Rainy River Community College commits 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.

The employee guide is subject to modification at any time. Last updated September 2020.
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Introduction

Administration and faculty at Rainy River Community College developed this guide as an official source of current operational policies and procedures. It also provides information about college service and employee expectations. The guidebook only contains items essential to quality organization, communication, and coordination. Faculty and staff members must be familiar with the information in this guide.

The guide also supplements professional faculty and staff contracts. The authors of this guidebook do not intend to repeat information in those contracts, and the policies and procedures in this guide should be considered in context of terms and official interpretations of the contracts. In case of conflict between the guide and contracts, terms of the contracts will prevail.

Policies and procedures at this college will change; thus, the guide is dynamic and adaptive. In general, policy and procedural changes will develop 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 Minnesota State System Office;
5. Changes developed at the initiative of the college administration with the approval of institutional leadership;
6. Changes initiated by the Faculty Association in discussions with the administration and approved by institutional leadership;
7. When logical and appropriate, changes initiated by other personnel constituencies, i.e., AFSCME, MAPE, MAA, in discussions with the administration and approved by institutional leadership;
8. Changes that result from conflict with the terms of official interpretation of the terms of the contract or from a successful grievance to that effect;
9. Changes that result from additional negotiations between the individual unions and Minnesota State.

This guide facilitates deletions, modifications, or additions as they occur.
COLLEGE PROFILE

Rainy River Community College

History of the College
Rainy River Community College was founded in 1967 by a group of dedicated individuals who wanted post-secondary education offered in International Falls at the heart of Minnesota's north woods.

RRCC fosters learning by surrounding our students with an environment rich in natural wonder. The eighty-acre campus has an eight-building complex connected with heated walkways enclosing a courtyard. Campus grounds feature a softball field, a lighted cross-country skiing and hiking trail, and three ponds edged by decks and walkways. The adjacent residence hall offers furnished apartment-style accommodations for students. Atmosphere within the college is as inviting as the setting. Faculty and staff get to know and care for students on a first-name basis and provide quality education.

Rainy River Community College is one of five colleges in the Northeast Higher Education District (NHED). Rainy River Community College is a member of the Minnesota State system.

Diplomas, professional certificates, and associate degree programs are approved by the Minnesota State Colleges and Universities Board of Trustees.
Non-Discrimination in Employment and Education Opportunity

Rainy River 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, Rainy River 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

Complaints of acts of discrimination or harassment by students:
Tammy Wood, Executive Assistant	
tammy.wood@rainyriver.edu
(218) 285.2204
Student Services, SS113

If you require accessibility services, please contact:
Amy Amundsen, Accessibility Services, TRIO Advisor
amy.amundsen@rainyriver.edu
(218) 285.2226
Student Services, SS139

This information is available in an alternative format. Call 218.262.6712 or TTY/Minnesota Relay at 1.800.627.3529
Minnesota State Mission Statement
Minnesota State Mission, Vision, Values

Mission
We are a catalyst for positive change through partnership, collaboration, innovation, and leadership.

Vision
We help Minnesota State change lives!

Values
Everything we do is based in respect, honesty, integrity, trust, & transparency.
Mission: Rainy River Community College serves its communities by guiding learners to achieve their educational, career, personal, and civic goals.

Vision: Rainy River Community College will inspire learners and their communities to achieve their full potential.

Guiding Principles: Rainy River Community College LEADS the way in education:

- Learner-Centered: We recognize that the College exists to support learning, and we make decisions based on what is best for our learners.
- Evaluate and Improve: We evaluate the quality of services, programs, and courses. We use evidence to make improvements.
- Academic Excellence: We value teaching and learning in all forms, and we support and promote student success and achievement.
- Diversity: We recognize and appreciate diverse experiences, cultural and ethnic backgrounds, opinions, beliefs, and worldviews.
- Shared Leadership and Stewardship: We share responsibility with students and the community to lead and manage the College and its resources.

Goals: The goals complete the phrase, "Rainy River Community College will..."

- recruit and retain the students best served by the College.
- review and develop academic and technical programs that best serve the College's students and communities.
- pursue collaboration with community, government, business, and educational organizations to continually improve teaching and learning and enhance community vitality.
- encourage and empower faculty, staff, students, and community members to guide the College.

Strategic Plan Summary 2019-2021

1. Advance Performance-Based Culture
2. Support Financial Sustainability
3. Foster Student Success
College-wide Learning Outcomes
Rainy River Community College

Communicate Effectively
Students will communicate ideas clearly.

Think Critically
Students will state and defend a conclusion.

Engage in Society
Students will identify and explain multiple perspectives on a topic.

Prepare for Success
Students will set professional and personal goals and develop plans to achieve these goals.
INFORMATIONAL DOCUMENTS
## CALENDAR FALL 2020

Rainy River Community College | Academic Calendar July 2020-June 2021

### July 2020 (Summer 2021-1)

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**Summer Classes 2021-1**

### August 2020 (Fall 2021-3)

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### Fall 2020

- **Class Days:** 73
- **Final Exam Days:** 8
- **FDD and ADD Days:** 8

**Total:** 85

### Spring 2021

- **Class Days:** 248
- **Final Exam Days:** 15
- **FDD and ADD Days:** 8

**Total:** 171

**Fall First Half:** 8/24-10/14
**Fall Second Half:** 10/19-12/17

**Summer Semester:** 6/8-7/31, 2020
**Summer Semester Class Days:** 33

---

Rainy River Community College | Education MN, No Classes - Offices Open

### Fall 2021-3

- **OR = Orientation Day**
- **MT = Mid-Term Exam Day**
- **SCD = Student Conference Day, All Offices Open**
- **EDUC MN = Education MN**
- **FE = Final Exam Days**
- **SB = Spring Break**
- **H = Holiday**

### Summer 2021-1

**Student Contact Days**

- **OR = Orientation Day**
- **MT = Mid-Term Exam Day**
- **SCD = Student Conference Day, All Offices Open**
- **EDUC MN = Education MN, No Classes - Offices Open**
- **SB = Spring Break, No Classes - Offices Open**
- **AD = Admin Duty Day**

### Summer 2020

- **GRADS:** 22
- **DUE:**

---

2020-2021
## CALENDAR SPRING 2021

### Rainy River Community College | Academic Calendar July 2020-June 2021

<table>
<thead>
<tr>
<th>January 2021 (Spring 2021-5)</th>
<th>February 2021</th>
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**April 2021**

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| 31  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  |

**May 2021**

| Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  | Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  |
| 29  | 30  | 31  | 1  | 2  | 3  | 4  | 5  | 6  | 7  | 8  | 9  | 10  | 11  | 12  | 13  | 14  | 15  | 16  | 17  | 18  | 19  | 20  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 31  |

**June 2021**

**June 2021 (Summer 2022-1)**

| Sun  | Mon  | Tue  | Wed  | Thu  | Fri  | Sat  |
| 1  | 2  | 3  | 4  | 5  | 6  |

### Student Contact Days

- OR = Orientation Day
- H = Holiday
- MT = Mid-Term
- FE = Final Exam Days
- SCD = Student Conference Day, All Offices Open
- EM = Education MN, No Classes - Offices Open
- SB = Spring Break, No Classes - Offices Open
- AD = Admin Duty Day, No Classes - All Offices Open
- SB = Spring Break, No Classes - Offices Open
- Summer Semester Class Days

### Spring 2021-5

- Summer 2020: June 8-July 31, 2020
- Summer 2021: June 7-July 30, 2021
- Summer Classes 2022-1

### Fall Spring Total

- Total: 516
- January: 75
- February: 75
- March: 69
- April: 55
- May: 55
- June: 38

