

# **ST. CLOUD STATE UNIVERSITY**

## **AFFIRMATIVE ACTION PLAN**

St. Cloud State University  
Office of Affirmative Action  
720 Fourth Avenue South  
St. Cloud, MN 56301  
(Stearns County)

July 31, 2008 to July 31, 2010

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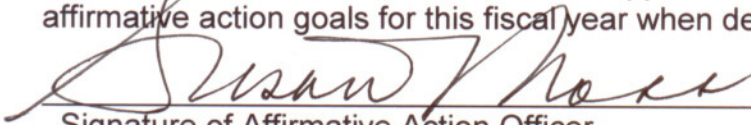
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## TRANSMITTAL FORM

A & B This annual review revealed underutilization of the following protected group(s) in the following goal units:

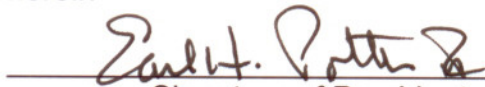
Goal Units	Protected Groups	
	Women	Minorities
Professionals	72	
Technicians		1
Office/Clerical		13
Skilled Craft	3	3
Service Maintenance	8	13

- C This annual plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure. Each employee will also be apprised of St. Cloud State University's affirmative action goals for this fiscal year when determined.

  
\_\_\_\_\_  
Signature of Affirmative Action Officer

August 7, 2008  
\_\_\_\_\_  
Date

- D This biannual plan contains clear designations of those persons and groups responsible for implementing the attached affirmative action plan as well as my personal statement of commitment to achieving the goals and timetables described herein

  
\_\_\_\_\_  
Signature of President

August 7, 2008  
\_\_\_\_\_  
Date

## OTHER

This biannual plan meets the rules governing affirmative action. MCAR Chapter 3905.0600 Statutory Authority 43A.04. and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

\_\_\_\_\_  
Signature of DOER Director of Diversity and Equal Opportunity

\_\_\_\_\_  
Date

Once approved by the DOER Director of Diversity and Equal Opportunity, this annual plan will be available at the following central locations so that every employee is aware of the college/university commitments in affirmative action for the year:

Offices of the President, Deans, Vice Presidents, Human Resources and Affirmative Action Offices, in addition to the Learning Resources & Technology Services, and on-line at the university's web page.



## 1. STATEMENT OF COMMITMENT

St. Cloud State University is committed to conducting all personnel and educational activities without regard to race, sex, color, creed, religion, age, national origin, marital status, disability, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. Personnel activities include, but are not limited to: recruitment, selection, placement, employee development, promotion, retention, compensation, leaves of absence, disciplinary action, transfer, demotion, termination, and layoffs affecting all employees and job applicants. St. Cloud State University will not tolerate discrimination on the basis of these protected class categories in accordance with all state and federal equal opportunity/affirmative action laws, directives, orders and regulations.

St. Cloud State University is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. St. Cloud State University will implement and maintain an affirmative action program that takes aggressive measures to eliminate internal barriers to equal opportunity and that strives to remedy the historical under-representation in the employment, retention and promotion of qualified persons with disabilities, persons of color, and women.

It is St. Cloud State University's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, St. Cloud State University will continue to 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;
- continuing affirmative action training for employees, with an emphasis on those serving on selection committees, and by:
- supporting affirmative measures to retain protected group employees.



Earl H. Potter, III, President

August 7, 2008

Date



## **2. RESPONSIBILITY FOR IMPLEMENTATION**

### **I. President**

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

#### **1. Responsibilities**

- A. Delegate the responsibility for overseeing, administering, implementing, and monitoring the Affirmative Action Plan to the Affirmative Action/Equal Opportunity Officer.
- B. Ensure that those designated personnel for components of the Affirmative Action Plan are given the staff and resources necessary to implement successfully their assigned duties.
- C. Incorporate into the position description of all administrators and supervisors a clear description of their responsibilities in the area of affirmative action/equal opportunity and include an evaluation of the performance of these responsibilities as part of the annual performance review.
- D. Name an Affirmative Action Committee charged with bringing to the Administration matters of concern or issues expressed by members of the campus community. In collaboration with the Affirmative Action Office, make recommendations for action by campus administrators, faculty and staff that address EEO/AA and diversity issues.

#### **2. Duties**

- A. Ensure that underutilized group members are included on respective committees throughout the university and that the various constituencies within the university are also represented
- B. Provide the System Board with an annual summary of the university's accomplishments in meeting goals set during the previous year
- C. Imparts personal direction that assures involvement and commitment to affirmative action/equal employment opportunity.
- D. Oversees campus implementation of the MnSCU Board Policy 1 B. 1 prohibiting discrimination and harassment.

#### **3. Accountability**

The President, Earl H. Potter, III, (320) 308-2122, is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at St. Cloud State University,

### **II. Office of Affirmative Action**

Susan L. Moss, Director, Office of Affirmative Action (320) 308 -5123, is responsible for the overall implementation and administration of St. Cloud State University's equal opportunity and affirmative action programs. Susan L. Moss, Director, Office of Affirmative Action, (320) 308-0125.

