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**Minnesota State**

**Southwest Minnesota State University**

**July 1, 2022 – June 30, 2024 Affirmative Action Plan**

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**Southwest Minnesota State University**

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To request an alternative format of this document, please contact Human Resources

**[HR@smsu.edu](mailto:HR@smsu.edu)**

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# Statement of Commitment

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item C


This statement reaffirms **Southwest Minnesota State University** (hereafter “the University”) is committed to Minnesota’s statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

I affirm my personal and official support of these policies which provide that:

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities, or subject to harassment, on the basis of race, sex (including pregnancy), color, creed, religion, age, national origin, sexual orientation, gender expression, gender identity, disability, marital status, familial status, status with regard to public assistance, or membership or activity in a local human rights commission.
- The prohibition of discrimination on the basis of sex precludes sexual harassment, gender-based harassment, and harassment based on pregnancy.
- This University is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodations to employees and applicants with disabilities.
- This University will continue to actively promote a program of affirmative action, wherever females, racial/ethnic minorities, individuals with disabilities and veterans are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group and veteran employees.
- This University will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, this University will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is the University’s policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.

Image of SMSU President’s signature

SMSU President:  Date Signed: 8/21/2023

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# Executive Summary

Minnesota Administrative Rules, part 3905.0400, subpart 1, item A

This Affirmative Action Plan meets the requirements as set forth in statute, in Administrative Rule, and by Minnesota Management and Budget (MMB). The plan outlines:

- Affirmative action goals
- Timetables
- Reasonable and assertive hiring and retention methods for achieving these goals

This Affirmative Action review revealed underutilization of the following protected group(s) in the following job categories:

**Table 1 Workforce Underutilization Analysis of Protected Groups and Veterans**  
(x indicates the job categories and protected groups or veterans that have underutilization.)

Job Categories	Female	Racial/Ethnic Minorities	Individuals with Disabilities	Veterans
Officials/Administrators	X	X	-	-
Professionals	-	X	-	X
Technicians	-	-	-	-
Protective Service: Non-Sworn	-	-	-	-
Para-Professional	-	-	-	-
Office/Clerical	-	X	X	X
Skilled Craft	X	-	-	-
Service Maintenance	-	X	X	X
Faculty: Adjunct	-	X	X	X
Faculty: Fixed Term	X	X	-	X
Faculty: Tenure-Track	-	X	-	-
Faculty: Tenured	X	X	-	X

Once complete, information about how to obtain or access a copy of this Plan is provided to every employee of the University. Our intention is to make every employee aware of Southwest Minnesota State

University's commitment to affirmative action and equal employment opportunity. The completed Plan is also posted on the University's website and maintained in the office of Human Resources.

Image of signatures for the Affirmative Action Officer or Designee, Human Resources Director or Designee, and the SMSU President

Affirmative Action Officer or Designee:  Date Signed: 8/21/23

Human Resources Director or Designee:  Date Signed: 8/21/2023

SMSU President:  Date Signed: 8/21/23

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## Organizational Profile

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Southwest Minnesota State University (SMSU) is located in Marshall, Minnesota, a community of 13,680 residents named one of America's best small towns. The University was established by the Minnesota Legislature in 1963. SMSU opened its doors in 1967. A charter class of 509 graduated in 1971. It is the youngest of the seven, four-year institutions within the Minnesota State system, and just celebrated its 50th anniversary during the 2017-18 academic year. To date, SMSU has 21,865 alumni.

SMSU was built with accessibility in mind, and continues to be a leader in that area. The 216-acre campus features academic buildings that are connected via tunnels, and the campus community is committed to the success of students with disabilities. SMSU has one of nine college wheelchair basketball programs in the country.

Southwest Minnesota State University offers a diverse undergraduate curriculum in the arts and sciences and selected professional programs, as well as master's degree programs in Business and Education. The University offers 50 different undergraduate majors.



# Individuals Responsible for Directing/Implementing the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item B

## A. President

### Responsibilities

The President is responsible for establishing an Affirmative Action Program, including goals, timetables, and compliance with all federal and state laws and regulations. Quarterly, the President reports the University's progress in meeting its affirmative action goals and objectives to the Commissioner of Minnesota Management & Budget (MMB). The President, through the Commissioner of MMB, will report annually to the Governor and the Legislature the University's progress in meeting its affirmative action goals and objectives.

### Duties

The duties of the President include, but are not limited to:

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the University's Affirmative Action Plan in his or her position description.
- Take action, if needed, on complaints of discrimination and discriminatory harassment.
- Issue a statement affirming the University's commitment to affirmative action and equal employment opportunity and ensure the statement is shared with employees.
- Make decisions and changes in policies, procedures or physical accommodations as needed to implement effective affirmative action in the University.
- Actively promote equal employment opportunity and incorporate diversity and inclusion principles in annual business plans, strategic plans, and the University's mission.
- Notify all contractors and sub-contractors with the University of their affirmative action responsibilities.
- Enforce equal employment opportunity in affirmative and non-affirmative hiring decisions reviewed in the hiring process.
- Require that all University directors, managers, and supervisors include responsibility statements to support affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

### Accountability

The President is accountable directly to the Chancellor of Minnesota State and indirectly to the Commissioner of MMB for affirmative action matters.

### Name of individual(s) responsible

**Name:** Dr. Kumara Jayasuriya  
**Title:** President

**Email:** [president@smsu.edu](mailto:president@smsu.edu)  
**Phone:** 507-537-6272

## B. Affirmative Action Officer

### Responsibilities

The Affirmative Action Officer is directly responsible for developing, coordinating, implementing, and monitoring the University's affirmative action program.

### Duties

The duties of the Affirmative Action Officer include, but are not limited to:

- Develop and administer the University's Affirmative Action Plan.
- Develop and set University -wide affirmative action hiring goals.
- Monitor University compliance and fulfill all affirmative action reporting requirements.
- Disseminate the affirmative action policy to employees in the University.
- Inform the President on progress of affirmative action and equal opportunity goals and report potential concerns.
- Act as the affirmative action liaison between the University, System Office, MMB, and the Governor's Office.
- Determine the need for affirmative action training within the University. Develop training goals and content with internal and external resources.
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity.
- Develop innovative programs to attract and retain individuals from protected groups in the University.
- Support and recruit females, racial/ethnic minorities, individuals with disabilities, and veterans for employment, promotion, and training opportunities.
- Manage the University's pre-hire review process.
- Review requests for non-affirmative hires in the Monitoring the Hiring process and refer unresolved issues to the President for final decision.
- Ensure supervisors and managers are making affirmative efforts to recruit and retain candidates and employees from protected groups and veterans.
- Oversee the administration of the Americans with Disabilities Act (ADA) Title I and Title II.

- Receive requests for ADA accommodations and work with appropriate supervisors, unions, etc. to approve or deny the request, or provide alternative accommodations.
- Maintain records of requests for reasonable accommodations.
- Oversee the administration of the University Diversity Recruitment program.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

### **Accountability**

The Affirmative Action Officer is accountable to the President for program impacts and for ongoing program activities and direction. The Affirmative Action Officer oversees the administration of ADA Title II, manages diversity and inclusion initiatives, and other equal opportunity related matters. In addition, the AAO ensures that aggregate data and trends of complaints of illegal discrimination in hiring are provided and shared with the Human Resources Director on a quarterly basis.

### **Name of individual(s) responsible**

**Name:** Erin Kline

**Email:** [Erin.Kline@smsu.edu](mailto:Erin.Kline@smsu.edu)

**Title:** Assistant Vice President for Equity & Inclusion/ Campus Diversity Officer

**Phone:** 507-537-6657

## **C. Human Resources Director or Designee(s)**

### **Responsibilities**

The Human Resources Office is responsible for ensuring equitable and uniform administration of all personnel policies.

The Human Resources (HR) Director is responsible, in conjunction with the University’s Americans with Disabilities Act (ADA) Coordinator, for ensuring timely responses to all ADA requests for reasonable accommodations to remove barriers to equal employment opportunity with the University. The HR Director is responsible for assisting managers and supervisors in human resource management activities.

Staff within Human Resources who work on affirmative action and diversity issues are accountable to the HR Director or Designee.

### **Duties**

The duties of HR Director include, but are not limited to:

- Maintain effective working relationships with the University Affirmative Action Officer and designees.

- Provide leadership to HR staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles.
- Provide guidance in the development and use of selection criteria to ensure they are objective, uniform, and job related.
- Assist in recruitment and retention of protected groups and notify managers and supervisors of existing disparities.
- Ensure an Affirmative Action Pre-hire Review process is implemented and followed by hiring managers and supervisors in collaboration with the Affirmative Action Officer.
- Initiate and report on progress made with program objectives contained in the Affirmative Action Plan.
- Ensure that the reasonable accommodation process is implemented and followed for all employees and applicants in need of reasonable accommodation.
- Assist supervisors, managers, and the Affirmative Action Officer in recruitment of protected group members and veterans through career and job fairs and other efforts, as well as in selection and retention of protected group members and veterans.
- Assist supervisors, managers, the Affirmative Action Officer, and HR staff in the creation of supported worker positions. These positions help reduce University costs by diverting supportive employment duties from higher skilled workers to supported worker positions. This can improve employee morale and retention of individuals with disabilities in integrated employment.
- Request assistance from MMB to support diversity recruitment efforts, as well as the retention of protected group members in hard-to-fill or executive level positions.
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

### **Accountability**

HR staff are accountable to the HR Director or Designee.

### **Name of individual(s) responsible**

**Name:** Laura O'Rourke

**Email:** [laura.orourke@smsu.edu](mailto:laura.orourke@smsu.edu)

**Title:** Campus Human Resources Officer

**Phone:** 507-537-7500

## D. Americans with Disabilities Act Title I Coordinator

### Responsibilities

The Americans with Disabilities Act (ADA) Title I Coordinator is responsible for ensuring the University's compliance with the ADA Title I – Employment, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

### Duties:

The duties of the ADA Title I Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to University management on the ADA. The University develops and implements policies, procedures, and practices to ensure University employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to University management and staff on compliance and best practices for hiring and retaining individuals with disabilities, as well as the provision of reasonable accommodations to employees and job applicants.
- Track and facilitate requests for reasonable accommodations for job applicants and employees, as well as members of the public accessing University services and report reasonable accommodations annually to MMB.
- Research case law rules and regulation and update HR Directors on evolving ADA issues. Meet bi-annually with ADA Coordinators and provide updates on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering specific ADA training for targeted groups.
- Submit reasonable accommodation reimbursement under the guidelines of the state-wide accommodation fund.
- Provide reasonable accommodations to qualified individuals (as defined by ADA) with known physical or mental disabilities, to enable them to compete in the selection process, perform essential functions of the job, and/or enjoy equal benefits and privileges. The ADA Coordinator and the Regional Human Resources Director (RHRD) who also serves as the Regional ADA Coordinator, in consultation with the employee and supervisor, and other individuals involved must:
  - Discuss the purpose and essential functions of the job and complete a step-by-step job analysis;
  - Determine the precise job-related limitations;
  - Identify potential accommodations and assess the effectiveness each would have in allowing the employee to perform essential functions of the job; and

- After discussion and review, select and implement the accommodations that are appropriate for both the employee and the employer using the Reasonable Accommodation Agreement.
- Comply with state-wide and University anti-discrimination and anti-harassment policies.

**Accountability:**

The ADA Title I Coordinator is accountable to the **President**.

**Name of individual(s) responsible**

**Name:** Laura O’Rourke

**Email:** [laura.orourke@smsu.edu](mailto:laura.orourke@smsu.edu)

**Title:** Campus Human Resources Officer

**Phone:** 507-537-7500

## **E. Americans with Disabilities Act Title II Coordinator**

**Responsibilities**

The Americans with Disabilities Act (ADA) Title II Coordinator is responsible ensuring the University’s compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

**Duties:**

The duties of the ADA Title II Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to University management on the ADA. The University develops and implements policies, procedures, and practices to ensure University employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to the University’s management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Track and facilitate requests for reasonable modifications for members of the public accessing college/university services. Report reasonable modifications annually to MMB.
- Research case law rules and regulation and update Executive team on evolving ADA issues. Meet bi-annually with state ADA Coordinators and learn updates and share practices on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering training for college/university employees assisting ADA modifications for the public.

- Provide reasonable modifications to members of the public (as defined by ADA) with known physical or mental disabilities, to ensure equal access and privileges to programming and services. The ADA Title II Coordinator will consult with the member of the public in need of a modification and:
  - Discuss the purpose and essential functions of the reasonable modification.
  - Identify the potential modifications and assess the effectiveness each request.
  - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and the college/university.
  - Document this review and reported in the State ADA Annual Report.
- Comply with state-wide and college/university anti-discrimination and anti-harassment policies.

**Accountability:**

The ADA Title II Coordinator is accountable to the **Vice President for Finance and Administration.**

**Name of individual(s) responsible**

**Name: Anthony Nubile**

**Email: [tony.nubile@smsu.edu](mailto:tony.nubile@smsu.edu)**

**Title: Director of Facilities and Physical Plant**

**Phone: 507-537-7328**

## **F. Senior Managers and Facility Executive Team Leaders**

**Responsibilities**

College/university senior managers and executive team leaders are responsible for implementing all aspects of the college/university Affirmative Action Plan and the college/university’s commitment to affirmative action and equal opportunity.

**Duties**

The duties of senior managers and facility executive team leaders include, but are not limited to:

- Identify problem areas and eliminate barriers that prevent equal employment opportunity within the college/university.
- Communicate the equal opportunity employment policy and the affirmative action program and plan to all employees.
- Assist the Affirmative Action Officer in periodic audits of hiring and promotion patterns to remove obstacles to attaining affirmative action goals and objectives.

- Hold regular discussions with supervisors and employees to ensure the college/university's equal employment opportunity policies are being followed.
- Inform and evaluate managers and supervisors on their equal employment opportunity efforts and results, in addition to other job performance criteria.
- Comply with statewide and college/university anti-discrimination and anti-harassment policies.

### **Accountability**

Senior managers and executive team leaders are accountable directly to the President, appropriate Vice President, Provost, etc.

### **Name of individual(s) responsible**

**Name:** Ross Wastvedt

**Email:** [ross.wastvedt@smsu.edu](mailto:ross.wastvedt@smsu.edu)

**Title:** Provost/Vice President for Academic/  
Student Affairs

**Phone:** 507-537-6246

**Name:** Deb Kerkaert

**Email:** [deb.kerkaert@smsu.edu](mailto:deb.kerkaert@smsu.edu)

**Title:** Vice President for Finance & Administration

**Phone:** 507-537-6093

**Name:** Bill Mulso

**Email:** [bill.mulso@smsu.edu](mailto:bill.mulso@smsu.edu)

**Title:** Vice President of Government Relations,  
Communication, and Marketing

**Phone:** 507-537-6267

**Name:** Jeremy Reed

**Email:** [jeremy.reed@smsu.edu](mailto:jeremy.reed@smsu.edu)

**Title:** Executive Director for Enrollment Management **Phone:** 507-537-6286

**Name:** Jennifer Flowers

**Email:** [jennifer.flowers@smsu.edu](mailto:jennifer.flowers@smsu.edu)

**Title:** Athletic Director

**Phone:** 507-537-7458

**Name:** Dan Baun

**Email:** [dan.baun@smsu.edu](mailto:dan.baun@smsu.edu)

**Title:** Chief Information Officer

**Phone:** 507-537-6978

**Name:** Erin Kline

**Email:** [erin.kline@smsu.edu](mailto:erin.kline@smsu.edu)

**Title:** Asst. Vice President for Equity & Inclusion/  
Campus Diversity Officer

**Phone:** 507-537-6657



## I. All Employees

### Responsibilities

All employees are responsible for conducting themselves in accordance with the State of Minnesota and Minnesota State College and University's policy of equal employment opportunity. This includes refraining from any actions that would subject any employee to negative treatment on the basis of race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Employees who believe they have been subjected to such discrimination or harassment are encouraged to use the college/university's complaint procedure.

### Duties:

The duties of all employees include, but are not limited to:

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public.
- Refrain from any actions that would adversely affect a colleague on the basis of their race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations.
- Comply with state-wide and college/university anti-discrimination and anti-harassment policies.

### Accountability:

Employees are accountable to their designated supervisor and indirectly to the college/university's President. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan.

## Communication of the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item D and Minnesota Administrative Rules, part 3905.0400, subpart 1, item E

The following information describes the methods that the college/university takes to communicate the Affirmative Action Plan to employees and the general public:

## Internal Methods of Communication

- **Internal memorandum.** Agency leadership or the Affirmative Action Officer will send an internal memo to agency employees each year. This message identifies the location of the Affirmative Action Plan and the employee's responsibility to read and understand it. It also indicates the employee's responsibility to support and implement equal opportunity and affirmative action.
- **Intranet.** The college/university's Affirmative Action Plan is available to all employees on the college/university's internal website at <http://www.smsu.edu/administration/affirmativeaction/plan.html> and in print to anyone who requests it. As requested, the college/university will make the plan available in alternative formats.
- **Printed copy.** A physical copy of the college/university's Affirmative Action Plan is available to employees at the following address:

**Human Resources, Bellows Academic 269, 1501 State Street, Marshall, MN 56258**
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in areas frequently used by employees.

## External Methods of Communication

- **Public website.** The university's Affirmative Action Plan is available on the college/university's public website at <http://www.smsu.edu/administration/affirmativeaction/plan.html>. Printed copies are available to anyone who requests it. As requested, the college/university will make the plan available in alternative formats.
- **Equal opportunity employer language.** The university's website homepage, letterhead, publications, and all job postings, includes the statement "Southwest Minnesota State University is an equal opportunity employer." The college/university will also ensure a representative ratio of diversity is on all marketing materials.
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in common public areas. Examples of posters displayed include: Equal Employment Opportunity is the law, Employee Rights under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.
- A physical copy of the **Southwest Minnesota State University's** Affirmative Action Plan is available to contractors, vendors, and members of the public at the following address:

**Human Resources, Bellow Academic 269, 1501 State Street, Marshall, MN 56258**

## Job Category Analysis

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Minnesota Administrative Rules 3905.0600 Subp 3.A and Minnesota Administrative Rules 3905.0600 Subp 3.B

The University conducted a Job Category Analysis to determine the percent of protected group employees in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the University. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions.

## Determining Availability

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MS 43A.19(b), MS 43A.19(c), Minnesota Administrative Rules 3905.0600 Subp 1, Minnesota Administrative Rules 3905.0600 Subp 2, Minnesota Administrative Rules 3905.0600 Subp 3C, and Minnesota Administrative Rules 3905.0600 Subp 3D

The University used the American Community Survey statistical data for external availability and feeder job statistics of employees for internal availability. For affirmative action purposes, “feeder job” means staffed positions within the college/university that can be promoted and/or transferred into/within EEO job categories (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the University’s past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix D. Feeder Jobs and Appendix E. Determining Availability for details).

