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**ANNUAL REPORT OF THE AFFIRMATIVE ACTION PROGRAM OF THE  
MINNESOTA DEPARTMENT OF EDUCATION  
JULY 1 1987-JUNE 30, 1988**

**PREPARED BY:  
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## **I. Role of the Affirmative Action Officer**

The Minnesota Department of Education (MDE) currently employs a part-time (20 hours per week) Affirmative Action Officer 2. The primary responsibility of the Affirmative Action Officer is to facilitate the adherence of the agency to principles of equity and diversity and compliance with all laws relating to equal opportunity and affirmative action. The Affirmative Action Officer reports to the Deputy Commissioner.

The Affirmative Action Officer works cooperatively with and often collaborates on joint projects with the staff of the Office of Employee Relations.

The Affirmative Action Officer also provides technical assistance to the Faribault Academies for the Deaf and Blind. The Affirmative Action Officer also acts as Section 504 Coordinator for MDE (relating to reasonable accommodation for the disabled).

As a representative of both management and employees, the Affirmative Action Officer is required to advise each of their rights and obligations under equal opportunity laws and affirmative action principles, and must strive for equitable solutions to problems without damaging the balance which exists between these relationships.

## **II. The Affirmative Action Committee**

The Department of Education has an active Affirmative Action Committee and the responsibilities of the Committee are taken very seriously by the membership. Committee members are appointed by the Commissioner and serve a term of two years. In some cases, members have asked to be reappointed for an additional term.

The role of the Committee is to advise the Commissioner on affirmative action matters, and to advise the Affirmative Action Officer in the development and implementation of the Department's Affirmative Action Program.

In F.Y. 88, the Committee reviewed its own operating procedures and made some changes in its sub-committee structure. It now has two standing sub-committees, "Monitoring" and "Training and Information."

A roster of the Committee members is attached as Appendix A.

## **III. Affirmative Action Plan**

The Department is required by statute to have in place a written Affirmative Action Plan. This plan is reviewed and revised annually.

The contents of the written plan include:

- o Commissioner's Commitment Statement and policies relating to equal opportunity and affirmative action.

and timely assistance can be given to the managers and supervisors. Training on employee selection was given in F.Y.1987 for all supervisors and managers by the Affirmative Action Officer and the Office of Employee Relations.

When a qualified protected group person (female, minority, disabled or Vietnam era veteran) is a candidate for employment and such protected class is under represented in the MDE workforce, the failure to hire the protected group candidate is termed a "missed opportunity." The goal of MDE is to have as few missed opportunities as possible, but in no case more than 25 percent of its hires. If under the same circumstances, a protected group person is hired, this is termed an "affirmative action" hire. In cases where no protected group member is on the list or contract requirements apply, the hire is termed "not a missed opportunity."

If the supervisor or manager intends to make a selection which would be a missed opportunity, he/she must provide a written rationale for this proposed selection to the Affirmative Action Officer. Final approval for the hire must come from the Deputy Commissioner.

In calendar year 1987, the hiring record for MDE was as follows:

Total Opportunities	40
Affirmative Action Hires	16 (40%)
Not a Missed Opportunity	18 (45%)
Missed Opportunity	6 (15%)

This hiring record was considered exceptional, and on March 25, 1988, Governor Perpich recognized MDE and seven other state agencies for their excellence in affirmative action hiring for the year.

## **VI. Training Activities**

In F.Y. 88, the Affirmative Action Officer and the Office of Employee Relations jointly sponsored training on AIDS in the workplace for managers and supervisors, and for all employees. Workshops were repeated to maximize participation.

The Affirmative Action Officer also participated in orientation for new supervisors which was sponsored by the Office of Employee Relations.

The Affirmative Action Officer also provided training to the Faribault Academies. Training in basic affirmative action concepts was given to the Academies' Affirmative Action Committee. Training on employee selection for supervisors was given jointly by the Affirmative Action Officer and Donn Escher of the Office of Employee Relations.

Plans for F.Y. 1989 include training on valuing diversity in the workforce and in preventing sex harrassment.

### VIII. Summary

In F.Y. 88, MDE continued its efforts to be a model agency in terms of its affirmative action and equal opportunity principles and practices. The recognition by the Governor in March of 1988 was the result of the sincere efforts of many MDE employees and could not have been achieved without the support of top management.

Continued effort must be made to identify the causes of low representation of some protected groups in some areas (particularly the disabled) and to develop solutions. Continued effort must also be made to increase awareness of equity issues on the part of supervisors and managers. There are no easy solutions; however, with commitment, MDE will maintain its status as a role model and leader in the areas of equal opportunity and affirmative action for other State agencies and for schools throughout Minnesota.

