Hibbing Community College

Employee Guidebook

Hibbing, Minnesota

Hibbing 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.

The Employee Guidebook is subject to modification at any time. Last updated August 2018.
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Introduction

This guidebook is written and issued by the administration at Hibbing Community College as an official source of current operational policies and procedures. To minimize the number of regulations and procedures, only those items are included which seem essential to good organization, communication, and coordination. Each member of the staff, however, is expected to be familiar with the information in this guidebook.

The guidebook should be regarded as a supplement to all professional staff contracts. Although an attempt has been made not to repeat information in those contracts, the procedures and policies in this guidebook are to be considered in the context of the terms and official interpretations of the contracts. In the case of any conflict between this guidebook and the contracts, the terms of the contracts will prevail.

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 System Office;
5. Changes developed at the initiative of the college administration with the approval of the Provost;
6. Changes initiated by the Faculty Association in discussions with the administration and approved by the Provost;
7. When logical and appropriate, changes initiated by other personnel constituencies, i.e., AFSCME, MAPE, MAA, 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 Colleges and Universities.

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

HIBBING COMMUNITY COLLEGE

History of the College

Hibbing Community College, a technical & community college, was established on July 1, 1996, through the consolidation of Hibbing Community College and Range Technical College-Hibbing.

Hibbing was one of the first towns in the nation to expand educational opportunities by opening a two-year college in 1916. Thus, Hibbing Community College is one of the oldest two-year colleges in Minnesota and the nation. Eleven students attended the first and only course offered in 1916 at Hibbing Junior College -- later known as Hibbing State Junior College and then as Hibbing Community College. Campus locations changed three times -- from North Hibbing, to the west wing of Hibbing High School and finally to its current location.

The Hibbing Area Vocational Technical Institute was established in 1962. It responded to the need to provide post-secondary vocational opportunities for high school graduates and miners who were being affected by the “boom and bust” cycles on the Iron Range. The institution was renamed a “technical institute” in 1987 and a “technical college” in 1989. In 1992, it merged with the Eveleth campus to form Range Technical College.

The college offers a wide variety of liberal arts courses, transfer programs, occupational and technical programs, customized training, student activities, recreational and athletic programs and fine arts programs.

The college’s new co-location project resulted in the building of a new addition to the campus. The new campus better supports HCC’s educational mission and enriches the lives of all who study and work here. The new facility is truly a campus for the 21st century.

In 2004, Hibbing Community College joined the Northeast Minnesota Higher Education District, a group of two-year technical, community and consolidated colleges in Minnesota’s Arrowhead region. Joined together under one President and governance structure, HCC and its sister colleges now, more than ever, effectively serve the life-long learning needs of the people of this region.

In 2018, HCC will undergo an $11 million capital bonding project to provide a modernized library relocated to the center of campus, a new bookstore, a “one-stop” student services area, and a welcoming new main entrance to greet students to campus.
Non-Discrimination in Employment and Education Opportunity

Hibbing 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, gender identity or gender expression. In addition, discrimination based on membership or activity in a local commission as defined by law or familial status is prohibited.

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, Hibbing Community College 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.

Lack of English skills will not be a barrier to admission or participation. In order to eliminate barriers we take appropriate measures to assess each student's ability to participate and benefit through placement testing and counseling. Based on the assessment and counseling, students are then provided with campus services or a referral to community services to be better prepared for successful participation.

If you experience or witness harassment or discrimination, please report it to:

Complaints of acts of discrimination or harassment by employees:
Affirmative Action Officer
Carmen Bradach, Chief Human Resources Officer
c.bradach@mesabirange.edu
218.749.7743
Human Resources, M-120

Complaints of acts of discrimination or harassment by students:
David Olds, Designated Officer
davidolds@hibbing.edu
218.262.6759
Student Services, M-173

If you require an accommodation for a disability, please contact:
Mary Iozzo
maryiozzo@hibbing.edu
218.262.6712
Student Services, M-166

This information is available in an alternative format. Call 218.262.6712 or TTY/Minnesota Relay at 1.800.627.3529
Minnesota State Mission Statements
Mission
The Minnesota State Colleges and Universities system of distinct and collaborative institutions offers higher education that meets the personal and career goals of a wide range of individual learners, enhances the quality of life for all Minnesotans and sustains vibrant economies throughout the state.

Vision
The Minnesota State Colleges and Universities system will enable the people of Minnesota to succeed by providing the most accessible, highest value education in the nation.

Goals
Strategic Framework for Minnesota State Colleges and Universities
Charting the Future for a Prosperous Minnesota

Measures
Accountability Dashboard - The Accountability Dashboard for the Minnesota State Colleges and Universities system is designed to track progress in reaching the system’s strategic goals and to encourage continuous improvement of system institutions.
Vision
Hibbing Community College will be recognized for educational innovation and excellence and as a leader for economic development and community vitality.

Mission
Hibbing Community College provides life-changing education and opportunities in a dynamic learning environment.

Guiding Principle
Hibbing Community College strives to provide quality educational, cultural, economic, environmental and technological leadership.

“HCC...Celebrating 100 years of Hard Work!”

STRATEGIC PLAN

Summary 2016-2018

4 Core Concepts

A. BUILD RELATIONSHIPS
1. Lead within the Community
2. Communicate with Intention
3. Inspire Charitable Partners
4. Connect Students with Community Services

B. PROVIDE A HOLISTIC STUDENT EXPERIENCE
1. Engage Proactively with Students
2. Enhance the Collegiate Atmosphere on Campus
3. Embed Community Service Into Student Experience
4. Utilize Data To Inform Student Programming

C. CHAMPION INCLUSION & EQUITY
1. Attract Diverse Students and Employees
2. Advance the Community in Embracing Diversity
3. Promote a Culture of Acceptance and Understanding

D. SECURE THE FUTURE
1. Serve New Audiences
2. Promote Professional Development
3. Plan for Succession
Core Competencies
Upon graduation, HCC students are expected to have acquired the following Core Competencies:

Working Productively and Cooperatively
Defined: An individual possesses and applies effective work habits and attitudes, and is able to work with others to complete tasks, solve problems, and resolve conflicts.

Students demonstrate this ability by showing competence in five or more following areas:
- Initiative and ability to learn
- Organizational skills
- Time management skills
- Goal setting and follow-through skills
- Cooperativeness and effectiveness in a group setting
- Ability to accept or adapt to change
- Knowledge of a workplace’s environmental demands.
- Ability to seek or provide assistance
- Ability to work safely in any lab or shop setting

Communicating Clearly and Effectively
Defined: An individual is able to apply appropriate writing, speaking, reading, and listening skills to precisely convey information, ideas, and opinions, as well as the ability to know when there is a need for information; to be able to identify, locate, evaluate, and effectively use that information for the issue or problem at hand.

Students demonstrate this ability by showing competence in two of the three following divisions: Speaking/Listening, Writing/Reading/Visual, or Information Literacy:

* Speaking/Listening
(Students demonstrate this ability by showing competence in four or more of the following areas):
- Ability to prepare and deliver oral presentations
- Ability to use appropriate terminology
- Ability to speak clearly
- Participate in class discussion
- Follow directions
- Ability to appropriately take notes
- Demonstrate using listening skills

* Writing/Reading/Visual
(Students demonstrate this ability by showing competence in four or more of the following areas):
- Ability to use grammar appropriately
- Ability to use proper punctuation in writing
- Ability to write understandably
- Ability to demonstrate appropriate sentence and paragraph structure
- Ability to demonstrate vocabulary skills
• Ability to spell correctly
• Ability to comprehend written material
• Ability to communicate through visual presentation

* Information Literacy
*(Students demonstrate this ability by showing competence in three or more of the following areas):*
• Demonstrate effective use of keyboarding
• Ability to use search engines effectively
• Ability to use basic software applications
• Demonstrate ability to use online course systems
• Ability to conduct library research
• Ability to demonstrate basic e-mail usage

Thinking Creatively and Critically
*Defined:* An individual applies the principles and strategies of purposeful, active and organized thinking.
*Students demonstrate this ability by showing competence in four or more of the following areas:*
• Ability to apply principles and generalizations already learned to new problems and situations
• Ability to apply analytical skills
• Ability to identify and solve problems
• Ability to conduct a self or other-directed inquiry
• Ability to synthesize and integrate information and ideas
• Ability to recognize bias
• Ability to apply mathematics application skills

Social / Civic Responsibility
*Defined:* An individual is socially and civically responsible when they recognize an obligation to self, others, and the environment.
*Students demonstrate this ability by showing competence in five or more of the following areas:*
• Awareness of individual and community cultures, beliefs, ethics, and values
• Awareness of diversity, such as ethnic, racial, gender, religious, age, disability, and/or sexual differences
• Awareness of the interaction between social, environmental, and economic factors as applied to real world issues in sustainability
• Respect for self and others
• Assertive and tactful behavior
• Pride in work and community
• Awareness of professional standards
• Participation in campus/civic organizations
• Participation in service learning activities

Practicing Cultural, Economic, and Environmental Sustainability
*Defined:* Sustainability is long term cultural, economic, and environmental health and vitality, emphasizing the importance of linking our social, financial, and environmental well-being. We
promote the well-being of the current generation without compromising the resources of the next generations.  

*Students demonstrate this ability by showing competence in three or more of the following areas:*  

- Awareness of energy consumption and alternative resources  
- Utilizing technology and advancements in technological applications  
- Encouraging arts and creative endeavors  
- Education and equality for all  
- Awareness of food access and healthy meal options  
- Knowledge of healthcare and housing incentives, initiatives, and access  
- Immersion in local resilience, traditions, and history  
- Participation in public service  
- Participation in or attentiveness to public policy  
- Recreation and personal health  
- Knowledge of safety and awareness of risk  
- Familiarity with varied transportation  
- Cognizance of conservation, restoration of resources, and elimination of wastes  
- Appreciation of agriculture and consumer supported agriculture  
- Comprehension of community infrastructure and support of local businesses  
- Development and green building, product, or projects  
- Awareness of sustainable investing and policy
INFORMATIONAL DOCUMENTS
### Fall Semester  
**Hibbing Community College 2018 - 2019 Academic Year**

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### Notes:
- **First Day of Classes**: Monday, August 27, 2018
- **Holiday**: September 3, 2018
- **No Classes - Offices Open**: MEA (Minnesota Education Agency)

### Class Days:
- Fall: 76
- Spring: 78
- Total: 154

### Test Days:
- Fall: 3
- Spring: 3
- Total: 6

### Duty Days:
- Fall: 3
- Spring: 6
- Total: 11

### Total:
- Fall: 82
- Spring: 87
- Total: 171

*Admin Assigned Floating Duty Days - Dates TBD*
### Spring Semester

#### Hibbing Community College 2018 - 2019 Academic Year

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#### May - 2019

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- **AD** = Last Day to Add/Drop
- **W** = Last Day to Withdraw
- **SB** = Spring Break
- **SB** = No Classes - Offices Open
- **D1** = Duty Days No Classes/Offices Open (1-Admin, 2-Faculty)
- **D2** = Duty Days No Classes/Offices Open (1-Admin, 2-Faculty)
- **D** = Graduation Day
- **=** First Day of Classes
- **H** = Holiday
- **=** Graduation Day

### Class Data

- **Fall**: 76
- **Spring**: 78
- **Total**: 154

- **Class Days**: 76
- **Test Days**: 3
- **Duty Days**: 3

- **Total**: 82

*Admin Assigned Floating Duty Days - Dates TBD*
Hibbing Community College
Meeting Schedule

SHARED GOVERNANCE
This group meets once a month—as called by the Chair

ACADEMIC AFFAIRS STANDARDS COMMITTEE
This group meets once a month—as called by the Chair

*These meetings are subject to date/time change at any time.*
Building Hours and Holiday Closings
Hibbing Community College

The following are the building hours for the College. Check the calendar for holiday building closings.

