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State of Minnesota

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**Minnesota West Community and  
Technical College**

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**Affirmative Action Plan**

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**2012-2014**

This document can be made available upon request in alternative formats  
such as large print, Braille, or on audiotape.

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## II. STATEMENT OF COMMITMENT

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Minnesota West Community and Technical College is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. Minnesota West Community and Technical College will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/affirmative action laws, directives, orders and regulations.

Minnesota West Community and Technical College is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. Minnesota West Community and Technical College will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical underrepresentation in the employment, retention and promotion of qualified persons with disabilities, persons of color, and women.

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

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

  
Richard Shrubb, President; Minnesota West Community and Technical College      Date 6-19-13



**III. AFFIRMATIVE ACTION PLAN TRANSMITTAL FORM**

1. On July 6, 2012 the review of the goal units listed below revealed underutilization of the following protected group(s) as indicated by an X:

| Goal Units                    | Women | Minorities | Disabilities |
|-------------------------------|-------|------------|--------------|
| Admin/Managers                |       | X          | X            |
| Faculty - Tech                |       | X          | X            |
| Faculty - CC                  |       | X          | X            |
| Professional/Paraprofessional |       | X          | X            |
| Technicians                   |       |            |              |
| Sec/Clerical                  |       | X          | X            |
| Service/Maintenance           | X     | X          | X            |

2. The Affirmative Action Plan will be placed at the following central locations so that every employee is aware of the college's commitment in affirmative action for the year: libraries on all campuses, available from the human resources office, the campus Deans, and the college Web Site.

3. This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as Minnesota West affirmative action goals for this fiscal year.

*Karen Miller*

02/22/2013

Affirmative Action Officer

Date

4. This annual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described.

*Riley Shill*

6-19-13

President

Date

5. This annual plan meets the rules governing affirmative action, MCAR Chapter 3905.0600, Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Director, Office of Diversity and Equal Opportunity

Date



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## IV. RESPONSIBILITY FOR IMPLEMENTATION

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### **President:**

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

The President shall:

1. Ensure that adequate staffing and resources are committed to implementing college and System policies in the area of affirmative action.
2. Appoint an affirmative action officer (AAO) to assist in carrying out established affirmative action responsibilities.
3. Incorporate into the position description of all administrators and supervisors a clear definition of their responsibilities in the area of affirmative action and include an evaluation of the performance of these responsibilities as part of the annual performance review process.
4. Encourage underutilized group members to participate on respective committees throughout the college and that the various constituencies within the college are also represented.
5. Provide the MnSCU Chancellor with an annual summary of the college's accomplishment in meeting goals set during the previous year.

### **Accountability:**

The President, Dr. Richard Shrubbs, telephone number 507-372-3400, is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at Minnesota West Community and Technical College.

### **Equal Opportunity/Affirmative Action Officer**

The Equal Opportunity/Affirmative Action Officer is responsible for the overall implementation and administration of Minnesota West Community and Technical College's equal opportunity and affirmative action programs.

1. Ensure that the College is in compliance with Federal, State, and System laws, regulations and policies pertaining to nondiscrimination/affirmative action.
2. Advise the President on AA program progress as well as advise appropriate hiring supervisors.
3. Monitor, as appropriate, the search and selection process for all positions in accordance with established guidelines and procedures for recruitment.
4. Provide recommendations to appropriate members of the college community regarding nondiscrimination/AA.
5. Assist with the preparation of internal and external institutional reports on AA efforts and accomplishments. Prepare and update the college affirmative action plan.

6. Assist with the coordination and promotion of affirmative action training and education programs
7. Serve as a resource for the college, and for the employees on affirmative action laws, regulations and procedures.
8. Review, investigate, and process complaints of race discrimination/harassment, sexual discrimination/sexual harassment, sexual violence, discrimination/harassment based on age, disability, color, creed, national origin, religion, sexual orientation, marital status, status with regard to public assistance or membership in a local commission.

Accountability:

The Equal Opportunity Officer/Affirmative Action Officer, Karen Miller, telephone number 507-223-7252, is directly accountable to the President for the overall implementation and administration of Minnesota West's equal opportunity and affirmative action programs.

**Administrative Supervisors** (Vice Presidents, Deans, Department Chairpersons and Department Directors/Coordinators):

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

1. Assure that all nondiscrimination/affirmative action policies, plans and procedures are complied with and carried out in their respective administrative units.
2. Assure that all employees within their administrative units are informed of the college's nondiscrimination/affirmative action policies, procedures and practices.
3. Assist the Affirmative Action Officer in determining annual vacancies and hiring goals.
4. Identify factors which may impede the college's pursuit of its nondiscrimination/affirmative action goals and objectives.
5. Provide a work environment and management practices which support equal opportunity and a policy of non-discrimination in all terms and conditions of employment.

Accountability:

Accountability for Administrators/Supervisors is reflected in the Minnesota West organizational chart. A copy of the college's organizational chart is available in the Human Resource office.

**Chief Human Resource Officer:**

In addition to the responsibilities and duties described above for the Administrators/Supervisors, the Chief Human Resource Officer is also responsible as described below for classified and unclassified positions.

1. Monitor the recruitment and selection process of all classified positions at Minnesota West, in accordance with Minnesota Statutes 43.18 and 179.74,



Minnesota Management and Budget (MMB) Personnel Rules, and applicable collective bargaining agreements.

2. Monitor the recruitment and selection process of all unclassified positions at Minnesota West Community and Technical College in accordance with applicable personnel rules and applicable collective bargaining agreements.
3. Ensure that the recommendations of supervisors and others involved in the hiring process are based on job related criteria and are consistent with affirmative action goals and objectives.

Accountability:

The Chief Human Resource Officer, Karen Miller (507-223-7252), is accountable to the Vice President of Administration, Lori Voss (507-223-7252), and the President.

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## V. DISSEMINATION OF POLICY

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The following measures will be used to inform Minnesota West Community and Technical College's employment and educational communities and the public of our commitment to Affirmative Action and Equal Opportunity in all employment and educational policies, procedures, programs, services and opportunities.

### INTERNAL DISSEMINATION

1. A summary of the college's Equal Opportunity and Affirmative Action Policy statements shall be included in appropriate college publications and media, such as the employee handbook, the college catalog and other similar publications.
2. Orientation programs at the start of each school year for students and employees shall include a discussion on the college's Equal Opportunity/Affirmative Action Policy.
3. Provide training to managers and supervisors on affirmative action and equal opportunity issues.
4. All recruitment brochures, job announcements, vacancy notices and the college website shall identify the college as an Equal Opportunity Employer and Educator.
5. The Affirmative Action Plan will be placed at the reserve desk in the campus libraries and will be posted on the college website.
6. Copies of the college's Affirmative Action Plan shall be provided to all interested persons upon request. The plan will also be provided to all members of the President's Cabinet. It may be available in an alternative format upon request.

### EXTERNAL DISSEMINATION

1. All job announcements, vacancy notices, website home page, letterhead, brochures and other education or employment related materials shall identify Minnesota West as an Equal Opportunity Employer and Educator.
2. Publicize via a variety of protected group and non-protected group media sources, Minnesota West Community and Technical College's commitment to the recruitment of employment, promotion and retention of individuals with disabilities, women and minorities;
3. Information on Minnesota West Community and Technical College's Affirmative Action Plan shall be made available to all external constituents upon request.

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## VI. NONDISCRIMINATION/COMPLAINT PROCEDURE

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It is the policy of Minnesota West Community and Technical College to undertake and maintain a program of affirmative and positive action and of nondiscrimination as determined by MnSCU policy 1B.1 in educational opportunities and employment. No person shall be discriminated against in the terms and conditions of employment, personal 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, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Minnesota West shall work to eliminate violence in all its forms. Physical contact by designated college staff members may be appropriate if necessary to avoid physical harm to persons or property.

This policy is directed at verbal and 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 West will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The college shall develop and implement a complaint process to review complaints of discrimination, harassment or sexual violence.

