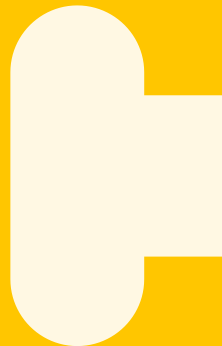


MINNEAPOLIS  
COLLEGE of ART and DESIGN

**WELCOME!**

**MCAD  
NEW FACULTY  
ORIENTATION  
(NFO)**



MINNEAPOLIS  
COLLEGE of ART and DESIGN

>> *WELCOME* <<  
**HUMAN RESOURCES**  
**HEALTH & SAFETY**  
**ACADEMIC SUPPORT**  
**AREAS TOUR**

M  
CAD



MCAD NFO

# HELLO!

**Please briefly tell us your:  
NAME, PRONOUNS, DEPT**

ICEBREAKER:  
What celebrity or  
historical figure  
would you choose  
to help fight a  
zombie  
apocalypse?



M  
CAD



# NFO Schedule

**8:15 a.m. CT | Brief Welcome from Admin, Faculty Introductions, About MCAD:**

**Brief Faculty Introductions:**

New faculty, round robin introductions + icebreaker

**Brief Welcome from Admin**

Ema Thoen, Associate Coordinator, Academic Affairs

Jax Mercogliano, Administrative Assistant, Academic Affairs

Niky Motekallem, Assistant Coordinator, Academic Affairs

Mary Kettlewell, Director of Academic Administration

Sanjit Sethi, President

Robert Ransick, Vice President, Academic Affairs

Jen Zuccola, Vice President, Student Affairs

**About MCAD**

Facilitated by Mary Kettlewell

**8:55 - 9:25 am CT | Human Resources and Safety**

**9:25 - 9:35 am CT | BREAK - Relocate to Morrison Building**

**9:35 - 10:25 am CT | Academic Support Areas, Morrison Building and Facilities**

**10:25 - 10:30 am CT | BREAK - Relocate to Main Building**

**10:30-11:20 am CT | Academic Support Areas, Main Building and Facilities**

**11:20 am - 11:30 am CT | BREAK - Relocate to classroom 450/452**

**11:30 am - 12:00 pm CT | MCAD Intranet Briefing**

**12:00 - 12:15 pm CT | SEIU Local 284 Representative**

**12:15 - 1:00 pm CT | New Faculty Lunch - College Center**

**1:00 - 7:00 pm CT | All Faculty Meetings**

M

# About MCAD

C

A

D



MCAD NFO

# VISION

MCAD emboldens creative leaders to collaboratively transform society through equity, empathy, and imagination.

M  
CAD

MCAD NFO

# MISSION

MCAD provides a transformative education within a community of support for creative students of all backgrounds to work, collaborate, and lead with confidence in a dynamic, interconnected world.

M  
CAD



# MCAD STUDENTS BECOME

- + Accomplished makers and scholars
- + Equity-minded problem solvers
- + Critical, conceptual thinkers
- + Inclusive, collaborative partners
- + Empathetic listeners
- + Creative storytellers
- + Engaged citizens within a global context



# VALUES

- + Transformational Ideas and Actions that emerge from the intersection of creativity, culture, and equity.
- + Collaborative Community that supports both independent achievements and collective successes.
- + Empathetic Leadership that integrates humility, inclusivity, curiosity, and foresight to fuel change.
- + Multifaceted and Complex Identities that embody diverse social, cultural, and economic backgrounds.
- + Experiential Learning that embraces generative processes, critical discourse, and an iterative methodology to achieve academic, institutional, and individual excellence.

# EQUITY & INCLUSION

MCAD strives to be a community of equal opportunities and inclusivity. You are welcomed into the MCAD community as an individual, regardless of your race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, gender expression, age, ability, or marital status.