**School Year Hours**

Monday-Friday 6 a.m. – 10 p.m.
Saturday Campus Closed
Sunday Campus Closed

**Summer Hours**

Monday-Friday 6:00 a.m. – 5:00 p.m.
Saturday and Sunday Campus Closed

**Maintenance provides security escort service 6 a.m.-10 p.m. on weeknights.**

Phone Numbers are posted by campus phones:

969-3019; 969-6019; 969-9019

Maintenance office 262-6705
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 Hibbing Community College Foundation Board Member List, contact Jessica Matvey at 218-262-7384 or jessicamatvey@hibbing.edu
This document is designed to assist you in obtaining public information from Hibbing 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, students, as well as the public.

http://www.minnstate.edu/ Minnesota State main Internet web site.

http://www.minnstate.edu/system/finance/index.html – Budget & Negotiations. The Minnesota State Budget Unit provides financial leadership and information to improve the decision-making of institutions, the Governor, the Legislature, and the Board of Trustees.

http://www.minnstate.edu/system/asa/index.html – Academics & Student Affairs web site. This site contains information on Campus Leaders, Events, Resources, and Discussions.

http://www.minnstate.edu/system/finance/facilities/design-construction/index.html – Facilities Internet web site. This site includes information about planning, programming, design and construction, design standards, and activities.

http://minnstate.edu/system/asa/workforce/mrtc/index.html – Minnesota Multi-Regional Training Center Internet Site. This site contains information on Fire Fighter Training, EMS Training, Community Training Center, Environmental Health & Safety, and Library Publications.

http://www.minnstate.edu/system/hr/index.html – 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.

http://minnstate.edu/system/asa/academicaffairs/cfc/index.html – 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.

http://www.minnstate.edu/system/slsc/index.html – Student Loans Service Center Internet Web Site. This site contains loan information for Minnesota State students.
ACCESS TO INFORMATION
Hibbing Community College makes available or distributes the following information to all students, employees, prospective students and prospective employees. All reports listed below may be obtained in alternative formats from the Dean of Academics.

Campus Security Report – Hibbing Community College’s 2016 Campus Security and Fire Safety Report is available. This report is required by federal law and contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, crime reporting policies and procedures, disciplinary procedures and other matters of importance related to security and safety on campus. The report contains information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Hibbing Community College; and on public property within, or immediately adjacent to and accessible from the campus. A copy of the Campus Security Report is available at: http://hibbing.edu/campus-services/security and is also available in the Administration office at Hibbing Community College.

Directory Information - The following is designated as Directory Information: Student name, address, telephone number, email address, date and place of birth, full-time, part-time, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended and photographs (stills or motion). Limited Directory Information will include a student’s StarID. The College may disclose any of these items without prior written consent, unless Student Services is notified in writing to the contrary. A Request to Withhold Directory Information is available at: http://hibbing.edu/assets/sites/hibbing/uploads/pdfs/Forms/StudentForms/RequesttoWithholdDirectoryInformation.pdf

Drug Free Workplace and School - This policy is in accordance with the Drug Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D), and Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101-226). A copy of the Drug Free Workplace information can be found in the Student Handbook located at: http://hibbing.edu/academics/student-handbook.pdf
NOTE: 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 or employee is on college or university owned or controlled property.

Equity in Athletics Disclosure Act – This report discloses athletic participation rates and financial data related to athletics. The report is available at: http://ope.ed.gov/athletics/
Family Education Rights and Privacy Act (FERPA) - The purpose of the Family Rights and Privacy Act is to afford certain rights to students concerning their education records. These rights include: the right to inspect and review the education records, the right to seek to have the records corrected, and the right to have some control over the disclosure of directory information from the records. Rights can be found at:

Student Right to Know - The purpose of this information is to disclose annual student completion and graduation rates, including graduation rates. This report is at:
http://www.minnstate.edu/board/accountability/index.html This information is posted on the HCC website under the top tab of Academics – Students Right to Know.


Emergency Notification — StarAlert Emergency Notification (BlackBoard Connect) is the emergency notification messaging system. In the event of an emergency, a text message will be sent to the cell number and/or email address that you provide. The Star Alert system will only be used in emergency situations. Students, faculty and staff should go to http://hibbing.edu/index/star-alert and read how to activate/update their accounts.

A complete listing of student policies, in electronic format, is located at:
http://hibbing.edu/academics/student-handbook.pdf Student Handbook. HCC will provide a paper copy upon request or the Student Handbook & Planner is available to everyone and can be picked up in Student Services, Building M.

Students can contact Steph Skrava in Financial Aid on Financial Aid information, Title IV, and HEA Loans/Financial Aid information.

Please note that email is used as the official method for communication at Hibbing Community College (see online HCC Student Handbook). If you do not have access to e-mail or are unable to comply with this policy, please make written request to: Dean of Academics at 1515 East 25th Street, Hibbing, MN 55746 or aaronreini@hibbing.edu.
General Guidelines for Requesting and Accessing:
Right to Access Public Data
The Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, photographs, etc.

The Data Practices Act also provides that Hibbing Community College (HCC) must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request
To look at data or request copies of data that HCC keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on page 3. You may make your written request for data by mail, fax or email, using the data request form on page 5.

If you choose not to use the data request form, your written request should include:
- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

HCC cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to begin processing your request.

How We Respond to a Data Request
Upon receiving your written request, we will work to process it.
- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you in writing as soon as reasonably possible and state which specific law says the data are not public.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
  - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is on page 4.
If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. (For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the Data Practices Act does not require us to answer questions that are not requests for data.

**Requests for Summary Data**

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. HCC will prepare summary data if you make your request in writing and prepay/pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 5 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

*Minnesota Statutes, section 13.03, subdivision 2(b), requires us to have this document.*
Data Practices Contacts

Hibbing Community College

Responsible Authority
Provost
1515 East 25th Street
Hibbing, MN  55746
Phone: 218-262-6702
Fax: 218-262-6717
michaelraich@hibbing.edu

Data Practices Designee(s)
Registrar – Student Records
1515 East 25th Street
Hibbing, MN  55746
Phone: 218-262-6735
Fax: 218-263-2992
karidoucette@hibbing.edu

Human Resources – Employee Records
1515 East 25th Street
Hibbing, MN  55746
Phone: 218-749-7743
Fax: 218-749-0321
c.bradach@mesabirange.edu

Media – Public Relations
1515 East 25th Street
Hibbing, MN  55746
Phone: 218-262-7384
Fax: 218-262-6717
jessicamatvey@hibbing.edu

Data Practices Compliance Official
Dean of Academics
1515 East 25th Street
Hibbing, MN  55746
Phone: 218-262-7362
Fax: 218-262-6717
aaronreini@hibbing.edu
Copy Costs – Members of the Public
Hibbing Community College

Hibbing Community College charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

You must pay for the copies before we will give them to you.

**For 100 or Fewer Paper Copies – 25 Cents Per Page**
100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

**Most Other Types of Copies – Actual Cost**
The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot reproduce ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

The cost of employee time to search for data, retrieve data, and make copies is $25.28 per hour. If, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.
Data Request Form – Members of the Public
Hibbing Community College

Date of request: ____________

I am requesting access to data in the following way:

• Inspection  • Copies  • Both inspection and copies

Note: Inspection of public data is free. Please see “Copy Costs” form for charges related to data request.

These are the data I am requesting:
Note: Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form.

Contact Information
Name: ____________________________________________________________
Address: ______________________________________________________________________
Phone number: _______________________ Email address: ____________________________

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Hibbing Community College will respond to your request as soon as reasonably possible.
HUMAN RESOURCES
YOUR HUMAN RESOURCES STAFF

Nancy Paolo
(218) 262-7218
nancypaolo@hibbing.edu
Retirement, benefits, address changes

Juanita Sistad
(218) 749-7778
Juanita.sistad@mesabirange.edu
Staff Pay, timesheets, FMLA, and benefits

Deb Buria-Falkowski
(218) 749-7767
d.falkowski@mesabirange.edu
Hiring process, job audits/classification, HR website, preferred name, tuition waiver, contract questions, affirmative action and credentialing

Carmen Bradach
(218) 749-7743
c.bradach@mesabirange.edu
sabbaticals, job audits/classification, contract questions, training & development, hiring process, and performance management

Gina Gould
218-262-6704
Gina.gould@hibbing.edu
Work Comp and safety and health

HR WEBSITE:
http://www.nhed.edu/human-resources

Access Your Paystub:  www.state.mn.us/employee

HR Fax : (218) 262-7269  (Hibbing)

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UNIONS

AFSCME  (American Federation of State, County, and Municipal Employees)
1-800-652-9791 or (651) 450-4990

MAPE  (MN Association of Professional Employees)
1-800-652-9721 or (651) 227-6457

MMA  (Middle Management Association)
1-800-642-2373 or (651) 222-3811

MSCF  (MN State College Faculty)
1-800-377-7783 or (651) 767-1262

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CONTACT THE EXPERTS DIRECTLY FOR THE FOLLOWING:

Union Dues:  call your union

Retirement Annuity:  your retirement fund provider

Supplemental, 403(b), IRAP Retirement:  TIAA

Billing issues for health or dental insurance:  insurance carrier

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RETIEMENT PLANS (Mandatory)