1. To assure that equal educational and employment opportunities are made available on the basis of individual qualifications.
2. To encourage all persons to seek enrollment or employment with the College.
3. To assure compliance with Title IX of the Education Amendments of 1972 prohibiting discrimination in educational programs and activities. In carrying out this policy, the College recognizes that it must act affirmatively to guarantee equal educational opportunity;
  - a. It must undertake aggressive recruitment, hiring and comprehensive in-service training programs as necessary, to ensure equal access to promotion and educational opportunities.
  - b. It must take affirmative measures to eliminate any discriminatory practices in student recruitment and program placement, courses, counseling services and extra-curricular activities.

The College will ensure that all personnel activities, including recruitment, hiring, promotion, compensation, benefits, transfers, lay-offs, college sponsored in-service training and tuition assistance, social and recreational programs, and all student body activities including admissions and treatment of students in educational, recreational, and extra curricular programs will be administered without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public

assistance, sexual orientation, or membership or activity in a local commission as defined by law.

To seek fair and just solutions to problems of discrimination/harassment, the System Chancellor has implemented complaint procedures which are available to all members of Minnesota State Colleges and Universities. Minnesota West Community and Technical College adheres to this policy. Please see Appendix B for the Nondiscrimination in Employment and Educational Policy. A copy of the policy is available in the Human Resources office or can be downloaded from the MnSCU website at [www.mnscu.edu](http://www.mnscu.edu) under the policy link.

The procedural steps for filing a discrimination/harassment complaint are outlined in System Procedure 1.B.1.1. Please see Appendix C for the Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure. A copy of the procedure is available from the Human Resource office or can be downloaded from the MnSCU website at [www.mnscu.edu](http://www.mnscu.edu) under the policy link.

To file a complaint of harassment/discrimination employees should use the form designated in Appendix A.

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## VII. AA PROGRAM AND PROGRAM OBJECTIVES

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At present, the following vacancies exist:

Physics Instructor in Worthington  
CSS Senior in Worthington

It is difficult to anticipate the future vacancies for the 2012-2014 years. There are possible retirements but they have not been identified at this time.

### **Separation Analysis:**

During the fiscal years 2011 and 2012, 31 employees separated from Minnesota West Community and Technical College. This group included 10 females and 21 males. Further analysis indicates that three disabled employees and one minority employee left employment. Of the 31 separations, fourteen were for retirement, six employees were discharged or non-renewed (faculty), three involved layoffs, eight employees resigned for other career opportunities.

The reasons for separation do not appear to be significantly different between protected group employees and non-protected groups. We will continue to monitor the separation data.

**GOAL:** Minnesota West Community and Technical College's overall AA goal is to improve its representation of underrepresented groups. In order to accomplish this goal, each new hiring opportunity is viewed as an AA opportunity, and each hiring unit is expected to make a special effort to recruit applicants in areas where underutilization has been identified. Minnesota West has been fortunate to see an increase in the diversity of the faculty pools over this reporting period and anticipates that trend to continue. Our goal is when faculty vacancies occur that we will be able to fill 25% of those vacancies in the liberal arts fields with minority faculty. If we have an opportunity to hire in the service/maintenance unit we have a goal to fill 25% of those positions with females.

### Specific Action Step:

We will actively work to recruit and hire qualified candidates in the disparate areas of female, minority and disabled in all groups that are identified as disparate.

### Assignment of Responsibility:

Affirmative Action Officer, appropriate Administrators and search teams.

### Evaluation Procedure:

Statistics will reflect increased hiring in areas of disparity.

**GOAL:** Provide opportunities for underrepresented populations in the region by developing and offering programs focused on multi-cultural awareness, appreciation and involvement

Specific Action Step:

With the development of the new position “Community Development Coordinator” the college will actively participate in committee work and offer programs that focus on issues that are likely to improve the education climate for elderly, minorities and other underrepresented groups in the region.

Assignment of Responsibility:

Community Development Coordinator, appropriate Administrators.

Evaluation Procedure:

Networking on committees evidenced and increased programming for constituents on topics of interest to minorities and other underrepresented groups.

**GOAL:** Analyze the results of the 2012 climate survey and develop an improvement plan.

Specific Action Step:

Create a plan for addressing opportunities and celebrate successes.

Assignment of Responsibility:

Chief Human Resource Officer, President’s Cabinet, Supervisors

Evaluation Procedure:

Plan and action steps in place by summer of 2013 to address opportunities.

**GOAL:** Improve college-wide diversity and multi-cultural awareness, appreciation and engagement.

Specific Action Step:

Minnesota West considers themselves socially responsible to educate their workforce as well as the student population about diversity and will offer opportunities for students, staff and faculty to expand their knowledge on different cultures.

Assignment of Responsibility:

Multicultural Affairs Coordinator, Student Services Advisors, Campus Deans

Evaluation Procedure:

A minimum of one campus program for students, staff and faculty on a topic of interest to minorities or other underrepresented groups will be held during the academic year.

**GOAL:** Maximize employment opportunities for protected class members.

Specific Action Step:

Use the affirmative action plan and determine where disparities exist and target those underrepresented groups in the hiring process to actively recruit and retain a culturally diverse workforce. Search committee orientation on equal opportunity/affirmative action will occur with each vacancy.

Assignment of Responsibility:  
Human Resource Staff, Supervisors

Evaluation Procedure:  
Decline in the number of disparities that exist in protected group classes.

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## VIII. PROGRAM OBJECTIVES

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### **General Objectives**

Minnesota West Community and Technical College recognizes that there are various groups which are underutilized in educational programs and employment within the college. The college also recognizes that the value of the diversity of cultural experiences for all students and employees will be achieved through full participation of underutilized groups in the educational process and in employment. Therefore, the college commits to programs of affirmative action intended to remedy this underutilization and to encourage cultural diversity and participation by members of these groups in all facets of college life. In pursuit of its commitment to affirmative action, the college shall take action as follows:

### **Recruitment and Hiring**

In the recruitment and selection of unclassified employees, each administrative unit or department shall follow the procedures listed in the faculty hiring plan which is available on the college website or from the Human Resource Office.

### **Career Development Opportunities**

To promote professional development within the college, women, persons with disabilities, and minorities will be encouraged to apply for sabbatical leaves, and other developmental programs or training opportunities available to college employees. Administrative supervisors or heads will inform their employees of career development opportunities. In addition, employees may also request approval from their respective supervisor to participate in training and educational programs.

Minnesota West Community and Technical College also supports the assignment of underutilized group members to administrative and supervisory positions whenever possible.

### **Promotion and Tenure**

Each administrative supervisor or head will assess all candidates for promotion or tenure on the basis of performance and achievement and criteria included in bargaining unit contracts. In addition, all promotions and tenure-related action will be administered on a fair and equitable basis.

### **Terminations**

Terminations will be reviewed to ensure they are conducted fairly and in a nondiscriminatory manner and according to bargaining unit contracts.

### **Policy Awareness**

The Chief Human Resources Officer will be available to provide training on the college's Affirmative Action policies, programs and procedures. Information will be made available to employees to create an awareness of discrimination/harassment and proper procedures to follow in filing a complaint.



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## **IX. METHODS OF AUDITING, EVALUATION AND REPORTING PROGRAM SUCCESSSES**

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### **Pre-employment Review**

State law governing affirmative action programs requires Minnesota West Community and Technical College to establish methods of auditing, evaluating and reporting program success. This includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists.

### **Procedure for Reviewing Layoffs**

Minnesota West Community and Technical College will make lay-off determinations consistent with applicable collective bargaining agreements and personnel plans. Proposed layoff decisions are reviewed by the Chief Human Resource Officer/Affirmative Action Office to evaluate their effect on Minnesota West's affirmative action program.

### **Recordkeeping and Evaluation**

The Office of Human Resources staff records data regarding all hires on the Protected Group forms.

The Office of Human Resources staff maintains all search materials in the central files of the Human Resource office.

The Affirmative Action Officer maintains documentation relating to all Affirmative Action complaints.

Annual review of hires will determine the success and/or additional requirements of the Affirmative Action Program.