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Attachments

**AFFIRMATIVE ACTION COMMITTEE MEMBERS  
AS OF JUNE 1988**

	<u>Term Expires</u>		<u>Term Expires</u>
Robert Buresh District Data Room 718 296-2899	12/31/89	Bernadette Walberg Elem. & Sec. Ed. Room 635 296-1501	12/31/88
Larry Crouse Special Education Room 822a 296-4177	12/31/89	Patricia Yates Pers. Lic. & Placement Room 616 296-2046	12/31/88
Ben Durand Dist. Support Svcs. Room 920 296-6986	12/31/89	Levi Young Special Education Room 832 296-5116	12/31/88
Bob Eliassen Ed. Aids and Levies Room 963 297-3625	12/31/89	<u>Members Ex Officio</u>	
Vacancy	12/31/89	Mike Mueller Education Statistics Room 737 296-7683	n/a
Laura Kiscaden Equal Educ. Oppor. Room 979 296-7430	12/31/89	Felipe Ramirez Monitoring Room 303 296-8251	n/a
Robert Kuhl Employee Relations Room 756 296-0347	12/31/88	<u>Staff</u>	
Jessie Montano Unique Learner Needs Room 808 296-1060	12/31/89	Linda Dahlen Affir. Action Officer Room 760 296-0342	n/a
Len Nachman Evaluation Room 937 296-5032	12/31/88	Donn Escher EmEmployee Relations Room 754 296-3377	n/a
Bonifacio Pilapil Comm. & Adult Education Room 998 297-1647	12/31/88	Robert Wedl Deputy Commissioner Room 711 297-3115	n/a
Anita Schwartz Monitoring/Compliance Room 724 296-7894	12/31/88		
Sue Sattel Instructional Design Room 606 296-8132	12/31/90		
Jwalla Somwaru Ed. Dev. Room 977 296-6721	12/31/89		

AFFIRMATIVE ACTION GOAL ACHIEVEMENT & SPECIAL HANDLING REPORT  
 PAYROLL ENDING JUNE 21, 1988

----- NAME=EDU-CENTRAL OFF GOALUNIT=053 -----

BARG	NUMBER FEMALES	FEMALE EMPL PCT	FEMALE GOAL PCT	NUMBER MIN_GRP EMPLYS	MIN EMPL PCT	MIN_GRP GOAL PERCENT	NUMBER HANDICAP EMPLYS	HAND EMPL PCT	HAND GOAL PCT	NUMBER VIET VETERANS	VET EMPL PCT	VETERAN GOAL PERCENT	TOTAL UNIT EMPLYS	BARG UNIT	SPEC HAND CODE
OFFICE	128	94.81		7	5.19	4.69	8	5.93	8.20	4	2.96	9.00	135	206	C
TECHNCL	5	83.33	45.57	0	0.00	4.69	0	0.00	8.20	0	0.00	9.00	6	207	D
PROF SHL	68	45.03	44.57	15	9.93	4.68	4	2.65	8.20	9	5.96	9.00	151	214	C
SUPVRS	19	45.24	55.06	9	21.43	6.72	0	0.00	8.20	1	2.38	9.00	42	216	E
COM PLN	26	78.79	44.57	4	12.12	4.69	1	3.03	8.20	2	6.06	9.00	33	9CP	C
MGRS	4	22.22	42.07	1	5.56	11.72	0	0.00	8.20	1	5.56	9.00	18	9MP	F

APPENDIX C

WORKFORCE COMPOSITION CHANGES

<u>Women</u>	<u>1984</u>	<u>1988</u>	<u>Change</u>
Managers	2 (12.5%)	4 (22.2%)	+2 (+10.3%)
Supervisors	13 (24.5%)	19 (45.2%)	+6 (+20.7%)
Professional	61 (42.1%)	68 (45.0%)	+7 (+2.9%)
Commissioner's Plan	26 (76.9%)	26 (78.8%)	0 (+1.9%)
<u>Minorities</u>	<u>1984</u>	<u>1988</u>	<u>Change</u>
Managers	2 (12.5%)	1 (5.6%)	-1 (-6.9%)
Supervisors	8 (15.1%)	9 (21.4%)	+1 (+7.3%)
Professional	17 (11.7%)	15 (9.9%)	-2 (-1.8%)
Commissioner's Plan	0 (0.0%)	4 (12.12%)	+4 (+12.12%)
Clerical	6 (5.0%)	7 (5.2%)	+1 (+.2%)
<u>Handicapped</u>	<u>1985*</u>	<u>1988</u>	<u>Change</u>
Managers	1 (5.3%)	0 (0.0%)	-1 (-5.3%)
Supervisors	2 (4.1%)	0 (0.0%)	-2 (-4.1%)
Professional	6 (3.6%)	4 (2.7%)	-2 (-.9%)
Commissioner's Plan	0 (0.0%)	1 (3.0%)	+1 (+3.0%)
Clerical	9 (6.7%)	8 (5.9%)	-1 (-.8%)
<u>Viet-Nam Era Veterans</u>	<u>1985*</u>	<u>1988</u>	<u>Change</u>
Managers	2 (10.5%)	1 (5.6%)	-1 (-4.9%)
Supervisors	2 (4.1%)	1 (2.9%)	-1 (-1.2%)
Professional	10 (6.0%)	9 (6.0%)	-1 (0%)
Commissioner's Plan	1 (3.1%)	2 (6.1%)	+1 (+3.0%)
Clerical	3 (2.2%)	4 (3.0%)	+1 (+.8%)

\* Data from 1984 not available.