

State of Minnesota

Minnesota State Colleges and Universities System Office

Affirmative Action Plan

2012 – 2014

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Minnesota State Colleges and Universities System Office

2012 – 2014 Affirmative Action Plan

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EXECUTIVE SUMMARY 2012-2014

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

GOAL UNITS	PROTECTED GROUPS		
	MINORITIES	WOMEN	DISABLED
ADMINISTRATORS	x	x	x
PROFESSIONALS		x	x
CLERICAL/ SECRETARIAL			x
TECHNICAL		x	

See also: A. Utilization Analysis - page 18.
 B. Establishment of Hiring Goals - page 19.

The system office Affirmative Action Plan will be available in the Office of the Chief Diversity Officer and in the Human Resource Office, as well as on the Web at: <http://www.diversity.mnscu.edu>, so that employees and other interested parties may have access to the plan's annual goals and commitments,

This Affirmative Action Plan contains Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity; the 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution procedure, which provides a process through which individuals alleging violation of the system's non-discrimination policies may pursue a complaint; the 1B.0.1 Reasonable Accommodations in Employment procedure; and the system office's Emergency Plan and Procedures. Information regarding these procedures will be distributed to all newly hired employees and is available to current and new employees and other interested parties on the system's website at: <http://www.mnscu.edu/board/policy/index.html>.

STATEMENT OF COMMITMENT

Minnesota State Colleges and Universities system office is committed to conducting all human resources and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Human resource 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 employees and job applicants. The system office does 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.

The system office 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 the historical underrepresentation in the employment, retention, and promotion of qualified persons of color, persons with disabilities, and women. Commitment to equal opportunity through diversity is a continuing goal for Minnesota State Colleges and Universities' Systemwide Strategic Diversity Plan, which can be found in Appendix G.

It is the system office'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 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
- supporting affirmative measures to retain protected-group employees.



Steven J. Rosenstone, Chancellor
Minnesota State Colleges and Universities

Date: January 2013

This Affirmative Action Plan designates those persons and groups responsible for implementing this plan and provides a description of the system's commitment to equal employment opportunity and affirmative action principles.



January 2013

Chief Diversity
Diversity and Equity/Affirmative Action Officer

Date



January 2013

Chancellor

Date

Note: The official signed copy of the 2012-2014 Affirmative Action Plan is located in the office of Dr. Whitney Stewart Harris, Chief Diversity Officer, 30 E. 7th St., Suite 350, St. Paul, MN 55101.

RESPONSIBILITY FOR IMPLEMENTATION

Chancellor

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

Responsibilities

- A. Ensure that adequate staffing and resources are committed to implement system office policies in the area of affirmative action and equal employment opportunity.
- B. Incorporate into the position description of all administrators a separate statement of responsibility for implementing affirmative action and equal employment opportunity policies and procedures.
- C. Review annually the job performance of administrators to evaluate responsibility for implementing system office affirmative action and equal employment opportunity policies and procedures.

Duties

- A. Delegate matters relating to equal opportunity and affirmative action at the system office to the Chief Diversity Officer. Conduct a job performance evaluation with the Chief Diversity Officer on progress made on equal opportunity and affirmative action objectives, job duties, and projects.

Accountability

Steven J. Rosenstone, 651.201.1696, is directly accountable to the Minnesota State Colleges and Universities Board of Trustees on all matters relating to equal opportunity and affirmative action in the system office.

Affirmative Action Officer

Whitney Stewart Harris, the Chief Diversity Officer, system office. The Chief Diversity Officer is accountable to the Chancellor and responsible for the overall implementation and administration of the system's equal opportunity and affirmative action programs. The Chief Diversity Officer carries out the following responsibilities and duties:

Responsibilities

- A. Advise the Chancellor on affirmative action and equal employment opportunity progress, projects, and issues.
- B. Ensure that the system office complies with federal and state laws and regulations, as well as with the system's policies and procedures pertaining to affirmative action and equal employment opportunity.
- C. Develop, monitor, implement, and evaluate the system's affirmative action programs, plans, and guidelines.
- D. Monitor the search and selection process for all classified and unclassified positions in the system office in accordance with established guidelines and procedures for recruitment.

Duties

- A. Provide guidelines and recommendations to appropriate members of the system community regarding affirmative action and equal employment opportunity.
- B. Provide 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 the system'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.

Accountability

Chief Diversity Officer, Whitney Stewart Harris, 651.201.1746, is directly accountable to the Chancellor for the overall implementation and administration of the system's equal opportunity and affirmative action programs.

Administrators and Supervisors

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

Responsibilities

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

Duties

- A. Identify factors that may impede the system office's pursuit of affirmative action and equal employment opportunity goals and objectives.

Accountability

Accountability for administrators and supervisors is reflected in the system office's administrative organization.

System Office Human Resources Director

In addition to sharing the responsibilities and duties described above for the administrators and supervisors, the system office's Human Resources Director is responsible for these responsibilities and duties in regard to classified and unclassified positions.

