

Fond du Lac Tribal and Community College



Staff Handbook

Revised 12/3/2024

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I. FDLTCC HISTORY AND MISSION

Fond du Lac Tribal and Community College commemorated the first 25 years of the college through creating a 22-minute video. College leadership believes watching the video “[Extraordinary: Celebrating 25 Years](https://www.youtube.com/watch?v=dSziEijKKHE)” (<https://www.youtube.com/watch?v=dSziEijKKHE>.) is a great introduction to our college’s important history and some of the significant individuals behind our story. The video won the Silver Medal of Achievement in the 2013 Collegiate Advertising Awards, a national awards program.

Fond du Lac Tribal and Community College is a unique institution, that came about as a result of the efforts of the Fond du Lac Band of Lake Superior Chippewa. Founded and chartered as a tribal college by the Fond du Lac Band and recognized by the Minnesota Legislature in 1987, its commitment to meeting the educational needs of a diverse population is reflected in its mission statement. The college’s distinctiveness comes from the fact that it is a community college that is a member of Minnesota State, a system of Colleges and Universities, and a tribal college, established by the Fond du Lac Band of Lake Superior Chippewa, forming a unique postsecondary partnership between an Indigenous nation and a state government, the only such model in the United States. The college is defined in Minnesota statute 136F.12.

136F.12 FOND DU LAC CAMPUS.

Subdivision 1. Unique missions.

The Fond du Lac campus has a unique mission among two-year colleges to serve the lower division general education needs in Carlton and south St. Louis Counties, and the education needs of American Indians throughout the state and especially in northern Minnesota. The campus has a further unique mission to provide programs in support of its federal land grant status. Accordingly, while the college is governed by the board, its governance is accomplished in conjunction with the board of directors of Fond du Lac Tribal College.

Subd. 2. Selected programs.

Notwithstanding section [135A.052, subdivision 1](#), to better meet the education needs of Minnesota's American Indian students, and in furtherance of the unique missions provided in subdivision 1, Fond du Lac Tribal and Community College may offer a baccalaureate program in elementary education, as approved by the board, and the board of directors of Fond du Lac Tribal and Community College.

Subd. 3. Bargaining unit assignment.

Notwithstanding section [179A.10, subdivision 2](#), the state university instructional unit shall include faculty who teach upper division courses at the Fond du Lac Tribal and Community College.

History: [1995 c 212 art 4 s 15](#); [1996 c 398 s 35](#); [2003 c 133 art 2 s 18](#); [2014 c 149 s 52](#)

As a tribally chartered college, FDLTCC is also a 1994 land grant institution, carrying out such responsibilities through research and community extension activities. It is governed in a partnership between the Fond du Lac Tribal College Board of Directors and the Minnesota State Board of Trustees.

Long before the word “equity” entered the everyday vocabulary of postsecondary education, FDLTCC was founded in that principle and forged its longstanding mission statement and related mission documents. You can learn more about FDLTCC’s history at this link: <https://fdltcc.edu/about-us/history/>

Mission

The mission of Fond du Lac Tribal and Community College is to provide higher education opportunities for its communities in a welcoming, culturally diverse environment.

To achieve this mission, we will:

- Promote scholarship and academic excellence through transfer and career education, and to provide access to higher education by offering developmental education.

- Respectfully promote the language, culture, and history of the Anishinaabeg.
- Provide programs which will celebrate the cultural diversity of our community and promote global understanding.
- Promote a sense of personal respect and wellness.
- Provide technological opportunities and experiences, preparing students for the future.
- Provide programs and baccalaureate degrees that fulfill our commitment to American Indian communities, our land grant status, and the union of cultures.

Vision Statement

Fond du Lac Tribal and Community College offers a postsecondary education to honor the past, for those living in the present and dreaming the future, through a spirit of respect, cooperation, and unity.

Core Values

During 2013 and 2014, Fond du Lac Tribal and Community College identified five core values to be used as guiding principles on campus:

- Respect: Manaaji'idiwin
- Integrity: Gwayakwaadiziwin
- Stewardship: Ganawenjigewin
- Innovation: Maamamiikaajinendamowin
- Compassion: Zhawenjigewin

In fall 2019, the college's values were embedded in a new terrazzo floor as part of a Higher Education Asset Preservation and Repair (HEAPR) project.

FDLTCC is regionally accredited by the Higher Learning Commission; its last site visit occurred in fall 2019, and the college met each core and sub-component free of concern. There will be another Standard Pathway Comprehensive Evaluation site visit in fall 2025 to reaffirm the college's accreditation. The college's Indigenous American Indian focused programming ("Anishinaabe Gikendaasowinan" *The People's Way of Knowing*) was accredited in spring 2017 by the World Indigenous Nations Higher Education Consortium (WINHEC). This accreditation will be reviewed in fall 2027. For more information on our accreditations, click on [Accreditation - Fond du Lac Tribal and Community College](https://fdltcc.edu/about-us/accreditation/) (https://fdltcc.edu/about-us/accreditation/).

