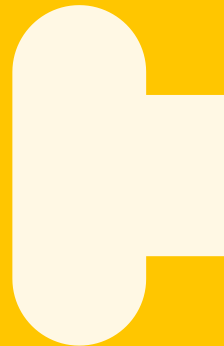


MINNEAPOLIS
COLLEGE of ART and DESIGN

**MCAD NEW
FACULTY
ORIENTATION
(NFO)**



MINNEAPOLIS
COLLEGE of ART and DESIGN

INTRO
HUMAN RESOURCES
SAFETY
WHAT'S NEXT?

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MCAD NFO

INTRO

+ AGENDA

+ WELCOME

+ ON CAMPUS

+ RESOURCES

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NFO AGENDA

8:15 a.m. Welcome and Introductions:

Sanjit Sethi, President

Robert Ransick, Vice President, Academic Affairs

Jen Zuccola, Vice President, Student Affairs

Naomi Sack, Director, Academic Administration

Ema Thoen, Associate Coordinator, Academic Affairs

New faculty, round robin introductions

9:00 - 9:45 a.m. Human Resources and Safety

9:45 - 9:55 a.m. BREAK

9:55 - 10:45 a.m. Academic Support Areas, Morrison Building and Facilities

10:45 - 11:30 a.m. Academic Support Areas, Main Building and Facilities

11:30 a.m. MCAD Intranet Briefing

12:00 - 12:15 p.m. SEIU Local 284 Representative

1:00 - 4:00 p.m. All Faculty Meetings

Remote Meetings: Rules of Engagement

- + While we have scheduled a break, please feel free to take breaks as needed.
- + Please mute yourself when not speaking to avoid any disruptions from unintentional background noise.
- + Take advantage of the chat window. Academic Affairs staff will be available for questions.
- + If you are having technical difficulties, try to leave the meeting and rejoin. If you are still experiencing difficulties, please contact:

helpdesk@mcad.edu

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HELLO!

NAME, PRONOUNS, ROLE, DEPT

ICEBREAKER: What is your favorite magical or mythological creature, and why?

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Winged Griffin. late 6th-5th century BCE. Artstor,
ez.mcad.edu:2252/asset/SCALA_ARCHIVES_10310475517



MCAD NFO

VISION

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

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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.

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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

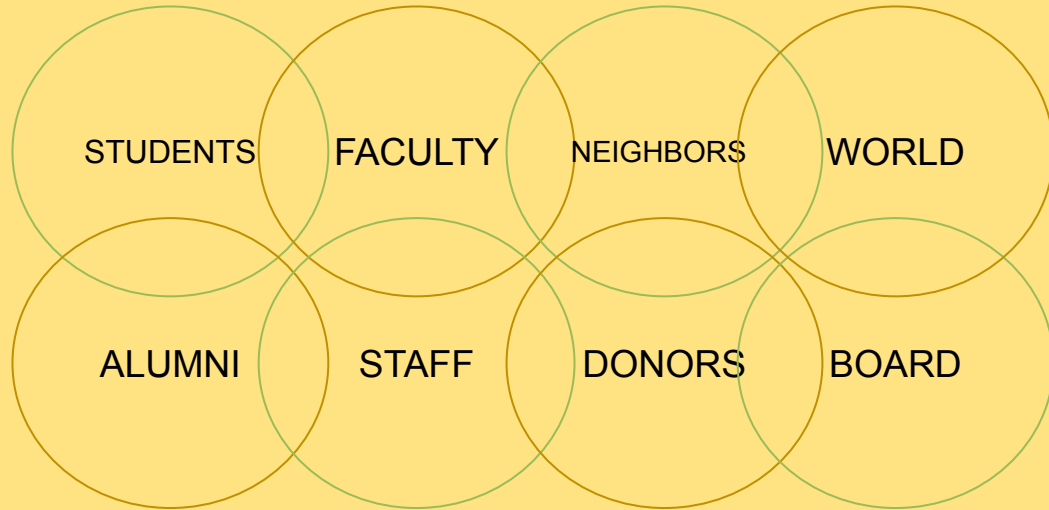
VALUES

- + 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.