### **PRE-HIRE REVIEW:**

1. The Chief Human Resource Officer, the College Provost, or a program area or department determines that a vacancy exists and administrative approval is obtained to conduct a search.
2. A search committee will be formed that meets the criteria identified in the appropriate hiring policy. A minimum of four members are recommended for faculty searches, and seven to nine members for administrative searches of dean and above. The list of members shall be submitted to the Chief Human Resource Officer/Affirmative Action Officer for approval.
3. The role of the search committee is to be a partner with the administration in filling the vacancy. Tasks will include a review of the position description, creation of the interview questions, the solicitation of candidates, and the evaluation of candidates. The committee must determine the distribution of tasks to be performed so the entire process becomes a shared responsibility.

4. For full-time vacancies, the Chief Human Resource Officer reviews the position description and availability data, and notes whether or not underutilization exists. Equal opportunity and affirmative action goals will be considered for all hiring procedures.
5. The search committee chair, in cooperation with the appropriate supervisor and the Human Resource Office, develops a plan of recruitment sources and activities, drafts advertisements, a vacancy notice, interview questions, evaluation forms. At this time, all parties must agree on specific tasks that must be completed, and which person has responsibility for each task with a timeline for completion.
6. When applications are received, each applicant is sent a Supplemental Personnel Data Form and a stamped, self-addressed envelope for its return to the Affirmative Action Officer to monitor the equal opportunity progress. For those applicants using the NeoGov system the supplemental data is collected via supplemental data questions programmed into the application process.
7. After the initial screening, the list of semifinalists is submitted to the Chief Human Resources Officer. When the interviews have been completed, the search committee submits a final list of two names to the appropriate Vice President. Final candidates must be submitted in unranked order. The list is then sent to the President for final selection of all full-time positions.
8. When underutilization exists, it is important that available protected group candidates are included at every stage of the application process when possible. The search committee chairperson has the responsibility for writing the rationale for the selected candidate and/or rationale for why all the other candidates were not selected.
9. At any stage of the process, the Chief Human Resource Officer/Affirmative Action Officer may request that the President extend and/or close the search if the pool of under-represented candidates is not satisfactory.

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## X. WEATHER EMERGENCIES/BUILDING EVACUATION

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In accordance with MnSCU Policy 4.4, the following policy/procedure will be used when it becomes necessary to close the College/Campus, cancel academic or non-academic activities, or delay the opening of the College/Campus due to, but not limited to, severe winter weather, tornadoes, fire, bomb threats, and explosions. This procedure will also describe working conditions and the compensation status of employees during the time the College/Campus is closed.

The authority to close the college/campus, cancel classes, or other activities when an emergency exists resides with the President or President's designee. The closure of state agencies by the Commissioner of the Department of Employee Relations does not apply to Minnesota West Community & Technical College or other Minnesota State Colleges and Universities institutions. Should the Governor of Minnesota declare a state of emergency that results in closure, Minnesota West will follow that declaration.

### DEFINITIONS

**A. Closing the Campus/College: Closing the Campus/College** means to close all operations other than those operations deemed essential to well-being of students and those functions deemed essential to personal safety and the protection of property. Closing the Campus/College results in the cancellation of classes, activities, and meetings hosted/sponsored by students, faculty, or staff. General offices are closed.

**B. Delayed Opening:** Refers to closing of all operations for a designated period of time other than those operations deemed essential to well-being of students, and those functions deemed essential to personal safety and the protection of property.

**C. Cancellation of Classes and/or Other Activities:** Cancellation of classes (off-campus or on-campus) means to cancel one, several or all classes, in the absence of officially closing the entire Campus/College. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, concerts, theatrical productions, workshops, etc.

**D. Essential Employees:** Positions and employees of the College/Campus whose functions are deemed essential to personal safety and the protection of property are required to report to work during an emergency. The Campus Administrators or designee will be on duty whenever an emergency is declared. If, in the Campus Administrator or designee's judgment, the possibility of a late start or closure in the next day exists, (s) he will notify essential employees of their responsibility to report to work.

During an emergency closing, if in the supervisor's judgment, services that are essential to the personal safety and protection of property are no longer needed, essential employees may be released from work with pay.

### PROCEDURE AND NOTIFICATION

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**A. Closing or Delayed Opening:** The President or President's designees shall determine when the College/Campus will be closed, the College/Campus activity or operations that must be maintained during the closure and estimate, if possible, the duration of the emergency. Appropriate notification will be made to the MnSCU Board of Office as the decision is made.

The responsibility of closing the College/Campus may be delegated to the following persons in order:

1. Chief Executive (President)
2. Chief Academic Officer (Provost)
3. Chief Financial Officer (VP for Finance and Administration)

In the absence of all of the above, the person designated as chief operating officer at the time will have the responsibility for cancelling classes or closing the College/Campus.

As the decision is made to close or delay opening of the College/Campus, the following individuals will be notified:

Campus Administrators  
Physical Plant Director

Each of the above will be responsible for specific notification to essential employees, media and department heads/supervisors. It is expected that each department head will develop a network among employees to effectively notify individuals.

**B. Cancellation of classes/nonacademic events when the College/Campus is not closed:**

- Cancellation of Classes - the decision to cancel one class, several classes or all classes, off-campus or on-campus, shall be made by the President or his/her designee. When classes are canceled, faculty on an individual basis shall make appropriate curricular adjustments.
- Non-Academic Events - the decision to cancel a non-academic event, in the absence of closing the College/Campus, will be made by the director of the activity in consultation with his/her supervisor.

**C. Notification:**

- Whenever possible, decisions to cancel day classes will be made by 5:30 a.m. and decisions to cancel night classes will be made no later than 4:00 p.m.
- The director of the activity will make notification of the cancellation of non-academic activities by utilizing media and/or other appropriate means.

Students should listen to local radio and television stations for college and campus weather related announcements. [Web alerts](#) are posted on the college website as well as information on how to subscribe to text alerts.

## Weather and Emergency Announcements

### Canby Campus

KKCK 99.7 FM-Marshall  
KMHL 1400 AM-Marshall  
KARL 105.1 FM-Marshall  
KARZ 107.5 FM-Marshall  
WCCO 830 AM-Minneapolis  
KELO 92.5 FM-Sioux Falls  
Television:  
WCCO-Minneapolis  
KELO-Sioux Falls

### Granite Falls Campus

KKCK 99.7 FM-Marshall  
KMHL 1400 AM-Marshall  
Q102 FM-Willmar  
KWLM 1300 AM-Willmar  
Real Country 100.1 FM-Willmar  
WCCO 830 AM-Minneapolis  
KELO 92.5 FM-Sioux Falls  
Television:  
WCCO-Minneapolis  
KELO-Sioux Falls

### Jackson Campus

KFMC 106.5 FM-Fairmont  
KSUM 1370 AM-Fairmont  
KKOJ 1190 AM-Jackson  
KRAQ 105.7 FM-Jackson  
WCCO 830 AM-Minneapolis  
KELO 92.5 FM-Sioux Falls  
Television:  
WCCO-Minneapolis  
KELO-Sioux Falls

### Pipestone Campus

KKCK 99.7 FM-Marshall  
KMHL 1400 AM-Marshall  
KLOH 1050 AM-Pipestone  
KISD 98.7 FM-Pipestone  
WCCO 830 AM-Minneapolis  
KELO 92.5 FM-Sioux Falls  
Television:  
WCCO-Minneapolis  
KELO-Sioux Falls

### Worthington Campus

AM 730 KWOA-Worthington  
95.3 ROCK It FM-Worthington  
KUSQ US 95.1 FM-Worthington  
FM 104.3 The Party-Worthington  
K101 101.1 FM-Luverne  
KQAD 800 AM-Luverne  
WCCO 830 AM-Minneapolis  
KELO 92.5 FM-Sioux Falls  
Television:  
WCCO-Minneapolis  
KELO-Sioux Falls

