



Minnesota
STATE COLLEGES
& UNIVERSITIES

+

Affirmative Action Plan Office of the Chancellor 2008-2010

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STATEMENT OF COMMITMENT

Minnesota State Colleges and Universities system's Office of the Chancellor is committed to conducting all human resources and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Human resource activities include, but are not limited to, recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. The Office of the Chancellor does not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/affirmative action laws, directives, orders and regulations.

The Office of the Chancellor is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. We will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical under representation in the employment, retention and promotion of qualified persons with disabilities, persons of color, and women. Commitment to equal opportunity through diversity is a continuing goal for the system's Office of the Chancellor Strategic Diversity Plan which can be found in Appendix G.

It is the Office of the Chancellor's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, the Office of the Chancellor will continue to seek opportunities to maximize the selection and retention of protected group employees by the following:

- continuing to actively and aggressively recruit protected group applicants;
- continuing affirmative action training for employees, with an emphasis on those serving on selection committees; and by
- supporting affirmative measures to retain protected group employees.

James H. McCormick, Chancellor
Minnesota State Colleges and Universities

Date

AFFIRMATIVE ACTION PLAN TRANSMITTAL FORM 2008-2010

The recent review revealed underutilization of the following protected groups in the following goal units:

PROTECTED GROUPS			
GOAL UNITS	MINORITIES	WOMEN	DISABLED
ADMINISTRATORS	X	X	X
PROFESSIONALS		X	X
CLERICAL/ SECRETARIAL			X
TECHNICAL	X	X	X

See also: A. Utilization Analysis - page 18.
 B. Establishment of Hiring Goals - page 19.

1. The Office of the Chancellor Affirmative Action Plan will be available in the Office of the Executive Director of Diversity and Multiculturalism, and in the Human Resource Office so that employees and other interested parties may have access to the plan's annual goals and commitments as well as on the Web at:
 <http://www.diversity.mnscu.edu>.

2. This Affirmative Action Plan contains Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity, the 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution procedure which provides a process through which individuals alleging violation of the system's non-discrimination policies may pursue a complaint; the 1B.0.1 Reasonable Accommodations in Employment procedure, and the system's Office of the Chancellor Emergency Plan and Procedures. Information regarding these procedures will be distributed to all newly hired employees and is available to current/new employees and other interested parties on the system's Web site at: <http://www.mnscu.edu/board/policy/index.html>.

3. This Affirmative Action Plan designates those persons and groups responsible for implementing this Plan, as well as a description of the system's commitment to equal employment opportunity and affirmative action principles.

* _____
Executive Director for Diversity and Multiculturalism/Affirmative Action Officer
Date

* _____
Chancellor
Date

4. This Affirmative Action Plan meets the established guidelines governing affirmative action, and contains the goals and objectives which reasonably address the identified disparities.

* _____
Director for the Office of Diversity and Equal Opportunity
Minnesota Department of Finance
Date

* The official signed copy of the 2008-2010 Affirmative Action Plan is located in the office of Dr. Whitney Harris, Executive Director for Diversity and Multiculturalism, Wells Fargo Place, 30 e. 7th St., St. Paul,, MN 55101/

RESPONSIBILITY FOR IMPLEMENTATION

Chancellor

As the primary administrator of the system, the Chancellor is responsible for overseeing the Office of the Chancellor's equal opportunity and affirmative action policies, procedures and programs, as well as assuring compliance with all related state and federal laws, rules and regulations. Final disposition of all such issues resides with the Chancellor.

1. Responsibilities

- A. Ensure that adequate staffing and resources are committed to implement Office of the Chancellor policies in the area of affirmative action and equal employment opportunity.
- B. Incorporate into the position description of all administrators a separate statement of responsibility for implementing affirmative action and equal employment opportunity policy and procedures.
- C. Review annually the job performance of administrators to evaluate responsibility for implementing Office of the Chancellor affirmative action and equal employment opportunity policy and procedures.

2. Duties

- A. Delegate matters relating to equal opportunity and affirmative action at the Office of the Chancellor to the Equal Opportunity/Affirmative Action Officer/Executive Director of Diversity and Multiculturalism.
- B. Conduct a job performance evaluation with the Executive Director of Diversity and Multiculturalism on progress made on equal opportunity and affirmative action objectives, job duties, and projects.

3. Accountability

Chancellor James H. McCormick, 651.296.7971, is directly accountable to the Board of Trustees on all matters relating to equal opportunity and affirmative action in the Office of the Chancellor.

Equal Opportunity/Affirmative Action Officer

Whitney Harris, the Executive Director for Diversity and Multiculturalism, is the Equal Opportunity/Affirmative Action Officer for the Office of the Chancellor. The Equal Opportunity/Affirmative Action Officer is accountable to the Chancellor and responsible for the overall implementation and administration of the system's equal opportunity and affirmative action programs. The Equal Opportunity/Affirmative Action Officer carries out the following responsibilities and duties:

1. Responsibilities

- A. Advise the Chancellor on affirmative action and equal employment opportunity progress, projects and issues.
- B. Ensure that the Office of the Chancellor complies with federal/state laws and regulations, as well as the system's policies and procedures pertaining to affirmative action and equal employment opportunity.
- C. Develop, monitor, implement and evaluate the system's affirmative action programs, plans and guidelines.
- D. Monitor the search and selection process for all classified and unclassified positions in the Office of the Chancellor in accordance with established guidelines and procedures for recruitment.

2. Duties

- A. Provide guidelines/recommendations to appropriate members of the system community regarding affirmative action and equal employment opportunity.
- B. Provide reports on affirmative action and equal employment opportunity efforts and accomplishments.
- C. Coordinate and/or promote affirmative action and equal employment opportunity training and education programs for employees.
- D. Serve as the system's ombudsperson and primary resource for employees on affirmative action and equal employment opportunity laws, regulations, policies and procedures.
- E. Review, investigate and process complaints of discrimination, sexual harassment and violence, sexual orientation harassment, racial harassment, and disability harassment and/or lack of equal employment opportunity in accordance with established guidelines.

3. Accountability

Equal Opportunity/Affirmative Action Officer Whitney Harris, 651.296.5313, is directly accountable to the Chancellor for the overall implementation and administration of the system's equal opportunity and affirmative action programs.

Administrators/Supervisors

Administrators/supervisors are responsible for enforcing and implementing equal opportunity and affirmative action policies, procedures and programs within their functional areas of responsibility.

1. Responsibilities

- A. Assure compliance with all affirmative action and equal employment opportunity policies, plans and procedures in their respective administrative units.
- B. Assure that all employees within their administrative units are informed of the Office of the Chancellor affirmative action and equal employment opportunity policies, procedures, and practices.

- C. Provide employee participation, as appropriate, for all Office of the Chancellor efforts relating to affirmative action and equal employment opportunity.

