

Continuity of Operations

RECOVERY MANUAL

CONTINUITY OF OPERATIONS PLAN

PURPOSE/POLICY/PROCEDURE FOR RECOVERY OPERATIONS



South Central
COLLEGE

Continuity of Operations

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PURPOSE

The Recovery Manual for South Central College is designed to facilitate recovery operations for all hazard situations and planning. The recovery manual aside from the overall plan is focused upon recovery requirements for individual business units or departments within the college. This manual will provide the current recovery needs for each business unit within the college in a usable checklist format. The Recovery Manual being the go-to/hands-on document to be used in the wake of any emergency situation requiring some type of recovery process. The manual will be located in Go-Kits in the administrative offices of the Faribault and North Mankato Campuses as well as the Faribault and North Mankato Police Departments. It will also be located on the South Central College computer network which will afford the ability to be accessed from Minnesota State University-Mankato in the event both SCC campuses are affected during an emergency.

POLICY

It shall be the policy of South Central College to use the Recovery Manual as a primary guide during any recovery process that results from any type of disruption to normal operations. Any deviation from guidance provided in the Recovery Manual shall be documented either during or at the conclusion of the recovery phase. The deviation documentation shall become the basis for potential modifications of the manual as may be required.

It shall be the policy of South Central College to maintain a current Recovery Manual for use in any type of all hazard situation. The manual shall be reviewed for correctness on an annual basis and revised as required. As content is recognized as out of date it may also be revised earlier than annually.

PROCEDURE

The following pages reflect procedural guidelines to be used in the wake of any emergency situation requiring a recovery of operations. Procedural guidance is structured by business units within the college. The actual hard copy Recovery Manual shall include copies of procedural guide sheets for each business unit to be distributed as required during the initial recovery phase. The procedural guides are developed in the format of checklists for quick reference and to be used as a viable recovery guide for those with limited information relative to the recovery of a specific business unit. For further information consult the actual Continuity of Operations Plan.

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KEY ELEMENTS

Originators and key contacts of the Continuity of Operations Plan/Recovery Manual & All-Hazard Plan:

Al Kluever: Cell: (507) 995-4021, Home: (507) 388-1340, Office: (507) 389-7412

Eric Weller: Cell: (507) 381-6337, Home: (507) 345-4237, Office: (507) 389-7319

GO KITS:

These are portable administrative packages for South Central College. They will in the event of an emergency situation provide the administration of the college to be mobile and work out temporary accommodations to continue to conduct business for the college in a less than customary format.

**KIT LOCATIONS: Administrative Offices North Mankato Campus
Administrative Offices Faribault Campus
North Mankato Police Department
Faribault Police Department**

KIT CONTENTS:

Copy of the Recovery Manual

Copy of the All-Hazard Guidance Manual

Current (as appropriate) roster and emergency contact information of students, faculty and staff

Critical Incident Team Policy of (Crisis Communication Plan) Emergency Communications

Scale map of both campuses

Master keys and card key to buildings

Directory of Campus phone numbers

Mutual Aid Agreements for Relocation and Emergency Operations Center

Mankato area and Faribault area phone directory

Contact information for Office of Chancellor and other MnSCU Institutions

Miscellaneous office supplies

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Immediate Action Checklist: Prior/During Emergency

Action
<input type="checkbox"/> Take immediate steps to protect health and safety of self, fellow employees and students
<input type="checkbox"/> Evacuate building if necessary (take personal belongings, laptops, pagers, and cell phones, if possible)
<input type="checkbox"/> Follow emergency procedures and/or instructions from emergency officials

Immediate Action Checklist: Post Emergency (Recovery Operations)

Action
<input type="checkbox"/> Receive briefing and direction from Administrative Team
<input type="checkbox"/> Each department/division contacts perform assessment by <ol style="list-style-type: none">1. Employees2. Work In Progress3. Future Deadlines4. Records and Technology5. Relocation Strategy6. Students, vendors, and Internal Dependencies
<input type="checkbox"/> Develop Action Plan – based on the timeline of < 4 hours, 1 day, 2 days, 3 days, 1 week, 2 weeks, > 2 weeks
<input type="checkbox"/> Report assessment and action plan to Critical Incident Team
<input type="checkbox"/> Contact Critical Dependencies <ol style="list-style-type: none">1. Employees2. Students3. Vendors
<input type="checkbox"/> Perform Department Continuity of Operations Plan as required (Refer to Recovery Manual)
<input type="checkbox"/> Provide ongoing status updates to Critical Incident Team regarding actions taken and/or new developments

Continuity of Operations

Departmental Units

Continuity of Operations

Administration

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Interaction with the Office of Chancellor and other Minnesota State Institutions**
 - **Less than 24 hours President or designee will establish alternate methods for communication with the Chancellors Office and other Minnesota State Institutions to convey the status of current operations and provide information pertinent on behalf of South Central College.**
 - **Dependencies to contact:**
 - **Entire College**

- Maintain a Fiscally Sound College Budget Allocation, Revenue, Expenditures**
 - **Less than 24 hours President or designee will establish emergency/extenuating fiscal processes in conjunction with the internal finance department.**
 - **Less than 24 hours President or designee will be in contact with Chancellors Office to receive authorization and control of fiscal procedures in light of recovery process.**
 - **Less than 24 hours President or designee will establish alternate method for communication of fiscal matters as required by the current situation.**
 - **Dependencies to contact:**
 - **SCC Finance and Operations**
 - **Office of the Chancellor**
 - **Internal Auditors**

- Short Term College Planning**
 - **Less than 24 hours the President or designee will convene the administrative team and brief them on the situation at hand and gather information from them to set up emergency planning procedures.**
 - **Less than 24 hours the President or designee will establish a regular meeting schedule to brief and address the state of affairs on an as needed basis in order to continue short term planning procedures.**
 - **Vital documents to recover/restore/enable:**
 - **SCC Short term work plan**

Continuity of Operations

- **Dependencies to contact:**
 - SCC Research and Planning
 - SCC Division Units
 - Entire College
 - MnSCU
 - Community

- **Facility Maintained in a Safe Environment for Students, Faculty, and Staff**
 - Less than 24 hours the President or designee will assess the integrity of the building and the environment for students, faculty and staff
 - Less than 24 the President or designee will determine priorities for instructional integrity, debris clean up and/or assumption of alternate facilities prior to any resumption of classes.

 - **Vital documents to recover/restore/enable:**
 - Abstract of North Mankato Campus
 - Abstract of Faribault Campus

 - **Dependencies to contact:**
 - SCC Maintenance
 - Entire College
 - Vendors
 - Community

- **Interaction with Community Business Partners**
 - Less than 24 hours the President or designee will establish through the assistance of a public information officer the ability to keep community stakeholders aware of current operations at the college.
 - Less than 24 hours the President or designee will appoint a Donations Management Sector within the college to be able to accept and process in kind donations of community support.

 - **Dependencies to contact:**
 - SCC Foundation
 - Community

- **Faculty/Staff Employment, Emergency Procedures and Process**
 - Between 1-5 days the President or designee will establish in conjunction with the Office of the Chancellor emergency protocols relative to employee payroll and hiring processes. All payroll emergency procedures and hiring processes will be channeled through the SCC Human Resources Office
 - Between 1-5 days the President or designee will through the SCC Vice President of Finance and Operations ensure that vendors and contractors are notified of the current situation and a method of processing current agreements is in place.

Continuity of Operations

- **Dependencies to contact:**
 - SCC Human Resources
 - Office of the Chancellor
 - DOER
 - Vendors/Contractors

- **Student Enrollment and Retention**
 - Between 1-5 days the President or designee will establish a method of communication with all students alerting them to the character of the evolving situation and of important announcement information as it should be made available
 - Between 1-5 days the President or designee will communicate with faculty and staff on projections of a time line for resumption of classes as appropriate
 - Between 1-5 days the President or designee shall communicate any projected time line of class resumption to the student body as appropriate.