## Utilization/Availability Analysis, Establishment of Goals, and Timetables

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Minnesota Administrative Rules 3905.0400 Subp 1 Item G, Minnesota Administrative Rules 3905.0600 Subp 3, Minnesota Administrative Rules 3905.0600 Subp 4, Minnesota Administrative Rules 3905.0600 Subp 5, and Minnesota Administrative Rules 3905.0600 Subp 6.

Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state. As explained in the previous section, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, individuals with disabilities, or veterans in the relevant labor market who are available for positions in each job category at a state college/university.

Through the utilization and availability analysis, the University has determined which job categories are underutilized for females, racial/ethnic minorities, individuals with disabilities and veterans in the college/university and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action program. Effective hiring goals are strategic, actionable, and measurable efforts the college/university is committed to pursuing and implementing in 2022-2024.

The goals are not quotas, nor do they require protected group or veteran status-based hiring preferences. They are aspirational goals so that the university makes good faith efforts to remove barriers to equal employment opportunity.

The University used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, individuals with disabilities or veterans is less than reasonably would be expected given the workforce participation in the labor market area, and that difference is at least one whole person (more than 1), then a goal is established for that job category.

When a hiring goal for a job category is established, a percentage goal equal to the final availability percentage is calculated for females, racial/ethnic minorities, individuals with disabilities and veterans in that job category.

In **Table 2. Hiring Goals by Job Category and Protected Group and Veterans**, if a protected group in a job category shows “Monitor,” the college/university will proactively make good faith efforts to recruit external qualified protected groups. The college/university will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

Refer to Appendix F. Utilization-Goals for details for underutilization and hiring goals.

Table 2. Hiring Goals by Job Category and Protected Group and Veterans

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2022-2024	Racial/ Ethnic Minorities Establish Goals?	Racial/ Ethnic Minorities If Yes, Goals for FY 2022-2024	Individuals with Disabilities Establish Goals?	Individuals with Disabilities If Yes, Goals for FY 2022-2024	Veteran Establish Goal?	Veterans If Yes, Goals for FY 2022-2024
Officials/ Administrators	Yes	46.91%	Yes	21.99%	Monitor	-	Monitor	-
Professionals	-	-	Yes	24.81%	Monitor	-	Yes	3.78%
Protective Service: Non-Sworn	Monitor	-	Monitor	-	Monitor	-	Monitor	-
Para-Professionals	-	-	Monitor	-	Monitor	-	Monitor	-
Technicians	-	-	Monitor	-	Monitor	-	Monitor	-
Office/Clerical	-	-	Yes	10.02%	Yes	5.38%	Monitor	-
Skilled Craft	Yes	16.03%	Monitor	-	Monitor	-	Monitor	-
Service Maintenance	-	-	Yes	12.09%	Yes	7.15%	Yes	5.44%
Faculty: Adjunct	-	-	Yes	29.64%	Yes	4.78%	Yes	4.95%
Faculty: Fixed Term	Yes	47.81%	Yes	29.60%	Monitor	-	Yes	4.95%
Faculty: Tenure-Track	-	-	Yes	28.28%	Monitor	-	Monitor	-
Faculty: Tenured	Yes	60.39%	Yes	17.51%	-	-	Yes	5.57%

## Progress and Personnel Activity Reports

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MS 43A.19 Subd. 1(a)(3) for separations, and Minnesota Administrative Rules 3905.0400 Subp. 1 Item I

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the university's monitoring practices, the college/university evaluated if it met the hiring goal(s) established in the prior Affirmative Action Plan (refer to **Appendix A. Progress Report**).

Separation results were evaluated to identify potential action area(s) to establish retention strategies for the 2022-2024 plan year (refer to **Appendix B. Separation Analysis**).

## Identification of Areas for Further Monitoring

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Minnesota Administrative Rules 3905.0400 Subp. 1 Item H and I

Monitoring personnel activity helps agencies monitor progress in meeting hiring goals. Data from the previous plan period can help indicate when changes to program efforts are appropriate.

### Workforce Snapshot

In **Appendix F. the Utilization Goals worksheet** indicates if a job category by protected group is underutilized.

Area(s) in the university's workforce that require further monitoring appear in the "Establish Goals?" column as:

- "Yes": there is underutilization.
- "Monitor": the college/university needs to monitor the job it may be underutilized where employee movement occurs.

[Collective Action and Action Oriented Programs](#) will be followed to address the identified placement goal(s).

## Personnel Activities

### Progress Reports

**Appendix A. Progress Report** includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the university attained the hiring goal(s).

Where the indication of the “Goal Met?” column is:

- “Yes”: the college/university met the goal established in the prior Affirmative Action Plan.
- “No”: the college/university did not attain the goal established in the prior Affirmative Action Plan.
- “No Hire/Prom”: there were no opportunities in the prior Affirmative Action Plan period.

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Separations

**Appendix B. Separation Analysis** shows the results by separation type and the protected group during the prior Affirmative Action Plan period. The separation percentages were derived within the separation type by protected group to identify impact on protected group members. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, if there were 15 separations in total, and of those separations, 10 employees separated due to dismissal or non-certification, then the dismissal or non-certification percentage would be 66.67% (10 divided by 15).
2. The “percentage type<sup>1</sup>” indicates percentages by protected group within a separation type. For example, if there were 10 separations by dismissal or non-certification in total, and of those separations, eight were female employees, then female the dismissal or non-certification separation would be 80.00% (8 divided by 10).

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Corrective Actions and Action-Oriented Programs

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Minnesota Administrative Rules 3905.0400 Subp 1 Item H

The University’s Affirmative Action Program is designed to implement the provisions of this Affirmative Action Plan and meet requirements found in Minnesota Statutes, section 43A.191 Subdivision 2. These Action-Oriented Programs are carried out throughout this Affirmative Action Plan period.

## Corrective Actions

This section identifies ways the university will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups (broken down by specific job categories).

The university developed the below action-oriented programs specific to the job category/protected group(s) and veterans identified in the [“Identification of Areas for Further Monitoring”](#) section supported by the [“Utilization/Availability Analysis, Establishment of Statement of Goals, and Timetable”](#) and [“Personnel Activities”](#) sections.

**Table 3. Areas of Further Monitoring and Corrective Actions**

Areas for Further Monitoring	Corrective Actions
<p><b><i>Officials/Administrators</i></b></p> <ul style="list-style-type: none"> <li>• Racial/ethnic minorities are underutilized.</li> <li>• Females are underutilized.</li> <li>• The University needs to “monitor” individuals with disabilities, and veterans because underutilization may occur by some employee movement.</li> <li>• Data shows racial/ethnic minority Officials/Managers disproportionately leave voluntarily by resignation.</li> </ul>	<ul style="list-style-type: none"> <li>• By November 30, 2023, develop an awareness or training strategy for racial/ethnic minorities in the officials/administrators job category to prepare for hiring/promotional opportunities.</li> <li>• By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>• Evaluate the success of these activities at the end of this plan year.</li> <li>• Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>



Areas for Further Monitoring	Corrective Actions
<p><b>Professionals</b></p> <ul style="list-style-type: none"> <li>• The University needs to “monitor” individuals with disabilities because underutilization may occur by some employee movement.</li> <li>• Racial/ethnic minorities and veterans are underutilized.</li> <li>• Data shows females, racial/ethnic minority, and individuals with disabilities professionals disproportionately leave voluntarily by resignation.</li> </ul>	<ul style="list-style-type: none"> <li>• Create an onboarding procedure with a mentor program to retain employees that self-identify in underutilized categories.</li> <li>• Partner with racial/ethnic minorities organizations to establish relationships to develop talent pipelines to positions in this job category.</li> <li>• Evaluate the success of these activities at the end of this plan year.</li> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> </ul>
<p><b>Protective Services: Non-Sworn</b></p> <ul style="list-style-type: none"> <li>• The University needs to “monitor” females, racial/ethnic minorities, individuals with disabilities, and veterans because underutilization may occur by some employee movement.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> <li>• Develop relationships with regionals Technical Universities to develop a recruiting pipeline.</li> </ul>
<p><b>Para-Professionals/Technicians</b></p> <ul style="list-style-type: none"> <li>• The University needs to “monitor” racial/ ethnic minorities, individuals with disabilities, and veterans because underutilization may occur by some employee movement.</li> </ul>	<ul style="list-style-type: none"> <li>• By November 30, 2023, develop an awareness or training strategy for racial/ethnic minorities to prepare for hiring/promotional opportunities.</li> <li>• By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>• Evaluate the success of these activities at the end of this plan year.</li> <li>• Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Office Clerical</b></p> <ul style="list-style-type: none"> <li>• The University needs to “monitor” veterans because underutilization may occur by some employee movement.</li> <li>• Racial/ethnic minorities and individuals with disabilities are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> <li>• By November 30, 2023, develop an awareness or training strategy for racial/ethnic minorities to prepare for hiring/promotional opportunities.</li> <li>• By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>• Evaluate the success of these activities at the end of this plan year.</li> </ul>
<p><b>Skilled Craft</b></p> <ul style="list-style-type: none"> <li>• Females are underutilized.</li> <li>• The University needs to “monitor” racial/ethnic minorities, individuals with disabilities, and veterans because underutilization may occur by some employee movement.</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</li> <li>• Develop relationships with regional Technical Universities to develop a recruiting pipeline.</li> <li>• Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>
<p><b>Service Maintenance</b></p> <ul style="list-style-type: none"> <li>• Racial/ethnic minorities, individuals with disabilities, and Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>• Evaluate the success of these activities at the end of this plan year.</li> <li>• Plan to review job descriptions, especially minimum qualifications, to use inclusive language.</li> <li>• Promote SMSU as a Blue Ribbon Campus.</li> <li>• Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>
<p><b>Faculty: Adjunct</b></p> <ul style="list-style-type: none"> <li>• Racial/Ethnic Minorities, Individuals with Disabilities and Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>• By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>• Evaluate the success of these activities at the end of this plan year.</li> <li>• Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Faculty: Fixed-Term</b></p> <ul style="list-style-type: none"> <li>Females, Racial/Ethnic Minorities, and Veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>Evaluate the success of these activities at the end of this plan year.</li> <li>Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>
<p><b>Faculty: Tenure-Track</b></p> <ul style="list-style-type: none"> <li>Racial/ethnic minorities are underutilized.</li> <li>The University needs to “monitor” Individuals with disabilities and Veterans.</li> </ul>	<ul style="list-style-type: none"> <li>Create an advertising/hiring procedure to insure a diverse pool of candidates. Start using the new procedure July 1, 2024.</li> <li>By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>Evaluate the success of these activities at the end of this plan year.</li> <li>Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>
<p><b>Faculty: Tenured</b></p> <ul style="list-style-type: none"> <li>The University needs to “monitor” individuals with disabilities because underutilization may occur by some employee movement.</li> <li>Females, Racial/ethnic minorities, and veterans are underutilized.</li> </ul>	<ul style="list-style-type: none"> <li>Create an onboarding procedure with a mentor program to retain employees that self-identify in underutilized categories.</li> <li>By April 30, 2024 develop partnerships with community organizations that serve veterans and individuals with disabilities.</li> <li>Evaluate the success of these activities at the end of this plan year.</li> <li>Utilized targeted recruiting sites to diversify candidate pools.</li> </ul>

**Other Action-Oriented Programs**

This section provides an overview of the university’s general efforts and actions to ensure equal opportunity. Agencies have reviewed barriers to hiring during the previous plan period and identified recruitment strategies, processes, and training to address underutilization for this plan year.

**Barriers**

The university has constraints to address underutilization and areas for monitoring identified in the previous section.

- Limited anticipated number of open positions in this plan year.

- Increased challenge of smaller applicant pools
- Limited outreach due to unanticipated budget deficiencies. This will limit our outreach and effectiveness of recruitment efforts.
- Unwillingness of employees to self-identify, including individuals with disabilities. This will affect the representation of employees in this protected group.
- Geographical location of Southwest Minnesota State University and lack of diversity related services makes it difficult to recruit and retain.

## Recruitment and Processes

The college/university takes the following actions to improve recruitment and increase the number of qualified females, racial/ethnic minorities, and individuals with disabilities in the applicant pool:

- The college/university will continue to place advertisements of job opportunities through [the State of MN Career site](https://mn.gov/mmb/careers/search-for-jobs/) (https://mn.gov/mmb/careers/search-for-jobs/).
- Continue to consider female, racial/ethnic minorities, and individuals with disability applicants for all positions for which they qualify.
- Use LinkedIn job posting feature to search for applicants, which we have been successful in obtaining qualified protected candidates.
- Advertise the Connect 700 program to attract qualified individuals with disabilities by providing a link to MMB's web site.
- Continue to use the EEO tag line on all job postings and advertisements.
- Continue to publish recruitment media depicting individuals that represent protected groups and veterans.
- Review/evaluate job postings to eliminate non-inclusive language.
- Develop a pipeline for entry-level jobs across job categories by using Statewide internship opportunities like Right Track, Step Up, Urban Scholar, and Star of the North Fellows.
- Require that at least one candidate who has self-identified as being in an underutilized category is included in the final interviews.
- Participate in virtual job fairs to obtain qualified protected group and veteran applicants.
- Require advertisements for fixed term, emergency hires to insure the consideration of underrepresented populations.
- Develop relationships with local and regional organizations that represent underrepresented individuals such as veteran's groups, support agencies for individuals with disabilities, and ethnic organizations.

### Persons Responsible:

- Laura O'Rourke, Campus Human Resources Officer
- Dr. Erin Kline, Assistant Vice President for Equity & Inclusion/CDO
- Dr. Kumara Jayasuriya, President

## Retention

The university will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- The professional's category has significant voluntary separation of females during the last plan year. To mitigate separations of females, we will:
  - Conduct exit interviews, analyze the data, and address identified concerns.
  - Create an inclusive workplace by providing frequent DEI training and modeling appropriate workplace behavior.
  - Implement new employee on-boarding program.
- Encourage all new hires to receive applicable trainings for their career development and work with their supervisors regarding the benefits of a well-trained workforce.
- Ensure an inclusive work environment and equal opportunities for all employees.
- Develop and encourage the use of the University's mentor-mentee programs.
- Develop and communicate to employees' leadership ladder/succession planning.

## Persons Responsible:

- Laura O'Rourke, Campus Human Resources Officer
- Dr. Erin Kline, Assistant Vice President for Equity & Inclusion/CDO
- Dr. Kumara Jayasuriya, President

## Training

The university will take the following actions to improve retention of females, racial/ethnic minorities, individuals with disabilities and veterans:

- Develop on-boarding program to assist supervisors and hiring managers with tools to support new hire development and acclimation to university.
- Announce training opportunities to all employees.
- Broadly announce all promotion and transfer opportunities.

- Provide unconscious bias training to all employees.
- Provide university wide diversity, equity, inclusion, and belonging training and/or workshops.
- Ensure all new hires receive inclusive workplace e-learning training.

**Persons Responsible:**

- Laura O'Rourke, Campus Human Resources Officer
- Dr. Erin Kline, Assistant Vice President for Equity & Inclusion/CDO
- Dr. Kumara Jayasuriya, President

# Methods of Auditing, Evaluating, and Reporting Program Success

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## Pre-Employment Review Procedure/Monitoring the Hiring Process

Southwest Minnesota State University will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of females, racial/ethnic minorities, individuals with disabilities and veterans. The university will use the Monitoring the Hiring Process form for every hire to track the number of females, racial/ethnic minorities, individuals with disabilities and veterans in each stage of the selection process. Directors, managers, and supervisors will work closely with Human Resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action are carried out. Directors, managers, and supervisors must document their hiring decisions and equal opportunity professionals will review for bias. The Affirmative Action Officer will review all applicants and have the decision-making power to add candidates for the interview process that may meet minimum qualifications, present suitable experience and meet an underutilized category.

A university that does not meet its hiring goals for competitive appointments, and noncompetitive appointments under MS 43A.08, subd. 1(9), (11) and (16), and 43A.15, subd. 3, 10, 12, and 13, must justify its non-affirmative action hires. The affirmative action statute was amended in 2019 so colleges/universities can no longer take missed opportunities. The college/university will report the number of affirmative and non-affirmative hires to MMB on a quarterly basis.

When candidates are invited to participate in the selection process, employees scheduling the selection process will describe the process to the candidate (*e.g.*, interview process, testing process). All candidates are provided information regarding the procedure to request reasonable accommodations, if necessary, to allow candidates with disabilities equal opportunity to participate in the selection process. For example, describe if interview questions are offered ahead of time or what technology may be used during a test. This allows for an individual with a disability to determine if they need a reasonable accommodation in advance.

All employees involved in the selection process are trained and accountable for the college/university's commitment to equal opportunity and the affirmative action program and its implementation.

## Pre-Review Procedure for Layoff Decisions

The Affirmative Action Officer, in conjunction with the University's human resources office, is responsible for reviewing all pending layoffs to determine their effect on the University's affirmative action goals and timetables.

If it is determined that there is a disparate impact on protected groups or veterans, the University will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant

reasons. The University will determine if other alternatives are available to minimize the disparate impact on protected groups or veterans.

## **Other Methods of Program Evaluation**

The university submits the following compliance reports to MMB as part of the efforts to evaluate the university's affirmative action program:

- Quarterly Monitoring the Hiring Process Reports
- Biannual Affirmative Action Plan
- Annual Americans with Disabilities Act Report
- Annual Internal Complaint Report
- Disposition of Internal Complaint (submitted to MMB within 30 days of final disposition)

The university also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category
- Analyzes employment activity (hires, promotions, and terminations) by job category to determine if there is disparate impact
- Reviews the accessibility of online systems and websites, and ensures that reasonable accommodations can be easily requested
- Discusses progress with university leadership on a periodic basis and makes recommendations for improvement



## Policies, Procedures, and Notice

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### A. Minnesota State Board Policy, 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education (Review began April 2022. See current policy [here](#))

#### 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 familial status or 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, gender expression, or familial status 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.

## **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 the Board Policy 4.10, of Trustees Nepotism policy 4.10.

### **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

Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

### **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, 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, familial status and membership or activity in a local human rights commission are protected classes in employment.

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 state 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 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

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.

## **B. Minnesota State System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution (Review began May 2022. See current policy [here](#))**

### **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 Equal Opportunity and Nondiscrimination in Employment and Education 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, gender identity, gender expression, 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. Decisionmaker**

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

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

### **Subpart C. Retaliation.**

Retaliation is as defined in Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education policy.

### **Part 3. Consensual Relationships.**

Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education 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 the 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.
9. **Timely Completion.** Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

#### **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;

upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

#### **Subpart E. Decision process.**

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

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

- b.) take additional investigative measures as requested by the decisionmaker; and
  - c) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision maker.** After receiving the investigation report prepared by the designated officer, the decisionmaker shall:
- a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
    - 1. 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 Board 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.
  - 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 1B.1.1, 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.

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.