2. Duties

- A. Provide input into the elements of the Affirmative Action Plan.
- B. Identify factors which may impede the Office of the Chancellor's pursuit of affirmative action and equal employment opportunity goals and objectives.

3. Accountability

Accountability for administrators/supervisors is reflected in the Office of the Chancellor's organization chart provided in Appendix H.

Office of the Chancellor Human Resources Director

In addition to the responsibilities and duties described above for the administrators/supervisors, the Office of the Chancellor's Human Resources Director is also responsible for classified and unclassified positions.

1. Responsibilities

- A. Monitor the recruitment and selection process of all classified positions at the Office of the Chancellor, in accordance with Minnesota Statutes 43.18 and 179.74, Department of Employee Relations (DOER) Human Resource Rules, applicable collective bargaining agreements, and Human Resource plans.
- B. Ensure that the recommendations of supervisors and other individuals involved in the hiring process are based on job-related criteria and are consistent with affirmative action goals and objectives.
- C. Work closely with the Equal Opportunity/Affirmative Action Officer in the filling of all vacancies in the Office of the Chancellor. This will include consultation between the Equal Opportunity/Affirmative Action Officer, the Human Resource Office and the supervisor regarding disparities of protected classes and special recruitment efforts.

2. Duties

- A. Provide guidance to supervisors in creating and filling new and vacant positions in both the classified and unclassified service.
- B. Approve requests to fill positions authorized within the Office of the Chancellor budget plan.
- C. Approve initial salary placement within delegated authority on new hires and promotions for classified and academic unclassified employees and excluded administrators considering qualifications and salary equity issues.
- D. Assure compliance with the Office of the Chancellor Affirmative Action Plan to recruit and hire a workforce which reflects a commitment to diversity and multiculturalism.
- E. Work closely with the Department of Employee Relations and the Office of the

Chancellor Staffing Unit in drafting and disseminating civil service vacancy announcements.

- F. Provide leadership to executive management in the implementation of appointments and resolutions of salary equity issues.

3. Accountability

Office of the Chancellor Human Resources Director Don Mercado, 651.296.3357, is accountable to William Tschida, Vice Chancellor of Human Resources.

PROGRAM OBJECTIVES

General Statement

The Office of the Chancellor recognizes various groups are underutilized in employment. The Office of the Chancellor also recognizes the value of having a culturally diverse workforce. Therefore, the Office of the Chancellor is committed to remedy this underutilization and to encourage diversity and participation by members of these groups in all facets at the Office of the Chancellor. The Office of the Chancellor will encourage full employment participation by members of racial groups, by women, and by persons with disabilities. In pursuing its commitment to affirmative action the Office of the Chancellor will take the following actions during 2008-2010.

Objective 1. Enhancing the Office of the Chancellor Recruitment Efforts

Action Steps

- The Affirmative Action Office (unclassified positions) or Human Resources Office (classified positions) will meet with departments/search committees to review recruitment and hiring guidelines, hiring goals and answer questions.
- Conduct detailed analysis of position descriptions to ensure that they accurately reflect the position functions. In addition, each job description will include; “The applicant (the employee) should demonstrate a knowledge of and interest in diverse cultures and populations.”
- Provide on-going support and advice to managerial/supervisory staff in conducting searches within the Office of the Chancellor.
- Provide feedback to the Chancellor and others having primary responsibilities for searches regarding the status of hiring goal accomplishments.
- Examine and evaluate recruitment and hiring guidelines in order to support and advance the Office of the Chancellor’s commitment to affirmative action. Data will be reviewed semi-annually to ensure that the affirmative action goals are being supported.
- Make available to search committees recruitment sources to assist in the search committee’s efforts. Information regarding potential recruitment strategies/resources is included in the Recruitment and Hiring Guidelines/Unclassified Personnel, which is available in the Diversity and Multiculturalism office and on the Diversity and Multiculturalism Web site at www.diversity.mnscu.edu.
- Evaluate the search process periodically to ensure freedom from bias. Select and train staff involved in the recruiting, screening, selection, promotion, discipline, and related processes. The recruitment, screening, referral and selection process must demonstrate

good-faith efforts to remove identified barriers, expand employment opportunities and produce measurable results.

- Observe the requirements of the “Office of Federal Contract Compliance Program Uniform Guidelines on employee Selection Procedures” by performing periodic audits of personnel activities.
- Effectively communicate opportunities for advancement to all staff, including minorities, women and persons with disabilities. The Minnesota State Colleges and Universities job opportunities bulletin will be sent out on a weekly basis.
- Every effort will be made to include a woman, minority and/or person with a disability in search committee membership.
- Recruit affirmatively. Please refer to the Diversity and Multicultural Web site at: <http://www.eod.mnscu.edu/index.html> for an updated list of potential resources.
- Attention will be paid to the recruitment of disabled individuals and hiring goals will reflect this commitment. The Office of the Chancellor does not pressure employees to report their disability status; therefore, our workforce numbers may not accurately reflect the actual number of disabled individuals in the Office of the Chancellor.

Assignment of Responsibility

Office of the Chancellor Human Resource Director and Equal Opportunity/Affirmative Action Officer.

Target Dates for Completion

This will be an on-going process.

Previous Years’ Activities

A number of strategies were used in the filling of Office of the Chancellor vacancies during the past year and include, among others:

- Advertisements in the Chronicle of Higher Education
- Advertisements in several minority publications in the Twin Cities area
- Publication in Minneapolis Star Tribune and St. Paul Pioneer Press
- Advertisement in www.minnesotadiversity.com
- Encouragement of minorities, female, veteran and employees with disabilities to refer applicants for employment
- Targeted recruitment strategy by using professional organization listservs at the national and local levels
- Targeted notices soliciting nominations and inviting applications sent to bargaining units, discipline-specific targeted constituents, Minnesota Cultural Diversity Center, Minnesota Women’s Consortium, etc.
- Recruitment using personal contacts and networking
- Advertisements on Minnesota State Colleges and Universities Web site
- Private consultant hired for targeted recruitment for executive level positions.

Expenditures

Each Office of the Chancellor division is expected to have budget resources to support searches. Specific amounts may vary in individual searches, but can range from minimal costs to several thousand dollars depending on the nature and scope of the position.

In 2008, the Office of the Chancellor paid 39,882.00 in to advertise for fifteen months with Minnesota.diversity.com which also includes outreach to community of color organizations and to the following: MinneapolisDiversity.com, Minnesotajobnetwork.com, Kare11.com, Minnesotadiversity.com, StPaulDiversity.com, JobsinMinneapolis.com, JobsinStPaul.com, JobsinBloomington.com, JobsinDuluth.com, JobsinRochester.com, JobsinMankato.com, JobsinStCloud.com, JobsinMoorhead.com, JobsinWinona.com.

Evaluation

Records of the number of missed opportunities will be maintained in the Human Resources office recording and shared with appropriate administrators.

