President’s Cabinet
Thursday, September 3, 2015
10:00 a.m. - 11:30 a.m.
Hobson Memorial Union – Crying Wolf Room

Attendees:
Karen Snorek          Mary Ward          Kierstin Hoven
Jackie Carroll        Colleen Greer        Diane Morris
Troy Gilbertson       Brittany Hull        Robb Carothers
Seth Minner           Josh Hatton          Scott Faust
Jim Dillemuth         Cody Kennedy         Sheila Paul
Richard Hanson        Randy Westhoff       Shawn Strong
Zak Johnson           Martin Tadlock       Leslie Darmofal
Stephanie Bard        Jeff Ueland          Bob Griggs
Deb Peterson          Lynn Johnson         Rob Bollinger
Michelle Frenzel      Tracy Dill           Sandra Kranz
Joan Miller           

NTC/HLC Update – Bob Griggs
Dr. Hanson provided an update on NTC/HLC. The Assurance Argument has been submitted and locked. We cannot make any changes to the document going forward. The HLC Site Team will be here the last week of September. In the meantime, additional consultation is occurring with the faculty and staff. Dr. Hanson is considering conducting a mock HLC visit and is working with the System Office to orchestrate such visit. This should help people become more familiar with the process when it happens at the end of the month.

Dr. Hanson commended the group on the work that was accomplished in such a short amount of time.

Recruitment, Retention & Graduation – Michelle Frenzel
Michelle reported there are 746 new freshman with 731 of those being full-time. To achieve 68% retention, 500 students need to stay. We have 367 full-time transfer students.

Recruitment
Seth Miner reported that it is a busy time in the Admissions Office. Fall travel is nearly complete. The Admissions reps have 282 high school visits scheduled for fall.

Seth briefly discussed the strategies for their recruitment efforts such as making a personal connection with the students – calling recent applicants, using social media to engage the student, using snapchat to send certificates of acceptance, etc. A number of our competitors are not doing these things and we believe it could give us an advantage.

Another component of our recruitment efforts are the campus previews. These visits are spread out throughout the year. One Saturday in particular, we had 68 visiting families.

We are scheduled to participate in the MN National College Fair on October 21-22. We have a great spot at the event.

We are lining up faculty members for the Academic Open House on October 15-16. Students/families get to sit down with faculty to discuss programs and majors.
Success Coach Program
The Success Coach program has gone through the Meet and Confer process. MSUAASF has already voted and agreed to do it. There will be an application process for coaches. All coaches will receive an honorarium. Mary and Michelle will develop questions to assist coaches with their first meeting with students.

Workplace Environment Policy (attachment) – Zak Johnson and Stephanie Bard
Attachment: 1. Workplace Environment Policy
2. Workplace Environment Complaint Form
Discussion: Zak Johnson and Stephanie Bard, MSUAASF representatives, presented a policy addressing the BSU Workplace Environment. The policy, which mirrors policies at Winona State and MSU Mankato, was drafted by MSUAASF employees with assistance from Mary Ward. It identifies the need for a respectful workplace with respectful behavior (free from bullying) exhibited by employees.

In the past, there have been problems with this type of behavior. Since it rarely rises to the level of a 1B1 complaint, it is believed nothing can be done. The proposed policy would provide recourse for employees.

MSUAASF would like to see this policy go through the policy development process.

There was some discussion about the MMB policy and how that impacts policies at MnSCU institutions. Last spring MMB published its Respectful Workplace Policy. Chris Dale stated, “One principle that MMB’s promulgation of the Policy does reinforce is that a respectful workplace is a component of all employment with the State of Minnesota and MnSCU. It is our understanding that the state colleges and universities have always treated civil behavior as a basic obligation of employment. Thus, the historical absence of a respectful workplace policy has never been a deterrent to insisting that employees behave civilly while at work and/or disciplining employees for failure to do so.”

Since MnSCU typically does not get involved in policies adopted at the campus-level, it is unknown if we might face any resistance from the System with the development of our own policy.

The argument from proponents of the BSU policy is that the MMB policy falls short. The targeted employee would either file a grievance which goes through the bargaining unit or file a 1B1 complaint, which the offense may not warrant the 1B1 process. If we utilize the MMB policy, where does an employee make a complaint? The proposed policy identifies a process including a complaint form.

Concerns were expressed about the process leading up to the filing of the complaint and what standard would be used to measure the merits of a complaint. It is expected that the situation be resolved with the immediate supervisor. If a solution is not achieved, the issue will be escalated.

The proposed policy was approved for presentation at the upcoming Meet and Confers.
Preferred Name Program – Jim Dillemuth
Attachment: 3. Preferred Name Implementation Plan
Discussion: President Hanson recommended the Cabinet watch a video addressing student concerns with how they are identified and spoken to. The video is available through the Chronicle at: 

The attachment outlines the procedures from the System Office for compliance with the Preferred Name policy. BSU will have its own policy which has already been uploaded to the policy webpage.

The issue of preferred name is actually made more complicated by technology. Jim requested that if you are accessing data from the system, to please let him know if you need assistance in making your information compliant. There is a lot of information in ISRS. We presently have a two-page list of fields in the system that need to be updated to include a preferred name.

Diversity Mapping and Diversity Task Force – Deb Peterson
Discussion: Last year, Mary Ward led the Diversity Task Force in the development of the Diversity Plan for the university. With recent developments nationally coupled with MnSCU efforts, Deb suggested we collect more evidence before proceeding with our diversity plan.

The national trend is to engage in diversity mapping. MSU Moorhead recently completed this process with the assistance of hired consultants. Deb believes this process can be done internally at BSU and NTC. She suggested a letter be sent from the President requesting departments to identify programs, activities, etc., in which diversity is addressed.

Deb is currently conducting a curriculum inventory for diversity expression and will review our webpages as well.

The Task Force will be reconvened so that as this information is coming in, the Task Force can help with the analysis. The diversity mapping will identify our strengths and weaknesses in addressing diversity. From this analysis, a more thorough plan can be put into action.

Deb’s goal for the Diversity Task Force this year is to develop the Diversity Plan. Next year, she will look to implement the plan and assess its successfulness. She intends to make adjustments to the plan where needed following year two.

Campus Forums for 2015-2016 – Martin Tadlock
Discussion: We will plan to host campus forums again for the 2015-2016 academic year. We need topics. What do people want to know?

As we did last year, we will record the sessions so the campus community can review them at a time convenient for them.

Send your topics to Martin. Mary suggested hosting a Student Safety panel for faculty and staff, similar what was done for Orientation.
Community Music School – Martin Tadlock
Discussion: Eric Olson, a faculty member in music, expressed an interest in developing a Community Music School. The idea was presented to members of the music department as well as the Headwaters School of Music. All parties are interested in pursuing this idea. We are now in the process of determining if this is feasible or not. It could be an excellent venture for everyone involved. We would support the BSU music program and students in the community.

Upcoming visits from Chinese Faculty, administrators, and students – Martin Tadlock
Discussion: We will be hosting Chinese faculty and students at BSU/NTC this fall. They are coming on site because we have partnerships with them or are in the process of developing partnerships for student exchanges and program articulations. They will be staying in housing at BSU, visiting classrooms and labs, participating in activities on both campuses, visiting the area, and learning about BSU, Bemidji, and how we approach education for our students.

Six students from Weifang University arrive this weekend and stay for one month. They are interested in articulating with us specifically in Biology, Computer Science, and Technology Management. BSU honors students will serve as mentors for their stay with us. Several faculty have agreed to allow them sit in on their classes.

On September 21-24, Jinhua University nursing students and faculty will be here. They are interested in how we educate future nurses and partner within the community. Their students are interested in completing a 3 year diploma at Jinhua U and then transferring to BSU to complete a baccalaureate degree.