As part of the process of achieving special accreditation by WINHEC, a four-year process culminating in 2017, FDLTCC's Anishinaabeg Gikendaasowinan adopted "Gidizhitwaawinaanin" (*Our Cultural Standards*). While the cultural standards were developed for the college's Indigenous American programming, the FDLTCC faculty adopted the standards in 2019 as part of the college's general curriculum approval process, which opened the door to further building a "culturally responsive" approach to all courses at FDLTCC, which is a process unfolding organically across the curriculum.

In its inception and its legislative mandate, FDLTCC's enrollment and workforce demonstrate its commitment to a "Union of Cultures." Approximately one quarter of the college's faculty and approximately one quarter of its staff are Indigenous Americans, and roughly twenty-five percent of its student population identifies as American Indian. FDLTCC has the most diverse workforce of all non-metro colleges in the Minnesota State system, which provides an impactful experience to students, preparing them for the diverse workforce of the future in a manner unlike that of any other rural college in the MN State system. Fond du Lac Tribal and Community College has a 3-year undergraduate graduation

rate of over 30%. On the college's mandatory graduate exit exam, almost one hundred percent of students report having interacted with someone of a group different from their own while at FDLTCC and almost one hundred percent report the diversity of their student experience as being beneficial to them.

In 2017, FDLTCC joined the national nonprofit Achieving the Dream (ATD) organization, which focuses on improving student success and equity through a data-driven approach. Since then, the college has developed an institutional research office and continues to deepen its practice of using disaggregated data to monitor its student success initiatives. In summer 2020, ATD awarded FDLTCC and five other tribal colleges a Holistic Student Supports grant, a three-year long effort that includes redesigning the college's approach to advising and developing a process for faculty and staff to share information more effectively regarding student progress and other concerns. In 2021, FDLTCC was designated a Leader College by ATD acknowledging our commitment to ensure student success for all of our students. In spring 2024, FDLTCC was honored to receive ATD's prestigious Leah Meyer Austin (LMA) Award and Leader College of Distinction. The LMA award signifies the college's ongoing adoption of practices and strategies leading to a student-focused culture, notable increases in student outcomes, and reduction of equity gaps.

After 20 years of planning and collaborative effort, the college launched a Bachelor of Science Degree in Elementary Education with the first cohort of future teachers taking their first classes in January 2023. FDLTCC is the first and only two-year educational institute in Minnesota to earn approval to offer a baccalaureate degree.

The college was founded over thirty years ago on an undergirding philosophy of "A Union of Cultures," decades before the emphasis on equity and diversity was present in higher education, and the college remains true to its origins today. FDLTCC's unique mission forms the bedrock of the college's operations, from its academic programs to its support services to its facilities. The enrollment and workforce profile fit its mission, and the college is a regional leader in the success of its Indigenous and non-Indigenous students.

II. INSTRUCTIONAL AND STUDENT SUPPORT

A. Office Supplies and Photocopying

Basic office supplies and paper are stocked and available for staff use through the business office. Additional supplies may also be requested through the business office. A photocopy machine is available for staff use in the Student Services area. Staff should notify the business office regarding any problems with the photocopier. **Do not attempt to fix the photocopier unless appropriately trained.**

B. Ruth A. Myers Library/Ojibwe Archives

The Ruth A. Myers Library/Ojibwe Archives supports the academic needs of our faculty, staff, and students. Collections include print and electronic resources such as scholarly journals, news articles, e-books, audiobooks, and streaming videos, with a focus on Anishinaabe authors. All electronic resources are accessible on and off campus with your starID and password. As a MNPALS consortium member, we have access to additional resources from libraries across Minnesota. The library provides one-on-one reference services, and classroom instruction sessions are available by faculty request. We offer public and private study spaces, computer stations, and free printing, scanning, and photocopying. Faculty can place items on course reserve for students to use throughout the semester. Additional support services

include requests to purchase new resources, research assistance, and adoption of Open Educational Resources (OER).

Visit the [library home page \(https://fdltcc.edu/academics/library-services/\)](https://fdltcc.edu/academics/library-services/) for more information.

C. Records Office

The Records Office is the primary location for the following academic records related to students.

1. Registration
 - Add/drop forms
 - Withdraw forms
 - Web registration
 - Independent Study
 - Credit for Prior Learning
 - Class Schedule
2. FDLTCC Transcript
 - Courses
 - Final Grades / Grade Changes
 - Satisfactory Academic Progress
 - Graduation / Degree Posting
 - Dean's List / President's List Posting
3. Transfer
 - Previous college course evaluation, equivalency and credit
 - Credit for Prior Learning
 - AP & CLEP evaluation
 - Military credit evaluation
4. Student Information
 - Name Change
 - Address / Phone Number / Email Change
 - Major Change
 - Academic Petitions

D. Human Resources Office

The Human Resources office covers a wide range of areas, including the following:

