

## STATEMENT OF AFFIRMATION

St. Cloud State University (SCSU) is committed to equity and will not engage in discrimination or harassment against any person because of their: race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, gender identity, gender expression or membership or activity in a local commission as defined by law. SCSU employment and hiring practices will comply with all federal and state equal opportunity/affirmative action laws, directives, orders and regulations. Discrimination in hiring/employment practices will not be tolerated. Examples of hiring/employment activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants.

SCSU is committed to the implementation of its affirmative action plan (<http://www.stcloudstate.edu/affirmativeaction/program.asp>) and fully supports the State of Minnesota's affirmative action efforts. SCSU will implement and maintain an affirmative action program that takes legally aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical under-representation in the employment, retention and promotion of qualified persons with disabilities, persons of color, women, and protected veterans according to all federal, state and applicable local non-discrimination, equal opportunity and affirmative action laws, orders and regulations.

In this spirit, SCSU will actively seek opportunities to maximize the selection and retention of protected group employees by:

- continuing to take affirmative steps for widest possible recruitment outreach for qualified protected groups, to insure a fair and objective review of applicant credentials and take necessary steps to eliminate any obstacles to equal opportunity;
- continuous affirmative action training for employees, with an emphasis on those serving on screening committees, and by:
- supporting affirmative measures to retain protected group employees.

Earl H. Potter, III, President of SCSU



## PURPOSE OF THE EQUITY & AFFIRMATIVE ACTION OFFICE

St. Cloud State University (SCSU) is committed to developing and maintaining a representative workforce and to providing its employees and applicants for employment with a discrimination-free work environment. The Office of Equity & Affirmative Action exists to provide guidance to the institution and to measure the progress that SCSU makes toward these goals.

The goal of the Office of Equity & Affirmative Action is to establish and maintain a workforce that is representative of the availability of women and minorities in the relevant labor markets. These actions are meant to increase the participation of women and minorities in job groups that are underutilized. The Office of Equity & Affirmative Action also undertakes affirmative action for persons with disabilities, Vietnam-era veterans, and special veterans. Traditionally, discrimination in America excluded minorities and women from many opportunities. Affirmative action does not bar white males from any opportunity. Affirmative action seeks only to remedy the effects of discrimination.

The Office of Equity & Affirmative Action will operate in full compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, The Americans with Disabilities Act of 2008, Jobs for Veterans Act, eff. 12/1/03, the Vietnam-Era Veterans Readjustment Assistance Act of 1975 legislation, and Minnesota's non-discrimination policy and anti-hate crime laws.

**In addition to the internal complaint process, you may also file a complaint with the following organizations:**

**MN Department of Human Rights**  
(612) 296-5663 or 800-657-3704  
TTY: (651) 296-1283  
190 East 5th Street, Ste 700  
St. Paul, MN 55101  
[www.humanrights.state.mn.us](http://www.humanrights.state.mn.us)

**Office for Civil Rights/ U.S. Department of Education**  
(312) 730-1560 or TDD: 877-521-2172  
FAX: 312-730-1576  
Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov) (preferred)  
[www2.ed.gov/about/offices/list/ocr/index.html?src=oc](http://www2.ed.gov/about/offices/list/ocr/index.html?src=oc)

**U.S. Equal Employment Opportunity Commission**  
1-800-669-4000 or TTY: 1-800-669-6820  
Chicago District Office  
[www.eeoc.gov/field/chicago](http://www.eeoc.gov/field/chicago)

### Other Resources:

- **LGBT Resource Center**  
(320) 308-5166  
[www.stcloudstate.edu/lgbt/](http://www.stcloudstate.edu/lgbt/)
- **Human Resources Office**  
(320) 308-3203  
[www.stcloudstate.edu/humanresources](http://www.stcloudstate.edu/humanresources)
- **Mediation Program**  
(320) 308-5289  
[www.stcloudstate.edu/mediation](http://www.stcloudstate.edu/mediation)
- **Student Disability Services**  
(320) 308-4080  
[www.stcloudstate.edu/sds](http://www.stcloudstate.edu/sds)
- **Student Life & Development**  
(320) 308-3111  
[www.stcloudstate.edu/sld](http://www.stcloudstate.edu/sld)
- **Student Judicial Affairs**  
(320) 308-4247
- **University Public Safety**  
(320) 308-3453  
[www.stcloudstate.edu/publicsafety](http://www.stcloudstate.edu/publicsafety)
- **Women's Center**  
(320) 308-4958  
[www.stcloudstate.edu/womenscenter](http://www.stcloudstate.edu/womenscenter)
- **Union/Bargaining Unit Representative**  
[www.stcloudstate.edu/humanresources/bargainingunits.asp](http://www.stcloudstate.edu/humanresources/bargainingunits.asp)

# The Office of Equity & Affirmative Action

Who we are and what we do



ST. CLOUD STATE UNIVERSITY.