### **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.

**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.

**Discrimination/Harassment Complaint Form**

<https://www.smsu.edu/administration/affirmativeaction/filing-a-complaint.html>

<p style="text-align: center;"><b>Minnesota State Colleges and Universities Discrimination/Harassment Complaint Form</b></p> <p style="text-align: right;">Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Name of COMPLAINANT: _____ (if more than one complainant, complete intake form for each)</p> <p>Address (local): _____</p> <p>Address (residence): _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: (work) _____ (home) _____</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/Non-Campus</p> </div> <p>TYPE OF COMPLAINT: <input type="checkbox"/> DISCRIMINATION <input type="checkbox"/> HARASSMENT <input type="checkbox"/> RETALIATION</p> <p>I WAS DISCRIMINATED/HARASSED/RETALIATED AGAINST ON THE BASIS OF MY:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Age</td> <td><input type="checkbox"/> Reliance on Public Assistance</td> </tr> <tr> <td><input type="checkbox"/> Sex</td> <td><input type="checkbox"/> National Origin</td> <td><input type="checkbox"/> Sexual Orientation</td> </tr> <tr> <td><input type="checkbox"/> Color</td> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Marital Status</td> </tr> <tr> <td><input type="checkbox"/> Creed</td> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Membership/Activity in Local Commission</td> </tr> <tr> <td><input type="checkbox"/> Gender Identity</td> <td><input type="checkbox"/> Gender Expression</td> <td></td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>I believe I was discriminated/harassed/retaliated against by:</p> <p>Name of RESPONDENT #1: _____ (if more than one respondent, list complete information for each)</p> <p>Address (local): _____</p> <p>Address (residence): _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: (work) _____ (home) _____</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/Non-Campus</p> </div>	<input type="checkbox"/> Race	<input type="checkbox"/> Age	<input type="checkbox"/> Reliance on Public Assistance	<input type="checkbox"/> Sex	<input type="checkbox"/> National Origin	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Color	<input type="checkbox"/> Disability	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Creed	<input type="checkbox"/> Religion	<input type="checkbox"/> Membership/Activity in Local Commission	<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Gender Expression		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Name of RESPONDENT #2: _____ (if more than one respondent, list complete information for each)</p> <p>Address (local): _____</p> <p>Address (residence): _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: (work) _____ (home) _____</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/Non-Campus</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Name of RESPONDENT #3: _____ (if more than one respondent, list complete information for each)</p> <p>Address (local): _____</p> <p>Address (residence): _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: (work) _____ (home) _____</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/Non-Campus</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Name of RESPONDENT #4: _____ (if more than one respondent, list complete information for each)</p> <p>Address (local): _____</p> <p>Address (residence): _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: (work) _____ (home) _____</p> <p>Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Administrator <input type="checkbox"/> External/Non-Campus</p> </div>
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## **Part 1. Policy statement**

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual, and is prohibited at Minnesota State Colleges and Universities. Minnesota State is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law or of other Board Policies that may require separate proceedings. To further its commitment against sexual violence, Minnesota State provides reporting options, an investigative and disciplinary process, prevention training, and other related services as appropriate.

### **Subpart A. Application of policy to students, employees, Board of Trustees and others**

This policy applies to all Minnesota State students and employees, Board of Trustees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by Board Policy 1B.1.

### **Subpart B. College and university policies**

Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including but not limited to its students and employees. The policy content and implementation must be consistent with the standards in this policy and System Procedure 1B.3.1.

## **Part 2. Definitions.**

The following definitions apply to this policy and System Procedure 1B.3.1.

### **Affirmative Consent**

Consent is informed, freely given, and mutually understood willingness to participate in sexual activity that is expressed by clear, unambiguous, and affirmative words or actions. It is the responsibility of the person who wants to engage in sexual activity to ensure that the other person has consented to engage in the sexual activity. Consent must be present throughout the entire sexual activity and can be revoked at any time. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. A lack of protest, absence of resistance, or silence alone does not constitute consent, and past consent to sexual activities does not imply ongoing future consent. The existence of a dating relationship between the

people involved or the existence of a past sexual relationship does not prove the presence of, or otherwise provide the basis for, an assumption of consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent.

### **Dating, intimate partner, and relationship violence**

Violence including physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota law.

### **Employee**

Any individual employed by Minnesota State, its colleges and universities and the system office, including student workers.

### **Non-forcible sex acts**

Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

### **Sexual assault**

An actual, attempted, or threatened sexual act with another person without that person's affirmative consent. Sexual assault is often a criminal act that can be prosecuted under Minnesota law, as well as form the basis for discipline under Minnesota State student codes of conduct and employee disciplinary standards. Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as date rape or acquaintance rape. This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching of a person's intimate parts (defined as primary genital area, groin, inner thigh, buttocks, or breast); or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts.
4. Offensive sexual behavior directed at another, such as indecent exposure or voyeurism.

### **Sexual violence**

A continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking as well as aiding acts of sexual violence.



## **Stalking**

Conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause reasonable people to fear for their safety or the safety of others or to suffer substantial emotional distress.

## **Student**

All persons who:

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

## **System Property**

The facilities and land owned, leased, or under the primary control of Minnesota State, its Board of Trustees, system office, colleges, and universities.

## **D. Minnesota State System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment**

### **Part 1. Purpose**

This procedure provides a process through which individuals alleging sexual violence may pursue a complaint, pursuant to Board Policy 1B.3 Sexual Violence Policy prohibiting sexual violence.

This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

### **Part 2. Definitions**

The definitions in Policies 1B.3 and 1B.1 also apply to this procedure.

## **Campus security authority**

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;
2. Any individual who has campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations; and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification, are not included in this definition.

## **Complainant**

An individual who is alleged to be the victim of conduct that could constitute sexual harassment (as defined by Title IX).

## **Educational program activity**

Includes locations, events, or circumstances over which the college or university exercised substantial control over both the respondent and the context in which the sexual harassment (as defined by Title IX) occurs, and also includes any building owned or controlled by any officially recognized student organization of the college or university.

## **Formal complaint**

A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment (as defined by Title IX) against a respondent and requesting that the college or university investigate the allegation of sexual harassment. At the time of filing the formal complaint of sexual harassment (as defined by Title IX), a complainant must be participating in or attempting to participate in the education program or activity of the college or university with which the formal complaint is filed.

## **Respondent**

An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment (as defined by Title IX).

## **Supportive measures**

Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent before or after the filing of a formal Title IX complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter sexual harassment. Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

## **Title IX Coordinator**

Employee(s) designated by the president to coordinate the college or university's efforts to comply with its Title IX responsibilities and Board Policies 1B.1 and 1B.3. A campus can delegate Title IX responsibilities to, for example, a deputy or deputies, and/or an investigator.

## **Title IX sexual harassment**

For purposes of Title IX, sexual harassment means conduct on the basis of sex that occurs in a college or university's program or activity in the United States that satisfies one or more of the following:

1. An employee of the college or university conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the college or university's education program or activity; or

Sexual assault; dating, intimate partner, and relationship violence; and stalking as defined in Board Policy 1B.3.

## **Part 3. Reporting Incidents of Sexual Violence**

### **Subpart A. Prompt reporting**

Complainants of sexual violence and sexual harassment (as defined by Title IX) may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local

victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or Minnesota State Colleges and Universities campus security authorities for appropriate action.

### **Subpart B. Assistance in reporting**

When informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), all Minnesota State Colleges and Universities students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinator, or campus security authorities.

Campus security authorities, when informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies, such as law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with the Title IX Coordinator.

When appropriate, Minnesota State Colleges and Universities may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. A college or university may take actions it deems necessary or appropriate in response to all protection, restraining, or no-contact orders.

### **Subpart C. Required reports**

Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX), shall follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence and sexual harassment (as defined by Title IX) shall report to the Title IX Coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name of or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

### **Subpart D. Mandatory reporting of abuse or neglect of children or vulnerable adults**

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 626.556 and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

## Part 4. Confidentiality of reporting

### Confidential Reports

Because of laws concerning government data contained in Minn. Stat. Ch. 13 Government Data Practices, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed healthcare professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or healthcare professionals.

## Part 5. Policy notices

### Subpart A. Distribution of policy to students

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure), including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus and in appropriate handbooks at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

### Subpart B. Distribution of policy to employees

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

### Subpart C. Required notice

Each college or university shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.

1. **Notice of Title IX Coordinator.** Each college and university must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the college or university of the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator.
2. **Notice of non-discrimination.** Each college and university must notify applicants for admission and employment, students, employees and all unions holding collective bargaining agreements with the college and university that the college or university does not discriminate on the basis

of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner. Inquiries about the application of Title IX may be referred to the Title IX Coordinator and/or to the United States Department of Education.

### **3. Notice of complainant options**

Following a report of sexual violence the complainant must be promptly notified of:

- a. Where and how to obtain immediate medical assistance. Complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
- b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate college, university, or system contacts for employees, students, and others. Such contacts should be identified by name, location, and phone number for 24-hour availability, as applicable.
- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health, or other support services.

### **4. Notice of complainant rights**

Complainants must be notified of the following:

- a. Their right to make a report with local law enforcement officials in sexual assault cases.
- b. Rights under the crime victims bill of rights, Minn. Stat. §§ 611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety.
- c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing, and maintaining evidence in connection with a sexual violence incident.
- d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding.
- e. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately resolved.
- f. Upon a sexual assault complainant's request, the college, university, or system office may take action and other supportive measures to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or to a work site or to alternative college-owned housing, if such alternatives are available and feasible.

- g. Upon request, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

## **Part 6. Investigation and Disciplinary Procedures**

### **Subpart A. General principles**

College and university investigation and disciplinary procedures concerning allegations of sexual violence and sexual harassment (as defined by Title IX) against employees or students must:

1. Be respectful of the needs and rights of individuals involved and treat them with dignity;
2. Not suggest the complainant was at fault for the sexual assault or should have behaved differently to prevent the assault;
3. Proceed as promptly as possible;
4. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
5. Afford employees the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
6. Be conducted in accordance with applicable due process standards and privacy laws;
7. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
8. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy, procedure, or code has been violated.

The past sexual history of the complainant and respondent must be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

### **Subpart B. Relationship to parallel proceedings**

In general, college, university, and system office investigation and disciplinary procedures for allegations of sexual violence and sexual harassment (as defined by Title IX) will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is ongoing. If a college or university is aware of a

criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for college, university, and system office procedures.

### **Subpart C. Memorandum of understanding with local law enforcement**

Each college or university shall enter into a memorandum of understanding with the primary law enforcement agencies that serve their campus(es). Prior to the start of each academic year, each college or university shall distribute an electronic copy of the MOU to all employees on the campus that are subject to the memorandum. Colleges and universities are exempt from the MOU requirement if they and local or county law enforcement agencies establish a sexual assault protocol team to facilitate effective cooperation and collaboration between the college or university and law enforcement.

### **Subpart D. False statements prohibited**

Colleges, universities, and the system office take allegations of sexual violence and sexual harassment (as defined by Title IX) very seriously and recognize the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence, or who provides false information during the investigation of such a complaint or report, may be subject to discipline or, under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

### **Subpart E. Sanctions**

Sanctions that may be imposed if a finding is made that sexual violence and sexual harassment (as defined by Title IX) has occurred include, but are not limited to, discipline up to and including suspension, or expulsion of students, or discipline, up to and including termination from employment, as provided in the applicable bargaining agreement or compensation plan, for employees. The appropriate sanction will be determined on a case-by-case basis, taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

Witnesses or victims who report in good faith an incident of sexual violence will not be sanctioned by the college, university, or system office for admitting in the report to a violation of the student conduct policy on the use of alcohol or drugs.

### **Subpart F. Retaliation prohibited**

Actions by a student or employee intended as retaliation, reprisal, or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.



## Part 7. Investigation and Resolution

The college, university or system office has a duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.3, conduct investigations and take appropriate action to prevent recurring misconduct.

### Subpart A. Informal Resolution

A college or university may offer an informal resolution process if a formal complaint is filed and after providing both parties a notice of allegations. The parties must voluntarily consent, in writing, to the informal resolution process. At any time before agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the process with respect to the formal complaint. This procedure neither prevents nor requires the use of informal resolution by individuals who believe they have been subject to conduct in violation of Board Policy 1B.3. Informal resolution shall not be used to resolve allegations that an employee sexually harassed a student.

### 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 Title IX Coordinator must be contacted in order to initiate a complaint under this procedure. The Title IX Coordinator shall determine the process used in each complaint based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The Title IX Coordinator shall:
  - a. determine whether the complaint is one which should be processed through another system office, college or university procedure available to the complainant;
  - b. if appropriate, direct the complainant to that procedure as soon as possible; and
  - c. for sexual harassment complaints, (as defined by Title IX), determine whether or not the complaint involves the education program or activity of the college or university and whether the incident occurred in the United States.
2. **Conflicts.** The Title IX Coordinator should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the Title IX Coordinator, for the decision-maker, and/or for any person designated to facilitate an informal resolution for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another Title IX Coordinator, decision-maker, or person facilitating an informal resolution must be assigned.

3. **Information provided to complainant.** At the time the complaint is made, the Title IX Coordinator shall:
  - a. inform the complainant of the provisions of the Board Policy 1B.3 and this procedure;
  - b. provide a copy of or Web address for Board Policy 1B.3 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;
  - d. inform the complainant of the provisions of Board Policy 1B.3 prohibiting retaliation;
  - e. discuss the availability of supportive measures; and
  - f. explain the process for filing a formal Title IX complaint
4. **Complaint documentation.** The Title IX Coordinator shall insure that the complaint is documented in writing. The Title IX Coordinator 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 Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:
  - a. provide a copy of or Web address for Board Policy 1B.3 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 Title IX Coordinator, 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;
  - e. discuss the availability of supportive measures;
  - f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
  - g. utilize the template notice of allegations.
6. **Investigatory process.** The Title IX Coordinator 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;
- e. handle all data in accordance with applicable federal and state privacy laws
- f. include an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence.
- g. Presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation process.
- h. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- i. For formal Title IX complaints, before completing the investigation report, send to both the complainant and the respondent and their advisors, if any, the evidence subject to inspection and review. Both the complainant and the respondent must have at least ten (10) calendar days to submit a written response to the evidence, which the Title IX Coordinator will consider before completing the investigative report. Both parties and their advisors may use the information solely for purposes of proceedings pursuant to this policy.
- j. Create an investigative report that fairly summarizes relevant evidence and, at least ten (10) calendar days prior to a formal hearing, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

## 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 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 Title IX Coordinator may determine that there is no basis to proceed under Board Policy 1B.3. The Title IX Coordinator may refer the complaint as appropriate to other college or university officials. If the conduct alleged in the formal Title IX complaint would not constitute Title IX sexual harassment even if proved, did not occur in the college or university's education program or activity, or did not occur against a person in the United States, then the college or university must dismiss the formal complaint. The college or university may dismiss a formal Title IX complaint or any allegations therein any time during the investigation or hearing if a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the college or university; or specific circumstances prevent the college or university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The college or university must promptly notify both the complainant and the respondent of any dismissal.
9. **Timely completion.** Colleges, universities and the system office shall provide resources sufficient to complete the investigative process and issue a written response in a timely manner after a complaint is made, unless reasonable cause for delay exists. Reasonable cause may include considerations such as the absence of the party, a party's advisor or a witness; concurrent law enforcement activity or the need for language assistance or accommodation of disabilities. The Title IX Coordinator shall notify the complainant and respondent if the written response is not expected to be issued within a timely manner. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

#### **Subpart D. Decision process**

If the above methods, including the informal resolution process, have not resolved the complaint within a reasonable period of time to the satisfaction of the Title IX Coordinator, the procedures in this subpart must be followed.

1. **Title IX Coordinator.** The Title IX Coordinator shall:
  - a. Prepare an investigation report.
  - b. Refer the matter for a formal hearing.

2. **Formal Hearing.** Formal hearings for Title IX sexual harassment complaints will be conducted by the Office of Administrative Hearings pursuant to the rules for administrative hearings. If either the complainant or respondent does not have an advisor for the formal hearing, the college or university must provide an advisor without fee or charge to the complainant or respondent. Colleges and Universities shall maintain a roster of advisors for this purpose. The role of the advisor for the respondent is to conduct cross-examination on behalf of the respondent. At the conclusion of the formal hearing, the administrative law judge will issue a written recommendation for a final decision made by the college or university decision-maker.
3. **Decision-maker.** After receiving the report and recommendation prepared by the administrative law judge, the decision-maker shall:
  - a. Decide whether the policy has been violated; and
  - b. On appropriate sanctions if the policy has been violated;
  - c. Issue a written determination that must include:
    1. identification of the allegations potentially violating this policy;
    2. a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearing help;
    3. findings of fact supporting the determination;
    4. conclusions regarding application of the policy to the facts;
    5. a statement of, and rationale, for the result as to each allegation, including determination regarding responsibility, any disciplinary sanctions the college or university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the college or university's education program or activity will be provided by the college or university to the complainant; and
    6. the college or university's procedures and permissible bases for the complainant and respondent to appeal.

The written determination may satisfy these elements by adopting portions of the report and recommendation. The decision-maker must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the college or university provides the parties with written determination of the result of the appeal; or if an appeal is filed; or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The college, university, or system office shall take the appropriate corrective action based on results of the investigation, and the Title IX Coordinator 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 1B.3, as well as allegations of retaliation. Disciplinary action for students may include any sanctions the college or university imposes for any student conduct matters, up to and including expulsion. Disciplinary action for employees may include any discipline allowed under the applicable collective bargaining agreement or personnel plan, up to and including termination.

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 college, university, or system office. In accordance with state law, the college, university, or system office is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Minnesota Management and Budget 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 decision-maker. An appeal must be filed in writing with the president or designee within ten (10) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were 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 decision-maker. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

### **Subpart B. Appeal process**

The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter, and a conflict of interest or bias by the Title IX Coordinator, or decision-maker that affected the outcome of the matter. 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 must be made within a reasonable time and the complainant, respondent and Title IX Coordinator must 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 colleges, universities, and system office 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.3 and this procedure. All colleges, universities, and the system office shall promote awareness of Board Policy 1B.3 and this procedure, and shall publicly identify the Title IX Coordinator. A college or university must ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution policy, received training on Title IX sexual harassment complaints. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process on handling formal Title IX complaints must be made publicly available on the college or university's website.

## **Sexual Violence Prevention and Education**

### **Subpart A. Campus-wide training**

Colleges, universities, and the system office shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents;
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided with this training;

Emphasize in their educational programs the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

### **Subpart B. Other training and education**

Colleges and universities and affiliated student organizations are encouraged to develop educational programs, brochures, posters, and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or if they learn of such an incident.

### **Subpart C. Training for other individuals charged with decision-making authority**

Prior to serving as either an investigator or decision-maker for complaints under this procedure, administrators shall complete investigator or decision-maker training provided by the system office.