 - **Dependencies to contact:**
 - SCC Students
 - SCC Student Affairs
 - SCC Marketing/Public Information Officer
 - Advertising sources

- **Foundation - North Mankato and Faribault Campuses**
 - Between 1-5 days the President or designee will ensure the Foundation has been availed of information relative to the current and projected needs of South Central College. The Foundation will support or administer the Donations Management on behalf of the college.
 - Between 1-5 days the President or designee will ensure through the Foundation and public information management that proper information is channeled to the community relative to college assistance required.
 - Between 1-5 days the President or designee will ensure that the Foundation has the ability to continue accruing and disbursing funds at the time the college projects a resumption of classes.

 - **Vital documents to recover/restore/enable:**
 - Access Data Base
 - Donor Receipts
 - QuickBooks Software
 - Raiser's Edge Software

 - **Dependencies to contact:**
 - SCC Employees
 - Students
 - External business and industry
 - SCC Foundations

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- **Manual Workaround:**
 - If required, a paper method of accounting will need to be employed for QuickBooks and Raiser's Edge until software can be recovered.

- **Long Term College Planning - Strategic Planning**
 - **Between 7-10 days the President or designee will ensure that any long range planning activities have been reviewed in relation to contacts and extensions required based upon the current recovery process schedule.**

 - **Vital documents to recover/restore/enable:**
 - Strategic Plan

 - **Dependencies to contact:**
 - SCC Research and Planning
 - Entire College
 - MnSCU
 - Community

Relocation at a Proposed Site

- **Temporary: MICO for North Mankato and Faribault High School for Faribault (written agreements intact)**
- **Short/Long Term Facilities: Alternate college campus**

Associated Information

- **See Department Contact information Annex for Office of Chancellor**

**Office of the Chancellor
30 Seventh Street East, Suite 350
St. Paul, Minnesota 55101
(651) 296-8012**

Continuity of Operations

Student Affairs: Admissions/Registration

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Prospective Students**
 - **Between 7-10 days the Director of Student Affairs or designee will coordinate with public information to disseminate the status or loss of any prospective student data. Upon any required recovery of ISRS data Student Affairs will begin to contact prospective students.**
 - **Vital documents to recover/restore/enable**
 - **Prospective student data in Student Affairs Office/ISRS**
 - **Dependencies to contact:**
 - **Public information**
 - **Faculty**
 - **High schools and agencies**
- Application**
 - **Between 7-10 days the Director of Student Affairs or designee will contact public information to relay any timely information relative to the application process. Upon any required recovery of the ISRS data Student Affairs will initiate the application process.**
 - **Vital documents to recover/restore/enable:**
 - **Application Forms**
 - **High School Transcripts/GED**
 - **College Transcripts**
 - **Accuplacer Test Scores**
 - **Dependencies to contact:**
 - **High schools and agencies**
 - **College Board**
- Confirmation of Admission**

Continuity of Operations

- **Between 7-10 days the Director of Student Affairs or designee if required, will contact the IT Department to verify reconnection with ISRS to initiate the confirmation of admission process.**
- **Vital documents to recover/restore/enable:**
 - **Confirmation of Admission**
- **Dependencies to contact:**
 - **Faculty**
 - **Students**
- **Orientation**
 - **Between 7-10 days the Director of Student Affairs or designee will review the current status of the recovery process and modify any student orientation requirements to meet the current situation**
 - **Dependencies to contact:**
 - **IT services**
 - **Faculty/staff**
 - **New students**
- **Advising**
 - **Between 7-10 days the Director of Student Affairs or designee will review the current status of the recovery process and begin to formulate alternate methods of student advising as may be required.**
 - **Vital documents to recover/restore/enable:**
 - **Student record**
 - **Student progress report**
 - **Dependencies to contact:**
 - **Academic advisors**
 - **Students**
- **Registration**
 - **Between 7-10 days the Director of Student Affairs or designee will begin to formulate a plan for registration considering alternate sites and methods to meet the current recovery plan.**
 - **Vital documents to recover/restore/enable:**
 - **Registration record**
 - **Curriculum records**
 - **Dependencies to contact:**

Continuity of Operations

- Academic deans and staff
 - IT services
 - Students
- Records maintenance, satisfactory academic progress, graduation
- Between 7-10 days the Director of Student Affairs or designee will coordinate with IT Services to initiate the recovery of records from the ISRS system if required.
 - Between 7-10 days based upon the status of the event and the time of year the Director of Student Affairs or designee will evaluate eminent graduation activities and modifications and/or relocation of activities if required.
 - Vital documents to recover/restore/enable:
 - Drop/add documentation
 - Change grade documentation
 - Incomplete grade documentation
 - Graduation exception documentation
 - Graduation application documentation
 - Request for reinstatement/appeal
 - Dependencies to contact:
 - IT services
 - Faculty/Academic Deans
 - Students
 - Other colleges/employers
 - National Student Clearinghouse
 - ImageNow

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

Continuity of Operations

Student Affairs: Academic Support Center

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Provide disability accommodations to credit/hour based students
 - Dependent upon the situation and resumption of classes, less than 24 hours or between 1-5 days the Academic Support Center Coordinator or designee will recover student accommodation records, establish plans to implement accommodations, notify interpreters of modifications, and gather adaptive equipment from alternate campus.
 - Vital documents to recover/restore/enable:
 - Disability documentation files
 - Disability records
 - Disability accommodation letters to instructors
 - Ordering information for adaptive equipment
 - Contact information for interpreters
 - Dependencies to contact:
 - IT services
 - Faculty
 - Student workers
 - Admissions
 - Rehabilitative services
 - Sign language interpreters
 - State service agencies
 - High school counselors/case managers
 - Manual Workaround
 - Use non-electronic disability files to contact students and continue accommodations
- Provide tutoring, study groups, & study skills training to enrolled students
 - Between 7-10 days the Academic Support Center Coordinator or designee will arrange schedules, recover materials and through contact with students and faculty initiate programming as may be required.
 - Vital documents to recover/restore/enable:

Continuity of Operations

- Schedules and materials
- Student contact information
- Dependencies to contact:
 - IT services
 - Faculty
 - Student workers
 - Students
- **Maintain student records of disability documentation and ASC services**
 - Between 7-10 days the Academic Support Center Coordinator or designee will begin to ascertain the ability to restore records or begin the planning process to rebuild these records.
 - Vital documents to recover/restore/enable:
 - Disability documentation files
 - Disability records
 - Tutoring records
 - Dependencies to contact:
 - IT services
 - Admissions
 - MinnState Student Affairs Division
- **Data and record keeping of student services**
 - Between 7-10 days the Academic Support Center Coordinator or designee will begin to ascertain the ability to restore records or begin the planning process to rebuild these records.
 - Vital documents to recover/restore/enable:
 - Data records of tutoring, study skills, training , & disability services
 - Dependencies to contact:
 - IT services
 - MinnState Student Affairs Division

Relocation at a Proposed Site

- **Alternate college campus or other temporary site as determined by incident.**
Current sites include:
 - Faribault Campus: A-1116
 - North Mankato Campus: B-132 as well as E-125 Math Center & C-115 Science Center

