

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

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HOWDY!

**Please share your name,
pronouns, and department**

ICEBREAKER: If
you were to step
through a self-care
portal, what would
be waiting for you
on the other side?



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

Gwen Freed, President

Melissa Rands, 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

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

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

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 Presentation

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

1:00 - 7:00 pm CT | Department Meetings



MCAD NFO

ABOUT MCAD

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EQUITY & INCLUSION

MCAD admits students of any race, color, creed, religion, ancestry, national origin, sex, sexual orientation, age, or marital status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, gender identity, gender expression, age, or marital status in the administration of its educational policies, scholarship and loan programs, and other school-administered programs.

MCAD NFO

KEY BUILDINGS:

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

NEIGHBORS:

- + Mia
- + Children's Theatre Company

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MAJORS

- + ANIMATION
- + COMIC ART
- + CREATIVE WRITING
- + 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

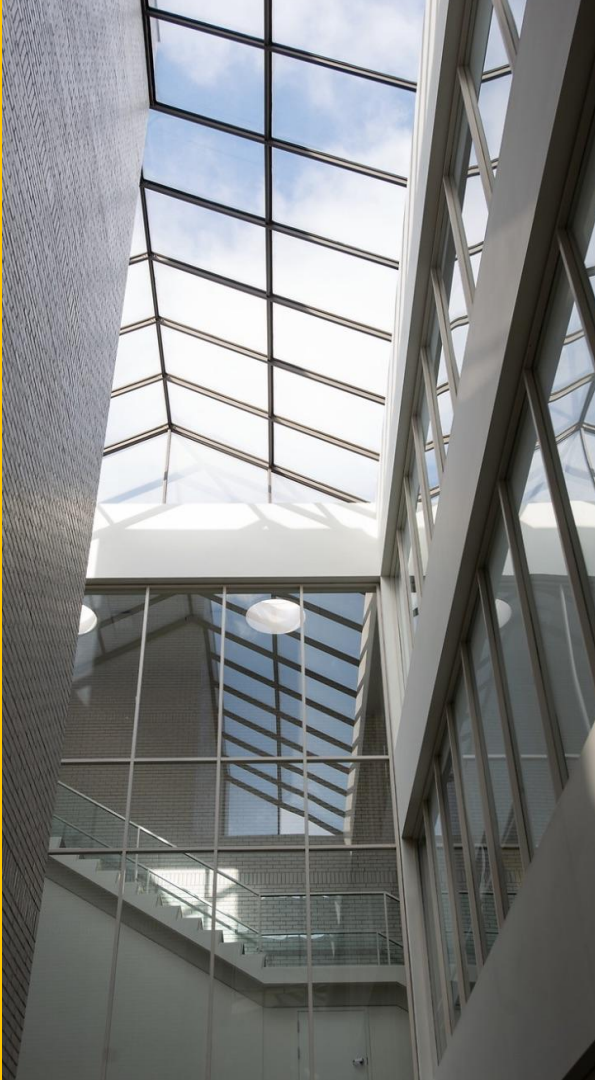
MINORS

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

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
 - + Reminder - 1 office hour per each 3 credits taught

OFFICE KEYS/MCAD FACULTY IDs

- + 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 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



- + Reference your [Faculty Quick Start Guide](#) to make sure all of your to-do items are completed for the start of the semester
- + Send your current resume to Academic Affairs via: 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 the [Faculty Focus](#) newsletter in your inbox every other Tuesday & [submit your own postings](#)
- + Subscribe to the "What's Up at MCAD" Google [calendar](#) and customize your [notifications](#) to stay up-to-date on MCAD-wide events.
- + Check out the [Communications page](#) to learn how to post news and events to the MCAD Intranet.

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WELCOME

>>HUMAN RESOURCES<<

**CAMPUS SAFETY &
ENVIRONMENTAL HEALTH
& SAFETY**

**ACADEMIC SUPPORT
AREAS TOUR**

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AGENDA

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

HR TEAM

Team Members

Hope Denardo (Senior Director of HR)

Veronica Harper (Director of Employee Engagement)

Avery Davis (HR Generalist)

Email Inboxes

Payroll: payroll@mcad.edu

Benefits: benefits@mcad.edu

HR: human_resources@mcad.edu



HUMAN RESOURCES

Monday-Thursday:

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

Or by appointment

human_resources@mcad.edu

612.874.3770

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access.paylocity.com

Company ID: 110804

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TITLE IX

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

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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

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Welcome to Your Employee Benefits Guide

Thank you for being a valued member
of the MCAD Team!

