President’s Cabinet  
Thursday, January 21, 2016  
10:00-11:30 a.m.  
Memorial Hall - Room 300

Agenda

Standing Items:
1. NTC/HLC Update – Bob Griggs  
2. Recruitment, Retention & Graduation – Michelle Frenzel

Discussion Items:
1. Policy Approval – Martin Tadlock  
   a. Institutional Review Board Policy (attachment)  
   b. Motorized and Non-Motorized Modes of Transportation (attachment)  
3. Alcohol & Student Safety Task Force Recommendations (attachment) – Mary Ward  
4. Enrollment Management Work Plan – Michelle Frenzel  
5. Dislocated Iron Range Workers – Bob Griggs  
6. President’s Student Commission 2016-17 – President Hanson  
7. RFP for HR Service Center (attachment) – President Hanson  
8. Solar Energy Project Update – President Hanson  
9. Bemidji Day at the Capitol/Student Scholarship & Creative Achievement Day – President Hanson  
10. For the Good of the Order – ALL

Reminder to RSVP to Jackie for:  
   a. Bemidji Day at the Capitol (Apr. 6, 2016) – President Hanson

Next meeting:  
Thursday, February 4, 2016  
10:00-11:30 a.m.  
Memorial Hall – Room 300

*Attachments, if any, are numbered according to their position on the agenda.
Policy Statement

It is the policy of Bemidji State University that all research involving human subjects conducted at this institution will be in accordance with federal regulations including but not limited to the “Guidelines for Protection of Human Research Subjects” 45 Code of Federal Regulations (CFR) 46 established by the National Institutes of Health, and regulations to protect human subjects, 21 CFR 50, 312, 812 as established by the Food and Drug Administration.

To ensure adequate safeguards and to discharge the responsibility of the institution, no research (including grant applications), development, or related activity involving human subjects may be undertaken unless the University Committee appointed for the purpose has reviewed and approved such proposed activity. Exceptions to this policy may occur when the research only involves Bemidji State University students 18 years of age and older, subject identity is kept confidential, the data is only used for classroom purposes or for evaluation/improvement of existing programs, and will only be used for internal purposes and will NOT be used for any future publications or presentations. (2/2014)

When secondary data sets are publicly available and have no identifying information, investigators will still need to file but claim exempt status. These will be reviewed by the Institutional Review Board convener or designee.

Scope and Purpose of Policy

This policy applies to all involved in research projects proposed by students, faculty and staff. The policy is not intended to infringe on the academic freedom of researchers. It is specifically intended to reaffirm that freedom while focusing on protection of human subjects and to comply with federal regulations. Safeguarding the rights and welfare of all those individuals involved as subjects in research, development, or related activities carried out or supervised by members of the faculty and staff of Bemidji State University is not only the responsibility of the individual members of the faculty or staff involved, but it ultimately and directly the responsibility of the University.

Definitions

Human Subjects Research is defined as any systematic investigation designed to develop or contribute to generalizable knowledge based on data obtained from human subjects. This includes both original studies and replications of existing studies performed by faculty, students, or others. It is important to note that specifically excluded are activities whose primary focus is on benefiting the individual(s) involved in the procedure.
Minimal Risk is defined as research procedures designed such that subjects are not exposed to physical, psychological, or social risks significantly in excess of that normally encountered in daily life. Any possible risks imposed must be weighed against the scientific importance and the potential benefits of the research.

Confidentiality in research procedure means procedures shall not disclose confidential information, including names and/or salient identifying characteristics, to other than the investigator(s) and their research staff. Further adequate provisions must be made to protect the confidentiality of information that is to be retained over an extended period of time.

IRB Review Committee is defined as a group of not fewer than five members established by the president. With advices of appropriate committees, boards, councils, or Deans of the university, members shall be appointed for a term of not more than three years. Membership on this committee is not restricted to university faculty but shall include individuals drawn from various sectors of the university community at large who are interested in or knowledgeable about the related issues in protecting the rights and welfare of individuals who may be involved in such research. The university president in consultation with the senior vice president of academic and student affairs shall annually designate a chair person for this committee.