### Summer 2021: June 7-July 30, 2021

- Summer 2022-1
- July 2021

### Summer 2022-1

- Summer 2022-1
- July 2021

### Total

- Class Days: 73 75 148
- Final Exam Days: 4 8
- FDO and ADD Days: 8 7 15
- TOTAL: 85 86 171
Building Hours and Holiday Closings
Rainy River Community College

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

School Year Hours

<table>
<thead>
<tr>
<th>Monday – Friday</th>
<th>8 a.m. – 4:30 p.m.</th>
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<tbody>
<tr>
<td>Saturday</td>
<td>Campus Closed</td>
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<td>Sunday</td>
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Summer Hours: May 25 – July 31

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<tr>
<th>Monday – Thursday</th>
<th>8:30 a.m. – 4:30 p.m. or by appointment</th>
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<tbody>
<tr>
<td>Friday</td>
<td>Campus Closed</td>
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<tr>
<td>Saturday &amp; Sunday</td>
<td>Campus Closed</td>
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Please use doors 1 or 5

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

Maintenance office: (218) 285.2230

Maintenance Cell (day): (218) 324.1217

Maintenance Cell (evening): (218) 324.1690
Notice of Data Practices Access Personnel
Procedures for Accessing Public Information
Rainy River Community College | September 2020

This document assists in obtaining public information from Rainy River Community College. It provides contact information for access to public information and for making requests. We intend 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 provide information you need. These websites are accessible to Minnesota State staff, faculty, students, and the public.

Minnesota State: http://www.minnstate.edu/

Budget & Negotiations: http://www.minnstate.edu/system/finance/index.html
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.

Academics & Student Affairs: http://www.minnstate.edu/system/asa/index.html
Provides information about Campus Leaders, Events, Resources, and Discussions.

Facilities: http://www.minnstate.edu/system/finance/facilities/designconstruction/index.html
Includes information about planning, programming, design and construction, design standards, and activities.

Minnesota Multi-Regional Training Center:

Human Resources Department, Minnesota State System Office:
http://www.minnstate.edu/system/hr/index.html -- Provides support and assistance to the Human Resources staff at each of the colleges and universities; and administers systemwide programs.

Licensure for Minnesota State:
http://minnstate.edu/system/asa/academicaffairs/cfc/index.html
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.

Student Loans Service Center: http://www.minnstate.edu/system/slsc/index.html
Contains loan information for Minnesota State students.

Other Minnesota State Related Sites
Equal Opportunity and Diversity http://www.minnstate.edu/system/equity/index.html
CAREERWise Education (formerly ISEEK) https://careerwise.minnstate.edu/
Mn Transfer http://www.mntransfer.org/
ACCESS TO INFORMATION
Rainy River 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 Director of Operations.

Campus Security Report – Rainy River Community College encourages all students and college community members to be aware of safety issues on campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community. Pursuant to the Student Right to Know and Campus Security Act, RRCC monitors criminal activity, publishes a report, and maintains a three-year statistical history on the main campus, the residence hall and at off-campus property or facilities owned or used by RRCC or recognized college organizations. The college distributes a copy of this report to each current student and employee. RRCC will notify prospective students and employees of its availability and will provide a copy of the report upon written request.

The Campus Security Report is available: 
https://www.rainyriver.edu/college-services/student-guide or 
https://www.rainyriver.edu/college-services/campus-health-safety/students-right-to-know-campus-safety-and-security/

All criminal activity occurring on campus should be reported immediately to the Director of Operations Office (218.285.2224), a campus designee, and/or to the International Falls Police Department. The Director of Operations or designee will assist the complainant in completing criminal reports. These reports will also be forwarded to the International Falls Police Department.

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.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, e-mail address, and Student Change Code (NEW/RTN/DROP).

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 Drug Free Workplace information is in the Student Handbook: 

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: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/ps-officials.html

Student Right to Know – The purpose of this information is to disclose annual student completion and graduation rates, including graduation rates. The report is available: http://www.minnstate.edu/board/accountability/index.html .

This information is posted on the RRCC website under the Academics > Student Right to Know tabs: https://www.rainyriver.edu/about-rrcc/student-right-to-know-graduation-and-transfer-out-rates

Career Planning and Placement – Resource to help guide the exploration of majors and degree programs, planning for careers, and getting jobs after graduation include:

- CAREERwise https://careerwise.minnstate.edu/
- MNCareers http://www.minnstate.edu/online/careers.html
- CareerOneStop www.careeronestop.org
- mySkillsmyFuture www.mySkillsmyFuture.org

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 is reserved for emergency situations.

Students, faculty, and staff should visit: https://www.rainyriver.edu/college-services/campus-health-safety/rrcc-emergency-notification-system to learn how to activate/update their accounts.

Student Policies – A complete list of student policies may be found in the Student Guide: https://www.rainyriver.edu/assets/sites/rrcc/uploads/files/Student_Guide_2019_2020_Final.pdf RRCC will provide a paper copy upon request.

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 Rainy River Community College (RRCC) 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 RRCC keeps, compose a written request and submit to Stephanie Turban, SS123. 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.

RRCC 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) upon request if we keep the data in electronic format. 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. RRCC 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, 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.
Disclosure of Student Information
Rainy River Community College considers the following directory information and MAY RELEASE WITHOUT student's written consent. Students may submit a written request to withhold this information from being released.

- name
- address
- field of study/major
- date of birth
- e-mail address
- dates of attendance
- weight/height of athletes
- previous colleges attended
- full-time/part-time status
- telephone number
- StarID
- degrees/awards

Student consent is not required to disclose information to the following:

- school officials
- schools in which a student seeks or intends to enroll
- to Federal, State, and local authorities involving an audit or evaluation of compliance with education programs
- financial aid authorities
- organizations conducting studies for or on behalf of educational institutions

Rainy River Community College MAY RELEASE the following WITHOUT student's written consent. Student may submit written request to withhold this information from being released.

- disciplinary action taken against student (only to another institution student plans on attending)

Rainy River Community College WILL NOT RELEASE the following WITHOUT student’s written consent:

- social security number
- academic skills assessment results
- grades
- immunization records
- quarterly grade point average
- cumulative grade point average
- student identification number
- transcript
- cumulative credits earned
Student email addresses and Star ID numbers are defined as Limited Directory Data for enterprise technology related purposes internal to the Minnesota State Colleges and Universities system that are approved by System Office IT, including, but not limited to, inclusion of email addresses and Star ID numbers in a directory accessible to Minnesota State students and employees.

Students may request to inspect their educational records at any time by submitting a written request to the Registration Office. Requests will be complied with no later than 10 days from the date of the student’s request. If, after reviewing their educational records, a student believes there is inaccurate or misleading information on record, the student may submit a written appeal requesting the contested matter be changed or purged. After reviewing the student’s appeal RRCC will inform the student of their decision regarding the appeal. If the student does not agree with the decision of the college, they have the right to insert a written statement in their academic record explaining the discrepancy.

Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law prohibiting educational institutions from releasing non-directory information without students’ written consent.

Solomon Amendment effective March 29, 1997, states that schools that receive federal funds must comply with the Department of Defense’s request for directory information for students admitted and/or enrolled. Students who have submitted a request to have directory information withheld will not be included in information forwarded to the Department of Defense.

Notwithstanding any other provision of this policy, the following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: Student name, enrollment status (FT/PT), Student Change Code (NEW/RTN/DROP), e-mail address, permanent phone, permanent address, city, state, and zip code, and major.