MSRS  (Minnesota State Retirement System)
1-800-657-5757 or (651) 296-2761
(218) 740-3157 (Duluth)
www.msrs.state.mn.us

PERA  (Public Employees Retirement Association)
1-800-652-9026 or (651) 296-7460
www.mnpera.org

TRA  (Teachers Retirement Association)
1-800-657-3669 or (651) 296-2409
www.minnesotatra.org

IRAP and SRP
1-800-682-8969
http://www.tiaa.org

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RETIEMENT PLANS  (Optional)

TSA  (403b)
1-800-682-8969
http://www.tiaa-cref.org

MN Deferred Compensation Plan
1-877-457-6466 or (218) 740-3151 (Duluth)
www.mndclplan.com

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INSURANCE CONTACTS

Blue Cross Blue Shield  1-800-262-0819
www.bluecrossmn.com/servicecenter

HealthPartners  1-888-343-4404
www.healthpartners.com/segip

PreferredOne  1-800-997-1750
www.preferredone.com/segip

State Dental Plan  1-800-553-9536
www.deltadentalmn.org/doer

HealthPartners Dental  1-888-343-4404
www.healthpartners.com/segip

CNA  (Long-term Care)  1-888-653-9600
www.mpel.org

121 Benefits  (Pre-Tax)  1-800-300-1672
www.121benefits.com/

Navitus Health Solutions  1-866-333-2757
www.navitus.com

Hartford Life  (Disability)  1-800-752-9713  www.thehartford.com

Minnesota Life  (Life and AD&D Insurance)  1-800-392-7295
www.lifebenefits.com/plandesign/statemn

Life Matters: MN State Employee Assistance Program
& Life Program  1-800-657-3719
http://mn.gov/mmb/segip/health-solutions/employees/eap/index.jsp
(EAP counseling service)
Please visit Human Resources at the College’s Website at: http://www.nhed.edu/human-resources/

**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. The supervisor and employee should keep the position description updated as necessary. It will be reviewed at least yearly and/or updated every 3 years at the time of any performance reviews.

**Personnel Files and Data Privacy**
Personnel files are maintained at the Human Resources Office in Hibbing. 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 HR 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
Employee benefits for eligible employees include insurance, retirement plan, paid vacation and sick leave, paid holidays, tuition waivers, and other attractive 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.

Employee Assistance Program
The Minnesota State Employee Assistance Program (EAP) was established because State employees and agencies experience distress from time to time. Personal issues sometimes create job performance problems for individuals, supervisors, and work groups. The State, as an employer, wants to provide the means for an employee to get help easily, confidentially, and voluntarily. Since employees are the State’s most important resource, both our State agencies and our employees benefit from the Employee Assistance Program. Minnesota State Employees, their family members and managers can receive free confidential counseling and referrals for personal issues by calling 651-259-3840 or 1-800-657-3719. The Human Resources Office can provide further information regarding program information. You can also find information at: https://mn.gov/mmb/segip/health-solutions/employees/eap/

There are EAP providers in the area that render confidential services to employees in need of counseling or referral to social service agencies. Employees are encouraged to contact the provider directly or they can be referred by their supervisor. The Human Resources Office can provide further information regarding current area providers or program information.

Family and Medical Leave Act (FMLA)
See http://mn.gov/mmb/segip/humanresources/fmla.jsp. Further information can be obtained at the Human Resources Office regarding eligibility and procedures to use FMLA.

Wages and Paychecks
Paychecks are issued every other Friday (bi-weekly) and direct deposit is the State’s mandatory method of issuing wages. Direct deposit is required for all employees. 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. They will not be mailed to employees’ home addresses. Questions regarding the paycheck or payroll information can be addressed to the Human Resources Office.

Union Membership
Eligible employees of Hibbing Community College are represented by the following contract bargaining unions and plans:
- AFSCME
- MAPE (Minnesota Association of Professional Employees)
- MMA (Middle Management Association)
- MSCF (Minnesota State College Faculty)
- Personnel Plan for Administrators
- Commissioners Plan
All contracts and plans can be found at: http://www.nhed.edu/human-resources/benefits-resources  Your bargaining unit will contact you directly in regard to any applicable dues.

**Leave Use and Requests: Sick Leave, Annual Leave (Vacation), Personal Leave, and College Business Leave**

Hibbing Community College employees use electronic timesheets (E-Timesheets) to track days worked and requested leave time. Electronic timesheets are located at http://www.nhed.edu/human-resources/e-timesheets-faculty-leave.

Faculty are to call 218-262-7200 and press 0 (zero) for an illness or unplanned absence.

For **College business leave**, all employees are required to use the Authorization for Absence for State Business when they are going to be off campus for work. Form available at HCC’s webpage under Faculty/Staff, Faculty/Staff Forms, Authorization for Absence. This form should be submitted and approved prior to state business absence.

Please refer to your applicable bargaining unit contract or plan for all leave language. There are 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.

**Staff Development and Training**

Hibbing 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.

Hibbing's staff development and training activities include a variety of learning opportunities:
- Technology Training and Development
- Faculty Sabbaticals (contractual benefit)
- Administrative Sabbaticals
- Tuition Waivers (contractual benefit)
- Project Release Time
- Staff Duty Days
- Conferences
- Individual Career Planning
- Health Promotion
- Retirement Seminars (not individual retirement counseling)

Questions about staff development can be addressed to the Human Resources Office.

**Statement of Dress**

At Hibbing Community College, 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 public image by making clothing choices that are appropriate to their work environment.
Leave Usage Clarification
July 2014
Hibbing Community College

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 Authorization for Absence form available. Any expenses involved should be noted.”

The College Administration will make every effort to review and return requests in the shortest possible time so plans for travel can be made and appropriate business office forms can be submitted. 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 fill out a request on their Etimesheet 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.

Annual Leave: Employees are allowed annual leave per their contract bargaining unit. It is important to communicate all leave requests to your supervisor in advance. Supervisors will base their decision on leave approval per contract bargaining unit language.

Faculty Personal Leave: This type of leave is specific to faculty. The contracts do not address how to administer approval for leave. Advance notice should be given for leave that is planned. The use of personal leave for unforeseen events/emergencies should be called in to the supervisor and front desk. Otherwise, faculty should request leave via Etimesheets.

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.

NOTE: HCC Faculty & Staff are to use electronic timesheets http://www.nhed.edu/human-resources/e-timesheets-faculty-leave and sign in with their StarID and Password.

Questions regarding paid leave usage or accrual can be addressed to the Human Resources office. Leave records for faculty and staff are available on Etimesheets.
## QUICK REFERENCE LIST FOR STUDENT CONCERNS

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<thead>
<tr>
<th>Concern or Allegation</th>
<th>Where to get support for this at Hibbing Community College</th>
<th>How to make a report for this at Hibbing Community College</th>
<th>Related policies (college, university, or system)</th>
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<tr>
<td>Immediate emergency</td>
<td>In an emergency, call 911.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mental health</td>
<td>Counselors: Donna Groettum 218-262-6786 or Lisa Bestul 218-262-6752</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immigration and refugee status</td>
<td>Kari Doucette, Registrar 218-262-6735</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discrimination based on protected class</td>
<td>David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
<td>Contact David Olds, Designated Officer in Student Services Bldg. M-173 or 218-262-6759 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
<td>Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution</td>
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<tr>
<td>Harassment based on protected class</td>
<td>David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
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<td>Sexual assault</td>
<td>David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
<td>Contact David Olds, Designated Officer in Student Services Bldg. M-173 or 218-262-6759 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a> or report anonymously at: <a href="https://mycampuseye.com/web/D5JH">https://mycampuseye.com/web/D5JH</a></td>
<td>Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure</td>
</tr>
<tr>
<td>Student code of conduct violations (including bullying, hate crimes, and physical violence)</td>
<td>David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
<td>Contact David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
<td>Board Policy 3.6 Student Conduct System Procedure 3.6.1 Student Conduct</td>
</tr>
<tr>
<td>Other complaints and grievances</td>
<td>David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
<td>Contact David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or <a href="mailto:davidolds@hibbing.edu">davidolds@hibbing.edu</a></td>
<td>Board Policy 3.8 Student Complaints and Grievances System Procedure 3.8.1 Student Complaints and Grievances</td>
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<td><a href="https://www.mn.gov/mmb/segip/health-solutions/employees/eap/">https://www.mn.gov/mmb/segip/health-solutions/employees/eap/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Immigration and refugee status | Juanita Sistad, Human Resources 218-749-7778 Juanita.sistad@mesabirange.edu  
David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or davidolds@hibbing.edu |                                                          |                                                          |
| Discrimination based on protected class | Carmen Bradach, Human Resources 218-749-7743 c.bradach@mesabirange.edu  
Or David Olds |                                                          | Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education  
System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution |
| Harassment based on protected class | Carmen Bradach, Human Resources 218-749-7743 c.bradach@mesabirange.edu  
Or David Olds |                                                          | Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education  
System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution |
| Sexual assault        | David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or davidolds@hibbing.edu | Contact David Olds, Designated Officer in Student Services Bldg. C or 218-262-6705 or davidolds@hibbing.edu or report anonymously at: [https://mycampuseye.com/web/D5JH](https://mycampuseye.com/web/D5JH) | Board Policy 1B.3 Sexual Violence Policy  
System Procedure 1B.3.1 Response to Sexual Violence Procedure |
| Employee code of conduct violations | Carmen Bradach, Human Resources 218-749-7743 |                                                          | Board Policy 1C Code of Conduct and Ethics  
System Procedure 1C.0.1 Employee Code of Conduct |
| Other complaints and grievances | Carmen Bradach, Human Resources 218-749-7743 |                                                          | Minnesota Management and Budget Respectful Workplace Policy  
Employees may address contract-related grievances through their designated grievance representative. Other complaints may be addressed directly to the human resources office. |
Tuition Waiver Quick Reference Guide (Employee)

Purpose
The tuition waiver application provides employees with an online tool to submit their tuition waiver application for Human Resources to review and approve. After approval, the tuition waiver information is reported to campus accounts receivable offices for application to the student bill.

All users of tuition waiver benefits must submit their application no later than 10 days following the start of the course.

Employees will also be able to view the following information on-line:

- View Summary of Requested and Approved Tuition Waiver Credits
- View Tuition Waiver Eligibility Information
- Apply for Tuition Waiver
- View Applications
- View Minnesota State Tuition Waiver Benefits for Employees Matrix and the Waiver Procedure Guide

**NOTE:** The tuition waiver system is not integrated with the student registration system. Normal registration procedures must be followed and the expectation is that course registration would occur prior to the completion of the tuition waiver application.