Responsibilities

- A. Monitor the recruitment and selection process of all classified positions at the system office, in accordance with Minnesota Statutes 43.18 and 179.74, Minnesota Management and Budget (MMB) Human Resource Rules, applicable collective bargaining agreements, and Human Resource 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 Chief Diversity Officer in the filling of all vacancies in the system office. This will include consultation between the Diversity and Equity Office, the Human Resource Office, and the supervisor regarding disparities of protected classes and special recruitment efforts.

Duties

- A. Provide guidance to supervisors in creating and filling new and vacant positions in both the classified and unclassified services.
- B. Approve requests to fill positions authorized within the system office 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. Ensure compliance with the system office Affirmative Action Plan to recruit and hire a workforce that reflects a commitment to diversity and multiculturalism.
- E. Work closely with Minnesota Management and Budget and the System Office Staffing Unit in drafting and disseminating civil service vacancy announcements.
- F. Provide leadership to executive management in the implementation of appointments and resolution of salary equity issues.

Accountability

Chief Human Resources Officer, Victoria DeFord, 651.201.1664, is accountable to Nancy Joyer, Chief of Staff.

PROGRAM OBJECTIVES

General Statement

The system office recognizes various groups are underutilized in employment. The system office also recognizes the value of having a culturally diverse workforce. Therefore, the system office is committed to remedy this underutilization and to encourage diversity and participation by members of these groups in all facets of activity at the system office. The system office will encourage full employment participation by minorities, women, and persons with disabilities. In pursuing its commitment to affirmative action, the system office will take the following actions during 2012-2014.

Objective 1. Enhancing System Office Recruitment Efforts

Action Steps

The Affirmative Action Office (unclassified positions) or Human Resources Office (classified positions) will:

- Consult with departments and search committees to review recruitment and hiring guidelines and goals, and to answer questions.
- Conduct detailed analysis of position descriptions to ensure that they accurately reflect the position functions. In addition, each job description will include this statement: "The applicant (the employee) should demonstrate a knowledge of and interest in diverse cultures and populations."
- Provide ongoing support and advice to managerial and supervisory staff in conducting candidate searches.
- Provide feedback to the Chancellor and others having primary responsibilities for candidate searches regarding the status of hiring goal accomplishments.
- Examine and evaluate recruitment and hiring guidelines in order to support and advance the system office's commitment to affirmative action. Data will be reviewed semi-annually to ensure that we are supporting our affirmative action goals.
- Make available to search committees recruitment sources to assist in their efforts. Information regarding potential recruitment strategies and resources is included in the Recruitment and Hiring Guidelines/Unclassified Personnel, which is available in the Diversity and Equity office and on the Human Resources Web site at http://www.hr.mnscu.edu/guide_interpretations/documents/PER0007.pdf.
- Evaluate the search process periodically to ensure freedom from bias. Select and train staff involved in the recruiting, screening, selection, promotion, discipline, and related processes. The recruitment, screening, referral, and selection process must demonstrate good-faith effort to remove identified barriers, expand employment opportunities, and produce measurable results.
- Observe the requirements of the Office of Federal Contract Compliance Program Uniform Guidelines on Employee Selection Procedures by performing periodic

audits of personnel activities.

- Effectively communicate opportunities for advancement to all staff, including minorities, women, and persons with disabilities. The Minnesota State Colleges and Universities job opportunities bulletin will be published weekly.
- Make every effort to ensure search committees are diverse and include gender diversity, minorities and persons with disabilities in their membership.
- Recruit affirmatively. An updated list of potential resources to enable this is on the Diversity and Multiculturalism website at <http://www.eod.mnscu.edu/index.html>.
- Attend to the recruitment of disabled individuals and establish hiring goals that reflect this commitment. The system office does not pressure employees to report their disability status; therefore, workforce numbers may not accurately reflect the actual number of disabled individuals employed at the system office.
- Invite recommendations from appropriate individuals when seeking candidates to fill interim positions.
- Evaluate the system office's selection processes to identify and reduce barriers for women, minorities, and people with disabilities.

Assignment of Responsibility

System Office Human Resource Director and Chief Diversity Officer.

Target Dates for Completion

This will be an ongoing process.

Previous Year's Activities

A number of strategies were used in the filling of system office vacancies during the past year including:

- Advertisements in the *Chronicle of Higher Education*
- Advertisements in several minority publications in the Twin Cities area
- Advertisements in *Minneapolis Star Tribune* and *St. Paul Pioneer Press*
- Advertisements in www.minnesotadiversity.com, which actively provides outreach to underrepresented communities
- Encouragement of minorities, female, veterans, and employees with disabilities to refer applicants for employment
- Targeted recruitment through national and local professional organization listservs
- Targeted vacancy notice distribution, soliciting nominations and inviting applications through bargaining units, discipline-specific targeted constituents, Minnesota Cultural Diversity Center, Minnesota Women's Consortium, etc.
- Recruitment using personal contacts and networking
- Advertisements on Minnesota State Colleges and Universities website
- Use of a private consultant for targeted recruitment for executive-level positions.
- Participation in the Upper Midwest Higher Education Recruitment Consortium (HERC), which seeks to reach diverse candidates for positions in higher education

Expenditures

Each system office division is expected to have budget resources to support searches. Specific amounts may vary in individual searches but can range from minimal costs to several thousand dollars, depending on the nature and scope of the position.