The week prior to Thanksgiving week, we will host 6 faculty members from Qingdao Technician College. They will spend several days at NTC observing different programs to see how we educate students in technical programs. The plan is to articulate programs and provide a pathway for students and faculty to come to NTC regularly – students via transfer and faculty partnerships to share instructional approaches and information. They have expressed an interest in periodically having NTC faculty provide short courses at Qingdao.

Hagg-Sauer Project Update – Karen Snorek
Discussion: We presented the Hagg-Sauer/Academic Learning Center project to the House Capital Investment Committee on August 12th. We make the presentation to the Senate Capital Investment Committee on October 1st. The PowerPoint presentation will be amended based on feedback received from the House committee presentation.

On September 14th, two firms are scheduled to provide cost estimates on the schematic design. The architects have requested one day to review the estimates before presenting the findings to the Steering Committee. On September 16th, the architects will make their presentation to the Steering Committee. We will host an open forum on September 22nd at 10:00 a.m. in Hagg-Sauer 100. The goal is to take the feedback from the forum with the cost estimate and schematic design and present the information to the President’s Cabinet and Executive Leadership Team in special meetings set-up for September 23rd. If approved, the design and cost estimate will be sent to MnSCU for approval.

The drawings and timeline will be posted to the webpage for the Hagg-Sauer project: http://www.bemidjistate.edu/academics-affairs/strategic_planning/.
On the subject of campus construction, Karen indicated that Bob at Kraus-Anderson will check on the progress at Memorial. Work seems to have stalled. The tunnel to Hobson should be open by September 11th.

Plan for Conversation with Foundation Board – President Hanson
Discussion: The BSU Foundation board has expressed interest in meeting with the Cabinet. It is intended to be informational and conversational. They are interested in providing more support for the work of the University and would like to meet with the Cabinet for direction.

Rob suggested moving the existing Cabinet meeting on November 12th to the 13th. The BSU Foundation Board is scheduled to meet on the 13th and would be in town to meet with the Cabinet.

No one expressed objections to meeting with the Foundation board and agreed to move the meeting on November 12th to the 13th to accommodate the meeting.

Distinguished MN – President Hanson
Discussion: President Hanson requested suggestions for the 2016 Distinguished MN. Amy Klobuchar was mentioned. If you have any other ideas please forward them to President Hanson within the next month or so.

For the Good of the Order – ALL
Student Senate Update – Brittany Hull
• Student Senate meetings – Cabinet is welcome to join the Student Senate meetings Wednesdays at 4:30 p.m. in the HMU Crying Wolf Room.
• Elections – Elections will be held next week. We have already had 7-8 student apply. We may have a full senate this year.
• MSUSA – MSUSA board members will be here next Wednesday, September 9th.
• SOS bracelets – Brittany thanked those who are wearing the SOS bracelets and encouraged more to participate.

Community Appreciation Day – Rob Bollinger
Community Appreciation Day is today at 4:30 p.m. This is the BSU Foundation’s annual event to show appreciation for the Bemidji community. Admittance to today’s soccer game is free as part of the festivities.

Homecoming – Rob Bollinger
Homecoming is slated for October 2-4, 2015. Invitations will be sent today for the BSU Honors Gala. This premier event provides an opportunity for us to recognize our alumni and donors. We’ll also take time to provide an update on campus happenings and the Imagine Tomorrow campaign. Rob extended the invitation to the President’s Cabinet and asked if anyone would consider hosting a table at the event.

Other homecoming activities include the Homecoming Parade, which is back for its 2nd year. The parade starts at 10:00 a.m. The grand marshal is Harold Shellum, a 1941 BSU graduate. He is 96 years old and is currently living in Monrovia CA. His family will be returning to Bemidji to celebrate with him. Be sure to take in these activities if your calendar permits.
Scholarship Appreciation Breakfast – Rob Bollinger
The Scholarship Appreciation breakfast will be held in the field house on Saturday, September 19th. This 3rd annual complimentary event recognizes all scholarship recipients and many of the donors who make these scholarships possible.

Family Weekend – Mary Ward
Family Weekend is scheduled for the same weekend as the scholarship breakfast. This will be the first all-campus family weekend. The activities schedule is posted online on the Hobson Memorial Union webpage.

ISRS Listening Sessions – Jim Dillemuth
Attachment: 4. ISRS Listening Session Schedule
Jim provided an updated schedule for the ISRS Listening sessions at BSU. Emails will be sent next week to remind everyone of the sessions. Please promote attendance within your departments.

Prairie Home Companion – Scott Faust
BSU is a main sponsor for the Prairie Home Companion event at the Sanford Center. This sponsorship provides extensive outreach opportunities not only within the state, but nationwide. We will be recognized in the program, on signage, on the radio, etc. We will have a spot during the live show, which reaches 1.5 million people.

New Location for Cabinet meetings
Cabinet meetings will move from the HMU North Conference Room to Memorial Hall, Room 300 on the following dates:
- October 15, 2015
- December 3, 2015
- January 7, 2016
- February 4, 2016
- August 18, 2016

Meeting adjourned 11:00 a.m.
Minutes submitted by Jackie Carroll.
Bemidji State University Policies

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**Policy Statement**
Bemidji State University is committed to providing a safe and healthy work environment in which all employees including student employees are treated fairly, with dignity and respect. Under this policy, workplace violence/aggression, harassment and/or bullying are prohibited. Those who engage in such behaviors may be subject to: removal from the premises; disciplinary action, up to and including dismissal or expulsion; and/or arrest and criminal prosecution. Any sanctions within this policy would be in compliance with established collective bargaining agreements. This policy is in compliance with Minn. Stat. 15.86 that mandates that each agency of state government adopts a goal of zero tolerance of violence in, and around, the workplace and Minn. Stat. 1.5 whereby the State of Minnesota adopted a policy of zero tolerance of violence and established that every person in the state has a right to live free from violence.

**Scope and Purpose of Policy**
The scope of this policy covers all employees and students employees (whether full-time, part-time or temporary) and all persons performing work at the direction of, in connection with, or on behalf of Bemidji State University (for example contractors, subcontractors, agents, consultants, and other vendors). This policy applies to all levels and areas of University operations and programs relating to employment related responsibilities, events or activities. This includes classrooms as well as University events or functions which student-employees, faculty, administrators and staff attend or in which they participate. This policy extends to all functions and places that are work related and are in effect when employees are in an employment related capacity, either on university property or while conducting university business at other locations. The purpose of the policy is to ensure a safe and healthy work environment for all employees including student employees free from workplace violence/aggression, harassment, and/or bullying.

**Definitions**
Workplace violence/aggression is any incident of direct or indirect physical or verbal assault, threat, or intimidating behavior occurring in the workplace. Workplace violence may involve, but is not limited to, any violent, threatening, or intimidating act by any individuals covered by this policy. Examples of workplace violence or aggression include, but are not limited to:
- Verbal or non-verbal threats to inflict harm, including vague threats;
- Throwing or pushing objects, punching walls, and slamming doors; and,
- Physical assault, hitting, slapping, pulling hair or other unwanted physical contact.

Workplace harassment is defined as any direct or indirect behavior that is intended to interfere with the work performance of another or to create a hostile work environment. Examples include, but are not limited to:
• Abusive or offensive-behavior;
• Emails [electronic media: Facebook, YouTube, texts, tweets, etc.] of a harassing nature;
• Constant unwarranted criticism, intimidation based on the power structure, inconsistent enforcement of rules, unreasonable job demands including the assignment of meaningless tasks, etc.;
• False or malicious statements; and,
• Withholding resources and information such that another is unable to perform the functions of their position.

