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MEMORANDUM

Date: June 28, 2006

To: College/University Pandemic Planning Liaisons

From: Laura M. King
Vice Chancellor - Chief Financial Officer

Subject: Avian flu pandemic planning information update #5

My deepest thanks to you and all of your team members for the huge effort that you undertook to meet the recent deadline for draft plan submission. I can't thank you enough for your cooperation and substantial progress in such a relatively short period of time.

The draft plan documents that were submitted by all the colleges and universities are in various stages of completeness. All the college and universities have begun planning efforts and are on the right track. The regional meetings should provide important assistance in bringing all the plans to completion.

After a preliminary review of all the submitted plans, several observations can be made. Generally, the plans are nearly complete in the areas of assessment of student impacts, health and safety evaluation, employee assignment analysis, vendor services analysis and communication planning. Overall, plans were partially complete or not started in the areas of local agency coordination and collaboration with other colleges/universities. Also largely absent from the plans were consideration of the need for a post event evaluation and a mechanism for periodic review and updating of the plans.

Some of you may recall Dr. Ron Matuska, who retired last year from South Central College after many years of service in the Minnesota State Colleges & Universities and technical college systems. Ron has agreed to join this project as the coordinator on a very short term, limited contract. He will be providing staff support for all the regional meetings, providing feedback to each of you on your draft plan and assisting us in pulling together system wide policies/procedures that emerge from this effort.

The regional meetings are now scheduled and you should be aware of your date and place for participation. Attached to this memo is a draft of the agenda for the day. We have received some questions about these meetings that I hope the draft agenda addresses. While you are free to prepare a formal presentation or power point it is certainly not necessary. I am interested in discussion around the agenda items listed. Any materials on point to the agenda would be welcome.

I look forward to seeing you at the regional meetings and would welcome any questions or comments in the interim. Please don't hesitate to contact my office.