Welcome to Mesabi Range College

We are pleased that you have joined the Mesabi Range College team. Below is listed information concerning your time here at Mesabi. Contact information is included for the various areas of information.

▪ **Faculty Roles/Responsibilities:**
  Dean of Academics: Shelly McCauley Jugovich 218-748-2416  s.mccauley@mesabirange.edu
  - Professional Standards
  - Course Outlines
  - Program Planners
  - Course syllabus template

▪ **Academic Alerts/Academic Dishonesty:**
  Dean of Academics: Shelly McCauley Jugovich 218-748-2416  s.mccauley@mesabirange.edu
  https://www.mesabirange.edu/about/campus-policies

▪ **Human Resources**  www.nhed.edu/human-resources/
  - HR Directory 2019
  - Attendance:
    - Leave Requests
    - Notification procedure
  - Safety Training:
    - ELM system
      This will take you to a MinnState site.
      You will need your Star ID and password.

▪ **Technology:**
  Virginia Campus: Tom Pratt  218-780-4829  t.pratt@mesabirange.edu
  Eveleth campus: Dan Kugel  218-780-8063  d.kugel@mesabirange.edu
  Terran Morrow  218-404-4222  t.morrow@mesabirange.edu
  - Acceptable Use Policy
  - Computer:
    - Website and offerings
    - Get to storage and email from home
    - Q-Drive (getting there)
    - I storage (getting there)
  - Copying:
- Copy Codes
- Cost centers
- Prices of copies
- Machine Problems

- Phone Issues
  - Office phones
- Technology in the Classrooms
  - How to use
  - What is available for use

**Business Office Procedures**
Lori Paschke (Accts Payable) 218-749-7742  l.paschke@mesabirange.edu
Lisa DePaulis (Acts Receivable) 218-749-7710 l.depaulis@mesabirange.edu

- Vehicle Usage
  - Fleet Approval Form filled in
  - Types of cars, locations, and requests
  - Maintenance and notification of problems
  - Campus Business Form

- Web Accounting for programs – Access must be requested from Provost
  - Procedure

- Expenses:
  - SEMA4 form
  - P-Card
    (Receiving and using – Billie Sikkila 218-471-0011  b.sikkila@mesabirange.edu)

**Faculty Support**
Mary Gorman – 218-749-7768  m.gorman@mesabirange.edu

- Facility Requirements:
  - Syllabus to Mary for each semester class
  - Office hours posted
  - MSCF Contract information concerning syllabi:
    Per MSCF Contract: Common course outlines that are departmentally developed and approved by the Academic Affairs and Standards Council shall belong to the college. A course syllabus is a scholarly work and as such is the sole property of the faculty member. Upon request, the faculty member shall provide a copy of the syllabus to the administration.

- Offices:
  - These are arranged before you start work. If you would like the use of the office before please contact Mary.
  - Adjunct and Temporaries (Use the office as your own, but please remove items at end of semester or year)

- Room Usage:
  - Request for Usage – Any rooms used that are not on your regular class schedule need to be scheduled with the room schedulers:
    - Alice Pelton – 218-749-7733  a.pelton@mesabirange.edu
    - Rosanne Omersa – 218-744-7506  r.omersa@mesabirange.edu
    - Mary Gorman 218-749-7768  m.gorman@mesabirange.edu
Supplies:
- Requests can be made in the bookstore on the Virginia campus
  - Alice Pelton – 218-749-7733 a.pelton@mesabirange.edu

Mail:
- Mailboxes – Receiving
  - Alice Pelton – 218-749-7733 a.pelton@mesabirange.edu (Virginia)
  - Rosanne Omersa – 218-744-7506 r.omersa@mesabirange.edu (Eveleth)
- Mail - Sending out
  - Shari Christenson – 218-749-7755 s.christenson@mesabirange.edu (Virginia)
  - Rosanne Omersa – 218-744-7506 r.omersa@mesabirange.edu (Eveleth)

Phone list
- Provided next to your office phone

Academic Calendars
- Found on Mesabi Website:
  www.mesabirange.edu/academics/academic-calendar

Financial Aid/Registrar/Submitting Grades
- Registrar – Becky Stevinson 218-749-7762 b.stevinson@mesabirange.edu
- Financial Aid – Jodi Pontinen 218-749-7753 mailto:b.stevinson@mesabirange.edu

Keeping good attendance for your students is a must, especially when it impacts the financial aid that they receive. Please go to the SharePoint for employees. More detailed information on Grade and LDA and posting grades are available.

https://mnscu.sharepoint.com/:w:/r/sites/irsproducts/_layouts/15/Doc.aspx?sourcedoc=%7B172BF996-5558-4FFB-8174-239E31EE18A8%7D&file=Posting%20LDA.docx&action=default&mobileredirect=true&DefaultItemOpen=1


We are all available to help you throughout the semester

and wish that you have a great Mesabi experience!