1. Pay Checks: All paychecks are electronic, and you must direct where your paycheck should be deposited by going to <http://www.state.mn.us/employee> and entering your payroll identification number and password (please see Human Resources for your initial password). Paychecks are disbursed every other Friday. Payroll calendars can be found at <https://mn.gov/mmb/accounting/payroll/calendars/>.
2. Benefits: Health, dental, vision, life, and disability insurance are available to eligible staff. More information is available in Section V. Benefits.
3. Tuition Waiver: Tuition Waiver is awarded according to union contracts. For more information, see your union contract or contact the Human Resources office. For links to bargaining unit web sites, visit [Current Employees - Fond du Lac Tribal & Community College \(https://fdltcc.edu/resources/faculty-staff/business-services/current-employees/\)](https://fdltcc.edu/resources/faculty-staff/business-services/current-employees/).
4. Employee Assistance Program: The state's Employee Assistance Program (EAP) provides cost-free, confidential, professional assistance to help staff, faculty and their families resolve work

and personal issues. More information is available in Section V. Benefits.

5. Workers Compensation: Corvel is the certified managed healthcare service for state employee workers' compensation insurance. An employee who is injured on the job and needs medical attention can use the Corvel Provider Directory to search for a provider.

If a workplace injury or illness occurs, the individual is responsible to immediately report such an event to his/her supervisor. Injured employees or their supervisors must report the injury to the Human Resources office within 24 hours to receive claim forms and a Workers' Compensation Employee Handbook.

E. Reasonable Accommodations for Employees with Disabilities

Any employee who needs to request accommodations should contact Human Resources.

The accommodation process is a collaborative and interactive process among or involving the employee, the supervisor, and the human resource office in consultation with the ADA (American with Disabilities Act) coordinator.

F. Business Office

The Business Office is responsible for student invoicing, collections, purchasing, employee expense reports as well as Accounts Receivable and Accounts Payable. Directions on purchasing may be found at [FDLTCC purchasing procedures](https://fdltcc.edu/resources/faculty-staff/business-services/purchasing-procedures) (<https://fdltcc.edu/resources/faculty-staff/business-services/purchasing-procedures>).

G. Bookstore

The bookstore offers a variety of books, course materials, art supplies, campus clothing, miscellaneous supplies and gift items. Hours are posted at the bookstore as well as on the website: www.bookstore.fdlcc.edu

III. COMMUNICATIONS

A. Mailboxes

Most staff mailboxes are located in the Student Services area near the business office. Outgoing mail is to be left at the Information Center by 2:30pm for it to go out the same day. Stamped, personal mail may also be dropped in the appropriate basket at the Information Center. Mail is picked up between 2:30pm and 4:00pm.

B. Email Accounts

FDLTCC email accounts are set up automatically and should be used for all college-related business. According to Minnesota State policy, "System-owned property or services, including the e-mail system, may not be used for political activities, fund-raising, campaigning for union office, union organizing activities, or solicitation of employees for union membership." Any questions relating to email accounts should be directed to the IT Department.

C. Telephones and Fax Machine

Telephones are provided through the IT department. Phone numbers are listed at [Employee Directory - Fond du Lac Tribal & Community College](https://fdltcc.edu/directory) (<https://fdltcc.edu/directory>) and you are able to print out the most current phone list. The use of long-distance calling for personal use is prohibited. For employees needing to make personal long-distance calls, use of a personal cell phone is recommended. A fax machine is available for campus business and is located on the Student Services photocopier.

D. Bulletin Boards

Bulletin boards are located throughout the campus. Items of interest to staff, faculty and students must be approved by the Student Activities Director, Director of Marketing and Communications or Vice President of Student Services and Enrollment Management before being posted. The [Campus Bulletin Board Posting Policy](https://fdltcc.edu/about-us/policies-reports/academic-campus-policies/campus-bulletin-board-posting-policy/) is posted at <https://fdltcc.edu/about-us/policies-reports/academic-campus-policies/campus-bulletin-board-posting-policy/>).

E. The FDLTCC Website

The college's home page (fdltcc.edu) contains a list of upcoming events as well as pertinent announcements. The [virtual tour](https://massinteract.com/FDLTCC/) is also found there or at <https://massinteract.com/FDLTCC/>.

IV. POLICIES AND PROCEDURES

A full listing of FDLTCC policies and procedures may be found at [Policies & Reports](https://fdltcc.edu/about-us/policies-reports/) (<https://fdltcc.edu/about-us/policies-reports/>).

A. Office Security / Campus Hours

The campus building is open Monday through Friday from 7:00 am to 10:00 pm. There is limited access to the building on Saturdays from 8:30 a.m. to 4:00 p.m. The entire campus is closed on Sundays and all holidays. When a holiday falls on a Monday, the campus is closed the entire weekend (Saturday through Monday). Student Services hallway doors are locked at 4:30 p.m. each day. The doors should remain locked throughout the evening. Staff who forget to bring their keys should contact a colleague or maintenance personnel.