Procedures

A. Structure of the Human Subjects Committee:
   1. One representative for each college and one person elected at large from the faculty association.
   2. One representative from MSUAAF.
   3. One representative of the Administration appointed by the President in consultation with the Senior Vice President for Academic and Student Affairs.
   4. One lay representative from the community or surrounding area.
   5. One representative of the medical profession not associated with the University, preferably an MD.

B. No member of the Committee shall be involved in either the initial or continuing review of an activity in which the member has a conflicting interest, except to provide information requested by the Committee.

C. The Human Subjects Committee shall meet twice during the year, or as the need for review of proposals requires, and additionally for special meetings called by the Chairperson. A simple majority of the members shall constitute a quorum of the Committee’s business. In the absence of the Chairperson, the members present shall elect a Chairperson pro tem to conduct the business of the meeting.

D. Records shall be kept by the IRB of the following:
   1. a list of IRB members.
   2. written procedures for the IRB.
   3. minutes of IRB meetings, including attendance, voting, action, and a summary of discussions.
   4. copies of research proposals reviewed.
   5. sample informed consent forms
   6. statements of finding provided to subjects.
   7. subject debriefing protocols when required.
   8. reports of any injuries to human subjects.
   9. progress reports submitted by investigators.
   10. record of continuing review activities.
   11. copies of all correspondence between the IRB and the investigators.
   12. records shall be kept three (3) years after the completion of research.
E. ACTIVITIES INCLUDED AS RESEARCH
   1. Physical, chemical, electrical or psychological stimulation of responses with the human body as well as interview, observation of behavior, administration of tests or other techniques of measurement, examination, or evaluation of individual humans.
   2. Observation of the performance of activities; or of physical or psychological reactions of individual humans or groups of human beings to stimuli which are either controlled by the investigator or are present in a normal non-manipulated environment.
   3. Observation or evaluation of the products of individual performance of tasks or reactions to stimuli in which human beings are directly involved through their active conduct or through giving consent to have procedures performed upon them.

F. ACTIVITIES SPECIFICALLY EXCLUDED
   These activities are distinguished from research activities and may be classified as beneficial services. These activities include:
   1. Teaching/training of individuals.
   2. Performance of diagnostic evaluation of individuals which will directly benefit the individual, or the relation of an individual to whom the human participant has agreed to assist, or the mass screening of disease.
   3. Performance of therapeutic procedures for the direct benefit of the individual participating or for the relation of an individual participating as in the interviewing relative to counseling services.

G. CLINICAL TRAINING AND RESEARCH TRAINING
   Clinical training covers those procedures and activities that are used to teach students to engage in professional activities with human beings other than the teacher or student involved in the procedure. Clinical training is excluded from the scope of this policy. Research training is intended to train the student in the methodology and the procedures for conducting research involving human subjects and is involved in the scope of this policy.
   1. There may be cases where the original procedure is performed as Clinical training or as Diagnosis or as Therapy and at some later date the case record, or product of such service, would be the subject of study. In this case, it is the subsequent use of records or products that will constitute research involving human subjects and is subject to this policy.
   2. If Research training utilizes research designs, methodology, procedures, and/or techniques that are frequently used and does not violate minimal risk or confidentiality, then the original design must be approved by the IRB with periodic review every five years.

H. CATEGORIES OF HUMAN RESEARCH
   1. Research funded by external agencies requiring review; e.g., DDHS. Such research will be reviewed by the IRB in accord with the appropriate agencies guidelines.
   2. Research not funded by agencies requiring review but employing human subjects in a manner not explicitly exempted. Such research shall be subject to either an expedited or full review by the IRB (see section IV) and must conform to the principles outlined in this document.
   3. Explicitly exempted research. Involved are projects of no or low risk as defined by the American Association of University Professors (AAUP). These guidelines are principally based upon those established by the U.S. Department of Health and Human Services (DHHS). Specifically exempt from full IRB review are:
a. Research on normal educational practices that is conducted in schools.
b. Research which involves the use of educational tests (cognitive, diagnostic, aptitude, achievement) if the investigator will record the information so obtained in a manner that makes identification of the subjects impossible.
c. Research involving survey or interview procedures where the subjects are legally competent, and where the investigator identifies himself/herself, and states that he/she is conducting a research survey interview.
d. Research involving the observation (including observation by participants) of public behavior in places where there is a recognized expectation of privacy, except where both of the following conditions exist:
   1. Observations are recorded in such a manner that the human subjects can be identified directly or through identifiers linked to the subjects, and
   2. The observations recorded about the subjects, if they became known outside of the research, could reasonably place the subjects at risk of criminal or civil liability, be damaging to their social standing, or be damaging to the subjects’ financial standing, employability or reputation.
e. Research involving the collection or study of the existing data, if either the data are publicly available, or the investigator will record them in a manner that makes identification of the subjects impossible.