Objective 2: Enhancing Retention Efforts in the Office of the Chancellor

Action Steps

Each manager plays a key role in supporting the retention of employees. The Office of the Chancellor will initiate the following activities to support employee retention. These efforts will enhance retention for all employees and allow the evaluation of specific efforts related to women, minorities and persons with disabilities.

- Helping individuals succeed in their early years is a key to retention of staff. The first element in this program is orientation for new staff members. An orientation program that provides information about policies, benefits and educational opportunities is routinely provided to all new employees.
- Introducing new staff members to Office of the Chancellor colleagues for the purpose of creating community and connecting individuals in other departments for future collaborative work is the responsibility of all supervisors.
- Distributing an annual notice to Office of the Chancellor's employees reaffirming the commitment to civility in the work place and the chancellor's commitment to providing a work environment free of discrimination, harassment and violence.
- Notifying all employees annually of the procedure for requesting and providing reasonable accommodations.
- Provide information about the Employee Assistance Program, including available services for employees and work-related concerns.
- Continuing to encourage opportunities for personal and professional growth for all employees.
- Conducting annual performance reviews for all employees.
- Provide cultural competency training to all employees of the Office of the Chancellor on an ongoing basis.

- Incorporating appropriate aspects of diversity into the evaluation of managers and supervisors.
- Encouraging managers and supervisors to network with appropriate minority and women's groups and with disabled and veteran's groups.
- Ongoing review of compensation system(s) periodically to determine if there are apparent gender, race or ethnicity-based disparities. If disparities cannot be justified in terms of performance, length of services, etc., corrective actions will be taken.

Assignment of Responsibility

Equal Opportunity/Affirmative Action Officer, Office of the Chancellor Human Resource Director, Director of Leadership Development, all administrators, managers, and supervisors.

Target Dates for Completion

Annually or ongoing.

Evaluation

Records will be maintained annually on the number of protected class hires achieved and retained.

Objective 3: Promoting Diversity Awareness and Enhance Office of the Chancellor Climate

Action Steps

- Plan and provide programs and events relating to diversity with the ultimate goals of increasing the cultural competency of staff. Between four and six brown bag lunches will be offered throughout the year and will address topics of diversity and multiculturalism.
- A diversity and equal opportunity forum will be conducted annually facilitated by members of the Chancellor's Cabinet.
- Involve supervisors and managers in hosting diversity programs and events throughout the year.
- Continue working with the Office of the Chancellor Diversity Team, composed of members from various work units, to create a welcoming work environment.
- Continue working on the action plan for the Workplace Diversity Climate Survey, which was conducted in 2007.
- Promote the System-wide Strategic Diversity Plan 2006 – 2010 to the Office of the Chancellor and schools.

- All schools wrote and submitted diversity plans to the Office of the Chancellor in 2007, which were evaluated by the Diversity and Multiculturalism division.

Assignment of Responsibility: Whitney Harris, Executive Director for Diversity and Multiculturalism

Timelines: Ongoing

Evaluation: Progress will be reported to the Chancellor.

WORKFORCE ANALYSIS

The attached Workforce Analysis conducted in June 2008 revealed 414 current Office of the Chancellor employees at the Wells Fargo Place work site and various campus sites. Of this number, 209 are female and 205 are male. There are a total of 48 minority (11.6%) employees in the Office of the Chancellor workforce.

In the Office of the Chancellor Officials and Administrators and Managers group, there are 107 employees with 40 females (37%) and 67 males. There are 14 minority employees (13.1%) in this group.

In the Professionals group (EEO-6, C) there are 239 employees with 120 females (50.2%) and 119 males. There are 27 minority employees (11.3%) in this group.

In the Clerical group (EEO-6, D) there are 52 employees. There are 44 females (84.6%) and 8 males. There are 6 minority employees (11.5%) in this group.

In the Technicians group (EEO-6, E) there are 16 employees with 5 females (31.3%) and 11 male employees. There is 1 minority employee (6.3%) in this group.

AVAILABILITY

The availability for the following groups has been determined as follows:

EEO-6 Group	Minorities	Women	Disabled
Executive, Administrative and Managerial	17.8%	38.8%	11.31%
Professionals – Provided by the Minnesota Department of Economic Security	8.0%	53.8%	10.88%
Clerical	8.2%	67.7%	11.56%
Technical/Paraprofessional	6.8%	63.1%	11.52%

Availability (Ideal Goals) data for women and minorities in the Administrative and Managerial job groups are based on U.S. Census Data - Exec/Admin/managers. Availability data for women and minorities in professional, clerical and technical job groups are based on U.S. Census data provided by the Minnesota Department of Economic Security. Availability (Ideal Goals) for disabled was provided by the Minnesota Department of Employee Relations.

UTILIZATION ANALYSIS

The utilization analysis which is attached indicates that the Office of the Chancellor is underutilized in the following job groups:

EEO-6 Group	Minorities	Women	Disabled
System Officials and Administrators/Managers	5	2	8
Professionals		9	22
Clerical			1
Technical	1	5	1

ESTABLISHMENT OF HIRING GOALS

When approval is given to fill positions, affirmative steps are taken to recruit and hire women, minorities and persons with disabilities keeping the following goals in mind.

The Office of the Chancellor will make every effort to recruit and hire members of underutilized groups, specifically minorities in the categories and women in the System Officials and Administrators/ Managers, Professional and Technical categories.

In appropriate cases, the two-factor analysis will be considered.

In addition, special efforts will be made to recruit persons with disabilities in all classifications.

Goals:

<u>Groups</u>	<u>Number of Underutilized</u>	<u>Targeted Hire</u>
System Officials, Admin. & Managers – Minorities	5	3
System Officials, Admin. & Managers – Women	2	2
System Officials, Admin. & Managers – Disabled	8	2
Technicals – Minorities	1	1
Technicals – Women	5	4
Technicals - Disabled	1	1
Professionals – Women	9	7
Professionals – Disabled	21	6
Clericals-Disabled	1	1

AUDIT AND EVALUATION

The Office of the Chancellor Affirmative Action Plan will be reviewed by the Equal Opportunity/Affirmative Action Officer/Executive Director of Diversity and Multiculturalism.

Minnesota State Colleges and Universities' Equal Opportunity/Affirmative Action Officer/Executive Director of Diversity and Multiculturalism will monitor the employment procedures to evaluate progress and ensure that the nondiscriminatory policy is carried out.

A summary of the accomplishments of the prior year's Affirmative Action goals and objectives will be completed yearly and included in the biennial Affirmative Action Plan.

Consultation with the Office of the Chancellor Human Resources Director and the system Office of Diversity and Multiculturalism is expected prior to the hiring phase if a disparity of protected classes exists in the hiring unit. (See *Hiring for Office of the Chancellor Positions*, Page 30.) In addition, consultation with the Office of the Chancellor Human Resources Director and the Office of Diversity and Multiculturalism may be expected prior to layoff decisions to determine their impact on the Office of the Chancellor Affirmative Action Plan goals and timetables.

