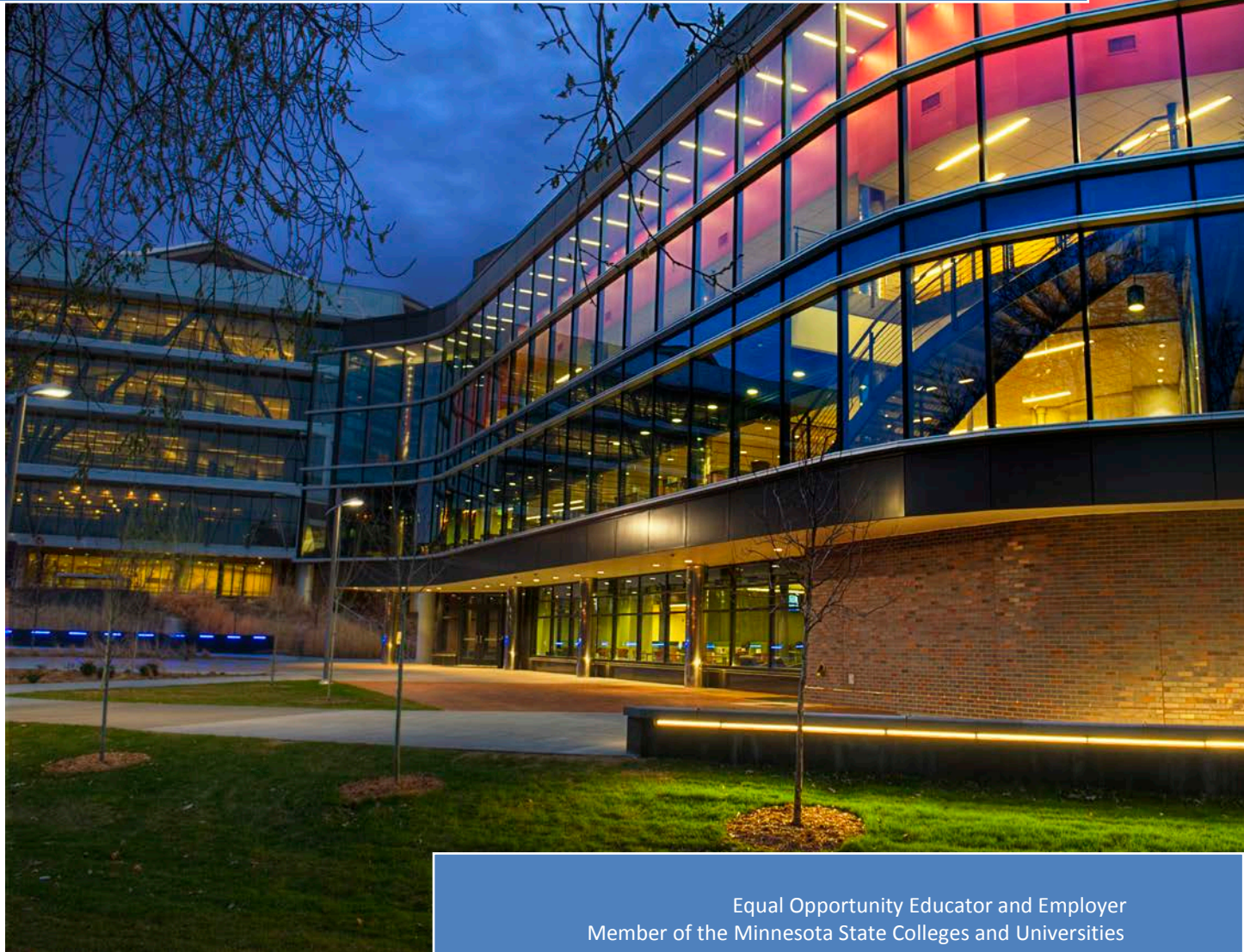


Minneapolis Community and Technical College
Affirmative Action Plan 2016-2018



AFFIRMATIVE ACTION PLAN 2016 - 2018



Equal Opportunity Educator and Employer
Member of the Minnesota State Colleges and Universities

State of Minnesota

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE

Affirmative Action Plan August 2016 – August 2018

Minneapolis Community and Technical College
1501 Hennepin Avenue
Minneapolis, MN 55403
612-659-6000
www.minneapolis.edu



This document can be made available in alternative formats to individuals with disabilities by calling Disability Services at 612-659-6730 or Minnesota Relay Service at 711 or 1-800-627-3529 or by email at Disability.Services@minneapolis.edu

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Nondiscrimination – Equal Opportunity Statement

Minneapolis Community and Technical College and the Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity as required by Title IX of the 1972 Education Amendments, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited. Sexual harassment, including sexual violence, is a form of unlawful discrimination. MCTC prohibits sexual harassment and sexual violence.

The following person has been designated to handle inquiries regarding Title II of the American with Disabilities Act and the Rehabilitation Act for students with disabilities accessing college programs, services, or activities:

Caidin Riley, Director of Disability Services
Disability Services Office, Suite T.2400
Minneapolis Community and Technical College
1501 Hennepin Avenue
Minneapolis, MN 55403
Phone: 612-659-6730, or 612-659-6107 / Fax: 612-659-66732
Caidin.Riley@minneapolis.edu or Disability.Services@minneapolis.edu

The following person is the designated Title IX coordinator:

Maya Sullivan, Director of Student Support and Compliance
Student Support Center, Suite T.2325
1501 Hennepin Avenue
Minneapolis, MN 55403
Phone 612-659-6749 / Fax 612-659-6710 / Maya.Sullivan@minneapolis.edu

The following person has been designated to handle inquiries regarding the nondiscrimination policies and to serve as the overall campus coordinator for the Americans with Disabilities Act, the Rehabilitation Act, Title VII, and Title IX:

Dianna Cusick, Chief Human Resources Officer
Minneapolis Community and Technical College
Office of Human Resources and Legal Affairs, Suite K.1100
1501 Hennepin Avenue
Minneapolis, MN 55403
Phone 612-659-6319 / Fax 612-659-6845 / Dianna.Cusick@minneapolis.edu

For the complete nondiscrimination policy, visit:

College Policy 2.01: Nondiscrimination
<http://www.minneapolis.edu/About-Us/Human-Resources/Policies/Equal-Opportunity-Policies/201-Nondiscrimination>

College Policy 2.01.01: Investigating Complaints of Nondiscrimination
<http://www.minneapolis.edu/About-Us/Policies/Equal-Opportunity-Policies/201-Nondiscrimination/20101-Investigating-Complaints-of-Discrimination-and-Harassment>

Inquiries into the application of nondiscrimination laws, including Title IX, may also be referred to the U.S. Department of Education, Office of Civil Rights.

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE
2016 – 2018 Affirmative Action Plan

Table of Contents

I.	EXECUTIVE SUMMARY	6
II.	STATEMENT OF COMMITMENT	7
III.	INDIVIDUALS RESPONSIBLE FOR DIRECTING/IMPLEMENTING AFFIRMATIVE ACTION PLAN	8
	A. College President	8
	B. Affirmative Action Officer	9
	C. Americans with Disabilities Act Coordinator and Designee	10
	D. Human Resources Director	11
	E. Directors, Managers and Supervisors	12
	F. All Employees	12
IV.	COMMUNICATION OF AFFIRMATIVE ACTION PLAN	14
	A. Internal Methods of Communication	14
	B. External Methods of Communication	14
V.	MCTC NONDISCRIMINATION POLICY	15
VI.	MCTC INVESTIGATING COMPLAINTS OF DISCRIMINATION AND HARASSMENT PROCEDURE	19
VII.	MCTC PROCEDURE FOR REQUESTING REASONABLE WORKPLACE ACCOMMODATIONS	30
VIII.	MCTC EVACUATION PROCEDURE FOR INDIVIDUALS WITH DISABILITIES	31
IX.	GOALS AND TIMETABLES	33
X.	AFFIRMATIVE ACTION PROGRAM OBJECTIVES	38
XI.	METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS	42
	A. Pre-Employment Review Procedure/Monitoring the Hiring Process	42
	B. Pre-Review Procedure for Layoffs	46
	C. Other Methods of Program Evaluation	46
XII.	RECRUITMENT PLAN	48
	A. Advertising Sources	48
	B. Job and Community Fairs	49
	C. College and University Recruitment Events	49
	D. Recruitment for Individuals with Disabilities	49
	E. Relationship Building and Outreach	49
	F. Internships	49
	G. Supported Employment (M.S. 43A.191, Subd. 2(d))	49
	H. Additional Recruitment Activities	49