RAINY RIVER COMMUNITY COLLEGE DOES NOT PUBLISH A STUDENT DIRECTORY.
Data Practices Contacts
Rainy River Community College

**Responsible Authority**
Director of Operations
Brad Krasaway, SS124
1501 HWY 71
International Falls, MN  56649
(218) 285.2208
bradley.krasaway@rainyriver.edu

**Data Practices Designee(s)**
Stephanie Turban, SS123
1501 HWY 71
International Falls, MN  56649
(218) 285.2242
stephanie.turban@rainyriver.edu

**Human Resources – Employee Records**
Carmen Bradach
1515 East 25th Street Hibbing, MN  55746
(218) 749.7743
Fax: (218) 749.0321
c.bradach@mesabirange.edu

**Media – Public Relations**
Molly Nelson, SS111
1501 HWY 71
International Falls, MN  56649
(218) 285.2236
molly.nelson@rainyriver.edu

**Data Practices Compliance Official**
Stephanie Turban, SS123
1501 HWY 71
International Falls, MN  56649
(218) 285.2242
stephanie.turban@rainyriver.edu
Data Request Form – Members of the Public
Rainy River Community College

Date of request: ________________

I am requesting access to data in the following way:

Inspection  |  Copies  |  Both inspection and copies

**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.*

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: ____________________________</td>
</tr>
<tr>
<td>Address: ___________________________________________________________</td>
</tr>
<tr>
<td>Phone number: ____________________________ Email address: ____________________________</td>
</tr>
</tbody>
</table>

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.

*Rainy River Community College will respond to your request as soon as reasonably possible.*
HUMAN RESOURCES
Human Resource Contacts – Northeast Higher Education District

Carmen Bradach, Chief Human Resources Officer
Mesabi Range College - Virginia Campus
Office: (218) 749.7743
Cell: (218) 290.1140
c.bradach@mesabirange.edu

Kerri Dahl, Senior HR Assistant
Mesabi Range College - Virginia Campus
(218) 749.7767
kerri.dahl@mesabirange.edu

Additional Contacts

RETIREMENT 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

RETIREMENT 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.mndcplan.com

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 Insurance)
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)
UNIONS

**AFSCME** (American Federation of State, County, and Municipal Employees)
1-800-652-9791 or (651) 450-4990
https://www.afscme.org/

**MAPE** (MN Association of Professional Employees)
1-800-652-9721 or (651) 227-6457
https://mape.org/

**MMA** (Middle Management Association)
1-800-642-2373 or (651) 222-3811
https://www.mmamn.org/

**MSCF** (MN State College Faculty)
1-800-377-7783 or (651) 767-1262
https://www.mscfmn.org/

**CONTACT THE EXPERTS DIRECTLY FOR THE FOLLOWING:**

- Union Dues
- Specific questions on personal retirement accounts
- Billing issues for health or dental insurance
Please visit Human Resources at the College’s Website
http://www.nhed.edu/human-resources/

Position Descriptions
Position descriptions detail each non-faculty position; the supervisor and the employee retain copies. A copy is also available in the personnel file at the Human Resources Office. The supervisor and employee should update the position description 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 in the Human Resources Office at Mesabi Range College. The files are available for review 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
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/

Family and Medical Leave Act (FMLA)
http://mn.gov/mmb/segip/humanresources/fmla.jsp
Further information can be obtained from 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.

Check advices will be obtained by employees on the State’s website: https://www.nhed.edu/human-resources/self-service-pay-calendar. 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 or Plan Membership
Eligible employees of Rainy River Community College are represented by the following contract bargaining unions and plans:
- AFSCME (American Federation of State, County, and Municipal Employees)
- 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/benefitsresources
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
Rainy River Community College employees use electronic timesheets (E-Timesheets) to track days worked and requested leave time. Employees may access E-Timesheets through the MN State Employee Dashboard: https://www.rainyriver.edu/faculty-staff/ or Electronic timesheets: http://www.nhed.edu/human-resources/e-timesheets-faculty-leave

Faculty are to call or email Diane Raboin to report illness or unplanned absence.
(218) 285.2250
diane.raboin@rainyriver.edu

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. Forms are available in the Administration office on campus. Speak to Tammy Wood, SS113, for information.

Please refer to your 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
Rainy River Community College encourages all employees to pursue life-long learning and career development. The college balances this philosophy with the expectation that students are our highest priority and with the responsibility to maintain a financially-sound institution.

Rainy River’s staff development and training activities include a variety of learning opportunities:
  • Technology Training and Development
  • Equity and Inclusion Training
  • Safety Training
  • Faculty Sabbaticals (contractual benefit)
  • Administrative Sabbaticals
  • Tuition Waivers (contractual benefit)
  • Project Release Time
  • Duty Days
  • Conferences
  • Individual Career Planning
  • Health Promotion
  • Retirement Seminars (not individual retirement counseling)
  • Minnesota State System Office Training

Address questions about staff development to the Human Resources Office.

Leave Usage Clarification
College Business Leave: The Employee Guide 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 department.

**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:** RRCC Faculty & Staff are to use electronic timesheets [http://www.nhed.edu/humanresources/e-timesheets-faculty-leave](http://www.nhed.edu/humanresources/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

<table>
<thead>
<tr>
<th>Concern or Allegation</th>
<th>Where to Get Support &amp; Make a Report</th>
<th>Related Policies (college, university, or system)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediate emergency</td>
<td>Call 911</td>
<td></td>
</tr>
<tr>
<td>Mental Health</td>
<td>Northland Counseling (218) 283.3406</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friends Against Abuse (218) 285.7220</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Employee Assistance Program <a href="https://mn.gov/mmb/segip/health-and-wellbeing/eap/">https://mn.gov/mmb/segip/health-and-wellbeing/eap/</a></td>
<td></td>
</tr>
<tr>
<td>Immigration and Refugee Status</td>
<td>Stephanie Turban, SS123 (218) 285.2242 <a href="mailto:stephanie.turban@rainyriver.edu">stephanie.turban@rainyriver.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>
</tr>
<tr>
<td>Discrimination based on protected class</td>
<td>Tammy Wood, SS113 (218) 285.2204 <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.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>
</tr>
<tr>
<td>Harassment based on protected class</td>
<td>Tammy Wood, SS113 (218) 285.2204 <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.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>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Tammy Wood, SS113 (218) 285.2204 <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.edu</a></td>
<td>Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure</td>
</tr>
<tr>
<td></td>
<td>Tammy Cook, A108 (218) 285.2265 <a href="mailto:tammy.cook@rainyriver.edu">tammy.cook@rainyriver.edu</a></td>
<td></td>
</tr>
<tr>
<td>Student code of conduct violations (including bullying, hate crimes, and physical violence)</td>
<td>Tammy Wood, SS113 (218) 285.2204 <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.edu</a></td>
<td>Board Policy Code of Conduct and Ethics System Procedure 1C.0.1 Employee Code of Conduct</td>
</tr>
<tr>
<td>Other complaints or grievances</td>
<td>Director of Operations Brad Krasaway, SS124 (218) 285.2208 <a href="mailto:bradley.krasaway@rainyriver.edu">bradley.krasaway@rainyriver.edu</a></td>
<td>Board Policy 3.8 Student Complaints and Grievances System Procedure 3.8.1 Student Complaints and Grievance</td>
</tr>
<tr>
<td>Concern or Allegation</td>
<td>Where to Get Support &amp; Make a Report</td>
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<td>-------------------------------------------</td>
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<tr>
<td>Immediate emergency</td>
<td>Call 911</td>
<td></td>
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<tr>
<td>Mental Health</td>
<td><a href="https://www.mn.gov/mmb/segip/health-solutions/employees/eap/">https://www.mn.gov/mmb/segip/health-solutions/employees/eap/</a> Northland Counseling (218) 283.3406 Friends Against Abuse (218) 285.7220</td>
<td></td>
</tr>
<tr>
<td>Immigration and Refugee Status</td>
<td>Kerri Dahl, Senior HR Assistant Mesabi Range College – Virginia (218) 749.7767 <a href="mailto:kerri.dahl@mesabirange.edu">kerri.dahl@mesabirange.edu</a> Stephanie Turban (RRCC), SS123 (218) 285.2242 <a href="mailto:stephanie.turban@rainyriver.edu">stephanie.turban@rainyriver.edu</a></td>
<td></td>
</tr>
<tr>
<td>Discrimination based on protected class</td>
<td>Carmen Bradach, Human Resources (218) 749.7743 <a href="mailto:c.bradach@mesabirange.edu">c.bradach@mesabirange.edu</a> Tammy Wood (RRCC), SS113 (218) 285.2204 <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.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>
</tr>
<tr>
<td>Harassment based on protected class</td>
<td>Carmen Bradach, Human Resources (218) 749.7743 <a href="mailto:c.bradach@mesabirange.edu">c.bradach@mesabirange.edu</a> Tammy Wood (RRCC), SS113 (218) 285.2204 <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.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>
</tr>
<tr>
<td>Sexual Assault</td>
<td>Carmen Bradach, Human Resources (218) 749.7743 <a href="mailto:c.bradach@mesabirange.edu">c.bradach@mesabirange.edu</a> Tammy Wood (RRCC), SS113 (218) 285.2204</td>
<td>Board Policy 1B.3 Sexual Violence Policy System Procedure 1B.3.1 Response to Sexual Violence Procedure</td>
</tr>
</tbody>
</table>
| **Employee code of conduct violations** | Carmen Bradach, Human Resources  
(218) 749.7743  
[bradach@mesabirange.edu](mailto:bradach@mesabirange.edu) | Board Policy 3.6 Student Conduct  
System Procedure 3.6.1 Student Conduct |
| **Other complaints or grievances** | Carmen Bradach, Human Resources  
218.749.7743  
[bradach@mesabirange.edu](mailto:bradach@mesabirange.edu)  
Brad Krasaway  
Director of Operations, SS124  
(218) 285.2208  
[bradley.krasaway@rainyriver.edu](mailto:bradley.krasaway@rainyriver.edu)  
Jesselyn Sabin  
Interim Dean of Academics  
Hibbing Community College  
(218) 262.6722  
[jessalynsabin@hibbing.edu](mailto:jessalynsabin@hibbing.edu)  
Faculty Grievance Representative  
Brooke Boulton, H109  
(218) 285.2290  
[brouke.boulton@rainyriver.edu](mailto:brouke.boulton@rainyriver.edu) |
Tuition Waiver Quick Reference Guide