Campus security is under the supervision of Vice President of Student Services and Enrollment Management and is assisted by the Physical Plant Director. All staff members are encouraged to immediately report any unusual or suspicious conduct, missing items, damage, etc. The housing unit is a secured building with security guard presence as scheduled.

B. Accidents, Illnesses, and Other Critical Incidents

For minor illnesses or injuries, there is a first aid cabinet located behind the mailboxes near the business office. A non-emergency accident or injury that occurs in a college building or on campus grounds and that requires medical attention must be reported to the Human Resources office as soon as possible, and the appropriate forms must be completed.

The following guidelines apply to critical incidents:

Accident or illness: If a person is injured in a campus building or on campus grounds or if a person experiences severe illness or medical problems, the following is suggested:

- Call for ambulance assistance (on a campus phone dial 911). If the individual affected is a student and the student is conscious, get the student's permission to call an ambulance. If the student wishes a family member to be contacted do so.
- **DO NOT** transport the injured person.
- Submit a completed incident report to the Human Resources office; forms are available from the Human Resources office.

Assault or rape: If a person is assaulted or raped in a campus building or on campus grounds, the following is suggested:

- Call for police assistance (on a campus phone dial 911).
- Call the Switchboard (800).
- Preserve the crime scene. In order to preserve evidence, request that the victim NOT shower or clean up.
- Police officers will obtain as much information about the assailant and incident as possible. Assist the officers with any helpful information.
- Accompany the victim to the hospital if appropriate.
- Complete an incident report immediately upon returning to campus and submit to Human Resources.

Bomb threat: If you observe a suspicious object or potential bomb on college property, **DO NOT HANDLE THE OBJECT**. Clear the area and immediately call the police (on a campus phone dial 911). Any person receiving a phone call that a bomb or other explosive device has been placed on campus should keep talking to the caller as long as possible and make note of the following:

- Time of call.
- Length of call.
- Number at which the call was received.
- Age and sex of caller.
- Speech pattern/accents.
- Emotional state of caller.
- Background noise.
- Name of any person(s) referred to by caller.

Attempt to ask the caller:

- When is the bomb going to explode?
- Where is the bomb located?
- What kind of bomb is it?
- What does it look like?
- Why did you place the bomb?

Fire or explosion: A fire or explosion in a campus building represents an immediate threat to students and staff.

- Sound the fire alarm.
- Initiate the fire drill procedures posted in each room.
- Call the fire department (on a campus phone dial 911) and relay the following:
 1. Your name.
 2. Location of fire.
- Call the Switchboard (800).
- Check the building to ensure that everyone has evacuated. Assist those requiring help.
- Be available when firefighters arrive to direct them to the appropriate location.
- If you have been trained in the use of fire extinguishers and the fire is contained in an area where you can extinguish it, do so.

Hazardous materials spills: In the event of an incident involving hazardous chemicals or other materials the following is suggested:

- Evacuate the area of the spill; assist persons with disabilities to evacuate. A rule of thumb is to get far enough away so that you can no longer smell vapors or detect irritation due to the hazardous material. If there is danger of fire and/or explosion, evacuate the building.
- Notify the fire department (on a campus phone dial 911) and provide the following:
 1. Your name.

2. Location of the hazardous material.
 3. Type and quantity of material involved, if known.
 4. Number of injured persons and the nature of the injuries.
- Call the Switchboard (800).
 - Be available when firefighters arrive to direct them to the appropriate location.
 - Notify administration, complete an incident report and submit the incident report to Human Resources.

Public demonstrations or riots: If a student or public demonstration gets unruly, the following guidelines are suggested:

- Stay calm.
- Call the Switchboard (800).

If the group becomes disruptive or poses a threat to students or staff:

- Call the police department (on a campus phone dial 911).
- Call the Switchboard (800).
- Isolate students from disruption.

Violent or criminal behavior: If you are the victim of any on-campus violation of the law such as robbery, theft, or overt sexual behavior, **DO NOT TAKE ANY UNNECESSARY CHANCES:**

- Stay calm and pay attention to details regarding the incident.
- Call the police department (on a campus phone dial 911) and provide the following:
 1. Nature of incident.
 2. Location of the incident.
 3. Description of persons involved.
 4. Description of property involved.

If you feel *threatened* by the use of abusive language and/or irrational behavior:

- Call the police department (on a campus phone dial 911), OR
- Call the Switchboard (800).

If you feel *uncomfortable* by the use of abusive language and/or irrational behavior:

- Call the Switchboard (800), when in doubt call 911.

If you or a student hears gunshots or sees someone with a weapon in the building, **DO NOT** investigate the matter. If possible:

- Call the police department (on a campus phone dial 911) and call the Switchboard (800) and provide the following:
 1. Nature of incident.
 2. Location of the incident.
 3. Description of persons involved.
- Lock the classroom or office door.
- Keep students in the room and away from the door until the all-clear is given.
- Leave building if possible.

C. Employee Travel

Travel Expense Approval is required in advance by completing an Absent on Campus Business form, which can be found by the mailboxes in the Student Services area.