Log In ([http://www.nhded.edu/human-resources/tuition-waiver](http://www.nhded.edu/human-resources/tuition-waiver))
To log in to the Tuition Waiver application:
1. Enter your StarID
2. Enter your Password.
3. Input your Institution
4. Click Login.

Please login to continue.

The ‘*’ indicates a required field.
This application requires login with your StarID. You can [Activate your StarID](http://www.nhded.edu/human-resources/tuition-waiver) now and use it to access the application.

* StarID: [Forgot StarID](http://www.nhded.edu/human-resources/tuition-waiver)

* Password: [Forgot Password?](http://www.nhded.edu/human-resources/tuition-waiver)

Institution: Hibbing Community College

Display Name: Display and print your name until next login. To protect your identity, you may wish to print only at secured locations.

See [Login Help](http://www.nhded.edu/human-resources/tuition-waiver) if you are having problems creating an account or logging in.

You must [logout](http://www.nhded.edu/human-resources/tuition-waiver) when finished to ensure that nobody else gains access to your records.
Apply For Tuition Waiver for 2018-2019

1. The menu area where you have options to Apply or View Applications.
2. Select the credit year the waiver applies to. Defaults to current credit year and you have the option to select future credit year.
3. For the selected credit year, displays summary of Requested and Approved credits for Employee and Spouse/Dependent.
4. Identifies the information you will need to apply for a waiver.
5. Links to Minnesota State Tuition Waiver Benefits Employees matrix and the Waiver Procedure Guide.
6. Displays tuition waiver eligibility information for employee. If multiple assignments are displayed, employee selects the assignment for which the waiver applies. (Most employees will have just one assignment displayed.)
Apply For Tuition Waiver

1. Displays credit year of tuition waiver application.
2. Select Relationship to Employee from drop-down menu.
3. Enter First 3 letters of student last name if Dependent or Spouse was selected as Relationship to Employee.
4. Select institution from Courses registered through drop-down that classes will be registered at.
5. Enter Student ID
6. Select Academic Term from drop-down.
7. Enter number of Undergraduate Credits, Graduate Credits or Doctoral Credits registering for.
8. Enter Additional Info that would assist Human Resources in reviewing and approving the waiver. For example, class begins 10/1/08.
9. Select Next to continue or Cancel to cancel this waiver.

*Note: You can skip steps 2-5 if you select from the list of "Previous Tuition Waiver Requests."
Confirm Information

1. Displays summary of waiver application for employee review and confirmation.
2. Click *Edit* to modify waiver information or *Cancel* to cancel this application.
3. If the tuition waiver information is correct, click each displayed “Term and Condition” to indicate consent.
   
   **NOTE:** Terms and Conditions vary depending on the information in the tuition waiver application. The “Submit Application to HR” button is disabled until all terms and conditions have been checked.

4. Click Submit Application to HR.

Applications

1. Message area letting employee know waiver was saved.
2. Displays summary information of tuition waiver applications that have been submitted to HR.
3. Check the status of your waiver on this page to see when HR has approved it.
View Details or Update Waiver

To view details of or update a previously submitted waiver.

1. Click **View Applications** in left navigation area.
2. Click **Details** to retrieve the waiver you want to view.

After clicking **Details**, the following fields are displayed:

1. Displays summary of waiver information.
2. Displays requested credits and approved credits for this waiver. Requested credits can be updated so long as the waiver is for a term in the current credit year. You can also add a different credit type to an existing request. Be sure to enter a reason for the update. That will assist HR in processing the request.
3. Click **Next** to confirm information and submit the updated request to HR.
Cancel Waiver

You can cancel a previously submitted tuition waiver (so long as it is for a term in the current credit year).

1. Click **View Applications** in left navigation area.
2. Click 🗑️ to cancel the selected waiver. NOTE: The cancel icon no longer displays if the date for cancelling has passed.
The *Cancel Waiver Request* page is returned

1. Summary of waiver you selected to cancel.
2. Displays Terms and Conditions of tuition waiver application that employee must agree to prior cancelling waiver.
3. Click *Submit Cancellation Request* or *Don’t Cancel* to return to View Applications page.

NOTE: This field will be available once employee checks Term and Condition.
Waiver Processing
Your on-line tuition waiver request will automatically be sent to the Human Resources Department for certification of eligibility and processing. Within approximately three to five days, you should confirm on-line that your waiver has been approved.

If you are using the tuition waiver at a campus different from where you work, you must complete a purchase order requisition form and return it to your business office prior to the start of your class. Purchase order requisition forms can be found on HCC’s webpage under Faculty-Staff forms.

Please note that each bargaining unit provides different benefits for tuition waivers. To review these benefits go to: http://www.minnstate.edu/system/hr/tuitionWaiver.html

Faculty Professional Development Funds for Non Credit Classes through Advanced MN
A purchase order needs to be generated to pay Advanced Minnesota when using Faculty Professional Development Funds. The Swift Vendor #0000198817 and cost center 148303 should be used for this. Please use the college’s purchase requisition form, which is located on the HCC website. Advance Minnesota will invoice the college for payment.

If you have any questions on your tuition waiver benefit, please call your Human Resources Department.
WEATHER EMERGENCIES & EVACUATION
HIBBING COMMUNITY COLLEGE

Purpose: In accordance with Minnesota State Policy 4.4 Weather/Emergency Closings, the following procedure is followed when it becomes necessary to close the college or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions. The procedures will also describe working conditions and the compensation status of employees during the time the College is closed.

Definitions: Closing the College – Closing the College means to close all operations other than those operations deemed essential to the protection of life and property. Closing the College results in the cancellation of classes and student, faculty and staff activities and meetings. All general offices are closed.

Delayed Opening – Delayed opening refers to closing of all operations for a designated period of time other than those operations deemed essential to the protection of life and property.

Cancellation of Classes and/or Activities – Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes in the absence of officially closing the entire College. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

Authority: In accordance with Minnesota State Policy 4.4, the authority to close the college campus, cancel classes or other activities when a weather or other emergency exists resides with the College Provost or Provost’s designee. The closure of state agencies by the Minnesota Management and Budget does not supersede the authority of the College Provost; however, the Governor’s orders in a particular situation supersedes the authority of the College Provost.

Procedure and Notification: Closing or Delayed Opening. The decision to close or delay opening of the College due to weather or other emergency is made by the Provost. Appropriate notification will be made by HR (responsibility: Carmen Bradach, Director of HR) to Vicki Tschida (651-201-1828) at the Minnesota State Public Affairs Office as the decision is made.

Brian Yolitz, (651-201-1777) in Minnesota State Facilities must be notified of any closure or cancellation on campus due to building or grounds issues.

The Provost will identify and inform essential personnel who must report to work during times the college is closed or there is a delayed opening due to emergency procedures. In addition, the Provost or designee will develop procedures for notification of such personnel at these times. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies:

- Provost and Administrators assigned by Provost (as needed).
- Building Maintenance Foreman
- General Repair Workers
- General Maintenance Workers
- Director of Housing
- Plant Maintenance Engineer
Notification of employees on duty and/or students that are on campus at the time the emergency closing is determined: Provost shall inform employees of the emergency at the time of closing along with notifying students through appropriate student support services and academic offices.

Both employees and students will be notified through announcements via HCC’s website homepage (under Cancellations) and on the following radio and television stations: USA, WTBX, WMFG, KMFG, WMFG (218-263-7531), WDIOTV/WIRT TV (218-279-7757 or www.wdio.com), KDLH/KBJR (www.northlandsnewscenter.com), along with notification to those employees and students on StarAlert. StarAlert Emergency Notification (BlackBoard Connect) is the emergency notification messaging system. In the event of an emergency, a text message will be sent to the cell number and/or email address that you provide. The Star Alert system will only be used in emergency situations. Sign up at: https://hibbing.bbcportal.com. Instructions for updating/changing the listed notification information will be given out to students and employees on the HCC website homepage, at Cardinal Kickoff, on bulletin boards, etc.

Determination of closing or delayed opening shall normally be made by 6 a.m.

Cancellation of Classes and/or Activities: The decision to cancel one, several or all classes (on and off campus) in the absence of closing the college, will be made by the Provost. Special attention will be given to night classes, many of whose students must travel considerable distance. Weather conditions shall be given considerable weight. Check HCC website homepage under Cancellations.

WORK RESPONSIBILITIES WHEN THE COLLEGE IS CLOSED OR CLASSES AND NON-ACADEMIC ACTIVITIES ARE CANCELLED.

Closing the College – When the college is closed due to an emergency, which threatens the health and safety of individuals, employees not deemed vital to the safe operation of the college may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail.

- When a campus is closed, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular (scheduled) hours or the actual number of hours worked inclusive of any overtime.
- Employees on approved sick or pre-arranged vacation leave shall not have such leave time restored to their balances.
- Employees on any approved leave with pay shall not be paid for this emergency leave time.
- Employees who called in, on the day of an emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
- Employee uniform time reports should indicate the date and number of emergency hours utilized in the remarks section of their uniform time report.
An employee’s absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the Provost has authorized a longer period.

Cancellation of Classes and/or Activities - When classes are cancelled but the college is not closed, individual faculty shall take personal leave or make appropriate curricular adjustments (for example, scheduling make-up classes, meetings, office hours, or other compensatory activities) as approved by their supervisor.

When non-academic activities are cancelled, the activities shall be rescheduled when appropriate and possible.

Inclement Weather When the College is Not Closed – Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the college has not been closed. Further, employees might be unable to get to work even though the college is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up, at the discretion of the supervisor.

Emergency Response Procedures

Emergency Procedures Due to Terrorist threats:
Upon receipt of information pertaining to the above during the typical class day, the person receiving the information should notify the administration (provost, dean, etc.) and/or call 911. The administration will contact civil authorities to determine appropriate action which may include:
1. evacuation of entire campus for entire day or
2. evacuation of entire campus for a limited period time or
3. evacuation of specified buildings for a specified period of time.

Should such information be received during weekends or evening classes, the person receiving the information should notify the custodian on duty. The custodian will notify administration and civil authorities. Evening classes will be cancelled.

Severe Weather/ Tornado
When severe weather/ tornado is coming, you have only a short amount of time to make life-or-death decisions. Advance planning and a quick response are the keys to surviving a severe weather/ tornado.

Tornado Watch
When a tornado watch is announced, this means that tornadoes are expected in, or near, your area.

Tornado Warning
When a tornado warning is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in your vicinity. Public warning will come over the radio.

