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State of Minnesota

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Bemidji State University and Northwest Technical College

**Affirmative Action Plan**

**2012 – 2014**

Bemidji, MN 56601

This document can be made available upon request in alternative formats  
by contacting [lgilsrud@bemidjistate.edu](mailto:lgilsrud@bemidjistate.edu)

**Bemidji State University and  
Northwest Technical College  
Affirmative Action Plan 2012-2014**

**Table of Contents**

<b>Executive Summary .....</b>	<b>1</b>
<b>Statement of Commitment .....</b>	<b>3</b>
<b>Responsibility for Implementation.....</b>	<b>4</b>
<b>Dissemination of Policy.....</b>	<b>7</b>
<b>Nondiscrimination Complaint Policy and Procedure .....</b>	<b>8</b>
<b>Reasonable Accommodation.....</b>	<b>21</b>
<b>Evacuation Procedures for Persons with Disabilities.....</b>	<b>27</b>
- <b>BSU/NTC Campus Emergency Plan Overview.....</b>	<b>28</b>
<b>Hiring Goals and Timetables .....</b>	<b>47</b>
<b>BSU and NTC Program Objectives .....</b>	<b>51</b>
<b>Methods of Auditing, Evaluating, and Reporting Program Success .....</b>	<b>53</b>
<b>Réruitment Plan .....</b>	<b>57</b>
<b>Methods to Retain Protected Group Members.....</b>	<b>61</b>
<b>BSU and NTC Organizational Charts .....</b>	<b>63</b>
<b>Appendix.....</b>	<b>64</b>

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STATEMENT OF COMMITMENT

JUN 25 2012

BSU / NTC  
HUMAN RESOURCES

**Vision: Shaping Potential, Shaping Worlds**

**Mission: Engage, Embrace, and Educate**

***We engage in new worlds of thought, embrace responsible citizenship, and educate for a future that can only be imagined.***

Bemidji State University and aligned organization, Northwest Technical College, are committed to conducting all human resources and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. The adopted vision and mission support and emphasize that commitment. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. Bemidji State University and Northwest Technical College will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/affirmative action laws, directives, orders and regulations.

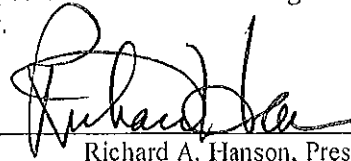
One of three Bemidji State University signature themes speaks to our focus for faculty, staff, students, and other learners on international and multicultural understanding. The other two signature themes include civic engagement and environmental stewardship.

Bemidji State University and Northwest Technical College are committed to implementation of this affirmative action plan and fully support the State of Minnesota's affirmative action efforts. Bemidji State University and Northwest Technical College will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical underrepresentation in the employment, retention and promotion of qualified persons with disabilities, persons of color, and women.

It is the policy of Bemidji State University and Northwest Technical College to actively pursue equal employment practices during all phases of the employment process. In that spirit, Bemidji State University and Northwest Technical College will continue to seek opportunities to maximize the selection and retention of protected group employees by:

- ◆ continuing to actively and aggressively recruit protected group applicants;
- ◆ continuing affirmative action training for employees, with an emphasis on those serving on selection committees; and, by
- ◆ supporting affirmative measures to retain protected group employees.

I believe that only through aggressive recruitment, selection, and retention of protected class members can Bemidji State University and Northwest Technical College comply with this commitment to affirmative action and demonstrate to our University and College community our concern for basic fairness; the desire to overcome prejudice; and the necessity of making special efforts to ensure the greater participation of underutilized group members in all facets of our community.

  
Richard A. Hanson, President

6/25/2012  
Date

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## **RESPONSIBILITY FOR IMPLEMENTATION**

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### **President**

As the primary administrator of Bemidji State University and Northwest Technical College, the President is responsible for overseeing the equal opportunity and affirmative action policies, procedures and programs as well as assuring compliance with all related state and federal laws, rules and regulations. Final disposition of all such issues resides with the President.

#### **1. Responsibilities**

- A. Develop and implement all equal opportunity and affirmative action programs.
- \* B. Fulfill the precepts of equal employment opportunity and affirmative action;
- C. Act as final review officer or designate an alternate for formal discrimination and harassment complaints.
- D. Commit adequate staff and resources to implement the Affirmative Action Plan.
- E. Incorporate within all administrators' and managers' work plans a clear definition of equal opportunity and affirmative action in employment and education.

#### **2. Accountability**

The President, Richard A. Hanson, PhD, 218/755-2011 is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at Bemidji State University and Northwest Technical College

### **Equal Opportunity Officer**

The Equal Opportunity/Affirmative Action Officer is responsible for the overall implementation and administration of the equal opportunity and affirmative action programs of Bemidji State University and Northwest Technical College.

#### **1. Responsibilities**

- A. Direct a comprehensive program of equal opportunity/affirmative action for Bemidji State University and Northwest Technical College
- B. Act as final review officer for formal discrimination and harassment complaints.

#### **2. Accountability**

The Equal Opportunity Officer, the Provost and Vice President for Academic Affairs Martin Tadlock, PhD, 218/755-2015 is directly accountable to the President for the overall implementation and administration of equal opportunity and affirmative action programs for Bemidji State University and Northwest Technical College.

## **Administrators/Supervisors**

Administrators/Supervisors are responsible for enforcing and implementing equal opportunity and affirmative action policies, procedures, and programs within their functional areas of responsibility.

### **1. Responsibilities**

- A. Commit to organizational equal opportunity/affirmative action policy
- B. Adhere to the pre-hire review process.
- C. Commit to the establishment and maintenance of a workplace free of discrimination and sexual harassment.

### **2. Duties**

- A. Distribute information to faculty and staff regarding equal opportunity/affirmative action goals.
- B. Actively recruit protected class candidates through effective advertising and vacancy notice placement
- C. Commit to a workplace free of discrimination and sexual harassment.

### **3. Accountability**

Accountability for Administrators/Supervisors is reflected in the organization charts for Bemidji State University and Northwest Technical College available via web link

## **Chief Human Resources and Affirmative Action Officer**

In addition to the responsibilities and duties described above for the Administrators/Supervisors, the Chief Human Resources and Affirmative Action Officer, Linda Gilsrud, MBA, 218/755-3966 is also responsible as described below for classified and unclassified positions. The Chief Human Resources and Affirmative Action Officer is responsible for the overall implementation and administration of Bemidji State University's equal opportunity and affirmative action programs.

### **1. Responsibilities**

- A. Inform all supervisors of vacant classified positions of pre-hire review process and commitment to affirmative action goals.
- B. Ensure that position announcements, advertising and vacancy notices contain equal opportunity employer and educator statement.
- C. Ensure that supervisors, faculty and staff participate in training regarding affirmative action and avoidance of sexual harassment.

- D. Distribute information to administrators, supervisors, faculty and staff regarding affirmative action, sexual harassment and complaint procedures.
- E. Develop, implement, monitor, and facilitate the biennial Affirmative Action Plan of Bemidji State University and its affiliate, Northwest Technical College.
- F. Monitor all hiring to assure compliance with stated affirmative action plan and MnSCU board policy through review of vacancy notices, advertising plans, inclusion of qualified protected groups' candidates in the interview process, and review of selected candidates.
- G. Contribute to curriculum for training for BSU and NTC faculty and staff regarding affirmative action, sexual harassment, and reasonable accommodation.
- H. Ensure that University and College publications include the equal opportunity statement.
- I. Ensure University and College adherence to MnSCU Board's reasonable accommodation policy.

## **2. Duties**

- A. Assist managers and supervisors in the recruitment and hiring of qualified protected class individuals.
- B. Serve as the contact for receipt of discrimination complaints for Bemidji State University and Northwest Technical College.
- C. Conduct disciplinary investigations and take appropriate action upon receipt of harassment complaints against faculty or staff.
- D. Ensure the delivery of sexual harassment education.
- E. Serve as an information resource and advisor to selection advisory committees and hiring supervisors regarding the affirmative action plan.
- F. Serve as the University/College contact for receipt of discrimination complaints, and when necessary, investigate discrimination complaints from students, faculty, and staff.

## **3. Accountability**

The Chief Human Resources and Affirmative Action Officer, Linda Gilsrud, 218/755-3966, is directly accountable to William D. Maki, Vice President for Finance and Administration. When performing responsibilities as the Affirmative Action Officer, Linda Gilsrud, 218/755-3966, is directly accountable to Richard A. Hanson, President.

June 2012

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## **DISSEMINATION OF POLICY**

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The following strategies will be used to inform the employment and educational communities of Bemidji State University and Northwest Technical College and the public of our commitment to Affirmative Action and Equal Opportunity in all employment and educational policies, procedures, programs, services, and opportunities.

### **INTERNAL DISSEMINATION**

1. The 2012-2014 Affirmative Action Plan is available on the Bemidji State University and Northwest Technical College website;
2. Copies of the printed 2012-2014 Affirmative Action Plan will be available in the Human Resources/Affirmative Action Office and the offices of the President; each Vice President, and Deans. A copy of the Plan will also be available at the University Library.
3. All new faculty and staff will be made aware of the Affirmative Action Plan upon employment during their orientation;
4. Training will be provided to leadership team members on affirmative action and equal opportunity issues;
5. All recruitment brochures, job announcements, vacancy notices and website shall identify Bemidji State University and Northwest Technical College, as Equal Opportunity Employers and Educators.
6. Copies of the Affirmative Action Plan will be made available to all employees and students upon request.