Employee travel may be authorized only if the Appointing Authority Designee approving the travel

reasonably determines that:

- The travel is primarily for the benefit of the state and is related to the effective conduct of state business, including the promotion of interstate cooperation;
- The costs to the state of the travel and absence from work will be offset by benefits accruing to the state, including the professional advancement of the employee; and
- The travel relates to activities that do not have as their purpose the advancement of a political party, a political candidate, or a religious denomination.

An Appointing Authority Designee shall authorize in advance and in accordance with all policies and procedures, all travel at state expense when such travel is necessary to conduct state business. All out-of-state travel requires advance written approval. A copy of the conference agenda must be attached to the out-of-state travel authorization form to assist in approval decisions. All in-state travel at state expense requires advance verbal approval by the Appointing Authority Designee. The requirement of approvals for in-state and out-of-state travel must be addressed in the agency's internal travel policy. Authorization forms must be retained in the Business Office for audit purposes. International travel requires the Department of Finance approval.

Paperwork for reimbursement must be completed and turned into the Business Office within 60 days of incurring the expense. Failure to do so within this time frame may result in both the staff member and the college paying taxes on the amount submitted.

An out-of-state travel authorization form must include an estimate of all costs, the name, location, and dates/times of the event to be attended, and the reason(s) the trip is necessary.

D. Drug and Alcohol Policy

FDLTCC promotes an environment that is free of alcohol and other drugs. The college supports those who choose a lifestyle free of chemicals and offers support groups on campus to those in recovery.

FDLTCC and Minnesota State prohibit the use and/or possession of alcohol and other drugs on campus. Standards of conduct as outlined below apply to all students, employees, and visitors at FDLTCC.

1. No student, employee, or visitor will use, manufacture, sell, give away, barter, exchange, or distribute a controlled substance or drug paraphernalia as defined in Minnesota Statutes, Chapter 152, while on campus or while involved in a college activity, service, project, program, or work situation off campus.
2. No student, employee, or visitor will possess a controlled substance 1) while on campus, or 2) while involved in a college activity, service project, program, or work situation off campus except when the possession is for the person's own use and is authorized by law.
3. Except as allowed by Minnesota Statute 624.701, no student, employee, or visitor shall introduce upon or have possession upon any college campus or while involved in a college activity, service project program, or work situation any alcoholic beverage as defined in Minnesota Statute 340.101.
4. No employee will report to work, and no student or visitor will report to campus while under the influence of alcohol or a controlled substance that affects alertness, coordination, reaction, response, judgment, decision-making, or safety, except as prescribed by a physician.

Although the Minnesota Cannabis Law has changed, the possession and use of marijuana remains illegal under federal law, including the Drug-Free Schools and Communities Act, the Controlled Substances Act, 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 on college or university owned or controlled property or any function authorized or

controlled by the college or university.

Any employee who violates this policy must meet with union representatives and the college president to review the violation. For more information, click on <https://fdltcc.edu/about-us/policies-reports/academic-campus-policies/alcohol-and-drug-policy/>

E. Smoking Regulations

On August 1, 1979, Chapter 211, Sessions Laws of 1975, known as the Minnesota Clean Indoor Air Act, became effective. The act prohibits smoking or use of other tobacco products in public places and at public meetings except in designated smoking areas. This law has been interpreted to apply to FDLTCC as follows: smoking or use of other tobacco products, including e-cigarettes, is not permitted in any college building used by the public or classroom, hallways, lounges, auditorium, reception areas, entrances, and any portion of college closer than 25 feet of the buildings.

The use of tobacco, sage, sweetgrass and the smoking of the pipe for ceremonial purpose is permitted.

F. Complaint and Grievance Policy

For further information, contact your union steward, grievance representative, or Human Resources.

G. Discrimination and Sexual Harassment

FDLTCC follows Minnesota State policy 1B regarding discrimination and sexual harassment. An individual who has concerns in this area should speak with administration.

H. Inclement Weather Cancellations

Notifications to students and employees of cancellation/closure will be made in person on campus and via electronic means (see below). Announcements of cancellations or closings will also be sent to the following broadcast media outlets:

- Radio stations: KDAL/610 AM, WKLK/1230 AM; KDAL/95.7FM, WKLK-WMOZ/96.5 F, KBJR 102.5 FM, KTCO 98.9 FM, WEBC; B105, KOOL 101.7, MIX 108
- Television channels: KDLH-TV/CBS-3, Northern News Now/NBC-6, WDIO-TV/ABC-10 & 13 and Fox News/21
- Newspapers: Duluth News Tribune (www.duluthnewstribune.com)
- Campus Social Media platforms
- Blackboard Emergency Alert System

Please note:

1. If the announcement is that the college/campus is CLOSED, employees are excused from work with pay. The building is not open.
2. If it is announced that classes are CANCELED, staff are to report to work.