DO NOT leave the building. Move away from the perimeter and exterior of the building and locate a posted SEVERE WEATHER SHELTER/TORNADO AREA sign. These areas are located in all buildings of the college. If you do not have time to locate a severe weather shelter area:
• **MOVE TO LOWEST LEVEL**
  - Go to an inner hallway or a smaller *inner room* without windows, such as a bathroom or closet
  - Vacate any exterior rooms and close the doors to those rooms.
  - Get away from windows.
  - Take shelter under stairwells and tables, if possible.
  - Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways.
  - Go to the center of the room. Stay away from corners because they tend to attract debris.
  - Sit down
  - Cover your head.
  - Make every effort to remain calm and encourage those around you to do likewise.
  - If you have a mobility impairment and you have not pre-arranged an evacuation plan go to a room (closet or bathroom) on an interior wall without windows and cover your head. Try to let someone know where you will be.

**Fire Drills**
Minnesota State Law requires a number of fire drills periodically, and these drills need your most serious cooperation and consideration.

**In A Fire Emergency**
Familiarize yourself with your evacuation route. Please familiarize yourself with the location of all emergency and regular exits. If you have a mobility disability you need to pre-arrange an individual evacuation plan.

**VIOLATION OF FIRE SAFETY RULES PUTS LIVES IN JEOPARDY. TAMPERING WITH FIRE ALARMS OR FIRE EQUIPMENT CAN RESULT IN FINES AND POSSIBLE INCARCERATION ACCORDING TO MINNESOTA STATE LAWS.**

**SERIOUS ACCIDENT or ILLNESS**
Call 9-1-1
1. Do not move sick or injured person(s).
2. Be careful to avoid personal contact with any body fluids such as blood, vomit, or saliva.
3. Stay with the victim and reassure him/her that help is on the way.

**POWER Failure** - This is what you should do:
1. Remain calm- stay where you are.
2. Await instructions from Administration or Maintenance personnel.
3. If instructed to evacuate, use designated emergency exits ONLY.

**EMERGENCY PHONE NUMBERS**

| Immediate Help (Fire, Police, Rescue Squad) | 9-1-1 |
| Provost’s Assistant (Daytime)            | 262-6715 |
| College Provost (Daytime)               | 218-262-6702 |
| (Cell)                                  | 218-969-6002 |
| Director of Housing                     | 262-7246 or 966-9207 |
| Hibbing Police Department               | 911 or front desk at 263-3601 |
| Hibbing Fire Department                 | 911 or 362-5962 or 262-6161 |
All HCC Policies and Procedures can be found at HCC’s webpage of:
http://hibbing.edu/resources-for/staff-and-faculty/hibbing-community-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.
1B.1 Nondiscrimination in Employment and Education Opportunity
Hibbing Community College appreciates our rich and diverse academic community and promotes an atmosphere of inclusiveness and respect. Harassment and discrimination will not be tolerated. For more information or to report suspected harassment or discrimination, contact: Designated Officers: David Olds, Student Services Bldg. C, 218-262-6705 or davidolds@hibbing.edu (for complaints against students)
Carmen Bradach, Human Resources M-142, 218-749-7743 or c.bradach@mesabirange.edu (for complaints against a college employee)

1B.1.1 Procedure for Report /Complaint of Discrimination /Harassment Investigation and Resolution
HCC’s Designated Officers: David Olds, Student Services Bldg. C, 218-262-6705 or davidolds@hibbing.edu (for complaints against students)
Carmen Bradach, Human Resources M-142, 218-749-7743 or c.bradach@mesabirange.edu (for complaints against a college employee)

Minnesota State Policy & Procedure:
1B.3 Sexual Violence Policy

Procedure 1B.3.1 Response to Sexual Violence

Sexual Violence Resources & Reporting
For questions or to report sexual violence, contact Designated Officers: David Olds, Student Services Bldg. C, 218-262-6705 or davidolds@hibbing.edu (for complaints against students)
Carmen Bradach, Human Resources, 218-749-7743 or c.bradach@mesabirange.edu (for complaints against a college employee)

Reports of sexual violence can be filed anonymously or by name using the following form found here.
OR by downloading the mobile application on your mobile device. Once you install the mobile application, you will need to enter a unique 4-digit sign-up code, which is D5JH.

If this is an emergency, please call 911.

For confidential support on campus, please see a campus Counselor for assistance. You can contact them at 218-262-6786 or 218-262-6752, email at donnagroettum@hibbing.edu or lisabestul@hibbing.edu or visit Student Services in Building C.

Other off campus resources available:
- The Sexual Assault Program of Northern St. Louis County: 1-800-300-3102 or 218-749-4725
- Fairview Range Medical Center/Emergency Room: 218-262-4881
- Hibbing Police Department: 911
Section C - Code of Conduct & Ethics

1C.2 Fraudulent or Other Dishonest Acts

Suspected theft or other wrong doing by employees of the State of Minnesota (Hibbing Community College) should be reported to the following individuals:

Karen Kedrowski - VP Finance & Administration  218-748-2418
Carmen Bradach – Director of Human Resources  218-749-7743

5.18 Alcoholic Beverages or Controlled Substances on Campus
Use, possession, manufacturing, distribution or being under the influence of alcoholic beverages (except as expressly permitted by College or Minnesota State regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Drug and Alcohol Abuse and Prevention Information
HCC is concerned about students’ and employees’ health, ability to learn, and ability to gain skills that will lead to productive lives. Please review information in the Student Handbook http://hibbing.edu/academics/student-handbook.pdf.
NOTE: 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.

Employees are also encouraged to check with the Human Resources office and/or EAP at https://www.mn.gov/mmb/segip/health-solutions/employees/eap/

Chapter 5 – Administration, 5.21 Possession or Carry of Firearms
Hibbing Community College prohibits the possession of firearms and other dangerous weapons in the workplace.

Hoverboard Policy
(Adopted April 2016 Shared Governance)

Hoverboards shall not be permitted for use within campus buildings, including student housing. At no time shall batteries for such devices be charged or recharged within campus buildings, including student housing.
Tobacco Free Campus Policy
(Approved at Shared Governance on 4/25/18)

Hibbing Community College: Tobacco Free Campus Policy

Policy Statement. Hibbing Community College is committed to a safe and healthy learning and working environment for all students and employees of the College. Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on college owned, operated, and leased property.

Definitions

Smoking. Defined as inhaling, exhaling, vaping, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated tobacco or other product intended for inhalation, in any manner or form. Smoking also includes use of vapor creating products, designed for inhalation, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this Policy.

E-Cigarette. Refers to any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances for inhalation. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor, but does not include any product specifically approved by the U.S. Food and Drug Administration for use in medical treatment, such as an asthma inhaler.

Smokeless Tobacco Products. Smokeless tobacco consists of, but is not limited to, the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose-leaf tobacco.

Cessation Programs and Services. To Hibbing Community College students and employees who wish to reduce and/or quit using tobacco products, a variety of tobacco cessation resources and services are available through HCC’s counseling services.

HCC & NHED Employee Parking Fee Policy & Procedure
(Adopted September 2011 Shared Governance)

POLICY
All employees shall pay parking fees as mandated in Minnesota State Colleges and Universities Board Policy 5.11 and Procedure 5.11.1 and as noted below:

Part 4. Mandatory Fees. Mandatory fees are in statute or policy and are required to be charged at all colleges and universities.

Subpart B. Parking fees.

1. Colleges and universities shall develop a policy to charge parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement, pursuant to Minnesota Statute § 136F.67.
2. The president shall determine the fees. Students shall pay an amount that is equal to or less than that paid by the institution’s employees for the same type of parking (e.g. reserved, general, etc.).

3. Colleges and universities have the option to collect fines and towing fees for parking violations pursuant to Minnesota Statute § 136F.53.

PROCEDURE
The parking fee amount is determined by the Northeast Higher Education District (NHED) President’s Cabinet and is currently set at an annual maximum of $60.00. 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 to all employees. If the 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. A payroll deduction authorization form will be added to the new employee packet. 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.

Vehicle Regulations
Revised July 1, 2008 by Minnesota State

Authorized Drivers
Authorized drivers are state employees; contract employees if authorization to drive a state vehicle is specifically cited in their contract; students who have been granted permission by college administration; and drivers for certain disabled employees with the permission of that employee and the approval of his/her supervisor. All drivers must have in their possession a current and valid drivers’ license and a copy of that license must be given to Carrie. Keys will not be issued until a copy of your driver’s license is on file in the Administration Office. All vehicles are stored with keys in them in storage Building #3 and/or reserved through Enterprise Leasing.

Procedures and Regulations
1. HCC Garage Keys are to be picked up from Carrie. Unless directed otherwise, the garage keys are to be returned immediately after the scheduled use or, if the college is locked, please return garage key the next day. Any Enterprise Leasing vehicle keys are to be turned back into Carrie.
2. HCC Vehicles are not to be returned with less than ¾ of a tank of gas, and Enterprise Leasing vehicles should be returned full. Fuel cards are used to pay for gas and can be obtained through Carrie. Gas receipts are to be turned in with the garage key.

3. Record mileage, destination, and your department Cost Center legibly on the log in the HCC vehicle. Please keep the clip board in the HCC vehicle.

4. Both passengers and drivers must wear seat belts in state and/or leased vehicles.

5. Only authorized persons are permitted to ride in state-owned vehicles. Authorized persons include state employees, other persons participating in state programs or functions, or individuals assisting disabled employees with prior approval as described above. Family members are not allowed in state and/or leased vehicles.

6. Smoking is not allowed in state and/or leased vehicles.

7. HCC Vehicles ONLY: All doors on the HCC vehicle are to be left unlocked and windows closed. HCC keys are to be left in the vehicle. This is NOT applicable to Enterprise Leasing vehicles!

8. The interior of the vehicle should be left clean. Although it should not be necessary, any trash should be removed from the vehicle prior to use, as well as after use.

9. Drive slowly and carefully on winter roads. Large vans require long stopping distances.

10. All traffic rules and regulations must be followed. The driver is responsible for any tickets, which might accrue from a violation.
Zero Tolerance of Workplace Violence
July 2005

It is the policy of Hibbing Community College to promote and maintain a workplace free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence and threats of violence in our workplace will not be tolerated; all reports of violent behavior will be taken seriously and will be dealt with appropriately. Hibbing Community College will work to provide a safe workplace for employees and visitors to the workplace. Each employee and everyone with whom we come into contact in our work will be treated with courtesy and respect. Hibbing Community College will:

- Actively work to prevent and eliminate acts of work-related violence.
- Respond promptly, positively and aggressively to deal with threats or acts of violence, including timely involvement of law enforcement agencies when appropriate.
- Treat seriously incidents of work-related threats or acts of violence, promptly investigate reports of such actions, and take action as necessary to appropriately address each incident.
- Take strong disciplinary action, up to and including discharge from employment, against employees who are involved in the commission of work-related threats or acts of violence.
- Support criminal prosecution of those who threaten or commit work-place violence against College employees, or against visitors to our work environment.
- Provide information and training for employees to foster a work environment that is safe, respectful, and responsive to threats or acts of violence.