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

XIII.	RETENTION PLAN	50
	A. Individual Responsible for College’s Retention Program/Activities	50
	B. Separation and Retention Analysis by Protected Groups	50
	C. Methods of Retention of Protected Groups	50
XIV.	APPENDIX	52
	A. Complaint of Discrimination/Harassment Form	52
	B. State Employee/Applicant Request for ADA Reasonable Accommodation Form	53
	C. Underutilization Analysis Worksheets	55
	D. Separation and Retention Reports by Protected Groups	59
	E. Organizational Chart	69

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

I. EXECUTIVE SUMMARY

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE

Affirmative Action Plan 2016-2018


Review revealed underutilization of the following protected group(s) in the following job categories:

Table 1. Underutilization Analysis of Protected Groups

Job Categories	PROTECTED GROUPS			
	Women	Racial/Ethnic Minorities	Indiv. With Disabilities	Veterans
Officials/Administrators	---	---	1	1
Professionals	---	---	---	5
Faculty	---	1	---	4
Protected Services: Non-sworn	6	---	1	---
Office/Clerical	---	---	---	3
Technicians	---	1	---	---
Skilled Craft	1	---	1	1
Service Maintenance	8	---	---	---
Paraprofessionals	---	---	2	2

Once approved, information about how to obtain or view a copy of this plan will be provided to every employee of Minneapolis Community and Technical College. Our intention is that every employee to is aware of the college’s commitments to affirmative action and equal employment opportunity. The plan will also be posted on the college’s website and maintained in the Office of Human Resources and Legal Affairs.

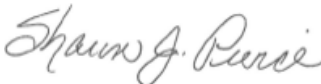
This Affirmative Action Plan meets the requirements as set forth by Minnesota Management and Budget, and contains affirmative action goals and timetables, as well as reasonable and sufficiently assertive hiring and retention methods for achieving these goals.



Director of Human Resources
/ Affirmative Action Officer

7/18/2016

Date



President

7/18/2016

Date

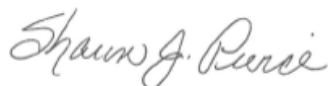
II. STATEMENT OF COMMITMENT

This statement reaffirms Minneapolis Community and Technical College is committed to Minnesota's statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

I affirm my personal and official support of these policies which provide that:

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, membership or activity in a local human rights commission, or familial status.
- This college is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to employees and applicants with disabilities.
- This college will continue to actively promote a program of affirmative action, wherever minorities, women, individuals with disabilities, and veterans are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees.
- This college will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, the college will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the college's policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.



President

7/18/2016

Date

III. INDIVIDUALS RESPONSIBLE FOR DIRECTING/IMPLEMENTING THE AFFIRMATIVE ACTION PLAN

A. President

Sharon Pierce, Ed.D.

President

612-659-6300 / Sharon.Pierce@minneapolis.edu

Responsibilities:

The President is responsible for the establishment of an Affirmative Action Plan that complies with all federal and state laws and regulations.

Duties:

The duties of the President shall include, but are not limited to the following:

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the college's Affirmative Action Plan in Affirmative Action Officer's position description;
- Take action, if needed, on complaints of discrimination and harassment;
- Ensure the Affirmative Action Plan is effectively communicated to all employees on an annual basis;
- Make decisions and changes in policy, procedures, or accommodations as needed to facilitate effective affirmative action and equal employment opportunity;
- Actively promote equal opportunity employment; and
- Require all college directors, managers, and supervisors include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.

Accountability:

The college President is accountable directly to the Chancellor and indirectly to the Minnesota Management and Budget Commissioner on matters pertaining to equal opportunity and affirmative action.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

B. Affirmative Action Officer

Dianna Cusick

Chief Human Resources Officer

612-659-6319 / Dianna.Cusick@minneapolis.edu

Responsibilities:

The Affirmative Action Officer is responsible for implementation of the college's affirmative action and equal opportunity program, and oversight of the college's compliance with equal opportunity and affirmative action laws.

Duties:

The duties of the Affirmative Action Officer shall include, but are not limited to the following:

- Prepare and oversee the Affirmative Action Plan, including development and setting of college-wide goals;
- Monitor the compliance and fulfill all affirmative action reporting requirements;
- Inform the college President of progress in affirmative action and equal opportunity and report potential concerns;
- Review the Affirmative Action Plan at least annually and provide updates as appropriate;
- Provide a college-wide perspective on issues relating to affirmative action and equal opportunity and assist in the identification and development of effective solutions in problem areas related to affirmative action and equal opportunity;
- Identify opportunities for infusing affirmative action and equal opportunity into the college's considerations, policies, and practices;
- Participate in and/or develop strategies to recruit individuals in protected groups for employment, promotion, and training opportunities;
- Stay current on changes to equal opportunity and affirmative action laws and interpretation of the laws;
- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention, progress on hiring goals, reasonable accommodations, and other opportunities for improvement; and

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- Serve as the college liaison with Minnesota Management and Budget's Office of Equal Opportunity and Diversity and enforcement agencies.

Accountability:

The Affirmative Action Officer is accountable directly to the college President on matters pertaining to affirmative action and equal opportunity.

C. Americans with Disabilities Act Coordinator

Dianna Cusick

Chief Human Resources Officer

612-659-6319 / Dianna.Cusick@minneapolis.edu

Designee for Title II of Americans with Disabilities Act & Rehabilitation Act for Students

Caidin Riley

Director of Disability Services

612-659-6107 / Caidin.Riley@minneapolis.edu

Responsibilities:

The Americans with Disabilities Act Coordinator is responsible for the oversight of the college's compliance with the Americans with Disabilities Act Title I – Employment, and Title II – Public Services, in accordance with the Americans with Disabilities Act - as amended, the Minnesota Human Rights Act, and Executive Order 96-09.

Duties:

The duties of the Americans with Disabilities Act Coordinator shall include, but not limited to the following:

- Provide guidance, coordination, and direction to college management with regard to the Americans with Disabilities Act in the development and implementation of the college's policy, procedures, practices, and programs to ensure they are accessible and nondiscriminatory;
- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention of individuals with disabilities, provisions of reasonable accommodations for employees and applicants, and other opportunities for improvement; and
- Track and facilitate requests for reasonable accommodations for employees and applicants, as well as members of the public accessing the college's services, and report reasonable accommodations annually to Minnesota Management and Budget.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Accountability:

The Americans with Disabilities Act Coordinator reports directly to the college President on matters pertaining to the college's compliance with the Americans with Disabilities Act.

D. Human Resources Director

Dianna Cusick

Chief Human Resources Officer

612-659-6319 / Dianna.Cusick@minneapolis.edu

Responsibilities:

The Human Resources Director is responsible for ensuring equitable and uniform administration of all personnel policies including taking action to remove barriers to equal employment opportunity with the college.

Duties:

The duties of the Human Resources Director include, but are not limited to the following:

- Provide leadership to human resources staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles;
- Ensure, to the extent possible, development and utilization of selection criteria that is objective, uniform, and job-related;
- Initiate and report on specific program objectives contained in the Affirmative Action Plan;
- Ensure that the pre-hire review process is implemented and receives support from directors, managers, and supervisors;
- Ensure that the decision-making processes regarding personnel actions involving protected group members, including hiring, promotion, disciplinary actions, reallocation, transfer, termination, and department and division-wide classification studies, adhere to the principles of equal opportunity and affirmative action;
- Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in position descriptions and annual objectives;
- Promote the recruitment and retention of individuals in protected groups, and notify directors, managers, and supervisors of existing disparities;

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Accountability:

The Human Resources Director is directly accountable to the college President on matters of ensuring equitable and uniform administration of all personnel policies.

E. Directors, Managers, and Supervisors

Responsibilities:

Directors, Managers, and Supervisors are responsible for implementation of equal opportunity and affirmative action within their respective areas of supervision and compliance with the college's affirmative action programs and policies to ensure fair and equal treatment of all employees and applicants.