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BENEFITS

EARNED SICK AND SAFE TIME (ESST) and MN PFML

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BENEFITS

- Qualified Benefit Packages
- Events
- Free Admission to Walker Art Center (with MCAD ID)
- Bicycle Benefit
- Limited Tuition Benefit
- Access to Vector Solutions Trainings (250 classes)

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ON-CAMPUS RESOURCES

- MCAD Cafe
- Art Cellar
- Service Bureau

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HUMAN RESOURCES

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

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CAMPUS SAFETY

Hours:

24/7 - 365

Location:

Lobby of Main

EMERGENCY:

612-874-3555

Non-Emergency:

612-874-3801

Email:

campus_safety@mcad.edu

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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/departments/parking-and-transportation-information>
 - + Scroll down to “[Instructions for MCAD ID PARKING PAYMENT](#)”
 - + Link has instructions for BOTH ‘New’ and ‘Renewal’
 - + Subscriptions are for 1 year
 - + Link encoded MCAD ID to Subscription

VEHICLE RESERVATIONS

- + <https://intranet.mcad.edu/departments/campus-safety>
 - + Scroll down to Resources>Transportation and Parking Information>Vehicle Reservation
 - + Calendar is viewable

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?

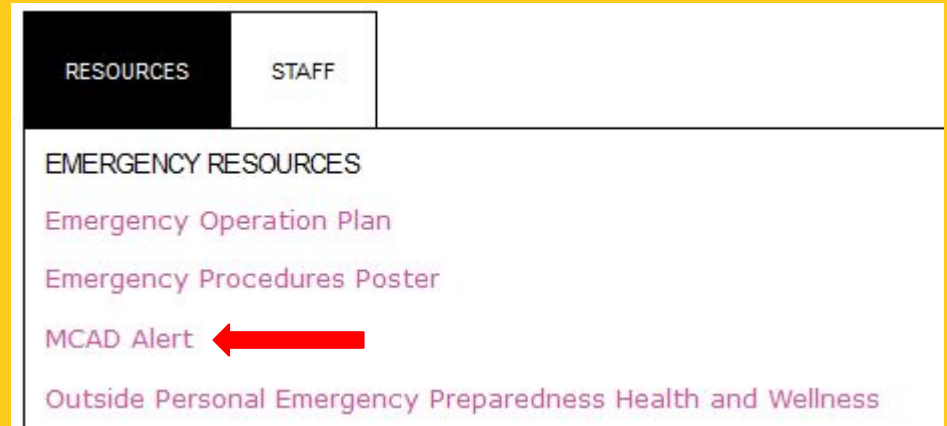
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EMERGENCY NOTIFICATIONS



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- + Go to:
<https://intranet.mcad.edu/departments/campus-safety>
- + We are on an Opt-Out Platform



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SAFETY STARTS WITH YOU!

Our expectations for all
Employees at MCAD

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

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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



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ENVIRONMENTAL HEALTH & SAFETY (EHS)

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ENVIRONMENTAL HEALTH & SAFETY (EHS)

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

Location: Campus Safety

Contact:

Annie.shimkus@ieasafety.com
EHS@MCAD.edu



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

- + Safety manuals, programs, and training
- + Ensure Safety Workspaces
- + Provide Recommendations for Personal Protective Equipment (PPE)
- + Inspecting Buildings and Studios
- + Maintaining Hazardous Waste
- + Provides Training to Faculty and Employees

Why Do We Need Safety?

Painting: Various types of paint whether they're water, oil or aerosol based still contain heavy metals, release volatile organic compounds (VOC) and can have flammable properties. Solvents used with paints contain flammable and toxic properties.