Investigators/decision-makers, campus security officers, and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

## **Part 10. Maintenance of Report/Complaint Procedure Documentation**

During and upon the completion of the complaint process, the complaint file must be maintained in a secure location in the office of the Title IX Coordinator for the college, university or system office, for a period of seven (7) years, in accordance with the applicable records retention schedule. Access to data must 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, and other applicable law. Information on reports of incidents of sexual violence that are made to campus security authorities must be documented in accordance with the Jeanne Clery disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 U.S.C. § 1092 (f). The information will be used to report campus crime statistics on college and university campuses as required by the Clery Act.

Each college, university and the system office shall annually report statistics on sexual assaults to the Minnesota Office of Higher Education. Additionally, the report must be published on each college and university website in accordance with state law.

### **Sexual Violence Complaint Form**

<https://www.smsu.edu/campuslife/publicsafety/submit-sexual-violence-complaint.html>



## SMSU Sexual Violence Complaint Form

**In the event of an EMERGENCY contact the Marshall police department by dialing 911 to report crimes, or incidents involving imminent threat of harm, and immediately contact Public Safety at (507) 537-7252. Contacting the police does not require you to pursue legal action.**

Thank you for reporting. Your safety is of the utmost importance to us. This form may be used by anyone to report information to the Southwest Minnesota State University, Title IX Office related to an alleged violation of Sexual Misconduct as outlined by the Student Code of Conduct. Students, employees, faculty, vendors, visitors or other concerned individuals may use this form to informally or anonymously report specific information related to Sexual Misconduct.

Southwest Minnesota State University prohibits Sexual Misconduct of various forms including but not limited to: sexual harassment, sexual assault, sexual exploitation, dating/relationship violence, stalking and related retaliation.

It is recommended that complainants complete the entire form. If the form is not completed thoroughly, the Investigation Office's investigation and response may be limited. It is the choice of the complainant whether to remain anonymous or not. If the report does not contain specific information, the ability of the University to respond may be limited.

Witness and/or victim of an incident of sexual assault who reports the incident in good faith shall not be sanctioned by the institution for admitting in the report to a violation of the institution's student conduct policy on the personal use of drugs or alcohol as covered under Statute 135A.15 Subd 3.

Once the report is received, the Title IX Coordinator will review the report and determine appropriate next steps. Please know that you and any witnesses you identify in the report may be contacted to provide additional information.

Reporting an incident to the Title IX Office does not necessitate that a formal investigation process must be pursued; please refer to the Student Code of Conduct – Title IX Procedure for more specific information.

This form is not a confidential source. Information reported to the Assistant VP for Equity & Inclusion/ Campus Diversity Officer (507-537-6657) may be shared on a need to know basis.

This system may not be reviewed on evenings, weekends or holidays. Typically submissions will be viewed on the next business day.

**Section 1. Contact Information**

- a. Your Full Name:
  
- b. Your Title/Position:
  
- c. Your Phone Number:
  
- d. Your Email Address:

**Section 2. Incident Description**

- a. Date of Incident:
  
- b. Time of Incident:
  
- c. Location of Incident (Circle one): On Campus / Off Campus
  
- d. Specific Location:
  
- e. The following information is needed to proceed with an investigation that could lead to student or employee discipline. Information must be truthful; any individual knowingly providing false information may be subject to disciplinary sanctions and legal action. Complaints that are later found not to violate policy are not assumed to be false. PLEASE PROVIDE AS MUCH FACTUAL DETAIL AS POSSIBLE (WHO, WHAT, WHERE, WHEN, HOW IT HAPPENED).

**Section 3. Involved Parties**

- a. Involved Party Member #1 Name:
  
- b. Involved Party Member #1 Gender (Circle One): Male / Female
  
- c. Involved Party Member #1 Role (Circle One):
  - I. Victim/Survivor
  - II. Offender/Accused
  - III. Witness
  - IV. Uninvolved Third Party
  
- d. Involved Party Member #1 Phone Number:
  
- e. Involved Party Member #1 email:
  
  
- f. Involved Party Member #2 Name:
  
- g. Involved Party Member #2 Gender (Circle One): Male / Female
  
- h. Involved Party Member #2 Role (Circle One):
  - I. Victim/Survivor
  - II. Offender/Accused
  - III. Witness
  - IV. Uninvolved Third Party
  
- i. Involved Party Member #2 Phone Number:
  
- j. Involved Party Member #2 email:

k. Involved Party Member #3 Name:

l. Involved Party Member #3 Gender (Circle One): Male / Female

m. Involved Party Member #3 Role (Circle One):

- I. Victim/Survivor
- II. Offender/Accused
- III. Witness
- IV. Uninvolved Third Party

n. Involved Party Member #3 Phone Number:

o. Involved Party Member #3 email:

p. Involved Party Member #4 Name:

q. Involved Party Member #4 Gender (Circle One): Male / Female

r. Involved Party Member #4 Role (Circle One):

- I. Victim/Survivor
- II. Offender/Accused
- III. Witness
- IV. Uninvolved Third Party

s. Involved Party Member #4 Phone Number:

t. Involved Party Member #4 email:

u. Do you have additional Involved Members to submit (Circle one): Yes / No

**Section 4. Additional Information**

a. Please provide any additional information that may be helpful.

b. Please list any other offices or agencies that have been made aware of this incident.

c. Do you have photo, video, email or other supporting documents that you would like to submit with the incident report? Please SMSU.HR@smsu.edu with documents or we will contact you if your information was shared above. (Circle One) YES / NO

d. Are you submitting this as a formal complaint that you wish SMSU to investigate? (Circle One)  
Yes / No / Unsure



Sexual Violence Complaint Form

This form is intended for use by students, employees, faculty, vendors, visitors or other concerned parties to informally or anonymously report specific information related to incident(s) of sexual misconduct, dating/relationship violence and/or stalking.

For the victim/survivor reporting, it is your choice whether to remain anonymous, please know doing so may limit the system's ability to address the matter and assist you. We strongly encourage you to access available resources, such as Sexual Offense Services, St. Paul, MN 651-266-1000; Sexual Violence Center, Minneapolis, MN 612-871-5111; Hennepin County Medical Center (HCMC), 701 Park Avenue, Minneapolis, MN, Sexual Assault Resource Service (SARS) 612-873-5832; Regions Hospital, 640 Jackson Street, St. Paul, MN Sexual Offense Services 651-254-3584; and the National Domestic Violence 24-hour Hotline (800-799-7233).

If you wish to identify yourself, please fill in the information listed below. If the person completing this form is the victim/survivor, you may choose to identify yourself or not. If you are a third party who is not the victim, please indicate the name of the victim and contact information below.

Date Filed: [ ] Date of Alleged Incident: [ ]
A. Name: [ ]
B. Check One: [ ] Student [ ] Employee [ ] Other: [ ]
C. Contact Information:
Phone: [ ] Email: [ ]
Home Address: [ ]
Campus Address: [ ]
D. Contact Information of Victim if Not Self-reporting:
Phone: [ ] Email: [ ]
Home Address: [ ]
Campus Address: [ ]
E. NAME OF INDIVIDUAL(S) you believe engaged in violence toward you: [ ]
F. LIST ANY WITNESSES: [ ]

Sexual Violence Complaint Form - Page 2

G. LIST ANY OTHERS WITH KNOWLEDGE OF THE INCIDENT(S): [ ]

H. DESCRIPTION OF COMPLAINT
Please list the sequence of events, including dates, if possible, along with any relevant facts, statements and/or evidence currently known to you.

[ ]

Return to Renée Hogoboom, System Director of Investigations at renee.hogoboom@so.mnscu.edu or

Renée Hogoboom, System Director of Investigations
Minnesota State
30 7th Street East, Suite 350
St Paul, MN 55101

Minnesota State is an affirmative action, equal opportunity employer and educator.

E. Minnesota State's Access and Accommodation for Individuals with Disabilities Policy, 1B.4

Part 1. Policy Statement.

Minnesota State Colleges and Universities is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The system recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the system's programs, services and activities.

Part 2. Definitions. An individual with a disability:

Subpart A.

An individual with a disability:

- 1. Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities.

2. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that materially limits one or more major life activities.

### **Subpart B.**

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

### **Subpart C.**

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

## **Part 3. General Access Policy.**

Colleges, universities and the system office shall provide access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

## **Part 4. Availability and Notice.**

Colleges, universities, and the system office shall post notices to the public in an accessible format stating 1) prohibition against discrimination on the basis of disability, and 2) contact information for the person designated to provide information about or respond to requests for reasonable accommodation.

## **Part 5. Reasonable Accommodations.**

### **Subpart A. Programs, Services, and Activities.**

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

## **Subpart B. Employment.**

System Procedure 1B.0.1, Reasonable Accommodations in Employment, applies to accommodation requests by employees and applicants for employment.

## **Part 6. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities**

Colleges and universities have a responsibility to provide a qualified student with a disability access to services and activities that are operated or sponsored by the institution or that receive significant assistance from the institution. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be available to qualified students with disabilities:

1. support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services;
2. academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, program advising, course work assistance, testing assistance and modification, and tutoring; and
3. coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

## **Part 7. Process.**

Each college and university shall establish a process for an individual with a disability to request an accommodation to access the institution's programs, services, or activities consistent with state and federal laws. The process for individuals with disabilities to request an accommodation must, at a minimum include the following:

- a. Provide the requesting individual with a copy of Board Policy 1B.4.
- b. Assignment and identification of a staff member responsible for making a determination about the request for accommodation or the delivery of services.
- c. Provide a process for appealing a denial of a request for accommodation.

## **F. Minnesota State's Reasonable Accommodations in Employment System Procedure, 1B.0.1**

### **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 Minnesota State 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.

1. 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 Disabilities.**

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 individuals 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 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:

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

### **Subpart C. Undue Hardship**

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

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

### **Subpart D. Documentation.**

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

### **Request for Reasonable Accommodation Form**

<https://www.smsu.edu/administration/affirmativeaction/accommodations.html>



**Southwest Minnesota State University**

**Employee/Applicant Request for ADA Reasonable Accommodation Form**

<https://www.smsu.edu/administration/affirmativeaction/accommodations.html>

The Southwest Minnesota State University is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRA”). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Data Privacy Statement: This information may be used by your University Human Resources representative, ADA coordinator/designee, your University legal counsel or any other person who is authorized by your University to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, your University may refuse to provide reasonable accommodation.

**Southwest Minnesota State University  
Reasonable Accommodation Request Form**

**Questions to clarify accommodation requested.**

1. What specific accommodation are you requesting?
  
  
  
  
  
  
2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore.
  - a. If yes, please explain.

**Questions to document the reason for the accommodation request.** *(Please attach additional pages as necessary).*

1. What, if any job function are you having difficulty performing?
  
  
  
  
  
  
2. What, if any employment benefit are you having difficulty accessing?
  
  
  
  
  
  
3. What limitation as result of your physical or mental impairment is interfering with your ability to perform your job or access an employment benefit?
  
  
  
  
  
  
4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job?

**Southwest Minnesota State University  
Reasonable Accommodation Request Form**

**Information Pertaining to Medical Documentation**

In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee has a disability covered by the ADA and to assist in identifying an effective accommodation.

The ADA Coordinator/Designee in each University is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information.

**Genetic Information Nondiscrimination Act of 2008 Disclosure:** This authorization does not cover, and the information to be disclosed should not contain, genetic information. **“Genetic Information”** includes: Information about an individual’s genetic tests; information about genetic tests of an individual’s family members; information about the manifestation of a disease or disorder in an individual’s family members (family medical history); an individual’s request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Southwest Minnesota State University  
Reasonable Accommodation Request Form**

## G. Notice Under the Americans with Disabilities Act

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the Southwest Minnesota State University will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** Southwest Minnesota State University does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication:** Southwest Minnesota State University will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Southwest Minnesota State University programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** Southwest Minnesota State University will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Southwest Minnesota State University offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Southwest Minnesota State University, should contact the office of Laura O’Rourke, Campus Human Resource Officer as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Southwest Minnesota State University to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Southwest Minnesota State University is not accessible to persons with disabilities should be directed to Tony Nubile, Director of Facilities and Physical Plant, 505-537-7328, [tony.nubile@smsu.edu](mailto:tony.nubile@smsu.edu).

Southwest Minnesota State University will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.



## **H. Southwest Minnesota State University Grievance Procedure Under Title II of the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Southwest Minnesota State University. The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Laura O’Rourke, Campus Human Resource Officer  
Southwest Minnesota State University  
ADA Coordinator  
1501 State Street, Marshall, MN 56258

Within 15 calendar days after receipt of the complaint, Laura O’Rourke or her designee will meet or communicate with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting or communication, Laura O’Rourke or her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Southwest Minnesota State University and offer options for substantive resolution of the complaint.

If the response by Laura O’Rourke, Campus Human Resources Officer or her designee does not satisfactorily resolve the issue, the complainant and/or his/her/their designee may appeal the decision within 15 calendar days after receipt of the response to the President Kumara Jayasuriya or his designee.

Within 15 calendar days after receipt of the appeal, the President Kumara Jayasuriya or his designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the President Kumara Jayasuriya or his designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Laura O’Rourke, Campus Human Resources Officer or her designee, appeals to President Kumara Jayasuriya or his designee, and responses from these two offices will be retained by Southwest Minnesota State University for at least three years.

# I. Americans with Disabilities Act (“ADA”) Title II (non-employee) Reasonable Accommodation/Modification in Public Services, Programs or Activities Request Form

A Form is available at: <https://mn.gov/mmb-stat/equal-opportunity/ada/ada-accommodation-request-form-title-ii.pdf>

<p><b>m MINNESOTA</b></p> <p>_____ (Agency)  <b>Americans with Disabilities Act (“ADA”) Title II (non-employee)</b>  <b>Reasonable Accommodation/Modification in Public Services, Programs or Activities</b>  <b>Request Form</b></p> <p>The _____ (Agency) is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRHA”). The ADA Coordinator/Designee will review each request on an individualized, case-by-case, basis to determine whether an accommodation or modification can be made. Please do NOT send copies of medical records. The Agency is not authorized to have medical records and is not qualified to interpret medical records.</p> <p><b>General Information</b>  Date of Request: _____</p> <p><b>Person needing accommodation/modification</b>  Name: _____  Address: _____  Email: _____ Phone: _____</p> <p><b>Person making request (if different from person needing accommodation/modification)</b>  Name: _____  Email: _____ Phone: _____  Relationship to person needing accommodation/modification: _____</p> <p><b>Accommodation Information</b>  Date accommodation/modification is needed: _____  Address and/or room of accommodation/modification: _____  Type of accommodation/modification requested (please be specific):  _____</p> <p>How would you like to be notified of the status of your request?  <input type="radio"/> Phone <input type="radio"/> Email <input type="radio"/> Writing <input type="radio"/> Other (specify): _____</p> <p>If someone else has completed this form on your behalf and you want that person to be notified of the status of your request, please initial here: _____</p> <p><small>Updated 08/21/2019</small></p>	<p>All requests for accommodation/modification will be evaluated individually and a response to your request will be provided within one week of receipt.</p> <p><input type="checkbox"/> Check this box to sign this request form electronically:  By checking this box, I agree my electronic signature is the legal equivalent of my signature.</p> <p>Signature of Requestor: _____ Date: _____</p> <p style="text-align: center;"><b>OFFICE USE ONLY</b>  <b>RESPONSE TO REQUEST FOR ACCOMMODATION/MODIFICATION</b></p> <p>Date request received: _____</p> <p>The request for accommodation/modification is GRANTED. Below is a description of the accommodation/modification:  _____</p> <p>The request for accommodation/modification is DENIED because:</p> <p><input type="checkbox"/> The requester does not meet the essential eligibility requirements or qualifications for the program, service, or activity, without regard to disability.  <input type="checkbox"/> The requested accommodation/modification would impose an undue burden on the agency; and/or  <input type="checkbox"/> The requested accommodation/modification would fundamentally alter the nature of the service, program, or activity.</p> <p>Requester notified on: (date) _____ via: _____</p> <p>Additional notes:  _____</p> <p>ADA Coordinator:  Name: _____  Signature: _____ Date: _____</p> <p><small>Updated 08/21/2019</small></p>
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## **J. Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance**

A copy of the university's weather and emergency evacuation plans can be found at:

[https://www.smsu.edu/resources/webspaces/campuslife/publicsafety/SMSU\\_Emergency\\_Procedures.pdf](https://www.smsu.edu/resources/webspaces/campuslife/publicsafety/SMSU_Emergency_Procedures.pdf)

[https://www.smsu.edu/resources/webspaces/campuslife/publicsafety/SMSU\\_PublicSafetyEmergencySign\\_FINAL\\_Jul2016.pdf](https://www.smsu.edu/resources/webspaces/campuslife/publicsafety/SMSU_PublicSafetyEmergencySign_FINAL_Jul2016.pdf)

Knowledge and preparation by both individuals needing assistance and those who don't is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building.

Everyone has a responsibility to develop their own personal emergency evacuation plan, this includes individuals with disabilities or individuals who will need assistance during evacuation. The Americans with Disabilities Act Coordinator or designee in each college/university will work to develop a plan and consult the appropriate building and safety personnel.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact the college/university contact(s) below to request the type of assistance they may need.

**Name: Mike Munford**

**Title: Director of Public Safety**

**Email: [mike.munford@smsu.edu](mailto:mike.munford@smsu.edu)**

**Phone: 507-537-7858**

**Name: Dave Hemp**

**Title: Director of Environmental Health and Safety**

**Email: [dave.hemp@smsu.edu](mailto:dave.hemp@smsu.edu)**

**Phone: 507-537-6470**

**Name: David Volden**

**Title: Campus Security Officer**

**Email: [david.volden@smsu.edu](mailto:david.volden@smsu.edu)**

**Phone: 507-537-8197**

**Name: Jon Krogman**

**Title: Campus Security Officer**

**Email: [jon.krogman@smsu.edu](mailto:jon.krogman@smsu.edu)**

**Phone: 507-537-6113**

### **Evacuation Options:**

Individuals with disabilities have four basics, possibly five, evacuation options:

- **Horizontal evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
- **Stairway evacuation:** Using steps to reach ground level exits from building;
- **Shelter in place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. If the individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site responders. The shelter in place approach may be more appropriate for sprinkler protected buildings where an area of refuge is not nearby or available. It may be more appropriate for an individual who is alone when the alarm sounds;
- **Area of rescue assistance:** Identified areas that can be used as a means of egress for individuals with disabilities. These areas, located on floors above or below the building's exits, can be used by individuals with disabilities until rescue can be facilitated by emergency responders; and/or
- **For agencies equipped with an evacuation chair:** Evacuation chairs or a light-weight solution to descending stairways can be used and generally require single user operation. If a university is equipped with an evacuation chair, best practice indicates that all employees are trained and have practiced evacuating using an evacuation chair.