Duties:

The duties of directors, managers, and supervisors include, but are not limited to the following:

- Assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity;
- Communicate the college's affirmative action policy to assigned staff;
- Carry out supervisory responsibilities in accordance with the equal employment opportunity and affirmative action policies embodied in this plan;
- Maintain a consistent standard within the workforce so that employees are evaluated, recognized, developed, and rewarded on a fair and equitable basis;
- Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in staff position descriptions and annual objectives;
- Provide a positive and inclusive work environment; and
- Refer complaints of discrimination and harassment to the appropriate parties.

Accountability:

Directors, managers, and supervisors are each accountable directly to their designated supervisor and indirectly to the college's President.

F. All Employees

Responsibilities:

All employees are responsible for conducting themselves in accordance with the college's equal opportunity and Affirmative Action Plan and policies.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Duties:

The duties of all employees shall include, but are not limited to the following:

- Exhibit an attitude of respect, courtesy, and cooperation towards fellow employees and the public; and
- Refrain from any actions that would adversely affect the performance of a coworker with respect to their race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, membership or activity in a local human rights commission, or familial status.

Accountability:

Each employee is accountable directly to their designated supervisor and indirectly to the college's President.

IV. COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN

The following information describes the methods that the college will take to communicate the Affirmative Action Plan to employees and the general public:

A. Internal Methods of Communication

- A memorandum detailing the location of the Affirmative Action Plan and the responsibility to read, understand, support, and implement equal opportunity and affirmative action will be sent from the college's leadership or alternatively, the Affirmative Action Officer, to all staff on an annual basis.
- The college's Affirmative Action Plan will be available to all employees on the college's internal website at <http://www.minneapolis.edu/~media/External-Site/Files/Human-Resources/MCTC-Affirmative-Action-Plan.pdf> or in print copy to anyone who requests it. As requested, the college will make the plan available in alternative formats.
- Nondiscrimination and equal opportunity statements and posters will be prominently displayed and available in areas frequented and accessible to employees.

B. External Methods of Communication

- The college's Affirmative Action Plan will be available on the college's external website at <http://www.minneapolis.edu/~media/External-Site/Files/Human-Resources/MCTC-Affirmative-Action-Plan.pdf> or in print copy to anyone who requests it. As requested, the college will make the plan available in alternative formats.
- The college's website homepage, letterhead, publications, and all job postings, will include the statement "an equal opportunity employer and educator."
- Nondiscrimination and equal opportunity statements and posters will be prominently displayed and available in areas frequented by and accessible to members of the public. Examples of posters to be displayed include: Equal Employment Opportunity is the law, Employee Rights Under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.

V. MCTC POLICY 2.01 - NONDISCRIMINATION

Part 1. Policy Statement

Minneapolis Community and Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, familial status, or membership or activity in a local commission is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minneapolis Community and Technical College will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

Minneapolis Community and Technical College shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minneapolis Community and Technical College, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and the respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

Part 2. Definitions

Subpart A. Consensual Relationship

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the MCTC Nepotism Policy 6.02.

Subpart B. Discrimination

Discrimination is defined as conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the college or otherwise adversely affects the individual's employment or education.

Subpart C. Discriminatory Harassment

Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and this is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State College and Universities has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events of activities sanctioned by the college; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events as sanctioned by the college; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee

Minneapolis Community and Technical College personnel include all faculty, staff, administrators, and student employees.

Subpart E. Protected Class

Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age,

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation

Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are members of a protected class. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual Harassment and Violence as Sexual Abuse

Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the college shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the college from taking immediate action to protect victims of alleged sexual abuse.

Subpart H. Student

"Student" means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit; or
2. between terms of a continuing course of study at the college, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships

An employee of Minneapolis Community and Technical College shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, the evaluative authority will be reassigned to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Part 4. Retaliation

Retaliation as defined in this policy is prohibited at Minneapolis Community and Technical College. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

Date effective: 7/1/1999

Date last amended: 2/12/2007

Related Policies:

MnSCU Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity

<http://www.mnscu.edu/board/policy/1b01.html>

VI. MCTC POLICY 2.01.01 - INVESTIGATING COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Part 1. Purpose and Applicability

Subpart A. Purpose

This procedure is designed to further implement Minneapolis Community and Technical College's policies relating to nondiscrimination by providing a process through which individuals alleging violation of system nondiscrimination policies may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status with regard to public assistance. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability

This procedure shall apply to all individuals affiliated with Minneapolis Community and Technical College, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation, gender identity or gender expression.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of MCTC Policy 2.01 Nondiscrimination, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minneapolis Community and Technical College.

Subpart C. Scope

This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of MCTC

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Policy 2.01 Nondiscrimination, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions

Subpart A. Designated officer

Designated officer means an individual designated by the president to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

The designated officer for Minneapolis Community and Technical College is:

Dianna Cusick, Chief Human Resources Officer
Human Resources and Legal Affairs, suite K.1100
612-659-6319 / Dianna.Cusick@minneapolis.edu

Subpart B. Decision maker

Decision maker means a high level administrator designated by the president to review investigative reports, to make findings whether the nondiscrimination policy has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Subpart C. Retaliation

Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of nondiscrimination policies; or
3. Associates with another individual who is protected from discrimination under MCTC Policy 2.01 Nondiscrimination.

Part 3. Consensual relationships

MCTC Policy 2.01 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident

Any individual who believes she or he has been or is being subjected to conduct prohibited by MCTC Policy 2.01 Nondiscrimination, is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

Subpart B. Duty to report

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under MCTC Policy 2.01 Nondiscrimination to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president

A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees

For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited

Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints

If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation

In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Part 6. Investigation and Resolution

Minneapolis Community and Technical College has an affirmative duty to take timely and appropriate action to stop behavior prohibited by MCTC Policy 2.01 Nondiscrimination, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution

This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of MCTC Policy 2.01 Nondiscrimination. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy

Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint

The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another college procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. Conflicts. The designated officer should identify to the president any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president determines that a conflict exists, another designated officer shall be assigned.
3. Information provided to complainant. At the time the report/complaint is made, the designated officer shall:
 - a.) inform the complainant of the provisions of the MCTC Policy 2.01 Nondiscrimination, and this procedure;
 - b.) provide a copy of or Web address for MCTC Policy 2.01 Nondiscrimination and this procedure to the complainant;

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
- d.) inform the complainant of the provisions of MCTC Policy 2.01 Nondiscrimination prohibiting retaliation.

4. Complaint documentation. The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the college.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

- a) provide a copy of or Web address for MCTC Policy 2.01 Nondiscrimination and this procedure to the respondent;
- b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
- c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
- d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
- e.) inform the respondent of the provisions of MCTC Policy 2.01 Nondiscrimination prohibiting retaliation.

6. Investigatory process. The designated officer shall:

- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
- c.) create, gather and maintain investigative documentation as appropriate;
- d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
- e.) handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.

- a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under MCTC Policy 2.01 Nondiscrimination. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution

After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the College may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process

If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. Designated officer. The designated officer shall:

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- a.) prepare an investigation report and forward it to the decision maker for review and decision;
 - b.) take additional investigative measures as requested by the decision maker; and
 - c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. Decision maker. After receiving the investigation report prepared by the designated officer, the decision maker shall:

- a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
 - a request that the designated officer conduct further investigative measures;
 - a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
- b.) take other measures deemed necessary to determine whether a violation of MCTC Policy 2.01 Nondiscrimination has been established;
- c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
- d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
- e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether MCTC Policy 2.01 Nondiscrimination has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
- f.) Conduct that is determined not to have violated MCTC Policy 2.01 Nondiscrimination shall be referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, college, or university action

The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates MCTC Policy 2.01 Nondiscrimination, as well as allegations of retaliation.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the College is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal

Subpart A. Filing an appeal

The complainant or the respondent may appeal the decision of the decision maker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision maker.

