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## State of Minnesota

## Minnesota State University, Mankato

## July 1, 2020 – June 30, 2022 Affirmative Action Plan

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Minnesota State University, Mankato

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## Statement of Commitment

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item C

This statement reaffirms Minnesota State University, Mankato 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, or subject to harassment, on the basis of race, sex (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- The prohibition of discrimination on the basis of sex precludes sexual harassment, gender-based harassment, and harassment based on pregnancy.
- Minnesota State Mankato 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 accommodations to employees and applicants with disabilities.
- Minnesota State Mankato will continue to actively promote a program of affirmative action, wherever females, racial/ethnic minorities, and individuals with disabilities are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees.
- Minnesota State Mankato 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, Minnesota State Mankato will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is Minnesota State Mankato'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.

University President: Richard Davenport Date Signed: 12/21/2020

## Executive Summary

Minnesota Administrative Rules, part 3905.0400, subpart 1, item A

This Affirmative Action Plan meets the requirements as set forth in statute, in Administrative Rule, and by Minnesota Management and Budget (MMB). The plan outlines:

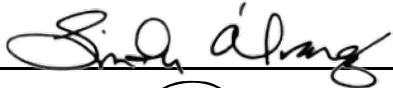
- Affirmative action goals
- Timetables
- Reasonable and assertive hiring and retention methods for achieving these goals

This Affirmative Action review revealed underutilization of the following protected group(s) in the following job categories:

**Table 1 Workforce Underutilization Analysis of Protected Groups and Veterans**  
(x indicates the job categories and protected groups that have underutilization.)

Job Categories	Female	Racial/Ethnic Minorities	Individuals with Disabilities	Veterans
Officials & Administrators	X		X	X
Professionals		X	X	X
Technicians		X	X	
Protected Services: Non-sworn				
Paraprofessionals				X
Office/Clerical				X
Skilled Craft	X			
Service Maintenance				
Faculty: Adjunct			X	X
Faculty: Fixed Term	X		X	X
Faculty: Tenure-Track			X	X
Faculty: Tenured	X	X	X	X

Once complete, information about how to obtain or access a copy of this Plan is provided to every employee of the Minnesota State Mankato. Our intention is to make every employee aware of Minnesota State Mankato's commitment to affirmative action and equal employment opportunity. The completed Plan is also posted on the Minnesota State Mankato's website and maintained in the Office of Equal Opportunity & Title IX.

Affirmative Action Officer or Designee:  Date Signed: 12/18/2020

Human Resources Director or Designee:  Date Signed: 12.21.2020

University President: Richard Davenport Date Signed: 12/21/2020

## Organizational Profile

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Minnesota State University, Mankato (University) was founded in 1868. The University has more than 130 undergraduate programs of study, including 13 pre-professional programs, and more than 90 graduate programs, including masters, specialist and doctoral programs. These programs are offered through six academic colleges: Allied Health and Nursing; Arts and Humanities; Business; Education; Science, Engineering and Technology; and Social and Behavioral Sciences. Several of the programs, or portions of them, are also offered through various University Extended Education venues, including the facility at 7700 France in Edina and at the Normandale Partnership Center.

The University is a community of more than 14,000 students, including more than 1,300 international students from more than 90 countries; more than 1,600 faculty and staff, including more than 700 teaching faculty; more than 90 percent of our full-time instructional faculty have terminal degrees; more than 2,300 students of color, a diverse faculty and staff and an institutional commitment to welcoming underrepresented populations; and more than 122,000 alumni worldwide.

The University promotes learning through effective undergraduate and graduate teaching, scholarship, and research in service to the state, the region and the global community. The University is an innovative, student-centered learning community that values: integrity and respect in the way we conduct ourselves; diversity in who we are and what we do; access to our programs and services that create opportunities for all to pursue their dreams; responsibility to those we serve by providing an education that inspires solutions to society's challenges; and excellence in our academic and non-academic pursuits.

By combining big ideas with real-world thinking this University is focused on transforming our University by breaking down barriers, creating solutions, and achieving a new level of greatness. In August 2016, the University President announced the University's Strategic Directions from 2016-2021. The University will enhance student success and completion, elevate faculty distinction and academic achievement, expand its regional and global impact, lead equity and inclusive excellence, advance a culture of evidence and innovative organizational designs, and leverage the power of partnerships and collaboration.

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# Individuals Responsible for Directing/Implementing the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item B

## A. President

### Responsibilities

The President is responsible for establishing an Affirmative Action Program, including goals, timetables, and compliance with all federal and state laws and regulations. Quarterly, the President reports Minnesota State Mankato's progress in meeting its affirmative action goals and objectives to the Commissioner of MMB. The MMB Commissioner is responsible for reporting all agencies progress to the Governor and the Legislature.

### Duties

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

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the Minnesota State Mankato's Affirmative Action Plan in their position description.
- Take action, if needed, on complaints of discrimination and discriminatory harassment.
- Issue a statement affirming the University's commitment to affirmative action and equal employment opportunity and ensure the statement is shared with to all employees.
- Make decisions and changes in policies, procedures or physical accommodations as needed to implement effective affirmative action in Minnesota State Mankato.
- Actively promote equal employment opportunity and incorporate diversity and inclusion principles in annual business plans, strategic plans, and Minnesota State Mankato's mission.
- Notify all contractors and sub-contractors with the department of their affirmative action responsibilities.
- Enforce equal employment opportunity in affirmative and non-affirmative hiring decisions reviewed in the hiring process.
- Require that all Minnesota State Mankato directors, managers, and supervisors include responsibility statements to support affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.
- Comply with state-wide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

### Accountability

The President is accountable directly to the Chancellor of Minnesota State and indirectly to the Commissioner of MMB for affirmative action matters.



### **Name of individual(s) responsible**

**Name:** Richard Davenport

**Email:** [richard.davenport@mnsu.edu](mailto:richard.davenport@mnsu.edu)

**Title:** President

**Phone:** (507) 389-1111

## **B. Affirmative Action Officer**

### **Responsibilities**

The Affirmative Action Officer (AAO) is directly responsible for developing, coordinating, implementing, and monitoring the University's affirmative action program.

### **Duties**

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

- Develop and administer the Minnesota State Mankato's Affirmative Action Plan.
- Develop and set University-wide affirmative action hiring goals.
- Monitor University compliance and fulfill all affirmative action reporting requirements.
- Disseminate the affirmative action policy to employees in Minnesota State Mankato.
- Inform the President on progress of affirmative action and equal opportunity goals and report potential concerns.
- Act as the affirmative action liaison between the Minnesota State Mankato, Minnesota State System Office, MMB, and the Governor's Office.
- Determine the need for affirmative action training within the agency. Develop training goals and content with internal and external resources.
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity.
- Develop innovative programs to attract and retain individuals from protected groups in Minnesota State Mankato.
- Support and recruit racial/ethnic minorities, individuals with disabilities, and females for employment, promotion, and training opportunities.
- Manage Minnesota State Mankato's pre-hire review process.
- Review requests for non-affirmative, non-justified hires in the Monitoring the Hiring Process and refer unresolved issues to the President for final decision.
- Ensure supervisors and managers are making affirmative efforts to recruit and retain candidates and employees from protected groups.
- Serve as ex-officio member of the Employee Resource Group (ERG) diversity committee at their work and/or participate in Minnesota State Mankato's diversity or equity committee.
- Oversee the administration of the Americans with Disabilities Act Title I and Title II.
- Oversee the administration of Minnesota State Mankato Diversity Recruitment program.

- Comply with state-wide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

### **Accountability**

The Affirmative Action Officer is accountable to the President for program impacts and for ongoing program activities and direction. The AAO oversees the administration of ADA Title II, manages diversity and inclusion initiatives, and other equal opportunity related matters. In addition, the AAO ensures that aggregate data and trends of complaints of illegal discrimination in hiring are provided and shared with the Human Resources Director on a quarterly basis.

### **Name of individual(s) responsible**

**Name:** Linda Alvarez

**Email:** [linda.alvarez@mnsu.edu](mailto:linda.alvarez@mnsu.edu)

**Title:** Affirmative Action Officer/  
Director of Equal Opportunity & Title IX

**Phone:** (507) 389-2986

## **C. Affirmative Action Officer Designee(s)**

### **Responsibilities**

Designees are responsible for the implementation of the department's Affirmative Action Plan at their facility/work location. Each designee is directly accountable to the Minnesota State Mankato's Affirmative Action Officer for matters relating to affirmative action.

### **Duties**

The duties of Affirmative Action Officer Designees include, but are not limited to:

- Fulfill all affirmative action reporting requirements by submitting standard reports.
- Ensure dissemination of all relevant affirmative action information to appropriate staff.
- Determine the need for diversity training and recommend training at their respective work location.
- Review policies, procedures, and practices to recommend changes to the Affirmative Action Officer.
- Partner with Minnesota State Mankato's recruitment team at their work locations.
- Comply with the statewide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

### **Accountability**

The Affirmative Action Designee is accountable indirectly to the Affirmative Action Manager on matters pertaining to Affirmative Action and Equal Opportunity.

### **Name of individual(s) responsible**

**1. Name:** Laura Diaz

**Email:** [laura.diaz.2@mnsu.edu](mailto:laura.diaz.2@mnsu.edu)

**Title: Assistant Director of  
Equal Opportunity & Title IX**

**Phone: 507-389-2986**

**2. Name: Maegen Sinclair Usher**

**Email: [maegensinclairusher@mnsu.edu](mailto:maegensinclairusher@mnsu.edu)**

**Title: Equal Opportunity & Title IX Specialist**

**Phone: 507-389-2986**

## **D. Human Resources Director or Designee(s)**

### **Responsibilities**

The Human Resources Office is responsible for ensuring equitable and uniform administration of all personnel policies.

Human Resources (HR) Director is responsible, in conjunction with the University's ADA Coordinators, for ensuring timely responses to all Americans with Disabilities Act (ADA) requests for reasonable accommodations to remove barriers to equal employment opportunity with Minnesota State Mankato. The HR Director is responsible for assisting managers and supervisors in human resource management activities.

Staff within Human Resources who work on affirmative action and diversity issues are accountable to the HR Director or Designee.

### **Duties**

The duties of HR Director include, but are not limited to:

- Maintain effective working relationships with the University Affirmative Action Officer and designees.
- Provide leadership to HR staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles.
- Provide guidance in the development and use of selection criteria to ensure they are objective, uniform, and job related.
- Assist in recruitment and retention of protected groups and notify managers and supervisors of existing disparities.
- Ensure an Affirmative Action Pre-hire Review process is implemented and followed by hiring managers and supervisors in collaboration with the Affirmative Action Officer.
- Initiate and report on progress made with program objectives contained in the Affirmative Action Plan.
- Ensure that the reasonable accommodation process is implemented and followed for all employees and applicants in need of reasonable accommodation.
- Assist supervisors, managers, and the Affirmative Action Officer in recruitment of protected group members through career and job fairs and other efforts, as well as in selection and retention of protected group members.
- Assist supervisors, managers, the Affirmative Action Officer, and HR staff in the creation of supported worker positions. These positions help reduce Minnesota State Mankato costs by

diverting supportive employment duties from higher skilled workers to supported worker positions. This can improve employee morale and retention of individuals with disabilities in integrated employment.

- Request assistance from MMB to support diversity recruitment efforts, as well as the retention of protected group members in hard-to-fill or executive level positions.
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives.
- Receive requests for ADA accommodations and work with appropriate supervisors, unions, etc. to approve or deny the request, or provide alternative accommodations.
- Oversee the administration of the Americans with Disabilities Act Title I.
- Maintain records of requests for reasonable accommodations.
- Comply with state-wide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

### **Accountability**

HR staff are accountable to the HR Directors or Designees. The HR Director is accountable to the University's President.

### **Name of individual(s) responsible**

**Name:** Steve Barrett

**Email:** [steve.barrett@mnsu.edu](mailto:steve.barrett@mnsu.edu)

**Title:** Director of Human Resources

**Phone:** (507) 389-2015

## **E. Americans with Disabilities Act Title I Coordinator**

### **Responsibilities**

The Americans with Disabilities Act (ADA) Title I Coordinator is responsible for ensuring Minnesota State Mankato's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.

### **Duties:**

The duties of the ADA Title I Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to University management on the ADA. The University develops and implements policies, procedures, and practices to ensure University employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to University management and staff on compliance and best practices for hiring and retaining individuals with disabilities, as well as the provision of reasonable accommodations to employees and job applicants.
- Track and facilitate requests for reasonable accommodations for job applicants and employees, as well as members of the public accessing University services and report reasonable accommodations annually to MMB.

- Research case law rules and regulation and update the HR Director on evolving ADA issues. Meet bi-annually with ADA Coordinators and provide updates on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Collaborate with the Affirmative Action Officer in designing and delivering specific ADA training for targeted groups.
- Submit reasonable accommodation reimbursement under the guidelines of the state-wide accommodation fund.
- Provide reasonable accommodations to qualified individuals (as defined by ADA) with known physical or mental disabilities, to enable them to compete in the selection process, perform essential functions of the job, and/or enjoy equal benefits and privileges. The ADA Coordinator, in consultation with the employee and supervisor, and other individuals involved must:
  - Discuss the purpose and essential functions of the job and complete a step-by-step job analysis;
  - Determine the precise job-related limitations;
  - Identify potential accommodations and assess the effectiveness each would have in allowing the employee to perform essential functions of the job; and
  - After discussion and review, select and implement the accommodations that are appropriate for both the employee and the employer using the Reasonable Accommodation Agreement.
- Comply with state-wide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

#### **Accountability:**

The ADA Title I Coordinator is accountable to the Director of Human Resources.

#### **Name of individual responsible**

**Name:** Brian Breck

**Email:** [brian.breck@mnsu.edu](mailto:brian.breck@mnsu.edu)

**Title:** ADA Coordinator – Title I,

**Phone:** (507) 389-6075

**Assistant Director of Human Resources**

## **F. Americans with Disabilities Act Title II Coordinator**

#### **Responsibilities**

The Americans with Disabilities Act (ADA) Title II Coordinator is responsible ensuring the Minnesota State Mankato's compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

#### **Duties:**

The duties of the ADA Title II Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to University management on the ADA. The University develops and implements policies, procedures, and practices to ensure University employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to Minnesota State Mankato's management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Track and facilitate requests for reasonable modifications for members of the public accessing University services. Report reasonable modifications annually to MMB.
- Research case law rules and regulation and update the Executive team on evolving ADA issues. Meet bi-annually with state ADA Coordinators and learn updates and share practices on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Collaborate with the Affirmative Action Officer in designing and delivering training for University employees assisting ADA modifications for the public.
- Provide reasonable modifications to members of the public (as defined by ADA) with known physical or mental disabilities, to ensure equal access and privileges to programming and services. The ADA Title II Coordinator will consult with the member of the public in need of a modification and:
  - Discuss the purpose and essential functions of the reasonable modification.
  - Identify the potential modifications and assess the effectiveness each request.
  - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and Minnesota State Mankato.
  - Document this review and reported in the State ADA Annual Report.
- Comply with state-wide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

#### **Accountability:**

The ADA Title II Coordinator is accountable to the University's President.

#### **Name of individual(s) responsible**

**Name:** Henry Morris

**Email:** [henry.morris@mnsu.edu](mailto:henry.morris@mnsu.edu)

**Title:** ADA Coordinator – Title II,

**Phone:** (507) 389-1150

Vice President of Diversity & Inclusion

## **G. Senior Managers and Executive Team Leaders**

#### **Responsibilities**

University senior managers and executive team leaders are responsible for implementing all aspects of Minnesota State Mankato's Affirmative Action Plan and the University's commitment to affirmative action and equal opportunity.

### **Duties**

The duties of senior managers and executive team leaders include, but are not limited to:

- Identify problem areas and eliminate barriers that prevent equal employment opportunity within Minnesota State Mankato.
- Communicate the equal opportunity employment policy and the affirmative action program and plan to all employees.
- Assist the Affirmative Action Officer in periodic audits of hiring and promotion patterns to remove obstacles to attaining affirmative action goals and objectives.
- Hold regular discussions with supervisors and employees to ensure Minnesota State Mankato's equal employment opportunity policies are being followed.
- Inform and evaluate managers and supervisors on their equal employment opportunity efforts and results, in addition to other job performance criteria.
- Comply with statewide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

### **Accountability**

Senior managers and executive team leaders are accountable directly the President.

