### BSU AND NTC EMPLOYEES: QUICK LIST OF REFERENCES FOR CONCERNS

<table>
<thead>
<tr>
<th>I have a question about...</th>
<th>Who can I talk to? Where can I read more on this topic?</th>
<th>Relevant Law, Policy or Procedure</th>
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| **Security or safety concerns on campus** | Public Safety  
- Casey McCarthy, Director. 755-3888. Walnut Hall, BSU  
- Aaron Ebbighhausen, Campus Security Supervisor. 755-3888. Walnut Hall, BSU |  
- Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education  
- Minnesota State Board Procedure 1B.1.1 Report/Complaint of Discrimination/ Harassment Investigation and Resolution |
| **Discrimination or harassment based on protected class** | Protected classes include: sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, status with regard to public assistance, and familial status. Dr. Deb Peterson, Title IX Coordinator & Affirmative Action Officer. 755-4121. Deputy 315, BSU  
Affirmative Action on the BSU or NTC websites for information on policy, procedure, and how to file a complaint  
BSU: [http://www.bemidjistate.edu/offices/affirmative-action/](http://www.bemidjistate.edu/offices/affirmative-action/)  
NTC: [http://www.ntcmn.edu/about/administration/affirmative-action/](http://www.ntcmn.edu/about/administration/affirmative-action/) |  
- Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education  
- Minnesota State Board Procedure 1B.1.1 Report/Complaint of Discrimination/ Harassment Investigation and Resolution |
| **Sexual violence or sexual assault** | Filing a Report:  
- Department of Public Safety: 755-3888. Walnut Hall  
- Housing and Residence Life: 755-3750. Walnut Hall  
- Bemidji Police Department: 218-333-9111. 613 Minnesota Ave.  
- Deb Peterson, Affirmative Action Officer/Title IX Coordinator: 755-4121. Deputy 315, BSU  
- Filing an Anonymous Complaint at BSU: [https://www.bemidjistate.edu/offices/affirmative-action/reporting-a-sexual-violence-incident/](https://www.bemidjistate.edu/offices/affirmative-action/reporting-a-sexual-violence-incident/)  
- Filing an Anonymous Complaint at NTC: [http://www.ntcmn.edu/about/administration/affirmative-action/reporting-a-sexual-violence-incident/](http://www.ntcmn.edu/about/administration/affirmative-action/reporting-a-sexual-violence-incident/)  
Confidential Support:  
- Professional counselors at the Student Center for Health and Counseling 755-2053, Cedar Hall, BSU  
- Support Within Reach Sexual Violence Resource Center, 218-444-9524 or 800-708-2727, 403 4th St. NW, Suite 140, Bemidji, MN  
Sexual Assault Nurse Examiner (SANE Nurse):  
- To ask questions: Barb Eriksson-Capes, 755-2053. Student Center for Health and Counseling, Cedar Hall, BSU  
- Examinations by a SANE Nurse: Sanford Hospital Emergency Room, 333-5596, 1300 Anne St. NW, Bemidji, MN  
Training Opportunities:  
- Personal Empowerment Through Self Awareness (Sexual Violence Awareness: On D2L Brightspace once logged in to MyBSU or MyNTC  
- Information on how to access Sexual Harassment Prevention Training is available at [http://www.minnstate.edu/system/hr/campus/hrstaff/Sexual_Harassment_Prevention_Training.html](http://www.minnstate.edu/system/hr/campus/hrstaff/Sexual_Harassment_Prevention_Training.html)  
Affirmative Action websites:  
- BSU: [http://www.bemidjistate.edu/offices/affirmative-action/](http://www.bemidjistate.edu/offices/affirmative-action/)  
- NTC: [http://www.ntcmn.edu/about/administration/affirmative-action/](http://www.ntcmn.edu/about/administration/affirmative-action/) |  
- Minnesota State Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education  
- Minnesota State Board Procedure 1B.1.1 Report/Complaint of Discrimination/ Harassment Investigation and Resolution |
| **International students and student immigration concerns** | Cherish Hagen-Swanzon, Director, International Program Center, BSU. 755-4096. Deputy Hall.  
http://www.bemidjistate.edu/services/international/  
NTC: [http://www.ntcmn.edu/admissions/international-students/](http://www.ntcmn.edu/admissions/international-students/) |  
- Minnesota State Board Policy 3.6 Student Conduct  
- Minnesota State System Procedure 3.6.1 Student Conduct |
| **Student Code of Conduct violations (including bullying, hate crimes, and physical violence)** | Dr. Randy Ludeman, Director of Housing and Residence Life. 755-3750. Walnut Hall, BSU  
Dr. Jesse Grant, Dean of Students and Student Conduct Officer. 755-2075. Deputy 313, BSU  
Megan Zothman, Chief Human Resources Officer. 755-2502.  
BSU Student Code of Conduct: [http://www.bemidjistate.edu/offices/development-enrollment/handbook/](http://www.bemidjistate.edu/offices/development-enrollment/handbook/)  
- Minnesota State Board Policy 3.6 Student Conduct  
- Minnesota State Board Procedure 3.6.1 Student Conduct |
| **Other student complaints and grievances** | Dr. Jesse Grant, Dean of Students and Student Conduct Officer. 755-2075. Deputy 313  
BSU Student Complaints and Grievances Form  
[http://www.bemidjistate.edu/offices/president/policies/a-z/](http://www.bemidjistate.edu/offices/president/policies/a-z/)  
NTC Student Complaints and Grievances are governed by the Appeals and Grievances Policy, 3320-1-01.  
[http://www.ntcmn.edu/about/administration/policies/](http://www.ntcmn.edu/about/administration/policies/) |  
- Minnesota State Board Policy 3.8 Student Complaints and Grievances;  
- Minnesota State Board Procedure 3.8.1 Student Complaints and Grievances |
Accommodations for employees with disabling conditions
- Dr. Deb Peterson, Affirmative Action Officer and Americans with Disabilities Act Coordinator. 755-4121. Deputy 315.
- Carol Hess, Human Resources. 755-2445. Deputy 342