For additional information regarding weather-related closures, click on <https://fdltcc.edu/about-us/policies-reports/academic-campus-policies/weather-and-short-term-emergency-closings-policy/>

I. Absences

Absence due to illness or other emergency must be reported to your supervisor prior to the start of your shift. Requests to be absent from the campus to attend professional meetings or to conduct other official college business must be approved by your supervisor prior to attending or conducting.

J. Duty Days

Attendance at duty days is mandatory. To request to be absent from a duty day must be approved by your

supervisor *prior to the duty day*.

K. Parking

Charge is \$30.00 per semester for full time employees and pro-rated accordingly for part time employees. Staff are encouraged to park in the southwest or west lot. Use of handicap parking stalls is reserved **ONLY** to those vehicles with valid state issued handicap license plates or displaying a state issued certificate. Quick errands, deliveries, or stop offs are not valid reasons for parking in or obstructing handicap stalls. Minnesota State Law requires handicap parking stalls be enforced on a 24-hour basis, seven days a week including holiday periods.

L. Keys

Keys are to be requested for employees by their supervisor from the Physical Plant Director. All keys issued are recorded and must be accounted for. Upon termination of employment, keys must be turned into your supervisor or Human Resources. Keys are issued only for those areas and equipment employees are directly responsible for.

M. Vehicle Usage

Employees driving on college business, whether using a personal, rental or state vehicle, shall be required to conform to Minnesota State's vehicle use criteria and consent to a motor vehicle records check. Use of college vehicles is encouraged rather than using your private vehicle. Reserve the vehicles through the Virtual EMS scheduling site (<https://minnstate.bookitadmin.minnstate.edu/Default.aspx>). You will be given keys and a credit card to purchase gas. Vehicle reservations should be made as soon as possible, as usage is on a first come, first served basis.

N. Meeting Rooms

Rooms are scheduled through Virtual EMS scheduling site <https://minnstate.bookitadmin.minnstate.edu/Default.aspx>. Conference rooms, classrooms, the commons, and the amphitheater are all reserved through this site. Please keep in mind that due to shortage of meeting space and potential emergency situations, your group may need to be "bumped" from a meeting room. Your patience and flexibility in these situations are always appreciated.

O. Work-Study Student Employment

This may be requested with appropriate documentation for need through the Financial Aid Director. The Director will review the request and if approved, assign hours to the department and discussing procedures for hiring of students.

V. BENEFITS

A. Insurance

Insurance is provided for eligible State of Minnesota employees and their dependents. Please refer to union contracts for specific details. Charges in insurance coverage may be made during Open Enrollment, which is usually the month of November, or when experiencing a significant life change.

Basic coverage includes health, dental and life insurance.

Optional coverage includes additional life coverage, spouse and child life, disability (both long and short term) coverage, flex benefits, and Accidental and Dismemberment Coverage.

For information on your insurance benefits go to [SEGIP / State of Minnesota \(mn.gov\)](https://mn.gov/segip/) (<https://mn.gov/mmb/segip/>). From there you will be able to find your insurance contacts and answers to

other insurance questions. “Insurance Benefits” will bring you to the specific insurance plans and current rate sheets.

Questions about insurance can be directed to the Human Resources office or the SEGIP contacts at the Minnesota Management and Budget Department (MMB).

B. Employee Assistance Program (EAP)

EAP is a voluntary service and is completely confidential. Employees schedule appointments with no outside intervention or cost to maintain complete confidentiality. You may contact them directly at 1-800-657-3719 using Access Code: STMN1, or Text ‘Hello’ to 61295, or online at <https://eap.mylifematters.com/login> using the password STMN1 under Company Login. Information may also be requested through a supervisor, union representative or Human Resources office.

C. Retirement

The State of Minnesota provides several retirement plan options to its employees, each according to bargaining unit contracts. Below are some retirement plan resources:

[MSRS - Minnesota State Retirement System \(www.msrs.state.mn.us\)](http://www.msrs.state.mn.us) - phone (800) 657-5757

[Public Employees Retirement Association \(PERA\) \(mnpera.org\)](http://mnpera.org) - phone (800) 652-9026

[Teachers Retirement Association \(TRA\) \(minnesotatra.org\)](http://minnesotatra.org) - phone (800) 657-3669

[TIAA \(https://www.tiaa.org/public/tcm/minnesotastate\)](https://www.tiaa.org/public/tcm/minnesotastate) (administers IRAP, SRP, and TSA plans) - phone (800) 682-8969

A good resource for retirement planning can be found at [Retirement Information / State of Minnesota](https://mn.gov/mmb/segip/retirement/) (https://mn.gov/mmb/segip/retirement/).

Please consult your union representative, the contract, and/or Human Resources office with any questions.

