">https://www.itascacc.edu/assets/sites/icc/uploads/assets/uploads/SpecialExpenseForm_MN.doc</a></td>
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<td>Area &amp; Community Information</td>
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