## KEY BUILDINGS:

- + MAIN
- + MORRISON
- + MFA
- + DORMS
- + THE HIVE

## NEIGHBORS:

- + Mia
- + Children's Theatre Company



## MAJORS

- + ANIMATION
- + COMIC ART
- + CREATIVE ENTREPRENEURSHIP
- + FINE ARTS
  - + DRAWING AND PAINTING
  - + PRINT PAPER BOOK
  - + SCULPTURE AND EXPANDED MEDIA
- + GRAPHIC DESIGN
- + MEDIA ARTS
  - + ART AND TECHNOLOGY
  - + FILMMAKING
  - + PHOTOGRAPHY
- + ILLUSTRATION
- + PRODUCT AND FURNITURE DESIGN

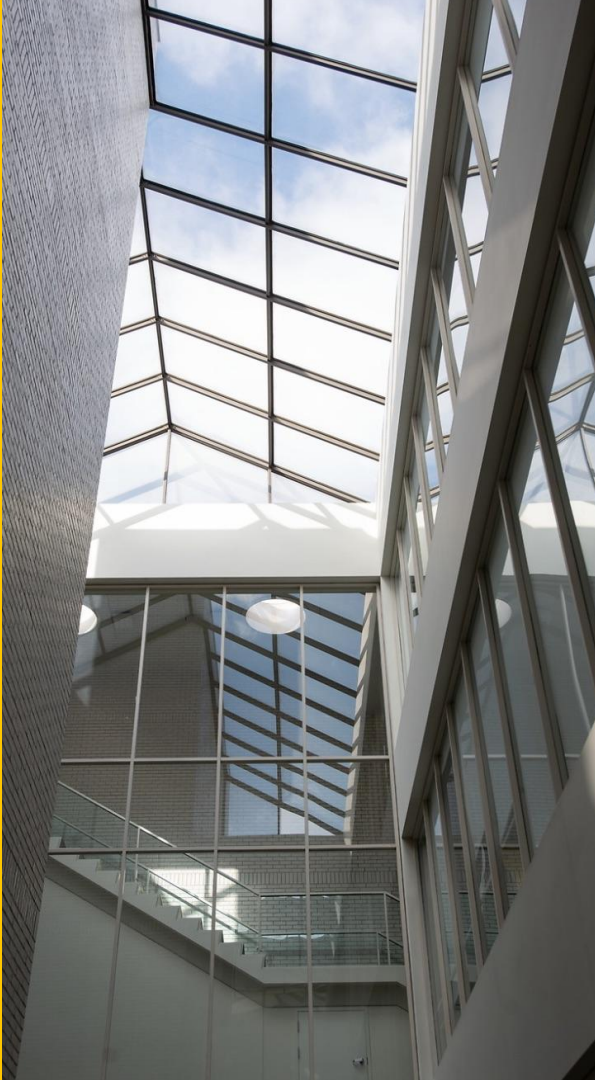
## MINORS

- + ADVERTISING
- + ANIMATION
- + ART HISTORY
- + CREATIVE WRITING
- + ENGAGED AND PUBLIC ART
- + ENTREPRENEURSHIP
- + EXPERIMENTAL GAMES
- + GRAPHIC DESIGN
- + PRINT PAPER BOOK
- + TEACHING ARTIST
- + CURATORIAL STUDIES

## MASTERS

- + MASTER OF FINE ARTS
- + MASTER OF ARTS IN CREATIVE LEADERSHIP
- + MASTER OF ARTS IN GRAPHIC AND WEB DESIGN
- + MASTER OF ARTS IN SUSTAINABLE DESIGN





## OFFICE & OFFICE HOURS

- + Office hours may be held in-person or remotely.
  - + You will receive office assignments at your all-faculty meeting
  - + To update office hours, email [ethoen@mcad.edu](mailto:ethoen@mcad.edu)
  - + Reminder - 1 office hour per each 3 credits taught

## OFFICE KEYS/MCAD FACULTY ID

- + Office Keys and IDs are distributed by Campus Safety, Main Building
- + Stop by Campus Safety to get ID/keys or email [campus\\_safety@mcad.edu](mailto:campus_safety@mcad.edu) to make an appointment for picking up keys or getting an ID badge.

