

# **Minnesota State Colleges & Universities System Pandemic Avian Flu Plan**

March 2007



**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

# Minnesota State Colleges & Universities System Pandemic Avian Flu Plan

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## 1. Introduction

The Minnesota State Colleges & Universities **System Pandemic Avian Influenza Plan** represents the governance and coordination plan document for the system's colleges and universities and the Office of the Chancellor. The System Plan is intended to provide overall guidance for communication of the care and protection of students, faculty and staff of the Minnesota State Colleges & Universities at each of its locations and related physical assets. The Board of Trustees has been provided a review of the planning process and the System Plan has been approved by Chancellor McCormick.

Each of our college and university presidents has developed Pandemic Avian Influenza plans in accordance with guidance from the Office of the Chancellor. College and University Plans all share three principles of design:

- The health and welfare of students, faculty and staff is the highest priority
- Prudent commitment to the continuity of the student learning experience will inform planning efforts
- Plan design will anticipate and provide for continuity of all critical operations and preservation of physical assets.

Each college and university is charged with the care and protection of its own students, faculty, staff and physical assets. The System Plan provides guidance and direction regarding issues of system policy and procedure and outlines the areas of responsibility for all parties. The System Plan, in concert with board policy and procedure, contains the authority for the college and university plans. Where conflicts arise, the System Plan will govern.

The Minnesota Department of Health and the Centers for Disease Control have published impact planning estimates that suggest a population as large as that the Minnesota State Colleges and Universities could be faced with 258-3,680 deaths within the student demographic group and 12-180 deaths within the staff demographic group if an influenza pandemic strikes without effective vaccine. The illness forecasts for these demographic groups are projected as 110,000 ill students and 5,400 ill staff. The System Plan has been designed to ensure that the Minnesota State Colleges & Universities is prepared to implement an effective response before an influenza pandemic arrives. The System Plan has been developed to complement the State Emergency Operations Plan in cooperation with executive branch agencies.

## **2. Planning and Coordination**

### **a. Plan management structure**

The Chancellor has established the following plan management structure for preparation, approval and maintenance of the System Plan. All colleges and universities have established local committees which parallel the system structure. Each system committee communicates with its local counterpart through the overall coordinating committee.

#### **1. Overall Coordinating committee**

Chair - Laura King, Vice Chancellor and Chief Financial Officer

Responsibility - Internal and external coordination with federal, state and local governments/entities, presidents, campuses, the Office of the Chancellor, Board of Trustees, management of any financial disruption, establishment/coordination campus conditions, oversight of suspension/cancellation/closure protocols.

#### **2. Academic Administration committee**

Chair - Linda Baer, Senior Vice Chancellor for Academic and Student Affairs

Responsibility – Campus standards for academic program and student life administration in the event of high absenteeism, travel restrictions, class continuity status, delivery mode changes, management of student impacts.

#### **3. Communications committee**

Chair - Linda Kohl, Associate Vice Chancellor for Public Affairs and Linda Skallman, Associate Vice Chancellor for Human Resources

Responsibility -Communications between the Executive Branch, Board of Trustees, Office of the Chancellor, and campuses, with students, faculty, staff, community.

#### **4. Operations committee**

Chair - Bill Tschida, Vice Chancellor for Human Resources

Responsibility - Essential personnel, operations and services – human resources policies, cross training, absenteeism, liaison with labor unions, guidelines for modifying work practices and associated health issues to accommodate changes in service delivery, guidelines for flexible work sites/hours.

#### **5. Healthcare committee**

Chair - Steve Frantz, System Director for Student Life

Responsibility - Healthcare needs – student affairs/health services liaison, hygiene supplies, community coordination, standards for community programs.

#### **6. Facilities committee**

Chair - Al Johnson, Associate Vice Chancellor for Facilities

Responsibility - Facility use/student housing needs, alternative use of facilities, physical plant security, operations, gathering restrictions, transportation disruptions.

**b. Legal authorities**

The System Plan has been prepared in accordance with direction from the state Division of Homeland Security and Emergency Management pursuant to the Minnesota Emergency Management Act of 1996 ( Minnesota Statutes Chapter 12, see appendix 1). In addition, the System Plan relies upon statutory authority granted to the Board of Trustees acting in its capacity as the governing authority for the colleges and universities. Further legal guidance is taken from the employee labor contracts administered by the Department of Employee Relations for certain classified employees and by the Board of Trustees for faculty bargaining units and other applicable personnel plans. (see appendix 2).