Continuity of Operations

Student Affairs: Career Development and Counseling

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Personal counseling**
 - **Less than 24 hours or if not already made available during the emergency situation, the college counselor or designee will secure a location to provide personal counseling services, contact or establish additional contacts for counseling services and make preparations to provide services.**
 - **Vital documents to recover/restore/enable:**
 - **Student records or case notes**
 - **Dependencies to contact:**
 - **Students, faculty, and staff**
- Career counseling/testing**
 - **Between 7-10 days the college counselor or designee will based on the status of the event begin to plan for the reestablishment of career counseling services.**
 - **Vital documents to recover/restore/enable:**
 - **Student records and case notes**
 - **Career assessments**
 - **Dependencies to contact:**
 - **Students, faculty, and staff**
 - **Assessment companies and online assessment tools**
 - **Prospective students and parents**
- Scheduling student appointments**

Continuity of Operations

- **Between 7-10 days the college counselor or designee will assess the current recovery process and if required begin to plan a schedule to implement student counseling appointments as required.**
- **Vital documents to recover/restore/enable:**
 - **Contact information**
- **Dependencies to contact:**
 - **Faculty, staff, and students**
 - **Prospective students/community members**

Relocation at a Proposed Site

- **Alternate college campus or other temporary site as determined by incident**

Continuity of Operations

Student Affairs: Financial Aid

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Disbursing financial aid**
 - **Between 1-5 days the Director of Financial Aid or designee will review the current recovery situation and develop alternative methods of disbursement of financial aid as required.**
 - **Vital documents to recover/restore/enable:**
 - **Financial aid disbursement information**
 - **Dependencies to contact:**
 - **SCC business office**
 - **Foundation office**
 - **Students**
 - **Office of higher education**
 - **Department of education**

- Student loans**
 - **Between 1-5 days the Director of Financial Aid or designee will review the current recovery situation and develop alternate methods of completing student loan documentation as required.**
 - **Vital documents to recover/restore/enable:**
 - **Student loan information**
 - **Dependencies to contact:**
 - **SCC Business office**
 - **Students**
 - **Department of Education**
 - **Office of Higher Education**
 - **Other lenders**

- Work-study**

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- **Between 1-5 days the Director of Financial Aid or designee will review the current recovery situation and develop alternate methods of employing work-study personnel as the situation may require.**
- **Vital documents to recover/restore/enable:**
 - **Timesheet**
- **Dependencies to contact:**
 - **SCC business office**
 - **Supervisors of work sites**
 - **Job placement office**
 - **Students**
- **Process financial aid applications (FAFSA) verification to awarding**
 - **Between 7-10 days the Director of Financial Aid or designee will review the current recovery situation and develop alternate methods of verification and awarding of financial aid as the situation may require.**
 - **Vital documents to recover/restore/enable:**
 - **Application information**
 - **Application forms**
 - **Dependencies to contact:**
 - **Students**
 - **Department of education**
- **Graduation follow up**
 - **Between 7-10 days the Director of Financial Aid or designee will review the current recovery situation and continue to gather graduation information as able and appropriate.**
 - **Vital documents to recover/restore/enable:**
 - **Student data**
 - **Dependencies to contact:**
 - **Foundation office**
- **Job placement**
 - **Between 7-10 days the Director of Financial Aid or designee will review the current recovery situation and if required develop a method of following up with students in job placement.**
 - **Vital documents to recover/restore/enable:**
 - **Employer position announcements**

Continuity of Operations

- **Dependencies to contact:**
 - Faculty and students
 - Community

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

Continuity of Operations

Business Office: Fiscal Services

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Purchasing**
 - **Less than 24 hours the Vice President of Finance and Operations or designee will relocate to other SCC Campus, MSU-M to access ISRS. If not available a temporary method of accountability for purchasing will be initiated. Credit card limits will be increased to facilitate emergency purchasing as required in conjunction with the method of accountability.**
 - **Vital documents to recover/restore/enable:**
 - **Purchase orders**
 - **Dependencies to contact:**
 - **South Central College**
 - **Office of the Chancellor**
 - **Outside contractors and suppliers**

- Student payroll**
 - **Between 1-5 days the Vice President of Finance and Operations or designee will assess the current status of the recovery process and determine if student payroll must be initiated. If systems are not in place to electronically account for this a manual or paper system of accounting will be established.**
 - **Vital documents to recover/restore/enable**
 - **Timesheets**
 - **Dependencies to contact**
 - **Student employees**

- Financial aid deposit**
 - **Between 1-5 days the Vice President of Finance and Operations or designee will assess the current status of the recovery process and determine if**

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financial aid deposits need to be immediately activated or if they can be suspended for a determined time period. Operations could be set up at an alternate Minnesota State campus to complete this operational process.

- **Vital documents to recover/restore/enable**
 - Financial aid deposit document
- **Dependencies to contact**
 - Students receiving financial aid
- **Banking**
 - Between 1-5 days the Vice President of Finance and Operations or designee will assess the current status of the recovery process and determine any required changes in banking procedures, however banking operations may be conducted from a remote location without suspension of this activity.
 - **Vital documents to recover/restore/enable**
 - Bank statement
 - **Dependencies to contact**
 - All internal vendors, staff and students
 - Bank
 - External vendors

Relocation at a Proposed Site

- **Alternate college campus**

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Business Office: Bookstore

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Process Tuition Payments**
 - In 1-5 days the Bookstore Manager or designee will assess the current status of the recovery process. As required a designated telephone and fax line will be dedicated to tuition payment. As required a remote booth may be staged to facilitate hand delivered tuition. Notify students, faculty and staff through public information the methods available for tuition payment.
 - **Vital documents to recover/restore/enable:**
 - Student accounts
 - **Dependencies to contact:**
 - Account technician
 - Financial Aid
 - Students, faculty, and staff

- Daily Deposits for Bookstore and Minnesota State Transactions**
 - In 1-5 days the Bookstore Manager or designee if required, will contact the SCC IT Department to determine when connectivity will be resumed. In the instance of prolonged connectivity issues other manual options would be instituted.
 - **Vital documents to recover/restore/enable:**
 - Daily register totals
 - Daily drawer reports from ISRS
 - **Dependencies to contact:**
 - Accounting Officer
 - MnSCU

- Daily Deposits for Foodservice**
 - In 1-5 days the Bookstore Manager or designee will contact the foodservice to determine operational ability and time line if not currently operational. Plans should be established to begin accepting daily deposits as the service is active or becomes active.

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- **Vital documents to recover/restore/enable:**
 - Register tapes from foodservice
- **Dependencies to contact:**
 - Foodservice supervisor
- **Process Application and Transcript Fees/Department Invoices for Auto Body, Auto Mech, Ag Mech, and Refrigeration.**
 - In 1-5 days the Bookstore Manager or designee will assess the current state of affairs regarding the recovery process and will contact Admissions to determine status of operations. The Bookstore Manager or designee may, based on current situation arrange for fax line availability and/or remote accessible location for transactions. This information should be transmitted to public information for disbursement.
 - **Vital documents to recover/restore/enable:**
 - Paper requests/statements from students
 - Invoices
 - **Dependencies to contact:**
 - Admissions
 - Technical Department
 - Students
- **Book Buy Back**
 - In 1-5 days the Bookstore Manager will assess the current state of affairs and decide what methods, if required will be instituted to complete this business process.
 - **Vital documents to recover/restore/enable:**
 - MBS Backroom & POS System
 - MBS Lists
 - **Dependencies to contact:**
 - Students and faculty
 - Vendor
- **Provide Textbooks and Curriculum Materials for Faculty and Students**
 - In 7-10 days the Bookstore Manager or designee will make a determination as to materials available on both campuses, arrange for ordering of materials required, and will notify faculty and students of the intended availability.