### Fairmont Center

KFMC 106.5 FM-Fairmont  
KSUM 1370 AM-Fairmont

### Marshall Center

KKCK 99.7 FM-Marshall  
KMHL 1400 AM-Marshall  
KARL 105.1 FM-Marshall  
KARZ 107.5 FM-Marshall

### Luverne Center

K101 101.1 FM - Luverne  
KQAD 800 AM - Luverne  
WCCO 830 AM - Minneapolis  
KELO 92.5 FM - Sioux Falls  
Television:  
KELOLAND - Sioux Falls  
WCCO - Minneapolis

### Redwood Falls Center

KLGR 1490 AM Redwood Falls  
KLGR 97.7 FM Redwood Falls  
WCCO 830 AM – Minneapolis  
Television:  
WCCO - Minneapolis

## **WORK RESPONSIBILITIES WHEN THE COLLEGE/CAMPUS IS CLOSED OR DELAYED IN OPENING**

When the College/Campus is closed due to an emergency that threatens the health and safety of individuals, employees not designated “essential” may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail:

- Employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who report for work and are then sent home shall not be enriched through additional compensation, including compensatory time, or increased benefits because of an emergency.
- Employees who are required to remain at work shall not be paid for more than their regularly scheduled hours or the actual number of hours worked.
- Employees on advance scheduled sick or vacation leave shall not have such leave time restored to their balance unless they cancel their leave and report to work.
- Employees on any approved leave without pay shall not be paid for any emergency leave.
- Employees who call in on the day of the emergency prior to the declaration of the emergency, for vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration or the emergency to the end of the scheduled shift if the Campus/College ceases operations during their regular shift.
- Employee uniform time reports should indicate the number of emergency hours utilized in the remarks section of the uniform time report.
- An employee’s absence with pay for an emergency shall not exceed 16 hours during that emergency unless the President has authorized a longer period.

## **WEATHER EMERGENCIES**

### **A. Assessment of Winter Weather Conditions**

Closing of the College/Campus or cancellation of classes or activities may be implemented following assessment of four specific conditions. The combination of any two or more of these conditions will warrant serious consideration:

- Temperature - actual temperature of 0 degrees or below with consideration given to wind chill temperature.

- Wind velocity - in excess of 20 m.p.h.
- Precipitation - predicted or actual ice, snow, rain or combination in excess of two inches over a 24-hour period.
- Conditions of the road as advised by the MN State Highway Department. Ice or snow packed roads, or significant cumulative snow cover will affect the assessment of overall conditions.

## **B. Inclement Weather when the College/Campus is not Closed**

Due to the personal circumstances during inclement weather when the College/Campus is not closed, such as place of residence, employees may find it necessary to leave work early even though the College/Campus has not been closed. Further, because of place of residence, employees might be unable to get to work even though the College/Campus is open. In such cases, but only with prior supervisory approval, annual leave, adjusted work schedule, compensatory time, or leave without pay may be granted. Cancellation of classes does not excuse employees from work. In such circumstances when the College/Campus is not closed, if a Campus Administrator or Center Manager should wish to consider limiting hours of operation because of severe weather, that local administrator must get approval from the Provost or appropriate Vice President prior to any action.

## **OTHER EMERGENCIES**

The President or his/her designee will assess the nature and extent of the emergency, determine if the College/Campus offices and services should remain open or be closed and notify appropriate personnel.

## **INCLEMENT WEATHER FOR ITV CLASSES**

Due to the large geographical area covered by Minnesota West campuses, Interactive Television classes may not be experiencing inclement weather at the same time. The following policy will be followed. The host site is defined as the location where the instructor teaches. The receive site is all other campuses participating in the class.

- If the host site has been closed due to weather, the class will be considered cancelled at all sites.
- If the host site has not been closed but one or more of the receive sites have been closed, the decision to cancel the class on specific sites will be made after consultation with the Campus Administrator at each campus or center.

## **Emergency Evacuation Procedures**

### **1. PREPARING FOR AN EVACUATION**

- Review your building's Emergency Evacuation Plans in classrooms and departments. They show primary and secondary exit routes, fire extinguisher locations, fire alarm pull stations; and are updated as necessary. The plans also indicate safe areas for evacuation. Know where the stairs and fire extinguishers are located.

- Determine in advance the nearest exit from your work location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area.
  - If you work in an office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit door. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors you pass, so you will know when you reach the exit door.
2. DURING AN EVACUATION

In case of an emergency and persons with a disability need to be evacuated you must:

- Call 9-911 immediately.
- If time and conditions permit, secure your workplace and take with you important personal items such as keys, purse, medication, glasses.
- Follow instructions from emergency personnel.
- Check doors for heat before opening (Do not open door if hot).
- WALK – do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- College personnel will attempt to assist students or other personnel who have special medical and/or physical needs during an emergency evacuation situation making sure to ask the person you are assisting with best way to aid them in their evacuation to the conditional appropriate safe area:
  - **Fire Safe Area or Fire Assembly Area for the Disabled.** (See Appendix E) These areas are constructed to provide a higher degree of protection during fires and are checked by the Fire Department upon arrival. Those with mobility impairments should be assisted to the nearest Fire Safe Area (usually a stairwell) or Fire Assembly Area (usually a room near an elevator) in the building. Doors should be closed and Fire Department notified immediately upon their arrival of disabled person(s) in the safe area.
  - **Severe Weather Safe Area.** Designed as safe areas during tornadoes and other severe weather, these locations include interior hallways and rooms away from windows. Avoid upper level rooms, auditoriums and gymnasiums with large, poorly supported roofs.
  - **Environmental Catastrophe Safe Area.** These locations are safe areas when hazardous materials may have been released into the atmosphere. This would most likely occur during a semi-truck tanker accidentally releasing hazardous chemicals into the environment. Should this occur a “shelter-in place” warning will be provided by local authorities on television, radio, and by contacting Campus/Center Dean/Director. These areas are interior rooms that are above ground level because some chemicals are heavier than air. Other precautionary measures needing to take place are doors and windows being shut and ventilation systems turned off.

**If relocating outside the building:**

- Move quickly away from the building.
- Watch for falling glass and other debris.
- Stay with your group.
- Keep roadways and walkways clear for emergency vehicles.



- If you have relocated away from the building, DO NOT RETURN until notified that it is safe to do so.
- Whenever the fire alarms/strobes are activated, occupants MUST evacuate the building and reassemble at your designated assembly point. Occupants on floors above the ground floor must use emergency exit stairwells to leave the building. DO NOT USE ELEVATORS!!!!
- For certain emergencies such as a bomb threat or a natural gas leak, the fire alarms/strobes may not be activated. Instead, campus maintenance will move through the building and order the occupants to evacuate.
- Emergency evacuation signage is posted in buildings so that occupants can become familiar with the evacuation routes and assembly points for their area.
  - Building maintenance are responsible to assist and direct building occupants in assigned areas to the fire exit stairwell and confirm that all occupants have evacuated the areas. The building safety coordinator will report to an authorized emergency responder that their area is clear. Authorized emergency responders are Fire Department or Police Department. Try to remain calm, and give clear evacuation instructions. Keep existing groups together.
- Campus/Center Dean/Director will be responsible to identify any Minnesota West employees with a disability who would need consideration and assistance during an evacuation. At least two staff members should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Area of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The building safety coordinator will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.
- Faculty and instructors are responsible to identify any student(s) with a disability that would need consideration and assistance during an evacuation. At least two students should be assigned to each person identified with a disability to provide assistance, ensuring that the disabled person will be assisted during the evacuation. Should the disabled person not be able to use the fire exit stairwells, he or she must be escorted to the exit stairwell landing as a “Safe Point of Rescue.” The escort should remain with the disabled person at the landing to provide additional assistance. The faculty member or instructor will inform an authorized emergency responder that a disabled person is waiting for rescue on the specified floor within the exit stairwell.

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## XI. REASONABLE ACCOMODATIONS

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Minnesota West is committed to providing equal opportunities for qualified individuals with disabilities to participate in College services, programs, activities and employment. It is the policy of the College to provide reasonable accommodations in the employment of qualified individuals with disabilities as defined under the Americans with Disabilities Act of 1990 and the Minnesota Human Rights Act.