**c. Emergency operations coordination**

The System Plan is prepared as a part of the state’s overall emergency coordination plan and as such, subject to the state’s guidance. As with other public entities within the state, the System is subject to the Minnesota Emergency Management Act of 1996 (Minnesota Statutes Chapter 12, 2004). Under that act, the governor is authorized to exercise emergency authority over government entities under certain conditions. The possibility that such powers will be invoked is anticipated in the System Plan and college and university plan documents.

Additional plans are being developed at those colleges/universities which are part of the strategies identified in local government’s emergency response plans. Guidelines for uniform service level agreements/memoranda of understanding have been issued to all the colleges and universities. Continuing care will be taken to articulate and document roles and responsibilities related to local health, emergency management, and /or civil defense plans.

**d. Continuity of operations plan**

The Office of the Chancellor and each college and university have completed analyses of critical services and identified strategies for service continuity. Some of the college/university plans include strategies for work sharing across campuses in order to provide back up and staff coverage of critical functions. Standards of service have been established in all areas of operation. Top priority key services will be provided while non-key services may be suspended for a period of time. Key services include care of students in residence, administration of the human resources/ payroll system, protection of physical assets and maintenance of communication methods with parents, staff and the local communities. Non-key services include athletic and student life activities, access to campus facilities and academic program delivery.

All continuity of operations plans rely upon continuing access to the state’s internet backbone for communications and limited transaction processing. Office of the Chancellor Information Services staff are a part of the state’s continuity plan in order to assure internet functionality for information system users as well as state government users. (See appendix 3 for a map of campus hosted state hubs)

### **3. Continuity of Student Learning and Campus Operations**

#### **a. Procedures for assurance of continuity of instruction**

Each college and university president has established procedures and protocols for the determination of faculty and staff capacity to teach and for the students to be in attendance learning. College and university plans include methods for attendance taking, assignment of substitute teachers, consolidation of sections and other approaches which share the goal of maintaining the learning experience as long as prudently possible.

#### **b. Procedures for class cancellation, campus closure**

Each college and university plan contains the elements necessary to evaluate the need for class cancellation and campus closure and provide for the consequences to students and staff. Presidents and academic affairs leadership at each campus will carefully consider the impact on the student learning experience and seek means to mitigate adverse consequences whenever possible. Federal law, board policies and college and university policies and procedures govern academic achievement standards and refund guidelines for tuition, fees, and room and board charges.

The federal government has not issued any guidance concerning the possible impacts on financial aid of disruption in the learning experience of higher education students triggered by a large scale influenza outbreak. Presidents have been advised to prepare plans with the assumption that the current rules remain in place concerning federal financial aid programs and international student status. Any changes will be conveyed to the college and universities as they are received from the U.S. Department of Education.

Proposed Board policy will delegate to the president, after consultation with the chancellor, the authority to cancel, suspend or terminate an academic term. College and university plans assume that students and staff will be able to return to their home communities. The colleges and universities that supervise residential facilities have also included provision for continued residential services for students unable to vacate due to travel restrictions or illness.

#### **c. Procedures for physical plant operations and campus security**

The college and university plans include provisions for management of the consequences of a closure including residence hall procedures, continuation, suspension or cancellation of the academic term and grading consequences, communication with employees, students and their parents and coordination with the Office of the Chancellor and the System Plan.

College and university plans include provisions for maintaining critical physical plant operations, such as boilers, HVAC, etc., in the event of a prolonged campus closure. Plans also address campus security during a closure period.

## **4. Infection Control Policies and Procedures**

### **a. Campus based health care plans**

Provision of health care services varies widely at the colleges and universities. Campuses with on site health clinics have adopted plans detailing the role of clinic staff and services possible in the event of illness. Some of the campuses have also outlined in their plan documents a role for the campus clinic staff in cooperation with the local community's emergency response plan.

### **b. CDC travel recommendations**

The System Plan and the college and university plans will rely upon travel recommendations as issued by the Centers for Disease Control. Care will be taken in any decision affecting international students' return to their home country or prior to authorization of any study abroad programs.

### **c. Employee wellness procedures**

Colleges and universities have incorporated general health wellness plans into the 2006-2007 campus calendars of activities. Attention will be paid to hygiene advice, family preparedness planning and general wellness programs. Many campuses are planning brown bags, special speakers and other highlighted events to raise awareness and pre-planning for a possible widespread illness.

## **5. Communications Planning**

### **a. System communications plan**

The system coordinating committee will act as the key communication channel to state government, the federal government and the general public in the event the colleges and universities are impacted. College and university communicators, working in coordination with the system coordinating committee, will manage campus communications with students, parents and staff. The system and the campus web pages will be coordinated and managed in tandem in order to assure continuity of message and content. A special web page will be established for access by staff only and available for human resources issues and academic coordination.