### **EXTERNAL DISSEMINATION**

1. All position/job announcements, vacancy notices, website home pages, letterhead, brochures and promotional and other education or employment related materials shall identify Bemidji State University and Northwest Technical College, as Equal Opportunity Employers and Educators.
2. Bemidji State University and Northwest Technical College will aggressively publicize via a variety of protected group and non-protected group media sources, our commitment to the recruitment, employment, promotion and retention of individuals with disabilities, women and minorities.
3. Make copies of the Affirmative Action Plan available to all interested parties upon request.
4. Information on the Affirmative Action Program and Plan of Bemidji State University and Northwest Technical College shall be made available to all external constituents upon request.

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**NONDISCRIMINATION COMPLAINT  
POLICY AND PROCEDURE**

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The Minnesota State Colleges and Universities Board of Trustees' 1B.1 Nondiscrimination in Employment and Education Opportunity Policy states: "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, or membership or activity in a local commission as defined by law." The Minnesota State Colleges and Universities Board of Trustees' 1B.1.1 Report/Complaint of Discrimination/Harassment Procedure is available to all members of Bemidji State University and Northwest Technical College.

In addition to the complaint procedures, some employees may have grievance procedures in accordance with their respect collective bargaining agreements and human resource plans. Complaints/grievances will be processed in accordance with appropriate policies, rules, and collective bargaining agreements/personnel plans.

The designated officer for Bemidji State University and Northwest Technical College is Linda Gilsrud, Deputy 348, 218-755-3966.

The Policy can be found at:

<http://www.mnscu.edu/board/policy/1b-01.pdf>

The Procedure can be found at:

<http://www.mnscu.edu/board/procedure/1b-01p1.pdf>

Printed copies follow.





Minnesota State Colleges and Universities  
Board Policies  
Chapter 1 - System Organization and Administration  
Section B - Equal Education and Employment  
Opportunity

## 1B.1 Nondiscrimination in Employment and Education Opportunity

**Part 1. Policy Statement.** Minnesota State Colleges and Universities 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, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

## Part 2. Definitions.

**Subpart A. Consensual Relationship.** A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

**Subpart B. Discrimination.** Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

**Subpart C. Discriminatory harassment.** Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

**Subpart D. Employee.** Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected Class.** Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

**Subpart F. Retaliation.** Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a

different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

**Subpart G. Sexual harassment and violence as sexual abuse.** Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

**Subpart H. Student.** "Student" means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

**Part 3. Consensual Relationships.** An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

The chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.1.

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*Date of Adoption: 09/20/94,*

*Date of Implementation: 09/20/94,*

*Date and Subject of Revision:*

*6/21/06 - Amended policy to streamline and clarify language. Part 3 was amended to prohibit relations between employees and students or employees over whom the employee exercises direct or significant authority or influence. Amendments do not take effect until November 1, 2006*

*12/20/95 - Added everything after the first paragraph.*



Minnesota State Colleges and Universities  
System Procedures  
Chapter 1B – System Organization and Administration /  
Equal Education and Employment Opportunity

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

**Part 1. Purpose and Applicability.**

**Subpart A. Purpose.** This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

**Subpart B. Applicability.** This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

**Subpart C. Scope.** This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

**Part 2. Definitions.** The definitions in Board Policy 1B.1 also apply to this procedure.

**Subpart A. Designated officer.** Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

- Prior to serving as the designated officer, the individual must complete investigator training provided by the system office.

**Subpart B. Decision maker.** Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

- Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the system office.

**Subpart C. Retaliation.** Retaliation means any action against a complainant or other individual because the individual:

- a. Participated in the investigation or resolution of a complaint under this procedure;
- b. Opposed conduct the individual believes was in violation of Board policy 1B.1.; or
- c. Associates with another individual who is protected from discrimination under Policy 1B.1.

**Part 3. Consensual Relationships.** Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

#### **Part 4. Reporting Incidents of Discrimination/Harassment.**

**Subpart A. Reporting an incident.** Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the system office, college, or university.

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

**Subpart C. Reports against a president.** A report/complaint against a president of a college or university shall be filed with the system office. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

**Subpart D. Reports against System Office Employees or Board of Trustees.** For reports/complaints that involve allegations against system office employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

**Subpart E. False statements prohibited.** Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

**Subpart F. Withdrawn complaints.** If a complainant no longer desires to pursue a complaint, the system office, colleges, and universities reserve the right to investigate and take appropriate action.

**Part 5. Right to Representation.** In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

**Part 6. Investigation and Resolution.** The system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

**Subpart A. Personal resolution.** This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

**Subpart B. Information privacy.** Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

**Subpart C. Processing the complaint.** The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the

designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
  - a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
  - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
  - d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
  - a.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
  - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
  - d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
  - e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
  - a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
  - b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
  - c.) create, gather and maintain investigative documentation as appropriate;
  - d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
  - e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim Actions.**
  - a.) **Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be



given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

**b.) Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

**Subpart D. Resolution.** After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate system office, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the system office, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

**Subpart E. Decision process.** If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
  - a.) prepare an investigation report and forward it to the decisionmaker for review and decision;

b.) take additional investigative measures as requested by the decisionmaker; and  
c) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2. **Decisionmaker.** After receiving the investigation report prepared by the designated officer, the decisionmaker shall:

a.) determine whether additional steps should be taken prior to making the decision.

Additional steps may include:

1. a request that the designated officer conduct further investigative measures;
2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;

c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;

d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

**Part 7. System Office, College, or University Action.** The system office, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the system office,

college or university. In accordance with state law, the system office, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

## **Part 8. Appeal.**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

**Subpart B. Effect of review.** For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes §14.

**Subpart C. Appeal process.** The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

**Part 9. Education and Training.** The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the system office shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of Board Policy 1B.1 and this Procedure.** Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

**Part 11. Maintenance of Report/Complaint Procedure Documentation.** During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the system office, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

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*Approval Date: 02/17/97,*

*Effective Date: 05/08/03,*

*Date and Subject of Revision:*

*1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.*

*1/31/07 - Procedure completely reviewed - Technical changes throughout. Part 3 - Revised to support the change in the 1B.1 policy concerning consensual relationships.*

*4/02/03 - amended portions of the policy - Part 1. - added second paragraph, Part 2, Subpart A - added second paragraph, Part 2, Subpart B - added second paragraph, Part 3, Subpart D, 1, 2. - slight modifications, Part 5, Subpart G, 3. - slight modification, Part 6 - deleted last sentence, Part 7, Subpart A - deleted a sentence, Part 7, Subpart C - slight addition, Part 10 - added second paragraph, December 18, 2000 - amended the entire policy*

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## **REASONABLE ACCOMMODATION**

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Reasonable accommodations will be provided as appropriate in accordance with MnSCU Procedure 1B.0.1. Reasonable Accommodations in Employment procedure. The procedure is in accordance with pertinent state and federal laws.

**A faculty or staff member may request Reasonable Accommodation(s) at Bemidji State University or Northwest Technical College by contacting:**

Linda Gilsrud, Chief Human Resources and Affirmative Action Officer  
Deputy 348  
(218) 755-3966

Faculty or staff requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) are given the Bemidji State University/Northwest Technical College Request for Accommodation Form.

Reasonable accommodations will be provided only for job-related needs of an individual with a disability. The primary factor in evaluating the job relatedness of an accommodation is whether the accommodation specifically assists the individual in performing the essential functions of the job as identified at the time of the reasonable accommodation request. The appropriate reasonable accommodation will be determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability and may include the appropriate union representative as provided by the applicable collective bargaining unit agreement.

An employee making a request for a reasonable accommodation under the ADA may be asked to provide documentation of related functional limitations by a licensed physician. Bemidji State University and Northwest Technical College are not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to an individual with a disability are the financial responsibility of Bemidji State University or Northwest Technical College. Each division is responsible for providing funding for reasonable accommodations within its unit.

### **Procedure 1B.01.1 Reasonable Accommodations in Employment**

#### **Part 1. Purpose**

This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability. The scope of this procedure is limited to reasonable accommodations, and it is not intended to fully describe other provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

#### **Part 2. Reasonable Accommodations in Employment**

It is the policy of MnSCU to encourage the employment and promotion of any qualified individual, including qualified individuals with disabilities. The system office, college, or university will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training, or other terms, conditions, and privileges of employment.

### **Part 3. Definitions**

For purposes of this procedure, the following terms have the meaning given them.

Subpart A. Employer: The employer is the system office, college, or university.

Subpart B. Essential Functions: Essential functions are the fundamental job duties of the position in question. The term does not include the marginal functions of the position.

1. A job function may be considered essential for any of several reasons, including but not limited to, the following:
  - a. The function may be essential because the reason the position exists is to perform that function;
  - b. The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
  - c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.
2. Evidence of whether a particular function is essential includes, but is not limited to:
  - a. The employer's judgment as to which functions are essential;
  - b. Written job descriptions;
  - c. The amount of time spent on the job performing the function;
  - d. The consequences of not requiring the incumbent to perform the function;
  - e. The terms of a collective bargaining agreement;
  - f. The work experience of past incumbents in the job; and/or
  - g. The current work experience of incumbents in similar jobs.

Subpart C. Individual with a Disability: An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individual's major life activities. Generally, a disabling physical or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

Subpart D. Qualified Individual with a Disability: A qualified individual with a disability is an individual with a disability who meets the requisite skill, education, experience, and other job-related requirements of the job and who, with or without reasonable accommodation, can perform the essential functions of the job.