**OFFICE OF THE CHANCELLOR EMERGENCY
PLAN AND PROCEDURES**

The Office of the Chancellor “Minnesota State Colleges and Universities Emergency Plan and Procedures” documents can be found in Appendix F. This procedure is disseminated to new employees as part of the employee orientation process. In addition, training on this procedure is conducted annually at both sites.

DISSEMINATION OF POLICY

The following measures will be used to inform internal and external constituents of the Office of the Chancellor's commitment to Affirmative Action and Equal Opportunity in all employment and educational policies, procedures, programs, services and opportunities.

INTERNAL DISSEMINATION

1. The Office of the Chancellor Affirmative Action Plan will be available in the Diversity and Multiculturalism Office, Office of the Chancellor Human Resource Office, and posted on the Minnesota State Colleges and Universities' Web site at: <http://www.eod.mnscu.edu/index.html>.
2. Upon employment, all new employees will be given instruction on how to access the Affirmative Action Plan via the Office of the Chancellor Web site at: <http://www.eod.mnscu.edu/index.html>.
3. Training on affirmative action and equal opportunity issues will be offered to all managers and supervisors in the Office of the Chancellor.
4. All recruitment brochures, job announcements and vacancy notices shall identify Minnesota State Colleges and Universities as "An Equal Opportunity Educator and Employer."
5. Copies of the Affirmative Action Plan will be made available to all employees and students upon request. The Affirmative Action Plan is available for review by contacting Whitney Harris, Executive Director for Diversity and Multiculturalism, at 651.296.5313.

EXTERNAL DISSEMINATION

1. All job announcements, vacancy notices, Web site home page, letterhead, brochures and promotional and other education/employment-related materials shall state, "The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator."
2. Minnesota State Colleges and Universities' commitment to the recruitment, employment, promotion and retention of individuals with disabilities, women and minorities will be aggressively publicized via a variety of protected group and non-protected group media sources.

3. Copies of the Affirmative Action Plan will be available to all interested non-Minnesota State Colleges and Universities parties. The Affirmative Action Plan is available for review by contacting Whitney Harris, Executive Director for Diversity and Multiculturalism, at 651.296.5313.
4. Information on the Office of the Chancellor Affirmative Action Plan and programs shall be made available to all external constituents via the Office of the Chancellor Human Resources Web site at: <http://www.eod.mnscu.edu/index.html>.

NONDISCRIMINATION COMPLAINT PROCEDURE

To seek fair and equitable solutions to problems of discrimination/harassment, the 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure is available to all employees of Minnesota State Colleges and Universities. (See Appendix E – 1B.1.1. Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure.) In addition to the 1B.1.1 Procedure, some employees may have grievance procedures in accordance with their respective collective bargaining agreements and human resource plans. Complaints/grievances will be processed in accordance with appropriate procedures.

HOW TO REPORT/FILE A COMPLAINT

Any Office of the Chancellor employee or other interested party has the right to report or file a complaint.

Complaints may be filed with:

**Whitney Harris, Executive Director for Diversity and
Multiculturalism, Wells Fargo Place, 5th Floor at 651.296.5313**

**Renée Hogoboom, Equal Opportunity Manager and Investigator,
Wells Fargo Place, 6th Floor at 651.296.3756**

In the event that these individuals are not available, an employee and/or other interested party is encouraged to report or file a complaint with Gail Olson, General Counsel to the Office of the Chancellor at 651.296.6216.

The 1B.1.1 Procedure will be explained to any person filing a complaint. A complaint form may be requested from Renée Hogoboom in the Office of Diversity and Multiculturalism or obtained from the Web site at: <http://www.eod.mnscu.edu/forms/index.html>. No specific timelines are required for reporting/filing of complaints, although employees and other interested parties are strongly encouraged to bring their complaint forward as soon as possible after an incident occurs.

The 1B.1.1. Procedure requires a written answer to the complainant within 60 days after a complaint is made unless reasonable cause for delay exists. In addition, disposition of the complaints are filed with the Commissioner of the Department of Employee Relations within 30 days of final determination. It is the Minnesota State Colleges and Universities policy to take timely and appropriate action to stop inappropriate behavior, conduct investigations and facilitate resolutions as appropriate.

SUPPORTED EMPLOYMENT

Minnesota State Colleges and Universities supports the employment of individuals with disabilities who have traditionally faced employment barriers to successful employment. Minnesota State Colleges and Universities is committed to providing opportunities, either through direct recruitment or providing a host training site, for individuals with disabilities to utilize job skills that will mutually benefit the individual and the Office of the Chancellor.

The Office of the Chancellor Human Resources Director will review opportunities under the Supported Employment Program as job openings become available. It is the Minnesota State Colleges and Universities policy to fully comply with the Americans with Disabilities Act and other federal and state laws governing employment of individuals with disabilities.

REASONABLE ACCOMMODATIONS

The Office of the Chancellor has a continuing commitment to hiring, retaining and promoting individuals with disabilities who can perform the essential functions of the job with or without a reasonable accommodation. Reasonable accommodations will be provided in accordance with the 1B.0.1 Reasonable Accommodations in Employment Procedure. This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability and is in compliance with relevant federal and state laws. (See Appendix C – 1B.0.1 Reasonable Accommodations in Employment Procedure.)

How to Request Reasonable Accommodations

An Office of the Chancellor job applicant or employee, including a student employee, with a disability may request reasonable accommodation by contacting **Donald Mercado, Wells Fargo Place, at 651.296.3357 or call 651.282.2660 TTY.**

Employees requesting a reasonable accommodation under the Americans with Disabilities Act are provided with the State of Minnesota brochure entitled *ADA and Reasonable Accommodation* and given the Office of the Chancellor Request for Accommodation Form.

Reasonable accommodations will be provided only for job-related needs of an individual with a disability. The primary factor in evaluating the job relatedness of an accommodation is whether the accommodation specifically assists the individual in performing the essential functions of the job as identified at the time of the reasonable accommodation request. The appropriate reasonable accommodation will be determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability and may include the appropriate union representative as provided by the applicable collective bargaining agreement.

An employee making a request for a reasonable accommodation under the ADA may be asked to provide documentation of related functional limitations by a licensed physician. The Office of the Chancellor is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to an individual with a disability are the financial responsibility of the Office of the Chancellor. Each division is responsible for providing funding for reasonable accommodations within its unit.

If an applicant or employee believes that they have been subjected to discriminatory action in regards to a request for a reasonable accommodation, he or she would access the 1B.1.1 Report/ Complaint of Discrimination/Harassment Investigation and Resolution Procedure found in Appendix E. (See also **Nondiscrimination Complaint Procedure**, page 22 as well as Appendix B – 1B.4 Access for Individuals with Disabilities Policy.)