### **b. Campus communications plan**

The campus communications plans identify who has primary responsibility for communication with students, faculty, staff, parents and the local community. Campus communication plans also identify efforts at general education, public health awareness campaigns and family preparedness planning and have begun implementing those efforts. Campus communication plans will respond as needed to changing events/information.

## **6. Board polices, chancellor's procedures modified/waived**

### **a. Pending Policy/Procedure modifications**

State law grants the Board of Trustees broad authority to administer the colleges and universities. The Board has adopted policies governing all areas of operations including those delegated to the Chancellor and the presidents and employees generally. The policy areas include organization and administration, students, educational policies, human resources, administration, facilities management, general finance provisions and college and university relations. All authority for all actions by all employees is granted only through board policy.

A new Board policy has been proposed to address the necessary provisions for college/university response in the event of academic term disruption. (See appendix 4 for draft policy) The policy will address academic term interruption, student refunds and waivers, staff use of leave time and the institutional closure process. Adoption by the Board is scheduled for spring 2007.

### **b.Coordination with the Executive Branch**

The System Plan and the college/university plans will govern when an emergency is declared under the Emergency Management Act of Minnesota (Minnesota Statutes Chapter 12) and/or actions directed by the board. The system has the powers necessary to alter the academic term, manage employees and care for physical assets. College/university continuity of operations plans are in place and it is not presently expected that access to other state agency employees will be required to staff critical functions.

## **7. Implementation, testing and monitoring policy**

All college and university plans and the System Plan include provision for periodically testing the plan document for continued effectiveness. Campuses have undertaken desktop exercises, reviewed the plan documents with faculty and staff groups and incorporated plan elements into other, regular campus activities. In addition, a substantial number of campuses have or are negotiating cooperation agreements with local authorities. The negotiation process includes review and coordination of multiple jurisdictional planning assumptions. (See appendix 5 for partial list of joint powers agreements)

It is recognized that the plans need to be reviewed on a regular basis and provision for that review is a part of plan documents. It is anticipated that a review of all Minnesota State College and University plans will be requested in the summer of 2007.

## **8. Recovery plan**

Campus plan documents provide considerable information concerning staffing and operations requirements in the event of a campus closure. All colleges and universities and the Office of the Chancellor have completed the Continuity of Operations survey released by the state of Minnesota. The survey articulates staff plans for operations of facilities during a “closed” period. Results indicate that all campuses have plans in place for operation of critical functions during such an event.

The campus plan documents also address the planning and communication steps necessary to bring a campus back into service. Consideration has been given to the establishment and maintenance of communication channels with faculty, staff and students.

A key element in a recovery plan concerns the status of the interrupted term and the financial position of the colleges/university. Board policy will address the student impact issues including grading, course completion, tuition payments, and term completion. The financial impact on the system is incalculable. Communication with the Chancellor’s office will be continuous in order to monitor and provide guidance as needed.

## **9. References, appendices**

- Appendix 1 – Legal authorities
  - MS Chapter 12
  - Executive Order 04-04, Assigning Emergency Responsibilities to State Agencies ( see state plan document, page 1)
- Appendix 2 - MnSCU Bargaining units
- Appendix 3 – College/university Internet host sites
- Appendix 4 – Draft MnSCU Board policy
- Appendix 5 - Partial list of Joint Powers agreements
- Appendix 6 - Table of contents for college/university plan documents

INSERT APPENDIX 1 DOCUMENTS (separate pdf files)