Subpart B. Effect of review

For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process

The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and training

The College shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about MCTC Policy 2.01 Nondiscrimination and this procedure.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Part 10. Distribution

Information regarding MCTC Policy 2.01 Nondiscrimination and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations on the College campus at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of report/complaint procedure documentation

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the College in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Date effective: 2/17/1997

Date last amended: 1/31/2007

Related Policies:

<http://www.mnscu.edu/board/policy/1b01.html>

<http://www.mnscu.edu/board/procedure/1b01p1.html>

VII. MCTC POLICY 2.05.01 - PROCEDURES FOR REQUESTING REASONABLE WORKPLACE ACCOMMODATIONS

Part 1. ADA Coordinator

Pursuant to state law, every agency must designate an individual to coordinate requests for accommodation under the Americans with Disabilities Act. The ADA coordinator on campus is:

Dianna Cusick, Chief Human Resources Officer
Human Resources and Legal Affairs, suite K.1100
612-659-6319 / Dianna.Cusick@minneapolis.edu

Part 2. Requests for Accommodations

1. An employee requesting a job accommodation due to a disability should complete the appropriate form available in the ADA coordinator's office.
2. Employees must provide the ADA coordinator with appropriate medical documentation supporting the existence of a disability and detailing physical or mental limitations.
3. The ADA coordinator will then determine whether the employee meets the definition of a qualified individual with a disability under the ADA.
4. The ADA coordinator will review medical documentation and determine the precise job-related limitations.
5. If the employee meets the ADA-definition of a qualified individual with a disability, the ADA coordinator will then identify potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential job functions.
6. The ADA coordinator will select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference for accommodations will be considered, the College is free to choose among equally effective accommodations.
7. If a request for accommodation is not approved, the ADA coordinator shall inform the employee of the reasons for nonapproval in writing within 3 working days of the decision.
8. Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the President, within a reasonable period of time, for a final decision.

Part 3. Rights and Responsibilities

As an employee with a disability, you have:

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- The right to a reasonable accommodation so that you can carry out the essential functions of your job;
- The right to the elimination or reassignment of marginal functions of your job as a reasonable accommodation;
- The responsibility to carry out essential job functions;
- The responsibility to provide specific, relevant medical documentation of your need for a reasonable accommodation;

As an employer, the College has:

- The right to determine essential and marginal job duties;
- The right to establish job qualifications;
- The right to request medical documentation;
- The right to establish standards of performance for a job;
- The right to choose the accommodation, as long as it is effective;
- The right to deny a request for an accommodation to an individual who is not otherwise qualified to perform the essential job functions;
- The responsibility to treat each employee with a disability on an individual basis when determining reasonable accommodation;
- The responsibility to document the request for and approval or denial of an accommodation;
- The responsibility to maintain all medical documentation in a confidential file separate from the employee's personnel file.

Date effective: 7/1/1999

Date last amended: 7/1/1999

VIII. EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES

A copy of the college's weather and emergency evacuation plans can be found at:

<http://www.minneapolis.edu/~media/External-Site/Files/Student-Services/Public-Safety/2015-Compliance-Security-Report1.pdf>.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, individuals with disabilities should contact the following college directors to request the type of assistance they may need:

Dianna Cusick, Chief Human Resources Officer

612-659-6319 / Dianna.Cusick@minneapolis.edu

Curt Schmidt, Director of Public Safety

612-659-6902 / Curt.Schmidt@minneapolis.edu

College buildings are equipped with fire alarm horns/strobes that sound an alarm and flash strobe lights during an evacuation.

College Policy 2.05.02

Evacuation Procedures for Students and Employees with Disabilities

In the event the fire alarm is sounded in any building on the MCTC campus, or an emergency evacuation is warranted for other reasons, the following procedures shall be used to assist in the timely and safe evacuation of mobility and sensory impaired students and employees.

Part 1. Responsibility

1. Instructors and supervisors who have mobility or sensory impaired individuals in a classroom or work area shall ask the individual if they require assistance during an emergency evacuation. If assistance is needed, instructors and supervisors shall escort or direct the individual outside or to the nearest evacuation area as designated below.
2. The College has designated emergency response teams with authority to coordinate and lead the evacuation process. Until the response of such team(s), the Public Safety and Facilities staff shall send representatives to the designated evacuation areas to assist with the evacuation if warranted of individuals waiting at these sites.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Part 2. Evacuation Areas

1. Kopp Hall: First floor hallway west of College Advancement. Avoid the lobby and other areas exposed to exterior glass. **Mobility impairments:** 2nd floor near K.2700 by elevator; 3rd floor near K.3355 by elevator.
2. Bowman Hall (Gym): Physical education basement hallway and locker rooms. Keep out of gym in severe weather to avoid possible roof collapse.
3. T-Building: Entire basement is safe. Evacuate 1st, 2nd and 3rd floors to basement by Stairwell A (near Hennepin Skyway) or stairwell B (near T.2300). Evacuate 4th and 5th floors to basement by Stairwell A. Stairwells C, D, and E do not go to the basement. **Mobility impairments:** Basement stay in place. Floors 1, 2, 3, 4 and 5 the primary safe areas are the landings in Stairwell A. Alternate safe areas are landings in Stairwell C.
4. Fine Arts Building: Fine Arts 1st and 2nd floors evacuate to Helland Center basement via Stairwell D, southeast Helland Center stairwell. **Mobility impairments:** Fine Arts 1st floor evacuate to H.104 hallway area. Fine Arts 2nd floor evacuate to rest rooms vicinity of H.2200.
5. Helland Center: Entire basement is safe. Evacuate 1st, 2nd and 3rd floors to basement using Stairwells B,C and D. Evacuate 4th and 5th floors to Helland Center basement by stairwell B, northwest stairwell. **Mobility impairments:** Basement stay in place. 1st floor to H.1200 interior hallway. 2nd floor move to rest rooms near H.2200. 3rd floor near elevator and restrooms, 4th floor to H.4004 interior hallway. 5th floor to H.5003 interior hallway.
6. Wells Building: All levels evacuate to the basement by nearest route. **Mobility impairments:** to 1st floor hallway in south wing.
7. Wheelock Whitney Hall: Library, evacuate to rooms L.1300 and L.1200. 3rd floor evacuate to L.1300 and L.1200. If the library is closed follow Kopp Hall evacuation process. **Mobility impairments:** To elevator lobby areas on 2nd or 3rd floor.
8. Parking Ramp: All basement level stairwells and basement elevator lobby are safe areas.
9. Science Building: All levels evacuate to the basement by nearest route. **Mobility impairments:** to Stairwell "A" 1st, 2nd and 3rd floor stair lobbies.
10. Management Education Center: All levels evacuate to the basement by nearest route. (Staff or Faculty to unlock). **Mobility impairments:** to Elevator lobby areas on the 1st or 2nd floor.

Date effective: 7/1/1999

Date last amended: 1/1/2012

IX. GOALS AND TIMETABLES

Through the utilization analysis, the college has determined which job categories are underutilized for women, minorities, individuals with disabilities, and veterans within the college and has set the following hiring goals for the next two years (Reference Table 2).

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

Table 2. Underutilization Analysis and Hiring Goals for 2016-2018

Job Categories	UNDERUTILIZATION – # OF INDIVIDUALS				HIRING GOALS FOR 2016-2018			
	Women	Racial/ Ethnic Minorities	Individuals With Disabilities	Veterans	Women	Racial/ Ethnic Minorities	Individuals With Disabilities	Veterans
Officials/Administrators	---	---	1	1	---	---	1	1
Professionals	---	---	---	5	---	---	---	3
Faculty	---	1	---	4	---	1	---	2
Protected Services: Non-sworn	6	---	1	---	3	---	---	---
Office/Clerical	---	---	---	3	---	---	---	2
Technicians	---	1	---	---	---	1	---	---
Skilled Craft	1	---	1	1	1	---	1	1
Service Maintenance	8	---	---	---	---	---	---	---
Paraprofessionals	---	---	2	2	---	---	1	1

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Availability:

As during the previous plan period, the college's budget situation continues to limit hiring requests including in some situations an inability to fill vacancies. Once again, many of the vacancies that we are projecting to fill will be predominately due to retirements, resignations, or reassignments. As always, college administration considers each vacancy an opportunity to achieve the overall objective of a diverse workforce and the ability to address the underutilization of protected groups within that workforce. For each new or anticipated vacancy occurring in the 2016-2018 biennial period, the college will set its affirmative action goals based on the data, structure, and objectives reported in this Affirmative Action Plan.

The college is continuing to experience enrollment declines, requiring an ongoing need to focus efforts on student support services, including staffing needs. As during the previous plan period, enrollments will continue to be closely monitored.

The college continues to reorganize delivery of existing instructional and student support services due to staff reductions resulting from additional funding reductions and decreasing enrollment.