I. THE REVIEW PROCESS

1. For research involving human subject risks of harm must be (1) of no greater probability or magnitude than those encountered in daily life or during performance in routine physical or psychological examination or tests; or (2) reasonable in relation to expected benefits of the research, and minimized by the use of the safest procedures. The review process is dependent on the amount of risk involved in regard to the human subjects. There are three forms of review which include:
   a. Exemptions from IRB Review
      Projects associated with university courses (other than capstone projects and graduate theses) if the identity of a research subject is protected, and the subject is at minimal risk. The IRB recommends that departments conduct internal reviews on this type of research activity.
   2. Approved by the BSU Human Subjects Committee in February of 2014: “There is no need to file when the research only involves Bemidji State University students 18 years of age and older, subject identity is kept confidential, the data is only used for classroom purposes or for evaluation/improvement of existing programs, and will only be used for internal purposes (i.e. and will NOT be used for any future publications or presentations).”
      When secondary data sets are publicly available and have no identifying information, investigators will still need to file but claim exempt status. These will be reviewed by the Human Subjects convener or designee.
   3. Expedited Review
      A review by the chair of the IRB and/or one other member of the IRB for research that involves no more than minimal risk, or to review minor revisions in previously approved research, or review revisions for proposals that were approved with contingencies.

4. Full Review
A review of proposals by the entire IRB. This will be conducted for research that involves greater than minimal risk, or the research is of a psychologically sensitive nature.

J. INSTRUCTIONS
Use of human subjects in research requires approval from the Human Subjects Committee (IRB) before the research procedures are implemented and data are collected. Materials for review should be submitted to the IRB chair. If necessary, the IRB chair will call a meeting of the full committee within 10 duty days of receipt of the materials. Review results will be given to researchers within an additional 10 days of the meeting.

K. The IRB will not review proposals that do not include:
1. Complete all items on the IRB Human Research Approval Form and Ethical compliance Questionnaire (See Attachment A) and attach it to the documents being submitted for review.
2. A 100-150 word abstract or summary of the proposed study.
3. A complete statement of the research methods, including copies of the instruments(s) being used to collect data (see Ethical Compliance Questionnaire). Do not include literature review chapters or proposals.
4. An Informed Consent Form (See attachment B for further description and sample consent forms)
5. Signed letter of permission from an institutional representative, if research is to be conducted in an institution such as a school, hospital, etc.
6. Debriefing Statement (See attachment C for further description and sample)
7. The original and six copies of this information are required for a Full Review. The original and one copy of this information are required for an Expedited Review.

L. MONITORING ONGOING RESEARCH
The IRB shall maintain ongoing review of nonexempt human research with respect to subjects’ rights. Monitoring procedures shall be arranged at the time of the review on a case-by-case basis. All projects will minimally be required to file a yearly report addressing the status of subject treatment.

Investigators who report substantial changes that may impinge on human subjects may be subject to further review by the IRB. Such a review shall occur at the discretion of the IRB.

Depending upon the particular circumstances of the research, one or more of the following actions may be employed as part if the monitoring procedure:
- Discussions with the investigators.
- Discussions with subjects who participated in the research.
- Discussions with other persons involved in the research (e.g. assistants).
- Site visits.
- Solicitation of further documentation on research methodology impinging on human subjects.

M. COMPLAINTS
Anyone who believes that the rights of any human subject involved in a BSU related research project are being violated is encouraged to inform the IRB of their concern. The IRB will investigate the complaint to determine if, in the committee’s majority opinion, it is valid. If so, the IRB shall require either (1) the problem be remedied or (2) the research be discontinued. Notification of such action will be forwarded to the
investigators and any appropriate agencies and/or university personnel (e.g., president, dean, department head, etc.)