An expanded list of ALL HCC Policy and Procedures can be located on HCC’s website, under Faculty & Staff, Policies and Forms.
http://hibbing.edu/resources-for/staff-and-faculty/hibbing-community-college-policies
Academic Affairs
Course Outlines
The purpose of a course outline is to serve as the official document outlining details of each course. Hibbing 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)
- HCC and MNT Competencies (Attachment for MNTC matrix and/or method of assessing)
- Methods Used for Evaluation - e.g. oral presentations, term papers, exams (not grading policy)
- Which Objectives Will Be Used to Assess HCC and MNTC 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 provost’s secretary and are on file in the Curriculum Specialist’s Office.

Course Syllabi
The purpose of a course syllabus is to communicate to students information about the specific course they will be taking and what is required of students to complete the course with a passing grade. Hibbing Community College Course Syllabi will include the following:
- Course Name
- Course Number
- Catalog Description
- Prerequisites
- Instructor Specific Information (e.g. office location, office phone, email address, etc.)
- Required Materials (e.g. textbooks, tools, specific calculator, etc.)
- Major Content Outline
- Specific Methods of Assessing Student Learning
- Grading Policies Including Academic Integrity
- Attendance and Makeup Policies
- Necessary Special Information (e.g. special fees, hazardous materials, required field trips, etc.)
- Disability Statement
STUDENTS WITH A DOCUMENTED DISABILITY AND ARE IN NEED OF AN ACCOMMODATION, PLEASE CONTACT: Director of Disabilities, Mary Iozzo. 218-262-6712
The Disability Services Office is located in Student Services – C-151.

Instructors must provide students with a course syllabus of each class within a maximum of one week from the first class meeting. (per Minnesota State Board Policy 3.22 http://www.minnstate.edu/board/policy/322.html) When courses are offered in condensed format, the timeframe for distribution of the syllabus shall be adjusted accordingly.

Scheduling of Courses
Course schedules are developed in the office of the Curriculum Coordinator in collaboration with administration and faculty. Members of the Student Services Department are also consulted during the development and review process. It is the goal of HCC to provide students with a full year schedule (fall and spring of the next year) to be available immediately after the March AASC meeting.

For occupational programs desiring to make a change in the course schedule, the proposed changes must be approved by the appropriate advisory board and curriculum committee prior to the March AASC meeting. For liberal arts departments proposing changes or new course offerings, these proposals must be approved by the appropriate curriculum committee and presented at or before the March AASC meeting.

When the tentative course schedule is complete, each instructor will receive his or her assignment for review. This review is critical so any changes can be made before the final schedule is presented to students. Once students are registered for classes, changes are very limited. Faculty members are encouraged to request rooms for their courses, and all attempts are made to accommodate those requests.

Student Evaluations
Faculty will evaluate and grade students according to the guidelines set up in each course syllabus. The grades will be entered online to the HCC website during the “open for grading” window at the conclusion of each term. Questions with online grading are to be directed to HCC’s Registrar in Student Records. Grade books must be retained by faculty a minimum of one year after the class has been completed (per AASC – April 2005).

Attendance Policy
Attendance/Non-Attendance
It is expected all students enrolled in courses are present, on time, and complete all assigned work. The degree to which student absences affect course grades will be specified in writing and given to students on the first day of the class.

Students who register for a class and stop attending or never attend without officially dropping or withdrawing will be held responsible for payment and receive an earned grade for the classes. A grade of FN will be recorded for courses a student never attends without officially withdrawing.

Absences
Class Absences
It is expected each student enrolled will be present, on time, and complete all assigned class work. The degree to which student absences affect course grades will be specified in writing and given to students on the first class day.
**Excused Class Absences**
Students participating in intercollegiate activities, co-curricular activities, field trips, etc. authorized by the college will be excused from class attendance but not from the responsibility for work assigned during absence. Instructors, advisors, or coaches requesting the absence of students for co-curricular events shall inform the Provost or Dean of Academics in writing at least five (5) class days before the time of the absence. If these absences are authorized, the lists of students must be to all faculty at least three (3) class days prior to the absence. Emergency situations may affect the ability to follow the notification timeline; however, all efforts for timely notification will be made.

For intercollegiate activities, the Athletic Director will distribute team lists and athletic schedules to faculty prior to the start of the respective season. Athletic events outside of the regular schedule shall not be held during the academic year if they require student athletes to miss regularly scheduled classes unless approved by college administration.

Instructors are expected to make every effort possible for students to make up work missed due to authorized absences. Students missing classes above are encouraged to contact their instructors, counselor, or advisor. A student who has ceased attending classes may not receive a financial aid disbursement unless the Federal Refund / Repayment calculation shows eligibility. If the student disputes that they have ceased attending, they may appeal utilizing the Student Petition process.

The nature of certain classes make it impractical, if not impossible, to make up missed class time and related assignments. Students’ grades may be negatively impacted in those classes regardless if the student absence is excused or unexcused. Course syllabi will identify grade implications and impact of student absences.

**Student Discipline**
The Code of Conduct is outlined in the Student Handbook. Violations must be dealt with following the established procedures as outlined in the Handbook.

**Grade Appeal**
Hibbing Community College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating student performance in his/her courses. It follows that this right brings with it a responsibility to provide students with a clearly stated course grading policy and be fair and consistent in applying this policy. This also means the student has a right to receive from an instructor an explanation of any grade received. See complete policy here: [http://hibbing.edu/assets/sites/hibbing/uploads/pdfs/Policies/GradeAppealPolicyApproved-042711.pdf](http://hibbing.edu/assets/sites/hibbing/uploads/pdfs/Policies/GradeAppealPolicyApproved-042711.pdf)

**Faculty Secretaries**
Assistance for faculty is available from the Faculty Secretaries.

**Faculty Absences**
If you know of an absence in advance, please submit your Etimesheet request (Personal/Sick Days) and email the Provost’s Executive Assistant or submit a State Business Absence form (located on the web) and turn it into the Dean of Academics as early as you can. This information
will be relayed to the faculty secretaries and announcement of the cancellation will be posted on the web and classroom doors on the scheduled date of absence.

For unplanned absences, such as an illness, the faculty member should call **262-7200 and press 0**. Leave a message if no one answers (the switchboard 262-7200 begins operation at 7:30 a.m.). Messages are retrieved and class cancellations will be posted on the web and classroom doors. You can also email your absence with any specific instructions for students to (all three): Carrie Pearson, Cynthia Pogorels, and Sandy Ongaro.

If an instructor is unable to be present for a scheduled class, efforts should be made to inform students in advance. However, if no announcement is made, students are required to remain for ten minutes after the class is scheduled to begin unless a longer delay has been specifically announced.

**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. Online faculty should post office hours in their online class.

**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.

**Academic Affairs and Standards Council (AASC)**
The purpose of AASC is to provide direction in academic affairs, including 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 the structure and process of AASC.
Business Services
Business Services

Contact:  Karen Kedrowski, Vice President of Finance and Administration  
218.312.1511

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 MS 16A.15, Subd. 3 is just cause for the employee's removal.

Purchasing Thresholds

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

Employer-Issued Credit/Purchasing Card
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.
**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 follow 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. All reimbursement requests must be turned in within 30 days of trip. Those expense reports not processed within 60 days of trip are subject to Federal, State and Social Security Taxes. 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.

Employee business expense reimbursement form can be found on the Human Resources website at the following URL: [http://www.nhed.edu/human-resources/employee-forms](http://www.nhed.edu/human-resources/employee-forms)
Student Services
**Student Services**

**Contact:**  
Stephanie Skraba, Director of Financial Aid and Enrollment Manager  
218-262-6733  
stephanieskraba@hibbing.edu  

Jennifer Boben, SSS Director and Perkins Grant Coordinator  
218-262-7363  
jenniferboben@hibbing.edu

Website:  
http://www.hibbing.edu  
Visit the HCC homepage for more information on services. Also, the Student Handbook  
and Campus Security Report  
http://ope.ed.gov/security/  
is accessible through the homepage.

Fax #:  
218-262-6717

**Directory of Student Services**

HCC’s Student Services and activities program are designed to meet the unique needs of students and provide an environment of growth. The following services are provided.

**Academic Advising:**  
To schedule an appointment:  
218-262-7292  
Building M  
Monday – Friday  8 a.m. – 4:30 p.m.  
Advising is an integral part of student success at HCC. All students have an opportunity to discuss educational, personal, and career interests and goals with advisors or counselors. Other advising services include assistance with course selection, transfer, study skills, goal setting, time management, and motivation.

**Academic Center:**  
Phone: 218-262-6745  
Room: D132  
Monday – Friday  8:00 am – 4:30 pm  
The Academic Center offers many services to students for improving study skills, test-taking skills, and time management. Trained peer and professional tutors are available, at no charge to students, to assist with specific subjects. Study groups also meet in the Academic Center.

**Activities:**  
Phone: 218-262-7246 and/or 218-262-7258  
Activities for students are coordinated through activity coordinators. Contact either person with any programming suggestions.

**Admissions:**  
Phone: 218-262-7384 or 218-262-6713  
Building M  
Monday – Friday  8:00 a.m. – 4:30 p.m.  
Applications for admission, information on programs, course catalogs, and housing information are available from this department. Students also change their program with the Admissions Office.
**Athletics:**
Phone: 218-262-6749  
PE Building  
Intramural sports and activities for students are coordinated through the athletics. Contact athletics for more information.

**Bookstore:**
Phone: 218-262-6706  
Room: C115  
Monday – Friday  9:00 a.m. – 3:30 p.m.  Additional hours will be available at the beginning of each semester. The HCC Bookstore stocks new and used books required to complete coursework and various items including supplies, clothing, and backpacks. Tuition and fees due to HCC are paid at the Bookstore.

**Business Office:**
Phone: 218-262-7205  
Building M  
Monday – Friday  8:30 a.m. – 3 p.m.  All financial aid awards are issued through this office.