Minnesota Statutes, Chapter 12 Emergency Management

Executive Order 04-04, Assigning Emergency Responsibilities to State Agencies



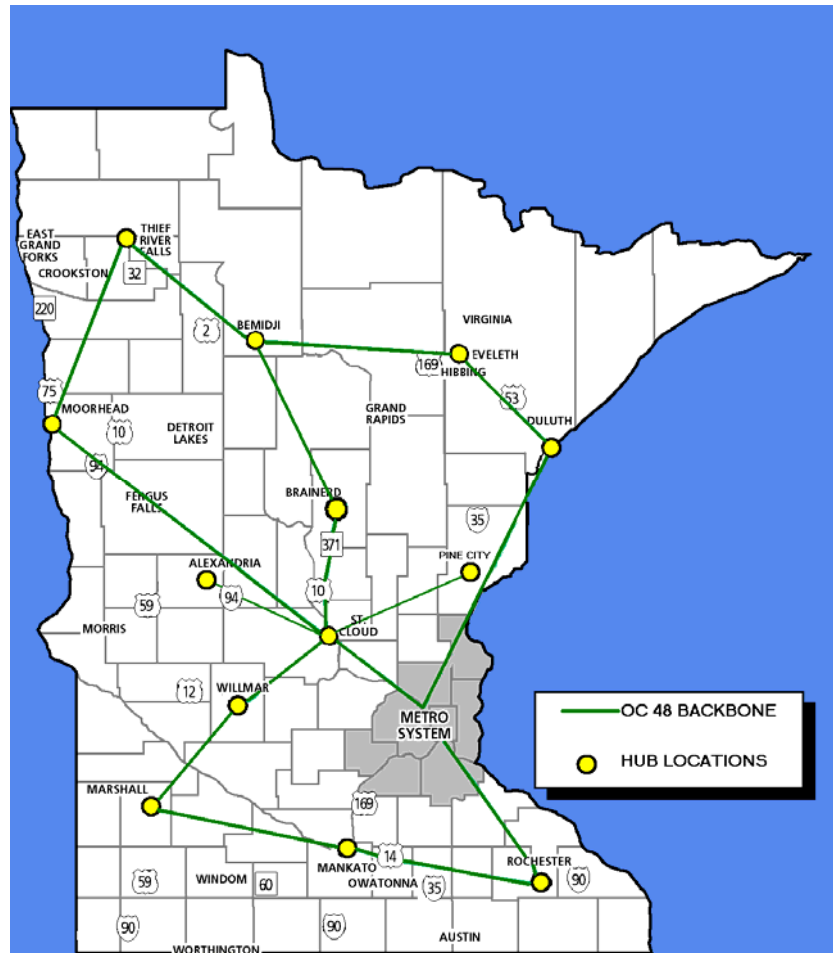
**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

**Minnesota State Colleges & Universities  
All FTE by Bargaining Unit - FY2006**

<b>Bargaining Unit</b>	<b>2006</b>
AFSCME - 202	267.73
AFSCME - 203	753.13
AFSCME - 204	8.03
MNA - 205	12.46
AFSCME - 206	1,749.23
AFSCME - 207	498.07
IFO - 209	2,965.27
MSCF - 210	4,259.10
MSUAASF - 211	574.93
MGEC - 212	4.82
Health Trmt Prof - 213	3.29
MAPE - 214	1,399.73
SRSEA - 215	
MMA - 216	405.78
Commissioner's Plan - 217	193.66
Non-Unit Employees - 218	414.07
Admin/Classified Mgrs - 220	549.88
<b>Total</b>	<b>14,059.18</b>

# MnSCU is a key partner in the Statewide Network managed by OET:

The majority of MNet Hubs are hosted at MnSCU Institutions



**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

<b>BOARD POLICY</b>		<b>1.A.10</b>
Chapter	<b>1</b>	Chapter Name <b>System Organization and Administration</b>
Section	<b>A.10</b>	Policy Name <b>Long Term Emergency Management</b>

**Policy 1A.10 Long Term Emergency Management**

**Part 1. Purpose.**

It is the purpose of this policy to provide guidance to colleges and universities in the event of a long term emergency. This policy establishes the factors to be considered and process to be used in the event weather or other emergency requires suspension or closure of a college or university for seven calendar days or more. It is a goal of this policy to maintain a safe working and learning environment and to treat similarly affected students and employees in a similar manner whenever possible. Short term emergencies are addressed in Board Policy 4.4 Weather/Short Term Emergencies.

**Part 2. Definitions.**

**Subpart A. Long term emergency.** A long term emergency is an emergency resulting from natural or other disasters, that substantially disrupts the learning or working environment or operating integrity of a college, university, or the system, and whose impact is expected to last seven days or more.

**Subpart B. Long term emergency cancellation.** A long term emergency cancellation means the cessation of normal educational services of a college or university for all or part of a semester with no intention to complete the semester.

**Subpart C. Long term emergency closure.** Long term emergency closure means the cancellation or suspension of normal educational services of a college or university and the closure of campus buildings and services to the public.

**Subpart D. Operating integrity.** Operating integrity means 1. The continuing ability of the college or university to safeguard students and staff; 2. The continuing ability of the college or university to operate and maintain the services necessary to the educational mission; and 3. The continuing ability of the college or university to maintain the minimum necessary functioning physical plant and safeguard the assets.

**Subpart E. Semester.** Semester means the term of enrollment during which classes are offered at colleges and universities. For purposes of this policy,

1 semester shall mean fall semester, spring semester, any summer sessions or special  
2 sessions or other enrollment timeframes that may exist at a college or university.

3  
4 **Subpart F. Long Term Emergency Suspension.** Long term emergency  
5 suspension means the temporary cessation of normal educational services of a  
6 college or university for a period to include all or part of a semester with an  
7 intention to resume operations during the normally scheduled time frame or to  
8 reschedule resumption of operations for that semester beyond the normally  
9 scheduled time frame.