MCAD COMMUNITY



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MCAD HISTORY

Learn more here:
<http://mcad.edu/about-mcad/history>

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KEY BUILDINGS:

- + MAIN
- + MORRISON
- + LA WING
- + DORMS

NEIGHBORS:

- + Mia
- + CTC
- + Whittier

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MAJORS

- + ANIMATION
- + COMIC ART
- + DRAWING AND PAINTING
- + ENTREPRENEURIAL STUDIES
- + FILMMAKING
- + FINE ARTS STUDIO
- + FURNITURE DESIGN
- + GRAPHIC DESIGN
- + ILLUSTRATION
- + PHOTOGRAPHY
- + PRINT PAPER BOOK
- + PRODUCT DESIGN
- + SCULPTURE
- + WEB AND MULTIMEDIA ENVIRONMENTS

MINORS

- + ADVERTISING
- + ANIMATION
- + ART HISTORY
- + CREATIVE WRITING
- + ENGAGED PUBLIC ART
- + ENTREPRENEURSHIP
- + GRAPHIC DESIGN
- + PRINT PAPER BOOK
- + 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.
- + For COVID-19 safety reasons:
 - + Stay up-to-date with current [guidelines](#) set at MCAD.
 - + To help facilitate communication amongst your office mates, Academic Affairs will share a list with you and your specific group

KEYS/BADGE ID

- + Office Keys and ID Badges are distributed by Campus Safety
- + Email public_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.
- + Standard office hours vary department to department.
- + Check the Intranet [Resource](#) Page for each department for current hours.

REMINDERS

- + Add Required Textbooks and Materials for your courses via [myMCAD](#): Faculty Info Tab
- + Provide 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 *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 [here](#)

MINNEAPOLIS
COLLEGE of ART and DESIGN

INTRO
HUMAN RESOURCES
SAFETY
WHAT'S NEXT?



HUMAN RESOURCES & EMPLOYEE EXPERIENCE (HR/EEX)

Payroll

Paylocity/Employee Self-Service

Employee Wellbeing/WELL+

Employee Assistance Program

Training & Development

Workers Compensation

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HUMAN RESOURCES & EMPLOYEE EXPERIENCE (HR/EEX)

Monday-Thursday:

Virtual: 10:00 a.m.-3:00 p.m.

Or by appointment

human_resources@mcad.edu

612.874.3770

NFO RESOURCES

Resources available on the MCAD Intranet!

<http://intranet.mcad.edu/department/human-resources>

[HANDBOOKS](#)

[PAYLOCITY](#)

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access.paylocity.com

Code: 110804

HR@mcad.edu

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VACCINATION VERIFICATION

MCAD requires, with limited exceptions, all students, faculty, and staff who will work or study on campus to be fully vaccinated & boosted against COVID-19.

You received an email on how submit the required form and upload your vaccination card.

Should you need an accommodation - either medical or religious - please reach out to hr@mcad.edu.



WHAT IS TITLE IX?

In 1972, Title IX was enacted as federal law to help prevent gender discrimination in the United States educational athletic system.

Title IX gives each gender equal rights to educational programs, activities, and federal financial assistance.

Title IX also extends to sexual harassment, and in the most extreme forms, sexual violence and assault.

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TITLE IX @ MCAD

MCAD encourages an atmosphere of mutual respect among members of its community, and believes that all individuals should be treated with respect and dignity.

Sexual harassment or sexual violence committed by an MCAD student, faculty member, or staff member against any other member of the College community is prohibited and will not be tolerated.

It is MCAD's expectation that all individuals, in the course of performing their jobs or pursuing their academic careers, will conduct themselves appropriately.

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TO LEARN MORE ABOUT TITLE IX

Make sure to complete the Title IX Training assigned to you and review the full [Title IX](#) policy. You can also connect with any of the Title IX resources on campus:

Title IX Coordinator

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

Deputy Title IX Coordinator

Autumn Amadou-Blegen
AVP of Human Resources
612-874-3798
aamadoublegen@mcad.edu

Other Title IX Resources Include:

- + MCAD Public Safety Emergency Line: 612-874-3555
- + Student Affairs and Counseling: 612-874-3738
- + Additional external resources available:
 - + Minneapolis Police: 911
 - + Rape and Sexual Assault Center: 612-825-4357
 - + Hennepin County Medical Center (HCMC): 612-873-3132

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EMPLOYEE BENEFITS

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BENEFITS 101

- + Sick Time/ESST
- + WELL+
- + MCAD Bistro
- + Art Cellar
- + Service Bureau
- + Events
- + Mia Membership



EARNED SICK AND SAFE TIME (ESST)

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BENEFITS 102

Adjunct Faculty are eligible for additional benefits (as defined in the CBA*):

- + Bicycle Benefit
- + Tuition Benefits (limited)

*CBA's are available:

<https://intranet.mcad.edu/resources/collective-bargaining-agreements>

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SAFETY
WHAT'S NEXT?