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- **Vital documents to recover/restore/enable:**
 - Inventory database (MBS SYSTEM)
 - Supply and text ordering software (MBS SYSTEM)
 - Requisition forms from faculty

- **Dependencies to contact:**
 - Accounting Officer
 - Faculty
 - Students
 - Vendors
 - Third Party Agencies (ex: MVAC, Dislocated workers)

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

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Business Office: Food Service

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Provide Food Service to Students and Employees**
 - In 7-10 days the Bookstore Manager/Cook Supervisor or designee will assess the loss and salvage any equipment as may be required. If current need demands resumption of food service, the Production Cook will contact vendors as needed, recruit and train workers and develop a foodservice program as capable and as required.
 - Vital documents to recover/restore/enable:
 - Inventory
 - Purchase orders
 - Cash Register Polling
 - Calendar of events
 - Recipes
 - Dependencies to contact:
 - Vendors
 - Student workers
 - Students, faculty, staff

- Cater for Special Events**
 - In 7-10 days the Bookstore Manager/Cook Supervisor or designee will assess catering capabilities, scheduled events, and space considerations as required. If required a plan of action shall be established to return this operational process.
 - Vital documents to recover/restore/enable:
 - Events calendar
 - Billing
 - Dependencies to contact:
 - Outside food suppliers
 - External event coordinator
 - Event hosts
 - Student workers

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Associated Information

- **Kitchen/Cafeteria Equipment List:**
 - (1) Cimbali Espresso Maker
 - (1) Blendtec Q Series Blender
 - (1) Pro-Max Double Panini Maker
 - (1) Undercounter Fridge-Double Door
 - (1) Undercounter Freezer-Single Door
 - (1) Federal Open Air Cooler
 - (2) Walk in coolers
 - (1) Dairy cooler
 - (1) Walk in freezer
 - (2) Line freezers
 - (1) Bakery freezer
 - (2) line coolers
 - (2) double fryers
 - Flat top convection oven
 - Grill top convection oven
 - Pizza oven
 - Double convection oven
 - 5, 40, & 60 Gallon steam jacket kettle
 - Double convection oven
 - 60 Quart mixer
 - (2) 20 Quart mixer
 - Kitchen aid mixer
 - (2) Robot coupes
 - Meat slicer
 - General slicer/dicer
 - Wok
 - (2) Food warmers
 - Alto sham
 - Conveyor style dishwasher
 - Pot scrubber
 - Garbage disposal
 - (5) Hood systems
 - (3) Compartment pot and pan sinks, dishwasher
 - Metro shelving system for coolers
 - Freezers
 - Storeroom
 - Dunnage racks
 - Braizer
 - Serving lines
 - Coffee brewers
 - Coffee grinder
 - (8)Stainless work counters
 - Small wares
 - Blast chiller
 - Rotary oven
 - Bun rounder
 - Sheeter
 - Proof box
 - Bread slicer

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Relocation at a Proposed Site

- Temporary site as determined by incident

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Human Resources

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Payroll/Benefits**
 - **Less than 24 hours the Chief Human Resource Officer (CHRO) or designee will assess the current status of the recovery process. A plan will be initiated in concert with the Office of the Chancellor to determine temporary or alternate plans to account for payroll and benefits of employees as would be required.**
 - **Vital documents to recover/restore/enable:**
 - **Timesheets**
 - **Use of leave slips**
 - **Benefits received**
 - **Benefits eligibility**
 - **Payroll Files**
 - **Dependencies to contact:**
 - **Employees**
 - **Supervisors**
 - **Minnesota State**
 - **MMB**
 - **Manual Workaround**
 - **Coordinate with Minnesota State on a manual process**
- Retain Current Employees, Recruit and Hire New Employees**
 - **In 7-10 days the Chief Human Resource Officer (CHRO) or designee will meet with other administrators to establish priorities. The Chief Human Resource Officer (CHRO) will work within a developed or dictated set of modified guidelines regarding recruitment and hire of required staff and faculty.**
 - **Vital documents to recover/restore/enable:**
 - **Personnel files**

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- Applicant files
- Job postings
- I-9 File
- Employee action forms
- FWM Files
- Payroll Files
- Job Audit Files
- MSCF Form
- Leave of Absence Files

- **Dependencies to contact:**
 - Employees
 - Supervisors
 - MMB
 - Minnesota State
 - Temporary employment agencies
 - Recruitment and advertising sources
 - Other employers, financial institutions

- **Manual Workaround**
 - Coordinate with Minnesota State on a manual process

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

Continuity of Operations

Information Systems

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- WAN Connection**
 - Less than 24 hours or 1-5 days dependent upon hardware replacement, the Vice President of Technology or designee will confirm power and environmental services are in place. If required will work with Minnesota State and OET to recover WAN services.
 - Vital documents to recover/restore/enable:
 - OET contract information
 - Minnesota State IT contract information
 - COMET ITV contract information
 - Dependencies to contact:
 - Facilities/Infrastructure
 - SCC Students and employees
 - Minnesota State IT
 - COMET
 - OET

- LAN Connections**
 - In 1-5 days or 7-10 days dependent upon hardware replacement, the Vice President of Technology or designee will confirm power and environmental services are in place, assess inventory of equipment, reimage and redistribute wire switches as needed to service critical areas, contact CDW-G for pricing on replacement equipment needed, and reconfigure wireless network as needed to fill gaps.
 - Vital documents to recover/restore/enable:
 - Switch/firewall/core configurations
 - Enterasys contracts
 - Enterasys contract information
 - UPS systems
 - Dependencies to contact:

Continuity of Operations

- Facilities/infrastructure
- SCC students and employees
- WAN

□ Servers

- In 1-5 days or 7-10 days dependent upon hardware replacement, the Vice President of Technology or designee will confirm power and environmental services are in place, access servers and usability for security, obtain backups from alternate campus, reimage and restore critical servers (active directory, System Center, web), reimage and restore secondary servers (SQL, Helpdesk, Bookstore POS, Foundation DB), and contact Dell about replacements needed.
- Vital documents to recover/restore/enable:
 - Microsoft Endpoint Protection
 - Microsoft Data Protection Server 2012
 - Lumension / SCCM
 - SSL certificates
 - Support contracts
 - Backup agreements
- Dependencies to contact:
 - Facilities/infrastructure
 - SCC students and employees
 - LAN
 - WAN
 - MSU-M

□ Phone System

- In 1-5 days or 7-10 days dependent upon hardware replacement, the Vice President of Technology or designee will confirm power and environmental services are in place, access phone trunk line to Consolidated Services, access phone router and firewalls, access phone servers (call manager 9.1, Emergency Responder), restore data as needed, redeploy phones as possible, and contact Consolidated about SMARTNET issues and replacement equipment.
- Vital documents to restore/recover/enable:
 - SMARTNET contracts
 - E-Plus contract information
 - Software licenses
- Dependencies to contact:
 - Facilities/infrastructure
 - SCC students and employees
 - LAN
 - WAN
 - Hickory Tech trunkline

Continuity of Operations

- **Computer Labs**
 - In 1-5 days or 7-10 days dependent upon hardware replacement, the Vice President of Technology or designee will confirm power and environmental services are in place, as required assess labs for damage, redeploy machines to cover critical areas using stored images, and contact Dell for replacement machines as funding allows.
 - Vital documents to recover/restore/enable:
 - Software licensing
 - Ghost licensing
 - Academic software licensing
 - AcadSoftware support information
 - Lab inventory
 - Dependencies to contact:
 - Facilities/infrastructure
 - SCC students and employees
 - LAN
 - WAN

- **Computer Workstations**
 - In 1-5 days or 7-10 days dependent upon hardware replacement, the Vice President of Technology or designee will confirm power and environmental services are in place, if required assess damage to computer workstations, redeploy workstations from inventory to cover critical areas, and contact Dell for replacements as funding allows.
 - Vital documents to recover/restore/enable:
 - Computer inventory
 - Microsoft System Center
 - Dependencies to contact:
 - Facilities/infrastructure
 - SCC students and employees
 - LAN
 - WAN

