

INTRODUCTION

Welcome to Lake Superior College! We hope that you will find your employment with the college a rewarding experience.

As an employee, you will likely have many questions about your job and surroundings. This handbook has been developed as a guide to answer some of the most common questions. Please review this handbook carefully and keep it available as a reference. If you have any questions, please ask your supervisor or the Human Resources' staff.

There is a Policy and Procedure Manual for the college that provides the basis for much of the information contained in the handbook. The Policy and Procedure Manual is available in hard copy in The Human Resources Office and is distributed to all employees by way of the college's web site. The address is: www.lsc.edu/policy/. Many of these policies provide more in-depth information on the issues covered in this handbook, and all employees are accountable for knowing and abiding by them.

While this handbook has been designed to assist you in fulfilling your employment responsibilities, it is not a contract for employment. The current handbook supersedes any previous guidelines and/or handbooks. The collective bargaining contracts that govern the employment of employees supersede any information in this handbook and are also referred to often to provide greater detail on specific issues. Please carefully review your collective bargaining contract and keep it available for reference.

History and Overview of the College

Lake Superior College was formed under the umbrella of the Minnesota State College and Universities System on July 1, 1995. Minnesota State College & Universities is a system of 34 institutions, including two-year technical, comprehensive and community colleges and four-year state universities. The system is an agency of the State of Minnesota, and all employees of the college are employees of the State. A merger of the Duluth Community College Center and the Duluth Technical College formed our comprehensive community and technical college.

The Duluth Technical College has existed in various forms since 1945 when the first courses were offered for World War II veterans. The college was operated as part of the Duluth Independent School District 709 until the merger in 1995, and rests on the site where the technical college was built in 1968 by the School District. The Duluth Technical College has offered a variety of technical programs in health, business and industrial trades, as well as training opportunities to business and industry clients throughout its history.

The Duluth Community College Center (DCCC) was an outgrowth of Hibbing Community College, which was at that time a part of the Arrowhead Community College Region. In 1984 Hibbing Community College extended its Allied Health programs (Nursing and Radiology Technology) to the Duluth area by creating the Center. Over the next 11 years, the Center grew to include a large variety of Liberal Arts and Science courses, several Associate of Arts degrees and credits transferable to four-year institutions. The Center was housed at the Marshall School site on Rice Lake Road until it moved to the site of the former Technical College, following the building of a \$10.8 million expansion in the fall of 1996.