## OTHER CAMPUS OFFICES

- + Office hours may be held in-person or remotely.
- + Office hours vary per department. Check the [Intranet](#) for each department's office hours.

## WEATHER

- + Occasionally campus will close due to snow. In the event the College will close due to inclement weather or some other type of emergency, an announcement will be shared via the Omnilert notification system - Campus Safety will elaborate later in the presentation. Further info on inclement weather can be found in the faculty administrative handbooks.

# FINAL REMINDERS FROM ACADEMIC AFFAIRS

- + Please reference your [Faculty Quick Start Guide](#) to make sure all of your to-do items are completed for the start of the semester
- + Provide your current resume to Academic Affairs via: [accreditation\\_assessment@mcad.edu](mailto:accreditation_assessment@mcad.edu)
- + Request an official transcript be sent to Academic Affairs from the institution which awarded your highest degree to this mailing address:
  - Minneapolis College of Art and Design
  - Attn: Academic Affairs Official Transcript Request
  - 2501 Stevens Avenue
  - Minneapolis, Minnesota 55404
- + Look for *Faculty Focus* in your inbox every other Tuesday & archived on Academic Affairs intranet [page](#); use Google [form](#) to submit items
- + Subscribe to the "What's Up at MCAD" Google [calendar](#) and customize your [notifications](#) to stay up-to-date on MCAD-wide events.
- + Learn how to post news and events to the Intranet by visiting the Communications [Intranet page](#)

MINNEAPOLIS  
COLLEGE of ART and DESIGN

**WELCOME**

**>>HUMAN RESOURCES<<**

**HEALTH & SAFETY**

**ACADEMIC SUPPORT**

**AREAS TOUR**

**M  
CAD**



# AGENDA

- HR Team
- Intranet
- Paylocity
- Title IX
- Employee Benefits
- Resources



# CONTACT INFORMATION

## Team Members

Hope Denardo (Senior Director)

Veronica Harper (Director of Employee Engagement)

Avery Davis (HR Coordinator)

## Email

**HR:** [human\\_resources@mcad.edu](mailto:human_resources@mcad.edu)

**Payroll:** [payroll@mcad.edu](mailto:payroll@mcad.edu)

**Benefits:** [benefits@mcad.edu](mailto:benefits@mcad.edu)





## HUMAN RESOURCES

Monday-Thursday:

Virtual: 10:00 a.m.-2:00 p.m.

Or by appointment

[human\\_resources@mcad.edu](mailto:human_resources@mcad.edu)