- **Installation and Support of Tec Carts/ITV/College Wide Technology in Classrooms**
 - In 1-5 days the Librarian or designee will assess the current status regarding Tec Carts/ITV/College Wide Technology in conjunction with the IT Department. The two departments will coordinate activities to recover and resolve issues relating to these areas in the most effective manner.
 - Vital documents to recover/restore/enable:

Continuity of Operations

- Instructional communication technicians files
- COMET records
- **Dependencies to contact:**
 - IT Department
 - COMET
 - Instructors/staff/students
 - Suppliers/vendors

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

Continuity of Operations

Center for Business and Industry

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Facilitate Training Activities**
 - In 1-5 days the Director of the Center for Business and Industry or designee will assess the current status of the recovery process and develop a master list of all upcoming training events, determine current process completion for each course and follow up as needed.
 - **Vital documents to recover/restore/enable:**
 - Training rosters
 - Training materials
 - Customer contracts
 - **Dependencies to contact:**
 - Business Office
 - Room Scheduler
 - Adjunct faculty
 - Meeting locations
 - Catering
 - Business, Government, and Non-profit partners

- Customer Relations and Marketing**
 - In 1-5 days the Director of the Center for Business and Industry or designee will, if required communicate or begin to establish a plan for communicating with all customers and students regarding delivery options for training.
 - **Vital documents to recover/restore/enable:**
 - Course information and schedules
 - **Dependencies to contact:**
 - Local media
 - Graphics
 - Webmaster
 - Paragon Printing

Continuity of Operations

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident, which may include working from personal residence.**

Continuity of Operations

Physical Plant/Maintenance

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Maintain Boilers, Air Conditioning and Building**
 - In 1-5 days or less than 24 hours during winter months the Building Maintenance Operator or designee will assess the current status of the recovery process and dependent upon the situation confronted or time of year the following guidelines may be injected.
 - For boiler concerns contact local mechanical vendor for repair or installation. Ohio Boiler should be contacted for replacement parts.
 - If required boiler repair or replacement is not possible building should be secured and shut down (water lines drained).
 - If gas failure only, the North Mankato Campus must be switched to fuel oil. On the Faribault Campus the boiler must have pilot light remain intact.
 - For cooling concerns contact a local air conditioner vendor. During interim building should remain well ventilated.
 - For structural integrity contact local building official (public or private) to determine usability.
 - If building is not structurally sound, consider recovery/salvage of internal equipment and supplies. This should only be done under the authority/permission of a structural engineer.
 - If building is not habitable, activate relocation site information and begin process of relocation as required.
 - **Vital documents to recover/restore/enable:**
 - Boiler log books
 - Blue prints
 - Equipment Instruction Manuals
 - **Dependencies to contact:**
 - Business office
 - Information Technology
 - SCC students and employees
 - Excel Energy
 - Center Point
 - City of North Mankato/Faribault

Continuity of Operations

- Vendors
- **Manual Workaround: North Mankato Campus Only**
 - Inet 7: Call St. Cloud Refrigeration (507) 345-8425 for air conditioning restoration of loss of energy control software from a remote location.
- **Maintain the Safety and Cleanliness of Buildings and Grounds**
 - In 1-5 days the Building Maintenance Operator or designee will assess the safety aspects both in and outside the building when deemed structurally sound. Additionally the cleanliness of the building will be reviewed and an action plan established as required.
 - **Vital documents to recover/restore/enable:**
 - Safety Data Sheets
 - **Dependencies to contact:**
 - Business office
 - SCC students and employees
 - Vendors
- **Shipping and Receiving**
 - In 1-5 days the Building Maintenance Operator or designee will coordinate with the Business Office to ensure a plan of action and for proper documentation requirements. The plan of action will examine the potential of alternate methods of shipping and receiving as well as alternate distribution methods or sites.
 - **Dependencies to contact:**
 - Business office
 - SCC students and employees
 - Shipping companies

Relocation at a Proposed Site

- **Alternate college campus or other temporary site as determined by incident**

Contact List for Operational Processes Requiring Recovery

- **Physical Plant/Infrastructure, North Mankato Campus Contact Information**
 - Air Conditioning

Continuity of Operations

- **Trane Heating & Air Conditioning: Jake Esselman (651) 468-2803**
- **Alarm (Fire)**
 - **Bankoe Companies, 9100 W. Bloomington, Minneapolis (952) 888-0123**
- **Boiler**
 - **Paape Distributing Company: Al Lahr, (507) 345-4828**
- **Debris**
 - **Southern Minnesota Construction: (507) 625-4848**
- **Electrical**
 - **Master Electric, (507) 345-6368**
 - **Russ Nelson Electrical: Gene Helland, (507) 684-2166**
- **Electricity**
 - **Excel Energy, (507) 387-9613**
- **Glass**
 - **Jeff's Glass Service: Jeff, 278-4227**
- **HVAC**
 - **Feder Mechanical: Jim Prokosch, (507) 642-3522**
 - **St. Cloud Refrigeration, (507) 345-8425**
- **Plumbing**
 - **Skogen Mechanical: Jamie Skogen, (507) 388-6450**
- **Roofing**
 - **Schwickerts Roofing: (507) 387-3101**
- **Sprinkler System**
 - **Olympic Fire Sprinklers: Steve Fleming, (507) 456-3121**
- **Vehicles**
 - **Mankato Ford: (507) 387-3454**
 - **Clements Chevrolet: (507) 625-5641**
 - **Crysteel Manufacturing (Truck Bodies): (507) 726-6041**
 - **Arnolds Implement: (507) 387-5515**
 - **Mankato Implement: (507) 387-8201**
- **Water**
 - **City of North Mankato: Public Works, (507) 625-7129**

Continuity of Operations

- **Physical Plant/Infrastructure, Faribault Campus Contact Information**
 - **Air Conditioning**
 - **Bauernfeind & Goedel Air Conditioning: (507) 334-7951**
 - **Alarm (Fire)**
 - **Simplex Grinell, (763) 367-5000**
 - **Mechanical**
 - **Energy Management System UHL Company: (800) 815-3820**
 - **Debris**
 - **Southern Minnesota Construction: (507) 625-4848**
 - **Electrical**
 - **Muska Electric: (612) 490-7617**
 - **Electricity**
 - **Excel Energy: Marcus, (507) 625-5624 cell, (507) 387-9630, (507) 387-9613**
 - **Glass**
 - **Custom Glass and Mirror: (507) 334-2219**
 - **HVAC**
 - **Harty Mechanical: Bob Adams, 507-437-8201 or cell 507-995-5759**
 - **Johnson Controls: Bart Dubak 866-854-4733 or cell 507-381-4612**
 - **Plumbing**
 - **Faribo Plumbing: (507) 334-6409**
 - **Roofing**
 - **Schwickerts Roofing: (507) 387-3101**
 - **Sprinkler System**
 - **Olympic Fire Sprinklers: (507) 455-1150**
 - **Vehicles**
 - **Harry Browns Chevrolet Store: (507) 333-1201**
 - **Harry Browns Chrysler Store: (507) 333-1261**
 - **Water**

Continuity of Operations

- City of Faribault: Public Works, (507) 333-0361

Continuity of Operations

Security & Safety

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Recovery Emergency Management**
 - In less than 24 hours of the conclusion of emergency response phase the Security and Safety Director will ensure facilities and college property are properly situated to commence the recovery phase of the emergency. A reporting/ logistical/functional structure must be identified and established under an incident command model. This will facilitate a quicker recovery from the emergency situation and allow for a shorter down time period of uninterrupted business processes.
 - Vital documents/articles to recover/restore/enable:
 - All Hazard Plan
 - College Mutual Aid Agreements (Temporary Evacuation, EOC)
 - Emergency Contacts for employees and students
 - Emergency Notification System
 - Dependencies to contact:
 - Administration
 - Public Information Officer/Joint Information System
 - Minnesota State System Office
 - System Emergency Response Team
 - Students
 - Instructors/staff
 - Local Emergency Responders
 - Greater/Regional Community