### **Name of individual(s) responsible**

- |  |  |
|--|--|
| <b>1. Name: Matt Cecil</b><br><b>Title: Interim Provost &amp; Senior Vice President for Academic Affairs</b> | <b>Email: <a href="mailto:matt.cecil@mnsu.edu">matt.cecil@mnsu.edu</a></b><br><b>Phone: (507) 389-1333</b>         |
| <b>2. Name: David Jones</b><br><b>Title: Vice President for Student Affairs &amp; Enrollment Management</b>  | <b>Email: <a href="mailto:david.jones@mnsu.edu">david.jones@mnsu.edu</a></b><br><b>Phone: (507) 389-2121</b>       |
| <b>3. Name: Mark Johnson</b><br><b>Title: Vice President for IT Solutions</b>                                | <b>Email: <a href="mailto:mark.johnson@mnsu.edu">mark.johnson@mnsu.edu</a></b><br><b>Phone: (507) 389-2555</b>     |
| <b>4. Name: Richard Straka</b><br><b>Title: Vice President for Finance &amp; Administration</b>              | <b>Email: <a href="mailto:richard.straka@mnsu.edu">richard.straka@mnsu.edu</a></b><br><b>Phone: (507) 389-6622</b> |
| <b>5. Name: Kent Stanley</b><br><b>Title: Vice President for University Advancement</b>                      | <b>Email: <a href="mailto:kent.stanley@mnsu.edu">kent.stanley@mnsu.edu</a></b><br><b>Phone: (507) 389-2021</b>     |

**6. Name: Lynn Akey**

**Email: [lynn.akey@mnsu.edu](mailto:lynn.akey@mnsu.edu)**

**Title: Vice President for Student Success, Analytics  
& Integrated Planning**

**Phone: (507) 389-1365**

**7. Name: Henry Morris**

**Email: [henry.morris@mnsu.edu](mailto:henry.morris@mnsu.edu)**

**Title: Vice President of Diversity & Inclusion**

**Phone: (507) 389-1150**

**8. Name: Sheri Sargent**

**Email: [sher.sargent@mnsu.edu](mailto:sher.sargent@mnsu.edu)**

**Title: Chief of Staff**

**Phone: (507) 389-1112**

## **H. All Employees**

### **Responsibilities**

All employees are responsible for conducting themselves in accordance with the State of Minnesota and Minnesota State College and University's policy of equal employment opportunity. This includes refraining from any actions that would subject any employee to negative treatment on the basis of race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Employees who believe they have been subjected to such discrimination or harassment are encouraged to use the Minnesota State Mankato's complaint procedure.

### **Duties:**

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

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public.
- Refrain from any actions that would adversely affect a colleague on the basis of their race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations.
- Comply with state-wide and Minnesota State Mankato anti-discrimination and anti-harassment policies.

### **Accountability:**

Employees are accountable to their designated supervisor and indirectly to the Minnesota State Mankato's President. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan.

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## Communication of the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item D and Minnesota Administrative Rules, part 3905.0400, subpart 1, item E

The following information describes the methods that Minnesota State Mankato takes to communicate the Affirmative Action Plan to employees and the general public:

### Internal Methods of Communication

- **Internal memorandum.** Agency leadership or the Affirmative Action Officer will send an internal memo to agency employees each year. This message identifies the location of the Affirmative Action Plan and the employee's responsibility to read and understand it. It also indicates the employee's responsibility to support and implement equal opportunity and affirmative action.
- **Public Website.** Minnesota State Mankato's Affirmative Action Plan is available to all employees on Minnesota State Mankato's website at <http://www.mnsu.edu/eotitleix> or in print to anyone who requests it. As requested, Minnesota State Mankato will make the plan available in alternative formats.
- **Printed copy.** A physical copy of Minnesota State Mankato's Affirmative Action Plan is available to employees at the following address: Office of Equal Opportunity & Title IX, Minnesota State University, Mankato, 014 Morris Hall, Mankato, MN 56001
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in areas frequently used by employees.

### External Methods of Communication

- **Public website.** Minnesota State Mankato's Affirmative Action Plan is available on the University's public website at <http://www.mnsu.edu/eotitleix/> or in print copy. Printed copies are available to anyone who requests it. As requested, the University will make the plan available in alternative formats.
- **Equal opportunity employer language.** Minnesota State Mankato's website homepage, letterhead, publications, and all job postings, includes the statement "Minnesota State Mankato is an equal opportunity employer." The University will also ensure a representative ratio of diversity is on all marketing materials.
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in common public areas. Examples of posters 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.
- A physical copy of the Minnesota State Mankato's Affirmative Action Plan is available to contractors, vendors, and members of the public at the following address: Office of Equal Opportunity & Title IX, Minnesota State University, Mankato, 014 Morris Hall, Mankato, MN 56001

## Job Category Analysis

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Minnesota Administrative Rules 3905.0600 Subp 3.A and Minnesota Administrative Rules 3905.0600 Subp 3.B

Minnesota State Mankato conducted a Job Category Analysis to determine the percent of protected group employees in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the University. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions.

## Determining Availability

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MS 43A.19(b), MS 43A.19(c), Minnesota Administrative Rules 3905.0600 Subp 1, Minnesota Administrative Rules 3905.0600 Subp 2, Minnesota Administrative Rules 3905.0600 Subp 3C, and Minnesota Administrative Rules 3905.0600 Subp 3D

For purposes of this Affirmative Action Plan, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at the University.

Minnesota State Mankato used the United States Census Bureau’s 2014-2018 American Community Survey, which is the most current statistical information available at the time of developing this Affirmative Action Plan.

Minnesota State Mankato used the American Community Survey statistical data for external availability and feeder job statistics of employees for internal availability. For affirmative action purposes, “feeder job” means staffed positions within the University that can be promoted and/or transferred into/within EEO job categories (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the University’s past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix D. Feeder Jobs and Appendix E. Determining Availability for details).

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## Utilization/Availability Analysis, Establishment of Goals, and Timetables

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Minnesota Administrative Rules 3905.0400 Subp 1 Item G, Minnesota Administrative Rules 3905.0600 Subp 3, Minnesota Administrative Rules 3905.0600 Subp 4, Minnesota Administrative Rules 3905.0600 Subp 5, and Minnesota Administrative Rules 3905.0600 Subp 6.

Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state. As explained in the previous section, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at the University.

Through the utilization and availability analysis, Minnesota State Mankato has determined which job categories are underutilized for females, racial/ethnic minorities, and individuals with disabilities in Minnesota State Mankato and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action program. Effective hiring goals are strategic, actionable, and measurable efforts the University is committed to pursuing and implementing in 2020-2022.

The goals are not quotas, nor do they require protected group status-based hiring preferences. They are aspirational goals so that Minnesota State Mankato makes good faith efforts to remove barriers to equal employment opportunity.

Minnesota State Mankato used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, or individuals with disabilities is less than reasonably would be expected given the workforce participation in the labor market area, and that difference is at least one whole person (more than 1), then a goal is established for that job category.

When a hiring goal for a job category is established, a percentage goal equal to the final availability percentage is calculated for females, racial/ethnic minorities, and individuals with disabilities in that job category.

In **Table 2. Hiring Goals by Job Category and Protected Group and Veterans**, if a protected group in a job category shows “Monitor,” the University will proactively make good faith efforts to recruit external qualified protected groups. The University will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

Refer to Appendix F. Utilization-Goals for details about underutilization and hiring goals.

**Table 2. Hiring Goals by Job Category, Protected Group and Veterans** is a summary of hiring goals by job category, protected group and veterans. The actions the University will take to address these hiring goals will be described in the [Corrective Actions and Action-Oriented Programs](#) section.

**Table 2. Hiring Goals by Job Category, Protected Group and Veterans**

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2020-2022	Racial/ Ethnic Minorities Establish Goals?	Racial/ Ethnic Minorities If Yes, Goals for FY 2020-2022	IWD Establish Goals?	IWD If Yes, Goals for FY 2020-2022	Veteran Establish Goals?	Veteran If Yes, Goals for FY 2020-2022
Officials/ Administrators	Yes	45.94%	Monitor		Yes	2.80%	Yes	3.58%
Professionals*			Yes	20.37%	Yes	3.72%	Yes	5.40%
Technicians**			Yes	4.46%	Yes	3.91%	Monitor	
Protected Services: Non-sworn**	Monitor		Monitor		Monitor		Monitor	
Paraprofessionals**			Monitor		Monitor		Yes	5.22%
Office/Clerical					Monitor		Yes	3.60%
Skilled Craft	Yes	30.14%	Monitor		Monitor			
Service** Maintenance	Monitor		Monitor		Monitor		Monitor	
Faculty: Adjunct	Yes	43.78%			Yes	3.25%	Yes	3.93%
Faculty: Fixed Term					Yes	3.08%	Yes	3.52%
Faculty: Tenure-Track					Yes	4.24%	Yes	5.55%
Faculty: Tenured	Yes	50.62%	Yes	24.65%	Yes	2.92%	Yes	2.93%

\* Note: The Minnesota State Mankato 2018-2020 Affirmative Action Plan separated the Professionals job category into classified and unclassified jobs. For the purpose of consistency with other state agencies, this 2020-2022 Affirmative Action Plan does not distinguish between classified and unclassified jobs for Professionals.

\*\* Note: The 2018-2020 Affirmative Action Plan grouped Technicians and Paraprofessionals together, and Service Maintenance and Protective Services together in the analysis and presentation of utilization, separation and hiring goals data. To be consistent with other state agencies, under the direction of MMB, Minnesota State Mankato's has separated the groupings for these job categories for this 2020-2022 Affirmative Action Plan.

## Progress and Personnel Activity Reports

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MS 43A.19 Subd. 1(a)(3) for separations, and Minnesota Administrative Rules 3905.0400 Subp. 1 Item I

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the University's monitoring practices, the University evaluated if it met the hiring goal(s) established in the prior Affirmative Action Plan (refer to **Appendix A. Progress Report**).

Separation results were evaluated to identify potential action area(s) to establish retention strategies for the 2020-2022 plan year (refer to **Appendix B. Separation Analysis**).

## Identification of Areas for Further Monitoring

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Minnesota Administrative Rules 3905.0400 Subp. 1 Item H and I

Monitoring personnel activity helps agencies monitor progress in meeting hiring goals. Data from the previous plan period can help indicate when changes to program efforts are appropriate.

### Workforce Snapshot

In **Appendix F. the Utilization Goals worksheet** indicates if a job category by protected group is underutilized.

Area(s) in the University's workforce that require further monitoring appear in the "Establish Goals?" column as:

- "Yes": there is underutilization.
- "Monitor": the University needs to monitor the job it may be underutilized where employee movement occurs.

[Collective Action and Action Oriented Programs](#) will be followed to address the identified placement goal(s).

## Personnel Activities

### Progress Reports

**Appendix A. Progress Report** includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the University attained the hiring goal(s).

Where the indication of the "Goal Met?" column is:

- "Yes": the University met the goal established in the prior Affirmative Action Plan.
- "No": the University did not attain the goal established in the prior Affirmative Action Plan.

- “No Hire/Prom”: there were no opportunities in the prior Affirmative Action Plan period.

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Separations

**Appendix B. Separation Analysis** shows the results by separation type and the protected group during the prior Affirmative Action Plan period. The separation percentages were derived within the separation type by protected group to identify impact on protected group members. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, if there were 15 separations in total, and of those separations, 10 employees separated due to dismissal or non-certification, then the dismissal or non-certification percentage would be 66.67% (10 divided by 15).
2. The “percentage type<sup>1</sup>” indicates percentages by protected group within a separation type. For example, if there were 10 separations by dismissal or non-certification in total, and of those separations, eight were female employees, then the female dismissal or non-certification separation would be 80.00% (8 divided by 10).

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Corrective Actions and Action-Oriented Programs

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Minnesota Administrative Rules 3905.0400 Subp 1 Item H

The University’s Affirmative Action Program is designed to implement the provisions of this Affirmative Action Plan and meet requirements found in Minnesota Statutes, section 43A.191 Subdivision 2. These Action-Oriented Programs are carried out throughout this Affirmative Action Plan period.

### Corrective Actions

This section identifies ways the University will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups (broken down by specific job categories).

The University developed the below action-oriented programs specific to the job category/protected group(s) identified in the “[Identification of Areas for Further Monitoring](#)” section supported by the “[Utilization/Availability Analysis, Establishment of Statement of Goals, and Timetable](#)” and “[Personnel Activities](#)” sections.

**Table 3. Areas of Further Monitoring and Corrective Actions**

Areas for Further Monitoring	Corrective Actions
<p><b>Officials/Administrators</b></p> <ul style="list-style-type: none"> <li>• Females, Individuals with Disabilities (IWD), and Veterans are underutilized.</li> <li>• Hired and promoted higher levels of males than females in this job category, which contributes to the underutilization.</li> <li>• Increased number of ‘interim’ appointments during the 2018-2020 plan period.</li> </ul>	<ul style="list-style-type: none"> <li>• Formulate connections with women and IWD community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</li> <li>• Broaden the search for official and administrators further nationally to a diverse pool of applicants as well as target specific national women’s organizations or higher education national organizations subgroups identifying women and/or IWD in their membership.</li> <li>• External searches will be conducted to fill the interim positions expected in the 2020-2022 plan period.</li> </ul>
<p><b>Professionals</b></p> <ul style="list-style-type: none"> <li>• Racial/Ethnic Minorities, Individuals with Disabilities (IWD), and Veterans are underutilized.</li> <li>• Individuals did not indicate any Veteran affiliation or non-affiliation, so it is unknown if those hired would have fallen into this underutilization category.</li> </ul>	<ul style="list-style-type: none"> <li>• Search committees and hiring managers will continue to strive to advertise and promote vacancies beyond the established advertising resources such as MinnesotaDiversity, Chronicle of Higher Education, HigherEdJobs, and local and statewide print and online media.</li> <li>• Provide educational sessions and enhanced guidance to all search committees implementing the updated Minnesota State Search Handbook in order to assist them in achieving their hiring goals for racial/ethnic minorities and IWD during the pendency of the 2020-2022 Plan.</li> <li>• Evaluate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services</li> </ul>
<p><b>Technicians</b></p> <ul style="list-style-type: none"> <li>• Racial/Ethnic Minorities and Individuals with Disabilities (IWD) are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact local vocational schools, DEED, and training centers to increase recruitment efforts.</li> <li>• Partner with local/regional racial/ethnic minority organizations to promote vacancies among their participants/supporters.</li> </ul>
<p><b>Para-Professionals</b></p> <ul style="list-style-type: none"> <li>• Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Engage the University’s Veteran’s Resource Center to seek ideas for strategic recruitment activities and recruiting sources</li> </ul>

Areas for Further Monitoring	Corrective Actions
<b>Office/Clerical</b> <ul style="list-style-type: none"> <li>• Veterans are underutilized.</li> <li>• Individuals did not indicate any Veteran affiliation or non-affiliation, so it is unknown if those hired would have fallen into this underutilization category.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services</li> <li>• Review application content to determine how Veteran status questions are asked and determine how best to ask applicants to fill in Veteran affiliation or non-affiliation to gather more accurate data.</li> </ul>
<b>Skilled Craft</b> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Review position descriptions, especially minimum qualifications, to identify any words or descriptions that may screen out females.</li> <li>• Contact local vocational schools, DEED, and training centers to increase recruitment efforts.</li> </ul>
<b>Faculty: Adjunct</b> <ul style="list-style-type: none"> <li>• Individuals with Disabilities (IWD) and Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate best practices in recruitment strategies and retention efforts including those offered by the State of Minnesota Veterans Employment Services</li> </ul>
<b>Faculty: Fixed Term</b> <ul style="list-style-type: none"> <li>• Females, Individuals with Disabilities (IWD), and Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Review position descriptions, especially minimum qualifications, to identify any words or descriptions that may screen out females.</li> <li>• Utilize suggestions from Minnesota Management and Budget to establish methods to improve recruitment of IWD, which include informing the public about reasonable accommodations, disseminating vacancy announcements to organizations that are utilized by IWD, and establish working relationships with organizations that are utilized by IWD.</li> </ul>
<b>Faculty: Tenure-Track</b> <ul style="list-style-type: none"> <li>• Individuals with Disabilities (IWD) and Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Broaden the search for Faculty: Tenure-Track further nationally to a diverse pool of applicants as well as target specific national organizations or higher education national organizations subgroups identifying Veterans and/or IWD in their membership.</li> </ul>



Areas for Further Monitoring	Corrective Actions
<p><b>Faculty: Tenured</b></p> <ul style="list-style-type: none"> <li>• Women, Racial/Ethnic Minorities, Individuals with Disabilities (IWD), and Veterans are underutilized.</li> <li>• Hired and promoted higher levels of individuals that did not identify as a racial/ethnic minority.</li> </ul>	<ul style="list-style-type: none"> <li>• Search committees and hiring managers will continue to strive to advertise and promote vacancies beyond the established advertising resources such as MinnesotaDiversity, Chronicle of Higher Education, HigherEdJobs, and local and statewide print and online media.</li> <li>• Identify current internal Tenured-Track faculty of underutilized groups and provide increased support and connection to encourage completion of tenured-track.</li> <li>• Provide educational sessions and enhanced guidance to all search committees implementing the updated Minnesota State Search Handbook in order to assist them in achieving their hiring goals for racial/ethnic minorities and IWD during the pendency of the 2020-2022 Plan.</li> </ul>

## Other Action-Oriented Programs

This section provides an overview of the University's general efforts and actions to ensure equal opportunity. Agencies have reviewed barriers to hiring during the previous plan period and identified recruitment strategies, processes, and training to address underutilization for this plan year.