Rationale
The rationale for this policy is to provide guidelines for research that is safe and in accordance with federal regulations including but not limited to the “Guidelines for Protection of Human Research Subjects” 45 Code of Federal Regulations (CFR) 46 established by the National Institutes of Health, and regulations to protect human subjects, 21 CFR 50, 312, 812 as established by the Food and Drug Administration.

This rational also ensures adequate safeguards and to discharge the responsibility of the institution, no research (including grant applications), development, or related activity involving human subjects may be undertaken unless the University Committee appointed for the purpose has reviewed and approved such proposed activity.

Supporting References
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<tr>
<th>Policy:</th>
<th>Date Submitted</th>
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<tr>
<td>Formal Review Process</td>
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<td>Provost/Vice President Recommendation</td>
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<td>Presidents Approval</td>
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Policy Name: In-line skates, skateboards, bicycles, motorized/non-motorized modes of transportation safety policy

Effective Date: January, 2016

Policy Owner: VP for Finance and Administration

Last Review: 

Next Review: 

Policy Statement

Bemidji State University permits the use of in-line skates (including roller-skates) and non-motorized scooters, skateboards (including longboards) and bicycles/unicycles (modes of personal transportation) outside of buildings and tunnels on university property. The use and operation of other modes of non-motorized and motorized transportation, including, but not limited to, Segways, motorized scooters and mopeds, are prohibited as a means of transportation on university property. Due to possible fire hazard caused by many reported mechanical defects, hoverboards are banned from use (by anyone) on campus grounds, and may not be present inside any building or tunnel owned by or under the care and control of Bemidji State University. The prohibition of other motorized and non-motorized transportation is not applicable to individuals who require accommodation relative to a disability under the American with Disabilities Act of 1990 as amended in 2008, during the scope of bona fide university business, or to be transported to/from a storage area or recharging area. This policy does not diminish or supersede applicable local ordinances or state law.

Scope and Purpose of Policy

The scope of this policy applies to all members of the university community, visitors and guests relative to the operation of the devices listed above. The purpose of the policy is to provide a safe, walkable campus community while permitting the appropriate use of the above devices in a safe and responsible manner. The university does not assume liability or responsibility to injury to operators of modes of personal transportation utilized on university property, nor does the university assume liability or responsibility to those injured by operators of modes of personal transportation on university property.

Procedures

While transiting the campus, individuals must not operate permitted modes of personal transportation in a manner that endangers others, damages property or equipment, incites fear or alarm and/or inconveniences pedestrians. Operators of these modes of personal transportation will yield to pedestrians at all times. The safety and well-being of
all campus community members, visitors and guests is of paramount importance. BSU property and equipment is not to be used to facilitate stunts or trick maneuvers, reckless or careless operation or other imprudent operation of personal transportation devices. This policy will be enforced by University Public Safety. The first contact with offenders by a Public Safety Official will result in a request that violators cease the activity. However, Public Safety Officials do retain the right to request that non-resident offenders leave campus grounds. Refusal to comply with instructions from Public Safety Officials will result in a report to the Bemidji City Police Department with a recommendation for the issuance of a citation for disorderly conduct and/or trespass.

**Rationale**

Bemidji State University values the safety and well-being of all university community members, visitors and guests. Bemidji State University sidewalks and grounds benefit the entire university community, which includes guests and visitors as well as the surrounding neighborhood and greater community. Therefore, it serves the health, safety and welfare of members, guests and visitors of the university as well as surrounding neighborhood and community to implement a policy intended to minimize hazardous conditions and the destruction of property belonging to or under the care and control of the university.

