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AFFIRMATIVE ACTION PLAN

System Office

Minnesota State Colleges & Universities

July 2000 - July 2002

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Minn. Stat. 43A.191 Subd. 2

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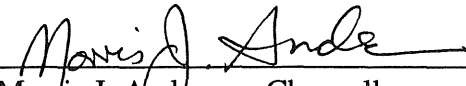
STATEMENT OF COMMITMENT

Minnesota State Colleges and Universities (MnSCU) System Office is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, sexual orientation, status with regard to public assistance, 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. MnSCU 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.

MnSCU is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. We will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy any underrepresentation in the employment, retention and promotion of qualified individuals with disabilities who can perform the essential functions of the job with or without a reasonable accommodation, persons of color, and women. Commitment to equal opportunity through diversity is a continuing goal for the System Office. Our commitment is evidenced by the development and implementation of the MnSCU System Office Strategic Diversity Plan which can be found in Appendix G.

It is MnSCU's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, the System Office will continue to seek opportunities to maximize the selection and retention of all 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.



Morris J. Anderson, Chancellor
Minnesota State Colleges and Universities

7-26-00

Date

AFFIRMATIVE ACTION PLAN TRANSMITTAL FORM 2000-2002

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

PROTECTED GROUPS

GOAL UNITS	MINORITIES	WOMEN
ADMINISTRATORS	X	
PROFESSIONALS	X	X
CLERICAL/SECRETARIAL		X
TECHNICAL SUPPORT		
MANAGERIAL PLAN		

- See also:
- A. Utilization Analysis; page 16.
 - B. Utilization Analysis by EEO-6 Job Category and Job Group, Minorities & Women; page 17.
 - C. Establishment of Hiring Goals; page 18.
2. The MnSCU Affirmative Action Plan will be available in the Equal Opportunity and Diversity Office, the office of the Associate Vice Chancellor for Equal Opportunity and Diversity, the System Office Personnel Office, and posted on the MnSCU website so that employees and other interested parties have access to the plan's annual goals and commitments.
3. This Affirmative Action Plan contains the 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution procedure which provides a process through which individuals alleging violation of system non-discrimination policies may pursue a complaint; the 1B.0.1 Reasonable Accommodations in Employment procedure, and the MnSCU Emergency Plan and Procedures. Information regarding these procedures will be distributed to all newly hired employees and is available to current/new employees and other interested parties on MnSCU's website at <http://www.mnscu.edu>.
4. This Affirmative Action Plan designates those persons and groups responsible for implementing this Plan, as well as a description of MnSCU's commitment to equal employment opportunity and affirmative action principles.

Affirmative Action Officer

Date

Dolores H. Krudge
Associate Vice Chancellor for Equal Opportunity
and Diversity

July 27, 2000
Date

Morris J. Anderson
Chancellor Morris J. Anderson

7-26-00
Date

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

M. Swath
Director for the Office of Diversity and
Equal Opportunity
Minnesota Department of Employee Relations

01/02/01
Date

RESPONSIBILITY FOR IMPLEMENTATION

Chancellor

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

1. Responsibilities

- A. Ensure that adequate staffing and resources are committed to implement MnSCU policies in the area of affirmative action and equal employment opportunity.
- B. Incorporate into the position description of all line administrators a separate statement of responsibility for implementing affirmative action and equal employment opportunity policy and procedures.
- C. Ensure that all line administrators are evaluated on their responsibilities relating to implementing MnSCU affirmative action and equal employment opportunity policy and procedures.

2. Duties

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

3. Accountability

The Chancellor, Morrie Anderson, 651.296.8012, is directly accountable to the Board of Trustees on all matters relating to equal opportunity and affirmative action at the System Office.

Equal Opportunity/Affirmative Action Officer

Dolores Fridge, the Associate Vice Chancellor for Equal Opportunity and Diversity, is also the Equal Opportunity/Affirmative Action Officer. The Equal Opportunity/Affirmative Action Officer is accountable to the Chancellor and responsible for the overall implementation and administration of MnSCU's equal opportunity and affirmative action programs. The Equal Opportunity/Affirmative Action Officer carries out the following responsibilities and duties:

1. Responsibilities

- A. Advise the Chancellor on affirmative action and equal employment opportunity progress, projects and issues.
- B. Ensure that MnSCU is in compliance with federal/state laws and regulations as well as MnSCU policies and procedures pertaining to affirmative action and equal

- employment opportunity.
- C. Develop, monitor, implement and evaluate MnSCU affirmative action programs, plans and guidelines.
- D. Monitor the search and selection process for all classified and unclassified positions in accordance with established guidelines and procedures for recruitment.

2. Duties

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

3. Accountability

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

Administrators/Supervisors

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

1. Responsibilities

- A. Assure that all affirmative action and equal employment opportunity policies, plans and procedures are complied with and carried out in their respective administrative units.
- B. Assure that all employees within their administrative units are informed of the MnSCU affirmative action and equal employment opportunity policies, procedures and practices.
- C. Provide employee participation, as appropriate, for all MnSCU efforts relating to affirmative action and equal employment opportunity.

2. Duties

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

- C. Evaluate employees, as appropriate, on their job responsibilities relating to affirmative action and equal employment opportunity goals and objectives.

3. Accountability

Accountability for Administrators/Supervisors is reflected in MnSCU's organization chart provided in Appendix H.

System Office Personnel Director

In addition to the responsibilities and duties described above for the Administrators/Supervisors, the System Office Personnel Director is also responsible as described below for classified and unclassified positions.

1. Responsibilities

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

2. Duties

- A. Provide guidance to supervisors in creating and filling new and vacant positions in both the classified and unclassified service.
- B. Approve requests to fill positions authorized within the System Office budget or the Campus Services Unit budget plan.
- C. Approve initial salary placement within delegated authority on new hires and promotions for classified and academic unclassified employees and excluded administrators considering qualifications and salary equity issues.
- D. Assure compliance with the MnSCU System Office Affirmative Action Plan to recruit and hire a workforce which reflects a commitment to diversity and multiculturalism.
- E. Assist the Department of Employee Relations and the MnSCU Staffing Unit in designing and administering civil service announcements and examinations.
- F. Work with the Department of Economic Security on cooperative placement programs and the recruitment of entry level and temporary employees.
- G. Provide leadership to executive management in the implementation of appointments and/or reassignments.

3. Accountability

The System Office Personnel Director, Margaret Johnson, 651.296.3357, is accountable to William Tschida, Vice Chancellor of Human Resources.

PROGRAM OBJECTIVES

General Statement

MnSCU recognizes that there are various groups which are underutilized in employment. MnSCU also recognizes the value of the diversity which all people bring to the work place. Therefore, MnSCU is committed to remedy any identified underutilization in its internal staffing and promotional patterns. MnSCU will encourage full employment participation by members of racial groups, by women, and by individuals with disabilities. In pursuit of its commitment to affirmative action, MnSCU shall take the following actions:

Recruitment Plan

The MnSCU System Office actively seeks and encourages the use of broad-based recruitment plans and strategies in filling vacancies within the System Office. The MnSCU System Office will conduct the following activities in implementation of its recruitment plan:

Program Objectives

1. Provide on-going support and advice to managerial/supervisory staff in conducting specific searches within the System Office.
2. Actively participate in and support the efforts of the MnSCU System Office Diversity Task Force Implementation Committee.
3. Implement a strategy to mentor new protected class employees within the System Office.

Specific Action Steps

Provide targeted advertising in protected group media as follows:

1. Minneapolis Spokesman/St. Paul Recorder
2. Native American Press
3. La Prensa
4. Asian Pages
5. Black Issues in Higher Education
6. The Minnesota Women's Press
7. Access Press

Utilize student workers and student interns from MnSCU colleges in the System Office as appropriate. Recruit and utilize temporary and entry level clerical and technical workers from training programs with the East Metro OIC in St. Paul and the Urban League in Minneapolis.

Utilize community-based organizations for the recruitment of prospective employees.

1. Council on Black Minnesotans
2. Indian Affairs Council

3. Council on Asian Pacific Minnesotans
4. Chicano-Latino Affairs Council
5. Minnesota Women's Center
6. State Council on Disabilities

Utilize DOER recruitment expertise. Attend job fairs, particularly where sponsored by organizations of color, women's organizations or organizations serving individuals with disabilities.

Assignment of Responsibility

Equal Opportunity/Affirmative Action Officer and System Office Personnel Director.

Target Dates for Completion

This will be an ongoing process.

Previous Years' Activities

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

1. Advertisements in the Chronicle of Higher Education
2. Advertisements in several minority publications in the Twin Cities area
3. Publication in Minneapolis Star Tribune
4. Direct mailing to members of the Minnesota Minority Education Partnership
5. Dissemination of vacancy notice to Statewide Affirmative Action Committee
6. Dissemination of vacancy notice at National Public Employment Labor Relations Association annual training conference, San Diego, Spring 2000.
7. Targeted recruitment strategy by telephone at the national and local levels
8. Targeted notices soliciting nominations and inviting applications sent to bargaining units, discipline-specific targeted constituents, Minnesota Cultural Diversity Center, Minnesota Women's Consortium, etc.

Expenditures

Each MnSCU division has budget resources to support searches. Specific dollars in individual searches varies but can range from minimum costs to several thousand dollars depending on the nature and scope of position responsibilities as governed by collective bargaining agreements and the MnSCU administrators plan. For example, advertising costs for nationally recruited administrative posts may easily exceed \$3,000.00.

Evaluation

Records will be maintained on numbers and sources of advertisements, contacts with minority organizations, attendance at job fairs, numbers of student workers, interns and employees placed. The Diversity Task Force Implementation committee is expected to make recommendations to improve the processes of record keeping and accountability.

Retention Plan

Each MnSCU manager plays a key role in supporting the retention of employees. The MnSCU System Office will initiate the following activities, among others resulting from Diversity Task Force recommendations, to support employee retention. These efforts will enhance retention for all employees and allow us to evaluate specific efforts related to protected group employees.

1. Annual performance reviews for administrators/managers [ongoing process].
2. Timely performance reviews of classified employee pursuant to collective bargaining agreements [ongoing].
3. Analysis of supported programs survey from preceding AAP year.
4. Training for System Office managers/administrators on Workplace Violence in Fall 2000.
5. Training for System Office staff on Workplace Violence in Fall, 2000.

Assignment of Responsibility

Equal Opportunity/Affirmative Action Officer, Dolores Fridge, Equal Opportunity and Diversity System Office Personnel Director, Margaret Johnson, System Office Personnel Department
All administrators, managers and supervisors, (See Appendix H. MnSCU System Office Organization Chart)

Hiring Process

MnSCU is in the process of continually assessing its hiring procedures with respect to both internal hiring and presidential searches. Objectives for the current Affirmative Action Plan include:

1. Monitor the hiring process for classified and unclassified employees in the System Office and presidential appointments to a campus.
2. Review and certify recruitment materials and advertisements according to Affirmative Action/Equal Employment Opportunity guidelines.
3. Review Affirmative Action guidelines and policies with search committees, search chairs, administrators and managers overseeing the filling of a vacancy.
4. Provide advertising and recruitment sources to System Office and presidential searches. This may include non-traditional media such as web sites, listservs, community-based agencies and organizations, e-mail distribution of vacancy notices, mailing lists and labels.

Assignment of Responsibility

Equal Opportunity/Affirmative Action Officer; Vice Chancellor of Human Resources
System Office Personnel Director

Target Dates for Completion

This will be an ongoing effort whenever vacancies are filled.

Evaluation

Records will be maintained on the number of searches conducted and the number of protected

MnSCU Separation Analysis: System Office FY1999 & FY2000

	Males						Females						Grand Total	Total Non-Min	Total Min
	AA	A/PI	C	H	NA/AN	Total	AA	A/PI	C	H	NA/AN	Total			
Voluntary Terminations*	1	1	13	0	0	15	1	0	34	1	0	36	51	47	4
Involuntary Terminations**	0	0	0	0	0	0	2	0	1	0	0	3	3	1	2
Total Terminations:	1	1	13	0	0	15	3	0	35	1	0	39	54	48	6

Ethnicity Codes:

AA = African American

A/PI = Asian or Pacific Islander

C = Caucasian

H = Hispanic

NA/AN-Native American or Alaskan Native

* Voluntary Termination = Quit (Q); Retired (R);
Death (D) and Transfer (X)

** Involuntary Termination = Layoff (L);
Terminated (T) and Non-renewal (N)

WORKFORCE ANALYSIS

The attached July 2000 Workforce Analysis contains the following information:

There are a total of 291 employees in the MnSCU System Office which consists of two work sites, the World Trade Center and the Energy Technology Center. Of this total, 167 are female and 124 are male. There are a total of 22 minority employees in the MnSCU workforce.

In the System Officials and Administrators group (EEO-6, A), there are 62 employees with 33 females (53%) and 29 males. There are 8 minority employees (13%) in this group.

In the Manager Group (EEO-6, A), there are 11 employees. Of this total, 6 are female (55%) and 5 are male. There is 1 minority employee (9%) in this group.

In the Professionals group (EEO-6, C), there are 160 employees with 86 females (54%) and 74 males. There are 7 minority employees (4%) in this group.

In the Clerical group (EEO-6, D), there are 42 employees. There are 36 females (86%) and 6 males. There are 5 minority employees (12%) in this group.

In the Technicians groups (EEO-6, E), there are 16 employees with 6 female (38%) and 10 male employees. There is 1 minority employee (6%) in this group.

AVAILABILITY

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

EEO-6 Group	Minorities	Women
System Officials and Administrators EEO-6, A	17.52%	52.65%
Managers EEO-6, A	10.79%	32.09%
Professionals EEO-6, C	7.13%	56.88%
Clerical EEO-6, D	2.66%	98.79%
Technicians EEO-6, E	8.91%	30.12%

UTILIZATION ANALYSIS

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

EEO-6 Group	Minorities	Women
System Officials and Administrators	3	
Professionals	4	5
Clerical		5

MINNESOTA STATE COLLEGES AND UNIVERSITIES

WORKFORCE, AVAILABILITY, AND UTILIZATION ANALYSIS BY EEO-6 JOB CATEGORY AND JOB GROUP

DATE: July 2000

Job Group	EEO-6 Code	Total	Male	Female	Minority Employees								Minorities					Women				
					Male				Female				Tot Min	% In Grp	% Avail	#Ideal Goal	#Under- utilized	Total Wom	% In Grp	% Avail	#Ideal Goal	#Under- utilized
					BL	HS	AS	AI	BL	HS	AS	AI										
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
System Officials & Admin	A	62	29	33	3	2			2	1			8	13%	17.52%	11	3	33	53%	52.65%	33	-0-
Managers	A	11	5	6	1								1	9%	10.79%	1	-0-	6	55%	32.09%	4	-0-
Professionals	C	160	74	86	2	1	2		1		1		7	4%	7.13%	11	4	86	54%	56.88%	91	5
Clerical	D	42	6	36	2					1	2		5	12%	2.66%	1	-0-	36	86%	98.79%	41	5
Technicians	E	16	10	6	1								1	6%	8.91%	1	-0-	6	38%	30.12%	5	-0-

17

EEO-6 Job Groups

System Officials & Administrators (EEO-6, A)
 Managers (EEO-6, A)
 Professionals (EEO-6, C)
 Clerical (EEO-6, D)
 Technicians (EEO-6, E)

Bargaining Unit

220
 220
 211, 214, 216, 217
 206, 217
 207

ESTABLISHMENT OF HIRING GOALS

At a minimum, the MnSCU System Office will seek to fulfill the following hiring goals during 2000 – 2002:

EEO-6 Group	Hiring Goal Minority	Hiring Goal Women
System Officials and Administrators	2	
Professionals	2	3
Clericals		3

AUDIT AND EVALUATION

The System Office Affirmative Action Plan will be reviewed by the Equal Opportunity/Affirmative Action Officer/Associate Vice Chancellor for Equal Opportunity.