### Barriers

The University has constraints to address underutilization and areas for monitoring identified in the previous section.

The Skilled Craft job category continues to show an underutilization of females, even with an increase in vacant/posted positions over the previous plan period. There is also a limited pool of applicants for this job category available in the region that may contribute to the underutilized category. Efforts will be made to develop strategies to recruit women in the case that vacancies become available.

A barrier across Racial/Ethnic Minorities, Individuals with Disabilities, and Veterans is the unwillingness of applicants and employees to self-identify these underutilization categories. This has and will continue to affect the representation of individuals in these underutilization categories.

Many job categories continue to experience the underutilization of Individuals with Disabilities and Veterans, the recruitment strategies and retention efforts need to be evaluated on a systemic level. It is unclear what recruitment strategies, including the use of advertising sources, are being utilized to attract qualified applicants of these protected groups.

Of the total resignations, approximately sixty-two percent (62%) were women and twenty percent (20%) identified in the racial/ethnic minority underutilization categories. While many of the job categories saw monitor/no underutilization for either of these categories, continued increase in resignations of these underutilization categories may impact the progress that has been made.

With growing uncertainties regarding higher educational climate during the COVID-19 global pandemic, budgetary concerns are a potential barrier to filling vacant positions when they become available and resources the effect recruitment efforts may be decreased, limiting potential reach to specific underutilized groups.

## **Recruitment and Processes**

The University takes the following actions to improve recruitment and increase the number of qualified females, racial/ethnic minorities, and individuals with disabilities in the applicant pool:

- The college/university will continue to place advertisements of job opportunities through the [State of MN Career site \(https://mn.gov/mmb/careers/search-for-jobs/\)](https://mn.gov/mmb/careers/search-for-jobs/).
- Continue to consider female, racial/ethnic minorities, and individuals with disability applicants for all positions for which they qualify.
- Explore using LinkedIn job posting feature to search for applicants that may lead to a broader and more diverse candidate pool.
- Advertise the Connect 700 program to attract qualified individuals with disabilities by providing a link to MMB's web site.
- Review/evaluate job postings to eliminate non-inclusive language.
- Continue to publish recruitment media depicting individuals that represent protected groups.
- Search committees and hiring managers will continue to strive to advertise and promote vacancies beyond the established advertising resources such as MinnesotaDiversity, Chronicle of Higher Education, HigherEdJobs, and local and statewide print and online media. To support these efforts, the University will revise its advertising resources list to be provided to hiring managers to assist in identifying sources that may not have been previously sought to outreach to underutilized groups. The list will be revised to include local, state and national resources, and be re-organized to include resources that may be more useful for certain job categories.
- Offices of Equal Opportunity & Title IX and Human Resources will continue to provide educational sessions and enhanced guidance to all search committees implementing the updated Minnesota State system Search Handbook in order to assist them in achieving their hiring goals for underutilized groups during the pendency of the 2020-2022 Plan.
- The University will explore the use of specialized groups that may assist with the retention efforts of underutilized group employees across all job categories. For example, the Information and Technology division at Minnesota State Mankato has established a Women in IT Affinity Group. Additionally, the University will support the efforts of the State of Minnesota Employee Resource Group (ERG) through participation of members who are employees of the University.
- All recruitment brochures, job announcements and vacancy notices will continue to identify Minnesota State Mankato as an Affirmative Action/Equal Opportunity University.

## **Persons Responsible:**

- Steve Barrett, Human Resources Director
- Linda Alvarez, Affirmative Action Officer, Director of Equal Opportunity & Title IX

- Provost and Deans:

Matthew Cecil, Provost & Sr. Vice President for Academic Affairs

- Kristine Retherford, Dean, College of Allied Health and Nursing
- Chris Brown, Acting Dean, College of Arts and Humanities
- Brenda Flannery, Dean, College of Business
- Jean Haar, Dean, College of Education
- Aaron Budge, Acting Dean, College of Science, Engineering and Technology
- Hongxia Yin, Acting Associate Dean of College of Science, Engineering and Technology
- Matthew Loayza, Dean, College of Social and Behavioral Sciences
- Anne Dahlman, Interim Dean, Global Education
- Chris Corley, Interim Dean, Library & Learning

- Senior Managers and Executive Team Leaders:

- David Jones, Vice President for Student Affairs & Enrollment Management
- Richard Straka, Vice President for Finance and Administration
- Mark Johnson, Vice President for IT Solutions
- Kent Stanley, Vice President for University Advancement
- Lynn Akey, Vice President for Student Success, Analytics and Integrated Planning
- Henry Morris, Vice President for Diversity & Inclusion
- Sheri Sargent, Chief of Staff
- Brian Martensen, Interim Associate Provost and Sr. Associate Vice President for Academic Affairs
- Jennifer Veltsos, Interim Associate Vice President of Undergraduate Education
- Teri Wallace, Interim Associate Vice President for Research and Interim Dean, Extended Campus
- Steve Smith, Assistant Vice President of Budget and Business Service
- Paul Corcoran, Assistant Vice President of Facilities Management
- Kevin Buisman, Director, Athletics
- Kelly Meier, Assistant Vice President, Diversity & Inclusion
- William Broussard, Associate Vice President, University Advancement

## Retention

The University will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- Encourage all new hires to receive applicable trainings for their position and individual career development.
- Promote a culture of community and connections.
- Ensure an inclusive work environment and equal opportunities for all employees.

- Continue to review the University Diversity & Inclusion Plan and/or Minnesota State system Equity 2030 recruitment/retention efforts and apply them to current employees.
- Provide and support opportunities for individuals of like underutilization groups to meet and establish connections.
- Conduct exit interviews/surveys with individuals to gather information to identify concerns.
- Establish community resource connections to offer staff opportunities to engage in their community.

#### **Persons Responsible:**

- Steve Barrett, Human Resources Director
- Linda Alvarez, Affirmative Action Officer, Director of Equal Opportunity & Title IX
- Provost and Deans

Matthew Cecil, Provost & Sr. Vice President for Academic Affairs

- Kristine Retherford, Dean, College of Allied Health and Nursing
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- Aaron Budge, Acting Dean, College of Science, Engineering and Technology
- Hongxia Yin, Acting Associate Dean of College of Science, Engineering and Technology
- Matthew Loayza, Dean, College of Social and Behavioral Sciences
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  - Kevin Buisman, Director, Athletics

- Kelly Meier, Assistant Vice President, Diversity & Inclusion
- William Broussard, Associate Vice President, University Advancement

## Training

The University will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- Announce training opportunities to all employees.
- Continue to broadly announce all promotion and transfer opportunities as they relate to employees collective bargaining unit.
- Provide required and optional training available through the University and Minnesota State.
- Ensure all new hires complete the required training and current employees complete annual training.
- Partner with our Office of Diversity & Inclusion to provide additional training opportunities in the areas of unconscious bias, inclusive work environments, systemic racism issues, and other relevant training topics.

## Persons Responsible:

- Steve Barrett, Human Resources Director
- Linda Alvarez, Affirmative Action Officer, Director of Equal Opportunity & Title IX
- Henry Morris, VP for Diversity and Inclusion
- Provost and Deans

Matthew Cecil, Provost & Sr. Vice President for Academic Affairs

- Kristine Retherford, Dean, College of Allied Health and Nursing
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# Methods of Auditing, Evaluating, and Reporting Program Success

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## Pre-Employment Review Procedure/Monitoring the Hiring Process

A report on action steps for 2018-2020 recruitment and retention plans have been completed by our divisions, colleges and administrative units and will be maintained by the Office of Equal Opportunity & Title IX to assist with future evaluation. Also filed in the Office of Human Resources are records of all unclassified hires and notes on specific recruitment activities. All such records are kept on file for four years as required by Minnesota State Mankato's Records Retention Schedule. In addition, all new hires receive the following types of review:

The requirement to establish methods of auditing, evaluating and reporting program success includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists. This pre-employment review takes place as follows:

### **1. Unclassified Employees:**

When a vacancy occurs, the following procedures will be implemented before an offer of employment is made. Please refer to the Unclassified Recruitment and Appointment Process procedures entitled, "Search Process Checklist" in the Appendix.

### **2. Classified Employees:**

In the employment process for classified employees, the Director of Equal Opportunity & Title IX will review all relevant documentation should the individual recommended for appointment not be from an underrepresented group and qualified individuals from underrepresented groups were available for consideration.

Minnesota State Mankato will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of women, minorities, or individuals with disabilities. Minnesota State Mankato will use the monitoring the hiring process form for every hire to track the number of women, minorities, individuals with disabilities and veterans in each stage of the selection process. Directors, managers, and supervisors will work closely with Human Resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action is carried out. Directors, managers, and supervisors will be asked to document their hiring decisions and equal opportunity professionals will review for bias. Minnesota State Mankato will report the number of affirmative and non-affirmative hires to Minnesota Management and Budget on a quarterly basis.

When candidates are invited to participate in the selection process, employees scheduling the selection process will describe the process format to the candidate (*e.g.*, interview process, testing process). All candidates will be provided information regarding the procedure to request reasonable accommodations if necessary, to allow candidates with disabilities equal opportunity to participate in the selection process. For example, describe if interview questions are offered ahead of time or what technology may be used during a test. This allows for an individual with a disability to determine if they may need a reasonable accommodation in advance of the selection process.

All personnel involved in the selection process will be trained and accountable for Minnesota State Mankato's commitment to equal opportunity and the affirmative action program and its implementation.

## Pre-Review Procedure for Layoff Decisions

The Affirmative Action Officer, in conjunction with Minnesota State Mankato's Human Resources office, shall be responsible for reviewing all pending layoffs to determine their effect on Minnesota State Mankato's affirmative action goals and timetables.

If it is determined that there is an adverse impact on protected groups, Minnesota State Mankato will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. Minnesota State Mankato will determine if other alternatives are available to minimize the impact on protected groups.

## Other Methods of Program Evaluation

Minnesota State Mankato submits the following compliance reports to Minnesota Management and Budget as part of the efforts to evaluate Minnesota State Mankato's 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 (submitted to MMB within 30 days of final disposition).

Minnesota State Mankato also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category (ongoing);
- Analyzes employment activity (hires, promotions, and terminations) by job category to determine if there is disparate impact (ongoing);
- Analyzes compensation program to determine if there are patterns of discrimination (ongoing);
- Reviews the accessibility of online systems and websites, and ensures that reasonable accommodations can be easily requested (annually);
- Discusses progress with University leadership on a periodic basis and makes recommendations for improvement (see Program Objectives); and
- Conduct periodic confidential survey to capture data regarding those who identify as a Veteran and/or an Individual with a Disability (annual or bi-annual).



## Policies, Procedures, and Notice

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### A. Minnesota State's Board Policy 1B.1 Equal Opportunity and Non-discrimination in Employment and Education

#### Part 1. Policy Statement.

**Subpart A. Equal opportunity for students and employees.** Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota's quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination.** 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, or familial status 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, Minnesota State Colleges and Universities 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.

The system office, colleges, and universities 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 Minnesota State Colleges and Universities, 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 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.

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

#### Part 2. Definitions.

**Subpart A. Consensual Relationship.** Consensual relationship means 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 Board Policy 4.10, of Trustees Nepotism policy 4.10.

**Subpart B. Discrimination.** Discrimination means 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 system or colleges and universities or otherwise adversely affects the individual's employment or education.

**Subpart C. Discriminatory harassment.** Discriminatory harassment means verbal or physical conduct that is directed at an individual because of his or her protected class, and that 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 Colleges and Universities further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes 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 or activities sanctioned by the college or university; 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 or activities sanctioned by the college or university; or
3. Such conduct has the purpose or 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.** Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected class.** For purposes of this policy:

1. Protected class includes 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, familial status and membership or activity in a local human rights commission are protected classes in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

**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:

- a. made a complaint under this policy;
- b. 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;
- c. associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
- d. Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

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 system office and colleges and universities 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 any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

**Subpart H. Student.** For purposes of this policy, the term “student” includes all persons who:

- 1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
- 2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
- 3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
- 4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
- 5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

**Part 3. Consensual Relationships.** An employee of Minnesota State Colleges and Universities 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, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible 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.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

**Part 5. Policies and procedures.** The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

## **B. Minnesota State's System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution**

### **Part 1. Purpose and applicability.**

**Subpart A. Purpose.** This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education 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 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 Minnesota State Colleges and Universities, 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.

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 Board Policy 1B.1, 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 Minnesota State Colleges and Universities.

**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 Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

**Part 2. Definitions.** The definitions in Board Policy 1B.1 also apply to this procedure.

**Subpart A. Designated officer.** Designated officer means an individual designated by the president or chancellor 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.

Prior to serving as the designated officer, the individual must complete investigator training provided by the system office.

**Subpart B. Decisionmaker.** Decisionmaker means a high-level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board Policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decisionmaker for complaints under this procedure, administrators must complete decisionmaker training provided by the system office.

**Subpart C. Retaliation.** Retaliation is as defined in Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education policy

**Part 3. Consensual relationships.** Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education 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:

- 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 Board Policy 1B.1 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 of the system office, college, or university.

**Subpart B. Duty to report.** Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 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 system office. 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 system office employees or Board of Trustees.** For reports/complaints that involve allegations against system office 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 system office, 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.

**Part 6. Investigation and Resolution.** The system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, 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 Board Policy 1B.1. 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 system office, college or university 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 or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee 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 Board Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
  - 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 Board Policy 1B.1 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 system office, college or university.
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 Board Policy 1B.1 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 Board Policy 1B.1 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 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 Board Policy 1B.1. 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.

9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

**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 system office, 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 system office, college or university 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:
  - a.) prepare an investigation report and forward it to the decisionmaker for review and decision;
  - b.) take additional investigative measures as requested by the decisionmaker; 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 decisionmaker shall:
  - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
    1. a request that the designated officer conduct further investigative measures;

2. 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
3. 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 Board Policy 1B.1 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 Board policy 1B.1 has been violated.

f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

**Part 7. System office, college, or university action.** The system office, 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 Board Policy 1B1.1, as well as allegations of retaliation.

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 system office, college or university. In accordance with state law, the system office, college or university 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 decisionmaker. 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 decisionmaker.

**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 §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 system office, colleges and universities 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 Board Policy 1B.1 and this procedure. All colleges and universities and the system office shall promote awareness of Board Policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of board policy 1B.1 and this procedure.** Information regarding Board Policy 1B.1 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 at the system office and on college and university campuses 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 system office, college or university 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.

### **Discrimination/Harassment Complaint Form**

The form is available online at: <http://www.mnsu.edu/eotitleix/complaint.html>.



# Office of Equal Opportunity & Title IX Minnesota State University, Mankato Complaint of Discrimination/Harassment/Sexual Violence

Date: \_\_\_\_\_

Name of Complainant:	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/Non-campus	

Type of Complaint: ☐ Discrimination ☐ Harassment ☐ Retaliation ☐ Sexual Violence

*If complaint involves sexual violence, please check the type of incident:*

☐ Stalking ☐ Dating/Intimate Partner/Relationship Violence ☐ Sexual Assault ☐ Non-Forcible Sex Act

I feel that I was discriminated/harassed/retaliated against because of my:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Sex             | <input type="checkbox"/> Religion  |
| <input type="checkbox"/> Age                | <input type="checkbox"/> Color           | <input type="checkbox"/> Marital Status  |
| <input type="checkbox"/> Disability         | <input type="checkbox"/> National Origin | <input type="checkbox"/> Status with Regard to Public Assistance                   |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Gender Expression   |
| <input type="checkbox"/> Familial Status    | <input type="checkbox"/> Creed           | <input type="checkbox"/> Membership or Activity in a Local Human Rights Commission |

☐ I am not certain

I feel that I was discriminated/harassed/retaliated against by:

*(If more than one respondent, list information for each one. Add additional pages if necessary.)*

Name of Respondent (#1):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	

Name of Respondent (#2):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	

Please list potential witnesses you believe possess information about your complaint. *(Add additional pages if necessary.)*

Name of Witness (#1):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	
What information can this witness provide? _____	

Name of Witness (#2):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	
What information can this witness provide? _____	

Please explain your complaint in detail.