**Supporting References**

There are no supporting references for this policy.
**Policy:** In-line skates, Skateboards, Bicycles, Assistive Mobility Devices Safety Policy

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<td>Increase campus funding to expand late night activities to help keep students on campus. BSU should allocate $50,000 in annual operating budget to establish new, late night and weekend activities. These allocations will not be taken from current activity budgets and will be managed by the Director, Hobson Memorial Union.</td>
<td>Suggest that monies be allocated to be used for events managed through clubs and organizations. These funds would then be prioritized to be used for events that meet certain criteria established by federal, state mandates and/or policies to directly benefit students and their knowledge. These monies would also support education programs such e-Chug and e-Toke as well as the student survey mandated. These monies could also be used to support #10 education recommendation.</td>
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<td>9</td>
<td>Develop and implement a housing survey of current residence hall students mid-fall semester. The survey will allow BSU to gauge students’ alcohol use and adapt practices and protocol to respond accordingly. Additionally, this survey will gather information to better serve the needs of on-campus students by better understanding the needs, desires and expectations of students living in the residence halls. The BSU Health Educator, in cooperation with Housing and Residence Life staff, will coordinate this process.</td>
<td>Need to determine first what are intended outcomes we are seeking to gather, suggestion is to customize the ACUHO-I survey, Student Health Survey, or a benchmarking survey in Baseline.</td>
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<td>BSU will purchase Starfish early alert/retention software that allows BSU to utilize best practice approaches to retaining and graduating students.</td>
<td>** Recommend this be set up for implementation rollout Fall of 2017. Ten to twelve weeks are needed for set up and testing.</td>
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<td>23</td>
<td>Continue the Campus Climate Survey and the College Student Health Survey on alternate years to identify gaps and program needs and implement solutions</td>
<td>A course written that addresses all the topics of student safety, bystander, etc. (UMTC and NDSU both have these courses. MSUM has also had some of these.)</td>
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**Total Cost**: $60,850
MEMORANDUM

Date: January 12, 2016

To: Leadership Council
   Chief Financial Officers
   Chief Human Resources Officers

From: Mark Carlson, Vice Chancellor for Human Resources

Subject: RFP for Human Resources Service Centers

The HR-TSM (Human Resources Transactional Service Model) project is a systemwide effort to develop a shared services model with common business practices for systemwide HR transactional delivery that allows campus HR teams to focus squarely on the needs of their institution. The HR – TSM Leadership Team is actively working on developing this new model which will include regional campus HR service centers in four locations throughout the state, one in each region: North, South, West Central and East Central. The HR-TSM Leadership Team has determined that a RFP process is the best approach for seeking campuses who are interested in hosting one of the regional campus HR service centers.

Please direct any questions about the RFP to Kari Campbell, HR-TSM project manager. Additionally, an informational WebEx session will be held on Wednesday, January 20 at 9:00am to allow an opportunity to ask questions. Representatives of the HR-TSM leadership team and the system office Facilities Division will be on-hand to answer questions. Web Ex details can be found in the attached RFP.
INTERNAL REQUEST FOR PROPOSALS

Regional HR Service Centers

Background

The overarching goal of MnSCU’s Human Resources Transactional Service Model (HR-TSM) project is to serve students by providing exceptional campus support to employees. Through a team approach, and by leveraging the scale of the MnSCU system, the HR community will develop a new common business practice model for systemwide HR transactional delivery that allows the campus HR team to focus squarely on the needs of their institution.

The HR-TSM project was influenced by the Charting the Future initiative, a strategic effort spanning all 31 MnSCU colleges and universities that seeks to help Minnesota realize a prosperous future through three commitments:

- Ensuring access to an extraordinary education for all Minnesotans;
- Being the partner of choice to meet Minnesota’s workforce and community needs;
- Delivering to students, employers, communities and taxpayers the highest value, most affordable higher education option.

Charting the Future proposed six recommendations to deliver on these commitments and eight teams worked to translate these recommendations into action plans. In particular, the System Incentives & Rewards team looked at the recommendation to “Redesign our financial and administrative models to reward collaboration, drive efficiencies, and strengthen our ability to provide access to an extraordinary education for all Minnesotans”. The team’s final report submitted June 2015 included a recommendation for a new system wide human resources transactional service delivery model. Vice Chancellor for Human Resources Mark Carlson convened a HR-TSM leadership team comprised of campus chief human resources officers and system office subject matter experts to help lead this effort and work began over summer 2015.