In 2011, the system office paid \$917 to advertise for 12 months with Minnesotadiversity.com which also includes outreach to community of color organizations, and to: MinneapolisDiversity.com, Minnesotajobnetwork.com, Kare11.com, Minnesotadiversity.com, StPaulDiversity.com, JobsinMinneapolis.com, JobsinStPaul.com, JobsinBloomington.com, JobsinDuluth.com, JobsinRochester.com, JobsinMankato.com, JobsinStCloud.com, JobsinMoorhead.com, and JobsinWinona.com.

The system office also spent \$ 27,000 in 2011 for membership in the Upper Midwest Higher Education Recruitment Consortium, which targets outreach to diverse candidates for positions in higher education.

Evaluation

Records of the number of missed opportunities will be maintained in the Human Resources office and shared with appropriate administrators.

Objective 2: Enhancing Retention Efforts in the system office

Action Steps

Each manager plays a key role in supporting the retention of employees. The system office will initiate the following activities to support employee retention. These efforts will enhance retention for all employees and allow the evaluation of specific efforts related to women, minorities, and persons with disabilities.

- Help individuals succeed in their early years of employment is a key to retaining staff. The first element in this program is orientation for new staff members. An orientation program that provides information about policies, benefits, and educational opportunities is routinely provided to all new employees.
- Introduce new staff members to system office colleagues for the purpose of creating community and connecting individuals in other departments for future collaborative work is the responsibility of all supervisors.
- Distribute an annual notice to system office's employees reaffirming the commitment to civility in the work place and the chancellor's commitment to providing a work environment free of discrimination, harassment, and violence.
- Notify all employees annually of the procedure for requesting and providing reasonable accommodations.
- Provide information about the Employee Assistance Program, including available services for employees and work-related concerns.
- Continue to encourage opportunities for personal and professional growth for all employees.
- Conduct annual performance reviews for all employees.

- Provide ongoing opportunities for cultural competency training to all employees of the system office.
- Incorporate appropriate aspects of diversity into the evaluation of managers and supervisors.
- Where a disparity exists, review the selection process and approve the hiring decision before an offer is made. Ensure appropriate justification for all non-affirmative hires.
- Conduct periodic reviews of compensation system(s) to determine if there are apparent disparities based on gender, race, ethnicity, or disability. If disparities cannot be justified in terms of performance, length of services, and so on corrective actions will be taken.

Assignment of Responsibility

Chief Diversity Officer, system office Human Resource Director, Director of Leadership Development, all administrators, managers, and supervisors.

Target Dates for Completion

Annually or ongoing.

Evaluation

Records will be maintained annually on the number of protected-class hires achieved and retained.

Objective 3: Promoting Diversity Awareness and Enhancing System Office Climate

Action Steps

- Plan and provide programs and events relating to diversity with the ultimate goal of increasing the cultural competency of staff. Between four and six professional development opportunities will be offered throughout the year and will address topics of diversity and multiculturalism.
-
- Conduct a diversity and equal opportunity forum annually, facilitated by members of the Chancellor's Cabinet.
- Involve supervisors and managers in hosting diversity programs and events throughout the year.
- Continue working with the System Office Diversity Team, composed of members from various work units, to create a welcoming work environment.
- Continue working on the action plan from the Workplace Diversity Climate Survey, which was conducted in 2010.

Objective 4: Reporting on Objectives 1 – 3

Action Steps

- The affirmative action office and the system human resources office will draft and submit quarterly reports to the Chancellor on the status of objectives 1) recruitment, 2) retention, and 3) awareness.

Assignment of Responsibility

The Affirmative Action Office and the system office Human Resources will have shared responsibility for drafting the reports. The reports shall include missed opportunities.

Target Dates for Completion

Annually or ongoing

Evaluation

Records will be submitted quarterly.

- Promote the Systemwide Strategic Diversity Plan 2012 – 2014 to the system office and the Minnesota State Colleges and Universities system.
- Conduct a workplace climate survey to determine the effectiveness of these activities and to make appropriate changes and modifications to enhance their effectiveness.

Assignment of Responsibility Whitney Stewart Harris, Chief Diversity Officer

Target Dates for Completion Ongoing

Evaluation Progress will be reported to the Chancellor.

WORKFORCE ANALYSIS

The Workforce Analysis conducted in June 2012 revealed 394 current system office employees at the Wells Fargo Place work site and various campus sites. Of this number, 199 are female and 195 are male. There are a total of 48 minority (12.1%) employees in the system office workforce.

In the system office Officials and Administrators and Managers group, there are 105 employees, with 40 females (38%) and 65 males. There are 13 minority employees (12.40%) in this group.

In the Professionals group (EEO-6, C), there are 241 employees, with 125 females (51.9%) and 116 males. There are 26 minority employees (10.8%) in this group.

In the Clerical group (EEO-6, D), there are 39 employees, with 32 females (82.1.0%) and 7 males. There are 8 minority employees (20.5%) in this group.