Workplace bullying is repeated, unreasonable behaviors, directed towards an employee or a group of employees. Workplace bullying is unwelcome and unwanted behaviors that can cause/create an unpleasant working environment and interfere with job performance. These actions or practices may be initiated deliberately or unconsciously in order to cause humiliation, offense and distress.

a) Repeated behavior refers to the persistent nature of the behavior and can refer to a range or pattern of behaviors over a period of time (for example, verbal abuse, unreasonable criticism, isolation, marginalization and subsequently be denied opportunities for professional development and/or advancement).

b) Unreasonable behaviors means behaviors which a person would expect to achieve the following affect: victimize, humiliate, undermine or threaten another person.

Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

a) made a complaint under this policy;

b) 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;

c) associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or

d) Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Procedures
This policy is not intended to infringe against an employee’s right to freedom of speech or expression and/or academic freedom. In situations where verbal statements or other forms of expression are involved, due consideration will be given to an employee’s constitutionally protected right to free speech and academic freedom. However, these freedoms come with a responsibility that all members of our university community are allowed to work in an environment free from intimidation, exploitation, coercion, violence, aggression, harassment, and/or bullying. Complaints or allegations of discrimination, harassment, and/or retaliation based on membership in a protected group as defined by MnSCU Policy 1B.1 must be submitted to the Office of Affirmative Action. Any such complaints based on a protected status are dealt with according to the policies and procedures of MnSCU Policy 1B.1 and Procedure 1B.1.1. MnSCU Policy 1B.1 may be found at http://www.mnscu.edu/board/policy/1b01.html. Procedure 1B.1.1 is available at http://www.mnscu.edu/board/procedure/1b01p1.html.
Reporting workplace violence/aggression, harassment, bullying any individual who believes she or he has been or is being subjected to workplace violence/aggression, harassment, and/or bullying conduct as defined above is encouraged to report the behavior(s)/incident(s). Any student, faculty or staff member who knows of, receives information about or receives a complaint of discrimination or harassment is also encouraged to report the information or complaint.

1. **Filing a complaint**
   a) Complaints must be filed initially with the employee’s chain of supervisory/administrative responsibility at the first appropriate level. In situations where the supervisor/administrator is the alleged wrongdoer, the complaint should be filed at the next highest level.
   b) Right to representation. Bargaining unit employees filing, responding to, or participating in the resolution of a Workplace Environment complaint shall be informed of their right to bargaining unit representation at all stages of this procedure.
   c) Informal resolution process. Supervisors, managers, directors, deans and administrators (supervisors/administrators) will strive to resolve complaints, which may include appropriate corrective or disciplinary action, within ten (10) working days of the filing date. They will provide written notification to complainant(s) and respondent(s) regarding the resolution of the complaint. The date of delivery of the written notification letter must be properly documented and filed with the complaint form in the supervisor's/administrator's office. Letters of Expectation and/or communications to employees involving corrective or disciplinary action should be filed with Human Resources. Human Resources may be contacted for assistance or for referrals to other appropriate university or non-university resources. In situations where the supervisor/administrator fails to resolve the complaint within ten (10) working days of the filing date, the employee may then file the complaint at the next highest level.
   d) Formal resolution. When the informal resolution process is not a viable option or is not successful, the supervisor/administrator or the Office of Affirmative Action will conduct an investigation into the complaint. In situations where the supervisor/administrator determines a non-departmental investigation would be advisable, they should consult with Human Resources. The Offices of Human Resources and Affirmative Action will then determine the appropriate office to conduct the investigation based on the subject matter of the complaint and available resources. They reserve the right to attempt to resolve the complaint via the informal process before conducting a formal investigation.
   e) University designated offices for complaint reporting include but not limited to: Office of Affirmative Action/Title IX Coordination; Office of Human Resources; Office of University Student Conduct; and/or Department of Public Safety. The report intake and subsequent processes and procedures will follow the policy and procedures found in BSU Equal Opportunity and Nondiscrimination in Employment and Education. This university policy and procedure is congruent with Minnesota State Colleges and Universities Board Policy Equal Employment and Non-Discrimination in employment and education policy 1.B.1 and procedure 1.b.1.1 [http://www.mnscu.edu/board/policy/1b01.html](http://www.mnscu.edu/board/policy/1b01.html) as well as Minnesota State Colleges and Universities Board Policy 1B.3 Sexual Violence [http://www.mnscu.edu/board/policy/1b03.html](http://www.mnscu.edu/board/policy/1b03.html).
   f) A complaint filed against a Vice President. Complaints filed against a Vice President shall be filed with Human Resources. The Offices of Human Resources and Affirmative Action will then determine the appropriate office to facilitate an informal
resolution or conduct an investigation based on the subject matter of the complaint and available resources. Under certain circumstances, an external investigator may conduct the investigation.

g) Upon completion of the investigation, an investigation report will be delivered to Affirmative Action who will appoint an internal or external decision maker. The designated decision-maker should strive to provide a written decision to the complainant and respondent within ten (10) working days of receiving the investigation report.

h) Complaint filed against the President. Complaints filed against the President shall be resolved by the Office of the Chancellor which shall have final resolution authority. The Chancellor may designate a representative to review and/or investigate the complaint and prepare a report including their decision for consideration by the Chancellor who shall make the final determination on the merits.

2. Decision Appeal Process

a) Formal resolution appeal. Should a complainant or respondent be dissatisfied with the decision-maker’s determination, they may appeal, in writing, within five (5) working days of delivery of the decision to their Vice President or President (for those units reporting to the President) for a final determination. The responsible Vice President is the Vice President of the division where the complainant is employed. The Vice President shall have ten (10) working days in which to review the appeal, meet with the complainant, respondent or witnesses as he/she deems appropriate, and issue a final written decision. Corrective or disciplinary action issued by the investigation-level decision-maker remains in effect unless overturned by the appeal-level decision-maker.

b) Appeal involving a Vice President. Complaints filed against a Vice President shall be appealed to the President, who shall have ten (10) working days in which to review the complaint, meet with the complainant, respondent or witnesses as s/he deems appropriate, and issue a final written decision. Corrective or disciplinary action issued by the investigation-level decision-maker remains in effect unless overturned by the President.

Retaliation, reprisal or intimidation in conjunction with a complaint filed under this procedure is prohibited. Any individual who retaliates against any person who: 1. files a Workplace Environment Policy complaint; 2. testifies, assists, or participates in an informal resolution or formal investigation; or 3. opposed conduct the employee reasonably believed was a violation of the Workplace Environment Policy, shall be subject to corrective or disciplinary action, up to and including termination. Any corrective or disciplinary action imposed must be in accordance with the appropriate collective bargaining agreement or personnel plan. Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment or retaliation toward an individual who files, testifies, assists, or participates in a Workplace Environment Policy complaint and/or who opposed conduct reasonably believed to be a violation of this policy. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Employee Support

Employees who believe they have been subjected to acts or behavior prohibited under this policy often experience job performance issues. Employees are encouraged to contact the State of Minnesota’s Employee Assistance Program at: 651.259.3840 or 1.800.657.3719, which provides confidential, accessible services, including counseling and referral services, to individual employees. More information can be found at: http://www.mmb.state.mn.us/eap.
Employees who are covered under a collective bargaining agreement may also consider seeking assistance from their union representatives in filing and processing complaints under this policy. Bargaining unit representatives, at the request of the bargaining unit member may be involved in providing direction and guidance to complainants and respondents during all phases of this policy.

**Rationale**
Bemidji State University is committed to a) providing a safe and healthy work environment in which all employees including student employees are treated fairly, with dignity and respect; and to b) maintaining a workplace environment that is free from all acts and threats of workplace violence/aggression, harassment and/or bullying committed by employees, students, or members of the public against university employees. This policy is in compliance with Minn. Stat. 15.86 that mandates that each agency of state government adopts a goal of zero tolerance of violence in, and around, the workplace and Minn. Stat. 1.5 whereby the State of Minnesota adopted a policy of zero tolerance of violence and established that every person in the state has a right to live free from violence.