**Minnesota State Colleges and Universities
Office of the Chancellor
Request for Accommodation**

Employee Name:	Employee Classification: [for data collection only]	Date of Request:
Office of the Chancellor Division/Unit:	Brief Statement of Functional Limitations: Attach medical statement[s] as necessary or as requested	
1) Please describe the nature of your physical limitations.		
2) How does this disability limit you in your major life activity [ies]?		
3) Please describe, in your words, the level of limitation the disability places on you. For example, quantify the impact such as: average, moderate, great or quantify it by assigning a number to the impact on a scale of 1-10 with "5" being average. Again, this should be stated in your own words.		

4.) Type of accommodation requested to assist you in performing your work. You may provide more than one option.	
5) In your view, how will the requested accommodation help you in performing your work? Specifically relate it to the disabling impairment or limitation. If you have provided more than one option, please state your preference for each listed accommodation option.	
Signature of Employee:	Date:
Additional Comments:	
Signature of Employer's Representative:	Date:

Attach additional sheets of paper as necessary.

Information on this form shall be confidential and private in keeping with Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and the Minnesota Data Practices Act.

Revised June 2004

PRE-HIRE REVIEW

Attached are the processes for “Creating a New Position” and “Filling a Vacant Position” in the Office of the Chancellor. In addition, the “Position Request Form” is also attached.

CREATING A NEW POSITION

Office of the Chancellor

- Supervisor completes the Position Request Form (PRF) and provides a memo with detailed business reasons to justify creating the position. The hiring process should include a statement addressing the budget authority, source of funding, dates of employment or temporary nature of appointment, as well as office space arrangements.
- Vice Chancellor or other appropriate administrator verifies position is within division budget allocation and approves and signs the PRF.
- Supervisor consults with Office of the Chancellor Human Resources Director and prepares a new position description to establish the classification and salary range.
- The hiring supervisor forwards PRF to Budget Unit to verify cost center, funds.

Office of the Chancellor Human Resources

Human Resources prepares an audit request to Minnesota State Colleges and Universities Staffing Unit which includes a position description signed by the supervisor, an organizational chart and a Job Audit Cover Sheet.

Human Resources Director assists the supervisor in designing a written recruitment plan taking into account any underutilized protected classes. The recruitment plan is shared with the Affirmative Action Officer.

Human Resources announces the vacancy in the Employment Opportunities Newsletter.
(Unclassified)

Classified positions, must be posted for internal bids as provided for in the appropriate bargaining agreement. If no bids, Human Resources will announce the vacancy and position qualifications on the DOER Web site.

Supervisor

Supervisor consults with the Human Resources Director regarding the recruitment plan and prepares a vacancy announcement and advertising language.

Supervisor places ads and completes the necessary purchase orders. According to the recruitment plan, the supervisor may circulate vacancy announcements via traditional and non-traditional media such as Web sites, listservs, community-based agencies and organizations, e-mail distribution of vacancy announcements, mailing listservs, community based agencies and organizations, e-mail distribution of vacancy announcements, mailing lists and labels.

CREATING A NEW POSITION

Office of the Chancellor Human Resources

Human Resources announces the vacancy in the Employment Opportunities Newsletter.
(Un-classified)

Classified positions, must be posted for internal applications as provided for in the appropriate bargaining agreement. If no applications are received, Human Resources will announce the vacancy and position qualifications on the DOER Web site.

The application procedure will be specified in the vacancy announcement. Depending upon the circumstances, applications may be received by the hiring supervisor or the Human Resources Office.

For classified positions, the Department of Employee Relations has adopted a Multi-Source Recruitment and Selection Process (Resumix) to identify prospective candidates who match specific job qualification. Résumés of candidates expressing an interest in the position and other candidates with the skills and abilities who match the vacancy announcement are available to Human Resources Office staff and managers to review online.

Once a finalist pool has been identified, the Human Resources Director seeks Office of Diversity and Multiculturalism approval of the search process and the candidate selection.

The Human Resources office reviews the candidate pool and affirmative action status of candidates before interviews may begin.

Supervisor

Supervisor places ads and completes the necessary purchase orders. According to the recruitment plan, the supervisor may circulate vacancy announcements via traditional and non-traditional media such as Web sites, listservs, community-based agencies and organizations, e-mail distribution of vacancy announcements, mailing listservs, community based agencies and organizations, e-mail distribution of vacancy announcements, mailing lists and labels.

Supervisor coordinates the selection process: whether a search committee will be used, who will receive application materials, how interviews will be conducted, what interview questions will be asked and how references will be checked.

For classified positions, the hiring supervisor is forwarded a list of names and résumés for consideration.

For unclassified positions, the supervisor will send all applicants a Supplemental Protected Class Information form and a return stamped envelope to the attention of the Executive Director for Diversity and Multiculturalism. Returning the Supplemental Information form is optional and is maintained in a separate, confidential file apart from the applicant files.

The supervisor schedules interviews, and the candidate of choice is selected.

CREATING A NEW POSITION

Officer of the Chancellor Human Resources

If the verbal offer is accepted, the Human Resources Director, in consultation with the supervisor, will prepare an appointment letter for the Chancellor's signature. This letter confirms the position title, the proposed hire date and the agreed upon salary and conditions of employment.

Whenever possible, before the hire date, the Human Resources Director will arrange a meeting with the new employee, the Chancellor and the Cabinet member to formally sign the appointment letter.

Supervisor

The supervisor is responsible for informing unsuccessful applicants that a final decision has been made. The supervisor retains all search related documents in a confidential file for three years.

FILLING A VACANT POSITION

Office of the Chancellor

- Supervisor determines the need to fill an existing vacancy and completes the Position Request Form (PRF) and a memo with detailed business reasons to justify filling the position. The memo should include a statement addressing the budget authority, source of funding, dates of employment or temporary nature of appointment, as well as office space arrangements.
- Vice Chancellor or other appropriate administrator verifies position is within the budget allocation and approves and signs the PRF.
- Supervisor consults with the Office of the Chancellor Human Resources Director regarding an emergency/temporary hire, union posting requirements for a permanent hire, whether the position will be restructured at a higher or lower level than the existing position.
- The hiring supervisor forwards PRF to Budget Unit to verify cost center and funds.

Officer of the Chancellor Human Resources

Human Resources authorizes the search process to begin and meet with the supervisor to discuss recruitment, affirmative action commitments and the hiring time line.

Human Resources Director assists the supervisor in designing a written recruitment plan taking into account any under-utilized protected classes. The recruitment plan is approved by the Affirmative Action Officer.

Supervisor

Supervisor prepares vacancy announcement and assists in preparing required and preferred qualifications for the position.

FILLING A VACANT POSITION

Officer of the Chancellor Human Resources

Human Resources announces the vacancy in the Employment Opportunities Newsletter. (Unclassified)

Classified positions must be posted for internal bids as provided for in the appropriate bargaining agreement. If no bids, Human Resources will announce the vacancy and position qualifications on the DOER Web site.