In the Technicians group (EEO-6, E), there are 9 employees with 2 females (22.2%) and 7 male employees. There is 1 minority employee (11.1%) in this group.

AVAILABILITY

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

EEO-6 Group	Minorities	Women	Disabled
Executive, Administrative, and Managerial	17.8%	38.8%	11.31%
Professionals (Provided by the Minnesota Department of Economic Security)	8.0%	53.8%	10.88%
Clerical	8.2%	67.7%	11.56%
Technical/Paraprofessional	6.8%	63.1%	11.52%

Availability (ideal goals) data for women and minorities in the Administrative and Managerial job groups are based on U.S. Census data - Exec/Admin/managers. Availability data for women and minorities in professional, clerical, and technical job groups are based on U.S. Census data provided by the Minnesota Management and Budget. Availability (ideal goals) for disabled was provided by the Minnesota Management and Budget.

UTILIZATION ANALYSIS

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

EEO-6 Group	Minorities	Women	Disabled
System Officials, Administrators, and Managers	6	1	11
Professionals		5	22
Clerical			1
Technical		4	0

ESTABLISHMENT OF HIRING GOALS

The system office's overall affirmative action goal is to improve its representation of underutilized groups. To accomplish this goal, each new hiring opportunity is viewed as an affirmative action opportunity, and each hiring unit is expected to make a special effort to recruit qualified applicants in areas where underutilization has been identified.

Because of Minnesota's current budget deficit and continuing uncertainties about future budgets, minimal hiring opportunities are anticipated for everyone, including women, minorities, and persons with disabilities. Numeric hiring goals have been established, and a good faith effort will be made to recruit and hire women, minorities, and persons with disabilities in those job groups where underutilization has been identified as 1.0 or greater. The table below shows those job groups in which underutilization has been identified and where good faith efforts will be made. At the end of the two-year reporting period, hiring goals will be reassessed.

Underutilization by Group:

<u>Groups</u>	<u>Number of Underutilized</u>	<u>Hiring Goal</u>
System Officials, Admin., and Managers – Minorities	6	4
System Officials, Admin., and Managers – Women	1	1
System Officials, Admin., and Managers – Disabled	11	2
Professionals - Women	5	3
Professionals – Disabled	22	2
Clericals – Disabled	1	1
Technicians – Women	4	2

AUDIT AND EVALUATION

The System Office is committed to maintaining a successful affirmative action program. To evaluate the program, the Chief Diversity Officer monitors all the hires in job groups in which a disparity exists, and reports the information for each division director to use to evaluate their hiring.

Minnesota State Colleges and Universities' Chief Diversity Officer 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 Human Resources Director and the system Office of Diversity and Equity is expected prior to the hiring phase if a disparity of protected classes exists in the hiring unit. (See *Pre-Hire Review*, Page 28.) In addition, consultation with the System Office Human Resources Director and the Office of Diversity and Equity is expected prior to layoff decisions to determine their impact on the System Office Affirmative Action Plan goals and timetables.

SYSTEM OFFICE EMERGENCY PLAN AND PROCEDURES

The System Office “Minnesota State Colleges and Universities Emergency Plan and Procedures” documents can be found in Appendix F and online at <http://www.chancellor.mnscu.edu/employee/emergencyplans/index.html>.

The plan and procedures are disseminated to new employees as part of the employee orientation process. In addition, training on these is conducted annually.

DISSEMINATION OF POLICY

The following measures will be used to inform internal and external constituents of the system office's commitment to affirmative action and equal opportunity in all employment and educational policies, procedures, programs, services, and opportunities.

Internal Dissemination

1. The System Office Affirmative Action Plan will be available in the Diversity and Equity Office and the System Human Resource Office, as well as posted on the Minnesota State Colleges and Universities website at <http://www.eod.mnscu.edu/index.html>.
2. Upon employment, all new employees will be given instruction on how to access the Affirmative Action Plan via the system office website at <http://www.eod.mnscu.edu/index.html>.
3. Training on affirmative action and equal opportunity issues will be offered to all managers and supervisors in the system office.
4. All recruitment brochures, job announcements, and vacancy notices shall identify Minnesota State Colleges and Universities as "an Equal Opportunity Educator and Employer."
5. Copies of the Affirmative Action Plan will be made available to all employees and students upon request. The Affirmative Action Plan is available for review by contacting Whitney Stewart Harris, Chief Diversity Officer, at 651.201.1746.

External Dissemination

1. All job announcements, vacancy notices, website home pages, letterhead, brochures and promotional and other education/employment-related materials shall state: "The Minnesota State Colleges and Universities system is an Equal Opportunity employer and educator."
2. The Minnesota State Colleges and Universities commitment to the recruitment, employment, promotion, and retention of women, minorities, and individuals with disabilities will be aggressively publicized via a variety of protected group and non-protected group media sources.
3. Copies of the Affirmative Action Plan will be available to all interested non-Minnesota State Colleges and Universities parties. The Affirmative Action Plan is available for review by contacting Whitney Stewart Harris, Chief Diversity Officer, at 651.201.1746.
4. Information on the system office Affirmative Action Plan and programs shall be made available to all external constituents via the system office Human

Resources website at <http://www.eod.mnscu.edu/index.html>.