**Supporting References**
MnSCU Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education  
http://www.mnscu.edu/board/policy/1b01.html
Minnesota State Statute 1.50 Freedom from Violence  
https://www.revisor.mn.gov/statutes/?id=1.50
Minnesota State Statute 15.86 Sub 1 Statement of zero tolerance of violence  
https://www.revisor.mn.gov/statutes/?id=15.86

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Behaviors
Bemidji State University
Workplace Environment Policy
Complaint Form

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Type of Workplace Complaint
( ) Violence/Aggression ( ) Harassment ( ) Bullying
I feel that I was subjected to workplace violence/aggression/harassment/bullying by:

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(If necessary, attach additional pages.)

Please list potential witnesses you believe possess information about your complaint.

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1. Introduction

Minnesota State Colleges and Universities is beginning a phased implementation of the Preferred Name Procedure in September 2015. The goal of the Preferred Name procedure is a consistent Preferred Name experience across the system and use of one’s Preferred Name wherever a legal name is not required. Minnesota State Colleges and Universities is multi-faceted and complex, and while many systems may reflect a Preferred Name, there are still many other systems where Preferred Names are not feasible or where the implementation of the Preferred Name is forthcoming.

Accordingly, each college or university and the system office will be collecting names from students or other members of its community who choose to identify themselves within the system’s information systems with a Preferred Name in addition to legal name. The individual's Preferred Name shall be used whenever feasible and legally possible.

In order to enable students, staff and faculty to use Preferred Names there is much that needs to happen behind the scenes. Because of the extensive work involved, we plan to roll out the Preferred Name in a phased approach. Phase I – In July 2015, the system office will be releasing functionality to maintain a Preferred Name in ISRS. Once in place, the Human Resources or Registrar’s office will be able to enter a Preferred Name in ISRS.

Colleges/universities/system office should begin to make changes within their local systems as soon as possible.

For this phase to be implemented your college or university should create:

1) A process for requesting the Preferred Name – Determine who in HR or the Registrar’s office will approve/deny the Preferred Name

2) A process for appeal if the Preferred Name is denied

3) A retention schedule for the Preferred Name request form – Please check with your records retention coordinator

The college/university/system office will start to display Preferred Names in various places. The goal is to have each college/university and the system office establish a process so Preferred Names can start to be displayed beginning Fall Semester 2015.

The following grid identifies locations where a Preferred Name has been approved for display. See the Phase 1 Priority section, next in this document, for dates when these fields could display Preferred Name. The fields marked C/U indicate the change to show Preferred Name will be completed by the individual college/university. Those fields marked with SO indicate the change will be implemented by the System Office.
### Preferred Name shall appear:

<table>
<thead>
<tr>
<th>E-Mail account – C/U</th>
<th>On-line directory - C/U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class rosters, advisee list, grade &amp; LDA (last date of attendance) entry, wait list report and grade change request - SO</td>
<td>Commencement programs - C/U</td>
</tr>
<tr>
<td>Diploma - C/U</td>
<td>Faculty advisee lists - SO</td>
</tr>
<tr>
<td>Honors program lists - C/U</td>
<td>Alumni Office records - C/U</td>
</tr>
<tr>
<td>Timecards - SO</td>
<td>Student ID Card - C/U</td>
</tr>
<tr>
<td>Food Service Card - C/U</td>
<td>Library records - C/U</td>
</tr>
<tr>
<td>Students/employees homepage on D2L and e-services homepage - SO</td>
<td>Student invoice - SO</td>
</tr>
<tr>
<td>Athletic team lists - C/U</td>
<td></td>
</tr>
</tbody>
</table>

Legal names will **always** appear in the following:

<table>
<thead>
<tr>
<th>Legal name shall appear:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Official and unofficial transcripts</td>
</tr>
<tr>
<td>Paychecks and pay stubs</td>
</tr>
<tr>
<td>Financial Aid records</td>
</tr>
<tr>
<td>Official correspondence from the college/university</td>
</tr>
<tr>
<td>Tax Forms</td>
</tr>
</tbody>
</table>

All other fields will continue to use legal name. For fields where Preferred Name could be used, the Human Resources office or Registrar should submit the request to the System Office Preferred Name Task Force. This group will review requests on a quarterly basis.

### Questions?

Procedural questions about Preferred Name should be directed to Renée Hogoboom, Associate Director for Diversity and Equity. Technical implementation questions should have a ticket created with the System Office Service Desk and they will route the question appropriately.
2. PHASE 1 Priority for Display/Print of Preferred Name

The following fields and associated target dates are in scope for Phase 1. Each is subject to the available resources that system office/university/college can apply to each project area.

<table>
<thead>
<tr>
<th>Area</th>
<th>Work done by</th>
<th>TARGETED Goal to implement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capture &amp; Maintain Employee Preferred Name</td>
<td>System Office</td>
<td>July 9, 2015-complete</td>
</tr>
<tr>
<td>Enterprise Reporting Additional View</td>
<td>System Office</td>
<td>July 16, 2015-complete</td>
</tr>
<tr>
<td>Student D2L page</td>
<td>System Office</td>
<td>July 23, 2015-complete</td>
</tr>
<tr>
<td>Capture &amp; Maintain Student Preferred Name</td>
<td>System Office</td>
<td>July 23, 2015</td>
</tr>
<tr>
<td>Student &amp; Employee eService’s homepage</td>
<td>System Office</td>
<td>August 6, 2015</td>
</tr>
<tr>
<td>Email account</td>
<td>University/College &amp; System Office</td>
<td>Before Fall Start 2015</td>
</tr>
<tr>
<td>On-line directory</td>
<td>University/College</td>
<td>Before Fall Start 2015</td>
</tr>
<tr>
<td>Class rosters, grade &amp; LDA entry, wait list report and grade change request – web, printed, Uniface</td>
<td>System Office</td>
<td>Before Fall Start 2015</td>
</tr>
<tr>
<td>Faculty Advisee List</td>
<td>System Office</td>
<td>Before Fall Start 2015</td>
</tr>
</tbody>
</table>

3. PHASE 2 Priority for Display/Print of Preferred Name

These fields have been vetted and approved for implementation at a later date based on system office/university/college resource availability. No dates have been established for when this work can be completed.

<table>
<thead>
<tr>
<th>Area</th>
<th>Work done by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Invoice</td>
<td>System Office</td>
</tr>
<tr>
<td>Timecards</td>
<td>System Office</td>
</tr>
<tr>
<td>Diploma</td>
<td>University/College</td>
</tr>
<tr>
<td>Honors Program Lists</td>
<td>University/College</td>
</tr>
<tr>
<td>Food Service Card</td>
<td>University/College</td>
</tr>
<tr>
<td>Athletic Team Lists</td>
<td>University/College</td>
</tr>
<tr>
<td>Commencement Programs</td>
<td>University/College</td>
</tr>
<tr>
<td>Alumni Office Records</td>
<td>University/College</td>
</tr>
<tr>
<td>Student ID Card</td>
<td>University/College</td>
</tr>
<tr>
<td>Library Records</td>
<td>University/College</td>
</tr>
</tbody>
</table>
4. Preferred Name Request Form

The Preferred Name request form should be included in onboarding/orientation packet.

Preferred Name Request Form

Complete this form if you would like [MnSCU system/Name of college/university] to use a preferred name for you in its records, consistent with System Procedure. If you complete this form, your preferred name will appear in your campus email address, system directories, class rosters and other [college/university] records as technically feasible except where your legal name is required. You may request a preferred first, middle and/or last name. [Name of college/university] reserves the right to deny a requested preferred name if the requested name is inappropriate, such as: to avoid a legal obligation, to misrepresent, violates some system policy, etc. You may change your preferred name by completing this form again; individuals do not have the ability to change a preferred name independently. You may be asked to show photo identification for security purposes.