Affirmative Action websites:
- BSU: [http://www.bemidjistate.edu/offices/affirmative-action/](http://www.bemidjistate.edu/offices/affirmative-action/)
- NTC: [http://www.ntcmn.edu/about/administration/affirmative-action/](http://www.ntcmn.edu/about/administration/affirmative-action/)
- US Government Information and Technical Assistance on ADA: [https://www.ada.gov/](https://www.ada.gov/)

Accommodations for students with disabling conditions
- Students: Christopher Hoffman, Director Disability Services. 755-2539. Decker Hall 233
- BSU policy manual explaining students’ rights and responsibilities regarding academic accommodations can be found at [http://www.bemidjistate.edu/services/disability/policy-manuals/](http://www.bemidjistate.edu/services/disability/policy-manuals/)
- NTC:

Mental Health and Counseling Concerns
- Students: Professional counselors at the Student Center for Health and Counseling. 755-2053. Cedar Hall.
- Employees: Employee Assistance Program direct link: mylifematters.com. Include the password STMN1, and include phone number: 1-800-657-3719
- Suicide Prevention Resources:
  - Local Counseling Crisis Line: 1-800-422-0045
  - Emergency: 911
  - Text “Life” to 61222

Disrespectful communications and behavior (that do not involve protected class status)
- Megan Zothman, Chief Human Resources Officer, 755-2502, Deputy Hall 344.

Employee Code of Conduct
- A link to the code of conduct for all system employees is accessible on either the BSU or NTC Human Resources site and can be found at: [http://www.MinnesotaState.edu/board/procedure/1C0p1.html](http://www.MinnesotaState.edu/board/procedure/1C0p1.html)

Americans with Disabilities Act of 1990
Section 504 of the Rehabilitation Act of 1973
Title VI of the Civil Rights Act of 1964

Minnesota State Board Procedure 1B.0.1 Reasonable Accommodations in Employment

Minnesota Management and Budget HR/LR Policy #1432, Respectful Workplace Policy

Minnesota State Procedure 1C.0.1 Employee code of Conduct