612.874.3770

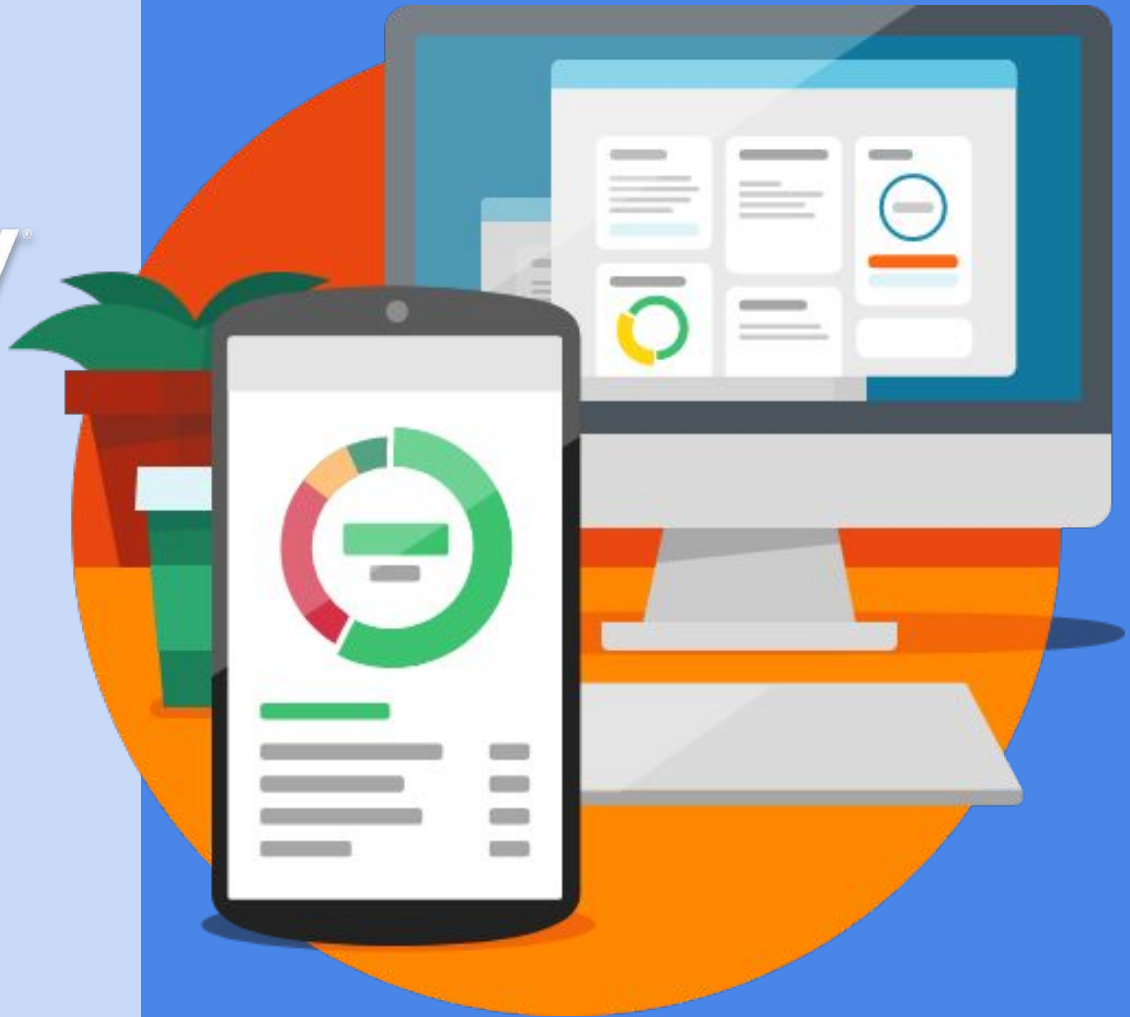
MCAD NFO



[access.paylocity.com](https://access.paylocity.com)

Company ID: 110804

M  
CAD





MCAD NFO

## TITLE IX

- Title IX origins
- Equal rights
- Sexual harassment, violence, and assault
- Mutual respect
- MCAD conduct

M  
CAD

# TITLE IX RESOURCES

## Title IX Coordinator

Jen Zuccola  
VP of Student Affairs  
612-874-3626  
jzuccola@mcad.edu

## Title IX Investigator

Hope Denardo  
Senior Director of Human Resources  
612-874-3798  
hdenardo@mcad.edu

## Internal Resources:

- MCAD Public Safety Emergency Line: 612-874-3555
- Student Affairs and Counseling: 612-874-3738

## External Resources:

- Minneapolis Police: 911
- Rape and Sexual Assault Center: 612-825-4357
- Hennepin County Medical Center (HCMC): 612-873-3132



# EMPLOYEE BENEFITS

# EARNED SICK AND SAFE TIME (ESST)

M  
CAD





# BENEFITS

- Qualified Benefit Packages
- Events
- Free Admission to Walker Art Center (with MCAD ID)
- Bicycle Benefit
- Limited Tuition Benefit
- Access to United Educators Trainings (Harassment, DEI, and Student Accommodations)