### **Evacuation Procedures for Individuals with Mobility, Hearing, or Visual Disabilities:**

Individuals with disabilities should follow the following procedures:

- **Mobility disabilities (individuals who use wheelchairs or other personal mobility devices (“PMDs”)):** Individuals using wheelchairs should be accompanied to an area of rescue assistance by an employee or shelter in place when the alarm sounds. The safety and security staff will respond to each of the areas of rescue assistance every time a building evacuation is initiated to identify the individuals in these areas and notify to emergency responders how many individuals need assistance to safely evacuate.
- **Mobility disabilities (individuals who do not use wheelchairs):** Individuals with mobility disabilities, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the individual with a disability may choose to wait at the area of rescue assistance until emergency responders arrive to assist them.
- **Hearing disabilities:** The college/university’s buildings are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for individuals with who are deaf and/or hard of hearing. Individuals with hearing disabilities may not notice or hear emergency alarms and will need to be alerted of emergency situations.
- **Visual disabilities:** The college/university’s buildings are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn will alert individuals who are blind or have visual disabilities of the need to evacuate. Most individuals with visual disabilities will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the common traveled route, individuals with visual disabilities may need assistance in evacuating. The assistant should offer assistance, and if accepted, guide the individual with a visual disability through the evacuation route.

### **Severe Weather Evacuation Options:**

Individuals in need of assistance during an evacuation have three evacuation options based on their location in their building:

- **Horizontal evacuation:** If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;
- **Elevator evacuation:** If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or
- **Shelter in Place:** Seeking shelter in a designated severe weather shelter and remaining there until the all clear is used.

# Appendices

## Appendix A: Progress Report

Agency Name: Southwest Minnesota State University  
 Progress Towards Goals Report  
 Data Range: 04/01/2020-03/31/2022

Females (note: Promo = promotion)

Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Availability Female %	Total Hires & Promo #	Total Hired #	Male Hired #	Females Hired #	Un-known Hired #	Females Hired %	Total Promo #	Male Promo #	Females Promo #	Un-known Promo #	Female Promo %	Actual Female Hiring (%)	Female Had Goals in Prior AAP?	Female Goal Met?
Officials and Administrators	15	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Professionals	85	50	58.82%	45.13%	33	22	<10	16	<10	72.73%	11	<10	<10	<10	**.**%*	69.70%	-	-
Technicians	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Protective Services: Sworn	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Protective Services: Non-sworn	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Paraprofessionals	32	30	93.75%	42.66%	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Administrative Support	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No Hire/Prom

<b>Skilled Craft</b>	28	10	35.71%	29.74%	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Service Maintenance</b>	127	77	60.63%	43.10%	82	82	31	51	<10	62.20%	<10	<10	<10	<10	**.**%*	62.20%	-	-
<b>Faculty – Adjunct</b>	36	14	38.89%	42.38%	15	13	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Faculty – Fixed Term</b>	20	12	60.00%	43.17%	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Faculty – Tenure Track</b>	81	39	48.15%	59.80%	17	<10	<10	<10	<10	**.**%*	17	10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Faculty - Tenured</b>	15	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Total</b>	<b>441</b>	<b>246</b>	<b>55.78%</b>		<b>172</b>	<b>136</b>	<b>54</b>	<b>82</b>	<b>&lt;10</b>	<b>60.29%</b>	<b>36</b>	<b>18</b>	<b>18</b>	<b>&lt;10</b>	<b>50.00%</b>			

**Racial/Ethnic Minorities** (note: Promo = promotion; Mino = Racial/Ethnic Minorities)

<b>Job Category</b>	<b>Prior AAP Total Employee #</b>	<b>Prior AAP Total Mino #</b>	<b>Prior AAP Total Mino %</b>	<b>Prior AAP Availability Mino %</b>	<b>Total Hires &amp; Promo #</b>	<b>Total Hired #</b>	<b>Non-Mino Hired #</b>	<b>Mino Hired #</b>	<b>Un-known Hired #</b>	<b>Mino Hired %</b>	<b>Total Promo #</b>	<b>Non-Mino Promo #</b>	<b>Mino Promo #</b>	<b>Un-known Promo #</b>	<b>Mino Promo %</b>	<b>Actual Mino Hiring (%)</b>	<b>Mino Had Goals in Prior AAP?</b>	<b>Mino Goal Met?</b>
<b>Officials and Administrators</b>	15	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Professionals</b>	85	<10	**.**%*	**.**%*	33	22	19	<10	<10	**.**%*	11	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Technicians</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Protective Services: Sworn</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-

<b>Protective Services: Non-sworn</b>	<10	<10	**.**% **.**%	<10	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Paraprofessionals</b>	32	<10	**.**% **.**%	<10	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Administrative Support</b>	<10	<10	**.**% **.**%	<10	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Skilled Craft</b>	28	<10	**.**% **.**%	<10	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Service Maintenance</b>	127	<10	**.**% **.**%	82	82	73	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	Yes	No
<b>Faculty – Adjunct</b>	36	<10	**.**% **.**%	15	13	11	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	Yes	No
<b>Faculty – Fixed Term</b>	20	<10	**.**% **.**%	<10	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Faculty – Tenure Track</b>	81	<10	**.**% **.**%	17	<10	<10	<10	<10	<10	**.**% **.**%	17	12	<10	<10	**.**% **.**%	Yes	No
<b>Faculty - Tenured</b>	15	<10	**.**% **.**%	<10	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Total</b>	<b>441</b>	<b>34</b>	<b>7.71%</b>		<b>172</b>	<b>136</b>	<b>119</b>	<b>15</b>	<b>&lt;10</b>	<b>11.03%</b>	<b>36</b>	<b>27</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%</b>		

**Individuals with Disabilities** (note: Promo = promotion; IwD = Individuals with disabilities)

<b>Job Category</b>	<b>Prior AAP Total Employee #</b>	<b>Prior AAP Total IwD #</b>	<b>Prior AAP Total IwD %</b>	<b>Prior AAP Availability IwD %</b>	<b>Total Hires &amp; Promo #</b>	<b>Total Hired #</b>	<b>IwD Hired #</b>	<b>Non-IwD Hired #</b>	<b>Un-known Hired #</b>	<b>IwD Hired %</b>	<b>Total Promo #</b>	<b>Non-IwD Promo #</b>	<b>IwD Promo #</b>	<b>Un-known Promo #</b>	<b>IwD Promo %</b>	<b>Actual IwD Hiring (%)</b>	<b>IwD Had Goals in Prior AAP?</b>	<b>IwD Goal Met?</b>
<b>Officials and Administrators</b>	15	<10	**.**% **.**%	<10	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**%	-	-



<b>Professionals</b>	85	<10	**.**% **.**%	33	22	20	<10	<10	**.**% **.**%	11	<10	<10	<10	**.**% **.**%	-	-
<b>Technicians</b>	<10	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Protective Services: Sworn</b>	<10	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Protective Services: Non-sworn</b>	<10	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Paraprofessionals</b>	32	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Administrative Support</b>	<10	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Skilled Craft</b>	28	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Service Maintenance</b>	127	<10	**.**% **.**%	82	82	80	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	Yes	No
<b>Faculty – Adjunct</b>	36	<10	**.**% **.**%	15	13	12	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Faculty – Fixed Term</b>	20	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Faculty – Tenure Track</b>	81	<10	**.**% **.**%	17	<10	<10	<10	<10	**.**% **.**%	17	16	<10	<10	**.**% **.**%	-	-
<b>Faculty - Tenured</b>	15	<10	**.**% **.**%	<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	-	-
<b>Total</b>	<b>441</b>	<b>12</b>	<b>2.72%</b>	<b>172</b>	<b>136</b>	<b>130</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%</b>	<b>36</b>	<b>32</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%</b>		

**Veterans** (note: Promo = promotion; VET = Veterans)

Job Category	Prior AAP Total Employee #	Prior AAP Total VET #	Prior AAP Total VET %	Prior AAP Availability VET %	Total Hires & Promo #	Total Hired #	VET Hired #	Non-VET Hired #	Un-known Hired #	VET Hired %	Total Promo #	Non-VET Promo #	VET Promo #	Un-known Promo #	VET Promo %	Actual VET Hiring (%)	VET Had Goals in Prior AAP?	VET Goal Met?
Officials and Administrators	15	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Professionals	85	<10	**.**%*	**.**%*	33	22	12	<10	<10	**.**%*	11	<10	<10	<10	**.**%*	**.**%*	Yes	Yes
Technicians	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Protective Services: Sworn	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Protective Services: Non-sworn	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Paraprofessionals	32	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Administrative Support	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Skilled Craft	28	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Service Maintenance	127	<10	**.**%*	**.**%*	82	82	29	<10	52	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Faculty – Adjunct	36	<10	**.**%*	**.**%*	15	13	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Faculty – Fixed Term	20	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	Yes

<b>Faculty – Tenure Track</b>	81	<10	**.**% **.**%		17	<10	<10	<10	<10	**.**% **.**%	17	<10	<10	16	**.**% **.**%	**.**% **.**%	-	-
<b>Faculty - Tenured</b>	15	<10	**.**% **.**%		<10	<10	<10	<10	<10	**.**% **.**%	<10	<10	<10	<10	**.**% **.**%	**.**% **.**%	-	-
<b>Total</b>	<b>441</b>	<b>&lt;10</b>	<b>**.**% **.**%</b>		<b>172</b>	<b>136</b>	<b>59</b>	<b>&lt;10</b>	<b>74</b>	<b>**.**% **.**%</b>	<b>36</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>28</b>	<b>**.**% **.**%</b>			

## Appendix B: Separation Analysis

Data Range Dates: 04/01/2020-03/31/2022

Sep Type 1: The percentages by protected group within a separation type (the denominator is the total number of the separation type).

Sep Type 2: The percentages by separation Type within a protected group (the denominator is the total number of the protected group).

**Total Separations** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	**.*%*	**.*%*	**.*%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	**.*%*	**.*%*	**.*%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	50.75%	41.18%	42.42%	**.*%*	**.*%*	**.*%*	**.*%*	**.*%*	**.*%*
Retirement	19.40%	**.*%*	**.*%*	**.*%*	**.*%*	**.*%*	**.*%*	0.00%	0.00%
Termination	**.*%*	**.*%*	**.*%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.*%*	**.*%*	**.*%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>49.25%</b>	<b>100.00%</b>	<b>**.*%*</b>	<b>**.*%*</b>	<b>**.*%*</b>	<b>**.*%*</b>	<b>**.*%*</b>	<b>**.*%*</b>

**Officials and Administrators** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Professionals** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	53.57%	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>57.14%</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Administrative Support** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Service Maintenance** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%
Retirement	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>



**Faculty – Adjunct** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty – Fixed Term** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	0.00%	0.00%	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty – Tenure-Track** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty – Tenured** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

## Appendix C: Job Category Analysis

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000957	State University Mgmt Officer
002523	Physical Plant Manager
007853	MnSCU Admin-3
007856	MnSCU Admin-6
007857	MnSCU Admin-7
007858	MnSCU Admin-8
007859	MnSCU Admin-9
007860	MnSCU Admin-10
007862	MnSCU Admin-12
007863	MnSCU Admin-13

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000141	Buyer 2
000561	Psychologist 2
000577	Information Officer 3
000647	Information Officer 2
000979	Accounting Officer Inter

<b>Job Code</b>	<b>Job Title</b>
001423	Human Resources Specialist 2
001486	Human Resources Technician 2
003115	Facilities Construction Coord
003424	Small Business Asst Coordinator
003583	Information Technology Spec 1
003584	Information Technology Spec 2
003585	Information Technology Spec 3
003586	Information Technology Spec 4
003608	State Prog Admin Coordinator
007810	MSUAASF Range B
007811	MSUAASF Range C
007812	MSUAASF Range D
007813	MSUAASF Range E

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
000270	Electronic Technician

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
003458	Campus Security Officer

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000308	Library Technician
000865	College Laboratory Assistant 1

**Administrative Support** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000148	Cashier
000632	Account Clerk Senior
003626	Office Specialist
003627	Office & Admin Special
003628	Office & Admin Special Interme
003629	Office & Admin Special Senior
003630	Office & Admin Special Prin

<b>Job Code</b>	<b>Job Title</b>
003634	Central Svcs Admin Spec Prin
003635	Customer Svc Special
003636	Customer Svc Special Intermed
003637	Customer Svc Special Senior
003638	Customer Svc Special Principal

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
000132	Building Maintenance Supervisor
000490	Painter
000525	Plant Mntc Engineer
001019	Refrigeration Mechanic
003452	Electrician Master Record
003453	Plumber-Master In Charge

**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
000328	Groundskeeper



<b>Job Code</b>	<b>Job Title</b>
000860	Building Services Supv
000861	Building Services Manager
001035	Grounds & Roads Mntc Supv
001599	Groundskeeper Inter
001725	General Maintenance Worker
001728	General Maintenance Wrkr Lead

**Faculty - Adjunct** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
007801	State Univ Adjunct Non-Unit
007830	State Univ Adjunct Unit

**Faculty – Fixed Term** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
007846	State University Faculty

**Faculty – Tenure Track** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
007846	State University Faculty

**Faculty - Tenured** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
007846	State University Faculty

**Appendix D: Feeder Jobs**

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000577	Professionals	Information Officer 3	0.58%	0.00%	0.00%	0.00%
000957	Officials/Administrators	State University Mgmt Officer	0.58%	0.00%	0.00%	0.00%
002523	Officials/Administrators	Physical Plant Manager	0.00%	0.00%	0.00%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	0.00%	0.00%	0.00%
007811	Professionals	MSUAASF Range C	11.70%	2.92%	1.75%	0.00%
007812	Professionals	MSUAASF Range D	3.51%	1.17%	1.17%	0.58%
007813	Professionals	MSUAASF Range E	3.51%	0.58%	0.00%	0.58%
007846	Faculty	State University Faculty	30.41%	8.19%	1.75%	1.17%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007853	Officials/Administrators	MnSCU Admin-3	0.58%	0.00%	0.00%	0.00%
007856	Officials/Administrators	MnSCU Admin-6	0.58%	0.00%	0.58%	0.00%
007857	Officials/Administrators	MnSCU Admin-7	0.00%	0.00%	0.00%	0.00%
007858	Officials/Administrators	MnSCU Admin-8	0.00%	0.00%	0.00%	0.00%
007859	Officials/Administrators	MnSCU Admin-9	0.00%	0.58%	0.00%	0.00%
007860	Officials/Administrators	MnSCU Admin-10	0.00%	0.00%	0.00%	0.00%
007862	Officials/Administrators	MnSCU Admin-12	0.58%	0.00%	0.00%	0.00%
007863	Officials/Administrators	MnSCU Admin-13	0.00%	0.00%	0.00%	0.00%
<b>Total</b>			<b>52.05%</b>	<b>13.45%</b>	<b>5.26%</b>	<b>2.34%</b>

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000141	Professionals	Buyer 2	1.39%	0.00%	0.00%	0.00%
000270	Technicians	Electronic Technician	0.00%	0.00%	0.00%	0.00%
000577	Professionals	Information Officer 3	1.39%	0.00%	0.00%	0.00%
000647	Professionals	Information Officer 2	0.00%	0.00%	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	2.78%	0.00%	0.00%	0.00%
000979	Professionals	Accounting Officer Inter	2.78%	0.00%	0.00%	0.00%
001423	Professionals	Human Resources Specialist 2	1.39%	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
001486	Professionals	Human Resources Technician 2	1.39%	0.00%	0.00%	0.00%
003115	Professionals	Facilities Construction Coord	0.00%	0.00%	0.00%	0.00%
003424	Professionals	Small Buiness Asst Coordinator	1.39%	0.00%	0.00%	0.00%
003583	Professionals	Information Technology Spec 1	0.00%	0.00%	0.00%	0.00%
003584	Professionals	Information Technology Spec 2	1.39%	1.39%	0.00%	0.00%
003585	Professionals	Information Technology Spec 3	2.78%	0.00%	1.39%	0.00%
003586	Professionals	Information Technology Spec 4	0.00%	0.00%	0.00%	0.00%
003608	Professionals	State Prog Admin Coordinator	1.39%	0.00%	0.00%	0.00%
007810	Professionals	MSUAASF Range B	8.33%	0.00%	0.00%	0.00%
007811	Professionals	MSUAASF Range C	27.78%	6.94%	4.17%	0.00%
007812	Professionals	MSUAASF Range D	8.33%	2.78%	2.78%	1.39%
Total			<b>62.50%</b>	<b>11.11%</b>	<b>8.33%</b>	<b>1.39%</b>

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000148	Office/Clerical	Cashier	2.63%	0.00%	0.00%	0.00%

<b>Job Code</b>	<b>EEO Category</b>	<b>Job Title</b>	<b>Weighted Female %</b>	<b>Weighted Minority %</b>	<b>Weighted lwd %</b>	<b>Weighted VET %</b>
000270	Technicians	Electronic Technician	0.00%	0.00%	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	5.26%	0.00%	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	5.26%	0.00%	0.00%	0.00%
001486	Professionals	Human Resources Technician 2	2.63%	0.00%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	2.63%	0.00%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	2.63%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	10.53%	0.00%	0.00%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	34.21%	0.00%	0.00%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	5.26%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	2.63%	0.00%	0.00%	0.00%
003635	Office/Clerical	Customer Svc Special	2.63%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	2.63%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	10.53%	0.00%	0.00%	0.00%
003638	Office/Clerical	Customer Svc Special Principal	5.26%	2.63%	0.00%	0.00%
<b>Total</b>			<b>94.74%</b>	<b>2.63%</b>	<b>0.00%</b>	<b>0.00%</b>

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %	Weighted VET %
003458	Protective Service: Non-sworn	Campus Security Officer	0.00%	0.00%	50.00%	50.00%
Total			<b>0.00%</b>	<b>0.00%</b>	<b>50.00%</b>	<b>50.00%</b>

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %	Weighted VET %
000148	Office/Clerical	Cashier	2.63%	0.00%	0.00%	0.00%
000308	Para-Professionals	Library Technician	13.16%	0.00%	2.63%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	5.26%	0.00%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	2.63%	0.00%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	2.63%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	10.53%	0.00%	0.00%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	34.21%	0.00%	0.00%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	5.26%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	2.63%	0.00%	0.00%	0.00%
003635	Office/Clerical	Customer Svc Special	2.63%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	2.63%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	10.53%	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
003638	Office/Clerical	Customer Svc Special Principal	5.26%	2.63%	0.00%	0.00%
Total			<b>100.00%</b>	<b>2.63%</b>	<b>2.63%</b>	<b>0.00%</b>