10  
11 **Part 3. All Hazards Plan.**

12  
13 **Subpart A.** Each college and university shall develop and maintain an All Hazards  
14 Plan that provides guidelines in the event of long term emergency. The plan shall be  
15 developed in accordance with guidelines developed and administered by the Office  
16 of the Chancellor in accordance with state and federal directions.

17  
18 **Subpart B.** Information regarding the All Hazards Plan shall be available and  
19 disseminated to students and employees. The plan shall be periodically reviewed  
20 and updated or amended as necessary.

21  
22 **Part 4. Institution Closure Process.**

23  
24 **Subpart A. Long term emergency.**

25  
26 **1. Presidential authority.** A president, after consultation with the chancellor, may  
27 declare a long term emergency of seven days or more and take actions necessary  
28 and consistent with board policy and system procedure to protect the safety of  
29 the students, employees and/or the operating integrity of the institution. Such  
30 actions may include long term emergency suspension or cancellation of an  
31 academic term and establishment of the date for resumption of operations.

32  
33 **2. Chancellor authority.** In the case of an event that is expected to substantially  
34 disrupt the learning or work environment or operating integrity of a college or  
35 university, multiple institutions, or the system for seven days or more, the  
36 chancellor, after consultation with each affected president may declare a long  
37 term emergency for affected institutions. The chancellor shall take actions  
38 consistent with board policy and system procedure the chancellor deems  
39 necessary to protect the safety of the students, employees and/or the operating  
40 integrity of the institution.

41  
42 **3. Temporary suspension of policies and procedures.** Following consultation  
43 with the board chair, the chancellor is authorized to suspend for up to three

1 days any board policy or system procedure if, in the judgment of the chancellor,  
2 such action is necessary to protect the safety, health, welfare and security of  
3 employees, students, and/or facilities or the operating integrity of the system.  
4 The board chair shall notify the board of such action, and shall determine  
5 whether further action is required by the board.  
6

7 **Subpart B. Plan activation.** Any declaration under this policy shall activate the  
8 implementation of the college or university All Hazards Plan. In the event of a  
9 decision to close under the provisions of this policy, the action shall be  
10 communicated to faculty, staff and students in the manner described in the college  
11 or university All Hazards Plan.  
12

13 **Subpart C. Gubernatorial declaration.** In the event a state of emergency is  
14 declared by the governor in accordance with Minnesota Statutes Chapter 12, nothing  
15 in this policy or related procedure shall be in contradiction to that declaration or its  
16 implementation.  
17

## 18 **Part 5. Long Term Emergency Closure.**

19  
20 **Subpart A. Closure before completion of two-thirds of the semester.** When a  
21 long term emergency closure occurs before the completion of two-thirds of the  
22 semester the president, after consultation with the chancellor, may cancel the  
23 semester or suspend the semester for resumption at a later date in order to complete  
24 at least two-thirds of the semester. In the case of semester cancellation under this  
25 part, no academic credit shall be provided for cancelled courses. In the case of  
26 suspension, the term shall be resumed at a time to be determined by the president.  
27 Academic credit shall be not awarded until completion of the resumed term.  
28 Notwithstanding Policy 5.12, the college or university shall provide either a full  
29 refund of tuition and fees to all eligible students or financial credit toward tuition  
30 and fees in a future term in accordance with Procedure 1A.10.1.  
31

32 **Subpart B. Closure after completion of two-thirds of the semester.** When a  
33 long term emergency closure occurs after the completion of at least two-thirds of a  
34 semester, the president, after consultation with the chancellor, may declare the  
35 semester to be suspended or to be complete, in accordance with system procedure.  
36 In the event of closure under this part, no refund of tuition or fees shall be made,  
37 except as provided in board policy or system procedure.  
38

**Minnesota State Colleges and Universities  
with  
Memos of Understanding With Local Agencies**

Alexandria Technical College

Anoka Technical College

Anoka-Ramsey College

Bemidji State University

Central Lakes College

Dakota County Technical College

Hennepin Technical College

Hibbing Community College

Inver Hills Comm. College

Mesabi Range College

Minnesota State U-Mankato

Minnesota State U-Moorhead

Mn State College-Southeast Technical

Normandale Comm. College

North Hennepin C. College

Northland C & T. College

Rainy River Comm. College

Ridgewater College

Riverland Comm. College

Rochester C & T College

South Central College

Southwest Mn State University

St Cloud State University

St. Paul College

Vermilion Comm. College

Winona State University

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