<table>
<thead>
<tr>
<th>Legal Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal First Name:</td>
</tr>
<tr>
<td>Tech ID, Student ID, or STAR ID</td>
</tr>
</tbody>
</table>

By completing the information below, you are requesting your preferred name appear as listed at any MnSCU institution where you have an educational or employment relationship, and where the legal name is not required for business or legal reasons. Note that presentations of preferred name will be subject to the availability of technical resources at individual institutions.

By your signature below, you affirm that this application is made for the purposes of your employee and/or academic record, and that you intend to use this name consistently for these purposes within the Minnesota State Colleges and Universities system.

Preferred Name

Please complete each of the fields below as you would like them to be displayed. Where technically feasible, this is the name that will be displayed within MnSCU records where legal name is not required.

| Preferred First Name (Optional): | Preferred Middle Name: (Optional) | Preferred Last Name (Required): |

Signature of Requestor: Date:

Email Address of Requestor for Confirmation of Request

************** This section completed by Human Resources or Registrar **************

Photo ID Verified By: Date:

A person’s name is used for identity clarification in many locations in administrative and academic systems. Responsibility for maintenance and enhancement of these systems is shared by the staff of MnSCU system office and the colleges/universities. Shortage of technical resources may delay the implementation of preferred name usage in individual instances.

Employees return this form to Human Resources; Students return to Registrar’s Office
5. How Does Someone Request a Preferred Name?

1. **Download Preferred Name Request Form.** The form will be posted on MnSCU Connect.

2. **Complete and submit Preferred Name Request Form.** Students will complete the form and submit to the Registrar, Faculty and staff will complete the form and submit to the local HR office.

3. **Registrar or HR will approve or deny the request.** Requestor will be notified *only* if Preferred Name is denied. Notification will include the reason for the denial. Appeals will be handled locally. (Training via WebEx will be offered for Registrars and HR personnel).

4. **Preferred Name information entered in ISRS by HR or Registrar.**

**NOTE:**

- All questions should be directed to campus Human Resources office or Registrar
- Employee Preferred Name Request Forms will be retained as part of the personnel file for 4 years after separation date.
- Student Preferred Name request forms will be retained according to individual campus retention schedule.
- A Preferred Name will remain in effect until the requestor asks that it be changed.
- Employees and students who request a Preferred Name and are associated with more than one MnSCU institution should be made aware that the timing of the appearance of their Preferred Name may vary at each institution based on each institution’s available technical resources.
- Web Ex training sessions will be provided for Registrars and HR Staff with responsibilities related to Preferred Name.

6. Process to Request a Field/Report Use Preferred Name

Requests to consider other locations within the system where a preferred name seems desirable to use in place of legal name should be submitted through the Human Resources office or Registrar’s office to the System Office Preferred Name Task Force (Renée.Hogoboom@so.mnscu.edu). This group will review requests on a quarterly basis.

7. Email Accounts

Each college/university and system office is responsible for implementing the display of Preferred Names in their email system.

Once the availability of Preferred Name is communicated on the campus, and the registrar/HR has approved a requestor’s Preferred Name form, the process to create an email using Preferred Name should be handled just like legal name changes. This change could result in an email address change just as a legal name change could.
8. On-Line Directory

Each college/university and system office is responsible for implementing the display of Preferred Names in their On-line directories.

9. Class Roster, Advisee List, Grade & LDA (Last Date of Attendance) Entry, Wait List Report and Grade Change Request

The System Office will be making changes to display Preferred Name in all of these areas and expect this to be implemented by Fall Start 2015.

10. Student D2L Page Details

D2L interfaces will be modified to use Preferred Name for both students and faculty.

When building a person (instructor or student) element in the D2L extract, the implementation will use the Preferred Name first. If a Preferred Name exists, we will use the first, middle and last values from the Preferred Name row. Otherwise we will use the first, middle and last values from the legal name for the person.

The D2L data import uses three name fields:

- <!--FAMILY> or Last name;
- <GIVEN> or First name; and
- <OTHER> or Middle name. (rarely used)

Within the D2L Learning Environment, middle name is not visible in Manage Users or a Course Class list.

The new Preferred Name policy also allows a person to have one name, like “Prince”. If approved at an institution, this value would be populated into the last name field of the ISRS Preferred Name. Since D2L will throw an error if either First name (<GIVEN>) or Last name (<FAMILY>) is empty, the last name from ISRS CR_PERSON_NAME will be populated in to the first and last name fields of D2L. As a result, “Prince” would appear as “Prince Prince” in D2L.

Please note:

1. Preferred Name changes within ISRS may or may not override name changes already made in D2L. This depends on the school’s configuration settings. Currently, most schools auto-update Last Names, but not First Names. This was to allow for customization of the first name within D2L.

   If a school is set to update either Last or First name, those fields will be updated. If a school is set to not auto-update names, those fields will not be updated through daily integration. System office staff can determine which users do not match (comparing the Holding Tank to the Learning Environment), and will provide campus site admins a list of the affected users.

2. D2L users who have supplied Preferred Names inside of D2L should complete a Preferred Name form so the Preferred Name can be approved and entered into ISRS/HR SCUPPS as these are the system of record for...
Preferred Name. When a campus is ready, system office D2L staff can adjust the school’s D2L configuration settings to auto-update both first and last names.

3. Going forward, all Preferred Names should be entered in ISRS/HR SCUPPS, not in D2L.

11. Capture & Maintain Employee Preferred Name

Introduction to Preferred Name

Minnesota State Colleges and Universities system recognizes that many of its members use names other than their legal names to identify themselves. The Preferred Name process allows faculty, staff and students the opportunity to identify themselves within the system with a preferred first, middle and/or last name that differs from their legal name. This process will allow for an administrative user of MnSCU systems (ISRS) to maintain an employee or student’s Preferred Name.

This document outlines the steps to maintain Preferred Name in SCUPPS for employees only. The use of a Preferred Name is optional, and must be provided to the Human Resources office by a process defined by the institution, and that Preferred Name must be deemed acceptable by the institution.

Dates for a WebEx training for HR SuperUsers on how to use SCUPPS to maintain a Preferred Name will be communicated via email.

Preferred Name Business Rules

1. An employee may provide a Preferred Name that will consist, minimally, of a last name.
2. An employee is not required to provide a Preferred Name.
3. An employee may have one Preferred Name in effect at a time.
4. Preferred Name is considered core person data and will be available to all MnSCU institutions with which the person has a relationship.
5. The rules that constrain the access to view, update and create core person data also apply to Preferred Name.
6. The following special characters will be allowed: Space, Apostrophe (’), hyphen (-)
7. Preferred Name need not be unique. More than one person can share the same Preferred Name.
8. Preferred Name may match, in whole or in part, the legal name.
9. Preferred first, middle and last name may all match.
10. An administrative user (HR or Registrar) will maintain Preferred Name in ISRS. There will be no option for the employee to maintain his/her own Preferred Name in ISRS.
11. Preferred Name is not interfaced to SEMA4.

Security

You need the following security role to create, modify or delete the Preferred Name for an employee.

HR_SUPERUSER View or update your security.

To Add Preferred Name

**STEP 1:** Click on the *Edit* box under the Person section of the Person tab in SCUPPS.
**STEP 2:** To add a Preferred Name, click on the **Add Preferred Name** icon at the bottom of the Demographic Info box.

**STEP 3:** The Preferred Name box will display, and the Last Name will be pre-populated with the Last Name from the Demographic Info.