**Administrative Support** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000148	Office/Clerical	Cashier	1.89%	0.00%	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	3.77%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	18.87%	1.89%	0.00%	0.00%
003626	Office/Clerical	Office Specialist	1.89%	0.00%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	1.89%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	7.55%	0.00%	0.00%	0.00%
003629	Office/Clerical	Office & Admin Special Senior	24.53%	0.00%	0.00%	0.00%
003630	Office/Clerical	Office & Admin Special Prin	3.77%	0.00%	0.00%	0.00%
003634	Office/Clerical	Central Svcs Admin Spec Prin	1.89%	0.00%	0.00%	0.00%
003635	Office/Clerical	Customer Svc Special	1.89%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	1.89%	0.00%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	7.55%	0.00%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
003638	Office/Clerical	Customer Svc Special Principal	3.77%	1.89%	0.00%	0.00%
Total			<b>81.13%</b>	<b>3.77%</b>	<b>0.00%</b>	<b>0.00%</b>

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000328	Service Maintenance	Groundskeeper	0.00%	0.00%	0.00%	0.00%
000490	Skilled Craft	Painter	0.00%	3.23%	0.00%	0.00%
000525	Skilled Craft	Plant Mntc Engineer	0.00%	0.00%	0.00%	0.00%
000860	Service Maintenance	Building Services Supv	0.00%	3.23%	0.00%	0.00%
000861	Service Maintenance	Building Services Manager	0.00%	0.00%	0.00%	0.00%
001019	Skilled Craft	Refrigeration Mechanic	0.00%	0.00%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	3.23%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	32.26%	3.23%	0.00%	0.00%
001728	Service Maintenance	General Maintenance Wrkr Lead	0.00%	0.00%	0.00%	0.00%
003452	Skilled Craft	Electrician Master Record	0.00%	0.00%	0.00%	0.00%
003453	Skilled Craft	Plumber-Master In Charge	0.00%	0.00%	0.00%	0.00%
Total			<b>35.48%</b>	<b>9.68%</b>	<b>0.00%</b>	<b>0.00%</b>



**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000328	Service Maintenance	Groundskeeper	0.00%	0.00%	0.00%	0.00%
000860	Service Maintenance	Building Services Supv	0.00%	3.85%	0.00%	0.00%
001599	Service Maintenance	Groundskeeper Inter	3.85%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	38.46%	3.85%	0.00%	0.00%
001728	Service Maintenance	General Maintenance Wrkr Lead	0.00%	0.00%	0.00%	0.00%
003458	Protective Service: Non-sworn	Campus Security Officer	0.00%	0.00%	3.85%	3.85%
Total			<b>42.31%</b>	<b>7.69%</b>	<b>3.85%</b>	<b>3.85%</b>

**Faculty - Adjunct** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	6.61%	1.65%	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	52.07%	5.79%	0.00%	0.00%
Total			<b>58.68%</b>	<b>7.44%</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty – Fixed Term** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	5.19%	1.30%	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	40.91%	4.55%	0.00%	0.00%
007846	Faculty: Fixed Term	State University Faculty	8.44%	1.30%	0.65%	0.00%
Total			<b>54.55%</b>	<b>7.14%</b>	<b>0.65%</b>	<b>0.00%</b>

**Faculty – Tenure Track** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007801	Faculty: Adjunct	State Univ Adjunct Non-Unit	5.19%	1.30%	0.00%	0.00%
007830	Faculty: Adjunct	State Univ Adjunct Unit	40.91%	4.55%	0.00%	0.00%
007846	Faculty: Fixed Term	State University Faculty	8.44%	1.30%	0.65%	0.00%
Total			<b>54.55%</b>	<b>7.14%</b>	<b>0.65%</b>	<b>0.00%</b>

**Faculty - Tenured** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
007846	Faculty: Tenure-Track	State University Faculty	61.11%	16.67%	0.00%	5.56%
Total			<b>61.11%</b>	<b>16.67%</b>	<b>0.00%</b>	<b>5.56%</b>

## Appendix E: Determining Availability

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	70.00%	44.71%	25.65%	4.67%	6.34%	31.30%	17.96%	3.27%	4.44%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 70% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	30.00%	52.05%	13.45%	5.26%	2.34%	15.61%	4.04%	1.58%	0.70%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>46.91%</b>	<b>21.99%</b>	<b>4.85%</b>	<b>5.14%</b>		

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	70.00%	57.76%	30.68%	4.93%	4.81%	40.43%	21.48%	3.45%	3.37%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 70% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	30.00%	62.50%	11.11%	8.33%	1.39%	18.75%	3.33%	2.50%	0.42%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>59.18%</b>	<b>24.81%</b>	<b>5.95%</b>	<b>3.78%</b>		

**Technicians** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	80.00%	46.17%	2.60%	6.51%	7.46%	36.94%	2.08%	5.21%	5.97%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 80% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	20.00%	94.74%	2.63%	0.00%	0.00%	18.95%	0.53%	0.00%	0.00%	Employee workforce for the job groups that constitute feeders to this job group.	Our three-year historical data demonstrate that 20% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>55.88%</b>	<b>2.61%</b>	<b>5.21%</b>	<b>5.97%</b>		

**Protective Services: Non-sworn** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	8.68%	24.96%	13.39%	5.78%	8.68%	24.96%	13.39%	5.78%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 100% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	0.00%	0.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job groups that constitute feeders to this job group.	Our three-year historical data demonstrate that 0% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>8.68%</b>	<b>24.96%</b>	<b>13.39%</b>	<b>5.78%</b>		

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	83.00%	52.61%	7.11%	1.71%	6.35%	43.66%	5.90%	1.42%	5.27%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 83% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	17.00%	100.00%	2.63%	2.63%	0.00%	17.00%	0.45%	0.45%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year historical data demonstrate that 17% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>60.66%</b>	<b>6.35%</b>	<b>1.86%</b>	<b>5.27%</b>		

**Administrative Support** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	65.00%	61.59%	13.38%	8.28%	3.72%	40.03%	8.70%	5.38%	2.42%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 65% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	35.00%	81.13%	3.77%	0.00%	0.00%	28.40%	1.32%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year historical data demonstrate that 35% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>68.43%</b>	<b>10.02%</b>	<b>5.38%</b>	<b>2.42%</b>		

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	75.00%	9.54%	12.69%	6.28%	9.09%	7.16%	9.52%	4.71%	6.82%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 75% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	25.00%	35.48%	9.68%	0.00%	0.00%	8.87%	2.42%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year historical data demonstrate that 25% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>16.03%</b>	<b>11.94%</b>	<b>4.71%</b>	<b>6.82%</b>		

**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	70.00%	33.34%	13.97%	8.57%	6.13%	23.34%	9.78%	6.00%	4.29%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 70% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	30.00%	42.31%	7.69%	3.85%	3.85%	12.69%	2.31%	1.15%	1.15%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year historical data demonstrate that 30% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>36.03%</b>	<b>12.09%</b>	<b>7.15%</b>	<b>5.44%</b>		

**Faculty - Adjunct** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	85.00%	46.62%	33.56%	5.63%	5.83%	39.63%	28.53%	4.78%	4.95%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 85% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	15.00%	58.68%	7.44%	0.00%	0.00%	8.80%	1.12%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>48.43%</b>	<b>29.64%</b>	<b>4.78%</b>	<b>4.95%</b>		

**Faculty – Fixed Term** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	85.00%	46.62%	33.56%	5.63%	5.83%	39.63%	28.53%	4.78%	4.95%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 85% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	15.00%	54.55%	7.14%	0.65%	0.00%	8.18%	1.07%	0.10%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>47.81%</b>	<b>29.60%</b>	<b>4.88%</b>	<b>4.95%</b>		



**Faculty – Tenure Track** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	80.00%	46.62%	33.56%	5.63%	5.83%	37.30%	26.85%	4.50%	4.66%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 80% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	20.00%	54.55%	7.14%	0.65%	0.00%	10.91%	1.43%	0.13%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year historical data demonstrate that 20% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>48.21%</b>	<b>28.28%</b>	<b>4.63%</b>	<b>4.66%</b>		

**Faculty - Tenured** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	5.00%	46.62%	33.56%	5.63%	5.83%	2.33%	1.68%	0.28%	0.29%	The American Community Survey (2014-2018) complied by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year historical data demonstrate that 5% of our hires in these roles are from external sources.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your University.	95.00%	61.11%	16.67%	0.00%	5.56%	58.06%	15.83%	0.00%	5.28%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year historical data demonstrate that 95% of our hires in these roles are from internal movement.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>60.39%</b>	<b>17.51%</b>	<b>0.28%</b>	<b>5.57%</b>		

## Appendix F: Utilization-Goal Analysis

### Female

Job Categories	Total Number of Employee in Job Category	Total Number of Female Employee in the Job Category	% of Female Employee in the Job Category	Female Availability %	Female Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	14	<10	**.**%*	46.91%	Yes	46.91%
Professionals	80	51	63.75%	59.18%		
Technicians	<10	<10	**.**%*	55.88%	Monitor	
Protective Services: Non-sworn	<10	<10	**.**%*	8.68%	Monitor	
Paraprofessionals	<10	<10	**.**%*	60.66%		
Administrative Support	34	33	97.06%	68.43%		
Skilled Craft	<10	<10	**.**%*	16.03%	Yes	16.03%
Service Maintenance	26	11	42.31%	36.03%		
Faculty – Adjunct	121	71	58.68%	48.43%		
Faculty – Fixed Term	33	13	39.39%	47.81%	Yes	47.81%
Faculty – Tenure Track	18	11	61.11%	48.21%		
Faculty - Tenured	88	41	46.59%	60.39%	Yes	60.39%
Totals	431	242	56.15%			

### Racial/Ethnic Minorities

Job Categories	Total Number of Employee in Job Category	Total Number of Minority Employee in the Job Category	% of Minority Employee in the Job Category	Minority Availability %	Minority Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	14	<10	**.**%*	21.99%	Yes	21.99%
Professionals	80	<10	**.**%*	24.81%	Yes	24.81%
Technicians	<10	<10	**.**%*	2.61%	Monitor	
Protective Services: Non-sworn	<10	<10	**.**%*	24.96%	Monitor	
Paraprofessionals	<10	<10	**.**%*	6.35%	Monitor	
Administrative Support	34	<10	**.**%*	10.02%	Yes	10.02%
Skilled Craft	<10	<10	**.**%*	11.94%	Monitor	
Service Maintenance	26	<10	**.**%*	12.09%	Yes	12.09%
Faculty – Adjunct	121	<10	**.**%*	29.64%	Yes	29.64%
Faculty – Fixed Term	33	<10	**.**%*	29.60%	Yes	29.60%
Faculty – Tenure Track	18	<10	**.**%*	28.28%	Yes	28.28%
Faculty - Tenured	88	11	12.50%	17.51%	Yes	17.51%
Totals	431	39	9.05%			

**Individuals with Disabilities** (note: IwD = Individuals with disabilities)

Job Categories	Total Number of Employee in Job Category	Total Number of IwD Employee in the Job Category	% of IwD Employee in the Job Category	IwD Availability %	IwD Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	14	<10	**.**%**	4.85%	Monitor	
Professionals	80	<10	**.**%**	5.95%		
Technicians	<10	<10	**.**%**	5.21%	Monitor	
Protective Services: Non-sworn	<10	<10	**.**%**	13.39%	Monitor	
Paraprofessionals	<10	<10	**.**%**	1.86%	Monitor	
Administrative Support	34	<10	**.**%**	5.38%	Yes	5.38%
Skilled Craft	<10	<10	**.**%**	4.71%	Monitor	
Service Maintenance	26	<10	**.**%**	7.15%	Yes	7.15%
Faculty – Adjunct	121	<10	**.**%**	4.78%	Yes	4.78%
Faculty – Fixed Term	33	<10	**.**%**	4.88%	Monitor	
Faculty – Tenure Track	18	<10	**.**%**	4.63%	Monitor	
Faculty - Tenured	88	<10	**.**%**	0.28%		
Totals	431	14	3.25%			

**Veterans** (note: VET = Veterans)

Job Categories	Total Number of Employee in Job Category	Total Number of VET Employee in the Job Category	% of VET Employee in the Job Category	VET Availability %	VET Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	14	<10	**.**%**	5.14%	Monitor	
Professionals	80	<10	**.**%**	3.78%	Yes	3.78%
Technicians	<10	<10	**.**%**	5.97%	Monitor	
Protective Services: Non-sworn	<10	<10	**.**%**	5.78%	Monitor	
Paraprofessionals	<10	<10	**.**%**	5.27%	Monitor	
Administrative Support	34	<10	**.**%**	2.42%	Monitor	
Skilled Craft	<10	<10	**.**%**	6.82%	Monitor	
Service Maintenance	26	<10	**.**%**	5.44%	Yes	5.44%
Faculty – Adjunct	121	<10	**.**%**	4.95%	Yes	4.95%
Faculty – Fixed Term	33	<10	**.**%**	4.95%	Yes	4.95%
Faculty – Tenure Track	18	<10	**.**%**	4.66%	Monitor	
Faculty - Tenured	88	<10	**.**%**	5.57%	Yes	5.57%
Totals	431	<10	**.**%**			

## Appendix G. Region Definitions

Region	State Cd.	State Description	PUMA5CE	PUMA Name
Arrowhead	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
Arrowhead	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
Arrowhead	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
Central	27	Minnesota	900	Stearns County--St. Cloud City
Central	27	Minnesota	1000	Sherburne & Benton Counties
Central	27	Minnesota	1800	Wright County
East Central	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	55	Wisconsin	55101	Barron, Polk, Clark & Chippewa (North) Counties
Headwaters	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
Metro	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)

Metro	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
Metro	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
Metro	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
Metro	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro	27	Minnesota	1700	Carver & Scott (West) Counties
Metro Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)

Metro Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
Metro Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
Metro Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
Metro Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro Extended	27	Minnesota	1700	Carver & Scott (West) Counties
Metro Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
North Central	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
Northwest	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
Northwest Extended	38	North Dakota	500	Cass County--Fargo City
South Central	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
South Central	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
Southeast	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast	27	Minnesota	2500	Olmsted County--Rochester City

Southeast	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast Extended	27	Minnesota	2500	Olmsted County--Rochester City
Southeast Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	55	Wisconsin	900	La Crosse County
Southwest	27	Minnesota	2100	Southwest Minnesota
Southwest Central	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
State of MN	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN	27	Minnesota	800	West Central Minnesota
State of MN	27	Minnesota	900	Stearns County--St. Cloud City
State of MN	27	Minnesota	1000	Sherburne & Benton Counties
State of MN	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)

State of MN	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN	27	Minnesota	1800	Wright County
State of MN	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN	27	Minnesota	2100	Southwest Minnesota
State of MN	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN	27	Minnesota	2500	Olmsted County--Rochester City
State of MN	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Extended	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties



State of MN Extended	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Extended	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN Extended	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Extended	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN Extended	27	Minnesota	800	West Central Minnesota
State of MN Extended	27	Minnesota	900	Stearns County--St. Cloud City
State of MN Extended	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka

State of MN Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Extended	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Extended	27	Minnesota	1800	Wright County
State of MN Extended	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN Extended	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Extended	27	Minnesota	2100	Southwest Minnesota

State of MN Extended	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN Extended	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Extended	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	55101	Barron, Polk, Clark & Chippewa (North) Counties
State of MN Extended	38	North Dakota	500	Cass County--Fargo City
State of MN Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
State of MN Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
State of MN Plus E WI	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Plus E WI	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
State of MN Plus E WI	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Plus E WI	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN Plus E WI	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN Plus E WI	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Plus E WI	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN Plus E WI	27	Minnesota	800	West Central Minnesota
State of MN Plus E WI	27	Minnesota	900	Stearns County--St. Cloud City

State of MN Plus E WI	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Plus E WI	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN Plus E WI	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Plus E WI	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Plus E WI	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Plus E WI	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Plus E WI	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Plus E WI	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN Plus E WI	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN Plus E WI	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Plus E WI	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN Plus E WI	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Plus E WI	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN Plus E WI	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Plus E WI	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Plus E WI	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Plus E WI	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN Plus E WI	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities

State of MN Plus E WI	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Plus E WI	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN Plus E WI	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Plus E WI	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Plus E WI	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Plus E WI	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Plus E WI	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Plus E WI	27	Minnesota	1800	Wright County
State of MN Plus E WI	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN Plus E WI	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Plus E WI	27	Minnesota	2100	Southwest Minnesota
State of MN Plus E WI	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN Plus E WI	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN Plus E WI	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Plus E WI	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Plus E WI	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Plus E WI	55	Wisconsin	55102	St. Croix & Dunn Counties
Upper Minnesota Valley	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties

West Central	27	Minnesota	800	West Central Minnesota
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## Appendix H. Standard Occupational Classification Codes

<b>EE O Ca t</b>	<b>EEO Job Category Description</b>	<b>SOC Code</b>	<b>SOC Code Description</b>
<b>1</b>	Officials and Administrators	111021	MGR-GeneralAndOperationsManagers
<b>1</b>	Officials and Administrators	1110XX	MGR-ChiefExecutivesAndLegislators
<b>1</b>	Officials and Administrators	112021	MGR-MarketingManagers
<b>1</b>	Officials and Administrators	113012	MGR-AdministrativeServicesManagers
<b>1</b>	Officials and Administrators	113013	MGR-FacilitiesManagers
<b>1</b>	Officials and Administrators	113021	MGR-ComputerAndInformationSystemsManagers
<b>1</b>	Officials and Administrators	113031	MGR-FinancialManagers
<b>1</b>	Officials and Administrators	113121	MGR-HumanResourcesManagers
<b>1</b>	Officials and Administrators	113131	MGR-TrainingAndDevelopmentManagers
<b>1</b>	Officials and Administrators	119013	MGR-Farmers,Ranchers,AndOtherAgriculturalManagers
<b>1</b>	Officials and Administrators	119030	MGR-EducationAndChildcareAdministrators
<b>1</b>	Officials and Administrators	1191XX	MGR-OtherManagers

1	Officials and Administrators	131041	BUS-ComplianceOfficers
1	Officials and Administrators	131082	BUS-ProjectManagementSpecialists
1	Officials and Administrators	132011	FIN-AccountantsAndAuditors
1	Officials and Administrators	152031	CMM-OperationsResearchAnalysts
1	Officials and Administrators	212021	CMS-Directors,ReligiousActivitiesAndEducation
1	Officials and Administrators	2310XX	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
1	Officials and Administrators	431011	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
1	Officials and Administrators	436011	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
2	Professionals	111021	MGR-GeneralAndOperationsManagers
2	Professionals	112011	MGR-AdvertisingAndPromotionsManagers
2	Professionals	112021	MGR-MarketingManagers
2	Professionals	112022	MGR-SalesManagers
2	Professionals	112030	MGR-PublicRelationsAndFundraisingManagers
2	Professionals	113012	MGR-AdministrativeServicesManagers
2	Professionals	113013	MGR-FacilitiesManagers
2	Professionals	113021	MGR-ComputerAndInformationSystemsManagers
2	Professionals	113031	MGR-FinancialManagers