**Cardinal Hall/Residence Life:**
Phone: 218-262-7246  
1601 E 25th Street, Hibbing, MN 55746  
Monday – Friday  
HCC has on-campus housing that is available to students. Cardinal Hall provides a comfortable, private environment at a reasonable cost and is operated by trained staff under the direction of the Housing Director. Laundry facilities, media room and a community room are available.

**Career Center:**
Phone: 218-262-6706  
Building C  
Monday – Friday  9 a.m. – 3:30 p.m.  Students are encouraged to use the Career Center. There is information on HCC programs, two and four-year college catalogs, career exploration, and job information.

**College For Kids:**
Registration: 218-262-7376

**Computer Labs & Services:**
Hours are posted next to computer lab.  
Monday - Friday  
D132, C222  

HCC provides computer facilities for classroom instruction and student applications. The computer labs offer a broad spectrum of current software for student use as well as Internet access and E-mail capabilities. Lab assistants are available to offer assistance. Students experiencing difficulty with their online courses, may contact Online Tech Services (218-263-2970 or email onlinetechsupport@hibbing.edu).
Counseling Services:
Phone: 218-262-6752 / 218-262-6786
Building C
Monday – Friday 8 a.m. – 4:30 p.m.
Counselors are available by appointment or on a drop-in basis to discuss personal, academic, and career concerns.

Disability Services:
Mary Iozzo, Disability Services Coordinator
Phone: 218-262-6712
Student Services - Office C-151
Monday – Friday 8 a.m. – 4:30 p.m.
HCC is committed to meeting the needs of students and staff with disabilities. HCC complies fully with the provision of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, which mandates equal access for physically and learning disabled persons in educational programs.

Accommodations and support for students with disabilities are available through the Disability Services Office and the Student Support Services Program. Services include assistance with application and registration procedures, career and academic counseling, auxiliary aids and adaptive equipment, classroom and testing accommodations, advocacy, accessibility information, and referrals to community agencies. It is the responsibility of the student to request services of accommodations and to provide documentation of the disability. All information is confidential.

Financial Aid:
Phone: 218-262-7378 / 218-262-6733
Building M
Monday – Friday 8 a.m. – 4:30 p.m.
Financial Aid assists full and part-time students in obtaining financial assistance in the form of grants, loan, scholarships, and employment through work-study in order to ensure their ability to access education.

Food Service:
Phone: 218-262-7228
The Culinary Arts Department provides service for snacks, rolls, lunches, and grill. This is available to students, staff, and guests. Beverages are also available including coffee, juices, fountain pop, etc. Vending machines are available throughout the campus with snacks and bottled water, juices, and soft drinks.

Forms:
The following forms are available at http://hibbing.edu/academics/student-forms or in student services: registration; drop/add; change of major; withdraw; refund; tuition waivers for employees; petitions; academic progress; grade change; course variances; re-admittance; applications for admission; applications for graduation; and insurance.

Graduation:
Phone: 218-262-6735
Building M
Monday – Friday 8 a.m. – 4:30 p.m.
Questions regarding diplomas and applying to graduate are referred to the records office.
**Harassment:**  
(for complaints against students)  
Dave Olds, Designated Officer  
Phone: 218-262-6705  
Student Services – Bldg. C or davidolds@hibbing.edu  
Monday – Friday 8 a.m. – 4:30 p.m.

(for complaints against a college employee)  
Carmen Bradach, Chief Human Resources Officer  
Phone: 218-749-7743  
Human Resources, M-142 or c.bradach@mesabirange.edu

**ID Cards:**  
Phone: 218-262-7258  
Building G - Library  
Students and staff receive photo ID cards. There is a $5 reprint fee for lost or stolen cards.

**International Students:**  
Phone: 218-262-6735  
Building M  
Monday – Friday 8 a.m. – 4:30 p.m.  
International students with questions regarding admission, academic planning, and advising are encouraged to meet with this advisor.

**Library:**  
Phone: 218-262-7258  
Building G (Temporary Location)  
Academic Year Hours: Monday-Thursday 8 a.m - 8 p.m.; Friday 8 a.m. – 4 p.m.; Saturday (Open during specified semester times, Sunday Closed) (all hours subject to change)  
This library is a vital part of the college’s instructional program. The librarian cooperates with classroom instructors to assure that students develop skills in information literacy appropriate to their career and professional goals. An extensive collection of books, periodicals, audiovisual materials, and electronic resources are available to students, staff, and community. The HCC collection is accessed from locations on and off campus via the Internet allowing for identification and borrowing of materials from regional, state, and national academic, public and special libraries. The HCC library also has textbooks and special resources on reserve for students to use in the library for most HCC courses.

**Lost and Found:**  
Check with Faculty Secretaries in Building C for lost items.

**Placement Services:**  
Phone: 218-262-6706  
Room: Bookstore  
Monday – Friday 9 a.m. – 3:30 p.m.  
HCC has a placement service to aid students in seeking positions. A job board is located in Building M.
Placement Testing (Accuplacer):
Phone: 218-262-7292
Building M
Monday – Friday 8 a.m. – 4:30 p.m.
Assessment tests are administered to all new students enrolling at HCC and are used to determine placement levels in Reading and Math. The Disability Services Director needs any request for testing accommodations; accommodations for students with physical or learning disabilities need to be requested by the student.

Records Office:
Phone: 218-262-6735
Building M
Contact the records office with questions regarding grades, grade changes, diplomas, transfer credits and Veteran’s benefits.

Recruiting/Campus Tours:
Phone: 218-262-6713 or 218-262-7384
Building M
Monday – Friday 8 a.m. – 4:30 p.m.
Visitors are always welcome at HCC. Contact the HCC recruiter for campus visits. College visits are hosted by staff members who will acquaint prospective students with the college, answer questions, and visit with program instructors.

Registration:
Phone: 218-262-7292
Building C
Monday – Friday 8 a.m. – 4:30 p.m.
Students can have pin numbers reset, change address, and verify enrollment for insurance. Students can also receive assistance with computer registration. Contact this department or the records office regarding holds, student status, background checks.

Room Scheduling:
Phone: 218-262-7259/ 218-262-6707
To schedule a room for an activity, class, or meeting or to change a classroom, employees will be able to reserve online. However, computer labs need to be scheduled through faculty secretaries.

Student Groups:
Student Senate M112 - Office Advisors -- 262-7213
Phi Theta Kappa Advisor -- 262-6712

Student Support Services:
Building C
Monday – Friday 8 a.m. – 4:30 p.m.
The SSS Program is funded by the Department of Education and provides eligible students with a variety of services. All services and activities are provided at no charge to the students. To be eligible, students must meet one of the following criteria: first generation (neither parent had a 4-year degree by the time the student turned 18 years old), be low income, or have a documented disability. SSS provides: academic, career, personal, transfer, and financial aid advising; tutoring and study groups; campus visits; workshops; Transition to College and Choosing A Major/Career
courses; and cultural activities. Program participants apply to the program and are contacted by the SSS Director if they meet eligibility requirements.

**SSS Staff:**
Director 262-7363  Advisor 262-6774
Counselor 262-6786  Advisor 262-7370
Disability Services 262-6712

**Transcripts:**
Phone: 218-262-7247
Building M
Request transcripts, go to: [www.getmytranscript.com](http://www.getmytranscript.com). Students have access to print their own transcripts and DARS reports at [www.hibbing.edu](http://www.hibbing.edu) under Cardinal E-Services.

**Tutoring Services:**
Phone: 218-262-6745
Building: C239
Monday – Friday 8:00 am – 4:30 pm
For academic assistance, test proctoring, and tutoring visit the Academic Center.

**Veterans Services:**
Phone: 218-262-6739
Office: C232
Information Technology Services
HIBBING COMMUNITY COLLEGE
Technology Staff

Don Brearley, ITS 3, Supervisor of Technology
218-262-7309

Josh Weaver – ITS 1
218-262-2970

Steve Rossini – Management Analyst 2- (D2L Brightspace only)
218-262-2970

A copy of the Computer Usage Policy follows.
Information Technology Acceptable Use Policy
Hibbing Community College

A) In General
Hibbing Community College (“we,” “the College,” “our”) provides numerous information technology resources for use by Hibbing Community College to support its educational mission. The use of these resources must be consistent with the goals of the College. As a member of the HCC community, you are expected to act responsibly and to follow the College’s guidelines, policies and procedures in utilizing information technology and electronic networks accessed by such technology. The College’s acceptable use policy includes the following guidelines and applies to each HCC community member, including faculty, students, staff or other users:

- Respect the rights of others to freedom from harassment or intimidation. Sending of abusive or unwanted material that causes the work or College experience of others to be disrupted is a violation of College policies may violate the law and is unacceptable.
- Respect copyright and other intellectual-property rights. Copying of data or passwords belonging to others will be considered a violation of College policies, a violation of the law and may constitute fraud, plagiarism or theft. Software licensed by HCC must only be used in accordance with the applicable license. Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or simply damaging files) is unethical, a violation of College policies and may be a felony in the United States.
- Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous communications appear to dissociate you from responsibility for your actions and are inappropriate. Concealing your identity or misrepresenting your name or affiliation to mask or attempt to distance yourself from irresponsible or offensive behavior is a serious abuse and violation of College policies. Using identifiers of other individuals, including using such identifiers as your own, constitutes a violation of College policies and constitutes fraud.
- Abide by security restrictions on all systems and information. Distributing or making your password or another person’s password or access code available to others or otherwise attempting to evade, disable or “crack” password or other security provisions or assisting others in doing so threatens the work, privacy and well-being of many others and is a serious violation of College policies, grounds for immediate suspension of your access privileges and other disciplinary action.
- Use resources efficiently. Accept limitations or restrictions on computing resources, such as storage space, time limits, amount of resources consumed, when so instructed by the College. Such restrictions are designed to ensure fair access for all users.
- Recognize limitations to privacy in electronic communications. You may have an expectation that the contents of what you write or create, store and send is seen only by those to whom you intend or give permission; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed envelope — generally respected, but could be breached by someone determined to do so. Also note that, as part of their responsibilities, technical managers or other persons may need to view the contents to diagnose or correct problems.
- Accept responsibility for your own work by learning appropriate uses of software to maintain the integrity of what you create. Keep archives and backup copies of important work. Learn and properly use the features for securing or sharing access to your information on any computers you use.

Resources may be used for lawful and permitted purposes only. Use of resources for unlawful purposes or for uses not specifically permitted by the College, or assisting another in such use, is a serious violation of College policies and grounds for disciplinary action and other sanctions.
The College extends College policies and procedures for use and access to information technology and systems outside the College accessed via College facilities. Network or computing providers outside the College may additionally impose their own conditions or appropriate use, for which you are responsible.