Subpart E. Reasonable Accommodations: A reasonable accommodation is a modification or adjustment to a job or employment practice or the work environment that enables a qualified individual with a disability to perform the essential functions of the job as identified at the time of the reasonable accommodation request and to access equal employment opportunities.

Reasonable accommodations may also include those things which make a facility and its operations readily accessible to and usable by individuals with disabilities. Under the law, the employer has a responsibility to make reasonable accommodations for the individuals with a disability only if the disability is known and it is not an undue hardship under Part 6, Subpart C.

### **Part 4. Identification of Assigned Staff Member**

The system office and each college and university shall assign and identify a staff member responsible for administering requests for reasonable accommodations.

### **Part 5. Right to Representation**

In accordance with applicable collective bargaining agreement language, employees may have the right to request and receive union representation during the reasonable accommodations process.

## Part 6. Providing Reasonable Accommodations

Subpart A. Job-Relatedness: Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation's job-relatedness is whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the time of the reasonable accommodation request. If the requested accommodation is primarily for the benefit of the individual with a disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

Subpart B. Essential Functions: The system office, college, or university may deny employment or advancement in employment based on the inability of an individual with a disability to perform the essential functions of the job, and may decline to make accommodations to the physical or mental needs of an employee or job applicant with a disability if:

1. The accommodation would impose an undue hardship on the system office, college, or university as provided under Subpart C; or
2. The individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job; or
3. Having the individual in the job would create a direct threat because of a significant risk to the health and safety of the individual or others and the risk cannot be eliminated by reasonable accommodation.

Subpart C. Undue Hardship: In determining whether providing a reasonable accommodation would impose an undue hardship on the employer, the factors to be considered include:

1. The nature and net cost of the accommodation needed;
2. The overall financial resources of the employer involved in the provision of the reasonable accommodation, the number of persons employed, and the effect on expenses and resources;
3. The overall financial resources of the employer, the overall size of the business of the employer with respect to the number of its employees, and the number, type, and location of its facilities;
4. The type of operation or operations of the employer, including the composition, structure, and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the employer in question to the covered entity; and
5. The impact of the accommodation upon the operation of the employer, including the impact on the ability of other employees to perform their duties and the impact on the employer's ability to conduct business.

Subpart D. Documentation: Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is already known to the employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure.

Subpart E. Choice of Accommodations: The employer is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to the individual are the financial responsibility of the employer.

Subpart F. Request Process: The system office, colleges and universities are responsible for establishing a process for individuals with disabilities to make requests for reasonable accommodations in compliance with the Americans with Disabilities Act or the Minnesota Human Rights Act. Such process should include the following:

1. MnSCU policy statement and definitions;
2. Assignment and identification of a staff member responsible for administering requests for reasonable accommodations;
3. Provide a process for appealing a reasonable accommodations decision.

**Part 7. Application**

Nothing in this procedure is intended to expand, diminish, or alter the provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.



**Bemidji State University**  
**Northwest Technical College**  
**Request for Accommodation**

Employee Name	Employee Classification: (for data collection only)	Date of Request:
Office of the Chancellor Division/Unit:	Brief Statement of Functional Limitations: Attach medical statement(s) as necessary or as requested	
1) Please describe the nature of your physical limitations.		
2) How does this disability limit you in your major life activity(ies)?		
3) Please describe, in your words, the level of limitation the disability places on you. For example, quantify the impact such as: average, moderate, great; or quantify it by assigning a number to the impact on a scale of 1-10 with "5" being average. Again, this should be stated in your own words.		
4) List type of accommodation requested to assist you in performing your work. You may provide more than one option.		

5) In your view, how will the requested accommodation help you in performing your work? Specifically relate it to the disabling impairment or limitation. If you have provided more than one option, please state your preference for each listed accommodation option.

Signature of Employee:		Date:
Additional Comments		
Signature of Employer's Representative:		wou+A1

**Attach additional sheets of paper as necessary.**

Information on this form shall be confidential and private in keeping with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Minnesota Data

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## EVACUATION PROCEDURES FOR PERSONS WITH DISABILITIES

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The information listed below is taken from the BSU-NTC All Hazards Plan, Revised 7-25-2012, page 59, under IV. Local Policies and Procedures, Part B. To access the entire document, please follow the link:

[http://www.bemidjistate.edu/offices/safety/emergency\\_preparedness/](http://www.bemidjistate.edu/offices/safety/emergency_preparedness/)

Distributed throughout the campus are Emergency Procedure Guides that list guidelines for reasonable individual actions and responses to the types of emergency situations most likely to occur on campus, including evacuations and relocations from buildings. The guide lists the E-911 address and the designated internal and external relocation site for each building.

Building occupants are directed to the internal relocation site for emergency situations requiring shelter, such as severe weather.

Building occupants are directed to the external relocation site for emergency situations requiring them to leave the building, such as fires or hazardous material spills.

Individuals who are not able to relocate from a building due to physical mobility issues or other reasons will be directed to take shelter in the nearest stairwell, close the door to the stairwell, and wait for assistance. Alternatively they can take refuge in the closest room, close the door, and if possible, use towels or other items to prevent smoke from coming in under the door. If possible, they should contact 911 or BSU Public Safety, 218-755-3988, or take other actions to inform responders of their location.

**BSU/NTC**  
**Campus**  
**Emergency Management**  
**Overview**

24JUL2012

Rev. 7/24/2012

# Table of Contents

<b>BACKGROUND AND PURPOSE</b> .....	<b>3</b>
<b>PLAN MAINTENANCE</b> .....	<b>3</b>
<b>Plan Applicability</b> .....	<b>3</b>
<b>BSU/NTC Emergency Management Structure</b> .....	<b>4</b>
Emergency Policy Executive .....	4
Emergency Management Team .....	4
Emergency Operations Team.....	4
Emergency Operations Center .....	4
Bemidji State University Emergency Plan Organizational Responsibilities .....	5
BSU/NTC Emergency Management Organizational Chart.....	9
<b>BSU/NTC Emergency Response Levels</b> .....	<b>10</b>
<b>Emergency Warnings and Notifications</b> .....	<b>10</b>
Notification Methods: .....	10
<b>Public Information</b> .....	<b>12</b>
<b>Building Emergency Plans</b> .....	<b>12</b>
Introduction.....	12
Purpose.....	12
Plan Preparation .....	12
BSU Campus Building Relocation Sites .....	16
<b>Emergency Procedures Guide</b> .....	<b>17</b>
<b>911 Addresses for campus buildings – 6/13/2012</b> .....	<b>18</b>
<b>Pandemic Planning</b> .....	<b>19</b>

## **BACKGROUND AND PURPOSE**

Bemidji State University/Northwest Technical College (BSU/NTC) has developed an all-hazards emergency plan to facilitate an appropriate and professional response to emergencies that occur on the BSU/NTC campuses. The plan has been developed and will be implemented, when needed, in accordance with standard procedures established through the National Incident Management System (NIMS), the Federal Emergency Management Administration and the National Response Plan. The Incident Command System (ICS) will be used when implementing the plan and managing any emergency incident on the BSU/NTC campuses.

The ultimate goals of the plan are:

- To protect students/faculty/staff, the public, and the environment, from the effects of emergencies impacting the University;
- To continue BSU/NTC operations, to the extent possible; and
- Return BSU/NTC to normal operations as soon as possible.

A secondary purpose of this plan is to facilitate coordination of BSU/NTC emergency response operations with Federal, State, Minnesota State Colleges and Universities (MnSCU) and local resources, in the event of a major emergency/disaster.

## **PLAN MAINTENANCE**

The BSU/NTC Director of Public Safety is responsible for maintaining the Campus Emergency Plan and reviewing it at least annually, or as directed by the Emergency Policy Executive.

## **PLAN APPLICABILITY**

Emergencies that take place on BSU/NTC campuses may affect only one individual, one building, or the entire campus. Although the plan addresses many types of emergencies that may occur on campus, not all emergencies will require activation of all of the components of the plan.

The major emergencies or disasters that can pose significant threats to public safety and/or health at BSU/NTC can be put into four general groups:

- Natural disasters;
- Technological emergencies;
- Civil emergencies; and
- National security events.

Specific hazards within these groups include but are not limited to:

- Long term utility failures
- Fires;
- Tornadoes;
- Blizzards;
- Releases of hazardous materials;
- Gas leaks/explosions;
- Extended widespread computer/information technology failure;
- Work force depletion due to epidemic, strikes, etc.; and
- Other man-made disasters and those involving criminal offense.

## **BSU/NTC EMERGENCY MANAGEMENT STRUCTURE**

BSU/NTC emergency management responsibilities are assigned to administrators, directors, managers and key staff. The BSU/NTC emergency management structure is comprised of four main components:

- The Emergency Policy Executive
- The Emergency Management Team (EMT)
- The Emergency Operations team (EOT); and
- The Emergency Operations Center (EOC)

### **Emergency Policy Executive**

The BSU/NTC president is the Emergency Policy Executive. The Emergency Policy Executive has ultimate responsibility for all BSU/NTC emergency management functions, including mitigation, planning, response, and recovery. The Emergency Policy Executive declares a Campus State of Emergency when required and is the highest level of authority during an emergency.