NONDISCRIMINATION COMPLAINT PROCEDURE

To seek fair and equitable solutions to problems of discrimination and harassment, the 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure is available to all employees of Minnesota State Colleges and Universities (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 human resource plans. Complaints and grievances will be processed in accordance with appropriate procedures.

How to Report or File a Complaint

Any system office employee or other interested party has the right to report or file a complaint.

Complaints may be filed with:

Whitney Stewart Harris, Chief Diversity Officer
30 7th St. E., Suite 350, St. Paul, MN, 55101, 651.201.1746

Renée Hogoboom, Associate Director for Diversity and Equity
30 7th St. E., Suite 350, St. Paul, MN, 55101, 651.201.1592

In the event that these individuals are not available, employees and/or other interested parties are encouraged to report or file complaints with Gail Olson, General Counsel to the Minnesota State Colleges and Universities, at 651.201.1750.

The 1B.1.1 Procedure will be explained to any person filing a complaint. A complaint form may be requested from Renée Hogoboom in the Office of Diversity and Multiculturalism or obtained from the website at <http://www.eod.mnscu.edu/forms/index.html>. No specific timelines are required for reporting or filing of complaints, although employees and other interested parties are strongly encouraged to bring their complaints forward as soon as possible after an incident occurs.

The 1B.1.1 Procedure requires a written answer to the complainant within 60 days after a complaint is made unless reasonable cause for delay exists. In addition, disposition of the complaints are filed with the Commissioner of Minnesota Management and Budget within 30 days of final determination. The Minnesota State Colleges and Universities policy, to take timely and appropriate action to stop inappropriate behavior, conduct investigations, and facilitate resolutions as appropriate.

SUPPORTED EMPLOYMENT

Minnesota State Colleges and Universities support the employment of individuals with disabilities who have traditionally faced employment barriers to successful employment. Minnesota State Colleges and Universities is committed to providing opportunities, either through direct recruitment or a host training site, for individuals with disabilities to utilize job skills that will mutually benefit the individual and the system office.

The System Office Human Resources Director will review opportunities under the Supported Employment Program as job openings become available. The Minnesota State Colleges and Universities policy is 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 system office job applicant or employee, including a student employee, with a disability may request reasonable accommodation by contacting Victoria DeFord, 651.201.1664 or by calling Minnesota Relay Service at 7-1-1 or 1-800-627-3529.

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 System Office Request for Accommodations.

Reasonable accommodations will be provided only for job-related needs of an individual with a disability. The primary factor in evaluating the job relatedness of an accommodation is whether the accommodation specifically assists the individual in performing 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 under the ADA may be asked to provide documentation of related functional limitations by a licensed physician. The system office is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation that is less expensive or easier to provide. Accommodations provided to an individual with a disability are the financial responsibility of the system office. Each division is responsible for providing funding for reasonable accommodations within its unit.

If an applicant or employee believes that he or she has been subjected to discriminatory action in regards to a request for a reasonable accommodation, he or she would follow the 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure (Appendix E). (See also Nondiscrimination Complaint Procedure, page 23, as well as Appendix B, 1B.4 Access for Individuals with Disabilities Policy.)

**Minnesota State Colleges and Universities
System Office
Request for Accommodation**

<i>Employee Name:</i>	<i>Employee Classification: [for data collection only]</i>	<i>Date of Request:</i>
<i>System Office Division/Unit:</i>	<i>Brief Statement of Functional Limitations: Attach medical statement[s] as necessary or as requested</i>	
<i>1) Please describe the nature of your physical limitations.</i>		
<i>2) How does this disability limit you in your major life activity [ies]?</i>		
<i>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 own words.</i>		

<p>4) Type of accommodation requested to assist you in performing your work. You may provide more than one option.</p>	
<p>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 your preference for each listed accommodation option.</p>	
<p>Signature of Employee:</p>	<p>Date:</p>
<p>Additional Comments:</p>	
<p>Signature of Employer's Representative:</p>	<p>Date:</p>

Attach additional sheets of paper as necessary.

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, and the Minnesota Data Practices Act.

Revised June 2004

PRE-HIRE REVIEW

The Minnesota State Colleges and Universities Board of Trustees has adopted a policy (1B.2) that states:

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.

Following are the processes for creating a new position and filling a vacant position in the system office.

CREATING A NEW POSITION

System Office

- Supervisor completes the Position Request Form (PRF) and provides a memo with detailed business reasons to justify creating the position. The hiring process should include a statement addressing the budget authority, source of funding, dates of employment or temporary nature of appointment, as well as office space arrangements.
- Vice Chancellor or other appropriate administrator verifies position is within division budget allocation and approves and signs the PRF.
- Supervisor consults with System Office Human Resources Director and prepares a new position description to establish the classification and salary range.
- The hiring supervisor forwards PRF to Budget Unit to verify cost center, funds.

System Office Human Resources

Human Resources prepare an audit request to Minnesota State Colleges and Universities Staffing Unit that includes a position description signed by the supervisor, an organizational chart, and a Job Audit Cover Sheet.