MnSCU's Equal Opportunity/Affirmative Action Officer/Associate Vice Chancellor for Equal Opportunity will monitor the employment procedures to evaluate progress and ensure that the nondiscriminatory policy is carried out.

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

Consultation with the System Office Personnel Director and/or the MnSCU Office of Equal Opportunity and Diversity may be necessary prior to the hiring phase if a disparity of protected classes exists in the hiring unit. [See *Hiring for System Office Positions*, Page 28]. In addition, consultation with the System Office Personnel Director and/or the MnSCU Office of Equal Opportunity and Diversity may be necessary prior to layoff decisions to determine their affect per the System Office Affirmative Action Plan goals and timetables.

MnSCU EMERGENCY PLAN AND PROCEDURES

The "MnSCU Emergency Plan and Procedures" document can be found in Appendix F. This Procedure is disseminated to new employees as part of the employee orientation process. In addition, training on this Procedure has already been conducted at the Energy Technology Center site and will be conducted at the World Trade Center site in the near future.

DISSEMINATION OF POLICY

The following measures will be used to inform MnSCU'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. The MnSCU Affirmative Action Plan will be available in the Equal Opportunity and Diversity Office, the office of the Associate Vice Chancellor for Equal Opportunity and Diversity, the MnSCU System Office Personnel Office, and on MnSCU's website at www.mnscu.edu;
2. Upon employment, all new employees will receive instruction on how to access a copy of the Affirmative Action Plan via the MnSCU website;
3. Providing training to managers and supervisors on affirmative action and equal opportunity issues;
4. All recruitment brochures, job announcements and vacancy notices shall identify MnSCU as "An Equal Opportunity Educator and Employer"; and
5. Make available copies of the Affirmative Action Plan to all employees and students upon request. The Affirmative Action Plan is available for review by contacting Dolores Fridge, Associate Vice Chancellor for Equal Opportunity and Diversity, at 651.296.5313;

EXTERNAL DISSEMINATION

1. All job announcements, vacancy notices, website home page, letterhead, brochures and promotional and other education/employment related materials shall identify MnSCU as "An Equal Opportunity Employer and Educator";
2. Aggressively publicize via a variety of protected group and non-protected group media sources, MnSCU's commitment to the recruitment, employment, promotion and retention of individuals with disabilities, women and minorities;
3. Make available copies of the Affirmative Action Plan to all interested non-MnSCU parties. The Affirmative Action Plan is available for review by contacting Dolores Fridge, Associate Vice Chancellor for Equal Opportunity and Diversity, at 651.296.5313; and
4. Information on MnSCU's Affirmative Action Plan and programs shall be made available to all external constituents via the MnSCU website at www.mnscu.edu.

NONDISCRIMINATION COMPLAINT PROCEDURE

To seek fair and equitable solutions to problems of discrimination/harassment, the 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure is available to all employees of MnSCU. See Appendix E - 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure.

In addition to the 1B.1.1 Procedure, some employees may have grievance procedures in accordance with their respective collective bargaining agreements and personnel plans. Complaints/grievances will be processed in accordance with appropriate procedures.

HOW TO REPORT/FILE A COMPLAINT

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

Complaints may be filed with:

Dolores Fridge, Associate Vice Chancellor for Equal Opportunity and Diversity, World Trade Center, 6th Floor at 651.296.5313

**Darcel Lewis, System Director for Equal Opportunity
World Trade Center, 6th Floor at 651.296.1867**

**Renee Hogoboom, Equal Opportunity Manager and Investigator
World Trade Center, 6th Floor at 651.296.3756**

In any circumstance where these individuals are not available, an employee and other interested party is encouraged to report or file a complaint with Gail Olson, MnSCU's General Counsel at 651.296.6216.

The 1B.1.1 Procedure will be explained to any person bringing a complaint and a complaint form may be requested to assist in filing the complaint. No specific timelines are required for reporting/filing of complaints, although employees and other interested parties are strongly encouraged to bring their complaint forward as soon as possible after an incident occurs. It is MnSCU's policy to take timely and appropriate action to stop inappropriate behavior, conduct investigations and facilitate resolutions as appropriate.

SUPPORTED EMPLOYMENT

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

MnSCU's System Office Personnel Director will review opportunities under the Supported Employment Program as job openings become available. It is MnSCU policy to fully comply with the Americans with Disabilities Act and other federal and state laws governing employment of individuals with disabilities.

REASONABLE ACCOMMODATIONS

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

How to Request Reasonable Accommodations

A MnSCU System Office job applicant or employee, including student employee, with a disability may request reasonable accommodations by contacting **Margaret Johnson, World Trade Center, 6th Floor at 651.296.3357 or call 651.282.2660 TTY.**

Employees requesting a reasonable accommodation under the Americans with Disabilities Act are provided with the State of Minnesota brochure entitled *ADA and Reasonable Accommodation* and given the MnSCU System Office Employee Request Form for Accommodation which may also be downloaded from the MnSCU Human Resources' website at: <http://www.hr.mnscu.edu/so/forms>.

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

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

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

MnSCU System Office

Employee Request Form for Accommodation*

Please print or type:

Employee Name:	Employee Classification: [for data collection only]	Date of Request:
MnSCU System Office Division/Unit:	Brief Statement of functional limitations: Attach medical statement[s] as necessary or as requested	
1) Please describe the functional limitations.		
2) How does this disability limit you in your major life activity [ies]?**		
3) Please describe in your words the level of limitation the disability places on you.** For example, quantify the impact such as: average, moderate, great or quantify it by assigning a number to the impact on a scale of 1-10 with 5" being average. Again, this should be stated in your words.		
4) Type of accommodation requested to assist you in performing your work. You may provide more than one option.		

5) In your view, how will the requested accommodation help you in performing your work. Specifically relate it to the disabling impairment or limitation. If you have provided more than one option, please state for each listed accommodation option.

Signature of employee:

Date:

Additional Comments:

Signature of Employer's
Representative:

Date:

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

** **Attach additional sheets of paper as necessary.**

PRE-HIRE REVIEW PROCESS

Attached is the "Hiring for System Office Positions - Creating a New Position (Unclassified or Classified)" process, the "Hiring for System Office Positions - Filling a Vacant Position (Unclassified or Classified)" process and the "Position Request" form.



Minnesota State Colleges & Universities

Hiring for System Office Positions

Creating a New Position (Unclassified or Classified)

- ◆ Supervisor consults with the appropriate Vice Chancellor and completes Position Request Form (PRF).
- ◆ Vice Chancellor verifies position has Chancellor's approval, is within the budget allocation and signs the PRF.
- ◆ Supervisor consults with Margaret Johnson, System Office Personnel Director, and prepares a new position description.

System Office Personnel

Forwards PRF to Fiscal Services to verify cost center & funds.

Prepares audit request to MnSCU Staffing Unit or DOER (for classified positions) and to MnSCU Personnel (for excluded management positions.)

Once the position classification and salary range is established, System Office Personnel authorizes search process to begin and meets with the Supervisor regarding search and recruitment strategies, affirmative action commitments and the hiring time line.

Places an ad in the targeted publications, including the *MnSCU Employment Opportunities Newsletter*.

For classified positions, System Office Personnel requests a list of qualified applicants from DOER. If no list exists, System Office Personnel prepares statewide exam announcements for the *Career Opportunities Bulletin* and prepares internal posting announcements for union bulletin

Supervisor

boards.

Sends a Position Request Form, Position Description and Organizational Chart to System Office Personnel.

Consultation with the System Office Personnel or the Office of Equal Opportunity and Diversity may be necessary if a disparity of protected classes exists in the hiring unit.

Supervisor prepares a vacancy announcement and advertising language.

System Office Personnel

Once a list of names and resumes have been received from DOER, the list is forwarded to the supervisor to begin interviewing.

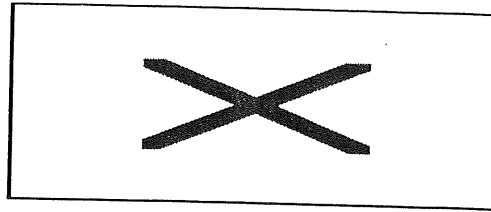
System Office Personnel Director reviews and approves salary offers before an offer is made.

System Office Personnel Director reviews the appointment letter before it is mailed and keeps a copy in a pending file. When the original letter is signed and returned by the new employee, System Office Personnel processes the appointment and keeps the original letter in the employee personnel file.

Supervisor

Supervisor coordinates the selection process: whether a search committee will be used, to whom applications will be sent, how interviews will be conducted, what interview questions will be asked and how references will be checked.

Supervisor in consultation with System Office Personnel prepares an appointment letter for the Vice Chancellor's signature to be sent in duplicate to the selected candidate to confirm the position title, the proposed hire date and the agreed upon salary.



Hiring for System Office Positions

Filling a vacant position (Unclassified or Classified)

Supervisor determines the need to fill an existing vacancy and completes the Position Request Form (PRF).

Vice Chancellor verifies position has Chancellor's approval, is within the budget allocation and signs the PRF.

Supervisor consults with the System Office Personnel Director regarding an emergency hire, union posting requirements for a permanent hire, whether the position will be restructured at a higher or lower level than the existing position.

System Office Personnel

System Office Personnel authorizes the search process to begin and meets with the Supervisor regarding search and recruitment strategies, affirmative action commitments and the hiring time line.

Forwards copy of PRF to Fiscal Services to verify cost center & funds.

Places a vacancy announcement in the MnSCU Employment Opportunities Newsletter.

For classified positions, System Office Personnel prepares internal posting announcements for union bulletin boards and requests a list of qualified applicants from DOER. If no list exists, the Personnel Office must announce the position in the *Career Opportunities Bulletin*.

Once a list of names and resumes has been received from DOER, the list is forwarded to the supervisor to begin interviewing.

Personnel Director reviews and approves salary placement above entry level before an offer of employment is made.

Supervisor

Consultation with the System Office Personnel or the Office of Equal Opportunity and Diversity may be necessary if a disparity of protected classes exists in the hiring unit.

Supervisor prepares vacancy announcement and assists in preparing exam announcement.

Supervisor coordinates the selection process; whether a search committee will be used, to whom applications should be directed, how interviewed will be conducted, what the interview questions will be and how references will be checked.

Supervisor in consultation with System Office Personnel prepares an appointment letter for the Vice Chancellor's signature to be sent to the selected candidate to confirm the position title, the proposed hire date and the agreed upon salary.



Minnesota State Colleges & Universities

Position Request

Personnel Login Number: _____

Revised: 6/99

Proposed Class: _____

Position Control Number: _____

Date: _____

Working Title: _____

Salary: _____

Department/Section: _____

Name of Incumbent or Previous Incumbent: _____

Supervisor Signature: _____

Phone: _____

Type of Request (Check all that apply)

- ☐ Establish New Position (Attach position description and organizational chart)
- ☐ Classified
 - ☐ Unclassified

- ☐ Fill Vacant Position
- ☐ Same job classification
 - ☐ Reclassify position

- ☐ Reassignment
- ☐ Work Out of Class...Length of Appointment _____
 - ☐ Mobility...Length of Appointment _____

- ☐ Reclassification/Reallocation of Current Employee (Attach position description and organizational chart)

- ☐ Temporary
- Length of Appointment _____
- How many applicants do you want to interview? _____

- ☐ Emergency (maximum of 45 days) _____ Number of days
- How many applicants do you want to interview? _____

- ☐ Extend Appointment (Emergency, Temporary, or Work Out of Class)
- Proposed Extension _____

Employment Condition

(Check one): ☐ Full Time ☐ Part Time _____ %

Proposed Start Date: _____

Check funding source: ☐ State funding ☐ Federal funding ☐ Supplemental funding ☐ Special funding ☐ Other _____

Brief description of need and work assignments.

Check one: ☐ Campus Service Unit
☐ System Office

Is there a disparity of protected class individuals in your unit? ☐ Yes ☐ No

Associate Vice Chancellor Signature _____

Date _____

Vice Chancellor Signature _____

Date _____

DO NOT WRITE BELOW THIS LINE

Personnel Office

System Office Personnel Signature _____

Date _____

Fiscal Services

Cost Center # _____ Percentage _____ %

Position Budgeted: ☐ Yes ☐ No

Funding Available: ☐ Yes ☐ No

Authorized Fiscal Services Signature _____

Date _____

Requisition #: _____

Appointee: _____

Effective date: _____

Final Classification: _____

MnSCU POLICIES AND PROCEDURES

The following appendices contain relevant MnSCU policies and procedures:

List of Appendices

- Appendix A. Affirmative Action in Employment Policy
- Appendix B. Access for Individuals with Disabilities Policy
- Appendix C. Reasonable Accommodations in Employment Procedure
- Appendix D. Nondiscrimination in Employment and Education Opportunity Policy
- Appendix E. Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure
 - ◆ Discrimination/Harassment Intake Form
 - ◆ Discrimination/Harassment Complaint Form
- Appendix F. MnSCU Emergency Plan and Procedures
 - ◆ World Trade Center
 - ◆ Energy Technology Center
- Appendix G. MnSCU System Office Strategic Diversity Plan
- Appendix H. MnSCU System Office Organization Chart

APPENDIX A.

AFFIRMATIVE ACTION IN EMPLOYMENT POLICY

MnSCU System

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Board Policies[Directories](#) * [Legislative Information](#) * [Board Policies Table of Contents](#)**Board Policies****Chapter 1 - System Organization and Administration****1B.2 Affirmative Action in Employment**

Minnesota State Colleges and Universities is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical underrepresentation of persons of color, women, and persons with disabilities in the workforce.

Date of Implementation: 9/20/94,

Date of Adoption: 9/20/94,

*Date & Subject of
Revisions:*

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APPENDIX B.

ACCESS FOR INDIVIDUALS WITH DISABILITIES POLICY

MnSCU System

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Board Policies

[Directories](#) * [Legislative Information](#) * [Board Policies Table of Contents](#)

Board Policies

Chapter 1 - System Organization and Administration

1B.4 Access for Individuals with Disabilities

Part 1. Definitions.

Subpart A. An individual with a disability:

1. Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that substantially limits one or more major life activities.
3. Any person who is regarded as having such an impairment which means:
 - a. Has a physical or mental impairment that may not substantially limit major life activities but that is treated by others as constituting such a limitation;
 - b. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment;
 - c. Has no impairment but is treated by others as having such an impairment.

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

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

Part 2. General Access Policy.