The ADA requires that employers provide reasonable accommodations to those individuals who are qualified for the position. The law defines a "qualified individual with a disability" as:

“Any person who has a physical or mental impairment which substantially or materially limits one or more of such person's major life activities.”

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. Reasonable accommodations do not include elimination of an essential function of a job.

Examples of personal devices and services include wheelchairs, individual prescribed devices such as prescription eyeglasses or hearing aids; readers for personal use of study; or services of a personal nature including assistance in eating, toileting or dressing.

Minnesota West may require an individual who requests an accommodation to provide medical documentation indicating the limitations of the individual and the need for an accommodation.

Funding: Accommodations which do not cause an undue hardship and comply with this policy will be funded by the college. An undue hardship is defined as action that is unduly costly, extensive, substantial or disruptive, or that would fundamentally alter the nature or the operation of the College.

The procedure for determining undue hardship is as follows:

1. The employee will meet with the ADA Coordinator to discuss the requested accommodation.
2. The ADA Coordinator will review undue hardships by considering:
  - a. The nature and cost of the accommodation in relation to the size, the financial resources and the nature and structure of the College; and
  - b. The impact of the accommodation on the nature or operation of the College.
3. The ADA Coordinator will provide a decision to the employee.

This policy ensures that the College complies with the State of Minnesota's Reasonable Accommodation policy.

The President has designated Karen Miller, Chief Human Resource Officer as the person responsible for administering requests for reasonable accommodations for employees. Minnesota West's procedure for providing reasonable accommodations in the workplace are as follows:

Request for Accommodations: Applicants, Employees & Employees Seeking Promotion

An employee requesting a job accommodation due to a disability should complete a form available in the Human Resource office. The Human Resource office will inform all applicants of their right to reasonable accommodations for disabilities.

1. The Human Resource coordinator may request appropriate medical documentation supporting the existence of a disability and detailing physical or mental limitations.
2. The ADA Coordinator will then determine whether the employee meets the definition of a qualified individual with a disability under the ADA and determine the precise limitations.
3. The ADA Coordinator will then identify potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential job functions.
4. The ADA Coordinator will select and implement the accommodation that is the most appropriate for both the individual and the College. The individual's preference will be considered but the College is free to choose among equally effective accommodations.
6. If a request for accommodations is not approved, the Coordinator shall inform the employee/applicant of the reasons for not approving in writing within 3 working days of the decision.

Rights and Responsibilities:

An employee with a disability has the right to a reasonable accommodation which allows them to carry out the essential functions of the job.

An employee has the right to the elimination or reassignment of marginal function of the job as a reasonable accommodation.

An employee has the responsibility to carry out essential job functions and to provide specific, relevant medical documentation of the need for accommodation.

As an employer, the College has the right to determine essential and marginal job duties. The College further has the right to establish job qualifications, can request medical documentation, can establish standards of performance for a job, can choose the accommodation as long as it is effective. The College has the right to deny a request for accommodation to an individual who is not otherwise qualified to perform the essential job functions. The College also has the responsibility to treat each employee with a disability on an individual basis when determining reasonable accommodation. The College has a responsibility to document the request for and approve or deny an accommodation. All medical documentation must be maintained by the College in a confidential file separate from the employee's personnel file.

Appeals:

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the President, within a reasonable period of time, for a final decision.

If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the College's compliant procedure as outlined in this plan.

Minnesota West complies with the MnSCU policy on reasonable accommodations for qualified applicants and employees with disabilities and employees seeking promotion.

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## XII. RECRUITMENT

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Minnesota West is committed to increasing recruitment efforts aimed at protected group members. Minnesota West will actively recruit talent from diverse backgrounds for all positions. Recruitment is the responsibility of every supervisor and administrator who has the authority to make a hiring decision. The Affirmative Action Officer along with Administrators/Managers will lead the college's recruitment efforts by establishing meaningful relationships with diverse communities whenever possible.

The principles of affirmative action and equal opportunity apply throughout the search, screening and selection process. Only by aggressively seeking out qualified women, minorities, and persons with disabilities can we develop a workforce that properly resembles the diversity in our student body, and the communities we serve. At all stages of the hiring process, applicants will be treated with dignity and respect and provided with equal opportunity.

Minnesota West C&TC recognizes that we have a requirement to consider people with disabilities who can perform the essential functions of the job with or without reasonable accommodation and to direct our recruitment efforts towards people with disabilities. Minnesota West will strive to improve recruitment of persons with disabilities by actively seeking to include employees with disabilities on our search committees, and ensure the qualification language on job postings does not pose barriers to individuals with disabilities. We will continue to work directly with the MnSCU system and state leaders in Affirmative Action and Diversity matters.

The candidate pool needs to be as diverse as possible. This can be accomplished by developing an aggressive and effective recruitment plan. All Administrative positions are filled through national searches as would most unlimited faculty vacancies. Minnesota West C&TC does not have an internship program; consequently, internship recruitment efforts are not warranted. Newspaper ads, placement offices, job service and web sites are all sources utilized to assure that pools for hiring are aggressively researched.

### **1. Advertising:**

Advertisements were placed in the following:

Advocate Tribune, Granite Falls, MN  
American Indian Graduate Center  
American Psychological Association  
Canby News, Canby, MN  
Chronicle of Higher Education, Washington, DC  
Daily Reporter, Spencer, IA  
Diverse: Issues in Higher Education  
Estherville Daily News, Estherville, IA  
Facebook

Fairmont Sentinel, Fairmont, MN  
Goodgle AdWords and Content Network  
Higher Ed Jobs Online  
Higher Education Recruitment Consortium  
Hispanic Outlook in Education Magazine  
Indeed.com  
Jackson County Pilot/Livewire, Jackson, MN  
LatinosinHigherEd.com  
Links on affiliated sites such as the Midwest Higher Education Compact  
Logo placement on national and regional partner websites  
Luverne Rock County Star Herald, Luverne, MN  
Mankato Free Press, Mankato, MN  
Maple River Messenger, Maple River, MN  
Marshall Independent, Marshall, MN  
Minneapolis Star & Tribune, Minneapolis, MN  
Minnesota Network of Latinos in Higher Education  
Modern Language Association  
Montevideo American News, Montevideo, MN  
National Collegiate Athletic Association  
Natonal Conference on Race and Ethnicity in Higher Education program  
Natonal Society of Black Engineers  
New York Times Diversity in Higher Education Supplement  
Pipestone County Star, Pipestone, MN  
PsychCareers.com  
Pudget.com  
ScienceCareers.com  
SD Brooking Register, Brookings, SD  
Sherburn West Martin Weekly News, Sherburn, MN  
Sibley Gazette Tribune, Sibley, IA  
Sioux City Journal, Sioux City IA  
Sioux Falls Argus Leader, Sioux Falls, SD  
Slayton Murray County Wheel Herald, Slayton, MN  
Spirit Lake Dickson City News, Spirit Lake, IA  
St. James Plaindealer, St. James, MN  
Truman Tribune, Truman, MN  
Worthington Daily Globe, Worthington, MN  
Yankton Daily Press and Dakotan, Yankton, SD

The total expenses incurred for FY 2011 were \$11,395.75 and for FY 2012 \$8,117.96. This is a decreased level of spending over previous fiscal years due to a change in advertising resources for liberal arts positions. This has allowed the college significant cost savings in advertising, as well as much larger and more diverse applicant pools.

Positions in the College are relatively stable since all campuses are located in communities with relatively small populations. The largest community is Worthington with an approximate population of 12,000 and the smallest community is Canby with an approximate population of 1,800. The other three campuses are in communities with an average population of 3,500. Therefore, positions at the college campuses are probably some of the best paying jobs in each of these communities and turnover is very negligible. A majority of the turnover is due to retirements or the creation of new educational programs. Retirements for this reporting period have also been minimal as has turnover in general. For this biennium as compared to last the college had 29 less separations. Adjunct teaching positions are the most common openings available and these are usually very part-time positions on a limited basis with no contract opportunities.