The application procedure will be specified in the vacancy announcement. Depending upon the circumstances, applications may be received by the hiring supervisor or the Human Resources Office.

For classified positions, the Department of Employee Relations has adopted a Multi-Source Recruitment and Selection Process (Resumix) to identify prospective candidates who match specific job qualifications. Résumés of candidates expressing an interest in the position and other candidates with the skills and abilities who match the vacancy announcement are available to Human Resources Office staff and managers to review online.

Once a finalist pool has been identified, the Human Resources Director seeks Diversity and Multiculturalism approval of the search process and the candidate selection.

The Human Resources Office reviews the candidate pool and affirmative action status of candidates before interviews may begin.

Supervisor

Supervisor coordinates the selection process; determines whether or not a search committee will be used; to whom applications should be directed; how interviews will be conducted; what the interview questions will be; and how references will be checked.

For classified positions, the hiring supervisor is forwarded a list of names and resumes for consideration.

For unclassified positions, the supervisor will send all applicants a Supplemental Protected Class Information form and a return stamped envelope to the attention of the Executive Director of Diversity and Multiculturalism. Returning the Supplemental Information form is optional and is maintained in a separate, confidential file apart from the applicant files.

The supervisor schedules interviews, and the candidate of choice is selected.

FILLING A VACANT POSITION

Office of the Chancellor Human Resources

The Human Resources Office reviews and approves salary offers before an offer is made.

If the oral offer is accepted, the Human Resources Director, in consultation with the supervisor, will prepare an appointment letter for the Chancellor's signature. This letter confirms the position title, the proposed hire date and the agreed upon salary and conditions of employment.

Whenever possible, before the hire date, the Human Resources Director will arrange a meeting with the new employee, the Chancellor and the Cabinet member to formally sign the appointment letter.

Supervisor

The supervisor makes an oral offer to the candidate.

The supervisor is responsible for informing unsuccessful applicants that a final decision has been made. The supervisor retains all search related documents in a confidential file for three years.

MINNESOTA STATE COLLEGES AND UNIVERSITIES POLICIES AND PROCEDURES

The following appendices contain relevant Minnesota State Colleges and Universities policies and procedures.

List of Appendices

- Appendix A. Affirmative Action in Employment Policy
- Appendix B. Access for Individuals with Disabilities Policy
- Appendix C. Reasonable Accommodations in Employment Procedure
- Appendix D. Nondiscrimination in Employment and Education
Opportunity Policy
- Appendix E. Report/Complaint of Discrimination/Harassment Investigation
and Resolution Procedure
Discrimination/Harassment Intake Form
Discrimination/Harassment Complaint Form
- Appendix F. Minnesota State Colleges and Universities Emergency Plan
and Procedures
Wells Fargo Place
Energy Technology Center
- Appendix G. Minnesota State Colleges and Universities Office Strategic
Diversity Plan

APPENDIX A
AFFIRMATIVE ACTION IN EMPLOYMENT
POLICY

The Affirmative Action in Employment Policy will be available in the Diversity and Multiculturalism Office, Office of the Chancellor Human Resources Office and posted on the Minnesota State Colleges and Universities' Web site at:

<http://www.mnscu.edu/board/policy/1b02.html>.

APPENDIX B
ACCESS FOR INDIVIDUALS WITH
DISABILITIES POLICY

The Access for Individuals with Disabilities Policy will be available in the Diversity and Multiculturalism Office, Office of the Chancellor Human Resources Office and posted on the Minnesota State Colleges and Universities' Web site at:

<http://www.mnscu.edu/board/policy/1b04.html>.

APPENDIX C
REASONABLE ACCOMMODATIONS IN
EMPLOYMENT PROCEDURE

The Reasonable Accommodations in Employment Procedure will be available in the Diversity and Multiculturalism Office, Office of the Chancellor Human Resources Office and posted on the Minnesota State Colleges and Universities' Web site at:

<http://www.mnscu.edu/board/procedure/1b0p1.html>.

APPENDIX D
NONDISCRIMINATION IN EMPLOYMENT AND
EDUCATION OPPORTUNITY POLICY

The Nondiscrimination in Employment and Education Opportunity Policy will be available in the Diversity and Multiculturalism Office, Office of the Chancellor Human Resources Office and posted on the Minnesota State Colleges and Universities' Web site at: <http://www.mnscu.edu/board/policy/1b01.html>.

APPENDIX E
REPORT/COMPLAINT OF
DISCRIMINATION/HARASSMENT INVESTIGATION AND
RESOLUTION PROCEDURE

The Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure will be available in the Diversity and Multiculturalism Office, Office of the Chancellor Human Resources Office, and posted on the Minnesota State Colleges and Universities' Web site at: <http://www.mnscu.edu/board/procedure/1b01p1.html>.

APPENDIX F
OFFICE OF THE CHANCELLOR
EMERGENCY PLAN AND PROCEDURES

July 2006

Minnesota State Colleges and Universities

Emergency Plan and Procedures

Office of the Chancellor

Wells Fargo Place, 30 7th St. E., Suite. 350, Saint Paul, MN 55101-7804

(651) 296-8012

This plan outlines the procedures and actions to be taken during an emergency situation. Zeller Realty Group maintains 24-hour a day 7-day a week in-house security for Wells Fargo Place retail and office tenants. Security officers regularly patrol all areas of the building.

Emergency Phone Numbers	Contents	Page
Police/Fire/Medical (Dial 9 to get outside line first, then 911) 9-911	1. Emergency Evacuation.....	2
Office of the Building Management 229-2800 (Zeller Realty Group) (After hours, this number is forwarded to building security.)	2. Tornado/Severe Weather.....	3
Building Security 298-9882	3. Fire.....	4
Wendy Madsen 282-2548 Emergency Procedures Director	4. Medical Emergency.....	4
Dennis Carlson, Alternate 296-5326	5. Elevator, Trapped in.....	5
Reception desk 296-8012 Office of the Chancellor	6. Harassing/Threatening Phone Calls....	5
	7. Bomb Threat.....	6
	8. Responsibilities.....	9
	9. Telephone Numbers.....	10
	Dec.31, 2003, rev. Feb. 3 Fri, 6 Mon, 2006 11:20 am, 12:37 pm, 1:10 pm, 2:48 pm, 3:02 pm, 3:41 pm, 4:15, 4:57 pm, Feb 7 Tues 8:55 am, 9:46 am, 12:03 pm, 12:19 pm, 1:18 pm, 1:26 pm, 2:55 pm, 4:55 pm, Feb 8 Wed 8:34 am, 10:24 am	

1. Emergency Evacuation

Procedure/Action to Take

1. Remain calm and quiet and follow instructions from floor monitors and/or the building Public Address system.
2. Persons who are mobility or sensory impaired must be accompanied by two attendants and be moved close to the nearest stairwell. One attendant will stay with the impaired person. The other attendant will notify emergency personnel as to where the person is waiting.
3. Advise all visitors and guests in your area about the evacuation procedure.
4. DO NOT use elevators. Use stairwells. Exit the building via the nearest stairwell. Use handrail and keep to the right. If you need assistance, tell your floor monitor. Hint: Remove high heeled shoes when going down the stairs.
5. DO NOT run or react in any way that will cause alarm or panic.
6. DO NOT block stairwells, vestibules or doors. Move out of the way of emergency personnel going up the stairs.
7. Leave the building immediately. Cross 7th Street to the open, grassy area adjacent to the parking ramp. Report to your floor monitor or work group.
8. DO NOT try to return to the building until an “all clear” is given by the building authority.