The college determined the recruitment area to be statewide for all job categories except Officials/Administrators, which was determined to be national. The availability for Paraprofessionals was determined by adding half of the statewide availability of Technicians and half of the statewide availability of Office/Clerical. In conducting its underutilization analysis of unlimited positions, the one-factor analysis was used. While the college does consider the internal pool of those existing employees who are eligible for promotion or transfer, it emphasizes external recruitment to fill positions from a state-wide and, in the case of administrators, nation-wide qualified labor pool in adherence to the principles of affirmative action and equal opportunity.

The EEO4 job categories and bargaining unit codes identified in this Affirmative Action Plan are included below. Analysis identified that the college has underutilized employment of protected classes in the following groups:

- Officials and Administrators: this group includes all MnSCU Excluded Administrators 220. There are disparities of 1 Individual w/ Disability and 1 Veteran.
- Professionals: this group includes all MAPE 214, all MMA 216 unless listed below. There is a disparity of 5 Veterans.
- Faculty: This group includes all MSCF 210 Faculty. There are disparities of 1 Minority and 4 Veterans.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- Protective Service (Non-sworn): this group includes all AFSCME 203 Security Officers and includes MMA 216 Campus Security Supervisor. There are disparities of 6 Women and 1 Individual w/ Disability.
- Office/Clerical: this group includes all AFSCME 206, and includes MMA 216 Office Services Supervisor, MMA 216 College Bookstore Supervisor, Commissioner's Plan 217 Office and Administrative Specialist Senior, and Commissioner's Plan 217 Executive 2. There is a disparity of 3 Veterans.
- Technicians: this group includes AFSCME 207 Accounting Technicians, AFSCME 207 Graphic Arts Specialist, and AFSCME 207 State Program Admin. Tech. Specialist. There is a disparity of 1 Minority.
- Skilled Craft: this group includes all AFSCME 202, and includes AFSCME 216 Building Maintenance Supervisor. There are disparities of 1 Woman, 1 Individual w/ Disability, and 1 Veteran.
- Service Maintenance: this group includes all AFSCME 203 other than Security Officers listed above, and includes MMA 216 Building Services Supervisor. There is a disparity of 8 Women.
- Paraprofessionals: this group includes AFSCME 207 College Lab Assistants, AFSCME 207 Library Technicians, AFSCME 207 Higher Education Tutors, and includes Commissioner's Plan 217 Human Resources Technicians. There are disparities of 2 Individuals w/ Disability and 2 Veterans.

Women:

At the college, the utilization of women has improved since the previous Affirmative Action Plan in the following job category: Paraprofessional. Utilization of women has not improved in the following job categories: none. The other job categories either have no change or have populations of women that continue to exceed the availability of individuals in those job categories.

Minorities:

At the college, the utilization of minorities has improved since the previous Affirmative Action Plan in the following job category: Faculty. Utilization of minorities has not improved in the following job categories: none. The other job categories either have no change or have populations of minorities that continue to exceed the availability of individuals in those job categories.

Individuals with Disabilities:

At the college, the utilization of individuals with disabilities has improved since the previous Affirmative Action Plan in the following job categories: none. Utilization of individuals with

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

disabilities has not improved in the following job categories: Officials/Administrators, Paraprofessionals. The other job categories either have no change or have populations of individuals with disabilities that continue to exceed the availability of individuals in those job categories.

Veterans:

Effective March of 2013, the Office of the Federal Contract Compliance Program (“OFCCP”) included veterans in affirmative action. As a result, the college began monitoring the hiring and underutilization of veterans in accordance with the OFCCP regulations during the 2014 – 2016 Affirmative Action Plan period. The completion of the 2016 – 2018 Affirmative Action Plan provides the first comparative data on the utilization of veterans at the college.

At the college, the utilization of veterans has improved since the previous Affirmative Action Plan in the following job categories: Officials/Administrators, and Faculty. Utilization of veterans has not improved in the following job categories: Professionals, and Office/Clerical. The other job categories either have no change or have populations of veterans that continue to exceed the availability of individuals in those job categories.

X. AFFIRMATIVE ACTION PROGRAM OBJECTIVES

Review of Affirmative Action Program Objectives for 2014 – 2016 Plan:

In pursuing its commitment to affirmative action, the college planned to take the following actions during 2014-2016. A review of those actions is included below.

Objective #1:

Improve cultural competence of all administrators, faculty and staff.

Action Steps:

- MCTC will offer a minimum of 12 training sessions throughout the plan period focused on improving all employees' abilities to interact effectively with people of different cultures and socio-economic backgrounds. Sessions will also include antiracism and privilege training.

Evaluation:

In the last plan, the college set an objective to demonstrate a commitment to diversity and antiracism in the workplace. During this plan period, the object will be focused more directly on improving cultural competence of all employees. Under the leadership of the Chief Diversity Officer, the college initiated a comprehensive series of diversity and antiracism training which will continue throughout the next plan period.

Review:

The college offered a myriad of opportunities for training sessions and professional development to improve overall cultural competence. The sessions ranged from formal seminars, such as a *White Allies, Black Lives Matter* seminar, to book groups discussing texts such as *A Good Time to Talk: Race in Minnesota and See No Color*. Opportunities also included sessions on serving transgender students, understanding unconscious bias, the impact of poverty on students, Martin Luther King Jr. celebration and community engagement day, disability access, and many more. Overall, a minimum of 16 development opportunities were provided in 2015 alone.

Objective #2:

Ensure diverse candidate pools and increase the diversity of pools for faculty, staff and administrator positions both at the semi-final and finalist stages of hiring.

Action Steps:

- Conduct a comprehensive assessment of existing recruitment strategies and identify new and cost-effective methods for recruitment.
- Develop and enhance HR web presence to attract qualified, diverse candidates.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Evaluation:

This objective is a continuation of a previous objective. During the last plan period, attention was directed at incorporating the use of personal networking, social networking and connections with professional organizations as recruitment strategies. During this plan period, the focus will be on assessing existing recruitment strategies and identifying additional cost-effective methods for ensuring diverse pools of candidates.

Review:

Beginning in late 2015, after careful study and review of existing hiring processes and results, the college piloted a new hiring model which moved from credential-based to competency-based hiring for non-faculty positions. Using this model, the college focuses on assessing candidate's skills, attributes, talents and abilities for a specific job and eliminates emphasis on completion of a specific degree or an established number of years of experience in a previous job. The purpose of this pilot was to remove the barriers of arbitrary minimum qualifications and was based on research that a high percentage of employees in the state of Minnesota are overqualified for jobs they hold.

After the first 12 months of the pilot, 47% of new hires were affirmative candidates. We are continuing to assess the hiring results and retention rates under this new model.

Objective #3:

Improve hiring and retention of veterans.

Action Steps:

- Establish a mentor program for new veteran hires that provide peer support and facilitates adjustment to the civilian workplace culture, thereby helping the veteran reach his or her full potential within the organization.

Evaluation:

This is a new objective and will be evaluated throughout the plan period based on feedback from veterans and a review of retention rates.

Review:

The college did not establish a mentor program for new veteran hires as planned. This will be a continuing objective for the college.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Affirmative Action Program Objectives for 2016 – 2018 Plan:

In continuing its commitment to affirmative action, the college plans to take the following actions during 2016-2018:

Objective #1:

Continue our commitment to a model of competency-based hiring, specifically in non-faculty positions. Competency-based hiring focuses on candidate's skills, talents and abilities rather than credentials, and ensures that minimum qualifications are not arbitrary and are narrowly tailored for the work of the position, thus eliminating barriers for hiring.

Action Steps:

- Continue to review all position descriptions and job postings to ensure that all non-faculty positions use competency-based minimum qualifications.
- Continue to review data and analyze the results of hires and retention rates under this model.
- Continue to work with hiring supervisors to ensure a full understanding of and compliance with this model.

Evaluation:

This objective will be evaluated by a review of hiring, retention and employee satisfaction data.

Objective #2:

Continue to build a culturally competent workforce through professional development and dialogue.

Action Steps:

- Create an online cultural competency training program for new employees as part of onboarding.
- Continue offering training campus-wide for faculty, staff and administrators in the field of cultural competence.
- Incorporate into all position descriptions the expectation for all employees to participate in cultural competency training.

Evaluation:

This objective will be evaluated by measuring the number of employees who complete training, the incorporation of training into employee professional development plans, and by the results of a campus-wide cultural competency assessment tool

Objective #3:

Improve hiring and retention of veterans.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Action Steps:

- Establish a mentor program for new veteran hires that provides peer support and facilitates adjustment to the civilian workplace culture, thereby helping the veteran reach his or her full potential within the organization.
- Partner with the college's Veteran's Upward Bound program to create a pipeline for employment at MCTC.