- (a) Describe the specific incident(s) of alleged discrimination, harassment, and/or retaliation. List times, dates, location, names and titles of the people involved in the incident(s).
- (b) State the specific reason(s) why you believe you were discriminated/harassed/retaliated against because of your protected class status (e.g., race, sex, age, disability, etc.).
- (c) Provide the names and titles of people you believe were treated more favorably than you due to your protected class status. List the protected class status (race, age, gender, disability, etc.) of each person.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

**Please attach any additional documentation that you believe may be helpful in reviewing your complaint.**

Complainant Signature

## **C. Minnesota State's Board Policy 1B.3 Sexual Violence**

### **Part 1. Policy statement**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law or of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State provides reporting options, an investigative and disciplinary process, prevention training, and other related services as appropriate.

#### **Subpart A. Application of policy to students, employees, Board of Trustees and others**

This policy applies to all Minnesota State students and employees, Board of Trustees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

#### **Subpart B. College and university policies**

Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including but not limited to its students and employees. The policy content and implementation must be consistent with the standards in this policy and System Procedure 1B.3.1.

### **Part 2. Definitions**

The following definitions apply to this policy and System Procedure 1B.3.1.

#### **Affirmative consent**

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the people

involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

### **Dating, intimate partner, and relationship violence**

Violence including physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota law.

### **Employee**

Any individual employed by Minnesota State, its colleges and universities and system office, including student workers.

### **Non-forcible sex acts**

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

### **Sexual assault**

An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as *date rape* or *acquaintance rape*. This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching of a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts.
4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

### **Sexual violence**

A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

### **Stalking**

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.



**Student**

All persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university; or
2. Withdraw, transfer, or graduate after an alleged violation of the code of student conduct; or
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not college or university employees and are not enrolled in the institution but live in a college or university residence hall.

**System property**

The facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, system office, colleges, and universities.

## **D. Minnesota State's System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment**

**Part 1. Purpose**

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

**Part 2. Definitions**

The definitions in Policies 1B.3 and 1B.1 also apply to this procedure.

**Campus security authority**

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;

4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

**Complainant**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment (as defined by Title IX).

**Educational program or activity**

Includes locations, events, or circumstances over which the college or university exercised substantial control over both the respondent and the context in which the sexual harassment (as defined by Title IX) occurs, and also includes any building owned or controlled by any officially recognized student organization of the college or university.

**Formal complaint**

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined by Title IX) against a respondent and requesting that the college or university investigate the allegation of sexual harassment. At the time of filing the formal complaint of sexual harassment (as defined by Title IX), a complainant must be participating in or attempting to participate in the education program or activity of the college or university with which the formal complaint is filed.

**Respondent**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined by Title IX).

**Supportive measures**

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal Title IX complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

**Title IX Coordinator**

Employee(s) designated by the president to coordinate the college or university's efforts to comply with its Title IX responsibilities and Board Policies 1B.1 and 1B.3. A campus can delegate Title IX responsibilities to, for example, a deputy or deputies, and/or an investigator.

**Title IX sexual harassment**

For purposes of Title IX, sexual harassment means conduct on the basis of sex that occurs in a college or university's program or activity in the United States that satisfies one or more of the following:

1. An employee of the college or university conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college or university's education program or activity; or
3. Sexual assault; dating, intimate partner, and relationship violence; and stalking as defined in Board Policy 1B.3

### **Part 3. Reporting Incidents of Sexual Violence**

#### **Subpart A. Prompt reporting encouraged**

Complainants of sexual violence and sexual harassment (as defined by Title IX) may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and Universities campus security authorities for appropriate action.

#### **Subpart B. Assistance in reporting**

When informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Title IX Coordinator.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

#### **Subpart C. Required reports**

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged

incident of sexual violence and sexual harassment (as defined by Title IX) shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

#### **Subpart D. Mandatory reporting of abuse or neglect of children or vulnerable adults**

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 626.556 and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

### **Part 4. Confidentiality of reporting**

#### **Confidential reports**

Because of laws concerning government data contained in Minn. Stat. Ch. 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

### **Part 5. Policy notices**

#### **Subpart A. Distribution of policy to students**

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure), including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus and in appropriate handbooks at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

#### **Subpart B. Distribution of policy to employees**

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

#### **Subpart C. Required notice**

Each college or university shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.

- 1. Notice of Title IX Coordinator.** Each college and university must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the college or university of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
- 2. Notice of non-discrimination.** Each college and university must notify applicants for admission and employment, students, employees and all unions holding collective bargaining agreements with the college and university that the college or university does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education.

**3. Notice of complainant options**

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

**4. Notice of complainant rights**

Complainants must be notified of the following:

- a. Their right to make a report with local law enforcement officials in sexual assault cases.
- b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
- d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding.
- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately resolved.

- f. Upon a sexual assault complainant's request, the college, university, or system office may take action and other supportive measures to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.
- g. Upon request, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

## **Part 6. Investigation and Disciplinary Procedures**

### **Subpart A. General principles**

College and university investigation and disciplinary procedures concerning allegations of sexual violence and sexual harassment (as defined by Title IX) against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest the complainant was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

### **Subpart B. Relationship to parallel proceedings**

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence and sexual harassment (as defined by Title IX) will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate

when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

#### **Subpart C. Memorandum of understanding with local law enforcement**

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

#### **Subpart D. False statements prohibited**

Colleges, universities, and the system office take allegations of sexual violence and sexual harassment (as defined by Title IX) very seriously and recognize the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

#### **Subpart E. Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence and sexual harassment (as defined by Title IX) has occurred include, but are not limited to, discipline up to and including suspension, or expulsion of students, or discipline, up to and including termination from employment, as provided in the applicable bargaining agreement or compensation plan, for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

#### **Subpart F. Retaliation prohibited**

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

### **Part 7. Investigation and Resolution**

The college, university or system office has a duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.3, conduct investigations and take appropriate action to prevent recurring misconduct.

#### **Subpart A. Informal resolution**

A college or university may offer an informal resolution process if a formal complaint is filed and after providing both parties a notice of allegations. The parties must voluntarily consent, in writing, to the informal resolution process. At any time before agreeing to a resolution, any party has the right to

withdraw from the informal resolution process and resume the process with respect to the formal complaint. This procedure neither prevents nor requires the use of informal resolution by individuals who believe they have been subject to conduct in violation of Board Policy 1B.3. Informal resolution shall not be used to resolve allegations that an employee sexually harassed a student.

### **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 Title IX Coordinator must be contacted in order to initiate a complaint under this procedure. The Title IX Coordinator shall determine the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

- 1. Jurisdiction.** The Title IX Coordinator shall:
  - a. determine whether the complaint is one which should be processed through another system office, college or university procedure available to the complainant;
  - b. if appropriate, direct the complainant to that procedure as soon as possible; and for sexual harassment complaints, (as defined by Title IX), determine whether or not the complaint involves the education program or activity of the college or university and whether the incident occurred in the United States.
- 2. Conflicts.** The Title IX Coordinator should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the Title IX Coordinator, for the decision-maker, and/or for any person designated to facilitate an informal resolution for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another Title IX Coordinator, decision-maker, or person facilitating an informal resolution must be assigned.
- 3. Information provided to complainant.** At the time the complaint is made, the Title IX Coordinator shall:
  - a. inform the complainant of the provisions of the Board Policy 1B.3 and this procedure;
  - b. provide a copy of or Web address for Board Policy 1B.3 and this procedure to the complainant;
  - c. determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement;
  - d. inform the complainant of the provisions of Board Policy 1B.3 prohibiting retaliation;
  - e. discuss the availability of supportive measures; and
  - f. explain the process for filing a formal Title IX complaint.
- 4. Complaint documentation.** The Title IX Coordinator shall insure that the complaint is documented in writing. The Title IX Coordinator may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.
- 5. Information provided to the respondent.** At the time initial contact is made with the respondent, the Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence



policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:

- a. provide a copy of or Web address for Board Policy 1B.3 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 Title IX Coordinator, 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;
  - e. discuss the availability of supportive measures;
  - f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
  - g. utilize the template notice of allegations.
- 6. Investigatory process.** The Title IX Coordinator 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;
  - e. handle all data in accordance with applicable federal and state privacy laws
  - f. include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
  - g. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.
  - h. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
  - i. For formal Title IX complaints, before completing the investigation report, send to both the complainant and the respondent and their advisors, if any, the evidence subject to inspection and review. Both the complainant and the respondent must have at least ten (10) calendar days to submit a written response to the evidence, which the Title IX Coordinator will consider before completing the investigative report. Both parties and their advisors may use the information solely for purposes of proceedings pursuant to this policy.
  - j. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a formal hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

**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 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 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 Title IX Coordinator may determine that there is no basis to proceed under Board Policy 1B.3. The Title IX Coordinator may refer the complaint as appropriate to other college or university officials. If the conduct alleged in the formal Title IX complaint would not constitute Title IX sexual harassment even if proved, did not occur in the college or university's education program or activity, or did not occur against a person in the United States, then the college or university must dismiss the formal complaint. The college or university may dismiss a formal Title IX complaint or any allegations therein any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college or university; or specific circumstances prevent the college or university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The college or university must promptly notify both the complainant and the respondent of any dismissal.
- 9. **Timely completion.** Colleges, universities and the system office shall provide resources sufficient to complete the investigative process and issue a written response in a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause may include considerations such as the absence of the party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities. The Title IX Coordinator shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

### Subpart D. Decision process

If the above methods, including the informal resolution process, have not resolved the complaint within a reasonable period of time to the satisfaction of the Title IX Coordinator, the procedures in this subpart must be followed.

1. **Title IX Coordinator.** The Title IX Coordinator shall:
  - a. Prepare an investigation report.
  - b. Refer the matter for a formal hearing.
2. **Formal Hearing.** Formal hearings for Title IX sexual harassment complaints will be conducted by the Office of Administrative Hearings pursuant to the rules for administrative hearings. If either the complainant or respondent does not have an advisor for the formal hearing, the college or university must provide an advisor without fee or charge to the complainant or respondent. Colleges and Universities shall maintain a roster of advisors for this purpose. The role of the advisor for the respondent is to conduct cross-examination on behalf of the respondent. At the conclusion of the formal hearing, the administrative law judge will issue a written recommendation for a final decision made by the college or university decision-maker.
3. **Decision-maker.** After receiving the report and recommendation prepared by the administrative law judge, the decision-maker shall:
  - a. Decide whether the policy has been violated; and
  - b. On appropriate sanctions if the policy has been violated;
  - c. Issue a written determination that must include:
    1. identification of the allegations potentially violating this policy;
    2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing help;
    3. findings of fact supporting the determination;
    4. conclusions regarding application of the policy to the facts;
    5. a statement of, and rationale, for the result as to each allegation, including determination regarding responsibility, any disciplinary sanctions the college or university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college or university's education program or activity will be provided by the college or university to the complainant; and the college or university's procedures and permissible bases for the complainant and respondent to appeal.

The written determination may satisfy these elements by adopting portions of the report and recommendation. The decision-maker must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college or university provides the parties with written determination of the result of the appeal; or if an

appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The college, university, or system office shall take the appropriate corrective action based on results of the investigation, and the Title IX Coordinator shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board Policy 1B.3, as well as allegations of retaliation. Disciplinary action for students may include any sanctions the college or university imposes for any student conduct matters, up to and including expulsion. Disciplinary action for employees may include any discipline allowed under the applicable collective bargaining agreement or personnel plan, up to and including termination.

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 college, university, or system office. In accordance with state law, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Minnesota Management and Budget 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) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were 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. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

### **Subpart B. Appeal process**

The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter, and a conflict of interest or bias by the Title IX Coordinator, or decision-maker that affected the outcome of the matter. 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 must be made within a reasonable time and the complainant, respondent and Title IX Coordinator must 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 colleges, universities, and system office 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 Board Policy 1B.3 and this procedure. All colleges, universities, and the system office shall promote awareness of Board Policy 1B.3 and this procedure, and shall publicly identify the Title IX Coordinator. A college or university must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution policy, received training on Title IX sexual harassment complaints. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on handling formal Title IX complaints must be made publicly available on the college or university's website.

### **Sexual Violence Prevention and Education Subpart A. Campus-wide training**

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents;
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;
3. Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

### **Subpart B. Other training and education**

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

### **Subpart C. Training for individuals charged with decision-making authority**

Prior to serving as either an investigator or decision-maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision-makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## **Part 10. Maintenance of Report/Complaint Procedure Documentation**

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location in the office of the Title IX Coordinator for the college, university or system office, for a period of seven (7) years, in accordance with the applicable records retention schedule. Access to data must 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, and other applicable law. Information on reports of incidents of sexual violence that are made to campus security authorities must be documented in accordance with the Jeanne Clery Disclosure of Campus Security and

Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

### **Sexual Violence Complaint Form**

The form is available online at: <http://www.mnsu.edu/eotitleix/complaint.html>.



# Office of Equal Opportunity & Title IX Minnesota State University, Mankato Complaint of Discrimination/Harassment/Sexual Violence

Date: \_\_\_\_\_

Name of Complainant:	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/Non-campus	

Type of Complaint: ☐ Discrimination ☐ Harassment ☐ Retaliation ☐ Sexual Violence

*If complaint involves sexual violence, please check the type of incident:*

☐ Stalking ☐ Dating/Intimate Partner/Relationship Violence ☐ Sexual Assault ☐ Non-Forcible Sex Act

I feel that I was discriminated/harassed/retaliated against because of my:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Race               | <input type="checkbox"/> Sex             | <input type="checkbox"/> Religion  |
| <input type="checkbox"/> Age                | <input type="checkbox"/> Color           | <input type="checkbox"/> Marital Status  |
| <input type="checkbox"/> Disability         | <input type="checkbox"/> National Origin | <input type="checkbox"/> Status with Regard to Public Assistance                   |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Gender Expression   |
| <input type="checkbox"/> Familial Status    | <input type="checkbox"/> Creed           | <input type="checkbox"/> Membership or Activity in a Local Human Rights Commission |

☐ I am not certain

I feel that I was discriminated/harassed/retaliated against by:

*(If more than one respondent, list information for each one. Add additional pages if necessary.)*

Name of Respondent (#1):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	

Name of Respondent (#2):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	

Please list potential witnesses you believe possess information about your complaint. (Add additional pages if necessary.)

Name of Witness (#1):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	
What information can this witness provide? _____	

Name of Witness (#2):	Phone: (    )
Address:	
City, State, Zip:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/non-campus	
What information can this witness provide? _____	

Please explain your complaint in detail.

- (a) Describe the specific incident(s) of alleged discrimination, harassment, and/or retaliation. List times, dates, location, names and titles of the people involved in the incident(s).
- (b) State the specific reason(s) why you believe you were discriminated/harassed/retaliated against because of your protected class status (e.g., race, sex, age, disability, etc.).
- (c) Provide the names and titles of people you believe were treated more favorably than you due to your protected class status. List the protected class status (race, age, gender, disability, etc.) of each person.

[illegible]



**Please attach any additional documentation that you believe may be helpful in reviewing your complaint.**

Complainant Signature

## **E. Minnesota State's Board Policy 1B.4 Access and Accommodation for Individuals with Disabilities**

### **Part 1. Policy Statement.**

Minnesota State Colleges and Universities is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The system recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the system's programs, services and activities.

### **Part 2. Definitions. An individual with a disability:**

#### **Subpart A.** An individual with a disability:

1. Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities.
2. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

**Subpart B.** Qualified individual with a disability. An individual who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

**Subpart C.** Personal devices and services may include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

### **Part 3. General Access Policy.**

Colleges, universities and the system office shall provide access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

### **Part 4. Availability and Notice.**

Colleges, universities, and the system office shall post notices to the public in an accessible format stating 1) prohibition against discrimination on the basis of disability, and 2) contact information for the person designated to provide information about or respond to requests for reasonable accommodation.