The system office, colleges, and universities will provide access to programs, services and activities to qualified individuals with known disabilities as required by law. Where an individual asks for an accommodation, the system office, college, or university may require the individual to provide documentation.

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Part 3. Availability and Notice.

Each college and university shall post notices in an accessible format to the public describing 1) college or university prohibition against discrimination, and 2) college or university contact for requesting reasonable accommodation or information.

Part 4. Reasonable Accommodations to Ensure Access to Programs, Services, and Activities.

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

Part 5. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities.

Colleges and universities have a responsibility to provide access to services and/or activities that are operated or sponsored by the college or university or that receive significant assistance from the college or university. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be offered to qualified students with disabilities: 1) support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services, 2) academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, and program advising, course work assistance, testing assistance, and modification, and tutoring, and 3) coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

Part 6. Procedure.

In consultation with the system office, each college and university shall establish a procedure for individuals with disabilities to make requests for accommodations to access programs, services, or activities at the college or university, consistent with state and federal laws. Such procedure for access to programs for individuals with disabilities must, at a minimum, include the following:

- a. The system policy statement and system definitions.
- b. Assignment and identification of a staff member responsible for administering the delivery of services to individuals with disabilities.
- c. Provide a process for appealing a denial of a request for program access.

Date of Implementation: 7/01/95,

Date of Adoption: 6/20/95,

*Date & Subject of
Revisions:*

APPENDIX C.

REASONABLE ACCOMMODATIONS IN EMPLOYMENT PROCEDURE

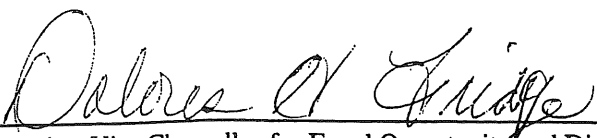
MINNESOTA STATE COLLEGES AND UNIVERSITIES

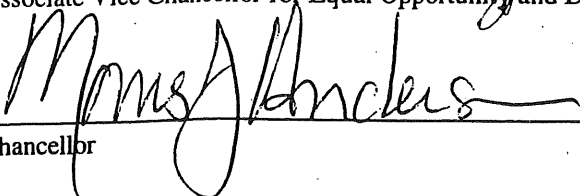
REQUEST FOR SYSTEM PROCEDURES APPROVAL


SYSTEM PROCEDURE	Name: REASONABLE ACCOMMODATIONS IN EMPLOYMENT
	Number: 1B.0:1

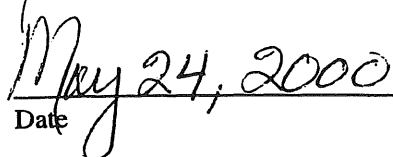
FOR MnSCU POLICY	Name:
	Number:

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


 Associate Vice Chancellor for Equal Opportunity and Diversity


 Chancellor


 Date


 Date

System Procedure 1B.0.1

1B.0.1 REASONABLE ACCOMMODATIONS IN EMPLOYMENT

=====

Part 1. Purpose

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

Part 2. Reasonable Accommodations in Employment

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

Part 3. Definitions.

For purposes of this procedure, the following terms have the meaning given them.

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

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

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

System Procedure 1B.0.1

- e. The terms of a collective bargaining agreement;
- f. The work experience of past incumbents in the job; and/or
- g. The current work experience of incumbents in similar jobs.

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

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

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

Part 4. Identification of Assigned Staff Member.

The system office, and each college and university shall assign and identify a staff member responsible for administering requests for reasonable accommodations.

Part 5. Right to Representation.

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

Part 6. Providing Reasonable Accommodations.

Subpart A. Job Relatedness. Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation's job relatedness is whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the

System Procedure 1B.0.1

time of the reasonable accommodation request. If the requested accommodation is primarily for the benefit of the individual with a disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

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

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

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

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

Subpart D. Documentation. Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is

System Procedure 1B.0.1

already known to the employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure.

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

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

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

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

Approved by the Chancellor: May 24, 2000

APPENDIX D.

**NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION
OPPORTUNITY POLICY**

MnSCU System

MINNESOTA STATE COLLEGES AND UNIVERSITIES

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Opportunities](#)[Contact
Us](#)[MnSCU Home
Page](#)**1B.1 Nondiscrimination in Employment and Education Opportunity**

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, 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, the Minnesota State Colleges and Universities shall work to eliminate violence in all its forms. Physical contact by designated system, college, and university 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, MnSCU will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. The system office, colleges and universities shall develop and implement a complaint process to review complaints of discrimination/harassment or sexual violence. This policy supersedes all existing system, college, and university non-discrimination policies.

RACIAL DISCRIMINATION/HARASSMENT**Part 1. Definitions.**

Subpart A. Racial discrimination is prohibited by state and federal law. Racial discrimination is defined as conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse 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 B. Racial harassment is a form of race discrimination which is prohibited by state and federal law. Racial harassment is defined as verbal or physical conduct that is directed at an individual because of his/her race, color, or national origin or that of his/her spouse and that is sufficiently severe, pervasive, or

persistent so as to have the purpose or effect of creating a hostile work or educational environment. Racial 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 other persons having business at or visiting the educational environment.

SEX DISCRIMINATION/HARASSMENT AND VIOLENCE

Part 2. Definitions.

Subpart A. Sex discrimination is prohibited by state and federal law. Sex discrimination is defined as conduct that is directed at an individual because of his/her gender or that of his/her spouse and that subjects the individual to different treatment 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 B. Sexual harassment is a form of sex 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 or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student to student, employee to employee, and other persons having business with or visiting the educational environment. Sexual harassment may occur when it is directed at members of the opposite gender or when it is directed at members of the same gender. It includes, but is not limited to:

- unwelcome pressure for sexual activity;
- unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact; physical contact may be appropriate, if necessary to restrain individuals to avoid physical harm to persons or property;
- demands for sexual favors or promises of preferential treatment with regard to an individual's employment or educational status accompanied by implied or overt threats concerning an individual's employment or educational status;

or

- unwelcome behavior or words of a sexual nature directed at an individual because of gender.

Subpart C. Sexual violence: Acts of sexual violence are criminal behaviors and create an environment contrary to the goals and missions of the system and colleges and universities. Acts of sexual violence include:

1. Forcible acts, which include non-consensual sexual contact, and/or sexual contact in which the victim is incapable of giving consent (such as when the complainant is under the influence of alcohol or drugs);
2. Nonforcible sex acts such as incest and statutory rape; and
3. The threat of an act of sexual violence. Sexual violence may include, but is not limited to:
 - touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Subpart D. 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 M.S. Section 626.556 (reporting of maltreatment of minors) and M.S. 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.

Subpart E. Non-consensual Relationships. Substantial risks are involved even in seemingly consensual romantic/sexual relationships where a power differential exists between the involved parties. The respect and trust accorded a faculty member or other employee by a student, as well as the power exercised by faculty in giving grades, advice, praise, recommendations, opportunities for further study or other forms of advancement may greatly diminish the student's actual freedom of choice concerning the relationship. Similarly, the authority of the supervisor to hire, fire, evaluate performance, reward, make recommendations, assign and oversee the work activities of employees may interfere with the employee's ability to choose freely in the relationship. Further, it is inherently risky where age, background, stature, credentials or other characteristics contribute to the perception that a power differential exists between the involved parties which limits the student or employee's ability to make informed choices about the relationship.

Claims of a consensual romantic/sexual relationship will not protect individuals from sexual harassment charges nor guarantee a successful defense if charges are made. It is the faculty member, supervisor or staff who will bear the burden of accountability

because of his/her special power and responsibility, and it may be exceedingly difficult to use mutual consent as a defense. Therefore, all employees should be aware of the risks involved in entering into a romantic/sexual relationship where there is a superior/subordinate relationship.

SEXUAL ORIENTATION DISCRIMINATION/HARASSMENT

Part 3. Definitions.

Subpart A. Sexual orientation discrimination is prohibited by state law. Sexual orientation discrimination is defined as conduct that is directed at an individual because of his/her sexual orientation 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, colleges and universities or otherwise adversely affects the individual's employment or education.

Subpart B. Sexual orientation harassment is a form of sexual orientation discrimination which is prohibited by state law. Sexual orientation harassment is defined as verbal or physical conduct that is directed at an individual because of his/her sexual orientation and that is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Sexual orientation 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 other persons having business at or visiting the educational environment.

DISABILITY DISCRIMINATION/HARASSMENT

Part 4. Definitions.

Subpart A. Disability discrimination is prohibited by state and federal law. Disability discrimination as defined by law is conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that subjects the individual to different treatment by agents or employees without legitimate non-discriminatory reason 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 B. Disability harassment is a form of discrimination which is prohibited by state and federal law. Disability harassment is defined as verbal or physical conduct that is directed at an individual because of his/her mental/physical disability or that of his/her spouse and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment. Disability 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 other persons having business at or visiting the educational environment.

[Click here for Procedure 1B.1.1](#)

Date of Implementation: 9/20/94,

Date of Adoption: 9/20/94,

Date & Subject of Revisions: 12/20/95 Added everything after the first paragraph.

APPENDIX E.

**REPORT/COMPLAINT OF DISCRIMINATION/HARASSMENT
INVESTIGATION AND RESOLUTION PROCEDURE**

- ◆ **DISCRIMINATION/HARASSMENT INTAKE FORM**
 - ◆ **DISCRIMINATION/HARASSMENT COMPLAINT FORM**
-

MnSCU System

MINNESOTA STATE COLLEGES AND UNIVERSITIES

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Board Policies

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System Procedures

Chapter 1 - System Organization and Administration

Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution

for [Board Policy 1B.1](#)

Part 1. Purpose.

To further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of system nondiscrimination policies may pursue a complaint. This includes allegations of 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.

Part 2. Definitions.

Subpart A. Designated officer. A designated officer is an individual designated by the president of an institution to be primarily responsible for investigating reports and complaints of discrimination/harassment and sexual violence in accordance with this procedure. Designated officers must be identified by name, phone number and location and may include individuals in the affirmative action or equity office, the campus security office, the student affairs/student life office, academic or administrative offices of the system, college, or university. The president may designate other individuals to assume the role of the designated officer as deemed necessary.

Subpart B. Decision-making authority. A decision-making authority is an individual designated by the president of an institution to review investigative reports, to make findings whether the discrimination/harassment and sexual violence policies have been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings. The decision-making authority designated by the president shall be a university/college vice president or college dean who reports directly to the president. The president may designate other individuals to assume the role of the decision-making authority as deemed necessary.

Subpart C. Academic Freedom. The system, colleges, and universities shall maintain and encourage full freedom, within the law, of 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. In recognition and support of academic freedom for faculty, students, staff members, and other members of the system, college and university community, academic freedom shall be considered in investigating and reviewing complaints of discrimination or harassment. However, raising issues of academic freedom will not excuse discriminatory/harassing behaviors that constitute a violation of the Board's nondiscrimination policy.

Part 3. Reports and Complaints.

All complaints and reports of discrimination/harassment or sexual violence will be promptly investigated and appropriate action will be taken as expeditiously as possible. Complaints and reports of discrimination/harassment or sexual violence should be reported as soon as possible after the incident(s) in order to be most effectively investigated. The system office, colleges, and universities will make reasonable efforts to protect the rights of both the complainant and respondent. The system office, colleges, and universities will respect the privacy of the complainant, the individual(s) against whom the complaint is filed (respondent), and the witnesses in a manner consistent with the system's and college or university's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Subpart A. Discrimination/harassment. The system office, colleges, and universities encourage any person who feels he or she has been or is being subjected to discrimination/harassment to report the incident to the designated officer. Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is urged to report the information or complaint to the system office, college, or university designated officer. Administrators and supervisors must report incidents of discrimination/harassment to the designated officer in a timely manner.

Subpart B. Sexual Violence. The system office, colleges, and universities encourage any person who has questions about or feels he or she has experienced sexual violence to, individually or through another person, see the designated officer or one of these contact people for assistance: (*insert campus names and numbers*). The system office, colleges, and universities encourage the reporting of any and all incidents of sexual violence to a law enforcement agency; and system colleges and universities will report incidents of sexual violence/assault as required by law. A verbal or written complaint of sexual violence may be made directly to the designated officer or to one of the contact people named above. Any student or employee who receives information about or a complaint of sexual violence is urged to notify the designated officer within two working days. If the complaint is against the designated officer, the verbal or written complaint may be made directly to the president or to the president's designee, who will follow the procedures contained in this policy. If the complaint is against the president, the verbal or written complaint may be made to the chancellor who will follow the procedures contained in this policy.

Part 4. Exclusive Representative Involvement.

Employees covered by a collective bargaining agreement have the right to request union representation throughout the procedures outlined below. The Designated Officer must inform covered employees of this

right. The employer recognizes the obligation of the union to, at the request of the member, represent those bargaining unit members bringing claims of discrimination or defending against allegations of discrimination.

Nothing in this Procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under the collective bargaining agreement. In this regard, if resolution of a complaint is not reached, the issue of whether just cause exists for disciplinary action is subject to a grievance under the collective bargaining agreement through arbitration. The decision of the arbitrator, on just cause, shall be based upon evidence presented during arbitration. If an employee is disciplined under this Complaint Procedure and there is a subsequent arbitration, under a collective bargaining agreement, the arbitrator shall consider evidence offered and accepted on its own strength. The arbitration is not an appeal from the decision in the Complaint Procedure, but is a new proceeding in which the parties are free to offer evidence and objections on traditional evidentiary grounds.

Part 5. System Office.

Complaints of discrimination/harassment and sexual violence arising within the system office shall be governed by this complaint process. For complaints which involve allegations against system office employees, the responsibilities identified in this process as those of the president are the responsibilities of the chancellor. Complaints against a president of a MnSCU college or university shall be filed with the MnSCU System Office. Complaints against college/university vice presidents/deans who report directly to the president are filed at the campus level with the president as decision-maker with right of appeal for review to the system office. For complaints which involve allegations against the Chancellor or a member of the Board of Trustees, complaints will be processed according to Board of Trustee's policy.

Part 6. Investigation and Resolution.

The system complaint process is the procedure to be used to end inappropriate behavior; investigate for the purpose of fact finding; and facilitate resolution in complaints involving allegations of discrimination/harassment or sexual assault. However, as part of the complaint process, the system office, colleges, and universities, in consultation with the MnSCU Office of Equal Opportunity and Diversity, may use alternative dispute resolution/mediation services as a method of resolving discrimination/harassment complaints as deemed necessary.

Subpart A. Discrimination/harassment. Complainants of discrimination/harassment will be informed by the appropriate system office, college, or university authorities that the investigation and resolution of a complaint under this policy do not replace the right to pursue other options.

1. **Informal Process.** The procedures for informal resolution are optional. The designated officer shall determine whether and/or how to proceed. The goal of informal resolution is to stop inappropriate behavior, investigate, and/or facilitate resolutions, if possible.

a.