**STEP 4:** Enter a Preferred Name. A first name, middle name, or last name that is different from the name in the Demographic Info may be added, or one or more of these fields may be left blank. The preferred last name may be changed, but it is a required field, so it must be populated in order to store the record.
When a Preferred Name is added to an employee’s demographic record, it will then show up in the Preferred Name: section on the Employee Demographics tab. The Preferred Name will also appear in parenthesis behind the legal name when a search is performed, and the Preferred Name may be used in searches.

To Search Using Preferred Name

The search feature in SCUPPS is designed to look at both the legal name and Preferred Name fields when searching. A search using any of the Preferred Name parameters will return the employee legal name, with the Preferred Name in parenthesis behind the legal name.

NOTE: If the person’s Preferred Name is a single name, enter that name, or a portion of the name and the *Wildcard in the Last Name field in the search.

To Modify or Delete a Preferred Name

If a Preferred Name has been entered for an employee, the Preferred Name box will be displayed when going to the Demographic Info box.

- **Modify** - You may modify or remove any of the Preferred Name fields, ensure that the last name field is populated, and store.

- **Delete** - To delete the Preferred Name, click on the Delete icon in the Preferred Name field, and confirm the delete by clicking OK when presented with the Are you sure you want to delete the Preferred Name? dialog box.
Preferred Name Examples

Preferred Name is a Single Name:

If an employee wants his/her Preferred Name to be just one name, such as Coach, enter that name in the Last Name field of the Preferred Name section of the screen.

Different First Name but maintain Legal Last Name

If a person wants a different first name for his/her Preferred Name but wants to retain his/her current legal last name, simply enter the new first name in the preferred first name field and the last name will automatically populate with the person’s legal last name.

More than one employee with the same Preferred Name

More than one employee may have the same Preferred Name. When performing a search, any employees with the same preferred first, middle or last name will appear in the search results.
Preferred Name includes special characters

Entry of a space and/or ‘ and/or – (dash) are allowed in any of the name fields.

12. Capture & Maintain Student Preferred Name

In accordance with the Board Procedure on Preferred Name administrative staff on campus will be able to insert and maintain Preferred Names for students on the Demographics Tab form found on the following screens in order to allow student the opportunity to identify themselves within the system with a preferred first, middle and/or last name that differs from their legal name:

- Application Maintenance – ST1001UG
- Student Maintenance – ST1100UG
- Prospect Maintenance – PA0001UG
- Person Demographic Maintenance- AR1000UG, FA9999UG, HR9999UG
- Non Credit Student Information- CE2000UG
- Student Admission Status Maintenance – ST2102UG
- Student Residency Status – ST2103UG
- Student Major/Minor/Program/Cohort Maint – ST2104UG
- Misc. Student Maintenance – ST2105UG
- Student Transfer Univ. Maint. – ST2111UG
Preferred Name Business Rules

1. A student may provide a Preferred Name that will consist, minimally, of a last name.
2. A person is not required to provide a Preferred Name.
3. A person may have one Preferred Name in effect at a time.
4. Preferred Name is considered core person data and will be available to all MnSCU institutions with which the person has a relationship.
5. The rules that constrain the access to view, update and create core person data also apply to Preferred Name.
6. The following special characters will be allowed: Space, Apostrophe (‘), hyphen (-)
7. Preferred Name need not be unique. More than one person can share the same Preferred Name.
8. Preferred Name may match, in whole or in part, the legal name.
9. Preferred first, middle and last name may all match.
10. An administrative user (HR or Registrar) will maintain Preferred Name in ISRS. There will be no option for the student or employee to maintain his/her own Preferred Name in ISRS.

To Insert a Preferred Name

Step 1:
Logon to ISRS and access a screen with the Demographics Tab on it.

Step 2:
Retrieve the student for whom you wish to enter a Preferred Name.

Step 3:
Go to the Demographics Tab and in the lower right corner of the screen enter the Preferred Name.
NOTES:

- If a person wants his/her Preferred Name to be just one name, such as Madonna, enter that name in the Last Name field of the Preferred Name section of the screen.
- If a person wants a different first name for his/her Preferred Name but wants to retain his/her current legal last name, simply enter the new first name in the preferred first name field and the last name will automatically populate with the person’s legal last name.

To Search for a Person by Preferred Name

The person search feature in ISRS is designed to look both at the legal name and Preferred Name fields when searching.

Step 1:
Logon to ISRS and access a student screen

Step 2:
Click on the “Search” button

Step 3:
Enter the Preferred Name in the name field(s) and “Accept” to start the search.
NOTES:

- If the person’s Preferred Name is a single name, enter that in the Last Name field on the screen and place a wildcard (F1+Shift 8) in the first name field

Step 4:

Scroll through the list of possible matches on the Search Results screen and select the record you are looking for. The Search result screen will show the legal name on the top line of each row on the left, followed by Preferred Name.
12.1. Demographics Tab

Appears on Various Screens

Definitions
CORE Data = the base information for a person that is not dependent on that student's relationship with a college or university.

Relationship = A person is defined as having a relationship with a college or university once they have sought admission or registered for courses.

NOTE: Prospective person data is not included when searching for existing records system-wide. When a person only exists with Prospect data, by definition that person has not yet truly established a relationship with your college or university.

Seamless CORE Data
When searching for a person record or creating a new record, the system will now check state-wide for the existence of a person. Review the Person Guide: How to Search for a Person and Person Guide: How to Insert a Person for complete information on how to work through the search and insert process.

With Seamless CORE, a person's base demographic information is now maintainable at each college or university where the person has established a relationship. Each field includes as CORE data is noted in the Field Explanations section found later in this chapter. When thinking about CORE data, remember that changes you make to any pieces of CORE data will then be seen system-wide wherever that person has a
relationship. Refer to the Business Rules for Maintaining CORE Data to make sure you are following the recommendations when maintaining this information.

**Accessing the Demographics Tab screen**
The Demographics tab screen is currently available on the following screens:

1. Person Demographic Maintenance (PS9999UG)
2. Prospective Student Information (PA0001UG)
3. Applicant Information (ST1001UG)
4. Student Information (ST1100UG)

**Data Privacy - User Access**
You will be given access to the following information based on your user type:

- SSN
- Birth Date
- Gender
- Marital Status
- Ethnicity
- Citizenship
- Preferred Name

When you open PS9999UG, FA9999UG, AR1000UG, ST1001UG, ST1100UG, or HR9999UG, the system will determine which type of user you are (HR or non-HR) based on your security profile.

When you attempt to retrieve a person record on these screens, the system will determine whether the person is a:

- Current Employee
- Former Employee
- Current Student
- Former Student

It will then grant you access to the above data based on the combination of your security and the status of the person.

If you are an HR user and the person is a current or former employee you will have view and update access. You will have the same access if the person is neither an employee nor a student. If the person is only a student (either current or former) you will have view-only access to this data.

**NOTE:** A user with HR_20 security will not be able to see private data for a student.

If you are not an HR user, you will only have update access to this data when the person is:

- A current or former student
- A student and a former employee
- Neither a student nor an employee
You will have view-only access if the person is a student and a current employee. You will have no access if the person is only an employee.

**Helpful Hints for Tab Screens**
Quick tips on moving through and working on ISRS screens that utilize the tab screen functionality:

- The [Ctrl]+[T] keys can be used to move forward to the next tab screen.
- To move back and forth between the tab screens, use [Ctrl]+[the arrow keys].
- [Ctrl]+[Tab] accesses the main system menu without closing the validation screen, keeping the screen open in the background.
- The [Ctrl] + [N] keys can be used to move to the first field on the next tab screen.