The Human Resources Director assists the supervisor in designing a written recruitment plan taking into account any underutilized protected classes. The recruitment plan is shared with the Affirmative Action Officer.

Human Resources announce the vacancy in the Employment Opportunities Newsletter. (Unclassified)

Classified positions must be posted for internal bids, as provided for in the appropriate bargaining agreement. If no bids, Human Resources will announce the vacancy and position qualifications on the Minnesota Management and Budget website.

Supervisor

Supervisor consults with the Human Resources Director regarding the recruitment plan and prepares a vacancy announcement and advertising language.

Supervisor places ads and completes the necessary purchase orders. According to the recruitment plan, the supervisor may circulate vacancy announcements via traditional and non-traditional media such as Web sites, listservs, community-based agencies and organizations, e-mail distribution of vacancy announcements, mailing listservs, community-based agencies and organizations, e-mail distribution of vacancy mailing lists and labels.

System Office Human Resources

Human Resources announces the vacancy in the Employment Opportunities Newsletter (unclassified).

Classified positions must be posted for internal application, as provided for in the appropriate bargaining agreement. If no applications are received, Human Resources will announce the vacancy and position qualifications on the Minnesota Management and Budget website.

The application procedure will be specified in the vacancy announcement. Depending upon the circumstances, applications may be received by the hiring supervisor or the Human Resources Office.

For classified positions, Minnesota management and Budget has adopted a Multi-Source Recruitment and Selection Process (Resumix) to identify prospective candidates who match specific job qualification. Résumés of candidates expressing an interest in the position and other candidates with the skills and abilities who match the vacancy announcement are available to Human Resources Office staff and managers to review online.

Once a finalist pool has been identified, the Human Resources Director seeks Office of Diversity and Multiculturalism approval of the search process and the candidate selection.

The Human Resources office reviews the candidate pool and affirmative action status of candidates before interviews may begin.

Supervisor

Supervisor places ads and completes the necessary purchase orders. According to the recruitment plan, the supervisor may circulate vacancy announcements via traditional and non-traditional media such as Web sites, listservs, community-based agencies and organizations, e-mail distribution of vacancy announcements, mailing listservs, community-based agencies and organizations, and e-mail distribution of vacancy announcements, mailing lists and labels.

Supervisor coordinates the selection process and determines whether a search committee will be used, who will receive application materials, how interviews will be conducted, what interview questions will be asked, and how references will be checked.

For classified positions, the hiring supervisor is forwarded a list of names and résumés for consideration.

For unclassified positions, the supervisor will send all applicants a Supplemental Protected Class Information form and a return stamped envelope to the attention of the Chief Diversity Officer. Returning the Supplemental Information form is optional and is maintained in a separate, confidential file apart from the applicant files.

The supervisor schedules interviews, and the candidate of choice is selected.

System Office Human Resources

If the verbal offer is accepted, the Human Resources Director, in consultation with the supervisor, will prepare an appointment letter for the Chancellor's signature. This letter confirms the position title, the proposed hire date and the agreed-upon salary and conditions of employment.

Supervisor

The supervisor is responsible for informing unsuccessful applicants that a final decision has been made. The supervisor retains all search-related documents in a confidential file for three years.

FILLING A VACANT POSITION

System Office

- Supervisor determines the need to fill an existing vacancy and completes the Position Request Form (PRF) and a memo with detailed business reasons to justify filling the position. The memo should include a statement addressing the budget authority, source of funding, dates of employment or temporary nature of appointment, as well as office space arrangements.
- Vice Chancellor or other appropriate administrator verifies position is within the budget allocation and approves and signs the PRF.
- Supervisor consults with the System Office Human Resources Director regarding an emergency/temporary hire, union posting requirements for a permanent hire, and whether the position will be restructured at a higher or lower level than the existing position.
- The hiring supervisor forwards PRF to Budget Unit to verify cost center and funds.

System Office Human Resources

After Cabinet approval, Human Resources authorizes the search process to begin and meets with the supervisor to discuss recruitment, affirmative action commitments, and the hiring time line.

Human Resources Director assists the supervisor in designing a written recruitment plan, taking into account any underutilized protected classes. The recruitment plan is approved by the Affirmative Action Officer.

Human Resources announces the vacancy in the Employment Opportunities Newsletter (unclassified).

Classified positions must be posted for internal bids, as provided for in the appropriate bargaining agreement. If no bids, Human Resources will announce the vacancy and position qualifications on the Minnesota Management and Budget website.

The application procedure will be specified in the vacancy announcement. Depending upon the circumstances, applications may be received by the hiring supervisor or the Human Resources Office.

For classified positions, Minnesota Management and Budget has adopted a Multi-Source Recruitment and Selection Process to identify prospective candidates who match specific job qualifications. Résumés of candidates expressing an interest in the position and other candidates with the skills and abilities who match the vacancy announcement are available to Human Resources Office staff and managers to review online.

Once a finalist pool has been identified, the Human Resources Director seeks Office of Diversity and Multiculturalism approval of the search process and the candidate selection.