Proposal

The HR –TSM Leadership Team is seeking proposals from campuses to host regional campus HR Service Centers in four locations throughout the state, one in each region: North, South, West Central and East Central. Attachment A contains the list of campuses within each region. Interested campuses within the regions are asked to make a proposal to host a service center.
Project Work

The new Human Resources Transactional Service Model is comprised of two simultaneous work efforts:

1. **Development of a new delivery model:** The future state for the HR-TSM project includes the implementation of a new shared services environment in which HR transactional services are delivered to clientele via HR service centers that support multiple institutions. After seeking feedback from the larger HR community, the HR-TSM Leadership Team recommended establishing four regional (4) HR service centers hosted by four of our colleges or universities. The regions were determined by institution headcount at each college/university and grouped to achieve an equitable split of workload and fit within geographic areas (See Attachment B). The anticipated timeline for Phase I launch of a shared services environment is January 2017.

2. **Process review and establishment of common business practices:** As a companion to establishing the regional service centers, HR – TSM Leadership Team is convening workgroups to develop and implement common HR business practices across the system. As the regional service centers become operational, each center will be using the common business practices established by the teams to ensure consistency and efficiency across all work areas.

Space Needs

The long term expectation is that each Service Center will house approximately 15-20 HR staff members when fully staffed. The following are further assumptions for campuses to consider:

**Base assumptions**
- Campus location with sufficient office and group work space to accommodate transactional functions (cubicles, offices, small informal gathering space)
- Preference given to campus space with existing furnishings and set ups, although light renovation and renewal will be considered
- Physical file storage needs are expected to be minimal due to electronic files/imaging
- Amenities like kitchen/break room space available or are already conveniently located on campus
- Larger conference rooms available for scheduling on campus
- No reception space or waiting area required
- An average of 125 square feet per occupant. This allowance includes workspace, storage space, collaboration space, and circulation/service space.

**Phase 1** *(Start: January 2017)*

- Total HR employees = 1 supervisor and approximately 7 FTEs
- 8 employees X 125 s.f. = **approx. 1,000 s.f. needed total.**
  - Private office for supervisor (120 s.f.)
  - Cubicles (48 s.f. each X 7 FTE = 336 s.f.)
  - Small group gathering/collaboration space -- approx. 120-150 s.f.
  - Remainder is circulation, service (copy/print), and storage space

**Phase 2** *(Start: January 2018)*

- Total HR employees = 1 supervisor and approximately 13 FTEs
- 14 employees X 125 s.f. = **approx. 1,750 s.f. needed total.**
  - Private office for supervisor (120 s.f.)
Cubicles (48 s.f. each X 13 FTE = 624 s.f.)  
Small group gathering/collaboration spaces -- approx. 200 s.f.  
Remainder is circulation, service (copy/print), and storage space

**Phase 3** (Start: January 2019)

- Total HR employees = 1 supervisor and approximately 19 FTEs
- 20 employees X 125 s.f. = **approx. 2,500 s.f. needed total.**
  - Private office for supervisor (120 s.f.)
  - Cubicles (48 s.f. each X 19 FTE = 912 s.f.)
  - Multiple small group gathering/collaboration spaces -- approx. 300-400 s.f.
  - Remainder is circulation, service (copy/print), and storage space

**Funding**

Resources and funding to support necessary modifications which may include the cost to move, furnish, build out (if necessary), and relocate space on the host campus may be available. While the specific method for funding costs related to establishing and operating each of the service centers is yet to be determined, interested campuses should assume that operational costs for the service centers will not negatively impact host colleges or universities.

**Organizational Structure**

Service Center staff will become host campus staff with the exception of the TSM Supervisor, who will be a system office employee.

**Proposed Selection Criteria**

A proposal is sought from campuses that include the proposed location on campus by including a set of floor plans and photos of the proposed space and address the following:

- **Space availability**
  - Ability to repurpose approximately 2,500 - 3,000 square feet
  - Meet facilities comprehensive plan objectives
  - Can be separately secured from other areas on campus

- **Use and repurposing costs**
  - Preference is given to campuses that currently have space available on campus with minimal cost to repurpose to office use
  - Capacity to meet the long term space needs of the center on campus

- **Quality of Space**
  - Consistent with other administrative space on campus
  - Conducive to a collegial, albeit secure, working environment

- **Technology availability and local support**
  - Sufficient capacity and ongoing security protocols to support sensitive HR transactional work
  - Ability to absorb additional staff members to IT workload and provide tech support

- **Workforce availability**
  - Proximity to current HR personnel
  - Availability of qualified HR workforce