Background Information

Whether an evacuation from Wells Fargo Place (referred to as WFP) is necessary may be decided by one or all of the following:

- Office of the Chancellor leadership
- Building management (Zeller Realty Group)
- Local fire department

Emergency Evacuation Procedures are posted by all stairwell doors within the Office of the Chancellor space at WFP.

It is the responsibility of each employee to know who their floor monitor is, as well as the alternate monitor on their floor. Floor monitors will be wearing a blaze orange vest and/or hard hat so they are easy to identify. See p. 10 (back cover) for a list of floor monitors.

If you have guests in the building, be sure to assist them with evacuation. They may not be familiar with the building and will need your assistance.

During an emergency evacuation, elevators are captured to the ground floor and will not respond to your call. Always use the stairwells to evacuate the building during an emergency.

All stairwell doors in the WFP tower are equipped with an alarm contact and are self-locking.

During an emergency evacuation, only the stairwells for the floors that are being evacuated will be unsecured. If the tenants on other floors in the tower are not being evacuated, their doors will remain secure and you will not be able to get out of the stairwell and onto those floors.

Ground level stairwell doors will always allow you to exit from the stairway to the outside.

2. Tornado/Severe Weather

Procedure/Action to Take

1. If you hear the sirens or are informed over the public address system of severe weather approaching, please take the following actions.
2. Call your floor monitor.
3. Get away from the perimeter of the building and exterior glass.
4. Leave your exterior office – close the door. If you are caught in an outside perimeter office; seek protection under a desk. Protect yourself from flying glass.
5. If you are in transit in the building; do not go to the first floor lobby, skyways or outside the building.
6. Go to the nearest stairwell and stay there until the “all clear” is given.
7. Security personnel will arrive and help as soon as possible.

Background Information

A tornado warning is an alert by the National Weather Service confirming a tornado sighting and location. Winds will be 75 mph or greater. The Weather Service will announce the approximate time of detection and direction of movement.

Public warning will come over the radio, TV, or there will be five (5) minute steady blasts of sirens by the Ramsey County Civil Defense Warning System.

An “all clear” will be given over the public address system when the National Weather Service authorizes it.

3. Fire

Procedure/Action to Take

1. If you discover a fire, DO NOT attempt to fight the fire.
2. Call the emergency number 9-911 (9 to get an outside line, then 911) and the Office of the Building Management at 651-229-2800. Have the following information available:
 - Building name: Wells Fargo Place
 - Address: 30 7th Street East
 - Floor number and suite number
 - Details of the fire emergency
3. Next:
 - Notify Wendy Madsen, Emergency Procedure Director 651-282-2548 or the receptionist 651-296-8012.
 - Notify your floor monitor (see p. 10).
 - Notify alternate floor monitor (see p. 10).
4. Follow the directions of your floor monitor.
5. If evacuation is necessary, see full Evacuation Procedures posted by each stairway door. See Emergency Evacuation, p. 2.
5. DO NOT use the elevators. Elevators will not respond. Use stairwells to evacuate.

Background Information

When a fire triggers the sprinklers, heat or smoke detection systems, the fire alarm will sound on the fire floor and the floor directly above and the floor directly below it.

This is what happens in a fire emergency:

- Fire department is notified
- Wells Fargo Place building management will respond
- Professional help is on the way
- Employees will be notified if evacuation is necessary

4. Medical Emergency

Procedure/Action to Take

1. DO NOT move the injured or ill person. Keep them warm and comfortable.
2. Call 9-911 (9 to get an outside line, then 911) and give this information:
 - Address: 30 7th Street East
 - Victim's exact location in the building.
 - Type of injury, illness, or symptoms.
 - Your name and telephone number.

3. Notify Office of the Building Management (Zeller Realty Group), 651-229-2800.
4. Notify Wendy Madsen, Emergency Procedure Director, 651-282-2548.
5. Meet paramedics in the lobby of your floor to direct them to the injured person.

5. Elevator, Trapped in

Procedure/Action to Take

1. Open the telephone panel. Push the button and wait for the phone to auto-dial.
2. State that you are stuck in an elevator.
 Give the elevator number which is noted on the door of the telephone panel.
 Indicate floor location, if you can determine it.
3. Remain calm and wait for help to arrive.

4. To prevent injury to yourself and others:

DO NOT try to pry open the doors. This could prolong the emergency by damaging the equipment.

DO NOT try to climb out or jump to the floors below if the elevator stops between floors with the doors open.

5. Building personnel will be in communication with you by phone and from outside the elevator.

6. Harassing/Threatening Phone Calls

Procedure/Action to Take

1. Treat all personal threats seriously – never consider a threat a prank!
2. Keep the caller talking and listen carefully to get as much information as possible. (See Telephone Checklist for Bomb Threat, p. 7-8.)
 Write down what the caller says.
 Be alert for distinguishing background sounds (music, traffic, bells, etc.).
 Note any voice characteristics (gender, age, stutters, accent, drunk, slang).
 Ask for caller's name.
3. Without alarming the caller, try to alert a co-worker about the call so they can alert your supervisor and building security.

4. When the caller hangs up, press *57 to trace the call. Then call building security 651-298-9882.

5. Employees receiving a personal threat on voice mail should save the message, and alert their supervisor.

6. Employees receiving a personal threat via written or graphic material should save all materials, including envelopes or containers. Alert supervisor.

7. The target individual should report the threat to the police.

8. Employees receiving a threat directed at another individual must notify their supervisor.

7. Bomb Threat

Procedure/Action to Take

1. Dial *57 on your phone immediately after a bomb threat to trace the call.
2. Remain calm. Use the attached Telephone Checklist, p. 7-8, to record information concerning the bomb threat. Have this list ready for the authorities.
3. Call 9-911 (9 to get an outside line and then 911) and building security 651-298-9882. Give the following information to both:
 - State "I have received a bomb threat."
 - Company name: Minnesota State Colleges and Universities.
 - Address: 30 7th Street East.
 - Floor and suite number.
 - Give the name and phone number of the person who received the call.
4. After you have made the above calls, notify the following:
 - Wendy Madsen, Emergency Procedures Director, 651-282-2548 or Don Mercado, Director of Personnel, 651-296-3357
 - Designated floor monitor and alternate
5. DO NOT touch suspicious objects if found.
6. See Evacuation Procedure, p. 2.