Personal resolution. Individuals may choose to bypass personal resolution and request institutional informal resolution and/or formal resolution. If the complainant is able and/or feels safe, he or she

should clearly explain to the alleged offender that the behavior is objectionable and state that it stop. The complainant should do so as soon as possible after the incident. For assistance, use system office, college, or university personnel (counselor, designated officer, or other). Communication with the alleged offender may be in person, on the telephone, or in writing. If the behavior does not stop or if the complainant believes some employment or education consequences may result from the discussion, he or she should go to a higher level of supervision, such as the complainant's supervisor or the designated officer to document the complaint. The supervisor should report the complaint to the designated officer.

b.

Informal institutional resolution. An allegation of discrimination/harassment may be pursued through the institution's informal procedure. The designated officer must be contacted in order to initiate a complaint. The complaint should be brought as soon as possible after the most recent incident. The designated officer will:

- determine whether the complaint is one which should be processed through another college or university dispute resolution procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure(s) as soon as possible;
- determine who will conduct the investigation;
- inform the individual of the provisions of both the informal and formal discrimination/harassment complaint procedures and provide a copy of the complaint procedure;
- when deemed appropriate, inform the person against whom the complaint is brought of its existence;
- maintain the appropriate documentation;
- disclose appropriate information to others only on a need to know basis consistent with state and federal law. An informal complaint may be investigated without identifying the complainant, if in the judgment of the designated officer, this would increase the likelihood of satisfactory resolution of the complaint. Confidentiality cannot be guaranteed; however, care will be taken to keep investigation discussions sufficiently broad to protect the complainants' identities when requested. If a complainant no longer desires to pursue a complaint, the system office, colleges, and universities reserve the right to investigate and resolve the complaint. In such cases, the respondent shall be informed of the status of the investigation at reasonable times up until the college/university's final disposition of the complaint as well as ensuring that the

respondent is able to respond to the substance of the complaint during meetings convened by the decision-making authority to consider discipline based on the substance of the investigation report.

If the designated officer finds there is evidence that the complained of behavior occurred, the designated officer may use one or more of the following methods (which may also be part of the formal process) to stop the behavior:

- discussion with the alleged offender, informing him or her of the policy and indicating that the behavior must stop;
- suggesting counseling and/or sensitivity training;
- conducting training for the unit, division, or department, calling attention to the consequences of engaging in such behavior;
- requesting a letter of apology to the complainant;
- facilitating meetings between the parties; and
- separating the parties, etc.
- composing a written letter of agreement confirming that respondent has been informed of the policy, identifying and accepting the designated officer's resolution of the complaint, and stating that retaliation is prohibited;

If the informal procedures do not resolve 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 designated officer should commence the formal procedures unless reasonable delays are deemed appropriate by the designated officer.

2. **Formal institutional process.** If a complaint is not resolved through the informal complaint procedures or if the designated officer determines that the complaint should be pursued through formal complaint procedures, the formal procedures must be used. The designated officer will:

- prepare a formal complaint in writing on the complaint form available from the system office, college, or university authorities. The complaint must include a detailed description of the facts upon which the charge is based, a list of possible witnesses as deemed appropriate by the designated officer, and the resolution sought.
- notify the respondent in writing of the nature of the allegations and send a copy of the nondiscrimination policy and process. The respondent may provide a written response to the allegations.

- conduct an investigation of the complaint, including appropriate interviews and meetings. The designated officer will inform the complainant and respondent whether other individuals may accompany them during interviews and meetings and the permitted extent of their involvement.
- prepare a report to the decision-making authority. If the respondent is the decision-making authority, the designated officer will prepare a report to the president or the president's designee. The report may be provided to the complainant or respondent as deemed appropriate in keeping with state and federal law.

After receiving the report of the designated officer, the decision-making authority may, at his/her discretion, meet with a party; request additional information which may include written arguments from the complainant/respondent and/or his/her representative relating to the allegations of the complaint; or, take other measures deemed necessary to reach a decision. If a meeting involving a bargaining unit member is convened, the complainant or respondent may be accompanied by their bargaining unit representative, an attorney or other support person. The decision-making authority will report in writing to the parties and the designated officer his or her findings as to whether or not the system nondiscrimination policy has been violated. The decision-making authority will take into account, the surrounding circumstances; the nature of the behaviors; the relationship(s) between the parties; the context in which the alleged incident(s) occurred; and other relevant facts upon which he/she relied in reaching a decision. The decision-making authority will determine the nature and scope of sanctions and when/how to implement sanctions if a violation of policy occurs.

3. **Investigative Data.** During the investigation, the designated officer will keep private the information gathered during the investigation in keeping with state and federal law. The designated officer or designee shall exercise due caution in sharing identifiable information about students or staff. If possible, and to aid in the investigation, the designated officer shall obtain informed consent from the complainant and witnesses to disclose information. However, the investigation must go forward even in the absence of consent.
4. **Summary Action.** In certain circumstances involving allegations against students, the president or her/his designee may impose a summary suspension prior to the informal or formal proceedings described in the previous articles. A summary suspension may be imposed only when, in the judgment of the administrator, the accused student's presence on the college or university campus would constitute a threat to the safety and well-being of members of the campus community. Before implementing the summary suspension, the accused student shall be given oral or written notice of the intention to impose the summary suspension and shall be given an opportunity to present oral or written arguments against the imposition of the suspension. Notice of the intention to impose the

summary suspension shall be provided in writing to the student. After the student has been summarily suspended, the formal 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 without obtaining prior permission from the administrator. Summary action may be similarly taken against any employee; action against employees who are members of bargaining units may be taken consistent with collective bargaining agreements.

Subpart B. Sexual violence. The system office, colleges, and universities will take appropriate action to protect a student or employee who files a complaint of sexual violence. The designated officer will inform complainants of sexual violence of the following rights and ensure that the following responsibilities of the system office, college, or university are met within the confines of law:

1. The complainant has the right to file criminal charges with local law enforcement officials.
2. Upon request, the complainant will be provided prompt assistance in notifying the appropriate law enforcement officials and disciplinary authorities of any incident of sexual violence.
3. At the direction of law enforcement authorities, person(s) designated by the institution will provide complete and prompt assistance in obtaining, securing, and maintaining evidence in connection with an incident of sexual violence.
4. The complainant will be provided assistance in preserving materials relevant to a campus disciplinary proceeding.
5. All sexual violence complaints will be investigated and resolved by the appropriate campus disciplinary authorities.
6. The complainant and respondent may be accompanied by an attorney or other support person at any campus disciplinary proceeding concerning the sexual violence complaint and may participate in any meetings to the extent permitted by the decision-making authority.
7. The complainant and respondent will be informed of the outcome of any campus disciplinary proceeding concerning the sexual violence complaint, consistent with laws relating to data practices.
8. Upon request of the complainant and in cooperation with appropriate law enforcement authorities, the complainant will be provided assistance to be shielded from unwanted contact with the respondent, including, but not limited to transferring a student complainant to alternative classes or alternative institutionally owned housing, if alternative classes or housing are available and feasible; and transferring an employee to an alternative unit, division, or department, if such options are reasonably available.
9. The complainant will be informed of his or her rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reparations Board and will be provided assistance in contacting these offices.
10. The complainant will be notified of existing on and off campus counseling, mental health, or other services for

victims of sex offenses.

Investigation of sexual violence. The system office, colleges, and universities will investigate complaints of sexual violence. If a complainant reports sexual violence to law enforcement, the system office, college, or university will take the involvement of local law enforcement into account in determining the nature and scope of the investigation. The system office, college, or university will conduct an investigation according to the following:

1. The designated officer is responsible for initiating an investigation promptly upon receiving a report or complaint alleging sexual violence. This investigation may be conducted by the designated officer, other system office, college, or university authorities, or by a designated third party.
2. The system office, college, or university may take immediate steps, at its discretion, to protect the complainant, other students and/or employees, pending completion of the investigation of alleged sexual violence.
3. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods deemed pertinent by the investigator.
4. The complainant and the respondent may have in their presence a support person of their choice during all contacts with the designated officer and/or authorized investigator.
5. The designated officer shall provide a written report of the investigation to the decision-making authority. If the investigator is not the designated officer, the investigator shall provide a written report of the investigation to the designated officer for review and presentation to the decision-making authority.
6. The decision-making authority will report in writing to the parties and the designated officer his or her findings as to whether or not the discrimination/harassment or sexual violence policy has been violated and the appropriate action to take. The decision-making authority will consider the surrounding circumstances, the nature of the sexual conduct, the relationship(s) between the parties, and the context in which the alleged incident(s) occurred.

Part 7. System Office, College, or University Action.

The system office, college, or university will take the appropriate remedial action based on results of the investigation and will follow up as appropriate to ensure that the remedial action is effective. Complainants are encouraged to report any reoccurrences of conduct which was found to violate the system discrimination/harassment or sexual violence policy. The Decision-making authority will notify the complainant and respondent in writing of the results of the formal investigation. Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the process is deemed to be official correspondence from the system office, college or university.

Part 8. Right to Appeal.

The complainant and the respondent shall have the right to appeal

decisions of the decision-making authority to the president or his/her designee pursuant to this policy. In exercising the right of appeal to the president or system office as provided by this procedure, a written appeal must be made within ten (10) working days after notification of the decision which is being appealed. The president or designee may receive additional information if he/she believes such information would aid in the decision. A decision will be made within a reasonable time and the designated officer, the complainant, and the respondent will be notified of the decision. During the time of appeal and review, disciplinary action taken as a result of the complaint may 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 law (Minnesota Statutes, Chapter 14).

Part 9. Retaliation/Reprisal.

No retaliation or intimidation directed towards anyone who reports or makes a complaint of discrimination/harassment or violence will be tolerated by the system office, colleges, and universities. Such retaliation is prohibited by state law. The designated officer will be responsible for providing follow-up to ensure against retaliation. The system office, colleges, and universities will discipline any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing in relation to a discrimination/harassment or violence complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, coercion, discrimination, harassment, or unwanted sexual contact toward a complainant, his/her relatives, friends or associates. Reprisal also includes discrimination against an individual because that person is associated with a protected group member.

Part 10. Education and Training.

The system, colleges and universities will provide education and training programs to promote awareness and prevent discrimination/harassment and sexual violence, such as education seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational material development and distribution. Education and training programs should include education about the system office, colleges and universities discrimination/harassment and sexual violence policies as well as conducting investigations, management and implementation of the complaint procedure.

Part 11. Dissemination of Procedure.

Information regarding this procedure and the institution policy, including the rights enumerated under victim's rights, must be provided to each student during student registration and each employee on acceptance of employment. Copies of the policies will be conspicuously posted at appropriate locations on college and university campuses at all times.

Part 12. Files.

During an investigation of a complaint, and, upon the completion of an investigation and/or the completion of a grievance related to the outcome of an investigation, the file shall be repositied in the office of the Designated Officer for the system, college, or university. Future access shall be in keeping with the Minnesota Government Data Practices Act and the Family Educational Rights and Privacy Act.

Part 13. Administrative Manual.

The system office shall develop an administrative manual for use by designated officers and decision-making authorities for implementation of this procedure.

Effective date: February 17, 1997

DISCRIMINATION/HARASSMENT INTAKE FORM

Date: _____

Person Making Initial Contact: _____

Other Agencies Contacted Prior to Initial Contact:

- ☐ College/University Employee (Name: _____)
- ☐ MnSCU Equal Opportunity/Diversity Office
- ☐ Attorney General's Office
- ☐ Department of Human Rights
- ☐ Equal Employment Opportunity Commission

Name of COMPLAINANT: _____

(If more than one complainant, complete intake form for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

Name of RESPONDENT: _____

(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

Name of RESPONDENT #2: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

Name of RESPONDENT #3: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

Name of RESPONDENT #4: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

TYPE OF COMPLAINT: ☐ DISCRIMINATION ☐ HARASSMENT ☐ RETALIATION

BASIS OF COMPLAINT:

- | | | |
|-----------------------------------|--|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Sex | <input type="checkbox"/> National Origin | <input type="checkbox"/> Veteran's Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Disability | <input type="checkbox"/> Status with Regard |
| <input type="checkbox"/> Creed | <input type="checkbox"/> Marital Status | to Public Assistance |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Membership/Activity in Local Commission | |

BRIEF DESCRIPTION OF INCIDENT OF ALLEGED DISCRIMINATION/HARASSMENT:

DISPOSITION:

Referred to:

- | | |
|---|--|
| <input type="checkbox"/> Campus Affirmative Action Officer | <input type="checkbox"/> Equal Employment Opportunity Commission |
| <input type="checkbox"/> Designated Officer | <input type="checkbox"/> Department of Human Rights |
| <input type="checkbox"/> MnSCU Equal Opportunity/Diversity Office | <input type="checkbox"/> Attorney General |
| <input type="checkbox"/> Student Conduct Official | <input type="checkbox"/> Other _____ |

Resolution:

- _____ Advice Only
- _____ Personal Resolution
- _____ Resolved by Agreement of Parties
- _____ Dispute Resolution/Mediation Process
- _____ Informal Institutional Resolution
- _____ Formal Institutional Resolution
- _____ Decision by College/University Decisionmaker
- _____ Appeal Decision by College/University President or Designee
- _____ Decision by Chancellor
- _____ Decision by Board of Trustees
- _____ Decision by Department of Human Rights ___ Cause ___ No Cause
- _____ Decision by Equal Employment Opportunity Commission ___ Cause ___ No Cause
- _____ Decision by Office of Civil Rights (Department of Education)
- _____ Decision by Court or Judge

Sanction:

- | | |
|------------------------------|-----------------------|
| _____ Oral Reprimand | _____ Termination |
| _____ Written Reprimand | _____ Training: _____ |
| _____ Suspension (___ Days) | _____ Other: _____ |
| _____ Expulsion | _____ |

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Date: _____

Name of COMPLAINANT: _____
(If more than one complainant, complete intake form for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female Phone: [work] _____
[home] _____

Status:
☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

TYPE OF COMPLAINT: ☐ DISCRIMINATION ☐ HARASSMENT ☐ RETALIATION

I WAS DISCRIMINATED/HARASSED/RETALIATED AGAINST ON THE BASIS OF MY:

- | | | |
|-----------------------------------|---|---|
| <input type="checkbox"/> Race | <input type="checkbox"/> Age | <input type="checkbox"/> Sexual Orientation |
| <input type="checkbox"/> Sex | <input type="checkbox"/> National Origin | <input type="checkbox"/> Veteran's Status |
| <input type="checkbox"/> Color | <input type="checkbox"/> Disability | <input type="checkbox"/> Status with Regard
to Public Assistance |
| <input type="checkbox"/> Creed | <input type="checkbox"/> Marital Status | |
| <input type="checkbox"/> Religion | <input type="checkbox"/> Membership/Activity in Local
Commission | |

I believe I was discriminated/harassed/retaliated against by:

Name of RESPONDENT: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female Phone: [work] _____
[home] _____

Status: _____

Name of RESPONDENT #2: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

Name of RESPONDENT #3: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

Name of RESPONDENT #4: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Sex: ☐ Male ☐ Female

Phone: [work] _____
[home] _____

Status:

☐ Student ☐ Faculty ☐ Staff ☐ Administrator ☐ External/Non-Campus

EXPLAIN YOUR COMPLAINT IN DETAIL. INCLUDE THE FOLLOWING INFORMATION. ADD ADDITIONAL PAGES IF NECESSARY. ATTACH DOCUMENTS YOU BELIEVE MAY BE HELPFUL IN INVESTIGATING YOUR COMPLAINT.