Evaluation:

This objective will be evaluated throughout the plan period based on feedback from veterans and a review of retention rates.

XI. METHODS OF AUDITING, EVALUATING AND REPORTING PROGRAM SUCCESS

A. Pre-Employment Review Procedure/Monitoring the Hiring Process

State law governing affirmative action programs requires Minneapolis Community and Technical College to establish methods of auditing, evaluating and reporting program success. This includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists. When such a vacancy occurs, the established procedure is to be followed before an offer of employment is made.

**Minneapolis Community and Technical College
Policy 6.04 Hiring and Promotions**

Part 1. Policy Statement

Minneapolis Community and Technical College is committed to the principles of affirmative action and equal opportunity in recruiting and hiring qualified individuals, and in retaining and promoting qualified existing employees.

The College recognizes that the screening process plays a significant role in the recruitment, screening and selection of candidates for hire. However, because MCTC is also committed to providing growth and advancement opportunities for existing employees, the College retains the right to make promotions from within the institution without utilizing an external screening process.

Part 2. External Searches

An external screening process will be invoked in situations where there are no suitable internal candidates or where the President determines that an external search is warranted. The type of search, size and composition of screening committee, and process may vary depending on the position.

When utilizing an external search to fill permanent faculty positions or administrative positions with campus-wide significance, the College shall utilize a full screening committee with representatives from administration, liberal arts and career/technical faculty, staff and students. When utilizing an external search to fill other administrative and professional positions, the College may utilize a condensed search within a unit or division. The President shall determine which positions have campus-wide significance and when a full external search shall be utilized.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Part 3. Interim Appointments

The College may make interim appointments without utilizing a screening process. Interim appointments shall not exceed one year. Interim employees are not eligible for promotion into another position. Interim employees may apply for the permanent position they held on an interim basis. Interim employees who were not previously MCTC employees may not be appointed permanently to the position they held on an interim basis without participating in a screening process.

Part 5. Reassignment of Administrators

The College has the right to laterally reassign administrators as necessary.

Part 6. Classified Staff Hiring

Hiring of classified staff shall be done in accordance with established procedures from the Minnesota Department of Employee Relations.

Date effective: 7/1/1999

Minneapolis Community and Technical College

Procedure 6.04.01 Screening Process for Unclassified Positions

Part 1. Recruiting and Hiring Candidates

Minneapolis Community and Technical College is committed to the recruitment and selection of highly qualified applicants whose skills and abilities will help the college achieve its strategic goals. Minneapolis Community and Technical College is committed to the principles of equal opportunity and affirmative action. This procedure establishes the screening process used when hiring unclassified college employees covered by the following employment agreements: MnSCU Administrator Plan, Minnesota State College Faculty, Minnesota Association of Professional Employees, and Middle Management Association.

Part 2. Application and Screening Process

Subpart A. Position Posting

The Human Resources Department and the hiring manager have responsibility for establishing minimum and preferred qualifications for vacant positions. The hiring manager may consult with staff or faculty regarding qualifications and recruitment for the position. At a minimum, all positions covered in this policy will be posted on the MCTC website. The hiring manager, Human Resources Department and the Affirmative Action Officer will determine additional

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

recruitment measures that will ensure recruitment of a diverse and qualified pool of candidates.

Subpart B. Application

All applicants interested in an MCTC job opportunity must apply using the college's applicant tracking software through the MCTC website.

Subpart C. Preliminary Screening

The Human Resources Department, in consultation with the hiring manager, dean or responsible administrator, will review all applications to identify the applicants who meet the minimum qualifications. All applicants that meet the minimum qualifications shall be forwarded on to the Screening Committee.

Subpart D. Screening Committee

For each position, the President will appoint a Screening Committee Chair. The chair may be the hiring manager, dean or another individual designated by the President to facilitate the screening process.

The Screening Committee may include staff, faculty, community members, and students. Whenever possible, the Screening Committee will include faculty and staff whose work is directly related to the position. The composition of the committee will be reviewed with the Chief Human Resources Officer and the Affirmative Action Officer who may suggest additional members for the Screening Committee. The President shall have final approval regarding the appointment of members.

Subpart E. Evaluation of Applicants

The Screening Committee will evaluate and rank applicants using an evaluation matrix developed by the Human Resources Department and the hiring manager, dean and/or Screening Committee Chair. The Screening Committee's highest ranked applicants will be invited for an initial interview with the Screening Committee. The number of applicants selected for interviews may vary based on the unique needs of the search, ranking ties, multiple vacancies, size of applicant pool, or budgetary concerns.

The Screening Committee will identify the strengths and weaknesses of each interviewee and recommend at least two finalists for the position.

Subpart F. Evaluation of Finalists

For faculty and administrator positions, the Screening Committee Chair forwards the names of the recommended finalists to the President, who may schedule a second interview. Finalists for

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

other professional positions may be invited for a second interview with a vice president or other administrator. In either case, the President or Vice President/Administrator may request additional recommendations for finalists from the Screening Committee. Finalists for senior administrator positions may be invited to an all-college forum.

Subpart G. Hiring Authority

All decisions regarding the hiring of positions covered under this policy are ultimately at the discretion of the college President. Decisions regarding hiring of permanent unclassified positions may be made at levels appropriate to the position, but all such hiring decisions must be approved by the college President.

Subpart H. Job Offers

After the hiring process is complete, an offer is extended to the finalist who, in the estimation of college leadership, has a demonstrable combination of education, skills and experience appropriate for the position. All offers are contingent upon the successful completion of background and reference checks.

Part 3. President's Discretion in Unique Circumstances

In unique circumstances consistent with MnSCU Personnel Guideline 007, the President may make appointments without utilizing the steps outlined in this procedure. The President shall consult with the Affirmative Action Officer when the screening process is waived or modified. The College shall document screening process waivers and modifications and the unique circumstances as determined by the President.

Part 4. Compliance with State and Federal Laws

Subpart A. Data Practices Act

Application materials are considered private under the Minnesota Data Practices Act. All employees participating in the selection process are responsible for safeguarding candidate information. The names of finalists are public.

Subpart B. Americans with Disabilities Act

Applicants with disabilities have the right to request reasonable accommodations to assist them through the application and interview process. The Human Resources Department shall consult with the college's ADA Coordinator in determining appropriate accommodations.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

Part 5. Classified Staff Hiring

This procedure applies only to the hiring of unclassified positions. The hiring of classified staff shall be done in accordance with the process established through the Minnesota Management and Budget.

Date effective: 6/1/1999

Date last amended: 9/28/2011

B. Pre-Review Procedure for Layoff Decisions

Minneapolis Community and Technical College will make lay-off determinations consistent with applicable collective bargaining agreements and personnel plans. Proposed lay-off decisions will be reviewed by the Equal Opportunity/Affirmative Action Officer to evaluate their effect on Minneapolis Community and Technical College's affirmative action program.

C. Other Methods of Program Evaluation

The college will submit the following compliance reports to Minnesota Management and Budget as part of the effort to evaluate its affirmative action program:

- Quarterly Monitoring the Hiring Process Reports;
- Biannual Affirmative Action Plan;
- Annual Americans with Disabilities Act Report;
- Annual Internal Complaint Report; and
- Disposition of Internal Complaint (within 30 days of final disposition).

Our college will also evaluate our Affirmative Action Plan in the following ways:

- The Chief Human Resources Officer will monitor the pre-employment procedure for unclassified positions to evaluate progress and ensure that the Nondiscriminatory policy is carried out as well as monitor the recruitment process for classified positions.
- Human Resources will advise administrators, supervisors, and screening committees about the recruitment process and hiring goals for their respective units.
- On a biennial basis, the college will conduct a self-assessment of its efforts and progress and compliance with federal and state regulations regarding equal opportunity and affirmative action.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- The college will retain records on hires, turnover, protected group reports, advertisement and recruitment costs, monitoring of the hiring process forms and discrimination complaints.
- The Chief Human Resources Officer will monitor and evaluate the recruitment activities of screening committees and the results of such activities.

XII. RECRUITMENT PLAN

The objective of this recruitment plan is to ensure our college recruitment programs are publicly marketed, attract and obtain qualified applicants, enhance the image of state employment, and assist in meeting our college affirmative action goals to achieve a diverse workforce.