### **Emergency Management Team**

The EMT is comprised of senior administrators and the Communications and Marketing Director, who serves as the BSU/NTC Public Information Officer (PIO). The EMT is responsible for the “big picture” and is in command and control of all aspects of the emergency. It establishes policy and supports the Incident Commander (IC) by allocating resources and by interfacing with the community, the media, outside response organizations and regulatory agencies. The EMT determines the short- and long- term effects of an emergency, orders the evacuation or shutdown of the facility and issues press releases.

An Emergency Management Team Leader is selected by the team on an ad hoc basis, depending on the specific emergency.

### **Emergency Operations Team**

The Emergency Operations Team consists of directors, managers and key staff. The EOT has primary responsibility for managing emergency incidents. A member of the EOT will serve as the Incident Commander (IC) for BSU/NTC’s response. Other members will be responsible for incident operations, planning, logistics, and finance, as needed. The EOT oversees the technical aspects of the response and is responsible for front-line management of the incident, for tactical planning and execution, for determining whether outside assistance is needed and for relaying requests for internal resources or outside assistance through the Emergency Management Team. Members may also be assigned to the Emergency Operation Center.

### **Emergency Operations Center**

The Emergency Operation Center (EOC) is the designated physical location where the EMT meets and carries out its activities. One primary site and two alternate sites have been designated to serve as the EOC. Other sites may be used as an EOC, based on the discretion of the Emergency Policy Executive.

EOC sites may be used as a center of operations by the EOT. In such a case, the site will be designated as the Incident Command Post (ICP).

## Bemidji State University Emergency Plan Organizational Responsibilities

### Emergency Policy Executive

<p>President, Bemidji State University/Northwest Technical College</p>	<p>Responsible for establishing the basic policies that govern the campus Emergency Management Organization, declares a Campus State of Emergency when required and is the highest level of authority during an emergency.</p>
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### Emergency Management Team

<p>Emergency Policy Executive BCU/NTC President or his designee</p>	<p>Responsible for the overall governance of the Campus Emergency Plan. Establishes the plan as University policy. Declares a state of campus emergency. Highest level of authority during any declared campus emergency.</p>
<p>Emergency Management Team Leader</p>	<p>The Emergency Management Team will select a member of the team as a leader based on the specific emergency. The team leader will act as a liaison between the Emergency Management Team and the Emergency Policy Executive and Emergency Operations Director. The Emergency Policy Executive may also appoint the Emergency Team Leader for any specific emergency, or may elect to assume that position.</p>
<p>Vice President for Finance and Administration</p>	<p>The Vice President for Finance and Administration is responsible for the development of the Campus Emergency Plan and directs the recovery process, prioritizes salvage operations, establishes a target date for resuming normal operations, and advises the Management Team regarding all financial matters. Assumes the responsibilities of the Emergency Policy Executive in his/her absence. Second level of authority during any declared campus emergency.</p>
<p>Vice President for Academic Affairs</p>	<p>Responsible for all academic related issues that surface during an emergency, including matters relating to class relocation, class scheduling and faculty concerns.</p>



**Emergency Management Team - Continued**

Vice President for Student Development and Enrollment	The Vice President for Student Development and Enrollment is responsible for all student issues, including communication with parents, during and after a campus emergency. Works with the Public Information Officer, the Director of Residential Life and Student Life Director in dealing with parents and families of students affected by a campus emergency. In conjunction with the Student Center for Health & Counseling, develops a team of professional counseling staff that may be called upon to provide critical stress debriefing for students, faculty and staff that may be affected by the campus emergency. Develops a policy and procedure for student accountability.
Provost, Northwest Technical College	Responsible for coordination of emergency procedures at the Northwest Technical College.
Public Information Officer Director of Communications and Marketing	This position works with the Emergency Management Team and the Emergency Operations Team regarding the release of information and the status of an emergency. This position will provide timely release of information to the campus community, media services and the general public. Coordinates with the local community and regional PIOs and EOCs. The President must authorize any statements regarding an emergency, prior to their release.

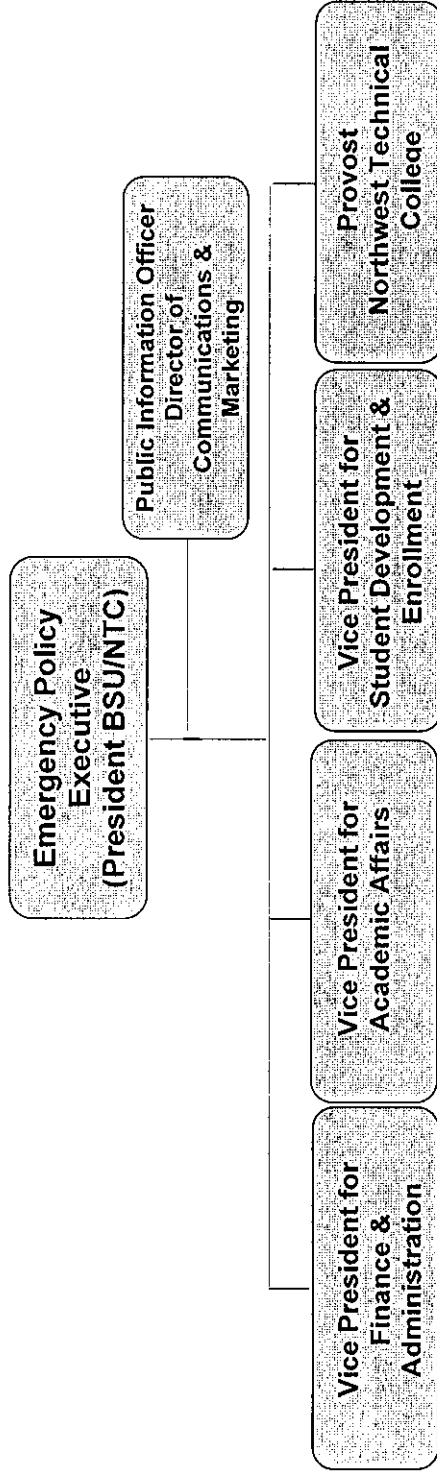
**Emergency Operations Team**

Emergency Operations Center Director	Director, Public Safety or designee	Oversees and coordinates activities in the Emergency Operations Center.
Housing and Resident Facilities Representative	Director, Residential Life	Provides analysis of available, functional, campus living space. Works with campus food service director regarding available food supplies and disbursement procedures. With Student Development and Enrollment directs parental and/or next of kin notification for student injuries or fatalities resulting from a campus emergency and arranges for Critical Stress Debriefing for affected resident students. Coordinates off campus alternative housing with local businesses or public agencies that may be able to provide such services. Works with the Vice President for Student Development and Enrollment on creating a procedure related to accounting for students evacuated from a residence hall during a campus emergency.
Damage Assessment and Debris Management Representative	Physical Plant Director	Coordinates the collection of information to determine the severity of damage caused by the emergency. Implements the inspection and closing of damaged campus buildings. Develops a working group of specialists to assist with the assessment and inspection of buildings. Arranges for inspections of campus facilities, emergency construction or repairs, and debris clearance from roadways. Works with the Director of Logistical Services to expediently procure needed materials, equipment and other external resources necessary to facilitate the repair and restoration of affected campus buildings.
Health and Counseling Representative	Director of Student Center for Health & Counseling	Coordinates with local medical providers to provide care for affected student population. Arranges for professional counseling critical stress debriefing for students.
Environmental Health & Safety Representative	Coordinator, Environmental Health & Safety	Assesses safety and health hazards related to incidents and develops mitigation plan. Coordinates with emergency responders on hazardous materials incidents impacting campus.
Northwest Technical College Representative	Provost, Northwest Technical College	Northwest Technical College representative on EOT and is responsible for coordination of emergency response on the NTC campus.

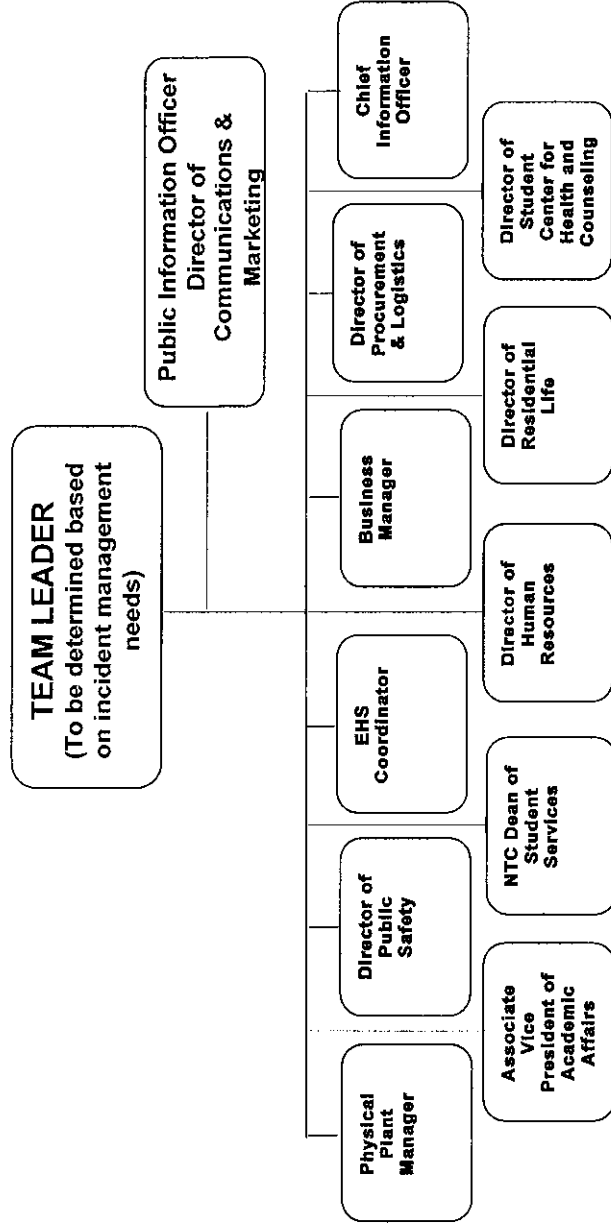
Utility Service Representative	Chief Engineer	Directs the restoration of essential utilities and coordinates temporary utility services. Develops a campus plan for the shutdown, repair or alteration of building environmental systems that are affected by a campus emergency. Works closely with the Director of the Physical Plant during the inspection and closing of damaged campus buildings. Identifies electrical and heating system damages that may present a danger to emergency response personnel and/or building occupants.
Resource Representative	Business Manager	Monitors and documents all expenses associated with emergency operations. At the direction of the Administrative Vice President, prepares and submits financial documentation required by FEMA for reimbursement purposes if there has been a federal emergency declaration.
Procurement and Logistics Representative	Director of Procurement and Logistics Representative	Procures and delivers essential resources to support implementation of the emergency plan.
Human Resources Representative	Human Resources Director	Advises on employee and management issues including labor contract provisions affected by emergency incidents. Arranges for Critical Incident Stress Management Debriefing and counseling for affected employees, as needed.