Woodworking, welding and foraging: Stains can spontaneously combust, release VOCs that contain toxic and carcinogenic properties. Inhaling dust can cause shortness of breath, asthma, and even deadly lung diseases. Woodworking equipment can cause serious injury if not properly trained. Welding and foraging can easily cause fires and emit toxic VOCs.

Photography: developers, stop baths and fixers are corrosive and contain heavy metals such as silver.

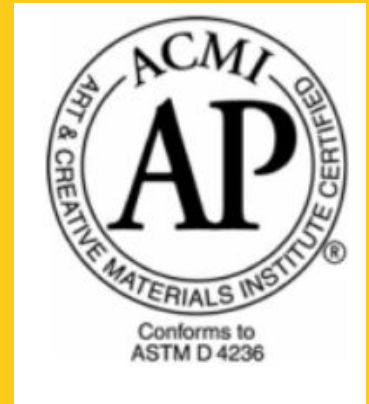
Always be sure you know the hazards in your environment, know how to protect yourself and make sure that education is passed down to the students.



Creating Art Safely

1. Know your materials / Understand the safety data sheet (SDS)
2. Know your process / Setting up your space
3. Wear your Personal Protective Equipment (PPE)
4. Handle and store materials properly / Practice good housekeeping
5. Clean up and dispose safely

SAFETY FIRST



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
-
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.

Personal Protective Equipment (PPE)



Please follow standard precautions

- Wash hands
- Wear Personal Protective Equipment (PPE)



Gloves



Protective
Clothing



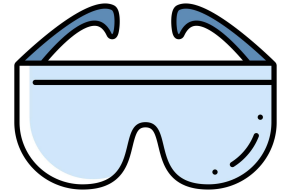
Masks



Eye
Protection



Face
Shields



Lead By Example

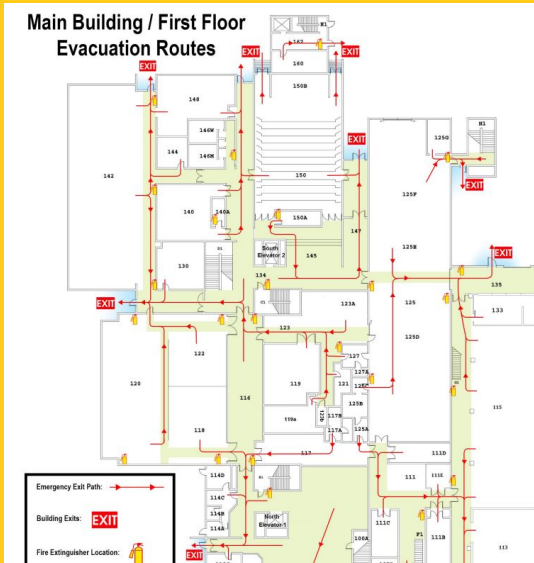
Know the hazards in your classrooms and communicate with every student.

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!



Emergency Procedure Safety



- + Exit routes, shelter locations and fire extinguisher locations
- + Tornado shelters: Main- Stairwells, bathrooms and 140.
 - + Morrison- Basement hallway
 - + MFA- Basement stairway
- + 4 fire drills per year, sprinklers and alarms.
- + If there is a chemical spill, evacuate the area and notify Campus 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.

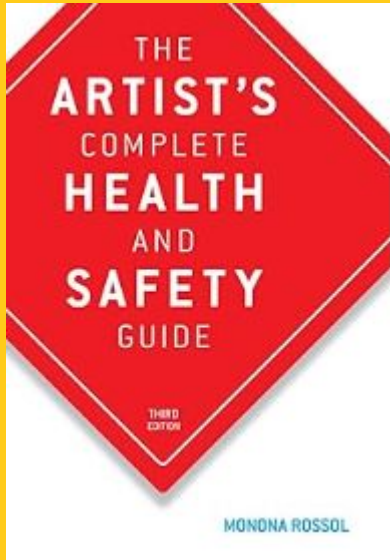
Reduce clutter and keep combustibles in your workplace minimal.

Do not daisy chain or overload powerstrips or cords.

Allow 18" of clearance from sprinklers.

Do not store materials or combustibles in stairways.

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.

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