Recruitment costs incurred during the 2014-2016 plan period totaled \$38,690.

Below are various recruitment methods or strategies utilized by the college during the past two years.

A. Advertising Sources

- National executive search firm Greenwood/Asher & Associates retained during college's presidential search
- Vacancy posted in MnSCU Employment Opportunities Bulletin
- Vacancy posted on minnesotadiversity.com
- Vacancy posted on Upper Midwest HERC (Higher Education Recruitment Consortium)
- Vacancy notice posted on college's Human Resources bulletin board
- Vacancy notice posted on MCTC website
- Vacancy notice emailed to the MN Department of Employment and Economic Development
- Word ad placed in Star & Tribune newspaper
- Vacancy notice placed on Chronicle Careers website (faculty and administrator vacancies)
- Vacancy Notice placed on HigherEdJobs.com (faculty and administrator vacancies)
- Vacancy Notice placed on www.jobvertise.com
- Vacancy Notice placed on Goldpass (University of MN job, internship and volunteer listings)
- Announcement sent to Latino Economic Development Center, Minneapolis

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- Announcement sent to workforce diversity email list
- Announcement sent to various professional Listserves and mailing lists (specific to each job, such as Nursing professional mailing lists, MN Association of Financial Aid Administrators listserv)
- Announcement sent to Local Workforce Centers
- Announcement sent to all college employees via InsideMCTC and MCTC Connect

B. Job and Community Fairs

Due to budget shortfall, the college has once again not had the resources or personnel to attend job or community fairs. Available resources have been primarily dedicated to student-focused services.

C. College and University Recruitment Events

Once again, the college has not had the resources or personnel to attend recruitment events and has focused on the methods listed above.

D. Recruitment for Individuals with Disabilities

The college has not had the resources or personnel to dedicate to recruitment, other than by the methods noted above, due to budget shortfall.

E. Relationship Building and Outreach

Due to budget shortfall, the college has not had the resources or personnel to dedicate to this important component of recruitment. However, because MCTC is situated in the center of the Twin Cities it has cultivated diverse and ongoing connections to local communities and the region.

F. Internships

Due to budget shortfall, the college has not had the resources or personnel to dedicate toward developing a campus employment internship program.

G. Supported Employment (M.S. 43A.191, Subd. 2(d))

This college supports the employment of individuals with disabilities and will review vacant positions to determine if job tasks can be performed by a supported employment workers. We will work with community organizations that provide employment services to individuals with disabilities to recruit for these positions.

H. Additional Recruitment Activities

The Human Resources Department continues to utilize NeoGov for the college's online job posting process.

XIII. RETENTION PLAN

The college is committed to not just the recruitment of women, minorities, individuals with disabilities, and veterans, but also to the retention of these protected groups.

A. Individual Responsible for College's Retention Program/Activities

Recruitment and hiring are only initial steps in demonstrating the college's commitment to EO/AA and diversifying its workforce. Retention is also an important component in retaining employees and evaluating programs.

The individual responsible for the college's retention program and activities is:

Dianna Cusick

Chief Human Resources Officer

Phone: 612-659-6319 / Email: Dianna.Cusick@minneapolis.edu

B. Separation and Retention Analysis by Protected Groups

Because the Minnesota State Colleges and Universities system just begin utilizing U.S. Census data from 2010 during the 2014 – 2016 Affirmative Action Plan for availability percentages for each protected class, the college will need additional data during the upcoming plan period in order to conduct comparisons between plan periods and to accurately assess separation and retention patterns. As for the previous plan period, it should be noted that data was not requested for separations that were coded as transfers.

C. Methods of Retention of Protected Groups

As part of its retention efforts, the college will take the following steps:

- Analyze separation and layoff patterns of all employees to determine the impact on protected group members. The college's separation data for fiscal year 2015 (FY15) and fiscal year 2016 (FY16) is included in this report in Appendix, Table D.
- Develop and monitor mentorship programs for all newly hired employees.
- Inform new employees about the college's mission, programs, and appropriate processes for voicing concerns.
- Continue to offer on-campus orientations for new employees.

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

- Continue to implement the onboarding process for new employees to ensure that both employees and supervisors have the necessary information and tools to ensure a smooth start of employment.
- Allow new employees a voice in the college by offering them opportunities to participate in groups and committees within the college.
- Offer training and development opportunities for all employees to ensure success and enable promotional opportunities.
- Provide employees who have resigned with the opportunity to complete exit interviews in order for the college can gain information as to the cause of separation.

XIV. APPENDIX

A. Complaint of Harassment/Discrimination Form



Discrimination/Harassment Complaint Form

Name: _____ Date: _____
Person Filing Complaint (Complainant)

Address: _____ Phone: _____
_____ ID: _____

My status is:
 Student Employee Other: _____

This complaint is about:
 Discrimination Harassment Retaliation Other

I believe I was discriminated against, harassed, or retaliated against based on my:
 Age Familial Status Membership or Activity in a Race
 Color Gender Expression Local Human Rights Commission Religion
 Creed Gender Identity National Origin Sex
 Disability Marital Status Public Assistance Status Sexual Orientation

Details of Complaint

Name(s): _____
Person(s) You are Complaining About (Respondent)

Please describe the action or incident that caused you to file this complaint. Include date, place, time, and witnesses (if any).
Attach additional sheets if necessary.

How have you tried to resolve this complaint? When? With whom?

Have you informed any other college employee or filed any other complaint with another department? Please explain.

How would you like to see this situation resolved?

Complainant's signature: _____ Date: _____

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

B. State Employee/Applicant Request for ADA Reasonable Accommodation Form



**State of Minnesota
MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE
Employee/Applicant Request for ADA Reasonable Accommodation Form**

The State of Minnesota is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRA”). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee Name: _____ Job Title: _____

Work Location: _____

Data Privacy Statement: This information may be used by your system office, college, or university human resources representative, ADA Coordinator or designee, your system office, college, or university legal counsel, or any other individual who is authorized by your system office, college, or university to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, your system office, college, or university may refuse to provide a reasonable accommodation.

Questions to clarify accommodation requested.

1. What specific accommodation are you requesting?

2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore.

- a. If yes, please explain.

Questions to document the reason for the accommodation request *(please attach additional pages if necessary).*

1. What, if any job function are you having difficulty performing?

Minneapolis Community and Technical College

Affirmative Action Plan 2016-2018

State of Minnesota

MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE

Reasonable Accommodation Request Form, Page 2

2. What, if any employment benefit are you having difficulty accessing?

3. What limitation as result of your physical or mental impairment is interfering with your ability to perform your job or access an employment benefit?

4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job?

Information Pertaining to Medical Documentation

In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee has a disability covered by the ADA and to assist in identifying an effective accommodation.

The ADA Coordinator/Designee in each college or university is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information.

Genetic Information Nondiscrimination Act of 2008 Disclosure: This authorization does not cover, and the information to be disclosed should not contain, genetic information. "Genetic Information" includes: Information about an individual's genetic tests; information about genetic tests of an individual's family members; information about the manifestation of a disease or disorder in an individual's family members (family medical history); an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee Signature: _____ Date: _____

Minneapolis Community and Technical College
Affirmative Action Plan 2016-2018

C. Underutilization Analysis Worksheets

Minneapolis Community and Technical College
JOB GROUP AVAILABILITY/UTILIZATION/UNDERUTILIZATION ANALYSIS

Worksheets for comparing incumbency to availability and setting goals to correct underutilization.

WOMEN									
Job Categories	Total Employees in Job Group	Total Number Women in Group	% Women in Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Number Underutilized	Improved, Not Improved, Same*	Numerical Difference in the Two Plans
Officials/ Administrators	18	7	38.89%	40.40%	7	0	0	Same	0
Professionals	118	76	64.41%	55.70%	66	-10	-17	Same	7
Faculty	150	91	60.67%	46.20%	69	-22	-22	Same	0
Protective Services: Non-sworn	13	2	15.38%	60.10%	8	6	6	Same	0
Office/Clerical	54	42	77.78%	63.40%	34	-8	-13	Same	5
Technicians	6	5	83.33%	57.20%	3	-2	-2	Same	0
Skilled Craft	9	0	0.00%	6.30%	1	1	1	Same	0
Service Maintenance	32	6	18.75%	44.40%	14	8	8	Same	0
Paraprofessionals	22	14	63.64%	61.30%	13	-1	0	Same	1
Totals	422	243	57.58%						

* A numerical difference in utilization that exceeds availability is determined to be 'SAME'.