BSU/NTC Emergency Management Organizational Chart

**EMERGENCY MANAGEMENT TEAM**



**EMERGENCY OPERATIONS TEAM**



## **BSU/NTC EMERGENCY RESPONSE LEVELS**

BSU/NTC's response to emergencies is based on the magnitude of the emergency. The plan establishes three levels of emergency to guide the initial response action.

**Level 1** - A minor incident that is quickly resolved with internal resources or limited help.

- *The BSU/NTC Emergency Operations Team is **NOT** activated in Level 1 situations.*

**Level 2** - A major emergency that impacts portions of the campus, and that may affect mission-critical functions or life safety.

- *A subset of the Emergency Management Team determines the magnitude of the emergency.*
- *The Emergency Operations Center may be opened.*

**Level 3** - An emergency that involves the entire campus and surrounding community.

- *The Emergency Management Team assembles and the EOC is opened.*

## **EMERGENCY WARNINGS AND NOTIFICATIONS**

Notifications of emergencies affecting the BSU/NTC campuses will be accomplished using a combination of the following methods:

### **Notification Methods:**

1. Active broadcast:
  - City/County Public Warning Sirens
  - Local Radio and Television Broadcasts and The Bemidji Pioneer Newspaper
  - Campus Informer wireless emergency public warning system
  - NOAA Weather Radio All Hazards Alert System
  - Building Fire Alarm Systems
  - Air Horn signal for interior shelter notification
  - Public address systems at sporting events and similar gatherings
  - Public Safety patrol vehicle public address equipment
2. Passive Broadcast:
  - Unmoderated faculty staff e-mail
  - Emergency alert/notification on BSU web site home page ([www.bemidjistate.edu](http://www.bemidjistate.edu)).
3. Individual Messaging:
  - Connect Ed cell phone and text messaging
  - Two-way radios carried by maintenance staff and Public Safety
  - Public Safety's telephone emergency notification call list

Further information about the cancellation of classes or closure due to emergencies is included in the following memo. This information is distributed at least annually.

**Memo to BSU/NTC Employees Regarding Weather Related and Other Emergency Closings of Bemidji State University/Northwest Technical College**

DATE: December 4, 2009  
TO: All Bemidji State University/Northwest Technical College Employees  
FROM: Bill Maki, Vice President for Finance and Administration  
SUBJECT: Weather Related and Other Emergency Closings of Bemidji State University/Northwest Technical College

If a weather related or other emergency is declared by the President for Bemidji State University, the decision to close or cancel classes will be communicated to employees via the web. Weather related announcements will be posted on the BSU homepage ([www.bemidjistate.edu](http://www.bemidjistate.edu)).

Announcements will also be made through the following media. These media will be notified with the closure and reopening times:

<u>RADIO</u>	<u>TV</u>
KBUN 1450 AM	KSTP/KSAX, Minneapolis - Alexandria
KKBJ 1360 AM	KVLY/KVRR/KXJB, Grand Forks - Fargo
KKCQ 1480 AM	WDIO/KBJR, Duluth
KBSB 89.7 FM	KBSU, Bemidji State University
KB101 101.1FM	KARE, Minneapolis/St. Paul
KCRB 88.5 FM	KAWE, Northern MN Public TV
KGHS 104.1 FM	WCCO, Minneapolis/St. Paul
KNBJ 91.3 FM	
KKEQ 107.1FM	
KKCQ 96.7 FM	
KAXE 91.7 & 105.3FM	
KDKK 97.5 FM	
KKBJ 103.7FM	
KKZY 95.5 FM	
KOZY 101.3 FM	
WBJI 98.3 FM	

Other Bemidji Pioneer.

Employees may also be notified directly through processes established by their respective Vice President's or Dean's Office. Employees should rely only on the web and media notices, which specifically address Bemidji State University or Northwest Technical College. Closures announced by the Commissioner of Minnesota Management & Budget do not apply to Bemidji State University/Northwest Technical College employees. In the event of a closure, employees should not report to work and will remain in pay status. Only employees whose positions have been determined to be "essential" will be required to work. Those persons will be notified under separate cover.

An alternative to a total closure of the Bemidji State University/Northwest Technical College is the cancellation of classes only. In this event, employees are expected to report for regularly scheduled work hours unless arrangements have been made through the supervisor for approved leave.

Please direct any questions regarding closure to the [Public Safety] Office, Ext. 3888; questions on policies regarding closure can be directed to the Human Resources Office, Ext. 3966.

## **PUBLIC INFORMATION**

Only the BSU/NTC President and Chancellor for the Office of the Chancellor or their designees are authorized to originate public information releases in response to an emergency/disaster.

## **BUILDING EMERGENCY PLANS**

### **Introduction**

Building Emergency Plans are additions to the Campus Emergency Plan designed to provide fundamental support for the campus plan. Building Emergency Plans are essential components of the Campus Emergency Plan. Everyone employed at Bemidji State University has a basic responsibility to contribute to the safety of the campus community and to provide the necessary information required to complete the Building Emergency Plan.

### **Purpose**

- To identify circumstances or physical facility issues that may be unique to a building and need to be considered during a campus emergency.
- To identify individuals within each building who are willing to assist with the development of the Building Emergency Plan and to act as an informative and knowledgeable resource for persons within the building and the Emergency Operations Team.
- To identify individuals willing to organize building meetings that are intended to address emergency response concerns and protocol.
- To identify individuals within a building who have specific expertise or skills that would positively impact the University's response during an emergency.
- To identify individuals willing to provide leadership and direction during and after a campus emergency.
- To identify specific equipment and/or supplies needed by a department to facilitate the Building Emergency Plan.

### **Plan Preparation**

#### **Liability**

The individuals named in the Building Emergency Plan assume no liability, other than general liability that all campus employees intrinsically share regarding campus emergency response. There is no expectation that anyone named in this plan will always be available, or even on campus, during a campus emergency. The individuals named in this plan are concerned faculty and/or staff that are willing to offer their organizational skills to help develop an emergency plan of action for their building or area and are willing to edify colleagues on the subject of emergency response.

#### **Building Emergency Plan Designations**

##### **Dean/Director**

The Department Dean or Director is the individual who coordinates the preparation of the Building Emergency Plan. Since departments may or may not occupy an entire building it is necessary to coordinate evacuation efforts between Deans/Directors in order to insure complete evacuation of a building. The Deans/Directors are

responsible for planning and completion of a Building Emergency Plan. Assistance with this process is available through the Department of Public Safety and/or the Environmental Health and Safety Office.

#### **Area Contact Point**

The Campus Informer public address emergency notification system is the primary method used to alert building occupants about campus emergencies. However, a designated contact point should be identified for each building, as a back-up to that system. That contact point can be a phone number or numbers for a contact available during both normal business hours and other times, as well.

#### **Emergency Coordinator**

Emergency Coordinators are concerned faculty and staff within a department that are willing to take a leadership role in developing a Building Emergency Plan. These individuals will collaborate with their Dean or Director to complete a comprehensive Building Emergency Plan. Additionally, Emergency Coordinators will share the Building Emergency Plan with other faculty and staff within the building, making sure each is aware of procedures developed in the plan. It is also suggested that a practical exercise is utilized to test Building Emergency Plans.

#### **Disability Emergency Coordinator**

The Disability Emergency Coordinator will, in conjunction with Public Safety, develop general procedures for assisting disabled individuals during an emergency, which will be outlined in the Building Emergency Plan. The Disability Emergency Coordinator works together with other building faculty or staff to insure that individuals with a disability will receive assistance during an emergency evacuation.



# Bemidji State University Campus Emergency Plan Supplement

## Building Emergency Plan

Preparation Date: \_\_\_\_\_ Building: \_\_\_\_\_ Prepared By: \_\_\_\_\_

Department: \_\_\_\_\_ Rooms: \_\_\_\_\_

Department: \_\_\_\_\_ Rooms: \_\_\_\_\_

Department: \_\_\_\_\_ Rooms: \_\_\_\_\_

### Building Contact Information

Dean/Director: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

Dean/Director: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Area Contact Point

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Area Contact Point After 4:00 p.m.