When necessary, in the College’s discretion to maintain continued reasonable services to the rest of the community, or in cases of irresponsible use, units providing resources, such as Academic Computing, may suspend privileges and may disallow connection of computers (even personal ones) to the campus network or take or recommend other action necessary or appropriate. You are expected to cooperate with investigations by resource managers or others at the College, either of technical problems or of possible unauthorized or irresponsible use as defined in these guidelines, in its other guidelines, policies or procedures, or as may otherwise be identified by the College from time to time; failure to do so may be grounds for suspension or loss of access privileges and other disciplinary action as indicated in the acceptable use policy, below in the on-line network services policy or as otherwise determined by the College. The Harassment Officer will investigate and document apparent or alleged violations of the Sexual Harassment and Sexual Violence policies as they apply to technology use. The Human Rights Officer will investigate and document all other apparent or alleged violations of this policy.

B) On-Line Network Use
Hibbing Community College has computers capable of accessing the Internet, and other on-line computer networks (collectively, “on-line networks”). We encourage members of the College community to use on-line networks for educational purposes under the appropriate circumstances. However, in order to protect our rights and the rights of others and to lessen exposure to potential liability resulting from the nature and use of information a student or faculty member posts on or transmits through on-line networks, certain rules must be followed. Anyone who violates College policies including those set forth in the Hibbing Community College Student Handbook, others adopted from time to time or applicable law, shall be subjected to sanctions, including without limitation, prohibiting connection to or use of any campus network, disallowance of the privilege to connect computers to the campus network, prohibiting use of any of our computers to access any on-line network, fines, restitution, probation, suspension, expulsion, termination of employment or other action (or any combination thereof).

1. **Passwords.** You may be given passwords we have selected for accessing on-line networks. You are responsible for maintaining all passwords in confidence and not to disclose or make available any to third parties without our prior written consent. You will be held responsible and will be liable for any harm resulting from your disclosing or allowing disclosure or improper use of a password.

   An I.D. sign-in procedure is necessary in all open labs (labs not part of any particular class). You must present your student I.D. card to be held by the person in charge of the lab. The person in charge will assign to you the use of a specific computer. When you are ready to leave, you must pick up your I.D. card.

2. **On-Line Conduct.** On-line networks shall be used only as permitted by the College, only in accordance with applicable College policies and only for lawful purposes. Any conduct that in our sole discretion restricts or inhibits others from using an on-line network or violates College policies or applicable law is not permitted and will be subject to sanction and disciplinary action. You are prohibited from posting on or transmitting through any on-line network any
unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or College policies. We reserve the right to restrict and/or interrupt communications through or by use of any of our computers or computer services, which we believe to be harmful to the College or to others using the applicable on-line network or a violation of College policies or any third party’s rights. More specifically and without limitation, the following conduct violates College policies and is not permitted:

- **Offensive Communication.** Use of vulgar, abusive or hateful language is prohibited.
- **Harassment.** Targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment which is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or organization, or attacks based on a person’s race, national origin, ethnicity, handicap, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited.
- **Offensive Graphic Files.** Transmitting through or posting on any on-line network sexually explicit images or other content we deem to be offensive is prohibited.
- **Impersonation.** Communication under a false name or designation or a name or designation you are not authorized to use, including instances in conjunction with representing that you are somehow acting on behalf of or under the auspices of Hibbing Community College are prohibited.
- **Chain Letters and Pyramid Schemes.** Transmission of chain letters and pyramid schemes of any kind are prohibited. Certain chain letters and pyramid schemes are illegal. Letters or messages that offer a product or service based on our utilizing the structure of a chain letter are also of questionable legality.
- **Improper Advertising, Solicitation.** Use of any on-line network to send unsolicited advertising, promotional material or other forms of solicitation to others is prohibited, except as permitted by law and when not prohibited by College policies and in those areas that are designated for such a purpose, for example, a classified ad area.

3. **Improper Use of Copyright & Proprietary Information of Others.** You may, subject to College policies and authorization, upload to software files or otherwise distribute on on-line networks only information, software, photographs, videos, graphics, music, sounds and other material (collectively “content”) not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted or used with the consent of the copyright owner should contain a phrase such as “Copyright owned by [name of owner]; used by permission.” Unauthorized transmission of copyrighted or other proprietary content is prohibited and constitutes a violation of College policies and could subject you to criminal prosecution as well as personal liability in a civil suit, in addition to other sanctions.

4. **Use of Hibbing Community College Name.** You may not under any circumstances, without the College’s prior written consent, use the name “Hibbing Community College” in any form or use any symbol or logo or graphic used by or associated with Hibbing Community College alone or with the name “Hibbing Community College” or any name, symbol, logo, graphic confusingly similar to Hibbing Community College’s name, symbols, logo or graphics as part of an e-mail address, a “home page” or a second or higher level domain name for any on-line network you utilize, originate or register with Internet or
similar authority. Unauthorized use of the name “Hibbing Community College” or any symbol, logo, graphic used by or associated with the College or any confusingly similar thereto, is a violation of College policies and subject to sanction.

Hibbing Community College Web Policy and Procedures  
(2/20/08)

Purpose
The Hibbing Community College (HCC) Web site is an official publication of the college that represents the college electronically to the public-at-large 24 hours a day. The Web site is designed to share specific information about the college and the services offered to enrolled and prospective students, faculty and staff, and the community. Unlike printed and broadcast materials, however, this medium presents the possibility of continually updated information from a widely diverse authorship. To aid the college community in creating an effective presence on the Web, the Web Steering Committee has initiated the following procedures.

Responsibility and General Policy
The Web Steering Committee is responsible for the overall look and feel of the College Web Site. The Web Steering Committee will design and approve web content policy and procedure, approve and secure resources needed for specific web projects, and coordinate all web content publishing efforts with department supervisors and lead Faculty.

The Supervisor of Technology is responsible for allocating project resources and communicating web development needs and progress to the Web Steering Committee and other project stakeholders.

The Webmaster is responsible for planning and implementing approved web projects, ensuring web site availability, and consulting with the Supervisor of Technology as to how to accomplish proposed projects.

However, the college pursues a decentralized approach to the creation and maintenance of institutional Web pages, with recognized college entities (Student Services, academic departments, or student organizations) producing and maintaining their own material. Web page authors within these entities are responsible for preparing and maintaining the content of their pages. It is the author’s responsibility to ensure that all Web page content is accurate, current, useful, professional, and consistent with the HCC mission. All web pages must comply with college policies and any federal, state, and local laws including, but not limited to, copyright, libel and indecency statutes.

Supervisors are responsible for ensuring that all Web pages in their respective areas adhere to these policies.

HCC values creativity in web development within the standards listed in this document and the limited resources available to such initiatives. Web pages should reflect consistency and a unified campus identity while allowing for flexibility and individual department functionality. Therefore, the following guidelines have been established.
Standards and Guidelines

General guidelines:
- All college web pages must adhere to the template as provided by the Web Steering Committee.
- Maintain a professional appearance (using similar headings, fonts, and navigation schemes)
- Keep content concise and to the point

For department pages, here is the information that will be included (in this order):
- Department/Program Description
- Transfer and Employment Opportunities
- Links to Program Plan(s) (flexible learning options) and Course Descriptions
- Contact Information/Meet the Faculty (small bio)
- Pictures of students working in your program or department (more information below)

For department pages, here is the information that may be included:
- Admission Requirements
- Specific Program Tools/Uniforms required
- Program points of pride
- Articulation agreement
- Affiliations

Using Graphics/Images
Images must be cleared through the Public Relations Office before use on the HCC website. All photographic images must have a signed and dated talent release. Images must be constrained to 500 x 500 pixels.

Other content
Any other content not outlined in these guidelines must be brought to the Web Steering Committee for creation and approval.

Disclaimer
If college guidelines/policies are violated or disregarded, the college reserves the right to suspend publishing privileges or remove pages while the matter is referred to the appropriate college body. The college reserves the right to edit or change the content, structure, or look of any Web page on the HCC website, and to limit or restrict commercial materials on the website.
ADDITIONAL SERVICES
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Mail: Incoming and Outgoing

Faculty secretaries sort and distribute incoming mail; outgoing mail is collected in the mailroom and processed in the receptionist area.

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.*

Maintenance Staff

Maintenance staff is available and can be contacted at the following numbers:

Telephone: 262-6705 (Maintenance Office)
Cell phone: 969-8342 or 969-3893
General Maintenance: 969-3019, 969-6019, 969-9019
Advanced Minnesota
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.

Examples of occupational areas in which Advanced Minnesota offers high quality educational solutions include:

- **Mine Safety and Health Administration** (MSHA) – We develop training programs designed to meet governmental and industry-specific requirements.
- **Safety and Health Compliance Management** – We assist business, industry and governmental agencies with regulatory compliance issues dealing with OSHA, MPCA, EPA, and DOT.
- **Craft Training/Apprenticeship Programs and Testing Services** – Our training inventory includes electrical, AWS welding certification, electronics, heating, ventilation and air conditioning, maintenance mechanics, auto and diesel mechanics, hydraulics and equipment operation programs.
- **Emergency Medical Services** – We support industry professionals and businesses to remain current with new techniques and equipment as well as providing training to prepare employees for emergency situations.
- **LogSafe Training** – Training required by MN’s Department of Labor for logging and forestry occupations.
- **Computer Training** – We provide up-to-date training on computer applications including CAD systems.
- **Industrial Hygiene Services** – We conduct on-site needs analysis to develop appropriate monitoring schedules and educational programs to assist each individual business with regulatory and compliance requirements.
• **Organizational Development** – We work with our customers to identify potential problem areas and create solutions.

• **Leadership** – Our educational offerings provide leaders with the necessary skills to stay on track toward achieving their goals in today’s complex business world.

• **Quality** – We help organizations stay competitive and on the cutting edge of the business world by promoting increased productivity and reduced waste by assisting them with quality system program development, implementation, and training.

• **Health Occupations** – We provide training for health care professionals to assure that they possess the multi-dimensional skills necessary in today’s rapidly changing health care environment.

• **Workforce Skills** – We provide workforce skills training required by today’s employers.

• **Other** – Other customized training offerings available include Mobile Equipment - Safe Operation, Commercial Driver’s License Training, Global Positioning Systems, Defensive/Safe driving, Professional Bookkeeper and Professional Truck Driver.

Additional educational offerings are developed in response to requests from individuals, professional and civic groups, and area business and industry. For more information or to schedule an appointment with a customized training representative contact us at 218.262.7270.
Organizational Chart