2	Professionals	1131 21	MGR-HumanResourcesManagers
2	Professionals	1131 31	MGR-TrainingAndDevelopmentManagers
2	Professionals	1190 21	MGR-ConstructionManagers
2	Professionals	1190 30	MGR-EducationAndChildcareAdministrators
2	Professionals	1190 70	MGR-EntertainmentAndRecreationManagers
2	Professionals	1190 81	MGR-LodgingManagers
2	Professionals	1191 11	MGR-MedicalAndHealthServicesManagers
2	Professionals	1191 51	MGR-SocialAndCommunityServiceManagers
2	Professionals	1191 XX	MGR-OtherManagers
2	Professionals	1310 22	BUS-WholesaleAndRetailBuyers,ExceptFarmProducts
2	Professionals	1310 23	BUS-PurchasingAgents,ExceptWholesale,Retail,AndFarmProducts
2	Professionals	1310 41	BUS-ComplianceOfficers
2	Professionals	1310 70	BUS-HumanResourcesWorkers
2	Professionals	1310 82	BUS-ProjectManagementSpecialists
2	Professionals	1311 11	BUS-ManagementAnalysts
2	Professionals	1311 21	BUS-MeetingConvention,AndEventPlanners
2	Professionals	1311 31	BUS-Fundraisers
2	Professionals	1311 51	BUS-TrainingAndDevelopmentSpecialists
2	Professionals	1311 61	BUS-MarketResearchAnalystsAndMarketingSpecialists
2	Professionals	1311 99	BUS-BusinessOperationsSpecialists,AllOther
2	Professionals	1320 11	FIN-AccountantsAndAuditors

2	Professionals	1320 31	FIN-BudgetAnalysts
2	Professionals	1320 70	FIN-CreditCounselorsAndLoanOfficers
2	Professionals	1512 11	CMM-ComputerSystemsAnalysts
2	Professionals	1512 41	CMM-ComputerNetworkArchitects
2	Professionals	1520 31	CMM-OperationsResearchAnalysts
2	Professionals	1710 12	ENG-LandscapeArchitects
2	Professionals	1730 1X	ENG-OtherDrafters
2	Professionals	1920 99	SCI-PhysicalScientists,AllOther
2	Professionals	1930 33	SCI-ClinicalAndCounselingPsychologists
2	Professionals	1930 51	SCI-UrbanAndRegionalPlanners
2	Professionals	1940 YY	SCI-OtherLife,Physical,AndSocialScienceTechnicians
2	Professionals	1950 10	SCI-OccupationalHealthAndSafetySpecialistsAndTechnicians
2	Professionals	2110 11	CMS-SubstanceAbuseAndBehavioralDisorderCounselors
2	Professionals	2110 12	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
2	Professionals	2110 19	CMS-Counselors,AllOther
2	Professionals	2110 29	CMS-SocialWorkersAllOther
2	Professionals	2110 92	CMS-ProbationOfficersAndCorrectionalTreatmentSpecialists
2	Professionals	2110 9X	CMS-OtherCommunityAndSocialServiceSpecialists
2	Professionals	2310 XX	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
2	Professionals	2510 00	EDU-PostsecondaryTeachers
2	Professionals	2520 10	EDU-PreschoolAndKindergartenTeachers

2	Professionals	2540 10	EDU-Archivists, Curators, And Museum Technicians
2	Professionals	2540 22	EDU-Librarians And Media Collections Specialists
2	Professionals	2540 31	EDU-Library Technicians
2	Professionals	2590 XX	EDU-Other Educational Instruction and Library Workers
2	Professionals	2710 2X	ENT-Other Designers
2	Professionals	2720 12	ENT-Producers And Directors
2	Professionals	2720 22	ENT-Coaches And Scouts
2	Professionals	2730 11	ENT-Broadcast Announcers And Radio Disc Jockeys
2	Professionals	2730 31	ENT-Public Relations Specialists
2	Professionals	2730 41	ENT-Editors
2	Professionals	2730 43	ENT-Writers And Authors
2	Professionals	2730 91	ENT-Interpreters And Translators
2	Professionals	2910 20	MED-Dentists
2	Professionals	2910 51	MED-Pharmacists
2	Professionals	2911 26	MED-Respiratory Therapists
2	Professionals	2911 2X	MED-Other Therapists
2	Professionals	2911 41	MED-Registered Nurses
2	Professionals	2912 10	MED-Physicians
2	Professionals	2920 10	MED-Clinical Laboratory Technologists And Technicians
2	Professionals	2990 00	MED-Other Healthcare Practitioners And Technical Occupations
2	Professionals	3390 21	PRT-Private Detectives And Investigators

2	Professionals	3990 31	PRS-ExerciseTrainersAndGroupFitnessInstructors
2	Professionals	3990 32	PRS-RecreationWorkers
2	Professionals	3990 41	PRS-ResidentialAdvisors
2	Professionals	4110 11	SAL-First-LineSupervisorsOfRetailSalesWorkers
2	Professionals	4130 91	SAL-SalesRepresentativesOfServices,ExceptAdvertising,Insurance,FinancialServices,AndTravel
2	Professionals	4310 11	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
2	Professionals	4330 31	OFF-Bookkeeping,Accounting,AndAuditingClerks
2	Professionals	4340 51	OFF-CustomerServiceRepresentatives
2	Professionals	4340 71	OFF-FileClerks
2	Professionals	4341 11	OFF-Interviewers,ExceptEligibilityAndLoan
2	Professionals	434Y YY	OFF-OtherInformationAndRecordsClerks
2	Professionals	4360 14	OFF-SecretariesAndAdministrative,ExceptLegal,Medical,AndExecutive
2	Professionals	439X XX	OFF-OtherOfficeAndAdministrativeSupportWorkers
3	Technicians	1512 30	CMM-ComputerSupportSpecialists
3	Technicians	1721 10	ENG-IndustrialEngineers,IncludingHealthAndSafety
3	Technicians	1730 2X	ENG-OtherEngineeringTechnologistsAndTechnicians,ExceptDrafters
3	Technicians	2710 24	ENT-GraphicDesigners
3	Technicians	2730 42	ENT-TechnicalWriters
3	Technicians	2740 21	ENT-Photographers
3	Technicians	2740 XX	ENT-OtherMediaAndCommunicationEquipmentWorkers
3	Technicians	2912 92	MED-DentalHygienists

3	Technicians	2920 10	MED-ClinicalLaboratoryTechnologistsAndTechnicians
3	Technicians	2920 61	MED-LicensedPracticalAndLicensedVocationalNurses
3	Technicians	3190 91	HLS-DentalAssistants
3	Technicians	4310 11	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
3	Technicians	4320 99	OFF-CommunicationsEquipmentOperators,AllOther
3	Technicians	4721 11	CON-Electricians
4	Protective Service	3310 11	PRT-First-LineSupervisorsOfCorrectionalOfficers
4	Protective Service	3310 12	PRT-First-LineSupervisorsOfPoliceAndDetectives
4	Protective Service	3310 21	PRT-First-LineSupervisorsOfFireFightingAndPreventionWorkers
4	Protective Service	3310 90	PRT-MiscellaneousFirst-LineSupervisors,ProtectiveServiceWorkers
4	Protective Service	3320 11	PRT-Firefighters
4	Protective Service	3320 20	PRT-FireInspectors
4	Protective Service	3330 11	PRT-Bailiffs
4	Protective Service	3330 12	PRT-CorrectionalOfficersAndJailers
4	Protective Service	3330 21	PRT-DetectivesAndCriminalInvestigators
4	Protective Service	3330 XX	PRT-FishAndGameWardensAndParkingEnforcementOfficers
4	Protective Service	3390 21	PRT-PrivateDetectivesAndInvestigators
5	Paraprofessionals	1940 YY	SCI-OtherLife,Physical,AndSocialScienceTechnicians
5	Paraprofessionals	2510 00	EDU-PostsecondaryTeachers
5	Paraprofessionals	2530 41	EDU-Tutors
5	Paraprofessionals	2920 52	MED-PharmacyTechnicians

5	Paraprofessionals	319092	HLS-Medical Assistants
5	Paraprofessionals	3930XX	PRS-Other Entertainment Attendants And Related Workers
5	Paraprofessionals	439061	OFF-Office Clerks, General
5	Paraprofessionals	493023	RPR-Automotive Service Technicians And Mechanics
6	Administrative Support	211012	CMS-Educational, Guidance, And Career Counselors And Advisors
6	Administrative Support	411011	SAL-First-Line Supervisors Of Retail Sales Workers
6	Administrative Support	431011	Off-First-Line Supervisors Of Office And Administrative Support Workers
6	Administrative Support	432011	OFF-Switchboard Operators, Including Answering Service
6	Administrative Support	432099	OFF-Communications Equipment Operators, All Other
6	Administrative Support	433031	OFF-Bookkeeping, Accounting, And Auditing Clerks
6	Administrative Support	434051	OFF-Customer Service Representatives
6	Administrative Support	436011	OFF-Executive Secretaries And Executive Administrative Assistants
6	Administrative Support	436012	OFF-Legal Secretaries And Administrative Assistants
6	Administrative Support	439XX	OFF-Other Office And Administrative Support Workers
6	Administrative Support	515111	PRD-Prepress Technicians And Workers
7	Skilled Craft	113013	MGR-Facilities Managers
7	Skilled Craft	431011	Off-First-Line Supervisors Of Office And Administrative Support Workers
7	Skilled Craft	471011	CON-First-Line Supervisors Of Construction Trades And Extraction Workers
7	Skilled Craft	472031	CON-Carpenters
7	Skilled Craft	472111	CON-Electricians
7	Skilled Craft	472152	CON-Plumbers, Pipefitters, And Steamfitters

7	Skilled Craft	472X XX	CON- Brickmasons,Blockmasons,Stonemasons,AndReinforcingIronAndRebarWorkers
7	Skilled Craft	4910 11	RPR-First-LineSupervisorsOfMechanics,Installers,AndRepairers
7	Skilled Craft	4920 9X	RPR-OtherElectricalAndElectronicEquipmentMechanics,Installers,andRepairers
7	Skilled Craft	4930 23	RPR-AutomotiveServiceTechniciansAndMechanics
7	Skilled Craft	4930 31	RPR-BusAndTruckMechanicsAndDieselEngineSpecialists
7	Skilled Craft	4990 21	RPR-Heating,AirConditioning,AndRefrigerationMechanicsAndInstallers
7	Skilled Craft	4990 4X	RPR-IndustrialAndRefractoryMachineryMechanics
7	Skilled Craft	4990 71	RPR-MaintenanceAndRepairWorkers,General
7	Skilled Craft	5140 41	PRD-Machinists
7	Skilled Craft	5180 10	PRD-PowerPlantOperators,Distributors,AndDispatchers
8	Service Maintenance	1130 12	MGR-AdministrativeServicesManagers
8	Service Maintenance	1130 13	MGR-FacilitiesManagers
8	Service Maintenance	1940 10	SCIAgriculturalAndFoodScienceTechnicians
8	Service Maintenance	3510 12	EAT-First-LineSupervisorsOfFoodPreparationAndServingWorkers
8	Service Maintenance	3520 10	EAT-Cooks
8	Service Maintenance	3710 11	CLN-First-LineSupervisorsOfHousekeepingAndJanitorialWorkers
8	Service Maintenance	3720 1X	CLN-JanitorsAndBuildingCleaners
8	Service Maintenance	3730 11	CLN-LandscapingAndGroundskeepingWorkers
8	Service Maintenance	3730 1X	CLN-OtherGroundsMaintenanceWorkers
8	Service Maintenance	3930 XX	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
8	Service Maintenance	3990 11	PRS-ChildcareWorkers

8	Service Maintenance	4310 11	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
8	Service Maintenance	4990 71	RPR-MaintenanceAndRepairWorkers,General
8	Service Maintenance	5120 XX	PRD-OtherAssemblersandFabricators
8	Service Maintenance	5151 12	PRD-PrintingPressOperators
8	Service Maintenance	5330 30	TRN-Driver/SalesWorkersAndTruckDrivers
9	Faculty	1110 21	MGR-GeneralAndOperationsManagers
9	Faculty	1110 XX	MGR-ChiefExecutivesAndLegislators
9	Faculty	1120 11	MGR-AdvertisingAndPromotionsManagers
9	Faculty	1120 21	MGR-MarketingManagers
9	Faculty	1120 22	MGR-SalesManagers
9	Faculty	1120 30	MGR-PublicRelationsAndFundraisingManagers
9	Faculty	1130 12	MGR-AdministrativeServicesManagers
9	Faculty	1130 13	MGR-FacilitiesManagers
9	Faculty	1130 21	MGR-ComputerAndInformationSystemsManagers
9	Faculty	1130 31	MGR-FinancialManagers
9	Faculty	1130 51	MGR-IndustrialProductionManagers
9	Faculty	1130 71	MGR-Transportation,Storage,AndDistributionManagers
9	Faculty	1131 11	MGR-CompensationAndBenefitsManagers
9	Faculty	1131 21	MGR-HumanResourcesManagers
9	Faculty	1131 31	MGR-TrainingAndDevelopmentManagers
9	Faculty	1190 13	MGR-Farmers,Ranchers,AndOtherAgriculturalManagers



9	Faculty	1190 21	MGR-ConstructionManagers
9	Faculty	1190 30	MGR-EducationAndChildcareAdministrators
9	Faculty	1190 41	MGR-ArchitecturalAndEngineeringManagers
9	Faculty	1190 51	MGR-FoodServiceManagers
9	Faculty	1190 70	MGR-EntertainmentAndRecreationManagers
9	Faculty	1190 81	MGR-LodgingManagers
9	Faculty	1191 11	MGR-MedicalAndHealthServicesManagers
9	Faculty	1191 21	MGR-NaturalSciencesManagers
9	Faculty	1191 41	MGR-Property,RealEstate,AndCommunityAssociationManagers
9	Faculty	1191 51	MGR-SocialAndCommunityServiceManagers
9	Faculty	1191 XX	MGR-OtherManagers
9	Faculty	1310 11	BUS-AgentsAndBusinessManagersOfArtists,Performers,AndAthletes
9	Faculty	1310 22	BUS-WholesaleAndRetailBuyers,ExceptFarmProducts
9	Faculty	1310 23	BUS-PurchasingAgents,ExceptWholesale,Retail,AndFarmProducts
9	Faculty	1310 30	BUS-ClaimsAdjusters,Appraisers,Examiners,AndInvestigators
9	Faculty	1310 41	BUS-ComplianceOfficers
9	Faculty	1310 51	BUS-CostEstimators
9	Faculty	1310 70	BUS-HumanResourcesWorkers
9	Faculty	1310 81	BUS-Logisticians
9	Faculty	1310 82	BUS-ProjectManagementSpecialists
9	Faculty	1311 11	BUS-ManagementAnalysts

9	Faculty	1311 31	BUS-Fundraisers
9	Faculty	1311 41	BUS-Compensation,Benefits,AndJobAnalysisSpecialists
9	Faculty	1311 51	BUS-TrainingAndDevelopmentSpecialists
9	Faculty	1311 61	BUS-MarketResearchAnalystsAndMarketingSpecialists
9	Faculty	1311 99	BUS-BusinessOperationsSpecialists,AllOther
9	Faculty	1320 11	FIN-AccountantsAndAuditors
9	Faculty	1320 31	FIN-BudgetAnalysts
9	Faculty	1320 41	FIN-CreditAnalysts
9	Faculty	1320 51	FIN-FinancialAnalysts
9	Faculty	1320 52	FIN-PersonalFinancialAdvisors
9	Faculty	1320 53	FIN-InsuranceUnderwriters
9	Faculty	1320 61	FIN-FinancialExaminers
9	Faculty	1320 81	FIN-TaxExaminersAndCollectors,AndRevenueAgents
9	Faculty	1320 82	FIN-TaxPreparers
9	Faculty	1320 XX	FIN-OtherFinancialSpecialists
9	Faculty	1512 11	CMM-ComputerSystemsAnalysts
9	Faculty	1512 12	CMM-InformationSecurityAnalysts
9	Faculty	1512 21	CMM-ComputerAndInformationResearchScientists
9	Faculty	1512 30	CMM-ComputerSupportSpecialists
9	Faculty	1512 41	CMM-ComputerNetworkArchitects
9	Faculty	1512 44	CMM-NetworkAndComputerSystemsAdministrators

9	Faculty	1512 4X	CMM-DatabaseAdministratorsAndArchitects
9	Faculty	1512 51	CMM-ComputerProgrammers
9	Faculty	1512 52	CMM-SoftwareDevelopers
9	Faculty	1512 53	CMM-SoftwareQualityAssuranceAnalystsAndTesters
9	Faculty	1512 54	CMM_WebDevelopers
9	Faculty	1512 55	CMMWebAndDigitalInterfaceDesigners
9	Faculty	1512 99	CMMComputerOccupations,AllOther
9	Faculty	1520 11	CMM-Actuaries
9	Faculty	1520 31	CMM-OperationsResearchAnalysts
9	Faculty	1520 XX	CMM-OtherMathematicalScienceOccupations
9	Faculty	1710 11	ENG-Architects,ExceptLandscapeAndNaval
9	Faculty	1710 12	ENG-LandscapeArchitects
9	Faculty	1710 20	ENG-Surveyors,Cartographers,AndPhotogrammetrists
9	Faculty	1720 11	ENG-AerospaceEngineers
9	Faculty	1720 41	ENG-ChemicalEngineers
9	Faculty	1720 51	ENG-CivilEngineers
9	Faculty	1720 61	ENG-ComputerHardwareEngineers
9	Faculty	1720 81	ENG-EnvironmentalEngineers
9	Faculty	1720 XX	ENG-BiomedicalAndAgriculturalEngineers
9	Faculty	1721 31	ENG-MaterialsEngineers
9	Faculty	1721 41	ENG-MechanicalEngineers

9	Faculty	1721 XX	ENG- Petroleum,MiningAndGeologicalEngineers,IncludingMiningSafetyEngineers
9	Faculty	1730 11	ENG-ArchitecturalAndCivilDrafters
9	Faculty	1730 1X	ENG-OtherDrafters
9	Faculty	1730 23	ENG-ElectricalandElectronicEngineeringTechnologistsAndTechnicians
9	Faculty	1730 2X	ENG-OtherEngineeringTechnologistsAndTechnicians,ExceptDrafters
9	Faculty	1730 31	ENG-SurveyingAndMappingTechnicians
9	Faculty	1920 10	SCI-AstronomersAndPhysicists
9	Faculty	1920 21	SCI-AtmosphericAndSpaceScientists
9	Faculty	1920 30	SCI-ChemistsAndMaterialsScientists
9	Faculty	1920 41	SCI-EnvironmentalScientistsAndSpecialists,IncludingHealth
9	Faculty	1920 99	SCI-PhysicalScientists,AllOther
9	Faculty	1930 11	SCI-Economists
9	Faculty	1930 33	SCI-ClinicalAndCounselingPsychologists
9	Faculty	1930 34	SCI-SchoolPsychologists
9	Faculty	1930 3X	SCI-OtherPsychologists
9	Faculty	1930 51	SCI-UrbanAndRegionalPlanners
9	Faculty	1930 XX	OtherSocialScientists
9	Faculty	1940 21	SCI-BiologicalTechnicians
9	Faculty	1940 31	SCI-ChemicalTechnicians
9	Faculty	1940 XX	SCI-EnvironmentalScienceAndGeoscienceTechnicians,AndNuclearTechnicians
9	Faculty	1940 YY	SCI-OtherLife,Physical,AndSocialScienceTechnicians