M  
CAD



# ON CAMPUS RESOURCES

- MCAD Cafe
- Art Cellar
- Service Bureau

M  
CAD



MINNEAPOLIS  
COLLEGE of ART and DESIGN

**WELCOME**

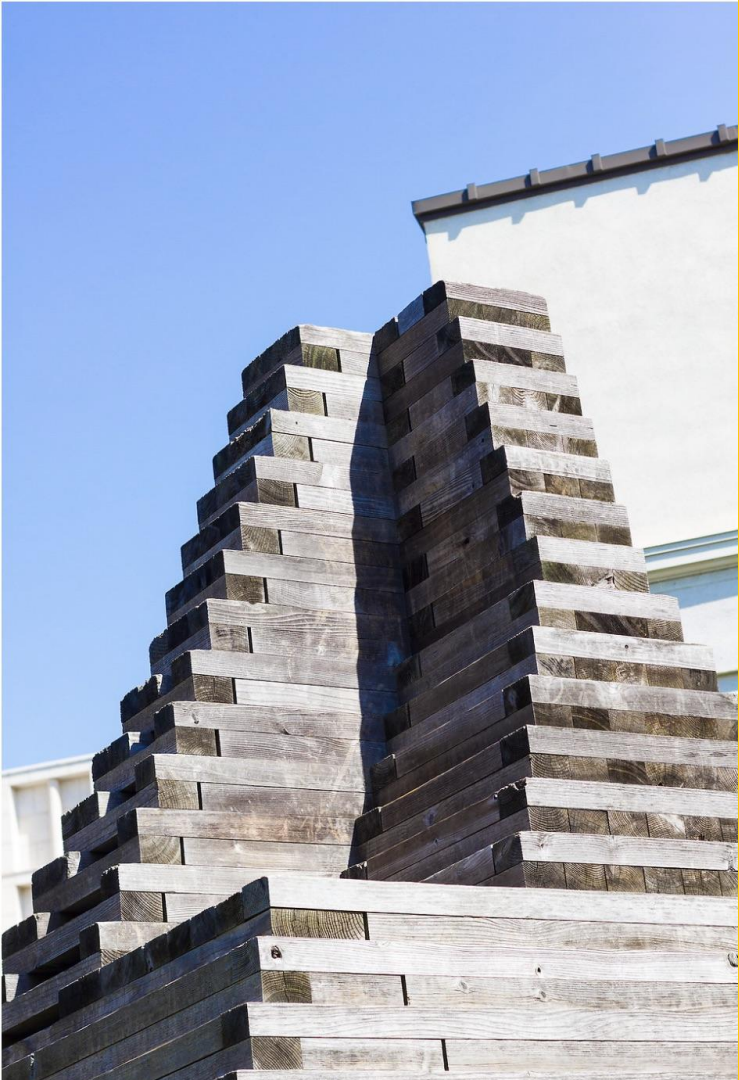
**HUMAN RESOURCES**

**>> CAMPUS SAFETY &  
ENVIRONMENTAL  
HEALTH & SAFETY <<**

**ACADEMIC SUPPORT  
AREAS TOUR**

M  
CAD





MCAD NFO

# CAMPUS SAFETY

Hours:

24/7 - 365

Location:

Lobby of Main

**EMERGENCY:**

612-874-3555

**Non-Emergency:**

**612-874-3801**

Email:

[campus\\_safety@mcad.edu](mailto:campus_safety@mcad.edu)

**M  
CAD**

# How can Campus Safety help you?

- + ID Cards
- + Parking Subscription
- + Building/Room Access
- + Vehicle Jumpstarts
- + Vehicle Reservations
- + Escorts
- + Investigations of complaints regarding crimes or incidents of concern
- + Only office on-campus that is open 24 hours a day

# PARKING SUBSCRIPTION

- + **Parking Rates for Lot C:**
  - + \$0.25 per hour for MCAD Commuters with ID (when signed up for the subscription)
  - + \$6 flat rate for Guest and General Public
- + <https://intranet.mcad.edu/department/parking-and-transportation-information>
  - + Scroll down to “[Instructions for MCAD ID PARKING PAYMENT](#)”
    - + Link has instructions for BOTH ‘New’ and ‘Renewal’
    - + Subscriptions are for 6 months
    - + Link encoded MCAD ID to Subscription