RRCC faculty and staff follow two different tuition waiver processes. RRCC faculty should refer to the process outlined in pages 34-38 of the document. Staff must refer to the document on pages 39-40. Both faculty and staff should contact Keri Dahl with additional questions.

For Faculty
The tuition waiver application provides faculty 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.

Faculty will also be able to view the following information online:

- 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.

To Apply through the NHED website: Log In  http://www.nhed.edu/human-resources/ tuition-waiver

To log in to the Tuition Waiver application:
1. Enter your StarID
2. Enter your Password.
   (Input your home Institution)
3. Click Login.

1. Your Username is your STAR ID.
2. Your Password is the same one you created when you activated your STAR ID.
3. Click Login.
To Log in through the RRCC website: Employees may apply for a tuition waiver through the RRCC homepage.
https://eservices.minnstate.edu/employee/public/secure

1. Click Resources for Faculty/Staff
2. Click MN State Employee Dashboard
3. Log in with StarID and Password
4. Click Tuition Waiver

<table>
<thead>
<tr>
<th>Employee Applications</th>
</tr>
</thead>
<tbody>
<tr>
<td>eTimesheet - Request, review, or approve employee time and leave</td>
</tr>
<tr>
<td>Faculty - Student Advises, Class Lists, Grading and LDA, Grade Changes, Overrides</td>
</tr>
<tr>
<td>FWM - Faculty Workload Management</td>
</tr>
<tr>
<td>Security Administration - Requesting and approving IRSB security requests</td>
</tr>
<tr>
<td>Student Payroll Supervisor - Supervisor functions for student employees</td>
</tr>
<tr>
<td><strong>Tuition Waiver</strong> - View and request employee tuition waiver</td>
</tr>
</tbody>
</table>

To apply for a tuition waiver:

1. Click **Apply for Waiver Under this Assignment** at the bottom of the screen.
2. Fill in the appropriate information (see image below)
3. Click NEXT
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.
To Modify or Cancel a Waiver Request
To modify a request, you must cancel it. You may modify or 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 the cancel icon (small, red circle) next to the waiver request. The cancel icon no longer displays if the date for cancelling has passed.

Review and Cancel
1. Review summary of waiver you selected to cancel.
2. Read the Terms and Conditions
3. Click Submit Cancellation Request or Don’t Cancel to return to View Applications page.
   NOTE: This field will be available once employee checks Terms and Conditions.
# MAPE Professional Development Tuition Application for 4-year Minnesota State Universities

## I. TO BE COMPLETED BY EMPLOYEE:

<table>
<thead>
<tr>
<th>Print Full Name:</th>
<th>Job Title:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>NHED College:</th>
<th>University Name:</th>
</tr>
</thead>
</table>

| Course Name/Number: | |

Describe why this course would be considered professional development relating to your current position:

### Course Description:
(attach course description link or specific description from University)

In order to determine if you are eligible for Professional Development Tuition Waiver at a University, course must be approved by your Provost as a professional development course. Attach course description or link to course and any other pertinent documents verifying course is related to current position.

## II. TAX IMPLICATIONS

- Graduate credits for an employee are subject to taxation at the time the annual calendar year limit of $5,250 is exceeded.
- Taxation also applies to graduate courses dropped after the add/drop date.

| Employee Signature | Date |

## III. TO BE COMPLETED BY PROVOST

<table>
<thead>
<tr>
<th>APPROVED</th>
<th>NOT APPROVED</th>
<th>Signature:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Explanation:</th>
<th>Date</th>
</tr>
</thead>
</table>
IV. TO BE COMPLETED BY HUMAN RESOURCES:

| □ ELIGIBLE. Met one year of continuous Minnesota State employment. | Academic Year: _____________________________ |
| □ Tuition Waiver eligible | Total Credits Requested: _______________ |

HR Personnel Name:

Signature: Date

Copies to: □ Employee □ TW file
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 RRCC’s website using the MN State Employee Dashboard: https://eservices.minnstate.edu/employee/public/secure.

Please note that each bargaining unit provides different benefits for tuition waivers. To review these benefits, visit: 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 148305 should be used for this. Please use the college’s purchase requisition form using the MN State Dashboard https://eservices.minnstate.edu/employee/public/secure. Advance Minnesota will invoice the college for payment.

Questions

Diane Raboin (RRCC), L107
(218) 285.2250
diane.raboin@rainyriver.edu

Kerri Dahl, Mesabi Range College – Virginia Campus
(218) 749.7767
kerri.dahl@mesabirange.edu
Emergencies and College Closure

Weather and Other Emergencies
Rainy River Community College follows Minnesota State Policy 4.4 Weather/Emergency Closings in situations when it becomes necessary to close the college or cancel classes and/or nonacademic activities or delay the opening of the college due to inclement weather or other emergency conditions.

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 Director of Operations or designee. The closure of state agencies by the Minnesota Management and Budget does not supersede the authority of the Director of Operations; however, Governor’s orders in a particular situation supersede the authority of the Director of Operations.

Check the RRCC website www.rainyriver.edu and/or campus email for notification. Notification will also be posted on Twitter. Employees may also receive a text message or voice mail notification.

