

## Office Memorandum

**Date:** 6/14/2022

**To:** Carey Moe  
Affirmative Action Officer  
Hennepin Technical College

**From:** Desiree Clark  
Civil Rights/Title IX/AA & Compliance Officer  
Minnesota State, System Office on behalf of  
Minnesota Management & Budget

**Subject:** Approval of 2020-2022 Affirmative Action Plan

Dear Carey Moe:

Congratulations! The Hennepin Technical College's 2020-2022 Affirmative Action Plan has been approved by Minnesota State, Office of Equity and Inclusion. With respect to the portions of the Plan required under MS 43A.191, delegation for approval was given by Minnesota Management and Budget.

Upon receipt of this letter, please complete the following steps to meet statutory reporting requirements:

- 1) Save all final documents that contain private data including AAP Appendix excel worksheets.
- 2) Review the AAP in word accessibility, save it in PDF, and check its accessibility.
- 3) **Hide (do NOT delete)** the following columns in the AAP Appendix worksheets:
  - a. Colum C, D, E and F in Publish C. Job Category Analysis
  - b. Column D, F, H and J in Publish D. Feeder Jobs
  - c. Rows of region(s) your AAP is not using in E – Determining Availability
- 4) Follow the "Adjusting Page Layout" directions for Appendix G. and H.
- 5) Save Publish A. through Publish F. and Appendix G. and H. of the AAP Appendix worksheets in PDF.
- 6) Either:
  - a. Merge the AAP in PDF and Publish A. to F. and Appendix G. and H. as appendices of the AAP in PDF into one PDF and check accessibility; or
  - b. Keep the AAP and Publish A. to F. and Appendix G. and H. in PDF separately and check both PDFs accessibility.
- 7) Send an electronic copy of the final AAP that includes Publish A. to F. and appendix G. and H. in PDF (or the final AAP and Publish A. to F. and appendix G. and H. in PDF) to the Legislative Reference Library at [reports@lrl.leg.mn](mailto:reports@lrl.leg.mn) and send two (2) paper copies to:

Minnesota Legislative Reference Library  
645 State Office Building,  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155-1050
- 8) Post the final Affirmative Action Plan and Appendix A through F in PDF on your organization's website.
- 9) Send the web link for your final plan and agency's final Affirmative Action Plan and Appendix in PDF to me Desiree' Clark, [desiree.clark@minnstate.edu](mailto:desiree.clark@minnstate.edu).
- 10) Send a communication and a web link to your employees indicating where the internal plan is posted.

cc: Yumi Finney, Statewide Affirmative Action Officer & Consultant, MMB  
Andriel Dees, Vice Chancellor of Equity & Inclusion, Minnesota State Colleges and Universities

Thank you for your cooperation and please let us know how our office can support your agency's Affirmative Action objectives.