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SAFETY

YOU + CAMPUS SAFETY + EHS + HR

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Campus SAFETY

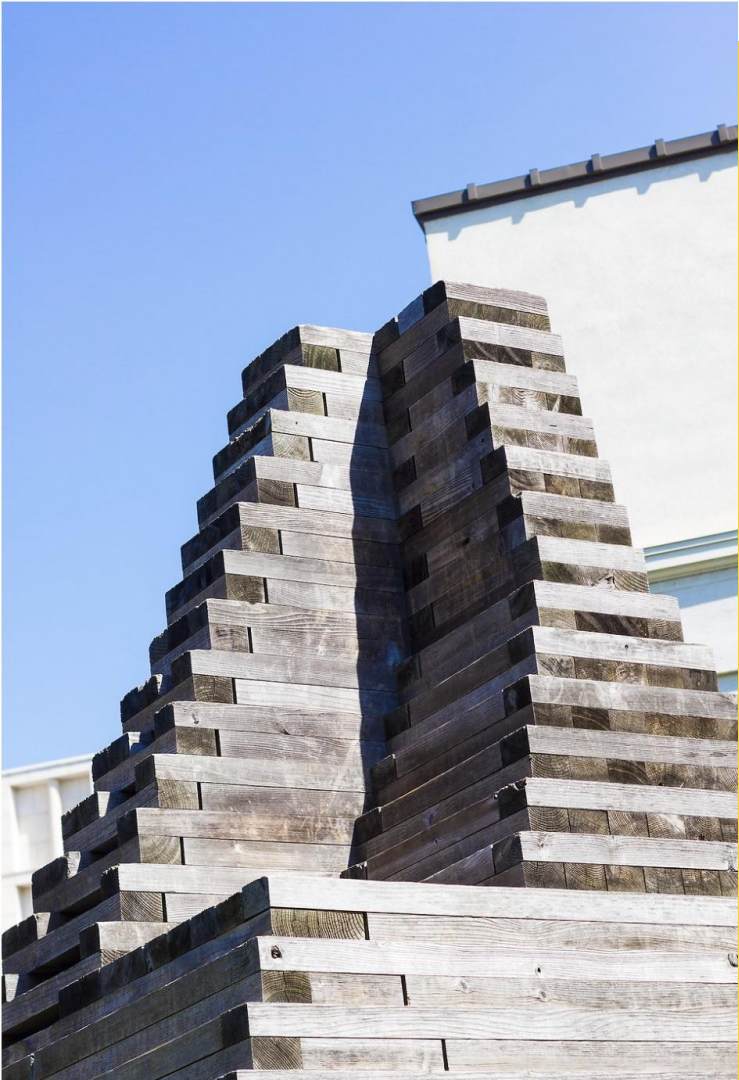
Ensures the overall safety and security of all students, faculty, staff, and visitors on campus.

[CONTACT](#)

[EMERGENCIES](#)

[ALERTS](#)

[911](#)



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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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SAFETY STARTS WITH YOU!

Here are our expectations for all
Employees at MCAD

REPORT

TRAIN

COVID-19

INJURIES

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REPORT!

If you notice any unsafe condition, report it to your supervisor, Campus Safety, and/or the Director of Environmental Health and Safety.

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COMPLETE TRAININGS

- + General Safety Training (20 min)
- + Shots Fired (20 min)
- + Title IX Training (60 min)
- + Covid-19 Safety Training
- + Employee Right-To-Know Training*
- + On the job training

*if handling hazardous waste

IN CASE OF INJURY

- + **SEVERE OR LIFE-THREATENING, CALL 911**
- + Contact Campus Safety if First-Aid is needed.
- + Inform Supervisor
- + Visit a doctor if needed
 - + MN Occupational Health
 - + Urgent Care
 - + ER
- + Complete First Report of Injury

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WHAT TO DO

ACCIDENTS & EMERGENCIES

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TORNADO

In the event of a tornado, stay away from glass doors and windows, and go to the following locations. Stay there until an all-clear signal is given.