Closing, Delayed Cancellation
Closing means to close all operations other than those deemed essential to the protection of life and property. Closing the college results in the cancellation of classes, student, faculty and staff activities, and meetings.

Delay 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 (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire college. Cancellation of nonacademic activities refers to cancellation of an event such as athletic events, theatrical productions, concerts, or workshops.

In the event of a closing or delay, employees will be notified through announcements on the following radio and television stations, Twitter, text, and via campus email.

<table>
<thead>
<tr>
<th>Radio</th>
<th>Television</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>KGHS/KSDM, International Falls</td>
<td>KBJR, Duluth</td>
<td><a href="http://www.rainyriver.edu/">www.rainyriver.edu/</a></td>
</tr>
<tr>
<td>B93 FM, Fort Frances, Ontario</td>
<td>KDLH, Duluth</td>
<td></td>
</tr>
<tr>
<td>KBHW/KXBR, International Falls</td>
<td>WDIO, Duluth</td>
<td></td>
</tr>
</tbody>
</table>

The determination of closing or delayed opening is made as early as possible, and employees are encouraged to tune in to these stations for information regarding closing or delayed opening of campus.

Inclement Weather When the College is Not Closed, Delayed or Classes Cancelled
Employees are encouraged to use good judgment in traveling long distances. Personal safety and welfare of the individual are always paramount concerns.
**Fire/Tornado Alarm**

When the fire alarm rings — short intermittent blasts, all individuals should evacuate the building and remain in the designated safe zone until reentry is authorized. Failure to leave the building when the fire alarm is sounded can result in legal action through the city and/or campus judicial processes. Unauthorized sounding of a fire alarm or tampering with fire extinguishers is a violation of Minnesota law. Violators will be subject to disciplinary action by the college as well as civil authorities. (M.S. 299F.30, M.S. 609.686)

The tornado alarm — uninterrupted long blast, signals that all individuals in the buildings should move to an interior room without windows until the all clear signal is given.

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

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. Regarding 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 Director of Operations 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.

Weather/Emergency Essential Employees Guideline
Following is a detailed list of Northeast Higher Education District’s (NHED) weather/emergency essential employees. These positions are designated as essential during a campus closure due to inclement weather or other emergency.

An essential employee is defined as:
- Positions of the college who provide services that are essential to the well-being of students and employees, those service activities available for students living on campus, and those functions deemed essential to personal safety and the protection or preservation of the State’s investments such as property during an emergency.
- All essential employees will be expected to report to work during a college closure or delay unless otherwise notified by their supervisor.

If an essential employee is notified by their supervisor not to report to work during a closure or delay, they would be paid without using any leave time using the code MSL if they are a timesheet employee.

Not every situation will be deemed necessary for all essential employees to report to work during a campus closure or delay. Every essential employee must consider their own personal circumstances and decide if it is safe to travel to work. Essential employees that are expected to report to work and are unable to report to work, must immediately communicate to the supervisor through normal call-in procedures and the employee may request leave time to cover any work absence.

In accordance with Minnesota State Policy 4.4 http://www.minnstate.edu/board/policy/404.html the authority to close the college or to cancel classes or other activities when an emergency exists, resides with the President or designee. For NHED, the Director of Operations generally makes the determination of closure or delay.

Alterations to the College’s normal operating schedule may include:

Cancellation of Classes and/or Activities: The Director of Operations or designee may decide to cancel classes and/or activities. In this case, no employees are excused from work. Employees must
communicate absences from work to their supervisor through their normal call-in procedures and may request leave time to cover any work absences.

**Delayed Opening**: The Director of Operations or designee may decide to delay the opening of the campus for a designated period of time other than those operations deemed essential to the protection of life and property. Only essential staff report to work at their usual start time, all other employees are to report at the designated start time.

**Campus Closure**: The Director of Operations or designee may decide to close the campus other than those operations deemed essential to the protection of life and property. Only essential employees report to work unless notified by their supervisor that they do not need to report. All non-essential employees are excused from work with pay without regard to labor contracts. The code MSL should be used on staff timesheets for any time missed due to campus closure.

Circumstances may change after the campus has been closed. A supervisor may determine the services of essential employees who are on duty at that time are no longer needed and essential employees may be released from work with pay.

Closure of State Agencies by the Commissioner of MN Management and Budget: These closure orders do not apply to any Minnesota State campus.

**State of Emergency declared by the Governor**: NHED will follow any declaration by the Governor.

**NHED essential positions** – The following should report to work unless notified otherwise:
- Food Service Worker
- Cook
- General Maintenance Worker
- General Repair Worker Report
- Building Maintenance Lead Worker
- Supervisor/Director of Facilities: determine which essential employees need to report to work and handle notifications; determine work to be completed
- Housing Director

**Administration**

Available to manage notifications, decisions, emergencies, and/or other work deemed necessary
- President
- Vice President
- Dean
- Director of Operations/Provost
- Chief Human Resources Officer
- Safety Administrator

If any employee has previously notified their supervisor of requesting leave and subsequently the college is closed on the same day, the employee will be expected to use the leave time previously requested.

Originator: CHRO/CB Effective November 1, 2019
Approved by NHED President Cabinet 10-9-19
POLICIES
Guide Policies
The guide lists only select policies. Access links for specific policy information. A comprehensive list of RRCC policies and procedures is on the website: https://www.rainyriver.edu/college-services/college-policies-and-procedures

1B.1 Nondiscrimination in Employment and Education Opportunity
Rainy River Community College respects 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:

Tammy Wood, RRCC’s Designated Officer (for complaints against students)
SS113
(218) 285.2204
tammy.wood@rainyriver.edu

Carmen Bradach, Human Resources (for complaints against a college employee)
(218) 749.7743
c.bradach@mesabirange.edu

1B.1.1 Procedure for Report /Complaint of Discrimination /Harassment Investigation and Resolution

Tammy Wood, RRCC’s Designated Officer (for complaints against students)
SS113
(218) 285.2204
tammy.wood@rainyriver.edu

Carmen Bradach, Human Resources (for complaints against a college employee)
(218) 749.7743
c.bradach@mesabirange.edu

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

Sexual Violence Resources & Reporting: Procedure 1B.3.1 Response to Sexual Violence

For questions or to report sexual violence, contact:

Tammy Wood, RRCC’s Designated Officer (for complaints against students)
SS113
(218) 285.2204
tammy.wood@rainyriver.edu

Carmen Bradach, Human Resources (for complaints against a college employee)
(218) 749.7743
c.bradach@mesabirange.edu
HOW TO REPORT AN INCIDENT OF SEXUAL VIOLENCE

*** If this is an EMERGENCY, CALL 911 IMMEDIATELY ***

- **Campus Eye Online Complaint/Reporting Form**
  - Anonymous Report
  - A Campus Eye free reporting app can also be downloaded via Apple App Store or Google Play Store
  - RRCC Campus ID = AY4G
- **Sexual Violence Complaint Form.** Forms are also available at the RRCC front desk. Forms may be turned in to any member of the College community.

**Confidential Source:** Diane Raboin, located in the College Bookstore (L107), is RRCC’s Confidential Source. Her role is to listen and support. She will remain neutral and refer victims to available resources. Contact: (218) 285.2250 or diane.raboin@rainyriver.edu

Note: Witnesses or victims who report an incident of sexual violence in good faith will be granted amnesty in the report to a violation of the student conduct policy on the use of alcohol or drugs.