Supervisor

Supervisor prepares vacancy announcement and assists in preparing required and preferred qualifications for the position.

Supervisor coordinates the selection process and determines whether or not a search committee will be used, to whom applications should be directed, how interviews will be conducted, what the interview questions will be, and how references will be checked.

For classified positions, the hiring supervisor is forwarded a list of names and résumés for consideration.

For unclassified positions, the supervisor will send all applicants a Supplemental Protected Class Information form and a return stamped envelope to the attention of the Chief Diversity Officer. Returning the Supplemental Information form is optional and is maintained in a separate, confidential file apart from the

The Human Resources Office reviews the candidate pool and affirmative action status of candidates before interviews may begin.

System Office Human Resources

The Human Resources Office reviews and approves salary offers before an offer is made. If the oral offer is accepted, the Human Resources Director, in consultation with the supervisor, will prepare an appointment letter for the Chancellor's signature. This letter confirms the position title, the proposed hire date, and the agreed-upon salary and conditions of employment.

applicant files.

The supervisor schedules interviews, and the candidate of choice is selected.

Supervisor

The supervisor makes an oral offer to the candidate.

The supervisor is responsible for informing unsuccessful applicants that a final decision has been made. The supervisor retains all search-related documents in a confidential file for three years.

APPENDIX A:
Affirmative Action in Employment Policy

The Affirmative Action in Employment Policy will be available in the Diversity and Multiculturalism Office, and the System Human Resources Office, and posted on the Minnesota State Colleges and Universities website at <http://www.mnscu.edu/board/policy/1b02.html>.

APPENDIX B:
Access for Individuals with Disabilities Policy

The system office Access for Individuals with Disabilities Policy will be available in the Diversity and Equity Office, and the System Human Resources Office, and posted on the Minnesota State Colleges and Universities website at <http://www.mnscu.edu/board/policy/1b04.html>.

APPENDIX C:

Reasonable Accommodations in Employment Procedure

Procedures 1B.0.1 Reasonable Accommodations in Employment

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

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

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

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

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

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

Subpart C. Individual with a Disability: An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such 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 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:

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

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

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

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

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

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

1. MnSCU policy statement and definitions;

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

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

Approval Date: 05/24/00,

Effective Date: 05/24/00,

Date and Subject of Revision:

1/25/12 – The Chancellor amends all current system procedures effective February 15, 2012, to change the term “Office of the Chancellor” to “system office” or similar term reflecting the grammatical context of the sentence.

APPENDIX D:

Equal Opportunity and Nondiscrimination in Employment and Education Policy

Minnesota State Colleges and Universities

Board Policies

Chapter 1 - System Organization and Administration Section B - Equal Education and Employment Opportunity

1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

Part 1. Policy Statement

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

Subpart B. Nondiscrimination. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

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

Part 2. Definitions.

Subpart A. Consensual Relationship. Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to Board Policy 4.10, Nepotism.

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

Subpart C. Discriminatory harassment. Discriminatory harassment means verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. For purposes of this policy:

1. Protected class includes race, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, membership or activity in a local human rights commission is a protected class in employment.
2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

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

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

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

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

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

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

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

Date of Adoption: 09/20/94,

Date of Implementation: 09/20/94,

Date and Subject of Revision:

11/14/12 - Amended the name of the policy to include equal opportunity. Amended policy by expanding language on equal opportunity; adding gender expression and gender identity as protected classes protected from discrimination; specifically prohibiting retaliation on the basis of participation in a discrimination complaint under state or federal law; modifying the definition of student for purposes of the policy; and other changes to streamline or clarify language. Amendments take effect upon adoption.

6/21/06 - Amended policy to streamline and clarify language. Part 3 was amended to prohibit relations between employees and students or employees over whom the employee exercises direct or significant authority or influence. Amendments do not take effect until November 1, 2006

12/20/95 - Added everything after the first paragraph.

APPENDIX E: Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure

Minnesota State Colleges and Universities System Procedures Chapter 1B – System Organization and Administration / Equal Education and Employment Opportunity Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution

Part 1. Purpose and Applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action.

A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation.

Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not

arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

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

Subpart A. Designated officer. Designated officer means an individual designated by the president or chancellor to be primarily responsible for conducting an initial inquiry, determining whether to proceed with an investigation under this procedure, and investigating or coordinating the investigation of reports and complaints of discrimination/harassment in accordance with this procedure.

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

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

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

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

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

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

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

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible.

This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other.

This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting Incidents of Discrimination/Harassment.

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the system office, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the system office. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

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

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

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

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

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

Part 6. Investigation and Resolution. The system office, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. Jurisdiction. The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. Conflicts. The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. Information provided to complainant. At the time the report/complaint is made, the designated officer shall: a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure; b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant; c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.

4. Complaint documentation. The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the system office, college or university.

5. Information provided to the respondent. At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

- a.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
- b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
- c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations; d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
- e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. Investigatory process. The designated officer shall:

- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
- c.) create, gather and maintain investigative documentation as appropriate;
- d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
- e.) handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.

a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be

given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

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

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate system office, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the system office, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:
 - a.) prepare an investigation report and forward it to the decisionmaker for review and decision;

- b.) take additional investigative measures as requested by the decisionmaker; and
- c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2. Decisionmaker. After receiving the investigation report prepared by the designated officer, the decisionmaker shall:

- a.) determine whether additional steps should be taken prior to making the decision.