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

Emergency Coordinator: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Coordinator: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

Emergency Coordinator: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

Disability Coordinator: \_\_\_\_\_ Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_ Pager: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Emergency Numbers

Security	3888
Police	911
Fire	911
Ambulance	911
Physical Plant	3988
Hazardous Material	3988
Weather State Wide	800-542-0220
Weather Local	3816
Crisis Prev. Center	800-422-0045

### Evacuation Sites

Internal: \_\_\_\_\_

External: \_\_\_\_\_

### General Emergency Procedures

**Fire:** Pull the fire alarm, call 911 or Security at 3888 and begin external evacuation procedures.

**Severe Weather:** If your area is notified by telephone, local broadcast or external siren that severe weather is eminent, begin internal evacuation procedures.

**Medical:** Call, or have someone call 911 or Security at 3888 and provide emergency assistance if trained.

**Mechanical:** Contact the Physical Plant Office at 3988 or Security at 3888.

**Crime:** If you are the victim, call 911 or Security immediately. If you are a witness, observe and call 911 or Security 3888.

**Chemical/Biological:** Secure the area of the incident, and call 911, Security at 3888 or the Environmental Safety Office at 3988.

**Bomb Threat:** Contact Security at 3888 immediately and complete the Bomb Threat Check List. Begin external evacuation procedures if requested by Security or law enforcement officials.

**Terrorism:** Contact Security at 3888 or dial 911. If the act requires, implement external or evacuation procedures.

**Bemidji State University  
Campus Emergency Plan Supplement  
Building Emergency Plan**

**External Evacuation:**

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**Internal Evacuation:**

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**Specific Building Considerations:**

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**BSU Campus Building Relocation Sites**

Area	Internal Relocation Site	External Relocation Site
AIRC	Near Great Room Hallway	Memorial Hall
Alumni House	Basement Area	Beaux Arts Ballroom
Bangsberg Hall	Basement Area	Memorial 100, Gymnasium
Birch Hall	Tunnel to Education/Arts Building	AIRC
Bridgeman	Tunnel to Education/Arts Building	AIRC
Center for Research/Dev	Internal Meeting Room	Kobilka's Building
Central Rec. & Maint.	Central Receiving	Maple
David Park House	Basement Area	Library Lobby
Decker Hall	Tunnel to Education/Arts Building	AIRC
Deputy Hall	Tunnel to Memorial Hall	Memorial 100, Gymnasium
Education Arts	Tunnel to Birch Hall	AIRC
Hagg-Sauer	Room 100	Hobson Union, Lower
Heating Plant	Lowest Level	Hobson Union, Lower
Library	Lower Level	Beaux Arts Ballroom
Linden	Tunnel to Decker Hall	Rec. Center
Maple Hall	Tunnel to Walnut	Oak Hall
Memorial	Tunnel to Education/Arts Building	Beaux Arts Ballroom
MnSCU CSU/ITS (Birch)	Stay in Place (Birch Tunnel Office)	AIRC
Oak Hall	Tunnel to Walnut	Walnut
Physical Ed. Complex	Tunnel to Pine	Walnut
Pine Hall	Tunnel to Decker Hall	Walnut
Pine-Cedar-Child Care	Tunnel to Walnut	Walnut
Recreation Fitness	Tunnel to Pine	Walnut
Sanford Hall	Tunnel to Education/Arts Building	Beaux Arts Ballroom
Sattgast Hall	Tunnel to Student Union	Hobson Union, Lower
Student Health Services	Tunnel to Education/Arts Building	AIRC
Hobson Memorial Union	Tunnel to Loading Dock	Memorial
Tamarack Hall	Tunnel to Walnut	Rec. Center
Walnut Hall	South Tunnel	Rec. Center

## EMERGENCY PROCEDURES GUIDE

The BSU Campus Emergency Procedures Guide is a quick reference to the initial actions individuals should take in response to various emergency situations on campus. The actions listed in the guide should be considered guidelines that are intended to help you prepare for reasonable responses to the types of incidents included in the guide. However, each emergency situation is unique. The actual actions taken will depend upon and be influenced by the specific circumstances of the incident.

The building E-911 address should be given for any request for emergency responders. They are listed in the table on the next page.

External and internal relocation sites have been designated for each building, to be used if a building evacuation is necessary. The relocation sites are listed on the previous page.

The guide was published prior to a change in the campus phone system that eliminated a previous requirement to dial 9 before dialing 911 from a campus phone. It is no longer necessary to dial 9 before dialing 911, however, 911 calls will still go through if the preceding 9 is dialed. The information will be updated in the next printing of the guide.

All employees need to be familiar with the campus emergency procedures, as well as any additional procedures or responsibilities included in the building emergency plans for their work area. Please be sure this information is available to all student employees, GAs, Adjuncts, temporary and intermittent employees, and all other employees assigned to your department or work area, especially those who have specific responsibilities as part of your building emergency plan.

The guide can be downloaded in PDF format at

[http://www.bemidjistate.edu/offices/environmental\\_health\\_safety/files/Emergency\\_Procedures\\_Guide\\_Rev\\_8-18-2010.pdf](http://www.bemidjistate.edu/offices/environmental_health_safety/files/Emergency_Procedures_Guide_Rev_8-18-2010.pdf)

Please contact BSU Environmental Health & Safety or Public Safety if you have any questions about the Emergency Procedures Guide.

911 ADDRESSES FOR CAMPUS BUILDINGS – 6/13/2012

American Indian Resource Center	1620 Birchmont Dr. NE
Bangsberg Hall	1330 Birchmont Dr. NE
Baseball Stadium	101 19 <sup>th</sup> Street NE
Birch Hall A Wing B Wing	1701 Birchmont Dr. NE 1703 Birchmont Dr. NE
Boat House	1710 Birchmont Dr. NE
Bridgeman Hall	1512 Birchmont Dr. NE
Cedar Apartments	1925 Birchmont Dr. NE
Central Maintenance Building	124 23 <sup>rd</sup> Street NE
Chet Anderson Stadium	1514 Birchmont Dr. NE
C.V. Hobson Forest	10054 Birchmont Beach Rd. NE
David Park House (BSU Foundation)	1501 Birchmont Dr. NE
Decker Hall	1717 Birchmont Dr. NE
Deputy Hall	1400 Birchmont Dr. NE
Education/Arts	1600 Birchmont Dr. NE
Gillette Recreation Fitness Center	1801 Birch Lane NE
Hagg Sauer Hall	1502 Birchmont Dr. NE
Heating Plant	401 14 <sup>th</sup> Street NE
Hobson Memorial Student Union Lower Upper	1422 Birchmont Dr. NE 1420 Birchmont Dr. NE
John Glas Field House	220 19 <sup>th</sup> Street NE
Laurel House (Honors House)	1521 Birchmont Dr. NE
Library, A.C. Clark	1510 Birchmont Dr. NE
Linden Hall A Wing B Wing	1805 Birchmont Dr. NE 1807 Birchmont Dr. NE
Maple Hall A Wing B Wing	310 23 <sup>rd</sup> Street NE 312 23 <sup>rd</sup> Street NE
Memorial Hall	1406 Birchmont Dr. NE
Oak Hall A Wing B Wing C Wing	314 23 <sup>rd</sup> Street NE 316 23 <sup>rd</sup> Street NE 318 23 <sup>rd</sup> Street NE
Pine Hall	2005 Birchmont Dr. NE
Sanford Hall	1410 Birchmont Dr. NE
Sattgast Hall	1408 Birchmont Dr. NE
Sauer House (BSU Foundation)	1509 Birchmont Dr. NE
Switch Gear Building	315 17 <sup>th</sup> Street NE
Tamarack Hall	410 19 <sup>th</sup> Street NE
Walnut Hall	331 19 <sup>th</sup> Street NE

## **PANDEMIC PLANNING**

BSU/NTC has developed a supplement to the All-Hazards plan to specifically address the response to a pandemic event. The Pandemic supplement details the roles and responsibilities of departments and individuals in preparing for, responding to, and recovering from a pandemic that impacts BSU/NTC operations. A pandemic response will be carried out under the same management structure described in the All-Hazards plan. The Emergency Management Team and the Emergency Operations Team routinely monitors pandemic alert levels and will implement actions indicated in the plan as needed, in conjunction with recommendations and directives from the Centers for Disease Control, Minnesota Department of Health, MnSCU, and local authorities.

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## HIRING GOALS AND TIMETABLES

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### **Bemidji State University**

The necessity of recalibration because of reduced state funding brought about the elimination of departments, administrators, faculty, and staff starting in spring 2011 and extending through spring 2012.

The utilization analysis for Bemidji State University shows that we are not underutilized for women in the unclassified officials and managers job group nor in the professionals' job group. The utilization analysis demonstrates that Bemidji State University is underutilized by more than 20 women within faculty ranks. We expect minimal expansion in academic programs at BSU over the next two years and budget constraints must be considered. Retirements will remain steady or increase slightly. Therefore, we are setting a goal to recruit and hire 20 women within the faculty ranks during years 2013-2014.

Among classified employees, we are underutilized for women in the skilled craft and service/maintenance job groups. We expect some retirements in the skilled craft group within the next two years. Any retirements will bring a determination of whether the positions will be filled or will remain vacant because of FY 13 and FY 14 budget constraints.