Background Information

This is what happens during a bomb threat:

- Police and building personnel are notified.
- A search is made by police and/or building personnel.
- Building security and Office of the Chancellor management will determine if evacuation is necessary.
- If evacuation is advised, floor monitors will assist emergency personnel with the orderly evacuation of the building. Follow the posted Evacuation Procedures.
- The police or bomb squad will contact and question the person who received the bomb threat.
- An "all clear" will be given when authorized by building management.

Telephone Checklist for Bomb Threat

1. **Keep calm.** Do not get excited or excite others.

2. Caller's exact words:

3. **Ask the caller (Delay—Ask the caller to repeat.):**

3.1. When is the bomb going to explode? _____

3.2. Where is the bomb right now? _____

3.3. What does the bomb look like? _____

3.4. What kind of bomb is it? _____

3.5. What will cause it to explode? _____

3.6. Did you place the bomb? _____ If not, who did? _____

3.7. Why? _____

3.8. What is your name? _____

4. **Keep the caller talking** so you can get:

4.1. Voice characteristics:

_____ male	_____ female	_____ calm	_____ excited
_____ diction		_____ angry	
_____ slow		_____ soft	_____ loud
_____ nervous		_____ laughter	_____ crying
_____ normal		_____ distinct	_____ slurred
_____ nasal		_____ stutter	_____ lisp
_____ rough		_____ raspy	_____ deep
_____ ragged		_____ clearing throat	_____ deep breathing
_____ crackling voice		_____ disgusted	_____ accent
_____ muffled		_____ familiar	If so, who? _____

Other _____

4.2 Threat language

_____ well spoken _____ irrational
_____ educated _____ incoherent
_____ foul _____ taped
_____ message read by threat maker

4.3. Remarks:

4.4. Background Sound

_____ street noises _____ office machines _____ long distance
_____ eating utensils _____ factory noises _____ phone booth
_____ voices _____ animal noises _____ aircraft
_____ PA system _____ clear _____ music
_____ static _____ house noises _____ quiet
_____ motor _____ local

Other usual or unusual sounds _____

5. **Additional information:**

5.1. Did caller indicate knowledge of the facility? _____ If so, how? _____

5.2. What line did the call come in on? _____

5.3. Is this number listed in the phone book or with directory assistance? _____

5.4. Is this your main number? _____

If this is someone's direct/private line, whose? _____

Extension _____

Person receiving call _____

5.5 Date _____ Time _____

Duration _____

6. **After hang up – immediately dial *57**

8. Responsibilities

Chancellor or Designee

1. Approve the plan and any necessary revisions.
2. Direct implementation of the plan.

Emergency Procedures Director

1. Develop, advise implementation, and maintain the emergency plan.
2. Coordinate implementation of the plan with WFP Operations Department.
3. Appoint and train floor monitors, mobility impaired attendants, and maintain a list of their names and phone numbers (see p. 10).
4. Coordinate training sessions for employees.
5. After receiving a bomb threat, determine in consultation with WFP Security and Office of the Chancellor management whether to order an evacuation or relocation.

Floor Monitors

1. Coordinate prompt relocation or evacuation during an emergency.
2. During a relocation or evacuation, make sure the stairways are smoke free, and if safe to do so, conduct a final floor check to ensure that everyone has evacuated, all doors are closed and mobility impaired employees are safe.
3. Ensure that aisles and exits are clear and report problems to supervisor or manager.
4. Maintain a current roster of employees in assigned area. Following relocation or evacuation procedure, verify that all employees have left the area.
5. Read and understand the Emergency Plan and Procedures document and attend required training.

Mobility Impaired Attendants

1. Assist with the relocation or evacuation of mobility impaired employees.
2. Attend required training.

Managers and Supervisors

1. Ensure that all employees under their supervision understand the emergency procedures.
2. When evacuation or relocation is required, help floor monitors in accounting for area employees at the relocation area.
3. Ensure that each mobility impaired employee has two attendants assigned to help during an emergency.
4. Ensure that all employees under their supervision relocate or evacuate when alarm signal sounds. If any employee refuses to leave, report name to the Emergency Procedures Director or designee.
5. Attend required training.

Employees

1. Leave the building when the fire alarm is activated or when instructed to relocate.
2. Assist visitors or contractors in your area.
3. Attend required training.

Wells Fargo Place Security and Operations Departments

1. Maintain building fire protection, detection, suppression systems and provide, maintain and post accurate evacuation floor diagrams for each floor.
2. Notify Emergency Procedures Director in case of fire, severe weather or bomb threat or any other circumstance which could jeopardize the safety of the Office of the Chancellor employees.

9. Telephone Numbers

Wells Fargo Place, 30 7th Street East, Suite 350, Saint Paul MN 55101-7804

In case of an emergency

1. First, dial 9 to get an outside line, THEN 911. REMEMBER 9-911.
Police/Fire/Medical **9-911**
2. Next, you MUST call and alert Office of the Building Management (Zeller Realty Group) **229-2800**
3. Then, report the incident to the Emergency Procedure Director, Wendy Madsen **282-2548** or Office of the Chancellor reception desk **296-8012**

For emergency/security

Building security **298-9882**

Zeller Realty Group maintains 24-hour a day, 7-day a week in-house security for Wells Fargo Place office tenants. Security officers regularly patrol all areas of the building.

For security concerns that are not an emergency

Wendy Madsen, Office Manager **282-2548** or Office of the Chancellor reception desk **296-8012**

They will make the appropriate contacts.

Floor monitors

Emergency Procedures Director: Wendy Madsen **282-2548**

Alternate: Dennis Carlson **296-3357**

7th floor			
	north side	Kathy Weersma	296-3874
	south side	Monica Surrency	
	alternate	Shirley Schultz	
6 th floor			
	north side	Shelley Robshaw	297-4614
	south side	Cathy Bisser	296-3816
	alternate	Dennis Carlson	296-5326
5 th floor			

	north side	Dorothy Zenner	282-5519
	south side	Anne Stowell	282-6545
	MnSAT	Anita Hess	296-2383
	alternate	Vicki Schoenbeck	296-5709
4 th floor			
	Board Office	Patty McCann	
3rd floor			
	3T	Cynthia Nelsen	296-7426
	3A	Joyce Petsch	297-4390
	3B	Karin Ward	
2 nd floor			
	2B	Cathy Rajtar	

APPENDIX G
MINNESOTA STATE COLLEGES AND
UNIVERSITIES STRATEGIC DIVERSITY
PLAN

The Minnesota State Colleges and Universities Strategic Diversity Plan is available in the Diversity and Multiculturalism Office and posted on the Minnesota State Colleges and Universities Diversity and Multiculturalism Web site at:

<http://www.diversity.mnscu.edu/>.