- **Friends Against Abuse** | (218) 285.7220 or (888) 344.3264
  - Drop-in Office Hours each Wednesday, from 1 PM – 3 PM at RRCC, Room H130
- **Minnesota Coalition Against Sexual Assault and Sexual Violence Justice Institute** (MNCASA) | (651) 209.9993
- **RapeHelpMN.org**
- **LoveIsRespect.org**
- **National Sexual Assault Hotline** | (800) 656.HOPE (4673)
- **National Domestic Violence Hotline** | (800) 799.SAFE (7233) or TTY 1 (800) 787.3224
- **Office on Violence Against Women**

**Section C - Code of Conduct & Ethics**

1C.2 Fraudulent or Other Dishonest Acts

Suspected theft or other wrongdoing by employees of the State of Minnesota (Rainy River Community College) should be reported to the following individuals:

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
RRCC is concerned about student and employee health, ability to learn, and ability to gain skills that will lead to productive lives. Please review information in the Student Guide: https://www.rainyriver.edu/college-services/student-guide

Drug and Alcohol-free Campus Policy
Rainy River Community College is committed to a standard of student and staff conduct that prohibits the unlawful possession, use, or distribution of alcohol and other drugs including synthetic marijuana and herbal incense at any college-sponsored activity or event on or off the campus.

The college will take proactive measures to educate all members of the college community about the mental and physical health risks associated with alcohol and drug abuse.

The college will impose administrative and legal sanctions on those who violate this policy. Disciplinary action may include the required completion of a rehabilitation program, written reprimand, suspension or dismissal, and referral for prosecution under local state and federal law.

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
Rainy River Community College prohibits the possession of firearms and other dangerous weapons in the workplace.

Smoking/Tobacco Use

Philosophy: Rainy River Community College is committed to promoting the benefits of a clean, safe, and healthy living, learning, and working environment to students, employees, and visitors. RRCC leads by example in promoting lifetime wellness.

Policy: Smoking or use of smokeless tobacco products is prohibited on college property including all grounds, the residence hall, and college vehicles. However, individuals may use tobacco while in their private motor vehicles.

Definitions: "Smoking" is defined as inhaling, exhaling, 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 in any form. Smoking also includes the use of an e-cigarette which creates a vapor, in any manner
or any form, or the use of any oral device for the purpose of circumventing the prohibition of smoking in this Policy.

“E-cigarette” means 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 the use of snuff, chewing tobacco, smokeless pouches, or other forms of loose-leaf tobacco.

**Policy Enforcement**: Enforcement of this policy depends upon the cooperation of all employees, students, and visitors. Individuals should encourage others to respect and comply with the policy in to provide a clean, safe, and healthy environment in which all may work, study, and live.

Visitors and outside contractors shall be informed of the College Smoking and Tobacco Use Policy and requested to respect this policy.

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

**RRCC & NHED Employee Parking Fee Policy & Procedure**

**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 is part of 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
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 Tammy Wood. Keys will not be issued until a copy of your driver’s license is on file in the Administration Office.

Procedures and Regulations
1. RRCC garage keys are to be picked up in the Administration Building, outside of A109
2. Vehicle sign out is located outside of office A109; keys are here as well. Return keys to the same location upon returning the vehicle.
3. Fuel cards are available with the keys. RRCC employees should use the fuel cards to pay for gas.
4. Record mileage and driver ID number on the sheet in the vehicle. Submit gas receipts upon returning the garage key.

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

6. 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.

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

8. RRCC Vehicles ONLY: When returning the vehicle, leave doors unlocked and close windows. Return RRCC vehicle keys to the Administration drop off, listed above.

9. 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.

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

11. All traffic rules and regulations must be followed.

Zero Tolerance of Workplace Violence
The State of Minnesota has adopted a policy of zero tolerance of violence. It is State policy that every person in the state has a right to live free from violence. Violence is the abusive or unjust exercise of power, intimidation, harassment, and/or the threatened or actual use of force which results in or has a high likelihood of causing hurt, fear, injury, suffering, or death. The State further mandates that each agency of state government adopt a goal of zero tolerance in, and around, the workplace.

It is the policy of Rainy River 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. Rainy River 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.

Rainy River 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 RRCC Policies and Procedures is on RRCC’s website. https://www.rainyriver.edu/college-services/college-policies-and-procedures
ACADEMIC AFFAIRS
Course Outlines
The purpose of a course outline is to serve as the official document outlining details of each course. Rainy River 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)
- RRCC and MNTC Competencies (Attachment for MNTC matrix and/or method of assessing)
- Methods Used for Evaluation (e.g. oral presentations, term papers, exams)
- Objectives Used to Assess RRCC 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 AASC. Faculty members are required to monitor course outlines for any changes, including prerequisites. Official course outlines are available on the RRCC website: https://eservices.minnstate.edu/registration/viewCourseOutlines.do?campusid=155, and on the T drive, accessible through RRCC campus computers.

Course Syllabi
The purpose of a course syllabus is to communicate information about the specific course students will be taking and what is required of students to complete the course with a passing grade. Rainy River Community College Course syllabi include:

- 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 Late Work Policies
• Necessary Special Information (e.g. special fees, hazardous materials, required field trips, etc.)
• Accessibility Statement

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 by Tammy Cook, Director of Academic Services, 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 RRCC to provide students with a full year schedule (fall and spring of the next year) to be available 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 January 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 January AASC meeting.

When the tentative course schedule is complete, instructors will receive their assignments 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 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 RRCC website during the “open for grading” window at the conclusion of each term. Contact Tammy Wood for questions regarding online grading. Grades are stored on D2L for a year following course closure.

Attendance Policy
Faculty determine attendance policies for courses and communicate attendance requirements in the syllabus. While it is expected all students enrolled in courses are present, on time, and complete all assigned work, attendance is only mandatory according to faculty policy. 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. A student who does not attend class, contact the instructor, or participate online or in the classroom within the first 10 business days must be assigned an FN grade.
**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 Director of Operations within a reasonable timeframe of the scheduled activity. Authorized absences must be communicated to faculty at least 24-hours prior to the event.

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 makes 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 Guide. Violations must be dealt with following the established procedures as outlined in the Guide.

**Grade Appeal**
Rainy River Community College recognizes the long-standing and widely accepted practice that the individual classroom instructor is the final authority in evaluating student performance in their 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. Students have 30 days to appeal a grade following the close of the semester.

See policy here:

**Faculty Absences**
If you know of an absence in advance, please submit your Etimesheet request (MN State Employee Dashboard) and email Diane Raboin (diane.raboin@rainyriver.edu) and Jessalyn Sabin (jessalynsabin@hibbing.edu). Announcement of the cancellation will be posted on the web and classroom doors on the scheduled date(s) of absence.

For unplanned absences, such as an illness, the faculty member should call Diane Raboin (218) 285.2250. Leave a message if no one answers. Messages are retrieved and class cancellations will be
posted on the web. You can also email your absence with any specific instructions for students to Diane Raboin: diane.raboin@rainyriver.edu. 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.
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>
</tr>
</thead>
<tbody>
<tr>
<td>$25,000 or less</td>
<td>Purchase can be made in open market</td>
</tr>
<tr>
<td>Over $25,000 to $50,000</td>
<td>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>
</tr>
<tr>
<td>Over $50,000</td>
<td>Sealed bids shall be solicited by public notice. See business office for assistance.</td>
</tr>
<tr>
<td>Over $100,000</td>
<td>Requires written approval from the system’s vice chancellor-chief financial officer before obligation is made.</td>
</tr>
</tbody>
</table>

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 the supervisor and Director of
Operations. The cardholder must follow all system and college purchasing and purchasing card procedures.

**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)
COLLEGE SERVICE
College Service
Rainy River Community College employees serve the college and students by participating in committees and campus events. The following provides information on expectations and opportunities available to RRCC employees.