## **2. Job Fairs:**

The College does not recruit candidates through job fairs and does not anticipate using job fairs as a recruitment method in the future.

## **3. Internships:**

Internship opportunities are directly related to a specific academic program of the educational institution. When possible, student interns will be provided an opportunity to earn academic credit and/or work experience while performing a valuable service to the department and college. The supervisor seeking a student intern will establish a mentoring relationship with the student and will work with the Human Resources Office to formalize and implement specific internship arrangements.

## **4. Recruitment for Persons with Disabilities:**

Minnesota West C&TC recognizes that we have a requirement to consider persons with disabilities who can perform the essential functions of the job with or without reasonable accommodation and to direct our recruitment efforts towards people with disabilities. Minnesota West will strive to improve recruitment of persons with disabilities by working with the MnSCU system and state leaders in Affirmative Action & Equal Opportunity and Diversity.

## **5. Supported Employment (M.S. 43A.191, Subd. 2(d))**

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

## **6. Other methods implemented.**

The College has used the following methods of recruiting and will continue these efforts at recruiting protected group members:

1. Mailings to Minnesota agencies and organizations.

2. Online advertising.
3. Direct recruiting to targeted business, industry associations and individuals.
4. Mailings to other Universities and College Placement Offices.
5. Minnesota West Community and Technical College Website.

### **7. Projected Hiring Opportunities and Strategies**

It is difficult for the college to project vacancies in the 2012-2014 reporting period. With the current state of the economy it appears that faculty and staff who were once making plans to retire are now either reconsidering those plans or delaying them. If that trend were to remain stable or again decrease the college would have limited positions and opportunities to recruit other than new program areas.



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### XIII RETENTION PLAN

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Minnesota West views retention as an essential component in retaining employees and evaluating programs. Although responsibility for retention efforts lies with all Administrators, Supervisors and key staff at Minnesota West Community and Technical College, Karen Miller, Chief Human Resources Officer has been identified as having primary responsibility.

As part of retention efforts, the College will follow these procedures:

- The Human Resources Office shall collect and report information on employee turnover.
- The Human Resources Office will participate in an employee orientation program in which new employees are informed about the college's mission, programs, and appropriate College process.
- The College will provide on-going training and development for all new employees to ensure success and promotional opportunities. Each bargaining unit has funds available for staff development activities.
- The College will provide ongoing training for existing employees and supervisors to raise awareness and respect for cultural differences.
- The Human Resources Office will conduct exit interviews with employees who have resigned to gain information as to the cause of separation.
- Continue to promote EAP and other mediation services to resolve internal and external conflicts

**APPENDIX A**  
**MINNESOTA WEST COMMUNITY & TECHNICAL COLLEGE**  
**GENERAL HARASSMENT AND VIOLENCE POLICY**  
**REPORT FORM**

General Statement of Policy Prohibiting  
All Forms of Discrimination

Minnesota West Community and Technical College maintains a firm policy prohibiting all forms of discrimination. It is the policy of Minnesota West to maintain a learning and working environment that is free from all harassment and violence.

Minnesota West prohibits any form of harassment and violence. It shall be a violation of this policy for any student or employee of the college to harass a student or an employee through conduct or communication of any nature. It shall be a violation of this policy for any student or employee of the college to be violent or discriminatory to a student or employee.

The college will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence and to discipline any student or employee who harasses or is violent to a student or employee of the college. This policy also covers any extension of the college environment; i.e., college-sponsored events.

Complainant \_\_\_\_\_  
Home Address \_\_\_\_\_  
Work Address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_  
Name, address and phone number of persons you believe harassed or were violent toward you or another person:

If the alleged harassment or violence was toward another person, identify that person:

Describe the incident as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved, etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses who were present:

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person. I hereby certify that the  
information I have provided in this complain is true, correct and complete to the best of  
my knowledge and belief.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date

Received by \_\_\_\_\_

\_\_\_\_\_  
Date

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**APPENDIX B**  
Minnesota State Colleges and Universities  
Board Policy 1.B.1  
Nondiscrimination in Employment and Education

**Part 1. Policy Statement.** Minnesota State Colleges and Universities is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on 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, or sexual orientation 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 non-discrimination policies.

## **Part 2. Definitions.**

**Subpart A. Consensual Relationship.** 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 of Trustees Nepotism policy 4.10.

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

**Subpart C. Discriminatory harassment.** Discriminatory harassment is defined as verbal or physical conduct that is directed at an individual because of his or her protected class, and 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 has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events 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 and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

**Subpart D. Employee.** Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected Class.** Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

**Subpart F. Retaliation.** Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. 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 the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

**Subpart H. Student.** “Student” means an individual who is:

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

**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.

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

**APPENDIX C**  
Minnesota State Colleges and Universities  
Board Policy 1.B.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 Nondiscrimination in Employment and Education Opportunity 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, 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 Office of the Chancellor.

**Subpart B. Decision maker.** 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 Office of the Chancellor.

**Subpart C. Retaliation.** Retaliation means any action against a complainant or other individual because the individual:

1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B1.; or
3. Associates with another individual who is protected from discrimination under Policy 1B.1.

**Part 3. Consensual relationships.** Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

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

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

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

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

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

**Part 5. Right to representation.** In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

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

**Part 6. Investigation and Resolution.** The Office of the Chancellor, 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 Office of the Chancellor, 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 Office of the Chancellor, 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.

**Subpart D. Resolution.** After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, 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. request that the designated officer conduct further investigative measures;
    2. 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. request 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 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. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

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

**Part 7. Office of the Chancellor, college, or university action.** The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates 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 Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, 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 Chapter 14.

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

**Part 9. Education and training.** The Office of the Chancellor, 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 Office of the Chancellor 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 Office of the Chancellor 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 Office of the Chancellor, 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.

**APPENDIX D**  
**MINNESOTA WEST COMMUNITY AND TECHNICAL COLLEGE**  
**UNDERUTILIZATION ANALYSIS CHART**

| Job Group                      | Women |             |       |              |       |                       |
|--------------------------------|-------|-------------|-------|--------------|-------|-----------------------|
|                                | Total | Utilization |       | Availability |       | Number Under-utilized |
|                                |       | Number      | %     | Number       | %     |                       |
| Admin/Managers                 | 11    | 8           | 72.73 | 6            | 37.8% | 0                     |
| Faculty - Tech                 | 54    | 27          | 50.0  | 25           | 46.3% | 0                     |
| Faculty - CC                   | 41    | 21          | 51.22 | 19           | 46.3% | 0                     |
| Professional/Paraprofessionals | 47    | 31          | 65.95 | 25           | 53.8% | 0                     |
| Technicians                    | 4     | 4           | 100   | 3            | 63.1% | 0                     |
| Sec/Clerical                   | 41    | 41          | 100   | 28           | 67.7% | 0                     |
| Service/Maintenance            | 20    | 0           | 5     | 9            | 43.6% | 9                     |

| Job Group                      | Disabilities |             |      |              |        |                       |
|--------------------------------|--------------|-------------|------|--------------|--------|-----------------------|
|                                | Total        | Utilization |      | Availability |        | Number Under-utilized |
|                                |              | Number      | %    | Number       | %      |                       |
| Admin/Managers                 | 11           | 1           | 9.09 | 1            | 11.31% | 0                     |
| Faculty – Tech                 | 54           | 2           | 3.7  | 6            | 10.88% | 4                     |
| Faculty – CC                   | 41           | 1           | 2.44 | 5            | 10.88% | 4                     |
| Professional/Paraprofessionals | 47           | 1           | 2.13 | 5            | 10.88% | 4                     |
| Technicians                    | 4            | 0           | 0    | 0            | 11.52% | 0                     |
| Sec/Clerical                   | 41           | 0           | 0    | 5            | 11.56% | 5                     |
| Service/Maintenance            | 20           | 0           | 0    | 2            | 11.37% | 2                     |

| Job Group                      | Minorities |             |      |              |        |                       |
|--------------------------------|------------|-------------|------|--------------|--------|-----------------------|
|                                | Total      | Utilization |      | Availability |        | Number Under-utilized |
|                                |            | Number      | %    | Number       | %      |                       |
| Admin/Managers                 | 11         | 0           | 0    | 1            | 5.10%  | 1                     |
| Faculty – Tech                 | 54         | 0           | 0    | 7            | 13.3%  | 7                     |
| Faculty – CC                   | 41         | 2           | 4.88 | 5            | 13.3%  | 3                     |
| Professional/Paraprofessionals | 47         | 1           | 2.13 | 4            | 8.00%  | 3                     |
| Technicians                    | 4          | 0           | 0    | 0            | 6.80%  | 0                     |
| Sec/Clerical                   | 41         | 1           | 2.44 | 3            | 8.20%  | 2                     |
| Service/Maintenance            | 20         | 0           | 0    | 3            | 14.30% | 3                     |