In order to find female, minority and disabled skilled craft employees, BSU will focus on targeted notification of technical school placement offices and those who may have been laid off from businesses within the greater Bemidji area with the specified skilled craft training so that women, minorities and persons with disabilities can be hired in this Job Group if vacant positions are to be filled. Search advisory committees continue to be trained to strongly consider women, minorities, persons of color, and persons with disabilities having appropriate skills and training when filling service/maintenance positions so the identified under-utilization may be somewhat ameliorated.

### **Northwest Technical College**

The utilization analysis for Northwest Technical College shows that we are underutilized in the officials and managers job group. We will seek to recruit an additional female in the job group if a retirement or resignation occurs within the Administrators' contingent.

A goal exists to add five minority faculty members and two disabled faculty members over the next two years.

Two additional females will be sought in the service maintenance group to alleviate under representation

Our goal within the office and clerical job group is to add one minority employee and one disabled staff member. Within both the technical/paraprofessional job group and the

service/maintenance job group, a person having a disability who can perform the essential functions with or without an accommodation should be recruited to alleviate under utilization.



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**BEMIDJI STATE UNIVERSITY AND  
NORTHWEST TECHNICAL COLLEGE  
PROGRAM OBJECTIVES**

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Bemidji State University (BSU) and Northwest Technical College (NTC) recognize that some groups are underutilized among faculty and staff within the University and within the College. Therefore, BSU and NTC commit to programs of affirmative action intended to remedy identified underutilizations.

1. Enhance recruitment efforts
  - a. Expand broad distribution via web and list serves of classified and unclassified position searches
  - b. Update BSU and NTC President, Vice Presidents, Associate Vice Presidents, and Deans having primary responsibility for searches regarding the need to create and review action plans in regard to underutilization goals.
  - c. Educate Search Advisory Committees (SACs) regarding confidentiality in the selection process, recruitment, and employment guidelines, underutilization, and answer questions.
  - d. Review, on a continuous basis, recruitment and hiring guidelines, in order to enhance BSU and NTC commitment to affirmative action and to assist SACs in identifying and selecting highly qualified candidates for positions including women, minorities, and individuals with disabilities.
  - e. Add publications and websites to standard advertising list to provide greater choices for SACs when publicizing vacancies and new positions.
2. Review retention efforts
  - a. Enhance the reputation of BSU and NTC as an employer of choice.
  - b. Notify all employees annually of identified procedures for requesting and, if necessary, providing an accommodation.
  - c. Publicize the availability of confidential services through the Employee Assistance Program.
  - d. Publicize the tuition waiver program available, on a space available basis, to University or College courses.
  - e. Ensure that appropriate accommodations for newly disabled employees are researched in a timely manner.
3. Ensure a working environment and campus community that promotes and welcomes diversity.
  - a. Present information regarding diversity, affirmative action, sexual harassment, and code of conduct during new faculty and staff orientation.
  - b. Highlight MnSCU, BSU, and NTC policies that encourage understanding of diversity and affirmative action during new hire orientation.
  - c. Promote civility and respect among all faculty, staff, and student groups on both campuses.
  - d. Engage leaders of classified and unclassified bargaining units in greater understanding of problem and non-confrontational behavior.

4. Promote awareness and improve campus climate
  - a. Educate faculty and staff in the principles of engagement utilizing most recent results of faculty engagement survey.
  - b. Plan and implement educational sessions and events supporting equal employment and affirmative action.
  - c. Provide information and answer questions related to sexual harassment/violence, racism, sexual orientation and disability awareness.

Responsibility for these four objectives will involve leadership, the Chief Human Resources/Affirmative Action Officer, the Human Resources staff, and collective bargaining unit leadership.

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## METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

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Minnesota law governing affirmative action programs requires Bemidji State University and Northwest Technical College to establish methods for conducting internal auditing, evaluating, and reporting program success. This includes a procedure that requires a pre-employment review of all hiring decisions for job groups with unmet affirmative action goals and pre-review of all layoff decisions to determine their effect on the affirmative action goals and timetables of Bemidji State University and its affiliate, Northwest Technical College.

Bemidji State University and Northwest Technical College are committed to and support strong affirmative action steps and programs intended to remedy the historical under representation of women, minorities, and persons with disabilities within the faculty and staff.

### **Unclassified Positions**

1. Search advisory committee members shall be chosen in a manner which ensures that they are as diverse as possible, including women, minorities and members of various bargaining unit affiliates. The participation of persons with disabilities is also encouraged, whenever possible. The Chair of the Search Advisory Committee will be designated by the President, Vice President, Dean, Director, Manager, or Supervisor. The Search Advisory Committee (usually three to five members) is charged with the following responsibilities:
  - a. review and sign the confidentiality document for membership on a Search Advisory Committee
  - b. assist in the preparation of the vacancy notice;
  - c. assist in the preparation of recruitment or advertising plan;
  - d. develop job related criteria by which application materials are examined;
  - e. respond to applicant inquiries regarding the position;
  - f. review application materials
  - g. interview; and
  - h. recommend acceptable and unacceptable finalists identifying strengths and developmental needs (weaknesses) of all.
  
2. The Search Advisory Committee participates in preparing documents a-g below. The Affirmative Action Officer and the Vice President or Dean review, agree, and approve:
  - a. the position description (classified or ASF) or position summary (IFO)
  - b. the vacancy notice including application materials needed from applicants and screening/deadline dates
  - c. the advertising plan including special efforts (professional journals, websites, list servs) to recruit members of underutilized groups
  - d. the pre-interview selection criteria to be used to evaluate the credentials of applicants.

- e. the list of search advisory committee members
  - f. interview questions and basis for assessing applicants' responses
  - g. reference checking procedure and questions (at least two satisfactory references are required).
3. The Affirmative Action Officer or her designee reviews confidentiality and other pertinent information during the recruitment and hiring process with the Selection Advisory Committee. Search Advisory Committee members can learn more about confidentiality in the search process by viewing the MnSCU training video:  
<http://www.hr.mnscu.edu/video/confidentialsearchprocess/index2.html>
  4. Human Resources posts the vacancy notice on NeoGov, the electronic recruitment and selection system adopted by Bemidji State University and Northwest Technical College in Fall 2009. Human Resources or the hiring manager may place pertinent information in/on designated publications, media, websites and list servs. The Dean, department head, manager or hiring supervisor may assist with the website or list serv posting as requested by HR. Closing date should ensure adequate time for all applicants, including protected classes to review and respond to the vacancy. Closing date for receiving application materials may be a minimum of two weeks and up to four weeks depending on the vacancy. The vacancy notice may also indicate that the position is open until filled.
  5. Using information obtained through NeoGov, the Affirmative Action Officer examines the pool for its composition of women, minorities, and applicants with disabilities.
  6. The Search Advisory Committee submits its recommendation for applicants to be interviewed to the President, Vice President, or Dean. Once the Dean, Vice President or President, as needed, approves the interviewees, the Affirmative Action Officer also reviews the interviewees selected for compliance with the Affirmative Action Plan objectives.
  7. Upon completion of the campus interview process (phone and/or on site) the search advisory committee identifies acceptable and unacceptable finalists and their strengths and weaknesses. The Search Advisory Committee forwards the list along with all interview evaluation forms and strengths and weaknesses) to the Dean, President, and/or Vice President so the President or Vice President can made the determination of the individual who will be offered the position.

To assist the President of Bemidji State University and Northwest Technical College, in implementing equal opportunity/affirmative action responsibilities, the Affirmative Action Officer monitors the pre-employment process described above to ensure that no discriminatory effect on members of protected classes occurs.

The IFO and MSUAASF collective bargaining agreements and the Personnel Plan for Administrators may contain additional information regarding the employment and appointment process for unclassified employees.

### **Classified Positions**

The recruitment and selection of Bemidji State University and Northwest Technical employees included in the executive branch of the Minnesota civil service, comply with Minnesota Statutes 43.18 and 179.14 FER Personnel Rules, and applicable collective bargaining agreements.

Because of the applicable statutes, affirmative action receives its primary emphasis at the State level for recruitment, examination, and the establishment of eligible lists.

Human Resources staff coordinates the recruitment and selection of BSU and NTC classified employees. Consistent with MnSCU policies on Nondiscrimination in Employment and Education Opportunity and Affirmative Action, BSU and NTC have established a selection process for classified employees.

1. The President and Vice Presidents in consultation with Deans or Directors review and approve the vacancy for recruitment.
2. The hiring supervisor completes the Authorization to Fill Classified Position and routes to obtain needed signatures.
3. HR works with hiring supervisor to review and update position description.
4. A Search Advisory Committee may be assembled. HR staff or the AAO meet with the hiring supervisor or Search Advisory Committee to review the recruitment and selection guidelines for classified staff, including a description of underutilized protected groups and goals. A vacancy packet is assembled to include: position description, vacancy notice, advertising plan, position-related criteria for the review of application materials, proposed interview questions, and reference checking guidelines.
5. Job announcement is posted internally and placed on the Minnesota Management and Budget website and may be filled using the Multi Source Recruitment and Selection System.
6. Effective 7/1/2009, Minnesota legislation provides that the top five "Recently Separated Veterans" (RSVs) who meet the minimum qualifications, must be granted an interview for a vacant unlimited classified position. The definition of a RSV is a veteran who has served in active military service on or after September 11, 2001 and has been honorably discharged as shown by reviewing the DD-214.
7. During the posting period, eligible employees as defined by the applicable collective bargaining agreements may request a reassignment or bid.
8. The statewide layoff list is reviewed for employees who were laid off in the same classification from other agencies who have indicated a preference for employment in Bemidji.
9. Position related criteria are applied to each application to determine if minimum requirements are met.