Administrative Duty Day
Administrative duty days are opportunities for faculty and staff to discuss fall and spring semesters. Faculty, staff, and administration disseminate important college information and updates during these meetings. There are three duty days in an academic year. UFT faculty are required to attend duty days, and all faculty and staff are encouraged to attend. Administration provides an agenda prior to ever duty day.

See the Academic Calendar online for meeting dates in the Fall and Spring semesters. [https://www.rainyriver.edu/academics/academic-calendar-2020-21](https://www.rainyriver.edu/academics/academic-calendar-2020-21)

Faculty Duty Day
On-campus attendance is encouraged but not required for faculty duty days. These days are reserved for faculty to complete course work and planning prior to the fall semester.

Committee Service
RRCC faculty and staff and encouraged or contractually required to serve on committees. Some committee service is reserved for union-represented faculty only. Contact the committee chair for questions about service and meeting dates.

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Affairs and Standards Council</td>
<td>Kelly Sjerven: <a href="mailto:kelly.sjerven@rainyriver.edu">kelly.sjerven@rainyriver.edu</a></td>
</tr>
<tr>
<td>Assessment Committee</td>
<td>Tammy Cook: <a href="mailto:tammy.cook@rainyriver.edu">tammy.cook@rainyriver.edu</a></td>
</tr>
<tr>
<td>Diversity Committee</td>
<td>Brad Krasaway: <a href="mailto:Bradley.krasaway@rainyriver.edu">Bradley.krasaway@rainyriver.edu</a></td>
</tr>
<tr>
<td>Enrollment Management Committee</td>
<td>Molly Nelson: <a href="mailto:molly.nelson@rainyriver.edu">molly.nelson@rainyriver.edu</a></td>
</tr>
<tr>
<td>Faculty Association</td>
<td>Joe Chlebecek (president): <a href="mailto:joe.chlebecek@rainyriver.edu">joe.chlebecek@rainyriver.edu</a></td>
</tr>
<tr>
<td>Faculty Shared Governance Committee</td>
<td>Joe Chlebecek (faculty): <a href="mailto:joe.chlebecek@rainyriver.edu">joe.chlebecek@rainyriver.edu</a></td>
</tr>
<tr>
<td>Graduation Committee</td>
<td>Tammy Wood: <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.edu</a></td>
</tr>
<tr>
<td>Petition &amp; Grade Appeal Committee</td>
<td>Tammy Wood: <a href="mailto:tammy.wood@rainyriver.edu">tammy.wood@rainyriver.edu</a></td>
</tr>
<tr>
<td>Safety Committee</td>
<td>Deseree Goulet: <a href="mailto:deseree.goulet@rainyriver.edu">deseree.goulet@rainyriver.edu</a></td>
</tr>
<tr>
<td></td>
<td>Stephanie Turban: <a href="mailto:stephanie.turban@rainyriver.edu">stephanie.turban@rainyriver.edu</a></td>
</tr>
<tr>
<td>Strategic Planning Committees</td>
<td>Goal 1: Kelly Sjerven <a href="mailto:kelly.sjerven@rainyriver.edu">kelly.sjerven@rainyriver.edu</a></td>
</tr>
<tr>
<td></td>
<td>Goal 2: Stephanie Turban <a href="mailto:stephanie.turban@rainyriver.edu">stephanie.turban@rainyriver.edu</a></td>
</tr>
<tr>
<td></td>
<td>Goal 3: Audrey L'Amie <a href="mailto:audrey.lamie@rainyriver.edu">audrey.lamie@rainyriver.edu</a></td>
</tr>
</tbody>
</table>
Campus Committee Information

Faculty Association
The faculty association is the MSCF faculty union. Union faculty meet once a month, minimum; however, participating in meetings is encouraged but not required. For information about joining the union and the contract, please contact Faculty Association President Joe Chlebecek.

Faculty Shared Governance Council (FSCG)
Faculty shared governance council comprises four faculty union members (president, vice president, secretary, and treasurer) and members of administration (Interim dean, director of operations, and academic and institutional effectiveness). The council meets once a month to discuss college operations and finances, academics, and effectiveness.

Strategic Planning Committees
Strategic Planning groups meet every duty day and throughout the semester. Each group chair contacts members to coordinate meeting times. The purpose of strategic planning is to involve faculty and staff in current- and future-endeavors, goals, growth, and sustainability for the college. Participation in strategic planning is required for all college employees. Speak to the Director of Operations, Brad Krasaway, if you have not been assigned a strategic planning group.

Other Committee Service
Participation on other college committees is contractual for faculty. Please see the MSCF contract or talk to Joe Chlebecek for more information. Staff should speak with Brad Krasaway.

College Event Information

Graduation
Rainy River Community College celebrates it graduating students every May. Faculty and staff should attend graduation wearing the appropriate gown. One faculty and one staff member announce the names of graduates during the ceremony. A request for participation is sent in the spring semester, and any faculty or staff member may participate. Participation in graduation is contractual for faculty; speak to Joe Chlebecek for any questions. Additional questions, contact Tammy Wood

Phi Theta Kappa
Phi Theta Kappa or PTK is the National Honor Society of two-year institutions. Faculty or staff may advise PTK students. There is a small stipend for PTK advisors, depending on teaching assignment or staff position. If you are interested in serving in this capacity, please contact Andrea Gohl.

Rainy Thanksgiving
Many RRCC students cannot travel home for the Thanksgiving holiday. In November, faculty and staff coordinate a Thanksgiving dinner to serve our students. Participation in this event is encouraged but not required. Information regarding the dinner will be provided in the fall semester.
RRCC CAMPUS CONTACTS & SERVICES
For more information on services, visit:

**RRCC Homepage:** [http://www.rainyriver.edu](http://www.rainyriver.edu)

**The Student Guide:** [https://www.rainyriver.edu/college-services/student-guide](https://www.rainyriver.edu/college-services/student-guide)

**Campus Safety & Security:** [https://www.rainyriver.edu/college-services/campus-health-safety/](https://www.rainyriver.edu/college-services/campus-health-safety/)

**ADMINISTRATION & BUSINESS SERVICES**

**Michael Raich**, Interim President, Northeast Higher Education District (NHED)
Hibbing Community College
(218) 312.1510
michael.raich@nhed.edu

Jessalyn Sabin, Interim Dean of Academics
(218) 262.6722
jessalyn.sabin@rainyriver.edu

**Brad Krasaway**, Director of Operations
SS124
(218) 285.2208
bradley.krasaway@rainyriver.edu

**Tammy Wood**, Administrative Assistant | Registration Office
SS113
(218) 285.2204
tammy.wood@rainyriver.edu

**Emily Ahrens**, NHED Business Manager
A109
(218) 285.2203
emily.ahrens@rainyriver.edu

**Berta Wilcox**, NHED Accounts Payable
SS110
(218) 285.2201
berta.wilcox@rainyriver.edu
ACADEMIC & STUDENT SERVICES

**Tammy Cook**, Director of Institutional Effectiveness | Title IX Coordinator
A108
(218) 285.2265
tammy.cook@rainyriver.edu

**Brad Krasaway**, Director of Operations | Director of Student Development
SS124
(218) 285.2208
bradley.krasaway@rainyriver.edu

**Molly Nelson**, Director of Marketing & Recruitment | Academic Advisor
SS111
(218) 285.2236
molly.nelson@rainyriver.edu

**Anne Homkes**, Financial Aid
SS122
(218) 285.2213
anne.homkes@rainyriver.edu

**Amy Amundsen**, TRIO SSS Director | Accessibility Services
SS139
(218) 285.2226
amy.amundsen@rainyriver.edu

**Stephanie Turban**, Registration Services | Housing Director | Academic Advisor
SS123
(218) 285.2242
stephanie.turban@rainyriver.edu
ACADEMIC SUCCESS SERVICES

Academic Success Center (ASC)
SS128
Phone: (218) 262.6745
Monday – Friday – 8:00 am – 4:30 pm

The Academic Success Center is available for students to study independently, in groups, and to work with a faculty or student tutor. The ASC also hosts study table for student-athletes. No appointments required. Faculty are encouraged to serve one office hour per week in the ASC.