**Field Explanations - Demographics tab screen**

* Indicates required fields

CORE = any changes you make to CORE Data are viewable at any other colleges or universities where the person has a relationship. Make sure you are following the Business Rules for Maintaining CORE Data.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Short Description</th>
<th>Explanation and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
<td>Displays the person’s Social Security Number. When creating a new person record, or completing maintenance on an existing record, enter the person’s Social Security Number. Enter all nine digits of the SSN without the dashes. NOTE: When entering or modifying a Social Security Number, the system checks the database to make sure the SSN entered has not already been recorded for another person in the system. CORE. This is CORE Data</td>
</tr>
<tr>
<td>Birth Date</td>
<td>Birth Date</td>
<td>Use this field to view and maintain a person’s birth date using the mm/dd/ccyy date format. CORE. This is CORE Data</td>
</tr>
<tr>
<td>Gender</td>
<td>Gender</td>
<td>Use this field to view and maintain a person’s gender. This field utilizes a drop-down list from which you can select the gender. If unknown, leave blank. CORE. This is CORE Data</td>
</tr>
</tbody>
</table>

**Name Fields Section**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Short Description</th>
<th>Explanation and Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last*</td>
<td>Last Name</td>
<td>Displays the person’s last name. You can modify the last name here, if necessary. CORE. This is CORE Data</td>
</tr>
<tr>
<td>F*</td>
<td>First Name</td>
<td>Displays the person’s first name. You can modify the first name here, if necessary. CORE. This is CORE Data</td>
</tr>
<tr>
<td>M</td>
<td>Middle Name</td>
<td>Displays the person’s middle name or initial. You can modify the middle name entry here, if necessary. CORE. This is CORE Data</td>
</tr>
<tr>
<td>Suffix</td>
<td>Name Suffix</td>
<td>Displays a name suffix for the person if previously entered. You can enter or modify this information here, if necessary. A name suffix includes such designations as Jr., Sr., III. CORE. This is CORE Data</td>
</tr>
</tbody>
</table>

**Ethnicity Section**

This information is used only for reporting purposes and is not mandatory.
Ethnicity information entered through Local Application Development Environment applications (LADE), Application on the Web, and Distance Learner will be considered the primary source of Ethnic Data and when that data is entered through any of those three sources, it will replace the person’s existing Ethnic records in the database.

Ethnic data entered on a student’s record through the ISRS screens or through the student services portal (Web Registration environment) will NOT replace ethnic data already present in the database. However, it will add the new ethnic data to the existing ethnic data.

The ACT Load (PA0030) and the CAPP Assessment Data Load (ST0050CB) are considered secondary sources of ethnicity. Data from these sources will only be entered in the database in cases where no ethnic record exists or if there is only one ethnic record and it has an Ethnic Code of '0'; it will NOT overwrite existing information.

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>Ethnicity</th>
<th>Select the appropriate ethnicity category from the drop-down list. If ethnicity is not known, select 0, Unknown from the drop-down list. CORE. This is CORE Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td>Primary Ethnicity</td>
<td>One ethnicity designator needs to be set as the person’s primary ethnic background. You can set only one as primary by clicking in the Yes button for that ethnicity record. If the person indicates multiple ethnic backgrounds, you will need to ask which to indicate as primary. CORE. This is CORE Data</td>
</tr>
</tbody>
</table>

Citizenship Section

<table>
<thead>
<tr>
<th>U.S. Citizen</th>
<th>United States Citizen</th>
<th>Use this field to indicate U.S. Citizenship. Select Yes for U.S. citizens. Select No for those who are not U.S. citizens. CORE. This is CORE Data</th>
</tr>
</thead>
</table>
| Non-U.S. Citizen Status | Non-United States Citizen Status | For those who are not U.S. citizens, select the appropriate status from the drop-down list. The valid options include:
- 02, Non-Resident Alien
- 03, Resident Alien
- 04, Dual Nation
- 81, United States Citizen—Non Resident
- 83, Refugee
- 98, Unknown
- 99, Other

Students who have lived in Minnesota for a year or more but who are undocumented students (identified with a non-citizenship code of ‘98’ - Unknown or ‘99’ - Other) must be given the correct residency status of 02-Non Minnesota Resident. You will receive an error message, and not be allowed to proceed, if you attempt to enter a non-citizenship code of ‘98’ - Unknown or ‘99’ - Other on a student’s record where the residency status code is ‘01’ - Minnesota Resident.

If you attempt to change or remove the residency status record for a student who has a special tuition rate code attached to their record, you will receive a warning message. This warning message is intended to remind you to check to see if you also need to modify the special tuition rate. It will not stop you from making the change to the residency status. CORE. This is CORE Data |

Effective Dates | Effective Dates for the Citizenship Status | Enter effective dates for the person’s non-citizenship status record. The dates default today’s date as the begin date and 12/31/9999 as the end date.

NOTE: This is to record the effective dates for the database record, not the effective dates of the citizenship. CORE. This is CORE Data |

MN High School Attend 3+ | MN High School Attend 3+ | For an applicant has a citizenship status of 98 or 99, and is demonstrating qualifications for the “Prosperity Act,” they must have attended a Minnesota high school for at least three years. |

Selective Service | Selective Service | For applicants that have a citizenship status of 98 or 99, and is demonstrating qualifications for the “Prosperity Act,” they must be in compliance with Select Service requirements. |

Comments Section

| Comments | Comments | Enter any comments for the person. |
| Private | Private Comments Flag | Select No if the comments can be viewable throughout all modules in the system. Select Yes if they are to be kept private and viewable only within the business process for which they were entered (prospect, applicant, or admitted student).

NOTE: Comments can’t be set to private if you are on a Person parent form. If you are on screens such as the Applicant Information screen or Student Information screen, the comments are specific to that area and can be marked private. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Timestamp</td>
<td>Timestamp</td>
<td>DISPLAY ONLY - Displays the date and time the person record was created.</td>
</tr>
<tr>
<td>Owner</td>
<td>Owner</td>
<td>DISPLAY ONLY - Displays the business process associated with the comments entered.</td>
</tr>
<tr>
<td>Parent / Guardian Education</td>
<td>Parent / Guardian Education Background</td>
<td>Available only for Applicant and Admitted Students. Displays the parent or guardian’s level of education. This information is part of the Universal Application for Minnesota State Colleges and Universities. Multiple records can be added to represent each parent or guardian. When entering the information, select the needed education level from the drop-down list. CORE. This is CORE Data.</td>
</tr>
<tr>
<td>Family Attended Inst</td>
<td>Family Attended Institution</td>
<td>Select the correct response to whether any of the person’s family members have attended your institution. Options are Unknown, No or Yes.</td>
</tr>
<tr>
<td>Family Comment</td>
<td>Family Comment</td>
<td>Enter any comments regarding the family members who have attended your institution. This is a free-form text field.</td>
</tr>
<tr>
<td>Military Service</td>
<td>Military Service</td>
<td>Select the correct response to whether the person has served or is serving the U.S. military. Options are Unknown, No or Yes.</td>
</tr>
<tr>
<td>Original State</td>
<td>Original State of Residency</td>
<td>Select from the drop-down list the person’s original state of residency. NOTE: If the selected Original State is no longer active the field will display with a yellow background.</td>
</tr>
<tr>
<td>Original County</td>
<td>Original County of Residency</td>
<td>Select from the drop-down list the person’s original county of residency.</td>
</tr>
<tr>
<td>Birth Country</td>
<td>Birth Country</td>
<td>Select from the drop-down list the person’s birth country. CORE. This is CORE Data.</td>
</tr>
<tr>
<td>Privacy</td>
<td>Privacy Code</td>
<td>Select from the drop-down list any privacy ratings the person has requested for their data records.</td>
</tr>
<tr>
<td>Name History Section</td>
<td>Last Name</td>
<td>Displays the former last name for the person, if one exists. You can enter name history information for the person using this field. Simply enter the complete former name with an effective date reflecting the date the person stopped using this name. If the exact date is not known, enter a date prior to today’s date. NOTE: If you are entering multiple former names, make sure each has a different effective date. CORE. This is CORE Data.</td>
</tr>
<tr>
<td></td>
<td>First Name</td>
<td>Displays the former first name for the person, if one exists. CORE. This is CORE Data.</td>
</tr>
<tr>
<td></td>
<td>Middle Name</td>
<td>Displays the former middle name for the person, if one exists. CORE. This is CORE Data.</td>
</tr>
<tr>
<td></td>
<td>Name Suffix</td>
<td>Displays the former name suffix for the person, if one exists. CORE. This is CORE Data.</td>
</tr>
<tr>
<td></td>
<td>Effective Date of Name Change</td>
<td>Displays the effective date for the name change. This will either be the date the name was changed in ISRS, or the date the person stopped using the former name.</td>
</tr>
</tbody>
</table>
### Name Related Information Section