### **Part 5. Reasonable Accommodations.**

**Subpart A. Programs, Services, and Activities.** Colleges, universities and the system office shall make reasonable accommodations to ensure access to programs, services, and activities as required by law.

Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the programs, services, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to: rules, policies, or practices; the removal of architectural, communication, or transportation barriers; provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will not be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

**Subpart B. Employment.** System Procedure 1B.0.1, Reasonable Accommodations in Employment, applies to accommodation requests by employees and applicants for employment.

### **Part 6. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities.**

Colleges and universities have a responsibility to provide a qualified student with a disability access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be available to qualified students with disabilities:

1. support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services;
2. academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, course work assistance, testing assistance and modification, and tutoring; and
3. coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

### **Part 7. Process.**

Each college and university shall establish a process for an individual with a disability to request an accommodation to access the institution's programs, services, or activities consistent with state and federal laws. The process for individuals with disabilities to request an accommodation must, at a minimum include the following:

- a. Provide the requesting individual with a copy of Board Policy 1B.4.
- b. Assignment and identification of a staff member responsible for making a determination about the request for accommodation or the delivery of services.
- c. Provide a process for appealing a denial of a request for accommodation.

## **F. Minnesota State's System Procedure 1B.0.1 Reasonable Accommodations in Employment**

**Part 1. Purpose.** This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability. The scope of this procedure is limited to reasonable accommodations, and is not intended to fully describe other provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

**Part 2. Reasonable Accommodations in Employment.** It is the policy of MnSCU to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The system office, college or university will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training or other terms, conditions, and privileges of employment.

**Part 3. Definitions.** For purposes of this procedure, the following terms have the meaning given them.

**Subpart A. Employer:** The employer is the system office, college or university.

**Subpart B. Essential Functions:** Essential functions are the fundamental job duties of the position in question. The term does not include the marginal functions of the position.

1. A job function may be considered essential for any of several reasons, including but not limited to the following:
  - a. The function may be essential because the reason the position exists is to perform that function;
  - b. The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
  - c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.
2. Evidence of whether a particular function is essential includes, but is not limited to:
  - a. The employer's judgment as to which functions are essential;
  - b. Written job descriptions;
  - c. The amount of time spent on the job performing the function;
  - d. The consequences of not requiring the incumbent to perform the function;
  - e. The terms of a collective bargaining agreement;
  - f. The work experience of past incumbents in the job; and/or
  - g. The current work experience of incumbents in similar jobs.

**Subpart C. Individual with a Disability:** An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individuals major life activities. Generally, a disabling physical or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

**Subpart D. Qualified Individual with a Disability:** A qualified individual with a disability is an individual with a disability who meets the requisite skill, education, experience and other job-related requirements of the job and who, with or without reasonable accommodation, can perform the essential functions of the job.

**Subpart E. Reasonable Accommodations:** A reasonable accommodation is a modification or adjustment to a job or employment practice or the work environment that enables a qualified individual with a disability to perform the essential functions of the job as identified at the time of the reasonable accommodation request and to access equal employment opportunities. Reasonable accommodations may also include those things which make a facility and its operations readily accessible to and usable by individuals with disabilities. Under the law, the employer has a responsibility to make reasonable accommodations for individuals with a disability only if the disability is known and it is not an undue hardship under Part 6, Subpart C.

**Part 4. Identification of Assigned Staff Member.** The system office, and each college and university shall assign and identify a staff member responsible for administering requests for reasonable accommodations.

**Part 5. Right to Representation.** In accordance with applicable collective bargaining agreement language, employees may have the right to request and receive union representation during the reasonable accommodations process.

## **Part 6. Providing Reasonable Accommodations.**

**Subpart A. Job Relatedness.** Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation's job relatedness is whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the time of the reasonable accommodation request. If the requested accommodation is primarily for the benefit of the individual with a disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

**Subpart B. Essential Functions.** The system office, college or university may deny employment or advancement in employment based on the inability of an individual with a disability to perform the essential functions of the job and may decline to make accommodations to the physical or mental needs of an employee or job applicant with a disability if:

- a. the accommodation would impose an undue hardship on the system office, college or university as provided under Subpart C.; or
- b. the individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job; or
- c. having the individual in the job would create a direct threat because of a significant risk to the health and safety of the individual or others and the risk cannot be eliminated by reasonable accommodation.

**Subpart C. Undue Hardship:** In determining whether providing a reasonable accommodation would impose an undue hardship on the employer, the factors to be considered include:

- 1. The nature and net cost of the accommodation needed;
- 2. The overall financial resources of the employer involved in the provision of the reasonable accommodation, the number of persons employed, and the effect on expenses and resources;
- 3. The overall financial resources of the employer, the overall size of the business of the employer with respect to the number of its employees, and the number, type and location of its facilities;
- 4. The type of operation or operations of the employer, including the composition, structure and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the employer in question to the covered entity; and
- 5. The impact of the accommodation upon the operation of the employer, including the impact on the ability of other employees to perform their duties and the impact on the employer's ability to conduct business.

**Subpart D. Documentation.** Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is already known to the employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure.

**Subpart E. Choice of Accommodations.** The employer is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to the individual are the financial responsibility of the employer.

**Subpart F. Request Process.** The system office, colleges and universities are responsible for establishing a process for individuals with disabilities to make requests for reasonable accommodations in compliance with the Americans with Disabilities Act or the Minnesota Human Rights Act. Such process should include the following:

- 1. MnSCU policy statement and definitions;
- 2. Assignment and identification of a staff member responsible for administering requests for reasonable accommodations;
- 3. Provide a process for appealing a reasonable accommodations decision.

**Part 7. Application.** Nothing in this procedure is intended to expand, diminish or alter the provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

**Request for Reasonable Accommodation Form**

The form can be found online at: [https://www.mnsu.edu/hr/forms/request\\_accom.pdf](https://www.mnsu.edu/hr/forms/request_accom.pdf).

## Minnesota State University, Mankato

### Employee/Applicant Request for Americans with Disabilities Act ("ADA") Reasonable Accommodation Form

Minnesota State University, Mankato 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 the position and 2) have a disability that substantially or materially 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/Applicant Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Data Privacy Statement:** This information may be used by the agency human resources representative, ADA Coordinator or designee, or any other individual who is authorized by the agency 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, the agency may not have sufficient information to provide a reasonable accommodation.

**DO NOT PROVIDE ANY INFORMATION THAT IS NOT RELATED TO YOUR REQUEST FOR REASONABLE ACCOMMODATION. DO NOT PROVIDE COPIES OF MEDICAL RECORDS.**

A. 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. Answer yes or no: \_\_\_\_\_

b. If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_



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

1. If you are an employee, what, if any, job function are you having difficulty performing; or if you are an applicant, what portion of the application process are you having difficulty participating in?

---

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

---

3. What limitation, as result of your physical or mental impairment, is interfering with your ability to perform the functions of your job, access an employment benefit, or participate in the application process?

---

4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job, access an employment benefit, or participate in the application process?

---

**Information Pertaining to Medical Documentation:** In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee/applicant has a disability covered by the ADA and to assist in identifying an effective accommodation. The ADA Coordinator or designee in each agency is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee/applicant will be provided with the appropriate forms to submit to their medical provider. The employee/applicant has the responsibility to ensure that the requested information is returned to the ADA Coordinator or designee in a timely manner.

**This form 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/Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## G. Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Minnesota State Mankato will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Minnesota State Mankato does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** Minnesota State Mankato will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Minnesota State Mankato programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Minnesota State Mankato make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Minnesota State Mankato offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Minnesota State Mankato, should contact the University ADA Coordinator – Title I, (507) 389-6057, [brian.breck@mnsu.edu](mailto:brian.breck@mnsu.edu), as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Minnesota State Mankato to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Minnesota State Mankato is not accessible to persons with disabilities should be directed to University ADA Coordinator – Title I, (507) 389-6057, [brian.breck@mnsu.edu](mailto:brian.breck@mnsu.edu).

Minnesota State Mankato will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## H. Minnesota State University, Mankato Grievance Procedure Under Title II of the Americans with Disabilities Act

**Access for Students with Disabilities Policy:**

Minnesota State Mankato recognizes that disability is an aspect of diversity and students with disabilities must be ensured equitable access to programs, opportunities, and activities at the University. All programs, services, facilities, technology resources, and activities of the University, when viewed in their entirety, will be accessible to and usable by students with disabilities. All classes, meetings, programs, or other events will be held in facilities that are accessible. Announcements of meetings or other events will contain a statement indicating the availability of accommodation of disabilities upon request.

Requests for accommodation must be initiated by the student and supported by documentation of the disability. Reasonable accommodations may include: alterations to rules, policies, or practices, removal of architectural or communication barriers, and/or the provision of auxiliary aids.

Minnesota State Mankato has the right to refuse to provide an accommodation that poses a direct threat to the health and safety of others, constitutes a substantial change or alteration to an essential element of a course or program, results in undue financial or administrative hardship to the University, or is considered a personal device or service (i.e. wheelchairs, hearing aids, personal transportation).

#### **Procedures:**

All students with a disability may request accommodation through Accessibility Resources. Responsibilities of students seeking accommodation for their disability include:

- Self-identify as an individual with a disability through Minnesota State Mankato Accessibility Resources.
- Provide current documentation from an appropriate professional that describes the nature of the disability, functional limitations, and the need for specific accommodations.
- Follow specific Accessibility Resources procedures for obtaining reasonable and appropriate accommodations, including meeting timelines each semester. Faculty and staff are not required to provide accommodations when students do not fulfill their responsibilities.
- Abide by the Minnesota State Mankato Student Code of Conduct.
- Meet the University's qualifications and essential technical, academic, and institutional standard Responsibilities of Accessibility Resources include:
- Determine eligibility for participation of students with disabilities in the accommodations process based upon a review of appropriate documentation.
- Determine reasonable accommodations for each student based on the individual's disability related needs.
- Assure the student receives appropriate accommodations.
- Support and advise faculty and department staff regarding student disability accommodations as they relate to program standards.

Responsibilities of faculty and staff include:

- Understand and comply with the University's policies and procedures for providing accommodations to students with disabilities.

- Notify students, through the class syllabi and/or departmental electronic and printed materials, that accommodations are available.
- Discuss with Accessibility Resources staff any concerns related to the accommodation(s) or arrangements that have been requested by the student.
- Maintain appropriate confidentiality of information and communication regarding students with disabilities, except as permitted/required by law
- Determine the essential elements and academic standards of the course or program.

#### Denial of Accommodation Request Grievance:

This grievance process shall apply to situations where a student has followed the established procedures to request accommodations on the basis of disability and the request has been denied or otherwise not provided.

- Written or emailed grievances should be filed within 30 days of the date the incident occurred with the Director of Accessibility Resources.

#### Discrimination Complaint Procedures:

- If an informal resolution is not reached through the Denial of Accommodation Request Grievance filed with Accessibility Resources, the student should file a complaint through the University's Office of Equal Opportunity and Title IX (507-389-2986; [eotitleix@mnsu.edu](mailto:eotitleix@mnsu.edu))
- Students also may file a complaint directly with the U.S. Department of Education's Office for Civil Rights (<http://www.ed.gov/about/offices/list/ocr/index.html>) or with the Minnesota Department of Human Rights ([www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)). The Statute of Limitations for filing a complaint with the Office for Civil Rights is 180 days from the date the incident occurred.

#### Confidentiality and Maintenance of Records;

All disability-related documentation will be centralized in a confidential file in Accessibility Resources. Departments, faculty, and staff may not access diagnostic or other information regarding a student's disability and may not keep copies of such documentation. Information concerning a student's disability should be disclosed only to those with a legitimate "need to know". Sharing of information with other faculty and staff needs to be balanced with the student's interest while maintaining their privacy. Confidentiality is not maintained in the case of child abuse, suicidal or homicidal intent.

A confidential file is maintained on each student that includes demographics, documentation of the disability, a record of each contact and action taken. An electronic database is utilized for caseload management purposes for Accessibility Resources staff only. Student records will be shredded **seven** years after the last contact, but Accessibility Resources will maintain a record of each student and their dates of affiliation with the Office.

#### **Rationale:**

Minnesota State Mankato is committed to achieving equal educational opportunity and full participation for persons with disabilities. Achieving full participation and integration of individuals with disabilities requires the cooperative efforts of all the departments, offices, and personnel. Assurance of equal educational opportunity rests upon legal foundations established by federal law, specifically the Rehabilitation Act of 1973 including Section 504, and the Americans with Disabilities Act Amendments Act of 2008.

By federal law, a person with a disability is any person who: 1) has a physical or mental impairment; 2) has a record of such impairment; or 3) is regarded as having such an impairment which substantially limits one or more major life activities such as self-care, walking, seeing, hearing, speaking, breathing, or learning.

A qualified individual is a person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity. (MnSCU Board Policy 1B.4, Subpart C)

## **I. Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form**

The form is available at:

[https://www.mnsu.edu/atoz/policies/access\\_for\\_students\\_with\\_disabilities\\_final\\_draft\\_2020.pdf](https://www.mnsu.edu/atoz/policies/access_for_students_with_disabilities_final_draft_2020.pdf)

# ACCESSIBILITY RESOURCES

## MINNESOTA STATE UNIVERSITY, MANKATO

Support for Students with Disabilities.

### Access Plan

Date \_\_\_\_\_ Tech ID # \_\_\_\_\_

Name: \_\_\_\_\_

Disability: \_\_\_\_\_

Documented by: \_\_\_\_\_

Date of Documentation: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Check accommodation(s) available per documentation:

\_\_\_\_\_ Notetaking \_\_\_\_\_ Sign Language Interpreter

\* \_\_\_\_\_ Assistive Technology

\* \_\_\_\_\_ Peer Note taker

\_\_\_\_\_ CART

\_\_\_\_\_ FM System

\_\_\_\_\_ Text in Alt Format

\_\_\_\_\_ Alternative Test Taking

\_\_\_\_\_ Quiet Test Site

\_\_\_\_\_ Early Registration

\_\_\_\_\_ Extended Time X \_\_\_\_\_

\_\_\_\_\_ Scribe

\_\_\_\_\_ Advocacy for attendance

\_\_\_\_\_ Reader

\_\_\_\_\_ Leniency with health flare up

\_\_\_\_\_ Computer Use

\_\_\_\_\_ Calculator allowed

\_\_\_\_\_ Time extension for in class or online timed assignments

\_\_\_\_\_ Other:

\_\_\_\_\_ Communication via: \_\_\_\_\_ SAAR form \_\_\_\_\_ email (student provides schedule)

Referral made to:

SSS \_\_\_\_\_ CAS \_\_\_\_\_ Counseling Center \_\_\_\_\_ Other: \_\_\_\_\_

This information will be shared with the AR staff to facilitate your support services.

AR Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Present year in school and enrolled credits \_\_\_\_\_

Present g.p.a. \_\_\_\_\_ On warning? \_\_\_\_\_ Admitted under contract? \_\_\_\_\_

Major \_\_\_\_\_ Advisor \_\_\_\_\_

Former school experiences \_\_\_\_\_

Extracurricular activities \_\_\_\_\_

Provider(s) you currently see regularly \_\_\_\_\_

What are your academic strengths?

What are the functional limitations of your disability as they pertain to your education?

Do you have current academic concerns?

Do you take medications which might affect your attendance or performance at college?

Have you missed school because of your disability? How much?

Are you interested in any of the following:

\_\_\_\_\_ learning skill consultation

\_\_\_\_\_ assistive technology support

\_\_\_\_\_ coaching/planning meetings

**Notes:**

## J. Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance

A copy of Minnesota State Mankato's weather and emergency evacuation plans can be found at: <https://mankato.mnsu.edu/university-life/health-and-safety/university-security/emergency-preparedness/evacuations--shelter-in-place/>

Minnesota State Mankato is committed to creating a safe and secure environment for all students, faculty, and staff. The Minnesota State Mankato Emergency Preparedness information has been developed to assist the University in meeting this goal. All students and employees are encouraged to regularly review the information provided and become familiar with suggested recommendations concerning disasters or emergencies that may impact the Minnesota State Mankato community.

Knowledge and preparation by both individuals needing assistance and those who do not is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building. [Section 504 of the Rehabilitation Act, 1973](https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html) (<https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>) and [Americans with Disabilities Act, 1990 \(ADA\)](https://www.ada.gov/) (<https://www.ada.gov/>) provide that no qualified individual with a disability be denied access to or participation in services, programs, and activities at Minnesota State Mankato.