- + **Main Building - Bathrooms, interior stairwells, and Auditorium 150**
- + **Morrison Building - Hallway lowest level and tunnels**
- + **MFA Building - lower level bathrooms, 3D Shop, hallway**

FIRE!

- + Check to see if the door is hot to the touch before opening it.
- + If you encounter smoke, get low near the floor.
- + Leave the building.
- + Exit through the nearest outside door.
- + Once outside keep at least 100 feet away from the affected building until an all-clear signal is given.
- + **Go to one of the designated gathering areas:**
 - + **Main/Morrison: QUAD**
 - + **MFA: Across street in Park**

ACTIVE SHOOTER

- + Watch “Shots Fired” video in Paylocity or on the Campus Safety [website](#)

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 ALERTS

- + Sign up: <http://mcad.omnilert.net>
- + Or search “**Emergency Text**” on the MCAD Intranet

911

- + **Serious injury or emergency, call 911**
- + Then call MCAD Campus Safety for assistance.



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ENVIRONMENTAL HEALTH & SAFETY (EHS)

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ENVIRONMENTAL HEALTH & SAFETY

Director: Mike Frigon
mfrigon@mcad.edu

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

Location: L100A

Direct: 612-874-3771

Cell: 651-276-0094

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

- + Safety manuals, Programs, and Training
- + Safety equipment and Personal Protective Equipment (PPE)
- + Emergencies Preparedness (tornado, fire, severe weather, etc.)
- + Inspecting buildings and campus grounds for hazards
- + Maintaining hazardous waste on campus
- + Provides training to students and employees

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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.

Pandemic planning is also a part of Environmental, Health, and Safety. **COVID-19 Response** is handled by Environmental, Health, and Safety and the Emergency Management Team, which includes department heads and members of senior leadership.

Environmental, Health, and Safety also coordinates and annual **Flu Shot Clinic** each year in September to help prevent the spread of influenza on campus.

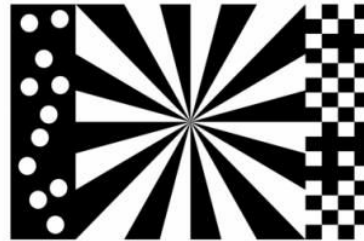
MCAD and COVID-19

**STAY UP TO DATE WITH MCAD'S
COVID-19 POLICIES:
mcad.edu/covid-19**

MCAD is committed to providing a safe and healthy workplace for all members of the community. Faculty, staff, and students are MCAD's most important priority. The collective goal is to enable everyone to work, learn, and live in the safest place possible. The threat from COVID-19 is not over, and it continues to affect everyone in different ways.



Health is Not
an Abstract Idea.



Wear a Mask.



DO THE FIVE

BECAUSE YOU CARE ABOUT OTHERS

- 1 HANDS?** Wash them often.
- 2 ELBOW?** Cough into it.
- 3 MASK?** Wear it.
- 4 FEET?** Stay at least 6 ft. apart.
- 5 SICK?** Stay home.

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MCAD'S COVID-19 Preparedness Plan has also implemented several measures, including (but not limited to):

- + Multimodal approach to learning (combination of on-campus experience and remote instruction)
- + Fully remote instruction
- + Physical distancing
- + Low on-campus density
- + Masks required on campus
- + Hand-sanitizer on campus
- + Increased cleaning protocols
- + Contact tracing
- + And more

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RESOURCES

On MCAD Intranet/Environmental, Health & Safety:

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

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 Tuesday of the month between September and May.

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WHAT'S NEXT?



WHAT'S NEXT?

- + Campus Tour (Virtual)
- + MCAD Intranet Briefing
- + SEIU Local 284 Representative
- + Meet with your Department
- + Finish your mandatory trainings
- + Complete 30 Day NFO Survey
- + Check in with AA or HR if you have any questions or concerns.

and...

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WELCOME TO MCAD



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