## GUIDING PRINCIPLES

- 1) Credibility:** The quality or power of inspiring belief.
- 2) Accountability:** An obligation or willingness to accept responsibility.
- 3) Fair:** Marked by impartiality and honesty; free from self-interest, prejudice, or favoritism.

(Definitions from [www.merriam-webster.com](http://www.merriam-webster.com))

The Office of Equity & Affirmative Action recognizes its pivotal role in SCSU's commitment to creating and maintaining a community in which all persons who participate in University programs and activities can come together to learn and work collaboratively in an atmosphere free from all forms of harassment, exploitation, discrimination, intimidation or coercion.



## EXAMPLES OF SERVICES WE OFFER

### 1) Search Procedures/Process

The Office of Equity and Affirmative Action (OEAA) assists with all unclassified (Faculty, MnSCU Administrator and MSUAASF) searches, including the approval of paperwork and examination of search steps and final outcomes before the job offer. The Equity and Affirmative Action Officer (EAAO) meets with all search committees to review search procedures and answer substantive questions about the process. Human Resources monitors all classified openings in AFSCME, MAPE, MMA, MNA bargaining units.

### 2) MnSCU 1B.1.1 Discrimination/Harassment Complaint Process

The Office of Equity & Affirmative Action is responsible for MnSCU mandated monitoring and implementing the 1B.1 process used to address inappropriate behavior, investigate for the purpose of fact finding, and facilitate resolution in complaints involving allegations of discrimination/harassment.

For full text of SCSU/MnSCU's 1B.1 Policy:

[www.stcloudstate.edu/affirmativeaction/policies](http://www.stcloudstate.edu/affirmativeaction/policies)

If you have any question about SCSU's policy against discrimination or harassment or to report discriminating or harassing behavior or to file a complaint, contact:

Ellyn Bartges, Equity & Affirmative Action Officer,  
[elbartges@stcloudstate.edu](mailto:elbartges@stcloudstate.edu)

Office of Equity & Affirmative Action at (320)308-5123

102 Administrative Services

720 Fourth Avenue South

St. Cloud MN 56301-4498

Office email: [affirmativeaction@stcloudstate.edu](mailto:affirmativeaction@stcloudstate.edu)

You can also visit with one of the people listed elsewhere in this brochure or someone else with whom you feel comfortable. However, if discrimination or illegal behavior is reported, employees/supervisors/managers are required to report such behavior to their supervisors or to the Equity and Affirmative Action Office in order to stop and prevent such behavior.



### 3) Affirmative Action Programs

The Office of Equity & Affirmative Action is responsible for the overall implementation and administration of St. Cloud State University's equal opportunity and affirmative action programs. The EAA Officer is charged with the responsibility to review, update and implement the Affirmative Action Plan every two years.

[www.stcloudstate.edu/affirmativeaction/program.asp](http://www.stcloudstate.edu/affirmativeaction/program.asp)

### 4) Preventing Discrimination and Harassment

As part of institutional strategy, SCSU provides anti-racism and anti-discrimination training to faculty, staff and students. SCSU provides continuing and targeted training of new and existing employees through:

Two online/web-based training modules available 24/7:

- A) Preventing Employment Discrimination
- B) Preventing Sexual Harassment

Direct link to the training:

[http://training.newmedialearning.com/top\\_level/stcloudu/index.htm](http://training.newmedialearning.com/top_level/stcloudu/index.htm)

The link can also be accessed anytime, anywhere there is a computer from the OEAA website:

[www.stcloudstate.edu/affirmativeaction/policies/reporting](http://www.stcloudstate.edu/affirmativeaction/policies/reporting)

St. Cloud State University is committed to providing equal education and employment opportunities to all students and employees regardless of race, color, creed, religion, national origin, sex (including pregnancy), marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, age or genetic information. SCSU is an affirmative action/equal opportunity educator and employer.

This information is available on the OEAA website:  
[www.stcloudstate.edu/affirmativeaction/](http://www.stcloudstate.edu/affirmativeaction/)

Minnesota Relay Service (MRS): 1-800-627-3529

This material can be made available in an alternative format. Contact us at:

### *Office of Equity & Affirmative Action*

102 Administrative Services

720 Fourth Avenue South

St. Cloud, MN 56301-4498

Telephone: (320) 308-5123

Fax: (320) 308-6600

Email: [affirmativeaction@stcloudstate.edu](mailto:affirmativeaction@stcloudstate.edu)

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A MEMBER OF THE MINNESOTA STATE COLLEGES AND UNIVERSITIES SYSTEM