Everyone has a responsibility to develop their own personal emergency evacuation plan, this includes individuals with disabilities or individuals who will need assistance during evacuation. The Americans with Disabilities Act Coordinator or designee in each University will work to develop a plan and consult the appropriate building and safety personnel. A plan template can be found at: <http://nfpa.org/public-education/by-topic/people-at-risk/people-with-disabilities>.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact Minnesota State Mankato contact(s) below to request the type of assistance they may need.

**Brian Breck, University ADA Coordinator, (507) 389-6075, [brian.breck@mnsu.edu](mailto:brian.breck@mnsu.edu)**

The University has ensured our campus digital environment is accessible and free from barriers for all members of the campus community. The University website (<https://mankato.mnsu.edu/>), provides the basic aspects of prescribed accessibility standards in implementing a website design that meets the needs of all users.

### Disability Law:

The [Americans with Disabilities Act \(ADA\)](https://www.ada.gov/) (<https://www.ada.gov/>) is the Bill of Rights for individuals with disabilities. The ADA has three titles affecting governmental entities. A website link is attached to each of the ADA titles listed below.

**Title I:** ([https://www.ada.gov/ada\\_title\\_i.htm](https://www.ada.gov/ada_title_i.htm)) prohibits discrimination in all aspects of employment



**Title II:** ([https://www.ada.gov/ada\\_title\\_II.htm](https://www.ada.gov/ada_title_II.htm)) prohibits State & Local governments from discrimination in providing public services, programs and activities.

**Title III:** ([https://www.ada.gov/ada\\_title\\_III.htm](https://www.ada.gov/ada_title_III.htm)) public accommodations & commercial facilities

ADA titles require a public entity to make reasonable accommodations and/or modifications to individuals with disabilities to allow them to participate fully in public employment and public services.

## **Evacuation Planning:**

Issues with the greatest impact on people with disabilities include:

- Notification
  - Deaf or hard of hearing
  - What if electric power supply is affected?
  - Telephone, TTY (teletypewriter) messages, text messages, door to door contact
- Evacuation
  - Including mobility, vision, hearing, or cognitive disabilities, mental illness
  - Ability to self-evacuate or be evacuated by others
  - Use of voluntary persons, but only is safe to do so
  - Use emergency exits having primary & secondary routes
  - Determine assembly point(s)
- Emergency Transportation
  - Accessible modes of transportation (lift-equipped)
- Sheltering
  - Emergency shelters, restroom accessibility
- Access to medications, refrigeration, and back-up power
- Access to mobility devices or service animals while in transit or at shelters
- Access to information

## **Evacuation Options:**

Individuals with disabilities have four basics, possibly five, evacuation options:

- **Horizontal evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
- **Stairway evacuation:** Using steps to reach ground level exits from building;
- **Shelter in place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. If the individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to

emergency services, who will in turn relay that information to on-site responders. The shelter in place approach may be more appropriate for sprinkler protected buildings where an area of refuge is not nearby or available. It may be more appropriate for an individual who is alone when the alarm sounds;

- **Area of rescue assistance:** Identified areas that can be used as a means of egress for individuals with disabilities. These areas, located on floors above or below the building's exits, can be used by individuals with disabilities until rescue can be facilitated by emergency responders; and/or

## **Evacuation Procedures for Individuals with Mobility, Hearing, or Visual Disabilities:**

Individuals with disabilities should follow the following procedures:

- **Mobility disabilities (individuals who use wheelchairs or other personal mobility devices ("PMDs")):** Individuals using wheelchairs should be accompanied to an area of rescue assistance by an employee or shelter in place when the alarm sounds. The safety and security staff will respond to each of the areas of rescue assistance every time a building evacuation is initiated to identify the individuals in these areas and notify to emergency responders how many individuals need assistance to safely evacuate.
- **Mobility disabilities (individuals who do not use wheelchairs):** Individuals with mobility disabilities, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the individual with a disability may choose to wait at the area of rescue assistance until emergency responders arrive to assist them.
- **Hearing disabilities:** The University's buildings are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for individuals with who are deaf and/or hard of hearing. Individuals with hearing disabilities may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visual disabilities:** The University's buildings are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn will alert individuals who are blind or have visual disabilities of the need to evacuate. Most individuals with visual disabilities will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the common traveled route, individuals with visual disabilities may need assistance in evacuating. The assistant should offer assistance, and if accepted, guide the individual with a visual disability through the evacuation route.

## **Severe Weather Evacuation Options:**

Individuals in need of assistance during an evacuation have three evacuation options based on their location in their building:

- **Horizontal evacuation:** If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;

- **Elevator evacuation:** If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or
- **Shelter in Place:** Seeking shelter in a designated severe weather shelter and remaining there until the all clear is used.

## Resources:

- Americans with Disabilities Act: [ADA.gov](https://www.ada.gov/) (<https://www.ada.gov/>)
- Americans with Disabilities Act: [MN Management & Budget](https://mn.gov/mmb/employee-relations/equal-opportunity/ada/) (<https://mn.gov/mmb/employee-relations/equal-opportunity/ada/>)
- Minnesota State Building Codes: [MN Building Codes](https://www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes) (<https://www.dli.mn.gov/business/codes-and-laws/2020-minnesota-state-building-codes>)
- National Fire Protection Association: [People with Disabilities](https://nfpa.org/Public-Education/Fire-causes-and-risks/Specific-groups-at-risk/People-with-disabilities) (<https://nfpa.org/Public-Education/Fire-causes-and-risks/Specific-groups-at-risk/People-with-disabilities>)
- US Department of Education: [Section 504 of the Rehabilitation Act of 1973](https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html) (<https://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>)
- Association on Higher Education & Disability: [AHEAD](https://www.ahead.org/home) (<https://www.ahead.org/home>)
- US Department of Labor: [Disability Employment Policy](https://www.dol.gov/agencies/odep/topics) (<https://www.dol.gov/agencies/odep/topics>)

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## Appendix

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Refer to the AAP Appendix 2020-2022.

## Definitions of Terms Used in This Affirmative Action Plan

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**Applicant:** "Applicant" means a person who has satisfied the minimum requirements for application established by the commissioner of management and budget (M.S. 43A.02, subd. 4).

**Availability:** an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a Minnesota State college/university. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal Minnesota State college/university workforce for the Affirmative Action Plan year.

**Feeder job:** staffed positions within the college/university that can be promoted and/or transferred into other EEO job categories.

**Hiring goal:** a numerical objective designed to correct an identified deficiency in the utilization of protected group members. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

**Job category:** a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

**Labor market area:** a geographic area in which a college/university is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

**Protected groups:** females, persons with disabilities, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subd. 33](#)).

**Snapshot:** one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

**Supported Work Program:** The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities. but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

**Underutilization:** the representation of females, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.

# AAP Appendix 2020-2022

Institution Name: Minnesota State University, Mankato

## Appendix A. Progress Toward Goals Report

Data Range: 07/01/2018 - 06/30/2020

<b>FEMALES</b> (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Females %	Prior AAP Year Goals Females %	Females Hired %	Female Promoted %	Actual Females Placement (%)	Females Goal Met?
Faculty	48.65%	47.60%	43.18%	57.14%	52.82%	Yes
Office/Clerical	94.54%	63.40%	97.30%	94.44%	96.36%	Yes
Officials/Administrators	46.88%	40.40%	0.00%	33.33%	27.27%	No
Professionals - Unclassified	62.78%	55.70%	52.78%	65.38%	58.06%	Yes
Professionals - Classified	46.15%	55.70%	65.00%	53.85%	60.61%	Yes
Service Maintenance/Protective Service	27.56%	44.40%	25.00%	20.00%	22.22%	No
Skilled Craft	0.00%	6.30%	0.00%	20.00%	11.11%	Yes
Technicians/Paraprofessionals	70.18%	57.20%	91.67%	0.00%	91.67%	Yes

<b>RACIAL/ETHNIC MINORITIES (Minorities)</b> (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Minorities %	Prior AAP Year Goals Minorities %	Minorities Hired %	Minorities Promoted %	Actual Minorities Placement (%)	Minorities Goal Met?
Faculty	18.75%	24.90%	22.73%	18.37%	19.72%	No
Office/Clerical	3.83%	10.50%	5.41%	11.11%	7.27%	No
Officials/Administrators	9.38%	21.70%	50.00%	44.44%	45.45%	Yes
Professionals - Unclassified	13.33%	10.60%	11.11%	7.69%	9.68%	No
Professionals - Classified	6.29%	10.60%	35.00%	15.38%	27.27%	Yes
Service Maintenance/Protective Service	3.94%	19.50%	0.00%	20.00%	11.11%	No
Skilled Craft	5.26%	8.80%	0.00%	0.00%	0.00%	No
Technicians/Paraprofessionals	3.51%	10.60%	8.33%	0.00%	8.33%	No

Appendix A (Continued)

<b>INDIVIDUALS WITH DISABILITIES</b> (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Individuals with Disabilities %	Prior AAP Year Goals Individuals with Disabilities %	Individuals with Disabilities Hired %	Individuals with Disabilities Promoted %	Actual Individuals with Disabilities Placement (%)	Individuals with Disabilities Goal Met?
Faculty	0.84%	7.00%	4.55%	0.00%	1.41%	No
Office/Clerical	2.73%	7.00%	2.70%	0.00%	1.82%	No
Officials/Administrators	0.00%	7.00%	0.00%	0.00%	0.00%	No
Professionals - Unclassified	1.11%	7.00%	5.56%	0.00%	3.23%	No
Professionals - Classified	2.80%	7.00%	0.00%	0.00%	0.00%	No
Service Maintenance/Protective Service	0.79%	7.00%	25.00%	0.00%	11.11%	Yes
Skilled Craft	0.00%	7.00%	0.00%	0.00%	0.00%	No
Technicians/Paraprofessionals	0.00%	7.00%	0.00%	0.00%	0.00%	No

<b>VETERANS</b> (Promotion includes both promoted into and within the job category.)						
Job Category	Prior AAP Total Veterans %	Prior AAP Year Goals Veterans %	Veterans Hired %	Veterans Promoted %	Actual Veterans Placement (%)	Veterans Goal Met?
Faculty	1.52%	8.00%	4.55%	1.02%	2.11%	No
Office/Clerical	1.64%	8.00%	0.00%	0.00%	0.00%	No
Officials/Administrators	0.00%	8.00%	0.00%	0.00%	0.00%	No
Professionals - Unclassified	0.56%	8.00%	2.78%	0.00%	1.61%	No
Professionals - Classified	3.50%	8.00%	0.00%	0.00%	0.00%	No
Service Maintenance/Protective Service	0.79%	8.00%	25.00%	0.00%	11.11%	Yes
Skilled Craft	5.26%	8.00%	0.00%	0.00%	0.00%	No
Technicians/Paraprofessionals	0.00%	8.00%	8.33%	0.00%	8.33%	Yes

**Institution Name: Minnesota State University, Mankato**

## Appendix B. Separation Analysis

**Data Range Dates: 07/01/2018 - 06/30/2020**

**Note:** <sup>1</sup> The percentages by protected group within a separation type

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type <sup>1</sup>
Death	1.15%	50.00%	0.00%	0.00%	0.00%
Dismissal	1.15%	50.00%	50.00%	0.00%	0.00%
Early/Enhanced Retirement	4.60%	87.50%	12.50%	37.50%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	1.72%	0.00%	33.33%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	36.78%	62.50%	20.31%	1.56%	0.00%
Retirement	48.28%	61.90%	1.19%	5.95%	3.57%
Termination	1.72%	100.00%	33.33%	0.00%	0.00%
Transfer	4.60%	100.00%	50.00%	0.00%	12.50%
<b>Total Separations</b>	<b>100.00%</b>	<b>64.37%</b>	<b>12.64%</b>	<b>5.17%</b>	<b>2.30%</b>

## Faculty

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type <sup>1</sup>	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type <sup>1</sup>
Death	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	2.27%	100.00%	100.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	27.27%	75.00%	8.33%	0.00%	0.00%
Retirement	65.91%	48.28%	0.00%	6.90%	3.45%
Termination	4.55%	100.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>59.09%</b>	<b>4.55%</b>	<b>4.55%</b>	<b>2.27%</b>



## Appendix B (Continued)

### Office/Clerical

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type1
Death	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	10.53%	100.00%	0.00%	25.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	15.79%	83.33%	16.67%	0.00%	0.00%
Retirement	63.16%	100.00%	0.00%	4.17%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	10.53%	100.00%	25.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>97.37%</b>	<b>5.26%</b>	<b>5.26%</b>	<b>0.00%</b>

### Officials/Administrators

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type1
Death	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	60.00%	100.00%	33.33%	0.00%	0.00%
Retirement	40.00%	50.00%	50.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>80.00%</b>	<b>40.00%</b>	<b>0.00%</b>	<b>0.00%</b>

### Professionals - Unclassified

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type1
Death	2.56%	100.00%	0.00%	0.00%	0.00%
Dismissal	2.56%	100.00%	100.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	7.69%	0.00%	33.33%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	71.79%	57.14%	32.14%	3.57%	0.00%
Retirement	10.26%	25.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	5.13%	100.00%	100.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>53.85%</b>	<b>33.33%</b>	<b>2.56%</b>	<b>0.00%</b>

## Appendix B (Continued)

### Professionals - Classified

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type1
Death	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	15.79%	66.67%	0.00%	66.67%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	26.32%	60.00%	0.00%	0.00%	0.00%
Retirement	47.37%	44.44%	0.00%	22.22%	11.11%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	10.53%	100.00%	50.00%	0.00%	50.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>57.89%</b>	<b>5.26%</b>	<b>21.05%</b>	<b>10.53%</b>

### Service Maintenance/Protective Service

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type1
Death	9.09%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	18.18%	0.00%	0.00%	0.00%	0.00%
Retirement	63.64%	28.57%	0.00%	0.00%	0.00%
Termination	9.09%	100.00%	100.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>27.27%</b>	<b>9.09%</b>	<b>0.00%</b>	<b>0.00%</b>

### Skilled Craft

Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type1
Death	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	14.29%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	57.14%	0.00%	0.00%	0.00%	0.00%
Retirement	28.57%	0.00%	0.00%	0.00%	50.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>14.29%</b>

## Appendix B (Continued)

Technicians/Paraprofessionals					
Separation Type	Total %	Female % within Each Sep Type <sup>1</sup>	*Minority % within Each Sep Type1	Individuals with Disabilities % within Each Sep Type <sup>1</sup>	Veterans % within Each Sep Type1
Death	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%
Layoff	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction in Workforce	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	36.36%	100.00%	25.00%	0.00%	0.00%
Retirement	63.64%	85.71%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>90.91%</b>	<b>9.09%</b>	<b>0.00%</b>	<b>0.00%</b>

**Agency Name: Minnesota State University, Mankato**

**Appendix C. Job Category Analysis: Listing of Job Titles**

**Data as of: 04/01/2020**

<b>Officials/Administrators</b>	
<b>Job Code</b>	<b>Job Title</b>
000010	Administrative Mgt Director 1
001841	Administrative Officer
002523	Physical Plant Manager
003621	Facility Security Director
007854	MnSCU Admin-4
007855	MnSCU Admin-5
007857	MnSCU Admin-7
007858	MnSCU Admin-8
007859	MnSCU Admin-9
007860	MnSCU Admin-10
007861	MnSCU Admin-11
007862	MnSCU Admin-12
007863	MnSCU Admin-13
007864	MnSCU Admin-14
007866	MnSCU President VI
007869	MnSCU Admin-16

<b>Professionals</b>	
<b>Job Code</b>	<b>Job Title</b>
000004	Accounting Officer
000006	Management Analyst 1
000140	Buyer 1
000141	Buyer 2
000228	Dentist
000338	Health Educator 2
000367	Pharmacist
000498	Human Resources Specialist 1
000499	Human Resources Supervisor 4
000577	Information Officer 3
000604	Research Analyst
000608	Research Scientist 2