VI. CAMPUS MAPS

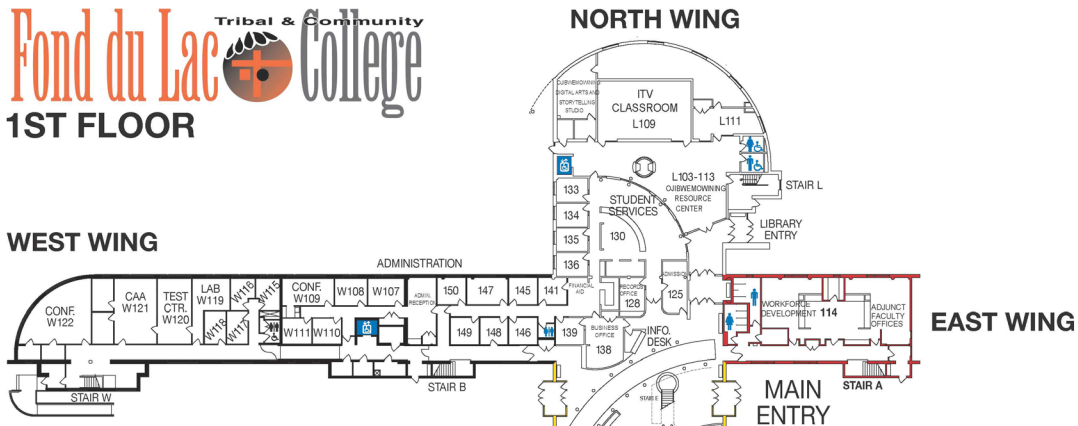
Printable directions: [FDLTCC Roadmap](#)



Directions to:
Fond du Lac Tribal & Community College
2101 14th Street • Cloquet, MN 55720
(218) 879-0800 • TTY (218) 879-0805
1-800-657-3712 • Fax (218) 879-0814



Fond du Lac Tribal & Community College is located in Cloquet, approximately 130 miles north of Minneapolis/ St. Paul, and 20 miles southwest of Duluth. From Interstate 35, exit on Highway 33 north into Cloquet. Follow Highway 33 approximately one mile and turn right onto Washington Avenue. Follow Washington Avenue to 14th Street, which is the first four-way stop sign intersection. Turn right onto 14th Street and follow approximately one mile to the college campus, which is on the right-hand side of the street



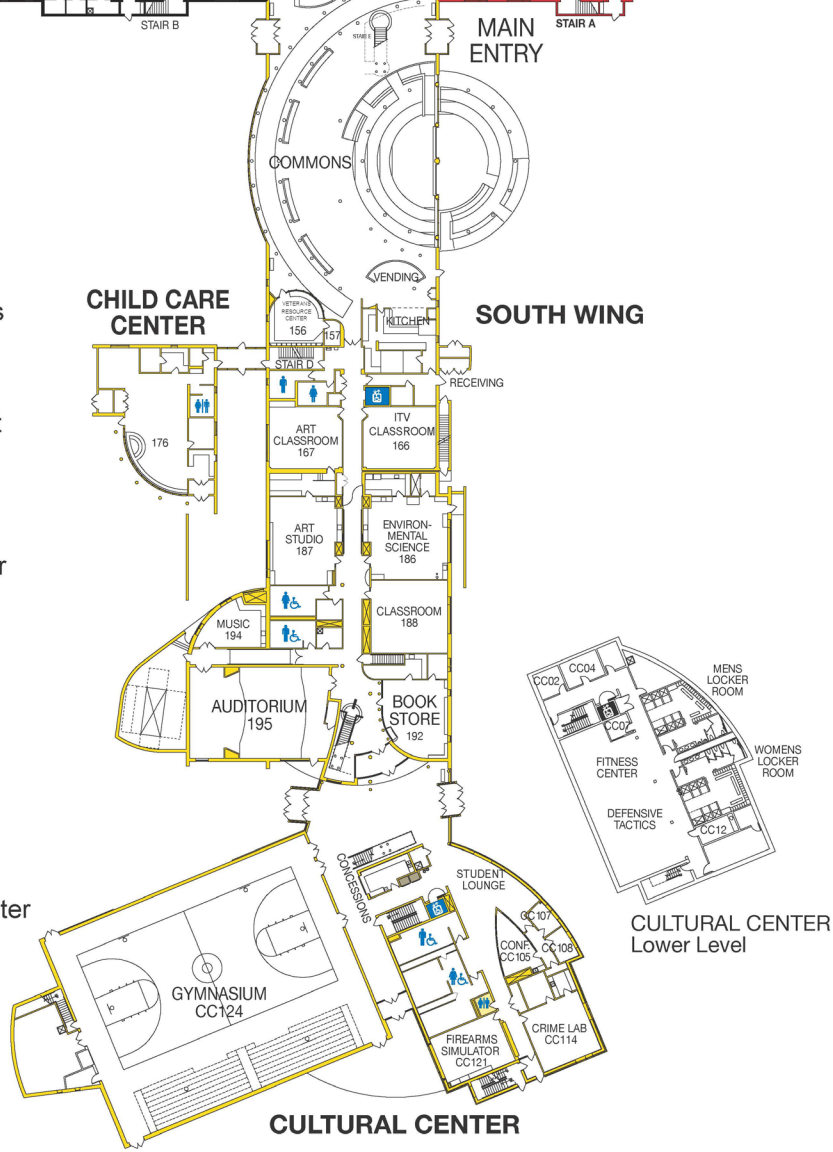
- North Wing**
Information
Student Services
- Financial Aid
 - Admissions
 - Records
 - Registration
 - Advisors / Counselors