# VEHICLE RESERVATIONS

- + <https://intranet.mcad.edu/department/campus-safety>
- + **Scroll down to Resources>Transportation and Parking Information>Vehicle Reservation**

TRANSPORTATION AND PARKING INFORMATION

Transportation and Parking Information

Map of Parking Areas

MCAD Vehicle Use Authorization Request

Vehicle Reservation

# VEHICLE RESERVATIONS *(continued)*

## + Google Form for Reservation

### Vehicle Reservation

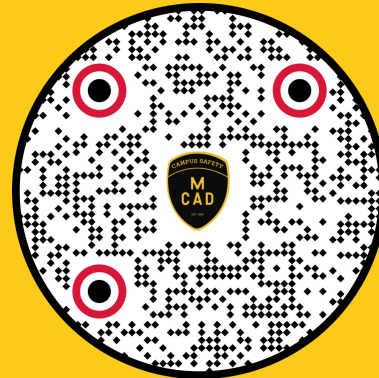
**Authorization to use MCAD vehicles must be pre-approved**

*If you have never driven a MCAD vehicle, please fill out the form linked: [Vehicle Authorization Form](#)*

- Who is the person driving the vehicle?
- Who is the Department & Supervisor?
- What Vehicle Do You Need?
- Where are you going? (address)
- What day are you going?
- What time are you going?
- What time are you returning?
- At 15 minutes past your reserved time, your reservation is subject to cancellation; do you agree to these terms?

# EMERGENCY NOTIFICATIONS

- + Go to: <https://intranet.mcad.edu/department/campus-safety>
- + Sign up: <http://mcad.omnilert.net>





MCAD NFO

# SAFETY STARTS WITH YOU!

Our expectations for all  
Employees at MCAD

- + **Report**
- + **Trainings**
- + **Injury Response**

M  
CAD

# GENERAL INFORMATION FOR EMERGENCIES



## Severe Weather Shelters

- + **Main Building** - Bathrooms, interior stairwells, and Auditorium 150
- + **Morrison Building** - Hallway lowest level and tunnels
- + **MFA Building** - lower level bathrooms, 3D Shop, hallway
- + **Residential Buildings** - Lowest Level hallways, shut the door.
- + **The Hive** - Interior staircase, trashroom and 2nd floor hallway

## Temporary Building Evacuation

- + **Main/Morrison:** QUAD
- + **MFA Building** - Across street in Park



MCAD NFO

# ENVIRONMENTAL HEALTH & SAFETY (EHS)

M  
CAD

# ENVIRONMENTAL HEALTH & SAFETY (EHS)

Hours: M-F 8:00am - 3:30pm

Location: Campus Safety

Contact:

[Annie.shimkus@ieasafety.com](mailto:Annie.shimkus@ieasafety.com)

[EHS@MCAD.edu](mailto:EHS@MCAD.edu)

To help you work safely and prevent injuries while at MCAD.

- + Safety manuals, Programs, and Training
- + Safety equipment and Personal Protective Equipment (PPE)
- + Inspecting buildings and campus grounds for hazards
- + Maintaining hazardous waste on campus
- + Provides training to faculty and employees

# SDS

Safety Data Sheets (SDS) contain information about chemicals in the workplace, including properties; physical, health, and environmental hazard information; protective and safety measures, etc.

<http://intranet.mcad.edu/modules/msds/index.php>

Or search for **SDS** on the MCAD Intranet.



1. Product identification
2. Hazard identification
3. Composition information
4. First aid measures
5. Firefighting measures
6. Accidental release measures
7. Handling and storage
8. Exposure control/PPE
9. Physical and chemical properties
10. Stability and reactivity
11. Toxicological information
12. Ecological information
13. Disposal consideration
14. Transportation information
15. Regulatory information
16. Other information

# Labeling

All hazardous products are required to be labeled correctly.