1. Describe the specific incident(s) of discrimination/harassment/retaliation. List times, dates, locations, names and titles of the people involved in the incident(s).
2. Explain why you believe that you were discriminated/harassed/retaliated against because of your protected class status (race, age, gender, disability, etc).
3. Provide the names and titles of people you believe were treated more favorably than you due to your protected class status. List the protected class status (race, age, gender, disability, etc.) of each person.

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

LIST POTENTIAL WITNESSES YOU BELIEVE POSSESS INFORMATION ABOUT YOUR COMPLAINT. ADD
ADDITIONAL PAGES IF NECESSARY.

Name of Witness #1: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Home phone _____ Work phone _____ Work hours _____

What information can this witness provide? _____

Name of Witness #2: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Home phone _____ Work phone _____ Work hours _____

What information can this witness provide? _____

Name of Witness #3: _____
(If more than one respondent, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Home phone _____ Work phone _____ Work hours _____

What information can this witness provide? _____

LIST DOCUMENTS YOU BELIEVE MAY HELP IN INVESTIGATING YOUR COMPLAINT. PROVIDE THE NAME, DATE AND EXPLANATION OF THE CONTENTS OF EACH DOCUMENT. ADD MORE PAGES IF NECESSARY.

NAME OF DOCUMENT #1: _____

DATE: _____ . EXPLANATION OF CONTENTS: _____

NAME OF DOCUMENT #2: _____

DATE: _____ . EXPLANATION OF CONTENTS: _____

NAME OF DOCUMENT #3: _____

DATE: _____ . EXPLANATION OF CONTENTS: _____

APPENDIX F.

MnSCU EMERGENCY PLAN AND PROCEDURES

- ◆ **WORLD TRADE CENTER**
 - ◆ **ENERGY TECHNOLOGY CENTER**
-

MnSCU

EMERGENCY PLAN and PROCEDURES



EMERGENCY PLAN & PROCEDURES

MNSCU SYSTEM OFFICE

WORLD TRADE CENTER BUILDING

The Minnesota World Trade Center maintains 24-hour a day, 7 - day a week in-house security for retail and office tenants. Security officers regularly patrol all areas of the building.

To summon building security, call 298-9882 (emergency/security number). For special security concerns that are not an emergency, contact Mary Fields, MnSCU Office Manager at 282-2548 or the MnSCU reception desk at 296-8012 and they will make the appropriate contacts.

- In case of an emergency, **DIAL 9, THEN 911. REMEMBER 99-11**
- **NEXT you MUST CALL 298-9882** to alert building security of the emergency.
- Next, report the incident to the Emergency Procedure Director, Mary Fields at 282-2548 or the MnSCU reception desk at 296-8012.

I. PURPOSE

This plan outlines the procedures and actions to be taken during a fire, severe weather, bomb threat or other emergency situation (i.e., harassing or threatening phone calls, medical emergency, elevator emergency).

II RESPONSIBILITIES

A. Chancellor or designee:

- Approve the plan and any necessary revisions
- Direct implementation of the plan

B. MnSCU Emergency Procedures Director (See Attachment 1):

- Develop, advise implementation, and maintain the emergency plan.
- Coordinate implementation of the plan with WTC Operations Department.
- Appoint and train floor monitors, mobility impaired attendants, and maintain a list of their names and phone numbers (attachment 1).
- Coordinate training sessions for employees.
- After receiving a bomb threat, determine in consultation with World Trade Center Security (WTC) and MnSCU management whether to order an evacuation or relocation.

Notification to Persons with Disabilities

On an annual basis, the system office assigns specific administrative personnel who in the event of a weather emergency are responsible for notifying, assisting and directing staff with disabilities.

In the case of an emergency all employees, who are deaf or hard of hearing will receive notification, if at work by the designated staff member. If a weather emergency is called after work hours, employees who are deaf or hard of hearing can obtain official notification by watching weather broadcasts on local radio and TV stations. Television broadcasts are closed captioned. In addition, this information will be displayed on the System Office web page at www.mnscu.edu. If employees who are deaf or hard of hearing prefer, they may arrange for notification at home from their supervisor or the designated staff member. If an emergency which affects employees is called, the supervisor or designated staff member may use the Minnesota Relay Service (1-800-627-3529) to contact employees using the TTY, if available and necessary.

Notification of System Office:

Details regarding the anticipated length of closure and when we expect to open will be communicated as soon as possible after a closing has been announced. The following will be notified about this information:

1. Local radio and TV stations
2. MnSCU System Office web page
3. World Trade Center and ETC Building Security
4. Emergency Procedure Director, Mary Fields at (651) 282-2548 or the MnSCU reception desk at (651) 296-8012.

BOMB THREAT PROCEDURE

In Case of a bomb threat:

1. Dial *57 on your phone immediately after to track the call. See last page.
2. Call 99-11 and World Trade Center Security at 298-9882.
3. Report the following to both 911 operator and WTC Security:
 - * State "I have received a bomb threat."
 - * Give your company name
 - * Building name and floor location
 - * Your name
 - * Indicate you are calling from the Minnesota World Trade Center in St Paul.
4. After you have made the above calls, notify the following:
 - * Mary Fields, MnSCU Emergency Procedures Director at 282-2548
 - * Designated floor monitor and alternate
5. Listen for instruction about evacuation. **DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND.**
6. See attached guide/form on handling a bomb threat call.

THIS IS WHAT HAPPENS DURING A BOMB THREAT:

- Police and building personnel are notified.
- A search is made by police and/or building personnel.
- Building Security and MnSCU management will determine if evacuation is necessary.
- If evacuation is advised, floor monitors will assist emergency personnel with the orderly evacuation of the building. Follow the evacuation procedure.
- The Police or Bomb Squad will contact and question the person who received the bomb threat.
- An "all clear" will be given when authorized by Building Management

SEE EVACUATION PROCEDURE

FIRE PROCEDURE

In Case of fire:

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

1. Call 99-11 and World Trade Center Security at 298-9882.
2. Report the following information to both the 911 operator and WTC Security:
 - * Building name
 - * Floor of building
 - * Details of the fire emergency, and
 - * Identify you are calling from the Minnesota World Trade Center in St Paul.
3. Next:
 - * Notify Mary Fields, MnSCU Emergency Procedure Director at 282-2548 or MnSCU Receptionist at 296-8012.
 - * Notify your floor monitor (see attachment 1).
 - * Notify alternate floor monitor (see attachment 1).
4. If evacuation is necessary, see evacuation procedure below:

THIS IS WHAT HAPPENS IN A FIRE EMERGENCY:

- Fire department is notified
- Minnesota World Trade Center will respond
- Professional help is on the way
- Employees will be notified if evacuation is necessary

SEE EVACUATION PROCEDURE

TORNADO PROCEDURE (Severe Weather Emergency)

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

PUBLIC WARNING will come over the radio, TV or there will be five (5) minute steady blasts of sirens by the Ramsey County Civil Defense Warning System. If you hear the sirens or are informed over the public address system of severe weather approaching, please take the following actions.

ACTION TO TAKE:

- Call your floor monitor
- Get away from the perimeter of the building and exterior glass.
- Leave your exterior office - close the door.
- Go to the nearest stairwell and stay there until the "all clear" is given.
- An "all clear" will be given over the public address system when the National Weather Service authorizes it.

IF YOU ARE CAUGHT IN AN OUTSIDE PERIMETER OFFICE:

- Seek protection under a desk. Protect yourself from flying glass.

IF YOU ARE IN TRANSIT IN THE BUILDING:

- Do not go to the first or third floor lobby, skyways or outside the building.

Security personnel will arrive and help as soon as possible.

MEDICAL EMERGENCY

WHAT TO DO:

1. If a serious injury or illness occurs, call 99-11. Provide the building address, the victim's exact location in the building, the symptoms, and the victim's name, if known.
2. Do not move an injured or ill person. Try to make them comfortable.
3. Meet paramedics in the lobby of your floor to direct them to the injured person.

ELEVATOR EMERGENCY

WHAT TO DO:

1. Open telephone panel.
2. Push button on phone box. When Central Operations answers, provide the following:
 - * Building name.
 - * Floor level if possible.
 - * Elevator number (located inside the elevator telephone door).
 - * Mention you are calling from the Minnesota World Trade Center in St Paul.
3. Remain calm.
4. Answer the telephone in the elevator if it rings.
5. Do not try to force open an elevator door.

HARASSING/THREATENING PHONE CALLS

Treat all personal threats seriously - never consider a threat a prank!

WHAT TO DO:

1. Keep the caller talking and listen carefully to get as much information as possible.
 - * Write down what the caller says.
 - * Be alert for distinguishing background sounds (music, traffic, bells, etc.)
 - * Note any voice characteristics (gender, age, stutters, accent, drunk, slang)
 - * Ask for the caller's name.
2. Without alarming the caller, try to alert a co-worker about the call so they can alert your supervisor and building security. When the caller hangs up press *57 to trace the call. After you trace the call, call 298-9882.
3. Employees receiving a personal threat on voice mail should save the message, and alert their supervisor.
4. Employees receiving a personal threat via written or graphic material should save all materials, including envelopes or containers. Alert supervisor.
5. Employees receiving a threat directed at another individual must notify their supervisor.
6. The target individual should report the threat to the police.

EVACUATION PROCEDURE

It is the responsibility of each employee to know who their FLOOR MONITOR is, as well as their ALTERNATE. They should also be familiar with the evacuation plan for their work area. See attachment 2.

- Follow the instructions of your individual Floor Monitor or alternate.
- Use enclosed stairwell for evacuation.
- Form evacuation lines, two abreast.
- Use hand rails in stairwells.
- In stairwells, watch out for security or fire department personnel coming up the stairs to handle the emergency.
- The stairwells are pressurized to ensure that smoke does not enter them. When evacuation of your office area is complete, make sure stairwell doors are closed.
- No smoking
- Keep Calm
- Talking should be kept to a minimum. Listen for instructions and follow them.
- Mobility Impaired: Persons who are mobility impaired must move, accompanied by their attendants, close to an entrance or the nearest interior stairwell. One attendant will stay with the mobility impaired person. The other attendant will notify the fire department as to where the person is waiting
- ONCE OUT OF THE BUILDING, CROSS CEDAR STREET AND ENTER TOWN SQUARE. ALL FLOOR MONITORS SHOULD REPORT TO THE CEDAR STREET LEVEL IN FRONT OF THE ENTRANCE TO PIPER JAFFREY PLAZA.

DON'TS

- Do not go to the elevators - they will not respond.
- Once you have left your area, do not return for coats, purses, etc.
- Do not run or create panic.
- Do not return to the office until "all clear" is given by the building authority.

Attachment 1

MnSCU - System Office Floor Monitor List

Emergency Procedures Director-Mary Fields (282-2548)
Alternate Margaret Johnson (296-3357)

Building Location	Name	Telephone
6th Floor- South Side	Cathy Meyer	296-4957
6th Floor - North Side	Jim Schneider	296-3823
6th Floor - Alternate	Pat Justice	296-5326
5th Floor - MnSAT	Barbara Knowles	296-2383
5th Floor - South Side	Joyce Petsch	297-2720
5th Floor - North Side	Pam Laven	282-5519
5th Floor - Alternate	Vicki Schoenbeck	296-5709
7th Floor - South Side	Teresa Durant	297-3152
7th Floor - North Side	Kathy Weersma	296-3874
7th Floor - Alternate	Joan Woessner	296-0667

Attachment 2

TELEPHONE BOMB THREAT CHECK LIST

CALL 99-11 AND CENTRAL OPERATIONS AT 298-9882
KEEP CALM: Do not get excited or excite others.

What were the callers exact words? _____

Time: Call Received _____ Terminated _____

Delay - ask caller to repeat.

1. When is the bomb set to explode? _____
2. Where is it located? Floor _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____ If not, who did? _____
7. What is the reason for the bomb? _____
8. Keep the caller talking so you can:

a. Get voice characteristics:

_____ male	_____ laughter	_____ ragged	other _____
_____ female	_____ crying	_____ clearing throat	_____
_____ age	_____ normal	_____ deep breathing	_____
_____ calm	_____ distinct	_____ crackling voice	_____
_____ diction	_____ slurred	_____ disgusted	_____
_____ angry	_____ nasal	_____ accent/race	_____
_____ excited	_____ stutter	_____ muffled	_____
_____ slow	_____ lisp	_____ familiar	_____
_____ soft	_____ rough	_____ if so, who	_____

MnSCU

EMERGENCY

PLAN

and

PROCEDURES



EMERGENCY PLAN & PROCEDURES

MNSCU SYSTEM OFFICE

ENERGY TECHNOLOGY CENTER (ETC BUILDING)

For special security concerns that are not an emergency, contact the ETC-MnSCU reception desk at 649-5777 and the receptionist will make the appropriate contacts.

In case of an emergency:

- **DIAL 9, 9-1-1. REMEMBER 9, 9-1-1.**
- **After the emergency has been brought under control (i.e., first aid, CPR), make the next two calls:**
 - * **Notify the MnSCU Reception Desk at 649-5777.**
 - * **Report the incident to the MnSCU Emergency Procedure Director, Don Beckering (or his designee) at 649-5454**

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EMERGENCY PLAN & PROCEDURES

MNSCU SYSTEM OFFICE

ENERGY TECHNOLOGY CENTER (ETC BUILDING)

For special security concerns that are not an emergency, contact the ETC-MnSCU reception desk at 649-5777 and the receptionist will make the appropriate contacts.

In case of an emergency:

- **DIAL 9,9-1-1. REMEMBER 9, 9-1-1.**
- **After the emergency has been brought under control (i.e., first aid, CPR), make the next two calls:**
 - * **Notify the MnSCU Reception Desk at 649-5777.**
 - * **Report the incident to the MnSCU Emergency Procedure Director, Don Beckering (or his designee) at 649-5454.**

I. PURPOSE

This plan outlines the procedures and actions to be taken during a fire, severe weather, bomb threat or other emergency situations (i.e., harassing or threatening phone calls, medical emergency, elevator emergency).

II. RESPONSIBILITIES

A. Chancellor or designee:

- Approve the plan and any necessary revisions
- Direct implementation of the plan

B. MnSCU Emergency Procedures Director (See Attachment 1):

- Develop, advise implementation, and maintain the emergency plan.
- Coordinate implementation of the plan with ETC Operations Department.
- Appoint and train floor monitors, mobility impaired attendants, and maintain a list of their names and phone numbers (attachment 1).
- Coordinate training sessions for employees.
- After receiving a bomb threat, determine in consultation with St. Paul Police Dept., Wellington Management, other building tenants and the MnSCU management team when it is safe to re-enter the building.