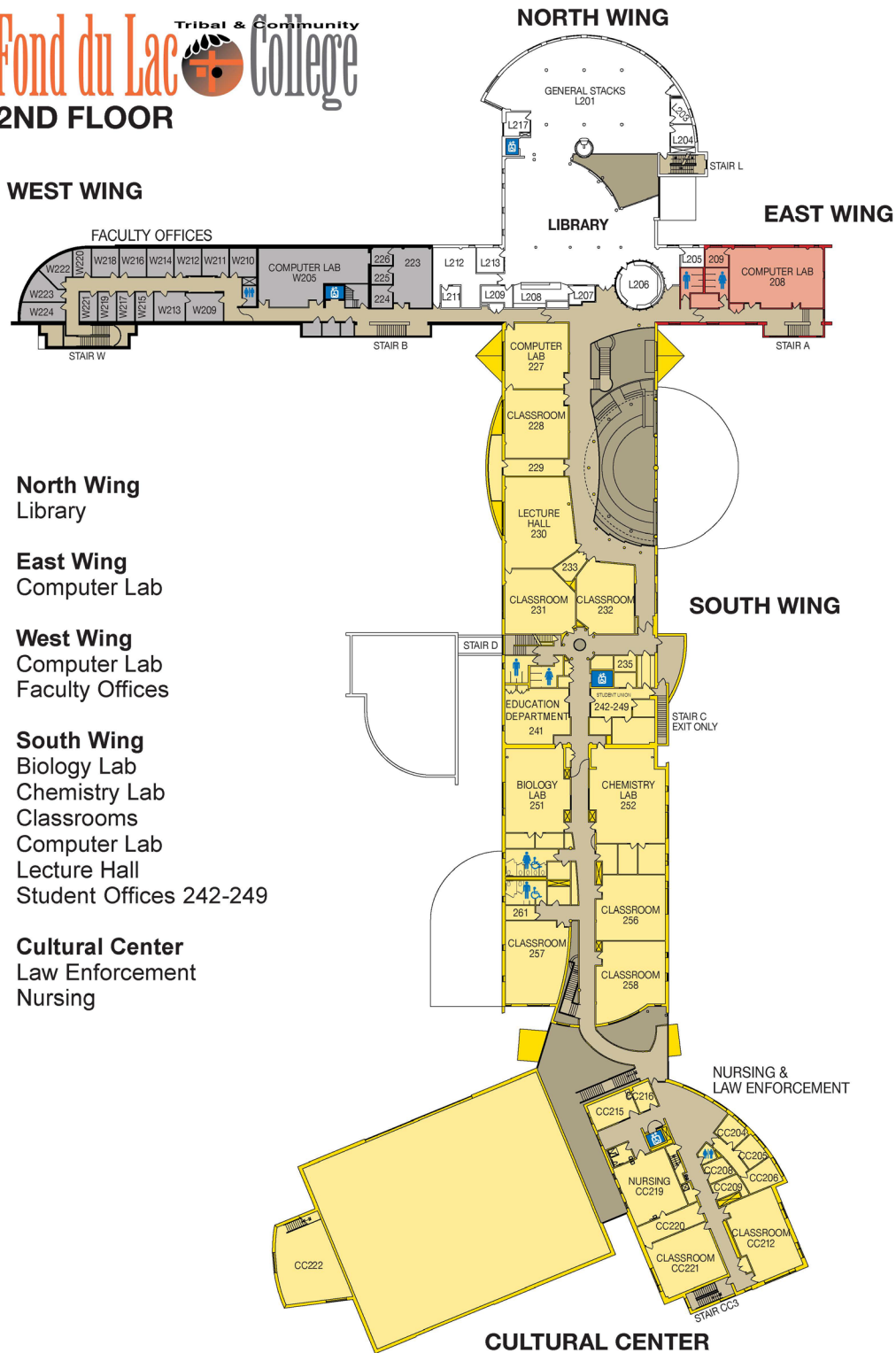
- East Wing**
Faculty Offices
Workforce Development

- West Wing**
Administration
Affirmative Action
Career Resource Center
Classrooms
Testing Center

- South Wing**
Auditorium
Bookstore
Child Care Center
Classrooms
Commons
Thunder Deli
Vending
Veterans Resource Center

- Cultural Center**
Gymnasium
Law Enforcement
Locker Rooms
(lower level)





North Wing
Library

East Wing
Computer Lab

West Wing
Computer Lab
Faculty Offices

South Wing
Biology Lab
Chemistry Lab
Classrooms
Computer Lab
Lecture Hall
Student Offices 242-249

Cultural Center
Law Enforcement
Nursing