ACADEMIC ADVISORS

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Student Group</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Amundsen</td>
<td>TRiO Students</td>
<td>SS139</td>
<td>(218) 285.2226</td>
<td><a href="mailto:amy.amundsen@rainyriver.edu">amy.amundsen@rainyriver.edu</a></td>
</tr>
<tr>
<td>Brad Krasaway</td>
<td>All Students</td>
<td>SS124</td>
<td>(218) 285.2208</td>
<td><a href="mailto:bradley.krasaway@rainyriver.edu">bradley.krasaway@rainyriver.edu</a></td>
</tr>
<tr>
<td>Stephanie Turban</td>
<td>PSEO Students</td>
<td>SS123</td>
<td>(218) 285.2242</td>
<td><a href="mailto:stephanie.turban@rainyriver.edu">stephanie.turban@rainyriver.edu</a></td>
</tr>
</tbody>
</table>

PSEO Students, Stephanie Turban
SS123
(218) 285.2242
stephanie.turban@rainyriver.edu

PSEO students are high school students who participate in college courses for credit. If you have a question regarding a PSEO student, speak to Stephanie Turban.

TRiO Student Support Services, Amy Amundsen
SS139
(218) 285.2226
amy.amundsen@rainyriver.edu

The TRIO Student Support Services (SSS) program is a federally funded program that provides academic and personal support to under-represented students.
**ATHLETICS**

**Mel Millerbernd**, Athletic Director | Women’s Volleyball Coach  
SC112  
(218) 285.2240  
[mailto:mel.millerbernd@rainyriver.edu](mailto:mel.millerbernd@rainyriver.edu)

<table>
<thead>
<tr>
<th>Coach</th>
<th>Sport</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Josh Koenig</td>
<td>Baseball</td>
<td>SC132</td>
<td>(218) 285.2241</td>
<td><a href="mailto:josh.koenig@rainyriver.edu">josh.koenig@rainyriver.edu</a></td>
</tr>
<tr>
<td>Bill Engel</td>
<td>Basketball – Men</td>
<td>SC113</td>
<td>(218) 285.2278</td>
<td><a href="mailto:william.engel@rainyriver.edu">william.engel@rainyriver.edu</a></td>
</tr>
<tr>
<td>Dieter Humbert</td>
<td>Basketball – Women</td>
<td>G117</td>
<td>(218) 285.2258</td>
<td><a href="mailto:dieter.humbert@rainyriver.edu">dieter.humbert@rainyriver.edu</a></td>
</tr>
<tr>
<td>Dieter Humbert</td>
<td>Softball</td>
<td>G117</td>
<td>(218) 285.2258</td>
<td><a href="mailto:dieter.humbert@rainyriver.edu">dieter.humbert@rainyriver.edu</a></td>
</tr>
<tr>
<td>Mel Millerbernd</td>
<td>Volleyball</td>
<td>SC112</td>
<td>(218) 285.2240</td>
<td><a href="mailto:mel.millerbernd@rainyriver.edu">mel.millerbernd@rainyriver.edu</a></td>
</tr>
</tbody>
</table>
BOOKSTORE & LIBRARY

Diane Raboin, Bookstore  
L107  
(218) 285-2250  
diane.raboin@rainyriver.edu

The bookstore is located within the RRCC Library.  
Academic Year Hours: Monday-Friday 8:00 AM - 11:00 AM  
https://www.rainyriver.edu/college-services/bookstore

Library  
L101  
218-285-2250  
library@rainyriver.edu

Library Hours – Academic Year  
Monday – Thursday 7:30 AM – 9 PM  
Friday 7:30 AM – 4 PM  
Saturday & Sunday Closed  
Summer & Holidays Closed
COLLEGE SERVICES

Accessibility Services, Amy Amundsen
SS139
218-285-2226
amy.amundsen@rainyriver.edu

RRCC commits to meeting the needs of students and staff with disabilities. RRCC 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.

Employee Assistance Program for Faculty and Staff
The State of Minnesota offers two Employee Assistance Programs (EAP): Work/Life Counseling for work and personal life matters, and Organizational Health for leadership and workplace consultation.

https://mn.gov/mmb/segip/health-and-wellbeing/eap/

Veterans Services, Stephanie Turban
SS123
(218) 285.2242
stephanie.turban@rainyriver.edu
FACULTY

**COMPUTER SCIENCE**
Keith Boelk, keith.boelk@rainyriver.edu 218-283-5705

**FOREIGN LANGUAGE**
Sue Nordquist, Spanish
H133 218-285-2257
susan.nordquist@rainyriver.edu

**HUMANITIES**
Andy Berry, Philosophy
S120 218-285-2348
andrew.berry@rainyriver.edu

Rachel Berry, Communications | Speech
H114 218-285-2216
rachel.berry@rainyriver.edu

Brooke Boulton, English
H109 218-285-2290
brooke.boulton@rainyriver.edu

Joe Chlebeczek
Anthropology | History | Political Science
H105 218-285-2217
joseph.chlebeczek@rainyriver.edu

Andrea Gohl, Art
H106 218-285-2255
andrea.gohl@rainyriver.edu

Audrey L’Amie, English
H107 218-285-2225
audrey.lamie@rainyriver.edu

**MATHEMATICS**
Kelly Sjerven
S109 218-285-2218
kelly.sjerven@rainyriver.edu

Jeff Wickstrom
S115 218-285-2235
jeff.wickstrom@rainyriver.edu

**NURSING**
Donita Ettestad, Health Care Director
SS149 218-285-2229
donita.ettestad@rainyriver.edu

Laura Zika, Nursing Assistant Instructor
SS148 218-285-2214
laura.zika@rainyriver.edu

**PHYSICAL EDUCATION**
Bill Engel
SC113 218-285-2278
bill.engel@rainyriver.edu

Ashley Hall
218-285-7722
ashley.hall@rainyriver.edu

Mel Millerbernd
SC112 218-285-2240
mel.millerbernd@rainyriver.edu
SCIENCES

Kendra Puig, Chemistry
S114
218-285-2279
kendra.puig@rainyriver.edu

Kelly Sjerven, Biology
S109
218-285-2218
kelly.sjerven@rainyriver.edu

Georgann Willis, Psychology
Online Instructor
Georgann.Willis@rainyriver.edu
MAINTENANCE

Deseree (Des) Goulet, Supervisor
B104
O: (218) 285-2230 | C: (218) 324-1217
deseree.goulet@rainyriver.edu

Mark Geerken, Maintenance Staff
B104
O: 218-285-2230

Maintenance Cell (Day) 218-324-1217
Maintenance Cell (Evening) 218-324-1690
TECHNOLOGY SERVICES

Jacob Forsythe, Information Technology Specialist
SS123
218-285-2231
jacob.forsythe.2@rainyriver.edu

Fall and Spring Hours: Monday – Thursday 8:00AM – 3:00PM
Summer Hours: Monday – Friday 8:00AM – 4:30PM

RRCC has two computers labs, SS135 and SS143, for student and faculty use.

The telepresence room, SS134, allows faculty to host virtual meetings with students across different NHED campuses or remotely. S100, S108, S119, and H118 also host virtual capability and contain document cameras.

To reserve a computer lab, use the Facility Request tab on the RRCC homepage:
https://rrcc.bookitadmin.minnstate.edu/Default.aspx

For general help desk questions, email helpdesk@rainyriver.edu