BOMB THREAT PROCEDURE

In case of a bomb threat:

1. Dial *57 on your phone immediately after hanging up to track the call. See last page.
2. Call 9, 9-1-1 and MnSCU Reception desk at 649-5777.
3. Report the following to both 911 operator and receptionist:
 - * State "I have received a bomb threat."
 - * Give agency name
 - * Building name and floor location
 - * Your name
 - * Indicate you are calling from the ETC Building on Energy Park Drive in St Paul.
4. After you have made the above calls, notify the following:
 - * Don Beckering, MnSCU Emergency Procedures Director at 649-5454.
 - * Designated floor monitor and alternate
5. **DO NOT TOUCH SUSPICIOUS OBJECTS IF FOUND. Evacuate the area.**
6. See attached guide/form on handling a bomb threat call.

THIS IS WHAT HAPPENS DURING A BOMB THREAT:

- Police and building personnel are notified.
- A search is made by police and/or building personnel.
- Evacuation procedures will be followed.
- The Police or Bomb Squad will contact and question the person who received the bomb threat.
- An "all clear" will be given when authorized by emergency personnel.

SEE EVACUATION PROCEDURE (p. 7)

TORNADO PROCEDURE (Severe Weather Emergency)

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

PUBLIC WARNING will come over the radio, TV or there will be five (5) minute steady blasts of sirens by the Ramsey County Civil Defense Warning System. If you hear the sirens or hear a weather alert on the radio, please take the following actions. The reception desk on 3rd floor and one of the offices in the Fire/EMS/Safety Center is equipped with a weather alert radio. If severe weather is in the forecast, those radios will be tuned in to the weather emergency channel.

ACTION TO TAKE:

- Call your floor monitor
- Get away from the perimeter of the building and exterior glass.
- Leave your exterior office - close the door.
- Using the nearest stairwell, go to the lower level exterior corridor, or to an interior room such as copy/file room or conference room. Stay there until the emergency has passed.
- DO NOT go to the interior of the building where the atrium is open to the glass ceiling.
- Stay tuned to a radio to find when it is safe to return to your office.

IF YOU ARE CAUGHT IN AN OUTSIDE PERIMETER OFFICE:

- Seek protection under a desk. Protect yourself from flying glass.

Emergency personnel will arrive and help as soon as possible.

EVACUATION PROCEDURE

It is the responsibility of each employee to know who their FLOOR MONITOR is, as well as the ALTERNATE. They should also be familiar with the evacuation plan for their work area.

- Follow the instructions of your individual Floor Monitor or Alternate Monitor.
- Use enclosed stairwells for evacuation.
- Form evacuation lines, two abreast.
- Use hand rails in stairwells.
- In stairwells, watch out for security or fire department personnel coming up the stairs to handle the emergency.
- When evacuation of your office area is complete, make sure stairwell doors are closed.
- No smoking
- Keep calm
- Talking should be kept to a minimum. Listen for instructions and follow them.
- Mobility and Sensory Impaired: Persons who are mobility or sensory impaired must move, accompanied by their attendants, close to an entrance or the nearest stairwell. One attendant will stay with the mobility or sensory impaired person. The other attendant will notify the fire department as to where the person is waiting.
- ONCE OUT OF THE BUILDING, MnSCU EMPLOYEES should gather at the outer edge of the **EAST PARKING LOT**. FLOOR MONITORS should report to the front of the building near the east entrance to give a status report and head count of their areas.

DON'TS

- Do not go to the elevators - they will not respond.
- Once you have left your area, do not return for coats, purses, etc.
- Do not run or create panic.
- Do not return to the office until "all clear" is given by the building authority.

Attachment 2

TELEPHONE BOMB THREAT CHECK LIST

CALL 9, 9-1-1 AND MnSCU Receptionist at 649-5777

KEEP CALM: Do not get excited or excite others.

What were the callers exact words? _____

Time: Call Received _____ Terminated _____

Delay - ask caller to repeat.

1. When is the bomb set to explode? _____
2. Where is it located? Floor _____
3. What does it look like? _____
4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____ If not, who did? _____
7. What is the reason for the bomb? _____
8. Keep the caller talking so you can:

a. Get voice characteristics:

_____ male	_____ laughter	_____ ragged	other _____
_____ female	_____ crying	_____ clearing throat	_____
_____ age	_____ normal	_____ deep breathing	_____
_____ calm	_____ distinct	_____ crackling voice	_____
_____ diction	_____ slurred	_____ disgusted	_____
_____ angry	_____ nasal	_____ accent/race	_____
_____ excited	_____ stutter	_____ muffled	_____
_____ slow	_____ lisp	_____ familiar	_____
_____ soft	_____ rough	_____ if so, who	_____
_____ loud	_____ raspy	_____ speech impediment	_____
_____ nervous	_____ deep		

continued

APPENDIX G.

MnSCU SYSTEM OFFICE STRATEGIC DIVERSITY PLAN

MnSCU SYSTEM OFFICE STRATEGIC DIVERSITY PLAN

Developed by the MnSCU Diversity Task Force
July through November, 1999

MnSCU SYSTEM OFFICE STRATEGIC DIVERSITY PLAN

The MnSCU Strategic Diversity Plan development project began in June 1999 with an off-site planning retreat for the Chancellor and the MnSCU System Office executive team. The retreat was facilitated by a strategic planning and diversity program development consultant from W. Wells & Associates Consulting.

In connection with the retreat, a Diversity Task Force for the MnSCU System Office was formed. The task force members were from each of the functional areas in the System Office and were appointed by their respective executive team leader. The task force conducted its business in the period from July through November 1999. The consultant identified above also facilitated this group through the development process for the initial draft of the Diversity Plan.

The members of the MnSCU System Office Diversity Task Force were:

Member

Linda Hanson
Renée Hogoboom
Margaret Johnson
John Kaul
Bruce King
Nancy Livingston
Mike Lopez
Leslie Mercer
Michael Murphy
Gail Olson
Larry Simmons
Julie Smendzuik-O'Brien
Aly Xiong

Project Manager

Dolores Fridge

Functional Area

Equal Opportunity and Diversity
Equal Opportunity and Diversity
Personnel
Government Relations
Equal Opportunity and Diversity
Public Relations
Student Affairs
Policy and Planning
Academic Affairs
Office of The General Counsel
Informational Technology
Internal Audit
Equal Opportunity and Diversity

Equal Opportunity and Diversity

THE MISSION, VISION, DIVERSITY DEFINITION AND VALUES

The Diversity Task Force began the strategic diversity plan development process by using the existing MnSCU mission statement in establishing the plan components. Listed below are the MnSCU mission statement and vision, diversity definition and values developed by the task force:

- **MISSION**

MnSCU provides accessible high quality, future-oriented education and community service through technical, pre-baccalaureate, baccalaureate, masters, occupational and continuing education programs.

- **VISION**

Diversity will be integral to all activities of the MnSCU System Office.

- **DIVERSITY DEFINITION**

Diversity means the wide range of differences of all people, including, but not limited to race, color, creed, religion, national origin, sex, disability, age and marital status. Also, included is status with regard to public assistance, sexual orientation and familial status.

- **VALUES**

Diversity is a way in which we achieve excellence by being...

- Welcoming
- Inclusive
- Respectful
- Innovative

MnSCU SYSTEM OFFICE – VISION: DESIRED FUTURE STATE

During the early analysis phase of the planning process the task force examined the various reasons why it is difficult to become a multicultural organization. After completing that exercise, the task force established an understanding of the current situation and the desired future state of the MnSCU System Office as it pertained to diversity.

The list below represents the task force consensus regarding future positioning of the MnSCU System Office:

- Diversity becomes a way of doing business.
- Reward and recognition systems will be in place to support diversity.
- Evaluation processes will include diversity.
- Diversity accountability standards will be included in System Office performance management system.
- Executive team will be more diverse.
- Training and development will be provided to all employees for gaining greater awareness and understanding of diversity.
- Processes will be in place to increase diversity of the staff.
- MnSCU becomes a recognized national leader in the field of higher education.
- MnSCU becomes an educational system of choice for students, faculty and staff.
- MnSCU system office culture will be inclusive.

These considerations, along with the vision and values, are the basis for developing the goals and objectives of the MnSCU System Office Strategic Diversity Plan.

MnSCU SYSTEM OFFICE DIVERSITY GOALS, OBJECTIVES and TACTICS

As an outgrowth of determining the diversity values and vision, the task force developed major goals with related objectives and tactics.

• GOAL #1

Increase diversity of the MnSCU System Office

OBJECTIVE

Increase the number of employees from protected class groups.

TACTICS

- Develop System Office trainee, internship and fellowship programs for protected class groups.
- Work collaboratively with the Department of Employee Relations (DOER) to expand the availability of protected class individuals on state hiring/eligibility lists.

OBJECTIVE

Advertise System Office position openings as widely as possible.

TACTICS

- Publish announcements of all System Office unclassified positions in the appropriate local or national minority publications.
- Research free list serves and publish announcements of all open administrative and academic jobs.
- Broadcast public service announcements about available positions in the MnSCU System Office.

OBJECTIVE

Research and recommend methods for hiring to increase the diversity of the staff.

TACTICS

- Distribute the information gathered to all hiring managers and supervisors.
- Assign the task of researching flexible and innovative hiring options.

OBJECTIVE

Review current administrative Human Resource policies, procedures and practices, on an ongoing basis, to insure that they advance efforts to recruit, promote and/or retain members of protected class groups.

TACTICS

- Establish a practice of routinely conducting exit interviews.
- Establish reporting requirements to document advertising efforts.
- Compare Equal Opportunity and Diversity (EOD) division information from supplemental reports with advertising efforts and search results.

OBJECTIVE

Increase knowledge and awareness of MnSCU in all protected class communities.

TACTICS

- Provide informational advertising regarding MnSCU.
- Target general recruiting efforts to protected class communities.
- Continue Chancellor's community-based breakfast meetings.
- Air public service announcements on minority and non-English radio stations.

- **GOAL #2**

Incorporate diversity considerations in MnSCU System Office program and policy development

OBJECTIVE

Create a checklist of considerations to insure that program development and initiatives are responsive to societal needs and demographic changes.

TACTICS

- Assign the development of the checklist.
- Distribute the checklist to MnSCU System Office administrators and managers.

OBJECTIVE

Incorporate diversity checklist when existing programs are reviewed and evaluated.

TACTICS

- Establish a practice of using the diversity checklist in program review.

- **GOAL #3**

Create and maintain an inclusive environment in MnSCU System Office

OBJECTIVE

Provide opportunities for enrichment, education and growth on topics related to diversity and inclusiveness.

TACTICS

- Create a program committee to plan and provide enrichment, educational and growth opportunities.
- EOD will provide electronic announcements regarding diversity events.

OBJECTIVE

Include protected class group representation on all committees and/or task forces.

TACTICS

- Chancellor communicates objective to System Office staff.

OBJECTIVE

Create support systems, like mentoring programs, for all new System Office employees.

TACTICS

- Create a support system program committee.

OBJECTIVE

Develop and implement training and education for all System Office staff on diversity, inclusiveness and equal opportunity.

TACTICS

- Establish a training and development committee to identify issues and training needs.

- **GOAL #4**

Identify systems and processes for measurement and accountability of MnSCU System Office diversity goals.

OBJECTIVES

Determine ways to assess organizational climate relating to diversity including attitudes, knowledge and behaviors.

Identify measurable elements to place in position descriptions.

Develop methods to measure the effectiveness of efforts to recruit, hire and retain protected class employees.

MnSCU SYSTEM OFFICE CRITICAL SUCCESS FACTORS

The factors below were developed by the task force and are essential for successful implementation of the MnSCU System Office Diversity Plan.

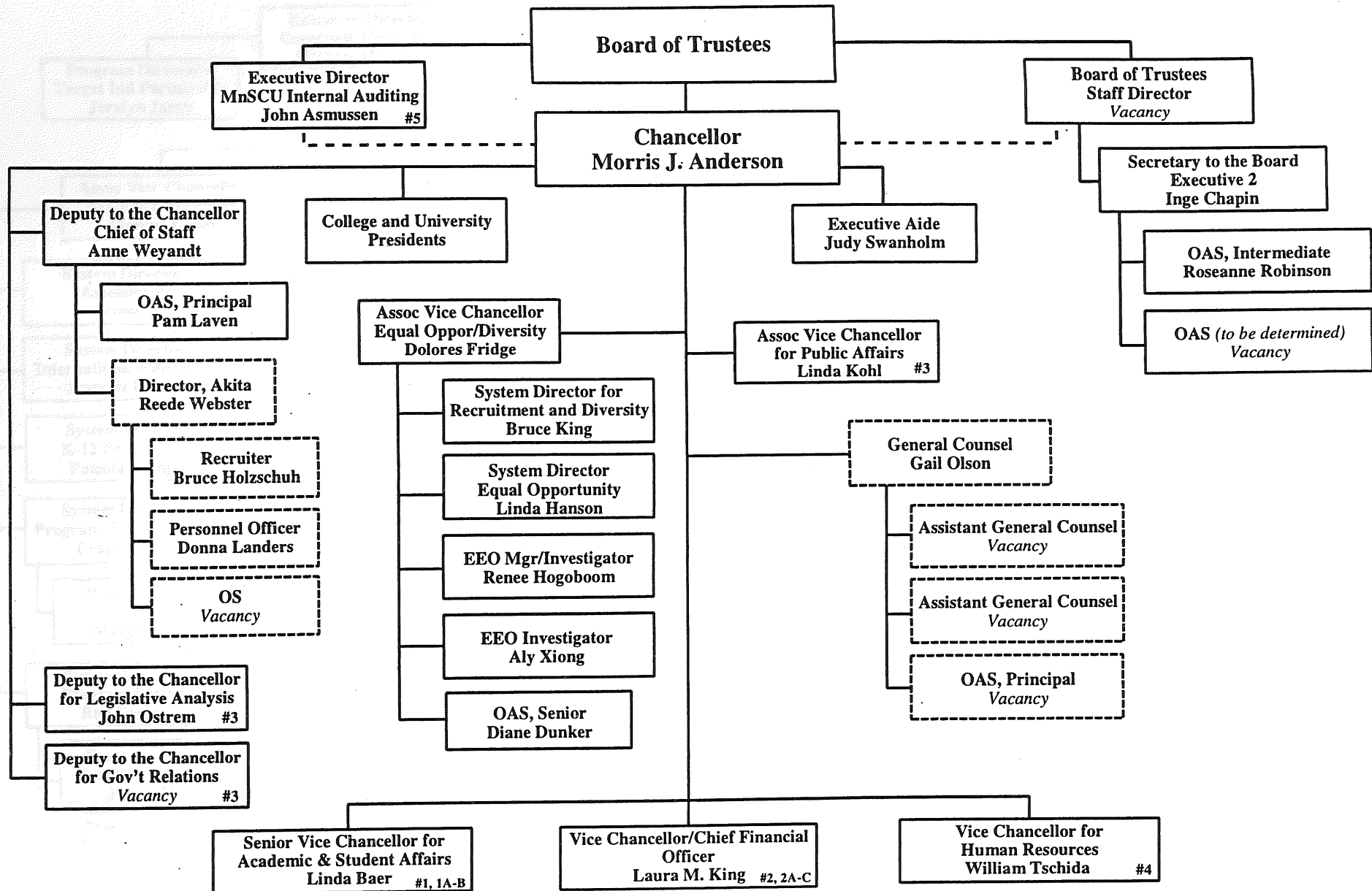
- **Diversity Champion**
 - Chancellor
 - Associate Vice Chancellor – EOD
- **Acceptance**
 - Board
 - Executive Team
 - Management Team
- **Commitment**
 - Board
 - Executive Team
 - Management Team
- **Support**
 - Board
 - Executive Team
 - Management Team
- **Implementation Team**
 - Create an inclusive team with representation from all levels/units of the organization.
- **Resources**
 - Funding
 - Staffing
- **Communication Plan**
 - Develop a comprehensive communications strategy/plan.
- **Continuity of Direction**
 - Continued progress toward achievement of diversity goals must transcend changes in the MnSCU System Office.
 - Commitment to the MnSCU System Office Diversity Plan must be a key factor in the Chancellor search process.
 - Evaluation of Chancellor candidates must include a commitment to diversity.