The labels include:

**Product Identifier**- Full name of the product

**Pictogram**- Picture that represents hazard

**Signal Words**- Danger or Warning

**Hazard Statements**- standard phrases assigned to a hazard class and category. Such as: fatal if swallowed or highly flammable liquid.

**Precautionary Statements**- Phrase that describes recommended measures to be taken to minimize or prevent adverse effects. Such as: Wear protective gloves and wear splash protection.

**Supplier Information**- The name of the company or facility that manufactured the product

When transferring materials to secondary containers it is required that containers contain the full name of the product and hazard warnings.



# Lead By Example

Know the hazards in your classrooms and communicate with every student.

Point out evacuation maps, fire extinguisher locations, eyewash stations, spray booths and flammables cabinet

Make sure you have the proper PPE for the hazards you're using and wear them!

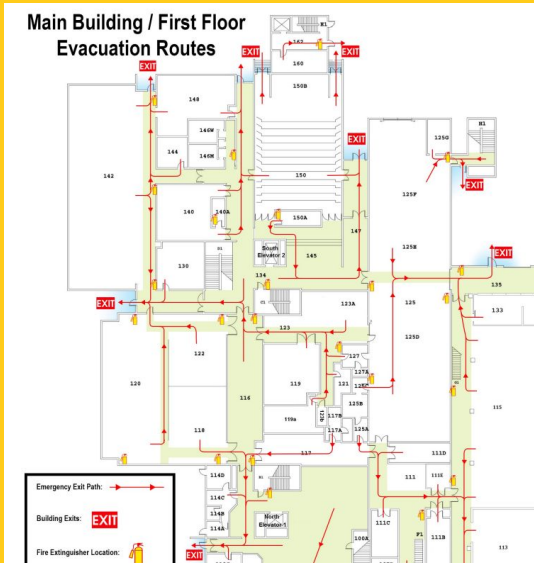


# CHEMICAL SPILL

- + Leave the area
- + Notify Campus Safety
- + Campus Safety will determine if the whole building needs to be evacuated and call for a cleanup.
- + Place hazardous waste to be disposed of in marked boxes.
- + Contact Environmental, Health, and Safety.



# Emergency Evacuation Maps



- + Exit routes, shelter locations and fire extinguisher locations
- + Main- Stairwells, bathrooms and 140.
- + Morrison- Basement hallway
- + MFA- Basement stairway
- + 4 fire drills per year, sprinklers and alarms.
- + Place hazardous waste to be disposed of in marked boxes.
- + Contact Environmental, Health, and Safety.

# Preventing Fires

Oily rags should be properly disposed of in designated red bins

Flammable materials should be stored away from a heat source and in a designated flammables cabinet.

Reduce clutter and keep combustibles in your workplace minimal.

Do not daisy chain or overload powerstrips or cords.

Allow 18" of clearance from sprinklers.

Do not store materials or combustibles in stairways.



# Housekeeping



Put away hazard materials in their correct storage locations.

Clean up after yourself.

Never block fire extinguishers, emergency eyewash shower stations or electrical panels.

# FINAL RESOURCES

## **On MCAD Intranet/Environmental, Health & Safety:**

- + Student and Staff Safety Manuals
- + Emergency Action Plan
- + Chemical Hazard Communication Information

<https://intranet.mcad.edu/resources/general-safety>

## **Safety Committee:**

- + Made up of Faculty, Staff, and Student Representative(s).
- + Purpose is to act on information regarding health and safety hazards, accidents, and recommendations.
- + Meetings are held at least once per month on the second Thursday of the month between September and May.

MINNEAPOLIS  
COLLEGE of ART and DESIGN

# WELCOME HUMAN RESOURCES HEALTH & SAFETY QUESTIONS?

(Questions can also be emailed to  
[academic\\_affairs@mcad.edu](mailto:academic_affairs@mcad.edu))

>>**ACADEMIC SUPPORT**  
**AREAS TOUR**<<

M  
CAD



MCAD NFO

# WELCOME TO MCAD!