- Secure Facilities**
 - In less than 24 hours of the conclusion of the emergency response phase the Security and Safety Director will ensure the facilities are placed in a secure state. At this point authority of the facilities would be returned to South Central College proper and securing the buildings and property would fall under the responsibility of Security & Safety.
 - Vital documents/articles to recover/restore/enable:
 - Building Plans
 - Current Safety Map

Continuity of Operations

- **Emergency Contacts for employees and students**
- **Master keys to structure**
- **Dependencies to contact:**
 - **Administration**
 - **Minnesota State System Office**
 - **Minnesota State System Emergency Response Team**
 - **Students**
 - **Instructors/staff**
 - **Local Emergency Responders**
 - **Greater/Regional Community**
- **Safe Infrastructure/Facility**
 - **In less than 24 hours of the conclusion of the emergency response phase, the Security & Safety Director will ensure through the cooperation of Maintenance and outside contract vendors ensure the facilities are in a safe habitable state once the conclusion of the immediate emergency has ceased. At this point authority of the facilities would be returned to South Central College proper and ensuring the buildings are structurally safe would fall under the responsibility of Security & Safety and Maintenance.**
 - **Vital documents to recover/restore/enable:**
 - **Building Plans for all infrastructure services**
 - **Current Safety Map**
 - **Databases/documents for infrastructural systems**
 - **Dependencies to contact:**
 - **Structural Engineers**
 - **Administration**
 - **Minnesota State System Office**
 - **Minnesota State System Emergency Response Team**
 - **MnOSHA**
- **Environmental Safety Contols**
 - **In less than 24 hours of the conclusion of the emergency response phase, the Security & Safety Director will ensure through the cooperation of Maintenance and outside contract vendors the facilities are protected and not infiltrating contaminants into the environment. A complete analysis of the facilities and adjoining property should be conducted to ensure environmental integrity of the property and facility.**
 - **Vital documents to recover/restore/enable:**
 - **Building Plans for all infrastructure services**
 - **Current Safety Map**
 - **Databases/documents for infrastructural systems**
 - **Dependencies to contact:**

Continuity of Operations

- Structural Engineers
- Administration
- Minnesota State System Office
- Minnesota State System Emergency Response Team
- MPCA

Clery Documentation

- In 1-5 days the Security & Safety Director or designee will recover or enable access to current Clery documentation and historical Clery documentation for the college.
- Vital documents to recover/restore/enable:
 - Clery Crime Report and Statistics
 - Local Crime Statistics and reports
- Dependencies to contact:
 - IT Services
 - US Department of Education
 - Minnesota State System Office

Waste Documentation

- In 7-10 days the Security & Safety Director or designee will recover or enable access to current MPCA waste documentation and historical MPCA waste documentation for the college.
- Vital documents to recover/restore/enable:
 - SCC documentation electronic files (current & historical)
 - Current paper copy files
- Dependencies to contact:
 - IT Services
 - Minnesota State System Office
 - MPCA

Safety Project Documentation

- In 7-10 days the Director of Security & Safety or designee will recover or enable access to current MNOSHA documentation and historical MNOSHA documentation for the college as required based upon a situational analysis.
- Vital documents to recover/restore/enable:
 - SCC documentation electronic files (current & historical)
 - Current paper copy files
- Dependencies to contact:

Continuity of Operations

- IT Services
- MnSCU System Office
- MnOSHA

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

Continuity of Operations

Library and Media Services

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Library Materials/Interlibrary Loan/On-Line Data Base (print & non-print)**
 - In 1-5 days the Librarian or designee will assess the current status of the recovery process and the status of current library materials. Additionally they will coordinate with the IT Department regarding access restoration. If required a plan of referral to other library relocation sites will be instituted.
 - **Vital documents to recover/restore/enable:**
 - Library catalog
 - Patron records
 - Databases
 - Department Shares Files
 - **Dependencies to contact:**
 - IT Department
 - Students
 - Instructors/staff
 - PALS
 - MINITEX
 - Suppliers and Vendors

- Collection Development and Purchasing/Cataloging Materials**
 - In 7-10 days the Librarian or designee will assess the condition as required of any current library materials. This will involve assessment of current need to replenish any destroyed materials. If required a manual cataloging system can be established in place of software.
 - **Vital documents to recover/restore/enable:**
 - Databases
 - ALEPH
 - **Dependencies to contact:**
 - IT Department
 - AV Department

Continuity of Operations

- **Business office**
- **Students/instructors/staff**
- **PALS**
- **Suppliers and Vendors**
- **MINITEX**

Relocation at a Proposed Site

- North Mankato Campus: Relocation site will be Minnesota State University, Mankato Memorial Library.**
- Faribault Campus: Relocation site will be the City of Faribault Buckham Memorial Public Library.**

Continuity of Operations

Student Life

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Student Organizations**
 - In 5-7 days the Director of Student Life or designee will assess the current status of the recovery process and act as a liaison with student organizations. A plan will be initiated to continue to work with recognized student organizations as required based on the needs of the college and those organizations.
 - **Vital documents to recover/restore/enable:**
 - Student senate stipends
 - Budget information
 - Advisor forms
 - **Dependencies to contact:**
 - Advisors
 - Student senate

- Student Activities and Events**
 - In 5-7 days the Director of Student Life or designee will assess the current status of the recovery process and acting as a liaison with students will as required or able continue to plan activities and events. It may require that activities from a student perspective relate to assistance in the recovery process.
 - **Vital documents to recover/restore/enable:**
 - Budget information
 - **Dependencies to contact:**
 - Student organizations
 - Campus committees
 - Vendors

Continuity of Operations

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident**

Continuity of Operations

Research, Planning, & Grants

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

Planning

- **In less than 24 hours the Executive Director of Research and Institutional Effectiveness Office or designee will assess the current status of the recovery process participate in any planning functions required immediately involving the incident command structure. In 7-10 days the Executive Director of Research and Institutional Effectiveness or designee will through assessment of the recovery process determine the course of action regarding on-going planning projects that were in process prior to any emergency.**
- **Vital documents to recover/restore/enable:**
 - **Strategic plan**
 - **Institutional effectiveness plan**
 - **Minnesota State annual work plan**
 - **Program review evaluation team reports/program action plans**
- **Dependencies to contact:**
 - **IT Department**
 - **President's Office**
 - **Administration**
 - **Faculty and staff**
 - **Minnesota State Research and Planning**
- **Manual Workaround**
 - **Utilize the Research and Institutional Effectiveness back up files located in a locked file cabinet in the Executive Director of Research and Institutional Effectiveness Office on the North Mankato Campus. Keys to this file cabinet are located in container on the bookcase.**

Research

- **In 7-10 days the Executive Director of Research and Institutional Effectiveness Office or designee will assess the current status of the**

Continuity of Operations

recovery process in light of ongoing research projects and make determinations based upon current events as to a plan of action on continuation or suspension of workload. A portion of research may involve elements of the emergency and this process may well evolve into a differing direction as the initial phase of the recovery process begins.

- **Vital documents to recover/restore/enable:**
 - Student satisfaction surveys (SSI)
 - Priorities surveys for on-line learners (PSOL)
 - Institutional priority surveys (IPS)
 - Community college survey of student engagement (CCSSE)
 - Program review surveys
 - Program profiles and trend reports
 - Institutional core survey
 - Program core survey
 - Program specific surveys
 - Various evaluation surveys

- **Dependencies to contact:**
 - IT Department
 - President's Office
 - Administration
 - Faculty and staff
 - Minnesota State Research and Planning

- **Manual Workaround**
 - Utilize the Research and Institutional Effectiveness Office back up files located in a locked file cabinet in the Executive Director of Research and Institutional Effectiveness Office on the North Mankato Campus. Keys to this file cabinet are located in container on the bookcase.