APPENDIX H.

MnSCU SYSTEM OFFICE ORGANIZATION CHART

Minnesota State Colleges and Universities System Office

1/31/00

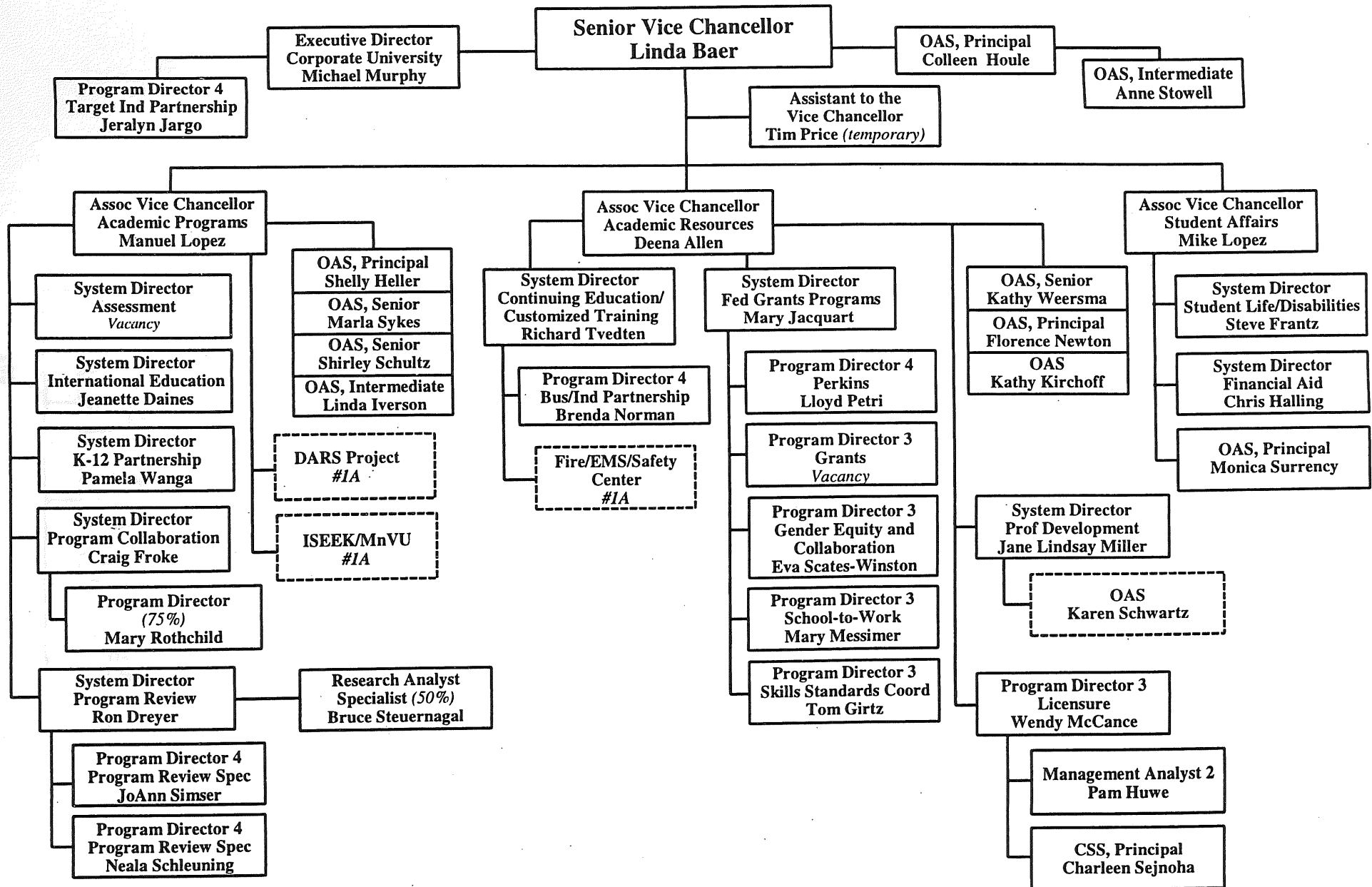


Minnesota State Colleges and Universities Academic and Student Affairs

#1

1/31/00

104



Minnesota State Colleges and Universities

Academic and Student Affairs

#1A

1/31/00

Senior Vice Chancellor
Linda Baer

Assoc Vice Chancellor
Academic Programs
Manuel Lopez

Assoc Vice Chancellor
Academic Resources
Deena Allen

System Director
Transfer Info & Degree Audit
Exec Dir, ISEEK/MnVU
Gary Langer

System Director
Continuing Education/
Customized Training
Richard Tvedten

State Director for
Fire/EMS/Safety Trng
Don Beckering

Program Director 3
Project Director -Transfer
Kathy DeShane

Project Supvr
ISEEK
Azin Adjoudani

Program Director 3
Project Director -DARS
Larry Uhlir

Project Analyst
Jacqueline Wear

Program Director 3
Project Director - CAS
Laurie Tralle

Project Consultant
Gail Porter

OAS, Intermediate
Gina Boeckermann

OAS, Senior
Pamela Wolff

Project Consultant Senior
ISEEK
Antonio Oftelie

Librarian
Gwen Schagrin
Librarian Tech
Mary Jo Kennedy

OAS, Intermediate
Cathy Rajtar
OAS
Harold Session

State Program Admin
Coordinator
Bill Bruen

State Program Admin
Principal
Joseph Grafft
Warren Jorgenson
Kirby Kiefer
Bruce Roed
Woody Walters

State Program Admin
Intermediate
Pam Gahr

Minnesota State Colleges and Universities

Academic and Student Affairs

Policy & Planning and Instructional Technology Unit

#1B

1/31/00

Senior Vice Chancellor of
Academic and Student Affairs
Linda Baer

Assoc Vice Chancellor
Policy and Planning
Leslie Mercer

OAS, Senior
Kathy Doffing

Assoc Vice Chancellor
Instructional Technology
John O'Brien, Interim

System Director for
Planning
Leo Christenson

Program Director 4
Researcher
Mitch Rubinstein

System Director for
Research
Craig Schoenecker

Assoc Director for
Educ Policy Research
Brenda Bailey

Program Director 4
Educ Research Analyst
Gerald Martin

Program Director 4
Senior Research Assoc
Vacancy

Research Analyst
Joan Woessner

OAS, Intermediate
Dawn Erickson

System Director
Instructional Technology
Patricia Rogers

Program Director 3
Distance Learning
Barbara Herrmann

Director of MnSAT
Penny Dickhudt

Planner, Intermediate
Jocelyn Cox

Planner, Intermediate
Marian Blattner (50%)