10. The Affirmative Action Officer and the appropriate leadership team members agree to and approve the list of interviewees.
11. Interviews are conducted using uniform position-related questions. A search advisory committee or the hiring supervisor may be involved in the interview process and will complete an assessment form for each applicant.
12. Acceptable and unacceptable applicants are identified using position related criteria. Strengths and development needs (weaknesses) are identified for each interviewee.
13. If the Affirmative Action Officer and HR concurs with the selection, applicants are notified of the hiring decision.

#### **Pre-Review Procedure for Layoff Decisions at Bemidji State University and Its Affiliate, Northwest Technical College**

Bemidji State University and Northwest Technical College, will make layoff determinations, if any, consistent with applicable collective bargaining agreements and personnel plans. Proposed layoff decisions will be reviewed by the Affirmative Action Officer to gauge their effect on the affirmative action plan of Bemidji State University and Northwest Technical College.

#### **Assignment of Responsibility**

The Chief Human Resources and Affirmative Action Officer for Bemidji State University and Northwest Technical College will be actively involved in the employment and pre-hire review process for classified positions to ensure the MnSCU Nondiscrimination policy is implemented and followed by the President, Vice Presidents, Deans, and hiring managers.

Reporting requirements will be met as indicated.

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## RECRUITMENT PLAN

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Bemidji State University and Northwest Technical College, seek highly qualified applicants for vacancies and new positions through effective advertising accessible to all Job Groups.

Publications in which advertising has occurred for Bemidji State University and Northwest Technical College unclassified and classified positions include:

AACRAO  
American Indian Graduate Center\*  
American Library Association  
American Society of Criminology  
Association for Education in Journalism  
Bemidji Pioneer  
Jobs HQ – (electronic posting of Bemidji Pioneer ads throughout 5-state area)  
Boxwood Technologies  
Careers in Wind  
The Chronicle of Higher Education  
The Chronicle of Philanthropy  
Diverse: Issues in Higher Education  
Duluth News Tribune  
Educause  
Facebook\*  
The Fargo Forum  
Grand Forks Herald  
HERC/Job Target  
Higher Ed Jobs.com  
Hispanic Outlook in Higher Education\*  
Indeed.com\*  
Indian Country Today  
Inforum.com  
Inside Higher Education  
Journal of Accountancy  
LatinosinHigherEd.com\*  
Minneapolis Star and Tribune  
Minnesota Network of Latinos in Higher Education\*  
Modern Language Association\*  
Monitor on Psychology (APA)\*  
NACA  
National Association of Industrial Technology  
National Society of Black Engineers\*  
NCAA Market  
New York Times Diversity in Higher Education Supplement\*  
Ojibwe News-Native American Press  
PsychCareers.com\*

*Big on will  
be recruitment  
of/for people w/ disabilities*

Pudget.com\*  
ScienceCareers.org\*  
Simplyhired.com\*  
Valley Midweek Marketplace

\*through Upper Midwest HERC

Bemidji State University (BSU) and Northwest Technical College (NTC), along with other MnSCU universities and colleges, enhance their diversity by recruiting dual career couples and protected classes through participation in the Upper Midwest Higher Education Recruitment Consortium (UMW HERC). The primary purpose of the Upper Midwest Higher Education Recruitment Consortium (UMW HERC) is to promote dual-career and diversity hiring at member institutions.

BSU and NTC hiring managers have access to the HERC resume/CV database.

Participation in the Upper Midwest (regional) HERC allows BSU and NTC to participate as members in advertising on behalf of all regions to enhance HERC brand recognition which, in turn, will encourage more applicants to use the regional and national HERC websites to access vacancy information at BSU and NTC.

The mission of the regional HERC is to advance the efforts of member institutions to recruit and retain outstanding and diverse faculty and staff and to assist dual career couples.

The regional HERC accomplishes their mission through:

- Comprehensive regional higher education job boards
- Regular regional meetings with guest speakers covering topics of interest to member institutions
- Email job alerts and dual career search capabilities
- Regional multicultural and relocation information and resources
- Best practice sharing on recruitment and retention topics among members
- Advertising and outreach to potential higher education jobseekers
- Jobseeker data tracking

The Upper Midwest HERC has utilized social networks to connect with prospective faculty and staff through: LinkedIn; Flickr; Twitter; YouTube; Wikipedia with primary objectives of building a professional network, reaching out to applicants and job seekers, and creating a strong institutional (BSU and NTC) brand.

HERC has an extensive partnership program in order to create mutually beneficial ways of supporting each other's recruitment goals and objectives. All partners can be reviewed at <http://www.uppermidwestherc.org>



### **BSU and NTC Participation in NeoGov.com**

• Bemidji State University and Northwest Technical College unclassified search advisory committees (SACs) began using NeoGov as their recruitment, selection and electronic applicant tracking software in September 2009 after an intense summer of set up and implementation of the system within Human Resources/Affirmative Action.

Job seekers from around the world and across the nation can access information regarding vacancies at either institution by accessing GovernmentJobs.com.

• Confidentiality regarding applicants' private data is also enhanced since secure passwords and user IDs are assigned individually to search advisory committee members for each position. Agency-wide questions which applicants complete on line provide supplemental personnel data used to determine minority status, gender, and status in regard to disability to assist in formulating interviewing recommendations and for reporting purposes

### **Job Fair Attendance and Internships**

Through participation in the Upper Midwest HERC, BSU and NTC, in addition to other MnSCU colleges and universities were represented at the:

Hiring Our Heroes Veterans' Job Fair  
National Black Graduate Student Association  
University of Minnesota Professional Development Fair

At Bemidji State University, supervised work experiences (internships) related to specific academic programs are offered. Students are allowed, including those from protected classes, to gain academic credit and/or field experience to reinforce their major field of study. A variety of internships are available in local, state and federal government agencies, public service organizations and private business. Interested students address inquiries to internship advisors in the academic departments of their choice. Students are expected to participate actively in choosing and organizing their internship in coordination with the internship coordinator/faculty member and the on-site agency representative. Departments utilize equal opportunity and affirmative action principles when filling internship opportunities.

### **Projected Hiring Opportunities and Recruitment Strategies**

The utilization analysis for Bemidji State University and Northwest Technical College, shows underutilization in several job groups. For those job groups BSU and NTC will made a good faith effort through effective recruiting to meet the identified hiring goals.

### **Recruitment of Persons with Disabilities**

In order to reach persons with disabilities, Bemidji State University and Northwest Technical College, will ensure that vacancy notices are sent to the ADA Coordinator of the Minnesota Department of Economic Security for the purpose of providing the notices to rehabilitation counselors at Minnesota workforce centers.

Bemidji State University has adopted a goal to recruit additional disabled individuals:

- 15 faculty members
- 8 professional staff
- 5 office/clerical staff
- 5 paraprofessionals/technicians
- 4 service/maintenance staff

Northwest Technical College has adopted a goal to recruit additional disabled individuals:

- 2 faculty members
- 1 professional staff
- 1 office/clerical staff
- 1 service/maintenance staff

### **Supported Work**

Bemidji State University and Northwest Technical College, support the employment of individuals with disabilities who may have faced employment barriers to successful and fulfilling employment.

BSU and NTC will not discriminate against qualified individuals with disabilities and will comply with ADA and other laws governing employment of persons with disabilities.

### **Assignment of Responsibility**

Responsibility for implementation of the recruitment plan involves a coordinated effort of a number of University and College leadership team members including the President, Vice Presidents, Deans, Directors, Managers, Supervisors, Chief Human Resources and Affirmative Action Officer, and Human Resources staff.

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## METHODS TO RETAIN PROTECTED GROUP MEMBERS

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- The Center for Professional Development enhances faculty development and fosters a creative climate of teaching and learning at Bemidji State University. Staffed and directed by faculty members, addresses a wide variety of professional development needs. The Bemidji State University Center for Professional Development is a faculty-led group dedicated to improving teaching and learning. Faculty will also be encouraged to request sabbatical leaves and research grants.
  
- The Bemidji State University Work Plan outlines nine elements of strategic intent that foster the following: Sustainability, Innovation, Distinctiveness and Excellence. In an effort to retain talented faculty and encourage and support continued faculty innovation in use and development of academic technology to enhance student learning, Academic Affairs and the Center for Professional Development (CPD) are sponsoring an Academic Technology Innovation Fund which is designed to support:
  - Development of new and creative pedagogies using academic technologies
  - Enhancement of student learning and student retention
  - Exploration and experimentation with emerging technology
  - Use of academic technology to encourage and enhance interdisciplinary teaching
  
- Promotion and tenure decisions will be based on performance, achievement and criteria included in collective bargaining agreements. Promotion and tenure patterns will be analyzed to determine the impacted on protected classes.
  
- Every April BSU and NTC faculty and staff reaching milestone years of service are honored. . . .turnout is exceptional each year
  
- Multicultural and diversity events and activities are enjoyed throughout the year on campus and within the greater Bemidji area.

### Separation Analysis

The separation analysis data for fiscal year 2011 and fiscal year 2012 indicate no areas of concern with regard to differences in rates of separation among protected class groups.

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**BEMIDJI STATE UNIVERSITY AND  
NORTHWEST TECHNICAL COLLEGE  
ORGANIZATIONAL CHARTS**

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Organizational charts for Bemidji State University and Northwest Technical College can be viewed at: <http://bemidjistate.edu/administration/>.