- **Parking and commuting options**
  - Parking availability and cost
  - Ease of access, transportation options (bus, light rail)
**Other Criteria:**
- Inclusive campus culture and receptiveness to regional service center concept
  - Willingness to work through inevitable “growing pains” and operating issues that may arise
- Opportunity for HR-TSM service center employees to be integrated into full campus experience

**Schedule and Deadlines**

An informational WebEx session will be held on Wednesday, January 20, 2016 at 9:00am to allow an opportunity to ask questions. Representatives of the HR-TSM leadership team and the system office Facilities Division will be on-hand to answer questions. WebEx details are found below:

WebEx meeting link: click [here](#) to join
Meeting number: 639 747 290
Join by phone:
1-866-469-3239 Call-in toll-free number (US/Canada)
1-650-429-3300 Call-in toll number (US/Canada)
Access code: 639 747 290

Proposals are due by EOD February 5, 2016 and should be submitted in PDF format to Kari Campbell at Kari.Campbell@so.mnsu.edu

A completed proposal shall include a 3–5 page proposal and include a floor plan and photos showing the proposed location of the site.

**Selection Process:**
The HR – TSM leadership team will evaluate each campus proposal and make decisions of the final service center locations. The selected campuses will be notified and budgetary and planning discussions will commence. The scheduled implementation date for Phase I of the TSM is:

<table>
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<tr>
<th>Proposals due:</th>
<th>February 5, 2016</th>
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<tbody>
<tr>
<td>Selections made:</td>
<td>February 26, 2016</td>
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<tr>
<td>Planning and Budget discussions:</td>
<td>March 1 – May 15, 2016</td>
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<td>Renovation work and moving:</td>
<td>Anticipated Summer 2016</td>
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<td>Phase 1 launch:</td>
<td>January 2017</td>
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## Attachment A - HR – TSM Regions and Campuses

### East Central
- Century College
- Dakota County Technical College
- Inver Hills Community College
- Metropolitan State University
- Minneapolis Community and Technical College
- Pine Technical and Community College
- Saint Paul College
- System Office

### North
- Alexandria Technical and Community College
- Bemidji State University
- Central Lakes College, Brainerd
- Central Lakes College, Staples
- Fond du Lac Tribal and Community College
- Lake Superior College
- Minnesota State Community & Technical College, Detroit Lakes
- Minnesota State Community & Technical College, Fergus Falls
- Minnesota State Community & Technical College, Moorhead
- Minnesota State Community & Technical College, Wadena
- Minnesota State University Moorhead
- Northeast Higher Ed District, Hibbing Community College
- Northeast Higher Ed District, Itasca Community College
- Northeast Higher Ed District, Mesabi Eveleth
- Northeast Higher Ed District, Mesabi Virginia
- Northeast Higher Ed District, Rainy River Community College
- Northeast Higher Ed District, Vermillion Community College
- Northland Community and Technical College, East Grand Forks
- Northland Community and Technical College, Thief River Falls
- Northwest Technical College, Bemidji
- Ridgewater College, Hutchinson
- Ridgewater College, Willmar

### South
- Minnesota State College-Southeast Technical, Red Wing
- Minnesota State College-Southeast Technical, Winona
- Minnesota State University, Mankato
- Minnesota West Community and Technical College, Canby
- Minnesota West Community and Technical College, Granite Falls
- Minnesota West Community and Technical College, Jackson
- Minnesota West Community and Technical College, Pipestone
- Minnesota West Community and Technical College, Worthington
- Riverland Community College, Albert Lea
- Riverland Community College, Austin
Riverland Community College, Owatonna
Rochester Community and Technical College
South Central College, Faribault
South Central College, Mankato
Southwest Minnesota State University
Winona State University

West Central
Anoka Technical College
Anoka-Ramsey Community College, Cambridge
Anoka-Ramsey Community College, Coon Rapids
Hennepin Technical College, Brooklyn Park
Hennepin Technical College, Eden Prairie
Normandale Community College
North Hennepin Community College
St. Cloud State University
St. Cloud Technical & Community College
## Attachment B – Employee headcount by institution and region

<table>
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<tr>
<th>North</th>
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<th>East Central</th>
<th>South</th>
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<td>472</td>
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*Template version 20140903*