Management
Analyst 3/Producer
Gary Hatteberg

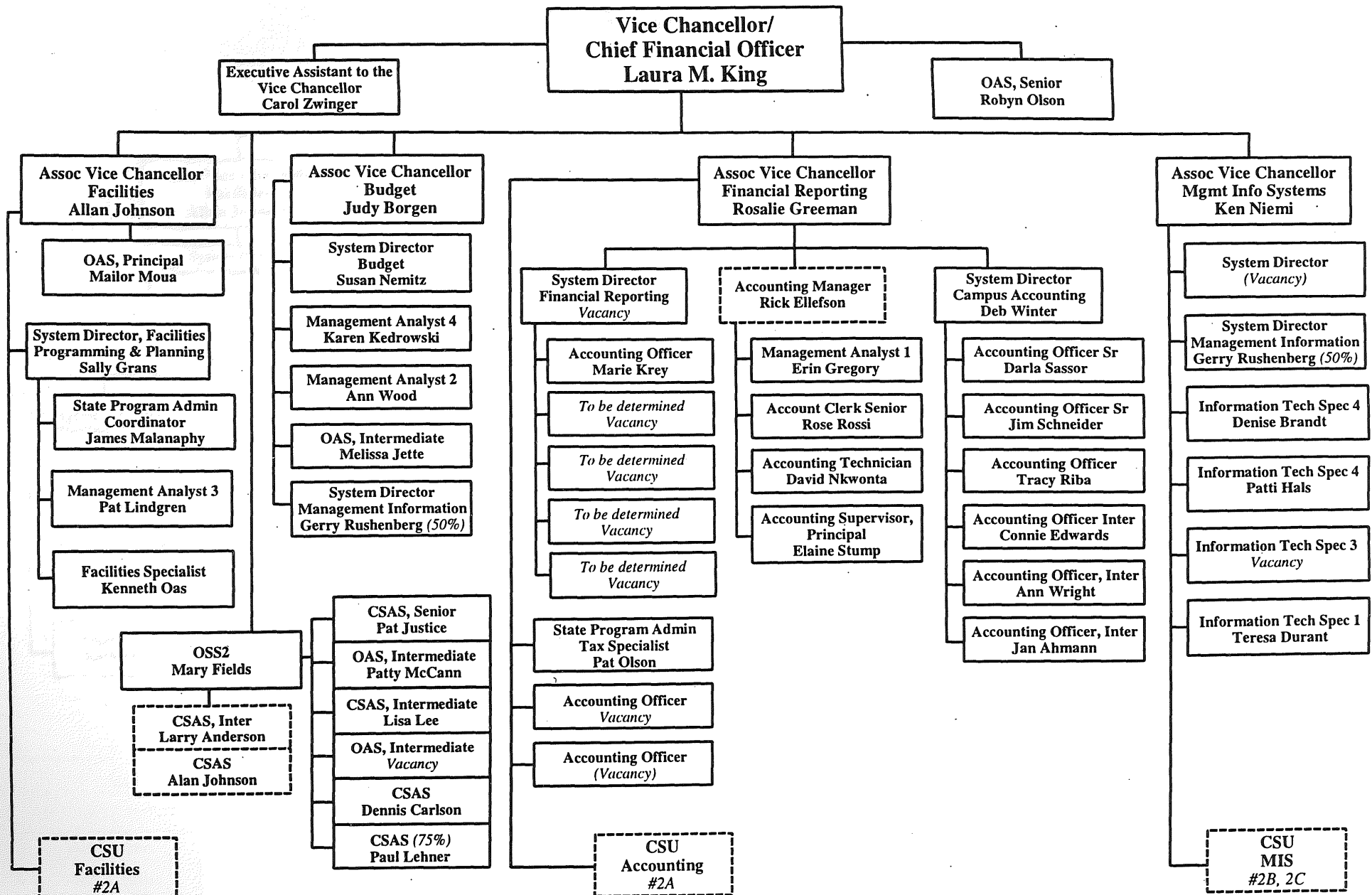
OAS
Vacancy

Minnesota State Colleges and Universities Finance

#2

1/31/00

107

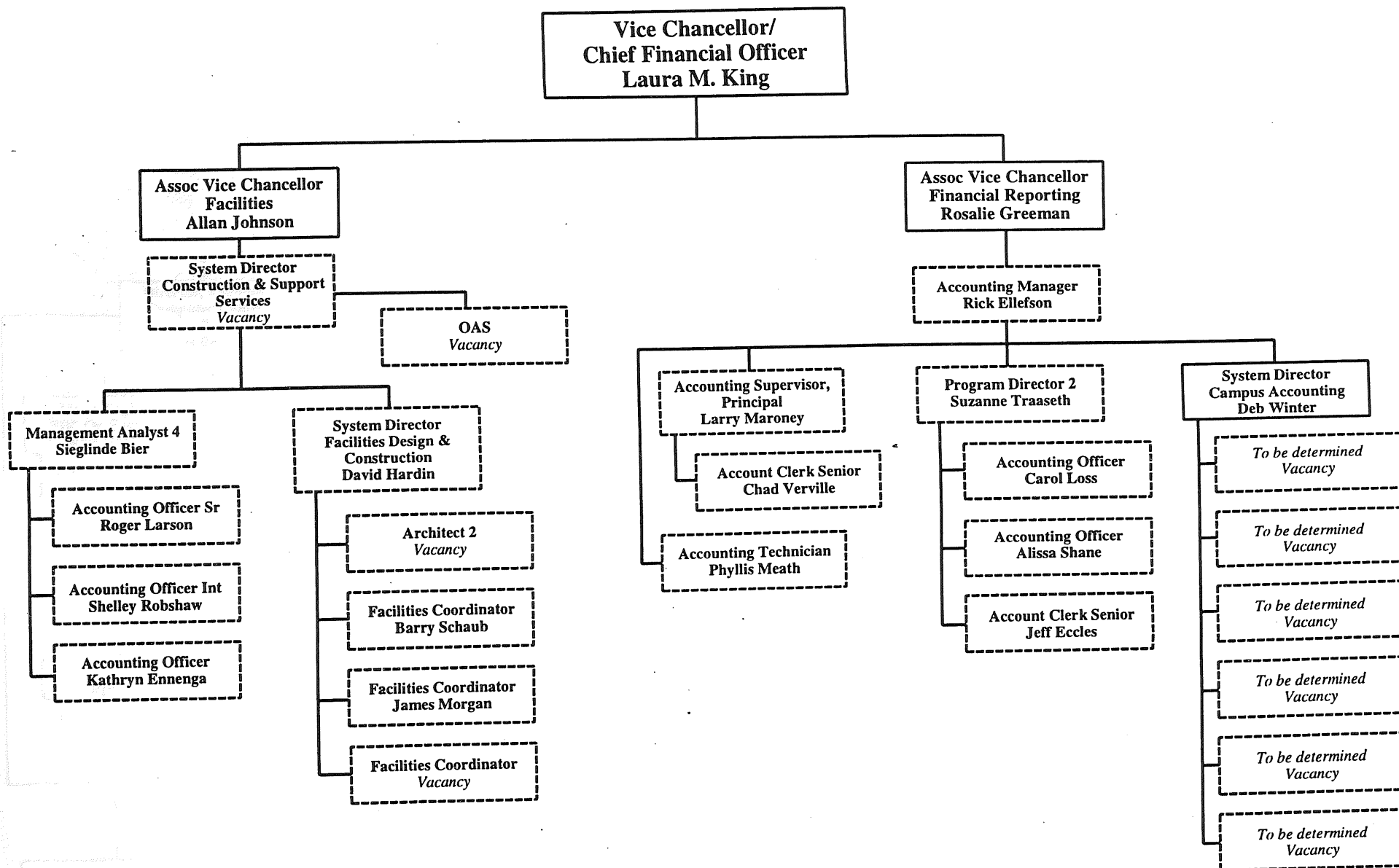


Minnesota State Colleges and Universities Finance

#2A

1/31/00

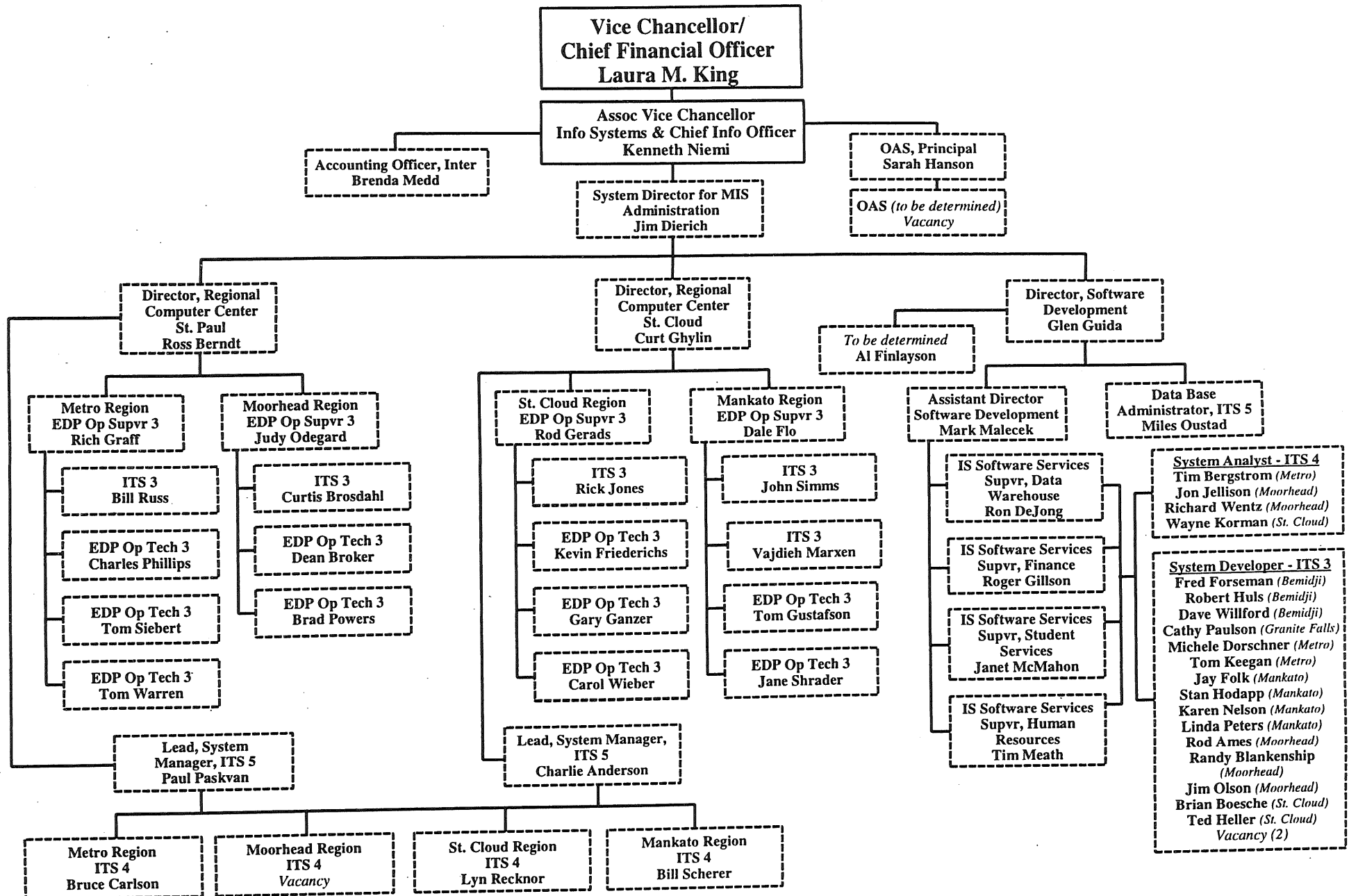
108



Minnesota State Colleges and Universities Finance

#2B

1/31/00

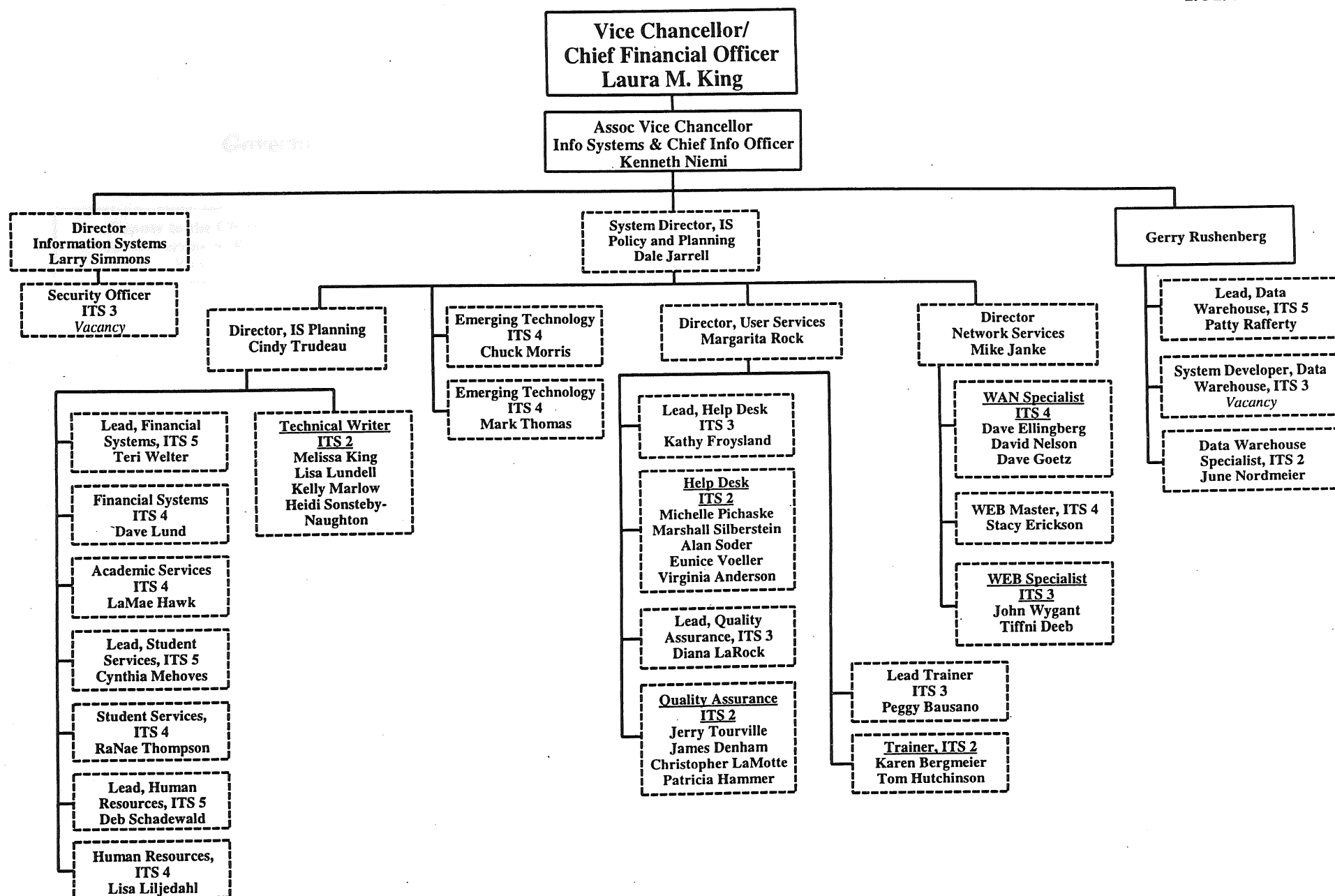


Minnesota State Colleges and Universities Finance

#2C

1/31/00

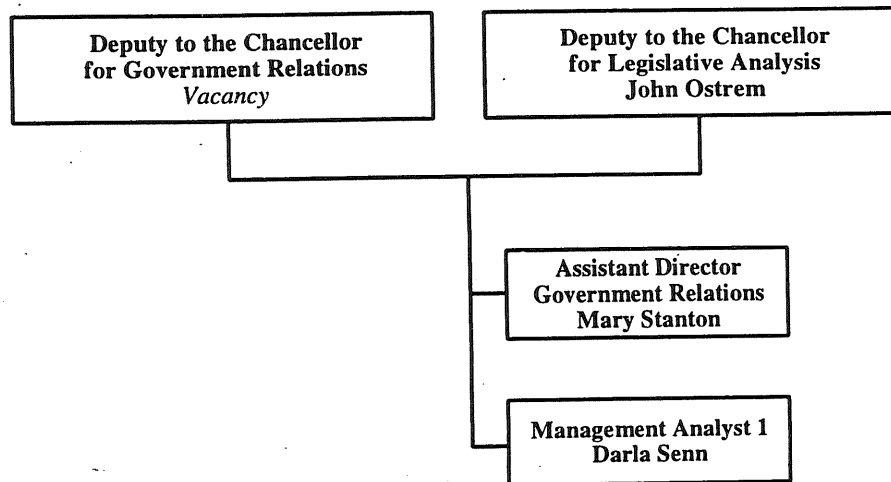
110



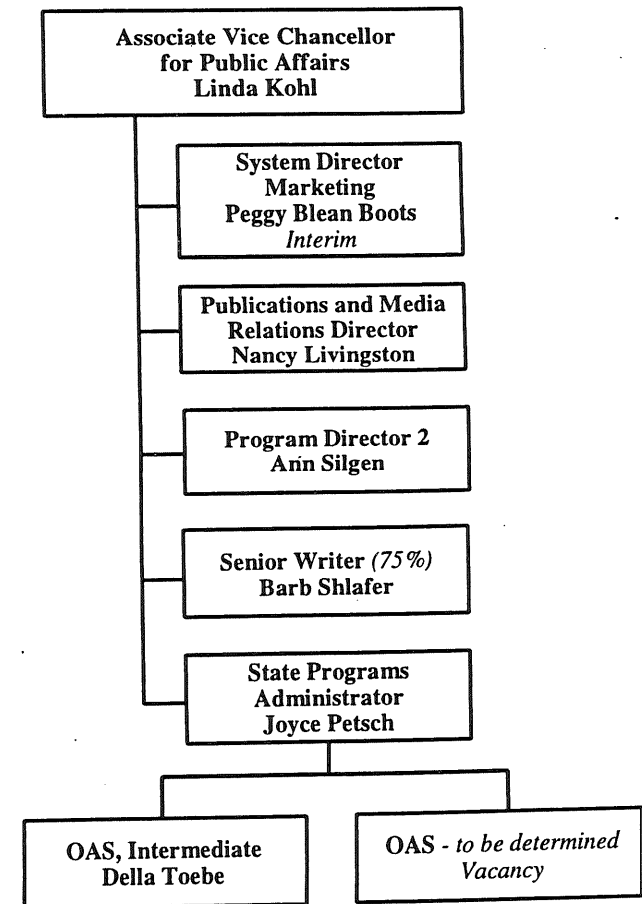
Minnesota State Colleges and Universities Government Relations and Public Affairs

1/31/00

Government Relations



Public Affairs

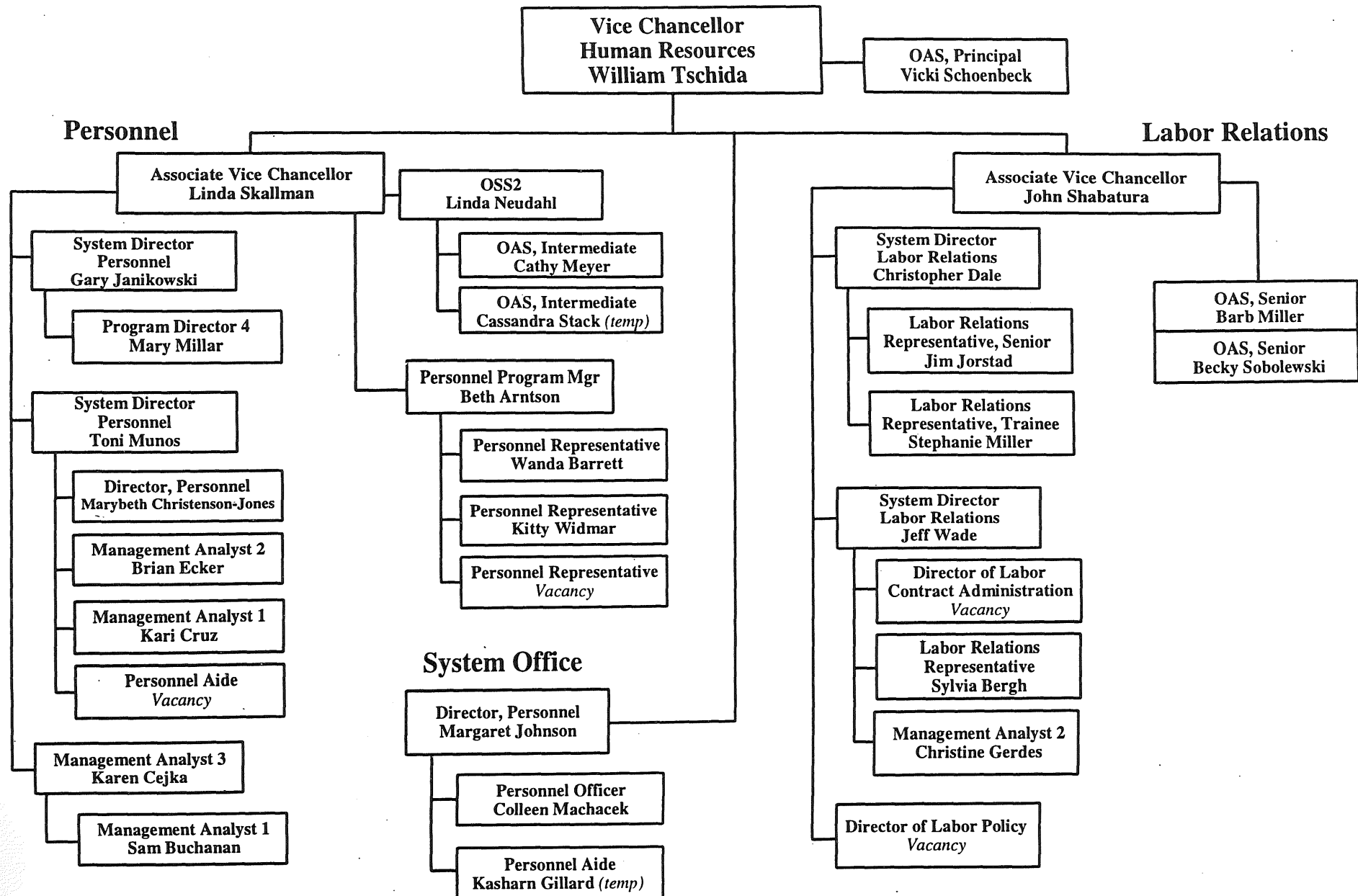


Minnesota State Colleges and Universities Human Resources

#4

1/31/00

112



Minnesota State Colleges and Universities Internal Auditing

#5

1/31/00