<table>
<thead>
<tr>
<th>Title Prefix/Suffix</th>
<th>Title Prefix/Suffix</th>
<th>If the person has indicated a prefix or suffix for their complete name, enter this information here. Enter any prefixes in the first field and any suffixes in the second field.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informal First Name</td>
<td>Informal First Name</td>
<td>If the person goes by another name, either a nickname or an abbreviation of their full name, enter that information here. NOTE: Informal Name does not appear on other screens or reports in the system.</td>
</tr>
<tr>
<td>Preferred Name</td>
<td>Last, F[irst], M[iddle]</td>
<td>Minnesota State Colleges and Universities system recognizes that many of its members use names other than their legal names to identify themselves. This process allows faculty, students and staff the opportunity to identify themselves within the system with a preferred first, middle and/or last name that differs from their legal name. NOTE: Preferred Name is intended to be displayed on certain reports and screens throughout the system and will be included in the Identity and Access Management Directories.</td>
</tr>
<tr>
<td>Marital Status</td>
<td>Marital Status</td>
<td>Available only for Applicant and Admitted Students. Displays the person’s marital status, if the information has been provided. You can enter a new marital status record by selecting the correct status from the drop-down list. NOTE: If a person’s marital status has changed, end date an existing status and add a new record to represent the change.</td>
</tr>
<tr>
<td>Begin Date</td>
<td>Marital Status Begin Date</td>
<td>Available only for Applicant and Admitted Students. Displays the begin date for the marital status record. Once a marital status record has been stored, the begin date cannot be modified.</td>
</tr>
<tr>
<td>End Date</td>
<td>Marital Status End Date</td>
<td>Available only for Applicant and Admitted Students. Displays the end date for the marital status record. When creating a new record, the end date defaults 12/31/9999. If a person’s marital status changes, end date the existing record (using a date prior to today) and add a new record. The new record will default today’s date as the begin date and 12/31/9999 as the end date.</td>
</tr>
<tr>
<td>Death Date</td>
<td>Death Date</td>
<td>If the person is deceased, enter the date that the death occurred, using the mm/dd/ccyy format. The death date cannot be less than the birth date and cannot be in the future. IMPORTANT: Once a Death Date has been entered, all records attached to this person are ended, and you cannot do further maintenance on this person. For a listing of all records that are ended with the entry of a death date, click here.</td>
</tr>
</tbody>
</table>

### Additional Documentation
- Prospective Student Information screen (PA0001UG)
- Applicant Information (ST1001UG)
- Student Information (ST1100UG)

### Need Help?
If you need additional assistance, please contact the MnSCU Service Desk: [https://itsmnscu.custhelp.com](https://itsmnscu.custhelp.com) or call 877-466-6728 Monday through Friday, 7:00 AM to 5:00 PM.
13. Enterprise Reporting Additional View Details

In support of the use of a Preferred Name within the MnSCU system, Reporting and Data Services (RADS) is developing a new data source for our Enterprise Data Warehouse (EDW). This view, V_SYSTEM_PREFERRED_NAME, will be populated by all current ISRS First, Middle, and LAST names unless there has been an approved Preferred Name established for an individual. In the latter case the Preferred Name will be the entry in V_SYSTEM_PREFERRED_NAME.

At this time all current reporting developed by RADS will use legal name (current system name) in its reporting. In time and with the proper vetting RADS reports may be modified to select Preferred Name. Campus reporting that does require the use of Preferred Name i.e. class rosters, email and directory lists can source their data from this new view V_SYSTEM_PREFERRED_NAME. All other data sources that contain FIRST, MIDDLE, and LAST names found in our EDW can be assumed to be legal name.

The goal is to have one data source for our customers to locate a “Preferred Name” for their data and reporting needs and NOT have that data source easily identify those individuals who have completed the campus Preferred Name process. V_SYSTEM_PREFERRED_NAME will be developed to hold one system name, those identified in CR_PERSON_NAME with the type code of “P” and those NOT in CR_PERSON_NAME. In the latter case the legal name becomes the default Preferred Name.
Listening Session Schedule

<table>
<thead>
<tr>
<th>TIME</th>
<th>PARTICIPANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 – 9:45</td>
<td>Reporting &amp; Analytics, IT</td>
</tr>
<tr>
<td>10:00 – 10:45</td>
<td>Students</td>
</tr>
<tr>
<td>11:00 – 11:45</td>
<td>Student Services, Recruiting, Admissions &amp; Registration</td>
</tr>
<tr>
<td>12:00 – 12:45</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00 – 1:45</td>
<td>Curriculum, Academic Scheduling, Advising, Degree Audit and Student Planning</td>
</tr>
<tr>
<td>2:00 – 2:45</td>
<td>Student Services, Financial Aid &amp; Student Accounts</td>
</tr>
<tr>
<td>3:00 – 3:45</td>
<td>Faculty &amp; Deans</td>
</tr>
<tr>
<td>4:00 – 4:45</td>
<td>Finance and Human Resources / Payroll</td>
</tr>
<tr>
<td>5:00 – 5:45</td>
<td>Students</td>
</tr>
</tbody>
</table>

Listening Session Participants

The following form will be used at each Listening Session by the CampusWorks facilitators to capture attendee information. This information may be used if clarification is needed after the event but the individual’s comments will be anonymous within the summary.

<table>
<thead>
<tr>
<th>Participants</th>
<th>Name</th>
<th>Role</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
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<td>5</td>
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<td>10</td>
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<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preferred Name shall appear:</td>
<td>On-line directory- C/U</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-Mail account – C/U</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class rosters, advisee list, grade &amp; LDA (last date of attendance) entry, wait list report and grade change request - SO</td>
<td>Commencement programs - C/U</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diploma - C/U</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honors program lists - C/U</td>
<td>Faculty advisee lists - SO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timecards - SO</td>
<td>Alumni Office records - C/U</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food Service Card - C/U</td>
<td>Student ID Card - C/U</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students/employees homepage on D2L and e-services homepage - SO</td>
<td>Library records - C/U</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic team lists - C/U</td>
<td>Student invoice - SO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Legal names will **always** appear in the following:

<table>
<thead>
<tr>
<th>Legal name shall appear:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Official and unofficial transcripts</td>
<td>Federal immigration documents</td>
</tr>
<tr>
<td>Paychecks and pay stubs</td>
<td>SEVIS records</td>
</tr>
<tr>
<td>Financial Aid records</td>
<td>I-9’s</td>
</tr>
<tr>
<td>Official correspondence from the college/university</td>
<td>International student documentation</td>
</tr>
<tr>
<td>Tax Forms</td>
<td></td>
</tr>
</tbody>
</table>

All other fields will continue to use legal name. For fields where Preferred Name could be used, the Human Resources office or Registrar should submit the request to the System Office Preferred Name Task Force. This group will review requests on a quarterly basis.

**Questions?**

Procedural questions about Preferred Name should be directed to Renée Hogoboom, Associate Director for Diversity and Equity. Technical implementation questions should have a ticket created with the System Office Service Desk and they will route the question appropriately.