**Appendix C (Continued)**

000633	Accounting Officer Senior
000634	Management Analyst 4
000647	Information Officer 2
000659	Research Analysis Specialist Sr
000774	Accounting Technician
000776	Physical Plan Director
000892	Research Analysis Spec
000919	Engineer 2 Graduate
000979	Accounting Officer Inter
001050	Radio/Tv Program Coordinator
001089	Systems Supervisor
001303	Grants Specialist
001304	Grants Specialist Sr
001314	Information Officer 1
001315	Information Officer 4
001400	Safety & Health Officer 2
001423	Human Resources Specialist 2
001448	Affirmative Action Officer 2
001449	Affirmative Action Officer 3
001486	Human Resources Technician 2
001514	College Laboratory Srvs Spec
001528	Management Analyst 2
001883	Pharmacist Senior
001937	Sign Language Interpreter
002003	Speech Pathology Clinician
002113	Library/Info Res Serv Supv Sr
002115	Management Analyst Supv 2
002132	Systems Analysis Unit Supv
002143	Accounting Suprvisor Senior
002251	Research Analyst Intermediate
002390	Accounting Officer Principal
002913	Library Dev and Svcs Spec
003220	Mgmt Info Systems Supv 2
003279	University Security Coordinator
003371	MnSCU Retail Services Supv
003583	Information Technology Spec 1
003584	Information Technology Spec 2
003585	Information Technology Spec 3
003586	Information Technology Spec 4
003587	Information Technology Spec 5
003604	State Prog Admin
003605	State Prog Admin Intermediate
003608	State Prog Admin Coordinator
003610	Registered Nurse Advanced Prac
003712	State Prog Admin Supv Prin
003726	Human Resources Supervisor 3
003730	Management Analysis Staff Spec

**Appendix C (Continued)**

007023	MnSCU Academic Supervisor 2
007205	Customized Training Rep
007809	MSUAASF Range A
007810	MSUAASF Range B
007811	MSUAASF Range C
007812	MSUAASF Range D
007813	MSUAASF Range E

**Technicians**

<b>Job Code</b>	<b>Job Title</b>
000227	Dental Hygienist
000556	Engineering Spec
000753	Graphic Arts Specialist
000864	Medical Laboratory Technician 2
001623	Dental Assistant Registered
001659	Licensed Practical Nurse 2
002606	Engineering Specialist Senior
003709	State Prog Admin Tech Spec
003834	Electronic Systems Specialist

**Protective Service: Non-Sworn**

<b>Job Code</b>	<b>Job Title</b>
003457	Campus Security Supervisor
003458	Campus Security Officer

**Para-professionals**

<b>Job Code</b>	<b>Job Title</b>
000308	Library Technician
001020	Pharmacy Technician
003791	Medical Assistant, Certified

**Appendix C (Continued)****Office/Clerical**

<b>Job Code</b>	<b>Job Title</b>
000001	Account Clerk
000148	Cashier
000294	Office Services Supervisor 3
000632	Account Clerk Senior
002028	Sec/Communication Sys Monitor
003626	Office Specialist
003627	Office & Admin Special
003628	Office & Admin Special Interme
003629	Office & Admin Special Senior
003630	Office & Admin Special Prin
003632	Central Svcs Admin Spec Inter
003633	Central Svcs Admin Spec Senior
003634	Central Svcs Admin Spec Prin
003636	Customer Svc Special Intermed
003637	Customer Svc Special Senior

**Skilled Craft**

<b>Job Code</b>	<b>Job Title</b>
000105	Automotive Mechanic
000132	Building Maintenance Supervisor
000146	Carpenter
000266	Electrician
000267	Electrician Supervisor
000440	Machinery Repair Worker
000444	Mason
000490	Painter
000530	Plumber
000700	Stationary Engineer
000927	Heavy Equipment Mechanic
001019	Refrigeration Mechanic
002270	Building Maintenance Lead Wrkr
003189	Electrical/Electronics Spec
003278	Plumber Fitter

**Appendix C (Continued)**

<b>Service Maintenance</b>	
<b>Job Code</b>	<b>Job Title</b>
000103	Automobile Driver
000134	Building Services Forman
000249	Duplication Shop Supervisor
000329	Groundskeeper Senior
000805	Athletic Equipment Manager
000861	Building Services Manager
000912	Offset Press Operator
001035	Grounds & Roads Mntc Supv
001040	Offset Press Operator Senior
001357	General Repair Worker
001599	Groundskeeper Inter
001725	General Maintenance Worker
001728	General Maintenance Wrkr Lead
003036	University Print Shop Supv 2
003183	Transp Sign Fabricator

<b>Faculty: Adjunct</b>	
<b>Job Code</b>	<b>Job Title</b>
007801	State Univ Adjunct Non-Unit
007830	State Univ Adjunct Unit

<b>Faculty: Fixed Term</b>	
<b>Job Code</b>	<b>Job Title</b>
007801	State Univ Adjunct Non-Unit
007846	State University Faculty

<b>Faculty: Tenure-Track</b>	
<b>Job Code</b>	<b>Job Title</b>
007846	State University Faculty



Appendix C (Continued)

Faculty: Tenured	
Job Code	Job Title
007846	State University Faculty

Institution Name: Minnesota State University, Mankato

## Appendix D. Feeder Jobs and Feeder Group Analysis

Data as of: 4/1/2020

Officials/Administrators						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000010	Officials/Administrators	Administrative Mgt Director 1	0.00%	0.00%	0.00%	0.00%
000499	Professionals	Human Resources Supervisor 4	0.21%	0.00%	0.00%	0.00%
000577	Professionals	Information Officer 3	1.06%	0.21%	0.00%	0.00%
001315	Professionals	Information Officer 4	0.21%	0.00%	0.00%	0.00%
001841	Officials/Administrators	Administrative Officer	0.21%	0.00%	0.00%	0.00%
002143	Professionals	Accounting Supervisor Senior	0.42%	0.00%	0.00%	0.00%
002523	Officials/Administrators	Physical Plant Manager	0.00%	0.00%	0.00%	0.00%
003220	Professionals	Mgmt Info Systems Supv 2	0.00%	0.00%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	0.85%	0.00%	0.00%
003587	Professionals	Information Technology Spec 5	0.00%	0.00%	0.00%	0.00%
003621	Officials/Administrators	Facility Security Director	0.21%	0.00%	0.00%	0.00%
003712	Professionals	State Prog Admin Supv Prin	0.21%	0.00%	0.00%	0.00%
003726	Professionals	Human Resources Supervisor 3	0.00%	0.00%	0.00%	0.00%
007023	Professionals	MnSCU Academic Supervisor 2	0.00%	0.00%	0.00%	0.00%
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	2.12%	0.21%	0.00%	0.21%
007811	Professionals	MSUAASF Range C	9.55%	2.12%	0.00%	0.21%
007812	Professionals	MSUAASF Range D	3.82%	0.21%	0.21%	0.21%
007813	Professionals	MSUAASF Range E	1.49%	0.42%	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	22.29%	4.46%	1.06%	1.06%
007846	Faculty	State University Faculty	5.52%	2.55%	0.21%	0.00%
007854	Officials/Administrators	MnSCU Admin-4	0.21%	0.00%	0.00%	0.00%
007855	Officials/Administrators	MnSCU Admin-5	0.42%	0.21%	0.00%	0.00%
007857	Officials/Administrators	MnSCU Admin-7	0.42%	0.00%	0.00%	0.00%
007858	Officials/Administrators	MnSCU Admin-8	0.21%	0.21%	0.00%	0.00%
007859	Officials/Administrators	MnSCU Admin-9	0.21%	0.21%	0.00%	0.00%
007860	Officials/Administrators	MnSCU Admin-10	0.64%	0.64%	0.00%	0.00%
007861	Officials/Administrators	MnSCU Admin-11	0.00%	0.00%	0.00%	0.00%
007862	Officials/Administrators	MnSCU Admin-12	0.21%	0.00%	0.00%	0.00%
007863	Officials/Administrators	MnSCU Admin-13	0.21%	0.00%	0.00%	0.00%
007864	Officials/Administrators	MnSCU Admin-14	0.00%	0.00%	0.00%	0.00%
007869	Officials/Administrators	MnSCU Admin-16	0.00%	0.00%	0.00%	0.00%
Total			49.89%	12.31%	1.49%	1.70%

Professionals						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000004	Professionals	Accounting Officer	0.29%	0.00%	0.00%	0.00%
000006	Professionals	Management Analyst 1	1.47%	0.29%	0.00%	0.29%
000140	Professionals	Buyer 1	0.29%	0.00%	0.00%	0.00%
000141	Professionals	Buyer 2	0.29%	0.00%	0.00%	0.00%
000338	Professionals	Health Educator 2	0.29%	0.00%	0.00%	0.00%
000367	Professionals	Pharmacist	0.29%	0.00%	0.00%	0.00%
000498	Professionals	Human Resources Specialist 1	0.29%	0.00%	0.00%	0.00%

## Appendix D (Continued)

000556	Technicians	Engineering Spec	0.00%	0.00%	0.00%	0.00%
000577	Professionals	Information Officer 3	1.47%	0.29%	0.00%	0.00%
000604	Professionals	Research Analyst	0.00%	0.00%	0.00%	0.00%
000608	Professionals	Research Scientist 2	0.29%	0.00%	0.00%	0.00%
000633	Professionals	Accounting Officer Senior	0.59%	0.00%	0.00%	0.00%
000634	Professionals	Management Analyst 4	0.00%	0.00%	0.00%	0.00%
000647	Professionals	Information Officer 2	0.29%	0.00%	0.00%	0.00%
000659	Professionals	Research Analysis Specialist Sr	0.00%	0.00%	0.00%	0.00%
000753	Technicians	Graphic Arts Specialist	0.88%	0.00%	0.00%	0.29%
000774	Professionals	Accounting Technician	0.59%	0.00%	0.00%	0.00%
000776	Professionals	Physical Plan Director	0.00%	0.00%	0.00%	0.29%
000864	Technicians	Medical Laboratory Technician 2	0.29%	0.00%	0.00%	0.00%
000892	Professionals	Research Analysis Spec	0.29%	0.29%	0.00%	0.00%
000919	Professionals	Engineer 2 Graduate	0.00%	0.00%	0.00%	0.00%
000979	Professionals	Accounting Officer Inter	0.88%	0.00%	0.00%	0.29%
001050	Professionals	Radio/Tv Program Coordinator	0.29%	0.00%	0.00%	0.00%
001089	Professionals	Systems Supervisor	0.29%	0.00%	0.00%	0.00%
001303	Professionals	Grants Specialist	0.29%	0.00%	0.00%	0.00%
001304	Professionals	Grants Specialist Sr	0.29%	0.00%	0.00%	0.00%
001314	Professionals	Information Officer 1	0.29%	0.00%	0.00%	0.00%
001400	Professionals	Safety & Health Officer 2	0.29%	0.00%	0.00%	0.00%
001423	Professionals	Human Resources Specialist 2	0.88%	0.00%	0.00%	0.00%
001448	Professionals	Affirmative Action Officer 2	0.29%	0.00%	0.00%	0.00%
001449	Professionals	Affirmative Action Officer 3	0.29%	0.29%	0.00%	0.00%
001486	Professionals	Human Resources Technician 2	1.47%	0.29%	0.00%	0.00%
001514	Professionals	College Laboratory Svc Spec	0.29%	0.00%	0.00%	0.00%
001528	Professionals	Management Analyst 2	0.29%	0.00%	0.00%	0.00%
001659	Technicians	Licensed Practical Nurse 2	0.88%	0.00%	0.00%	0.00%
001883	Professionals	Pharmacist Senior	0.29%	0.00%	0.00%	0.00%
001937	Professionals	Sign Language Interpreter	0.29%	0.00%	0.00%	0.00%
002003	Professionals	Speech Pathology Clinician	0.29%	0.00%	0.00%	0.00%
002113	Professionals	Library/Info Res Serv Supv Sr	0.29%	0.00%	0.00%	0.00%
002143	Professionals	Accounting Supervisor Senior	0.59%	0.00%	0.00%	0.00%
002251	Professionals	Research Analyst Intermediate	0.29%	0.00%	0.00%	0.00%
002390	Professionals	Accounting Officer Principal	0.29%	0.00%	0.00%	0.00%
002606	Technicians	Engineering Specialist Senior	0.00%	0.00%	0.00%	0.00%
002913	Professionals	Library Dev and Svcs Spec	0.88%	0.29%	0.00%	0.00%
003279	Professionals	University Security Coordinator	0.00%	0.00%	0.00%	0.00%
003371	Professionals	MnSCU Retail Services Supv	0.29%	0.00%	0.00%	0.00%
003583	Professionals	Information Technology Spec 1	0.00%	0.59%	0.00%	0.00%
003584	Professionals	Information Technology Spec 2	1.18%	0.29%	0.29%	0.88%
003585	Professionals	Information Technology Spec 3	1.76%	0.59%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	1.18%	0.00%	0.00%
003604	Professionals	State Prog Admin	0.29%	0.00%	0.00%	0.00%
003605	Professionals	State Prog Admin Intermediate	0.29%	0.00%	0.00%	0.00%
003608	Professionals	State Prog Admin Coordinator	0.00%	0.00%	0.00%	0.00%
003610	Professionals	Registered Nurse Advanced Prac	0.59%	0.00%	0.00%	0.00%
003709	Technicians	State Prog Admin Tech Spec	0.29%	0.00%	0.00%	0.00%
003712	Professionals	State Prog Admin Supv Prin	0.29%	0.00%	0.00%	0.00%
003726	Professionals	Human Resources Supervisor 3	0.00%	0.00%	0.00%	0.00%
003730	Professionals	Management Analysis Staff Spec	0.29%	0.00%	0.00%	0.00%
003834	Technicians	Electronic Systems Specialist	0.00%	0.00%	0.00%	0.29%
007023	Professionals	MnSCU Academic Supervisor 2	0.00%	0.00%	0.00%	0.00%
007809	Professionals	MSUAASF Range A	0.29%	0.00%	0.00%	0.00%
007810	Professionals	MSUAASF Range B	15.59%	2.65%	1.18%	0.59%

## Appendix D (Continued)

007811	Professionals	MSUAASF Range C	13.24%	2.94%	0.00%	0.29%
007812	Professionals	MSUAASF Range D	5.29%	0.29%	0.29%	0.29%
<b>Total</b>			<b>57.94%</b>	<b>10.29%</b>	<b>1.76%</b>	<b>3.53%</b>

### Technicians

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000001	Office/Clerical	Account Clerk	0.48%	0.00%	0.00%	0.00%
000148	Office/Clerical	Cashier	0.96%	0.00%	0.48%	0.00%
000227	Technicians	Dental Hygienist	5.29%	0.00%	0.00%	0.00%
000556	Technicians	Engineering Spec	0.00%	0.00%	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	2.88%	0.00%	0.00%	0.00%
000753	Technicians	Graphic Arts Specialist	1.44%	0.00%	0.00%	0.48%
000864	Technicians	Medical Laboratory Technician 2	0.48%	0.00%	0.00%	0.00%
001020	Para-Professionals	Pharmacy Technician	0.48%	0.00%	0.00%	0.00%
001623	Technicians	Dental Assistant Registered	0.96%	0.00%	0.00%	0.00%
001659	Technicians	Licensed Practical Nurse 2	1.44%	0.00%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	0.48%	0.00%	0.48%	0.00%
003627	Office/Clerical	Office & Admin Special	0.48%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	38.94%	3.85%	0.96%	1.44%
003629	Office/Clerical	Office & Admin Special Senior	27.40%	1.44%	0.48%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	2.40%	0.00%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.48%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.48%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	0.48%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	3.37%	0.00%	0.00%	0.48%
003637	Office/Clerical	Customer Svc Special Senior	3.37%	0.00%	0.00%	0.00%
003709	Technicians	State Prog Admin Tech Spec	0.48%	0.00%	0.00%	0.00%
003791	Para-Professionals	Medical Assistant, Certified	0.48%	0.00%	0.00%	0.00%
003834	Technicians	Electronic Systems Specialist	0.00%	0.00%	0.00%	0.48%
<b>Total</b>			<b>93.27%</b>	<b>5.29%</b>	<b>2.40%</b>	<b>2.88%</b>

### Protective Service: Non-Sworn

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
003458	Protective Service: Non-sworn	Campus Security Officer	50.00%	16.67%	16.67%	33.33%
<b>Total</b>			<b>50.00%</b>	<b>16.67%</b>	<b>16.67%</b>	<b>33.33%</b>

### Para-Professionals

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000148	Office/Clerical	Cashier	1.04%	0.00%	0.52%	0.00%
000294	Office/Clerical	Office Services Supervisor 3	0.52%	0.00%	0.00%	0.00%
000308	Para-Professionals	Library Technician	5.70%	0.52%	0.00%	0.00%
001020	Para-Professionals	Pharmacy Technician	0.52%	0.00%	0.00%	0.00%