9	Faculty	1950 10	SCI-OccupationalHealthAndSafetySpecialistsAndTechnicians
9	Faculty	2110 11	CMS-SubstanceAbuseAndBehavioralDisorderCounselors
9	Faculty	2110 12	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
9	Faculty	2110 13	CMS-MarriageAndFamilyTherapists
9	Faculty	2110 14	CMS-MentalHealthCounselors
9	Faculty	2110 15	CMS-RehabilitationCounselors
9	Faculty	2110 19	CMS-Counselors,AllOther
9	Faculty	2110 21	CMS-Child,Family,AndSchoolSocialWorkers
9	Faculty	2110 22	CMS-HealthcareSocialWorkers
9	Faculty	2110 23	CMS-MentalHealthAndSubstanceAbuseSocialWorkers
9	Faculty	2110 29	CMS-SocialWorkersAllOther
9	Faculty	2110 92	CMS-ProbationOfficersAndCorrectionalTreatmentSpecialists
9	Faculty	2110 93	CMS-SocialAndHumanServiceAssistants
9	Faculty	2110 9X	CMS-OtherCommunityAndSocialServiceSpecialists
9	Faculty	2310 XX	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
9	Faculty	2320 11	LGL-ParalegalsAndLegalAssistants
9	Faculty	2320 93	LGL-TitleExaminers,Abstractors,AndSearchers
9	Faculty	2320 99	LGL-LegalSupportWorkers,AllOther
9	Faculty	2510 00	EDU-PostsecondaryTeachers
9	Faculty	2540 22	EDU-LibrariansAndMediaCollectionsSpecialists
9	Faculty	2540 31	EDU-LibraryTechnicians

9	Faculty	2710 10	ENT-ArtistsAndRelatedWorkers
9	Faculty	2710 21	ENT-CommercialAndIndustrialDesigners
9	Faculty	2710 22	ENT-FashionDesigners
9	Faculty	2710 24	ENT-GraphicDesigners
9	Faculty	2710 25	ENT-InteriorDesigners
9	Faculty	2710 2X	ENT-OtherDesigners
9	Faculty	2720 11	ENT-Actors
9	Faculty	2720 12	ENT-ProducersAndDirectors
9	Faculty	2720 21	ENT-AthletesAndSportsCompetitors
9	Faculty	2720 22	ENT-CoachesAndScouts
9	Faculty	2720 30	ENT-DancersAndChoreographers
9	Faculty	2720 41	ENT-MusicDirectorsAndComposers
9	Faculty	2720 42	ENT-MusiciansAndSingers
9	Faculty	2720 91	ENT-DiscJockeys,ExceptRadio
9	Faculty	2720 99	ENT-EntertainersAndPerformers,SportsAndRelatedWorkers,AllOther
9	Faculty	2730 11	ENT-BroadcastAnnouncersAndRadioDiscJockeys
9	Faculty	2730 23	ENT-NewsAnalysts,Reporters,AndJournalists
9	Faculty	2730 31	ENT-PublicRelationsSpecialists
9	Faculty	2730 41	ENT-Editors
9	Faculty	2730 42	ENT-TechnicalWriters
9	Faculty	2730 43	ENT-WritersAndAuthors

9	Faculty	2730 91	ENT-InterpretersAndTranslators
9	Faculty	2730 92	ENT-CourtReportersAndSimultaneousCaptioners
9	Faculty	2730 99	ENT-MediaAndCommunicationsWorkers,AllOther
9	Faculty	2740 21	ENT-Photographers
9	Faculty	2740 XX	ENT-OtherMediaAndCommunicationEquipmentWorkers
9	Faculty	2910 20	MED-Dentists
9	Faculty	2910 31	MED-DietitiansAndNutritionists
9	Faculty	2911 24	MED-RadiationTherapists
9	Faculty	2911 25	MED-RecreationalTherapists
9	Faculty	2911 26	MED-RespiratoryTherapists
9	Faculty	2911 27	MED-Speech-LanguagePathologists
9	Faculty	2911 2X	MED-OtherTherapists
9	Faculty	2911 41	MED-RegisteredNurses
9	Faculty	2911 51	MED-NurseAnesthetists
9	Faculty	2911 81	MED-Audiologists
9	Faculty	2911 XX	MED-NursePractitionersAndNurseMidwives
9	Faculty	2912 92	MED-DentalHygienists
9	Faculty	2912 99	MED-HealthcareDiagnosingOrTreatingPractitioners,AllOther
9	Faculty	2920 10	MED-ClinicalLaboratoryTechnologistsAndTechnicians
9	Faculty	2920 31	MED-CardiovascularTechnologistsAndTechnicians
9	Faculty	2920 32	MED-DiagnosticMedicalSonographers

9	Faculty	2920 34	MED-RadiologicTechnologistsAndTechnicians
9	Faculty	2920 35	MED-MagneticResonanceImagingTechnologists
9	Faculty	2920 3X	MED-NuclearMedicineTechnologistsAndMedicalDosimetrists
9	Faculty	2920 42	MED-EmergencyMedicalTechnicians
9	Faculty	2920 43	MED-Paramedics
9	Faculty	2920 52	MED-PharmacyTechnicians
9	Faculty	2920 53	MED-PsychiatricTechnicians
9	Faculty	2920 55	MED-SurgicalTechnologists
9	Faculty	2920 56	MED-VeterinaryTechnologistsAndTechnicians
9	Faculty	2920 5X	MED-DieteticTechniciansAndOphthalmicMedicalTechnicians
9	Faculty	2920 61	MED-LicensedPracticalAndLicensedVocationalNurses
9	Faculty	2920 72	MED-MedicalRecordsSpecialists
9	Faculty	2920 90	MED-MiscellaneousHealthTechnologistsAndTechnicians
9	Faculty	2990 00	MED-OtherHealthcarePractitionersAndTechnicalOccupations
9	Faculty	3111 31	HLS-NursingAssistants
9	Faculty	3111 3X	HLS-OrderliesAndPsychiatricAides
9	Faculty	3120 10	HLS-OccupationalTherapyAssistantsAndAides
9	Faculty	3120 20	HLS-PhysicalTherapistAssistantsAndAides
9	Faculty	3190 11	HLS-MassageTherapists
9	Faculty	3190 91	HLS-DentalAssistants
9	Faculty	3190 92	HLS-MedicalAssistants



9	Faculty	3190 94	HLS-MedicalTranscriptionists
9	Faculty	3190 96	HLS-VeterinaryAssistantsAndLaboratoryAnimalCaretakers
9	Faculty	3190 97	HLS-Phlebotomists
9	Faculty	3190 9X	HLS-OtherHealthcareSupportWorkers
9	Faculty	3310 11	PRT-First-LineSupervisorsOfCorrectionalOfficers
9	Faculty	3310 12	PRT-First-LineSupervisorsOfPoliceAndDetectives
9	Faculty	3310 21	PRT-First-LineSupervisorsOfFireFightingAndPreventionWorkers
9	Faculty	3320 11	PRT-Firefighters
9	Faculty	3320 20	PRT-FireInspectors
9	Faculty	3330 11	PRT-Bailiffs
9	Faculty	3330 12	PRT-CorrectionalOfficersAndJailers
9	Faculty	3330 21	PRT-DetectivesAndCriminalInvestigators
9	Faculty	3330 XX	PRT-FishAndGameWardensAndParkingEnforcementOfficers
9	Faculty	3390 21	PRT-PrivateDetectivesAndInvestigators
9	Faculty	3510 11	EAT-ChefsAndHeadCooks
9	Faculty	3510 12	EAT-First-LineSupervisorsOfFoodPreparationAndServingWorkers
9	Faculty	3520 10	EAT-Cooks
9	Faculty	3710 11	CLN-First-LineSupervisorsOfHousekeepingAndJanitorialWorkers
9	Faculty	3710 12	CLN-First-LineSupervisorsOfLandscaping,LawnService,AndGroundskeepingWorkers
9	Faculty	3730 11	CLN-LandscapingAndGroundskeepingWorkers
9	Faculty	3730 1X	CLN-OtherGroundsMaintenanceWorkers

9	Faculty	3910 00	PRS-SupervisorsofPersonalCareAndServiceWorkers
9	Faculty	3930 XX	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
9	Faculty	3950 12	PRS-Hairdressers,Hairstylists,AndCosmetologists
9	Faculty	3950 92	PRS-ManicuristsandPedicurists
9	Faculty	3950 94	PRS-SkincareSpecialists
9	Faculty	3950 9X	PRS-OtherPersonalAppearanceWorkers
9	Faculty	3970 10	PRS-TourAndTravelGuides
9	Faculty	3990 11	PRS-ChildcareWorkers
9	Faculty	3990 31	PRS-ExerciseTrainersAndGroupFitnessInstructors
9	Faculty	3990 32	PRS-RecreationWorkers
9	Faculty	3990 41	PRS-ResidentialAdvisors
9	Faculty	4110 11	SAL-First-LineSupervisorsOfRetailSalesWorkers
9	Faculty	4110 12	SAL-First-LineSupervisorsOfNon-RetailSalesWorkers
9	Faculty	4120 22	SAL-PartsSalespersons
9	Faculty	4130 11	SAL-AdvertisingSalesAgents
9	Faculty	4130 21	SAL-InsuranceSalesAgents
9	Faculty	4130 31	SAL-Securities,Commodities,AndFinancialServicesSalesAgents
9	Faculty	4130 41	SAL-TravelAgents
9	Faculty	4130 91	SAL-SalesRepresentativesOfServices,ExceptAdvertising,Insurance,FinancialServices,AndTravel
9	Faculty	4140 10	SAL-SalesRepresentatives,WholesaleAndManufacturing
9	Faculty	4190 10	SAL-Models,Demonstrators,AndProductPromoters

9	Faculty	4190 20	SAL-RealEstateBrokersAndSalesAgents
9	Faculty	4190 99	SAL-SalesAndRelatedWorkers,AllOther
9	Faculty	4310 11	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
9	Faculty	4330 11	OFF-BillAndAccountCollectors
9	Faculty	4330 31	OFF-Bookkeeping,Accounting,AndAuditingClerks
9	Faculty	4330 51	OFF-PayrollAndTimekeepingClerks
9	Faculty	4330 61	OFF-ProcurementClerks
9	Faculty	4330 71	OFF-Tellers
9	Faculty	4340 41	OFF-CreditAuthorizers,Checkers,AndClerks
9	Faculty	4340 51	OFF-CustomerServiceRepresentatives
9	Faculty	4340 71	OFF-FileClerks
9	Faculty	4341 31	OFF-LoanInterviewersAndClerks
9	Faculty	4341 41	OFF-NewAccountsClerks
9	Faculty	4341 61	OFF-HumanResourcesAssistants,ExceptPayrollAndTimekeeping
9	Faculty	434X XX	OFF-CorrespondenceClerksAndOrderClerks
9	Faculty	4350 11	OFF-CargoAndFreightAgents
9	Faculty	4360 11	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
9	Faculty	4360 12	OFF-LegalSecretariesAndAdministrativeAssistants
9	Faculty	4360 13	OFF-MedicalSecretariesAndAdministrativeAssistants
9	Faculty	4360 14	OFF-SecretariesAndAdministrative,ExceptLegal,Medical,AndExecutive
9	Faculty	4390 21	OFF-DataEntryKeyers

9	Faculty	4390 22	OFF-WordProcessorsAndTypists
9	Faculty	4390 41	OFF-InsuranceClaimsAndPolicyProcessingClerks
9	Faculty	4390 61	OFF-OfficeClerks,General
9	Faculty	4390 81	OFF-ProofreadersAndCopyMarkers
9	Faculty	4391 11	OFF-StatisticalAssistants
9	Faculty	439X XX	OFF-OtherOfficeAndAdministrativeSupportWorkers
9	Faculty	4510 11	FFF-First-LineSupervisorsOfFarming,Fishing,AndForestryWorkers
9	Faculty	4530 31	FFF-FishingAndHuntingWorkers
9	Faculty	4540 11	FFF-ForestAndConservationWorkers
9	Faculty	4540 20	FFF-LoggingWorkers
9	Faculty	4710 11	CON-First-LineSupervisorsOfConstructionTradesAndExtractionWorkers
9	Faculty	4720 31	CON-Carpenters
9	Faculty	4721 11	CON-Electricians
9	Faculty	4721 52	CON-Plumbers,Pipefitters,AndSteamfitters
9	Faculty	4722 11	CON-SheetMetalWorkers
9	Faculty	4722 31	CON-SolarPhotovoltaicInstallers
9	Faculty	472X XX	CON-Brickmasons,Blockmasons,Stonemasons,AndReinforcingIronAndRebarWorkers
9	Faculty	4740 11	CON-ConstructionAndBuildingInspectors
9	Faculty	4740 21	CON-ElevatorInstallersAndRepairers
9	Faculty	4740 41	CON-HazardousMaterialsRemovalWorkers
9	Faculty	4740 51	CON-HighwayMaintenanceWorkers

9	Faculty	4740 61	CON-Rail-TrackLayingAndMaintenanceEquipmentOperators
9	Faculty	4740 XX	CON-OtherConstructionAndRelatedWorkers
9	Faculty	4750 32	EXT-ExplosivesWorkers,OrdnanceHandlingExperts,AndBlasters
9	Faculty	4750 XX	EXT-OtherExtractionWorkers
9	Faculty	4910 11	RPR-First-LineSupervisorsOfMechanics,Installers,AndRepairers
9	Faculty	4920 11	RPR-Computer,AutomatedTeller,AndOfficeMachineRepairers
9	Faculty	4920 91	RPR-AvionicsTechnicians
9	Faculty	4920 98	RPR-SecurityAndFireAlarmSystemsInstallers
9	Faculty	4920 9X	RPR-OtherElectricalAndElectronicEquipmentMechanics,Installers,andRepairers
9	Faculty	4930 11	RPR-AircraftMechanicsAndServiceTechnicians
9	Faculty	4930 21	RPR-AutomotiveBodyAndRelatedRepairers
9	Faculty	4930 22	RPR-AutomotiveGlassInstallersAndRepairers
9	Faculty	4930 23	RPR-AutomotiveServiceTechniciansAndMechanics
9	Faculty	4930 31	RPR-BusAndTruckMechanicsAndDieselEngineSpecialists
9	Faculty	4930 40	RPR-HeavyVehicleAndMobileEquipmentServiceTechniciansAndMechanics
9	Faculty	4930 50	RPR-SmallEngineMechanics
9	Faculty	4990 21	RPR-Heating,AirConditioning,AndRefrigerationMechanicsAndInstallers
9	Faculty	4990 43	RPR-MaintenanceWorkers,Machinery
9	Faculty	4990 44	RPR-Millwrights
9	Faculty	4990 4X	RPR-IndustrialAndRefractoryMachineryMechanics
9	Faculty	4990 51	RPR-ElectricalPower-LineInstallersAndRepairers

9	Faculty	4990 71	RPR-MaintenanceAndRepairWorkers,General
9	Faculty	4990 XX	RPR-OtherInstallation,Maintenance,AndRepairWorkers
9	Faculty	5110 11	PRD-First-LineSupervisorsOfProductionAndOperatingWorkers
9	Faculty	5120 XX	PRD-OtherAssemblersandFabricators
9	Faculty	5130 11	PRD-Bakers
9	Faculty	5140 31	PRD-Cutting,Punching,AndPressMachineSetters,Operators,AndTenders,MetalAndPlastic
9	Faculty	5140 33	Grinding,Lapping,Polishing,AndBuffingMachineToolSetters,Operators,AndTenders,MetalandPlastic
9	Faculty	5140 41	PRD-Machinists
9	Faculty	5140 XX	PRD-ModelMakers,Patternmakers,AndMoldingMachineSetters,MetalAndPlastic
9	Faculty	5141 11	PRD-ToolAndDieMakers
9	Faculty	514X XX	PRD-OtherMetalWorkersAndPlasticWorkers
9	Faculty	5151 11	PRD-PrepressTechniciansAndWorkers
9	Faculty	5151 12	PRD-PrintingPressOperators
9	Faculty	5160 9X	PRD-OtherTextile,Apparel,AndFurnishingWorkers
9	Faculty	5170 11	PRD-CabinetmakersAndBenchCarpenters
9	Faculty	5170 41	PRD-SawingMachineSetters,Operators,AndTenders,Wood
9	Faculty	5170 42	PRD-WoodworkingMachineSetters,Operators,AndTenders,ExceptSawing
9	Faculty	5170 XX	PRD-OtherWoodworkers
9	Faculty	5180 31	PRD-WaterAndWastewaterTreatmentPlantAndSystemOperators
9	Faculty	5180 90	PRD-MiscellaneousPlantAndSystemOperators
9	Faculty	5190 61	PRD-Inspectors,Testers,Sorters,Samplers,AndWeighers

9	Faculty	5190 71	PRD-JewelersAndPreciousStoneAndMetalWorkers
9	Faculty	5191 XX	PRD- MiscellaneousProductionWorkers,IncludingEquipmentOperatorsandTenders
9	Faculty	5320 10	TRN-AircraftPilotsAndFlightEngineers
9	Faculty	5330 11	TRN-AmbulanceDriversAndAttendants,ExceptEmergencyMedicalTechnicians
9	Faculty	5330 30	TRN-Driver/SalesWorkersAndTruckDrivers
9	Faculty	5330 51	TRN-BusDrivers,School
9	Faculty	5330 52	TRN-BusDrivers,TransitAndIntercity
9	Faculty	5330 53	TRN-ShuttleDriversandChauffeurs
9	Faculty	5360 XX	TRN-OtherTransportationWorkers
9	Faculty	5370 21	TRN-CraneAndTowerOperators
9	Faculty	5370 XX	TRN-Conveyor,Dredge,AndHoistAndWinchOperators
9	Faculty	5371 XX	TRN-OtherMaterialMovingWorkers

## Definitions of Terms Used in This Affirmative Action Plan

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**Applicant:** "Applicant" means a person who has satisfied the minimum requirements for application established by the commissioner of management and budget (M.S. 43A.02, subd. 4).

**Availability:** an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a Minnesota State college/university. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal Minnesota State college/university workforce for the Affirmative Action Plan year.

**Feeder job:** staffed positions within the college/university that can be promoted and/or transferred into other EEO job categories.

**Hiring goal:** a numerical objective designed to correct an identified deficiency in the utilization of protected group members. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

**Job category:** a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

**Labor market area:** a geographic area in which a college/university is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

**Protected groups:** females, persons with disabilities, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subd. 33](#)).

**Snapshot:** one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

**Supported Work Program:** The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

**Underutilization:** the representation of females, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.