US Census Data for Faculty and Administrative/Manager Data

Statewide Data for All Other Groups

**Appendix E**  
**Minnesota West Community and Technical College**  
**GOALS AND TIMETABLES CHART**  
**for Agency Affirmative Action Plan**

| EEO Job Group                  | Women                 |      |           | Minorities            |      |           | People with a Disability |      |           |
|--------------------------------|-----------------------|------|-----------|-----------------------|------|-----------|--------------------------|------|-----------|
|                                | Number Under-utilized | Goal | Timetable | Number Under-utilized | Goal | Timetable | Number Under-utilized    | Goal | Timetable |
| Admin/Managers                 | 0                     |      |           | 0                     |      |           | 1                        |      |           |
| Faculty-Technical              | 0                     |      |           | 4                     | 0    |           | 7                        | 1    | 2012-2014 |
| Faculty - CC                   | 0                     |      |           | 4                     | 1    | 2012-2014 | 3                        | 1    | 2012-2014 |
| Professional/Paraprofessionals | 0                     |      |           | 4                     | 1    | 2012-2014 | 3                        | 1    | 2012-2014 |
| Technicians                    | 0                     |      |           | 0                     |      |           | 0                        |      |           |
| Sec/Clerical                   | 0                     |      |           | 5                     | 0    |           | 2                        | 1    | 2012-2014 |
| Service/Maintenance            | 9                     | 1    | 2012-2014 | 2                     | 1    | 2012-2014 | 3                        | 0    |           |
|                                |                       |      |           |                       |      |           |                          |      |           |



**Appendix G**  
**Minnesota West Community and Technical College**  
**Cultural Diversity Development Plan**

Introduction: Historic Perspective Minnesota West Community and Technical College has been concerned about responding to the growth of diverse populations for many years. Because the Worthington campus of MnWest is located in an area where diverse populations are recruited for the meat packing industry and other manufacturing, MnWest has been keenly aware for the need of matriculating students into education. Currently the enrollment of K-12 students is composed of 65% minority populations, the second highest per capita ratio in the state of Minnesota. While other communities in the MnWest service area do not have the huge influx of diversity, towns like Windom, Redwood Falls, Marshall, and Luverne have seen growth in the diversity. As early as 2000 the college hired four recruiters each from a separate minority population whose task was to recruit students of diversity. Since then a multitude of efforts including recruitment of middle school students to experience higher education through Kid's College, a bridging program for underrepresented students called Fast Track, the hiring of a minority person as a diversity coordinator, the hiring of a diversity coordinator who is a bi-lingual and the hiring of diversity coordinators on each campus, the use of interpreters and translations of marketing materials into Spanish and other languages, and the explosion of cultural events on all of our campuses have influence the growth of diversity from 2% in 2000 to 9% in 2010. Institutional funds, Access and Opportunity funding, numerous grants and Carl Perkins funding has been used in a variety of actions taken by the college to serve underrepresented students of color. Major forces in service to underrepresented students have been the partnerships that MnWest has developed to better understand a constant influx of diverse cultures. The Nobles County Integrative Collaborative, the Tribal Councils, numerous churches, the Adult Basic Education, the Local UFCW # 1161 at JBS have all been active in the growth of diversity and service for potential students of MnWest. The infrastructure of the college has been modified and improved to enhance the growth of a diverse student body. A firm commitment by the president of MnWest, a solid Affirmative Action Plan, the provision of culture centers on each campus, investment in broader recruitment efforts, the efforts to recruit diverse staff and faculty, and the addition of a liaison for retention of minority students are examples of the commitment of MnWest. The following pages are the strategic directions and action plan for Diversity and Multi-cultural Affairs at MnWest CTC 2010-2015. The President is committed to increasing diversity 1% per year over the next five years: 9% diversity at present increasing to 14% by 2015.

To set the goals for the next five years MnSCU Strategic Directions and the MnWest CTC Strategic Directions were used as a foundation for planning events and activities that lead to growth and success of diverse groups.

**MnSCU System Strategic Direction 1:** Increase access and opportunity and success

**Minnesota West CTC** will increase access, learning opportunities and success for the citizens of southwest Minnesota

Goal 1.1: The College will increase the level of achievement of underrepresented students

| <b>Tasks:</b>   | <b>Projected Outcome:</b>  |
|---|--|
| Fast Track  | Maintain the high retention rate of Fast Track students at 86.54% in fall to spring with average of 2.00 GPA   |
| Intervention strategies:<br>Learning Contract   | Increase student/faculty/advisor and cooperative intrusive advising from serving 80 students to 110 students (see <a href="http://www.mnwest.edu">www.mnwest.edu</a> for intrusive early warning forms).   |
| Case Management -- Fully implement the Case Management Process including faculty, advisor and student planning through Learning Contracts for seriously academically at risk students. (7 campuses/sites) | Case management and learning contracts have stabilized student retention<br><br>260 students involved in Learning Contracts (increased advisor time) and case management in 2011.<br><br>Students will move from probationary status to good standing within one semester and from suspension to good standing in one year |
| Tutoring  | Increase tutoring from 342 students online; 360 in 2010-2011.  |
| Smart Thinking -- Increase Smart Thinking tutoring efforts in correlation with increased online students.<br><br>Increase face to face tutoring on new sites – Luverne, Redwood Falls and Fairmont.       | Increase face-to-face tutoring from 75 hours a week per campus to 80. Increase tutoring within Technical Program 5 classrooms and Smart Thinking tutoring at 450 students.   |
| Offering new freshman seminar course  | 100 students will take course online and on-campus. Students who have placed by Accuplacer in 2 developmental courses will take course. 60 of those will be students ready for next course.  |
| Hiring a Retention Coordinator: Study Groups  | Improve the retention and graduation rate of all underrepresented students. Identify group most at risk among underrepresented students and intervene to increase matriculation rate from 21% to 35%. 2011 2.0 average GPA for at least 12   |

|   |   |
|---|---|
|   | credits will be recorded  |
| <p>Mentoring</p> <p>Expand “Kids College” to 1 or 2 more campuses. Continue to partner with Integration Collaborative Centers for recruitment of first generation and students of diversity, increasing the numbers of special populations.</p> <p>The transition of first generation, minority, and underprepared students will be enhanced by a weeklong intensive summer session where results of Accuplacer and through referrals from high school counselors are used to place students in English, Math, Reading/Writing developmental courses. Study skills and socialization to college will be included.</p> <p>Expand “Access” Task Force including agencies who work with current or potential students to be expanded to all campuses.</p> <ul style="list-style-type: none"> <li>* Veterans Affairs      * High School Counselors</li> <li>* Corrections            * Private Industry Council</li> <li>* Adult Basic Ed        * Work Force Centers</li> <li>* Tribal Council        * Integrative Collaborative</li> <li>* Vocational Rehab.</li> </ul> <p>Improve the coordination of services to students of color on the 7 Minnesota West sites/campuses. Recruitment and retention efforts assigned on each campus with personnel assigned as “recruiters of diverse students”.</p> <p>Raise the matriculation to graduation rate of students of color by attention to individual advising</p> | <p>Liaison work between student and faculty</p> <p>135 students enrolled; 65 first generation potential college students in 2011.</p> <p>100 students enrolled in Fast Track FY 2011.</p> <p>Access Task Force will be continued with addition of Consortium Coordinator.</p> <p>Regularly scheduled planning meetings with all minority affairs advisors helping to develop a master plan for retention and matriculation to graduation.</p> <p>Enrollment of 427 students of color in FY 2010. Goal met in 2010 – goal for 2011 is 465.</p> <p>Significant cultural events and participatory events have brought hundreds of diverse persons to campuses and created awareness for all.</p> <p>Graduation rate to increase by 2% for students of color for FY 2011.</p> |