Minneapolis Community and Technical College
Affirmative Action Plan 2016-2018

MINORITIES									
Job Categories	Total Employees in Job Group	Total Number Minorities in Group	% Minorities in Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Number Underutilized	Improved, Not Improved, Same*	Numerical Difference in the Two Plans
Officials/ Administrators	18	5	27.78%	21.70%	4	-1	0	Same	1
Professionals	118	35	29.66%	10.60%	13	-22	-14	Same	8
Faculty	150	36	24.00%	24.90%	37	1	7	Improved	6
Protective Services: Non-sworn	13	3	23.08%	10.00%	1	-2	-2	Same	0
Office/Clerical	54	14	25.93%	10.50%	6	-8	-9	Same	1
Technicians	6	0	0.00%	10.60%	1	1	1	Same	0
Skilled Craft	9	1	11.11%	8.80%	1	0	0	Same	0
Service Maintenance	32	13	40.63%	19.50%	6	-7	-8	Same	1
Paraprofessionals	22	10	45.45%	10.55%	2	-8	-4	Same	4
Totals	422	117	27.73%						

* A numerical difference in utilization that exceeds availability is determined to be 'SAME'.

Minneapolis Community and Technical College
Affirmative Action Plan 2016-2018

INDIVIDUALS WITH DISABILITIES									
Job Categories	Total Employees in Job Group	Total Number Individuals w/ Disabilities in Group	% Individuals w/ Disabilities in Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Number Underutilized	Improved, Not Improved, Same*	Numerical Difference in the Two Plans
Officials/ Administrators	18	0	0.00%	7.00%	1	1	0	Not Improved	1
Professionals	118	9	7.63%	7.00%	8	-1	-3	Same	2
Faculty	150	12	8.00%	7.00%	11	-2	1	Same	3
Protective Services: Non-sworn	13	0	0.00%	7.00%	1	1	1	Same	0
Office/Clerical	54	4	7.41%	7.00%	4	0	-1	Same	1
Technicians	6	0	0.00%	7.00%	0	0	0	Same	0
Skilled Craft	9	0	0.00%	7.00%	1	1	1	Same	0
Service Maintenance	32	2	6.25%	7.00%	2	0	0	Same	0
Paraprofessionals	22	0	0.00%	7.00%	2	2	1	Not Improved	1
Totals	422	27	6.40%						

* A numerical difference in utilization that exceeds availability is determined to be 'SAME'.

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

VETERANS									
Job Categories	Total Employees in Job Group	Total Number Veterans in Group	% Veterans Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Number Underutilized	Improved, Not Improved, Same*	Numerical Difference in the Two Plans
Officials/ Administrators	18	0	0.00%	8.00%	1	1	2	Improved	1
Professionals	118	4	3.39%	8.00%	9	5	4	Not Improved	1
Faculty	150	8	5.33%	8.00%	12	4	5	Improved	1
Protective Services: Non-sworn	13	2	15.38%	8.00%	1	-1	-2	Same	1
Office/Clerical	54	1	1.85%	8.00%	4	3	2	Not Improved	1
Technicians	6	0	0.00%	8.00%	0	0	0	Same	0
Skilled Craft	9	0	0.00%	8.00%	1	1	1	Same	0
Service Maintenance	32	6	18.75%	8.00%	3	-3	-3	Same	0
Paraprofessionals	22	0	0.00%	8.00%	2	2	2	Same	0
Totals	422	21	4.98%						

* A numerical difference in utilization that exceeds availability is determined to be 'SAME'.

Availability Source: American Fact Finder, operated by the U.S. Census Bureau, 2010 Census. Labor statistics for women and minorities compiled From the American Community Survey (2006-2010), released in March of 2013. Statistics for individuals with disabilities are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006 – 2010).

Minneapolis Community and Technical College
Affirmative Action Plan 2016-2018

D. Separation and Retention Report by Protected Groups

Minneapolis Community and Technical College
SEPARATION ANALYSIS

Worksheets for conducting separation analysis of protected group members as total separations and in each job category.

TOTAL SEPARATIONS										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	7	5.93%	5	71.43%	5	71.43%	0	0.00%	0	0.00%
Resignation	51	43.22%	36	70.59%	14	27.45%	4	7.84%	2	3.92%
Enhanced Separation	6	5.08%	4	66.67%	0	0.00%	0	0.00%	0	0.00%
Retirement	33	27.97%	26	78.79%	5	15.15%	5	15.15%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	9	7.63%	5	55.56%	2	22.22%	0	0.00%	2	22.22%
Termination without Rights	12	10.17%	8	66.67%	8	66.67%	2	16.67%	1	8.33%
Total Separations	118	100.00%	84	71.19%	34	28.81%	11	9.32%	5	4.24%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignation	3	37.50%	1	33.33%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	3	37.50%	1	33.33%	2	66.67%	1	33.00%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	2	25.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	8	100.00%	4	50.00%	2	25.00%	1	12.50%	0	0.00%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

PROFESSIONALS										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	3	7.14%	3	100.00%	2	66.67%	0	0.00%	0	0.00%
Resignation	23	54.76%	17	73.91%	10	43.48%	3	13.04%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	7	16.67%	7	100.00%	1	14.29%	3	42.86%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	4	9.52%	2	50.00%	0	0.00%	0	0.00%	1	25.00%
Termination without Rights	5	11.90%	4	80.00%	4	80.00%	2	40.00%	0	0.00%
Total Separations	42	100.00%	33	78.57%	17	40.48%	8	19.05%	1	2.38%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

FACULTY										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	2	8.00%	1	50.00%	1	50.00%	0	0.00%	0	0.00%
Resignation	7	28.00%	5	71.43%	0	0.00%	1	14.29%	0	0.00%
Enhanced Separation	6	24.00%	4	66.67%	0	0.00%	0	0.00%	0	0.00%
Retirement	8	32.00%	6	75.00%	1	12.50%	0	0.00%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	1	4.00%	1	100.00%	0	0.00%	0	0.00%	1	100.00%
Termination without Rights	1	4.00%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
Total Separations	25	100.00%	17	68.00%	3	12.00%	1	4.00%	1	4.00%

Minneapolis Community and Technical College
Affirmative Action Plan 2016-2018

PROTECTIVE SERVICES: NON-SWORN										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignation	1	50.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	5.00%	0	0.00%	1	100.00%	0	0.00%	1	100.00%
Total Separations	2	100.00%	0	0.00%	1	50.00%	0	0.00%	1	50.00%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

OFFICE/CLERICAL										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	2	7.69%	1	50.00%	2	100.00%	0	0.00%	0	0.00%
Resignation	10	34.46%	8	80.00%	3	30.00%	0	0.00%	2	20.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	10	38.46%	9	90.00%	0	0.00%	0	0.00%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	1	3.85%	1	100.00%	1	100.00%	0	0.00%	0	0.00%
Termination without Rights	3	11.54%	2	66.67%	2	66.67%	0	0.00%	0	0.00%
Total Separations	26	100.00%	21	80.77%	8	30.77%	0	0.00%	2	7.69%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

TECHNICIANS										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	1	100.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

SKILLED CRAFT										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

SERVICE MAINTENANCE										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	00.00%	0	0.00%	0	0.00%
Resignation	1	33.33%	0	0.00%	1	100.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	2	66.67%	1	50.00%	1	50.00%	0	0.00%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	3	100.00%	1	33.33%	2	66.67%	0	0.00%	0	0.00%

Minneapolis Community and Technical College
 Affirmative Action Plan 2016-2018

PARAPROFESSIONAL										
Types of Separation	Total Number	Total Percentage	Women Total Number	Women Percentage	Minorities Total Number	Minorities Percentage	Indiv w/ Disabilities Total Number	Indiv w/ Disabilities Percentage	Veterans Total Number	Veterans Percentage
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignation	5	83.33%	5	83.33%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	2	27.27%	2	66.67%	0	0.00%	1	33.33%	0	0.00%
Death	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	18.18%	0	0.00%	1	50.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	7	100.00%	7	63.64%	1	9.09%	1	9.09%	0	0.00%

E. Organizational Chart

Minneapolis Community & Technical College
President's Council Organization Chart
FY 2016-2018