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

Continuity of Operations

Public Relations & Marketing

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Public Relations and Critical Incident Communications**
 - **Less than 24 hours the Director of Public Relations and Marketing or designee will assess the current status of the recovery process and act as a liaison with regards to public information. An initial meeting will commence via the administration and the Director of Public Relations and Marketing will be instrumental in tracking all communications internally and externally. If a joint information center (JIC) has been established this position will be the college representative community wide. All press release of information shall be channeled through this position. This position will preside over a continuous time table of release of information relative to the recovery process.**
 - **Vital documents to recover/restore/enable:**
 - **Press release contacts**
 - **Critical incident plan**
 - **Management contacts – critical incident**
 - **Dependencies to contact:**
 - **Administrative critical incident team**
 - **Webmaster**
 - **Media outlets**
 - **Manual Workaround:**
 - **A fictitious web page already exists in the event of a situation that would disable SCC web site. This would be used to provide emergency information.**
- Printing Service**
 - **In 1-5 days the Director of Public Relations and Marketing or designee will assess the need for printed materials either in relation to the recovery process or college operations as a whole and establish a plan of action to enable or suspend this service.**
 - **Vital documents to recover/restore/enable:**

Continuity of Operations

- Graphics production files
- Graphics billing
- **Dependencies to contact:**
 - Faculty/staff
 - External printers including MSU-M printing services
- **Photocopying Service**
 - In 1-5 days the Director of Public Relations and Marketing or designee will assess the need for photocopied materials either in relation to the recovery process of college operations as a whole and establish a plan of action to enable or suspend this service.
 - **Vital documents to recover/restore/enable:**
 - Copier contract
 - Copy shop and production center billing
 - **Dependencies to contact:**
 - Faculty/staff
 - Copier supplier/vendors
- **Marketing and Advertising**
 - In 7-10 days the Director of Public Relations and Marketing or designee will assess the current need for marketing and advertising in relation to the recovery process. Although this position will be responsible for public information the intent of this operational process is to market and advertise for ongoing business operations of the college during non-emergency times and that may involve action planning based upon the recovery schedule.
 - **Vital documents to recover/restore/enable:**
 - Media contacts
 - **Dependencies to contact:**
 - Vice President of Academic Affairs and Deans
 - Faculty
 - Account representatives for the media
 - Media personnel

Relocation at a Proposed Site

- **Minnesota State University – Mankato Printing Services**

Continuity of Operations

Temporary Equipment Rental Agreement

- Riverbend Business Products, Mankato**

Continuity of Operations

Liberal Arts and Science: Math & Science

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Develop and Deliver Instruction**
 - In 1-5 days the Dean of Liberal Arts and Sciences or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- Inventory/Supplies**
 - In 7-10 days the Dean of Liberal Arts & Science or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Inventory Module in ISRS
 - **Dependencies to contact:**
 - SCC Business Office & IT Services
 - Students
 - Vendors

Continuity of Operations

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident**

Continuity of Operations

Liberal Arts and Science: Social & Behavioral Sciences

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Develop and Deliver Instruction**
 - In 1-5 days the Dean of Liberal Arts and Sciences or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- Inventory/Supplies**
 - In 7-10 days the Dean of Liberal Arts & Science or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Inventory Module in ISRS
 - **Dependencies to contact:**
 - SCC Business Office & IT Services
 - Students
 - Vendors

Continuity of Operations

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident**

Continuity of Operations

Liberal Arts and Science: Humanities

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Develop and Deliver Instruction**
 - In 1-5 days the Dean of Liberal Arts and Sciences or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- First year experience**
 - Between 7-10 days the Dean of Liberal Arts and Sciences or designee will review the current need for this program and if required will recover material and programming for this component and initiate as required.
 - **Vital documents to recover/restore/enable:**
 - First year experience initiative documents
 - Program development documents and binders
 - **Dependencies to contact:**
 - Retention committee members
 - Faculty, staff and students
 - Prospective students/community members

- Inventory/Supplies**

Continuity of Operations

- In 7-10 days the Dean of Liberal Arts & Science or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
- Vital documents to recover/restore/enable:
 - Inventory Module in ISRS
- Dependencies to contact:
 - SCC Business Office & IT Services
 - Students
 - Vendors

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident

Relocation at a Proposed Site: Graphic Communication

- Lime Valley Advertising, Inc.

Contact:
Brian Maciej
1620 Riverfront Drive North
Mankato, Minnesota 56001
(507) 345-8500

- Taylor Corporation

Contact:
Nancy Thompson
1725 Roe Crest Drive
North Mankato, Minnesota 56003
(507) 386-3234

- Captone Publishers

Contact:
Amy Schmidt
151 Good Counsel Drive
Mankato, Minnesota 56001
(507) 385-8409

- Master Graphics

Contact:
Randy Kroenke
213 North Minnesota Street

Continuity of Operations

**New Ulm, Minnesota 56073
(507) 359-2925**

- Taylor Corp**

**Contact:
Larry Taylor
1725 Roe Crest Drive
North Mankato, Minnesota 56003
(507) 625-2828**

- Clear Lake Press**

**Contact:
Dan Nitz
300 16th Avenue
Waseca, Minnesota 56093
(507) 835-4430**

- Beacon Promotions**

**Contact:
Lee Ibberson
2121 S. Bridge St.
New Ulm, Minnesota 56073
(507) 354-3900**

Continuity of Operations

Liberal Arts and Science: English

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Develop and Deliver Instruction**
 - In 1-5 days the Dean of Liberal Arts and Sciences or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- Inventory/Supplies**
 - In 7-10 days the Dean of Liberal Arts & Science or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Inventory Module in ISRS
 - **Dependencies to contact:**
 - SCC Business Office & IT Services
 - Students
 - Vendors

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident**

Continuity of Operations

Workforce Education & Training: Business

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Develop and Deliver Instruction**
 - In 1-5 days the Dean of Workforce Education & Training or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- Inventory/Supplies**
 - In 7-10 days the Dean of Liberal Arts & Science or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Inventory Module in ISRS
 - **Dependencies to contact:**
 - SCC Business Office & IT Services
 - Students
 - Vendors

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident**

Continuity of Operations

Workforce Education & Training: Technical Careers

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Develop and Deliver Instruction**
 - In 1-5 days the Dean of Workforce Education & Training or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- Inventory/Supplies**
 - In 7-10 days the Dean of Workforce Education and Training or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Inventory Module in ISRS
 - **Dependencies to contact:**
 - SCC Business Office & IT Services
 - Students
 - Vendors

Continuity of Operations

Relocation at a Proposed Site

Alternate college campus or other temporary site as determined by incident

Relocation at a Proposed Site: Architectural Drafting & Design

I & S Group

Contact:
Lynn Bruns
1415 Town Square Lane
Faribault, Minnesota 55021
(507) 331-1500

MNDOT

Contact:
Chad Fowlds
501 South Victory Drive
Mankato, Minnesota 56001
(507) 304-6200

St. Clair High School

Contact:
Russ Torkkola
PO Box 99
St. Clair, Minnesota 56080-0099
(507) 245-3027

Relocation at a Proposed Site: HVAC

Davis Comfort Systems

Contact:
Tom Davis
20765 Foley Road
Mankato, Minnesota 56001
(507) 387-2434

Schwickerts

Contact:
Kim Schwickert
330 Poplar
Mankato, Minnesota 56001
(507) 387-3101

Javens Mechanical

Continuity of Operations

Contact:

**Jean Javens
59160 Madison Avenue
Mankato, Minnesota 56001
(507) 388-7332**

Relocation at a Proposed Site: Civil Engineering Technology

I & S Group

Contact:

**Chad Surprenant
1409 North Riverfront Drive
Mankato, Minnesota 56001
(507) 387-6651**

Bolton & Menk

Contact:

**Dan Sarff
1960 Premier Drive
Mankato, Minnesota 56001
(507) 625-4171**

Met-Con Companies

Contact:

**Jesse Akemann
15760 Acorn Trail
Faribault, Minnesota 56021
(507) 332-2266**

Robert Carlstrom Construction

Contact:

**Ian Carlstrom
PO Box 786
Mankato, Minnesota 56001
(507) 344-4906**

Relocation at a Proposed Site: Auto Body and Collision Technology

Scott's Body Shop

Contact:

**Scott Peterson
407 Central Avenue
Mapleton, Minnesota 56065
(507) 524-4766**

Continuity of Operations

Snell Motors

Contact:
Josh Blickem
1900 Madison Avenue
Mankato, Minnesota 56001
(507) 345-4626

Jerry's Body Shop

Contact:
Geralynn Kottschade
1671 Madison Avenue
Mankato, Minnesota 56001
(507) 388-4895

Relocation at a Proposed Site: Automotive Service

Snell Motors

Contact:
Tami Menk
1900 Madison Avenue
Mankato, Minnesota 56001
(507) 345-4626

Autotronics

Contact:
Terry Tacheny
927 North Riverfront Drive
Mankato, Minnesota 56001
(507) 388-6886

Relocation at a Proposed Site: Computer Integrated Machining/Welding

PAL's Machining, Inc.

Contact:
Loren Mifek
525 West North Street
Owatonna, Minnesota 55060-1159
(507) 451-9202

MRG Tool & Die

Contact:
Mike Gramse
1100 Cannon Circle
Faribault, Minnesota 55021

Continuity of Operations

(507) 332-2287

- V-Tek**

Contact:

**Dennis Siemer
PO Box 3104
Mankato, Minnesota 56001
(507) 387-2039**

- New Ulm Precision Tool**

Contact:

**Howard Blume
45458 561st Avenue
New Ulm, Minnesota 56073
(507) 276-7794**

- Owatonna High School**

Contact:

**Bruce Dirks
333 School Street
Owatonna, Minnesota 55060
(507) 444-8860**

- K & G Manufacturing, Inc.**

Contact:

**Adam Drahiem
226 Park
PO Box 187
Faribault, Minnesota 55021
(507) 334-5501**

- Remmele Engineering, Inc.**

Contact:

**Darryl Jarombek
10 Old Highway 8
New Brighton, Minnesota 55112
(651) 635-4101**

- Mico**

Contact:

**Lief Johnson
1911 Lee Blvd. N.
North Mankato, Minnesota 56003
(507) 625-6426**

- Winegar, Inc.**

Continuity of Operations

Contact:
Tim Wenzel
1209 South State Street
Waseca, Minnesota 56093
(507) 835-3495

Relocation at a Proposed Site: Mechatronics

- Thin Film Technology**

Contact:
Tom Lietha
1908 Commerce Drive
North Mankato, Minnesota 56003
(507) 625-8445 x26

- Cambria**

Contact:
D. Q. Spencer
101 Front Street
P.O. Box 51
St. Peter, Minnesota 56082
(507) 931-3160

- E.I. Microcircuits**

Contact:
Eric Else
1651 Pohl Road
Mankato, Minnesota 56001
(507) 345-5786

Inventory

Mechatronics Department Equipment on the North Mankato Campus

Quantity	Item	Unit Cost	Total Cost
1	Fanuc 6 Axis Robot	\$28,000	\$28,000
6	SMC MAP200 (Pneumatic Systems)	@\$4,000	\$24,000
3	MF100D-PH (Hydraulic Systems)	\$28,500	\$85,500
2	ST Robotic R12 arm	\$4,000	\$8,000
2	ST Robotic Controller	\$3,130	\$6,260
6	Mechanical Trainer Kits	\$5,000	\$30,000
5	PLC Trainers	\$4,000	\$20,000
5	Electricity Trainers	\$3,000	\$15,000
2	Cognex Vision Camera	\$4,000	\$8,000

Continuity of Operations

Allied Health

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Deliver Instruction/maintenance**
 - In 1-5 days the Dean of Workforce Education & Training or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- Inventory/Supplies**
 - In 7-10 days the Dean of Workforce Education and Training or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Inventory Module in ISRS
 - **Dependencies to contact:**
 - SCC Business Office & IT Services
 - Students
 - Vendors

Relocation at a Proposed Site

Continuity of Operations

Community Health Worker: Will continue to teach the program through D2L online, unless D2L is affected. Any supplies/inventory will be transferred to the alternate campus.

Dental Assisting: Will continue to run classes/labs at Minnesota State University, will utilize D2L as normal unless D2L is affected.

Emergency Medical Service: Will relocate to another facility for space and acquire resources for training aids from other training institutions.

Health Unit Coordinator: Will move equipment/supplies over to alternate campus. Since part of the class is online then that would continue as normal unless D2L is affected

Medical Lab Technician: Will move equipment/supplies over to alternate campus. Since part of the class is online then that would continue as normal unless D2L is affected.

Phlebotomy: Will move equipment/supplies over to Alternate campus. Since part of our class is online then that would continue as normal unless D2L is affected.

Paramedic:

Medical Assistant: Will move equipment/supplies to the Faribault campus, lecture will change to ITV unless already scheduled in this fashion. Labs will be scheduled on the Faribault campus using the Simulation/MLT and Pharmacy Technician labs.

Nursing: Will move equipment/supplies over to alternate campus.

Continuity of Operations

Agriculture

Primary Contacts

See Department Contact Information Annex

Operational Processes Requiring Recovery

(Check as completed)

- Deliver Instruction/maintenance**
 - In 1-5 days the Dean of Agriculture or designee will assess the current status of the recovery process and coordinate as required with Administration as to potential relocation sites and a time line for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Course curriculum
 - Instructor materials
 - **Dependencies to contact:**
 - IT Services
 - Students
 - Student Affairs

- Inventory/Supplies**
 - In 7-10 days the Dean of Agriculture or designee will assess the current status of the recovery process and coordinate as required with Administration as to inventory requirements for resumption of classes.
 - **Vital documents to recover/restore/enable:**
 - Inventory Module in ISRS
 - **Dependencies to contact:**
 - SCC Business Office & IT Services
 - Students
 - Vendors

Relocation at a Proposed Site

- Alternate college campus or other temporary site as determined by incident**

Continuity of Operations

Relocation at a Proposed Site: Agribusiness

New Sweden Dairy

Contact:
Jessica Yost
43475 County Road 15
Nicollet, Minnesota 56074
(507) 246-4009

Crystal Valley Cooperative

Contact:
Tony Jacobs
542 Blue Earth Street East
Lake Crystal, Minnesota 56055
(507) 726-6304

Farm America

Contact:
Jim Gibson
7367 360th Av./109 Sunburst Circle
Janesville, Minnesota 56048/Mankato, Minnesota 56001
(507) 385-0680/(507) 380-9262
jlgibson4245@gmail.com

Relocation at a Proposed Site: Agribusiness Mechanics

Mankato Implement

Contact:
Mankato Implement
1150 South Victory Dr.
Mankato, Minnesota 56001
(507) 387-8201

Arnold's Implement

Contact:
Arnold's Implement
1715 Howard Dr.
North Mankato, Minnesota 56003
(507) 387-5515