|   |   |
|---|---|
| <p>and contracts for learning.</p> <p>Raise the enrollment rate of students of color by improved collaboration with community based groups. (Tribal Councils, Integrative Collaborative, Informal Social groups).</p> <p>Increase the graduation rate of students of color. Emphasis social events, speakers and bi-lingual guests to create retention efforts.</p> <p>Evaluate effectiveness of early warning software on retention of students.</p> | <p>CEO's initiate communication for collaborate planning.</p> <p>Minnesota West enhancement fall 2008 implementation; 550 students will access sites in 2010-2011.</p> <p>Increase matriculation to graduation in 3-4 years from 62.2% (2006) to 66.0% (2010).</p> <p>Early Warning System is in use and monitoring of effectiveness will continue in 2011.</p> |
|---|---|

Goal 1.2: The College will refine its services to underrepresented populations

| <b>Tasks:</b>  | <b>Projected Outcome:</b>   |
|--|---|
| Expedite the financial aid process                                     | <ul style="list-style-type: none"> <li>• Increase accessibility of Pell grants to underrepresented students</li> <li>• Increase accessibility of financial aid on-line</li> <li>• Reduce the turn-around time for students to get financial aid—<br/>Implemented since Nov. of 2009: Students are informed of financial aid status via e-mail; MnWest Web page announces links and availability of financial aid packages; “All-student” e-mail a month prior to school year start date listing time lines and process pertinent to receipt of financial aid packages.</li> </ul> |
| Getting Connected –World Market to highlight minority-owned businesses | Provide liaison between immigrant community and student population.   |
| Culture Corner events – Mixed Blood                                    | <p>Minnekanos will host 500 + participants, including 375 elementary students, 100 Minnesota West students and 25 community participants.</p> <p>Cultural events and participatory events bring diverse populations to campuses,</p>  |

|   |   |
|---|---|
|   | create awareness and inevitably increase enrollment. By promoting an appreciation of multicultural society our student body is more willing to accept a global community. |
| Hispanic Heritage/ Celebrations<br>Around the World/ Individual presentations of targeted cultures  | Increase student led presentations to 8. MnWest students, faculty, staff and surrounding community will be involved, with 20 to 30 participants at each presentation.     |
| Breaking Traditions Conferences   | Increase of students in non-traditional careers and increase in gender equity   |
| Utilize the Culture Corner to hold forums and support group activities in regard to social issues of diverse populations in partnership with SWHP (Ethan Bates) <ul style="list-style-type: none"> <li>■ Housing classes, legal issues, family needs</li> </ul> | Better informed citizens and exposure to higher education facility  |

Goal 1.3: The College will develop new credit and non-credit programs that serve the needs of the region

| <b>Tasks:</b>   | <b>Projected Outcome</b>  |
|---|---|
| ESL classes (Listening/Speaking)  | Increase in success rate of LEP students in college-level courses (Check number of students with Sue and Crystal) (Reading/Writing) – offer with and without credit                         |
| CNA – 18% of students are from diverse ethnic groups (2010)   | Increase in enrollment and matriculation to graduation for students who are considered non-traditional and underrepresented populations   |
| Freshman Seminar  | 100 students will take course online and on-campus. Students who have placed by Accuplacer in 2 developmental courses will take course. 60 of those will be students ready for next course. |
| Survival Spanish Courses  | Expand course offerings to other campuses and surrounding communities, such as SS for Nurses, to serve 45-50 students.  |
| Truck Driving Program in Collaboration with Smith Trucking and the Workforce Center   | Increase in enrollment for students with non-traditional schedules from 8-10 students to 12 students per semester.  |
| Short –term Certificate Programs in: Computer Science, Cysco Networking, Computer Specialist, IT Workplace Assistant, IT Workplace Specialist | Serve as an active partner with SW Minnesota Private Industry Council, ABE, and the Workforce Centers to improve skills of underprepared, under-employed and low-income workers.            |



|                                   |  |
|-----------------------------------|--|
| Wind Energy Mechanic<br>Carpentry | Provide 240 Native Americans (White Earth Reservation) the opportunity to receive free green jobs training and education. Continue to explore access to Carpentry program on the Flandreau Reservation School. |
|-----------------------------------|--|

**MnSCU System Strategic Direction 2:** Promoting and measure high-quality learning and programs and services

**Minnesota West CTC** Will provide innovative and accountable programs and success to ensure the growth of our students

Goal 2.1: The College will improve instruction and student support through assessment of student engagement and learning outcomes

| <b>Tasks:</b>  | <b>Projected Outcome</b>   |
|--|--|
| (CCSSE) Student satisfaction survey should include questions about “Inclusiveness” and satisfaction of students of diversity and those with special needs. | Respond to the compilation of responses through support of institutional goals |

Goal 2.2: The College will access and refine multiple delivery options for educational programs and student services

| <b>Tasks:</b>  | <b>Projected Outcome</b>   |
|--|--|
| Responding to the survey to see what needs exist among students. Identify 2-3 significant needs of students and address them | Offer services to diverse population through community meetings in communities that campuses serve, such as bi-lingual interpreters (ASL and multiple languages) and coordinators. Each campus marketer will offer four community meetings/year designed to engage underrepresented students and families. |
| Proctor test accommodations, allowing additional time  | Meet with the college advisors and select faculty to identify students with special needs  |

Goal 2.3: The College will increase the participation of faculty and staff in professional development opportunities focused on strategic directives

| <b>Tasks:</b>  | <b>Projected Outcome:</b>   |
|--|---|
| CTL workshops and activities, Cultural events made available to faculty and staff. | Expose 100 faculty and staff to a variety of multicultural presentations to enhance |

|   |  |
|---|--|
|   | understanding of global cultures.  |
| Developmental program explaining advising techniques for ethnically diverse students. | Workshop provided in spring of 2011 to bring together 10 advisors and 10 faculty.        |
| Hiring practices - exposure to peers of diverse background.                           | Encouraging sabbaticals that expose faculty to diverse cultures.                         |
| The Diversity plan will be posted on the WEB and presented at the February CLT event  | All faculty will be knowledgeable of the goals and direction of MnWest's Diversity plan. |

**MnSCU System Strategic Direction 3:** Provide programs and services integral to state and regional economic needs

**MnWest CTC** will deliver programs and services to enhance the economic competitiveness of the state, the region and its people

Goal 3.1: The College will be the region's leader in workforce education and training

| <b>Tasks:</b>              | <b>Projected Outcome:</b>  |
|----------------------------|--|
| Welding/Blue Print Reading | Provide technical skills training coupled with an Adult Basic Education instructor for comprehension and technical skills language for English Language Learners |

Goal 3.2: The College will support regional vitality by contributing artistic, cultural and civic assets that attract employees and other residents seeking a higher quality of life

| <b>Tasks:</b>   | <b>Projected Outcome:</b>   |
|---|---|
| Music events, such as Cantare – in collaboration with community/NCIC/Eric Parrish                       | Provide exposure to ethnic artistic performance   |
| Native American Artists --- Bobbi Alsgaard  | Increase exposure in our surrounding communities to the rich diversity of Native American art |
| International Festival – support through financial, in kind, participation on committees                | Bring a sense of understanding and community to our region                                    |
| Pow-Wows and Tribal Events – support through in-kind, financial, participation                          | Bring a sense of understanding and community to our region                                    |
| Workshops on every campus providing information about ADA, Human Rights issues, and Civil Rights issues | Bring a sense of understanding and community to our region.                                   |