## Appendix D (Continued)

003626	Office/Clerical	Office Specialist	0.52%	0.00%	0.52%	0.00%
003627	Office/Clerical	Office & Admin Special	0.52%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	41.97%	4.15%	1.04%	1.55%
003629	Office/Clerical	Office & Admin Special Senior	29.53%	1.55%	0.52%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	2.59%	0.00%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.52%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.52%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	0.52%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	3.63%	0.00%	0.00%	0.52%
003637	Office/Clerical	Customer Svc Special Senior	3.63%	0.00%	0.00%	0.00%
003791	Para-Professionals	Medical Assistant, Certified	0.52%	0.00%	0.00%	0.00%
<b>Total</b>			<b>92.23%</b>	<b>6.22%</b>	<b>2.59%</b>	<b>2.07%</b>

### Office/Clerical

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000001	Office/Clerical	Account Clerk	0.40%	0.00%	0.00%	0.00%
000148	Office/Clerical	Cashier	0.79%	0.00%	0.40%	0.00%
000632	Office/Clerical	Account Clerk Senior	2.37%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	11.86%	1.58%	0.00%	0.40%
002028	Office/Clerical	Sec/Communication Sys Monitor	0.40%	0.40%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	0.40%	0.00%	0.40%	0.00%
003627	Office/Clerical	Office & Admin Special	0.40%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	32.02%	3.16%	0.79%	1.19%
003629	Office/Clerical	Office & Admin Special Senior	22.53%	1.19%	0.40%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	1.98%	0.00%	0.00%	0.00%
003632	Office/Clerical	Central Svcs Admin Spec Inter	0.40%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.40%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	0.40%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	2.77%	0.00%	0.00%	0.40%
003637	Office/Clerical	Customer Svc Special Senior	2.77%	0.00%	0.00%	0.00%
<b>Total</b>			<b>79.84%</b>	<b>6.32%</b>	<b>1.98%</b>	<b>1.98%</b>

### Skilled Craft

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000105	Skilled Craft	Automotive Mechanic	0.00%	0.00%	0.00%	0.00%
000134	Service Maintenance	Building Services Forman	0.74%	0.00%	0.00%	0.00%
000146	Skilled Craft	Carpenter	0.00%	0.00%	0.00%	0.00%
000266	Skilled Craft	Electrician	0.00%	0.00%	0.00%	0.00%
000329	Service Maintenance	Groundskeeper Senior	0.00%	0.00%	0.00%	0.00%
000440	Skilled Craft	Machinery Repair Worker	0.00%	0.00%	0.00%	0.00%
000444	Skilled Craft	Mason	0.00%	0.00%	0.00%	0.00%
000490	Skilled Craft	Painter	0.00%	0.00%	0.00%	0.00%
000530	Skilled Craft	Plumber	0.00%	0.00%	0.00%	0.00%
000700	Skilled Craft	Stationary Engineer	0.00%	0.00%	0.00%	0.74%
000861	Service Maintenance	Building Services Manager	0.00%	0.00%	0.00%	0.00%
000912	Service Maintenance	Offset Press Operator	0.00%	0.00%	0.00%	0.00%

## Appendix D (Continued)

000927	Skilled Craft	Heavy Equipment Mechanic	0.00%	0.00%	0.00%	0.00%
001019	Skilled Craft	Refrigeration Mechanic	0.00%	0.00%	0.00%	0.00%
001040	Service Maintenance	Offset Press Operator Senior	0.00%	0.00%	0.00%	0.00%
001357	Service Maintenance	General Repair Worker	0.00%	0.00%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	22.22%	2.96%	0.00%	0.74%
001728	Service Maintenance	General Maintenance Wrkr Lead	1.48%	0.74%	0.00%	0.00%
002270	Skilled Craft	Building Maintenance Lead Wrkr	0.00%	0.00%	0.00%	0.00%
003183	Service Maintenance	Transp Sign Fabricator	0.00%	0.00%	0.00%	0.00%
003189	Skilled Craft	Electrical/Electronics Spec	0.00%	0.74%	0.00%	0.00%
003278	Skilled Craft	Plumber Fitter	0.00%	0.00%	0.00%	0.00%
<b>Total</b>			<b>24.44%</b>	<b>4.44%</b>	<b>0.00%</b>	<b>1.48%</b>

Service Maintenance						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
000103	Service Maintenance	Automobile Driver	0.91%	0.00%	0.91%	0.00%
000134	Service Maintenance	Building Services Forman	0.91%	0.00%	0.00%	0.00%
000249	Service Maintenance	Duplication Shop Supervisor	0.91%	0.00%	0.00%	0.00%
000329	Service Maintenance	Groundskeeper Senior	0.00%	0.00%	0.00%	0.00%
000805	Service Maintenance	Athletic Equipment Manager	0.00%	0.00%	0.00%	0.00%
000912	Service Maintenance	Offset Press Operator	0.00%	0.00%	0.00%	0.00%
001040	Service Maintenance	Offset Press Operator Senior	0.00%	0.00%	0.00%	0.00%
001357	Service Maintenance	General Repair Worker	0.00%	0.00%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	27.27%	3.64%	0.00%	0.91%
001728	Service Maintenance	General Maintenance Wrkr Lead	1.82%	0.91%	0.00%	0.00%
003183	Service Maintenance	Transp Sign Fabricator	0.00%	0.00%	0.00%	0.00%
<b>Total</b>			<b>31.82%</b>	<b>4.55%</b>	<b>0.91%</b>	<b>0.91%</b>

Faculty: Adjunct						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	4.35%	0.48%	0.00%	0.48%
007830	Faculty: Adjunct	State Univ Adjunct Unit	50.72%	10.14%	2.42%	2.42%
<b>Total</b>			<b>55.07%</b>	<b>10.63%</b>	<b>2.42%</b>	<b>2.90%</b>

Faculty: Fixed Term						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	3.47%	0.35%	0.00%	0.35%
007830	Faculty: Adjunct	State Univ Adjunct Unit	36.46%	7.29%	1.74%	1.74%
007846	Faculty: Fixed Term	State University Faculty	9.03%	4.17%	0.35%	0.00%
<b>Total</b>			<b>48.96%</b>	<b>11.81%</b>	<b>2.08%</b>	<b>2.08%</b>

Appendix D (Continued)

Faculty: Tenure-Track						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	3.47%	0.35%	0.00%	0.35%
007830	Faculty: Adjunct	State Univ Adjunct Unit	36.46%	7.29%	1.74%	1.74%
007846	Faculty: Fixed Term	State University Faculty	9.03%	4.17%	0.35%	0.00%
Total			48.96%	11.81%	2.08%	2.08%

Faculty: Tenured						
Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted Indv w/Disabl %	Weighted Veterans %
007846	Faculty: Tenure-Track	State University Faculty	50.72%	24.64%	2.90%	2.90%
Total			50.72%	24.64%	2.90%	2.90%

Institution Name: Minnesota State University, Mankato

Appendix E. Determining Availability (Note: \*Minority= racial/ethnic minority; \*\*Indiv. W Disabl = Individuals with Disabilities)

Officials/Administrators											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	40.00%	40.01%	25.79%	4.78%	6.41%	16.00%	10.32%	1.91%	2.56%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointments in this job category shows a skewed percentage of internal hires (92%) versus external hires (8%) due to an unusal increase in internal interim appointments. It is anticipated that a more accurate representation is to expect appointments to be 40% from external and 60% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	60.00%	49.89%	12.31%	1.49%	1.70%	29.94%	7.39%	0.89%	1.02%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				45.94%	17.70%	2.80%	3.58%		

Professionals											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	65.00%	40.01%	25.79%	4.78%	6.41%	26.01%	16.76%	3.11%	4.17%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointments in this job category shows approximately 65% from external and 35% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	35.00%	57.94%	10.29%	1.76%	3.53%	20.28%	3.60%	0.62%	1.24%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				46.29%	20.37%	3.72%	5.40%		



## Appendix E (Continued)

Technicians											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	32.04%	4.46%	3.91%	5.22%	32.04%	4.46%	3.91%	5.22%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointments in this job category shows 100% from external.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	93.27%	5.29%	2.40%	2.88%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job groups that constitute feeders to this job group.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				32.04%	4.46%	3.91%	5.22%		

Protective Service: Non-Sworn											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	67.00%	32.04%	4.46%	3.91%	5.22%	21.47%	2.99%	2.62%	3.50%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.  Employee workforce for the job groups that constitute feeders to this job group.	Review of the two-year historical vacancy appointments in this job category shows 67% from external and 33% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	33.00%	50.00%	16.67%	16.67%	33.33%	16.50%	5.50%	5.50%	11.00%		
The value of weight must equal to 100.00% →	100.00%	Final Avail %				37.97%	8.49%	8.12%	14.50%		

Para-Professionals											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	100.00%	32.04%	4.46%	3.91%	5.22%	32.04%	4.46%	3.91%	5.22%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointments in this job category shows 100% from external.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	0.00%	92.23%	6.22%	2.59%	2.07%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				32.04%	4.46%	3.91%	5.22%		

## Appendix E (Continued)

Office/Clerical											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	50.00%	32.04%	4.46%	3.91%	5.22%	16.02%	2.23%	1.96%	2.61%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointments in this job category shows roughly 50% from external and 50% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	50.00%	79.84%	6.32%	1.98%	1.98%	39.92%	3.16%	0.99%	0.99%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				55.94%	5.39%	2.94%	3.60%		

Skilled Craft											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	75.00%	32.04%	4.46%	3.91%	5.22%	24.03%	3.35%	2.93%	3.91%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointments in this job category shows 75% from external and 25% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	25.00%	24.44%	4.44%	0.00%	1.48%	6.11%	1.11%	0.00%	0.37%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				30.14%	4.46%	2.93%	4.28%		

Service Maintenance											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	10.00%	32.04%	4.46%	3.91%	5.22%	3.20%	0.45%	0.39%	0.52%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointments in this job category shows approximately 10% from external and 90% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	90.00%	31.82%	4.55%	0.91%	0.91%	28.64%	4.09%	0.82%	0.82%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				31.84%	4.54%	1.21%	1.34%		

## Appendix E (Continued)

Faculty: Adjunct											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	50.00%	38.59%	9.40%	4.09%	4.95%	19.30%	4.70%	2.04%	2.48%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointment including all faculty (not separated by fixed term, adjunct and tenure-track) demonstrated an external placement of nearly 80% and internal at approximately 20%. It is anticipated that a break out of 'adjunct' faculty positions would shows 50% from external and 50% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	50.00%	55.07%	10.63%	2.42%	2.90%	27.54%	5.31%	1.21%	1.45%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				46.83%	10.01%	3.25%	3.93%		

Faculty: Fixed Term											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	50.00%	38.59%	9.40%	4.09%	4.95%	19.30%	4.70%	2.04%	2.48%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointment including all faculty (not separated by fixed term, adjunct and tenure-track) demonstrated an external placement of nearly 80% and internal at approximately 20%. It is anticipated that a break out of 'fixed term' faculty positions would shows 50% from external and 50% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	50.00%	48.96%	11.81%	2.08%	2.08%	24.48%	5.90%	1.04%	1.04%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				43.78%	10.60%	3.08%	3.52%		

## Appendix E (Continued)

Faculty: Tenure-Track											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	80.00%	40.01%	25.79%	4.78%	6.41%	32.01%	20.63%	3.82%	5.13%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Review of the two-year historical vacancy appointment including all faculty (not separated by fixed term, adjunct and tenure-track) demonstrated an external placement of nearly 80% and internal at approximately 20%. It is anticipated that a break out of 'tenure-track' faculty positions would trend consistent with appointments from 80% external and 20% internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	20.00%	48.96%	11.81%	2.08%	2.08%	9.79%	2.36%	0.42%	0.42%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				41.80%	22.99%	4.24%	5.55%		

Faculty: Tenured											
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics *Minority	Raw Statistics **Indiv. w Disabl	Raw Statistics **Indiv. w Disabl	Weighted Statistics Female	Weighted Statistics *Minority	Weighted Statistics **Indiv. w Disabl	Weighted Statistics **Indiv. w Disabl	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	1.00%	40.01%	25.79%	4.78%	6.41%	0.40%	0.26%	0.05%	0.06%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for deifinition. COC and COC Title: See Appendix B for list of titles used for each EEO-4 Category.	Nearly all of our tenured faculty appointments are internal promotions. It is feasible, but unlikely that an external placement would result in a fully tenured faculty appointment.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	99.00%	50.72%	24.64%	2.90%	2.90%	50.22%	24.39%	2.87%	2.87%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%	Final Avail %				50.62%	24.65%	2.92%	2.93%		

Institution Name: Minnesota State University, Mankato

**Appendix F. Utilization Analysis:**

**Comparing Incumbency to Availability, Establishing Placement Goals, and Timetable**

<b>FEMALES</b>				
<b>Job Categories</b>	<b>% of Female Employees in the Job Category</b>	<b>Female Availability %</b>	<b>Female Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	36.84%	45.94%	Yes	45.94%
Professionals	56.90%	46.29%		
Technicians	70.00%	32.04%		
Protective Service: Non-Sworn	33.33%	37.97%	Monitor	
Para-Professionals	65.00%	32.04%		
Office/Clerical	94.02%	55.94%		
Skilled Craft	2.86%	30.14%	Yes	30.14%
Service Maintenance	30.97%	31.84%	Monitor	
Faculty: Adjunct	55.07%	46.83%		
Faculty: Fixed Term	33.33%	43.78%	Yes	43.78%
Faculty: Tenure-Track	50.72%	41.80%		
Faculty: Tenured	47.15%	50.62%	Yes	50.62%
Totals	53.57%			

<b>RACIAL/ETHNIC MINORITIES</b>				
<b>Job Categories</b>	<b>% of Racial/Ethnic Minority Employees in the Job Category</b>	<b>Racial/Ethnic Minority Availability %</b>	<b>Racial/Ethnic Minority Establish Goals?</b>	<b>If Yes, Goals for FY 2020-2022</b>
Officials/Administrators	15.79%	17.70%	Monitor	
Professionals	10.99%	20.37%	Yes	20.37%
Technicians	0.00%	4.46%	Yes	4.46%
Protective Service: Non-Sworn	11.11%	8.49%	Monitor	
Para-Professionals	5.00%	4.46%	Monitor	
Office/Clerical	6.52%	5.39%		
Skilled Craft	5.71%	4.46%	Monitor	
Service Maintenance	4.42%	4.54%	Monitor	
Faculty: Adjunct	10.63%	10.01%		
Faculty: Fixed Term	14.81%	10.60%		
Faculty: Tenure-Track	24.64%	22.99%		
Faculty: Tenured	19.69%	24.65%	Yes	24.65%
Totals	13.16%			

Appendix F (Continued)

INDIVIDUALS WITH DISABILITIES				
Job Categories	% of Individuals with Disabilities Employees in the Job Category	Individuals with Disabilities State Goals %	Individuals with Disabilities Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	0.00%	2.80%	Yes	2.80%
Professionals	1.69%	3.72%	Yes	3.72%
Technicians	0.00%	3.91%	Yes	3.91%
Protective Service: Non-Sworn	11.11%	8.12%	Monitor	
Para-Professionals	0.00%	3.91%	Monitor	
Office/Clerical	2.72%	2.94%	Monitor	
Skilled Craft	5.71%	2.93%	Monitor	
Service Maintenance	0.88%	1.21%	Monitor	
Faculty: Adjunct	2.42%	3.25%	Yes	3.25%
Faculty: Fixed Term	1.23%	3.08%	Yes	3.08%
Faculty: Tenure-Track	2.90%	4.24%	Yes	4.24%
Faculty: Tenured	2.07%	2.92%	Yes	2.92%
Totals	2.07%			

Veterans				
Job Categories	% of Individuals with Disabilities Employees in the Job Category	Individuals with Disabilities State Goals %	Individuals with Disabilities Establish Goals?	If Yes, Goals for FY 2020-2022
Officials/Administrators	0.00%	3.58%	Yes	3.58%
Professionals	3.10%	5.40%	Yes	5.40%
Technicians	6.67%	5.22%	Monitor	
Protective Service: Non-Sworn	22.22%	14.50%	Monitor	
Para-Professionals	0.00%	5.22%	Yes	5.22%
Office/Clerical	2.17%	3.60%	Yes	3.60%
Skilled Craft	8.57%	4.28%		
Service Maintenance	0.88%	1.34%	Monitor	
Faculty: Adjunct	2.90%	3.93%	Yes	3.93%
Faculty: Fixed Term	0.00%	3.52%	Yes	3.52%
Faculty: Tenure-Track	2.90%	5.55%	Yes	5.55%
Faculty: Tenured	1.30%	2.93%	Yes	2.93%
Totals	2.38%			