Additional steps may include:

1. a request that the designated officer conduct further investigative measures;
2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

- b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;

- c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;

- d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

- e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

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

Part 7. System Office, College, or University Action. The system office, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B1.1, as well as allegations of retaliation.

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the system office,

college or university. In accordance with state law, the system office, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal.

Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes §14.

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

Part 9. Education and Training. The system office, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the system office shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of Board Policy 1B.1 and this Procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of Report/Complaint Procedure Documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the system office, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

Approval Date: 02/17/97,

Effective Date: 05/08/03,

Date and Subject of Revision:

1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.

1/31/07 - Procedure completely reviewed - Technical changes throughout. Part 3 - Revised to support the change in the 1B.1 policy concerning consensual relationships.

4/02/03 - amended portions of the policy - Part 1. - added second paragraph, Part 2, Subpart A - added second paragraph, Part 2, Subpart B – added second paragraph, Part 3, Subpart D, 1, 2. - slight modifications, Part 5, Subpart G, 3. - slight modification, Part 6 - deleted last sentence, Part 7, Subpart A - deleted a sentence, Part 7, Subpart

Minnesota State Colleges and Universities 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: _____

Phone: (work) _____ (home) _____

Sex: Male Female

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:

Race

Age

Reliance on Public Assistance

Sex

National Origin

Sexual Orientation

Color

Disability

Marital Status

Creed

Religion

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: _____

Phone: (work) _____ (home) _____

Sex: Male Female

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: _____

Phone: (work) _____ (home) _____

Sex: Male Female

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:

_____ Phone: (work) _____ (home)

Sex: Male Female

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:

_____ Phone: (work) _____ (home)

Sex: Male Female

Status: Student Faculty Staff Administrator External/Non-Campus

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

Name of WITNESS #1: _____
(if more than one witness, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Phone: (work) _____ (home) _____

What information can this witness provide?

Name of WITNESS #2: _____
(if more than one witness, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Phone: (work) _____ (home) _____

What information can this witness provide?

Name of WITNESS #3: _____
(if more than one witness, list complete information for each)

Address (local): _____

Address (residence): _____

City: _____ State: _____ Zip: _____

Phone: (work) _____ (home) _____

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: System Office Emergency Plan and Procedures

The System Office Emergency Plan and Procedures are available in Office Services, and posted on the Minnesota State Colleges and Universities' website at <http://www.chancellor.mnscu.edu/employee/emergencyplans/index.html>.

Emergency Evacuation

Procedure/Action to Take

1. Remain calm and quiet and follow instructions from floor monitors and/or the building PA system.
2. Persons who are mobility or sensory impaired must be accompanied by two attendants and be moved close to the nearest stairwell. One attendant will stay with the impaired person. The other attendant will notify emergency personnel as to where the person is waiting.
3. Advise all visitors and guests in your area about the evacuation procedure.
4. DO NOT use elevators. Use stairwells. Exit the building via the nearest stairwell. Use handrail and keep to the right. If you need assistance, tell your floor monitor. Hint: Remove high heeled shoes when going down the stairs.
5. DO NOT run or react in any way that will cause alarm or panic.
6. DO NOT block stairwells, vestibules or doors. Move out of the way of emergency personnel going up the stairs.
7. Leave the building immediately. Cross 7th Street to the open, grassy area adjacent to the parking ramp. Report to your floor monitor or work group.
8. DO NOT try to return to the building until an "all clear" is given by the building authority.

Background Information

Whether an evacuation from Wells Fargo Place is necessary may be decided by one or all of the following:

System office leadership

Building management (Unilev Management Corp.)

Local fire department

Emergency Evacuation Procedures are posted by all stairwell doors within the system office space at Wells Fargo Place.

It is the responsibility of each employee to know who their floor monitor is, as well as the alternate monitor on their floor. Floor monitors will be wearing a blaze orange vest and/or hard hat so they are easy to identify.

If you have guests in the building, be sure to assist them with evacuation. They may not be familiar with the building and will need your assistance.

During an emergency evacuation, elevators are captured to the ground floor and will not respond to your call. Always use the stairwells to evacuate the building during an emergency.

All stairwell doors in the Wells Fargo Place tower are equipped with an alarm contact and are self-locking.

During an emergency evacuation, only the stairwells for the floors that are being evacuated will be unsecured. If the tenants on other floors in the tower are not being evacuated, their doors will remain secure and you will not be able to get out of the stairwell and onto those floors.

Ground level stairwell doors will always allow you to exit from the stairway to the outside.

APPENDIX G:
**Minnesota State Colleges and Universities Systemwide Strategic
Diversity Plan**

The Minnesota State Colleges and Universities Systemwide Strategic Diversity Plan is available in the Diversity and Equity Office and posted on the Minnesota State Colleges and Universities Diversity and Equity website at <http://www.diversity.mnscu.edu/>.