#### **1. Responsibilities**

- A. Ensure that the university is in compliance with federal, state and system laws, regulations, and policies pertaining to affirmative action/equal opportunity and is



responsible for the overall implementation and administration of the university's equal employment opportunity programs.

- B. Develop, monitor, implement and evaluate university affirmative action/equal opportunity programs, plans and guidelines.
- C. Monitor and audit employment practices for all unclassified positions to ensure they are in compliance with university policy, federal and state laws and regulations governing equal employment opportunity and affirmative action.
- D. Oversee the university's compliance with federal, state and system laws, regulations and policies pertaining to equal opportunity including Title IX, Section 504 and The Americans with Disabilities Act legislation
- E. Review, update and implement the Affirmative Action Plan every two years.
- F. Supervises investigator and reviews investigative reports for approval.

## **2. Duties**

- A. Engage in periodic discussions with management, supervisors and other personnel to ensure that they are aware of their responsibilities to be knowledgeable about and prevent prohibited discrimination and sexual harassment.
- B. Advise the President on equal opportunity and affirmative action program progress.
- C. Design, implement and audit a report system that will (i) measure the effectiveness of the Affirmative Action Plan; (ii) indicate the need for remedial actions, if any; and (iii) assess attainment of goals and objectives.
- D. Develop and implement education and training programs that will help prevent prohibited discrimination.
- E. Train unclassified search committees.
- F. Train and supervise investigator.
- G. Develop and implement policy and procedure to prevent sexual harassment and prohibited discrimination.

## **3. Accountability**

The Director of Affirmative Action is directly accountable to the President for the overall implementation and administration of St. Cloud State University's equal opportunity and affirmative action programs.

## **III. Administrators/Supervisors**

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

### **1. Responsibilities**

- A. When have reasonable notice of complaints of discrimination, sexual/gender harassment, sexual orientation/affection preference, racial and disability harassment, and/or lack of equal opportunity, will direct employee to AAO.
- B. Assure that all affirmative action/equal opportunity policies, plans and procedures are complied with and carried out in their respective administrative units.
- C. Assure that all employees within their administrative units are informed of the university's affirmative action/equal employment opportunity policies, procedures and practices.



- D. Provide the Affirmative Action Officer with projections of annual vacancies to assist in determining placement goals.

## **2. Duties**

- A. Identify factors that may impede the university's pursuit of its affirmative action/equal employment opportunity goals and objectives
- B. Evaluate the performance of subordinate supervisors taking into consideration their good faith efforts for meeting established commitments to equal employment opportunity and affirmative action goals.

## **3. Accountability**

Accountability of Administrators/Supervisors is reflected in the St. Cloud State University's organization chart provided in Appendix A.

# **IV. Director of Human Resources**

In addition to the responsibilities and duties described above for the Administrators/Supervisors, the Director of Human Resources Larry Chambers (320) 308-3203, is also responsible as described below for classified positions.

## **1. Responsibilities**

- A. Monitoring the recruitment and selection process of all classified positions at SCSU in accordance with Minnesota Statutes 43.18 and 179.74, Department of Employee Relations (DOER) Personnel Rules and applicable collective bargaining agreements.
- B. Organizing and managing the day-to-day operations of Human Resources and monitoring and overseeing ongoing programmatic efforts.

## **2. Duties**

- A. Ensure that the recommendations of supervisors and others involved in the hiring process are based on job related criteria and are consistent with affirmative action goals and objectives
- B. Commitment to hiring individuals with disabilities who can perform the essential functions of the job with or without reasonable accommodation.

## **2. Accountability**

The Director of Human Resources is accountable to Steve Ludwig, Vice President for Administrative Affairs.

# **3. DISSEMINATION OF POLICY**

The following measures will be used to inform St. Cloud State University's educational community and the public of St Cloud State University's commitment to Affirmative Action and Equal Opportunity in all employment and educational policies, procedures, programs, services, and opportunities.

## **A. Internal Dissemination**

- 1. Copies of the complete Affirmative Action Plan are distributed to MnSCU, the President and Vice Presidents of the university, all deans, presidents of various bargaining units, the Office of Student Government, the Affirmative Action Committee and Human Resources Office.



2. All employees, students and others will have access to the Affirmative Action Plan when it is finalized at the AAO website address at <http://stcloudstate.edu/affirmativeaction>.
3. Web-based training, Preventing Workplace Discrimination, is required for all new employees, supervisors and managers. This training is made up of two segments, A) Preventing Employment Discrimination, and B) Preventing Sexual Harassment and is based on federal and state policy and laws. A link to this training and all policies are on the Affirmative Action Office website [www.stcloudstate.edu/affirmativeaction](http://www.stcloudstate.edu/affirmativeaction). The direct web link to the training is [http://training.newmedialearning.com/top\\_level/stcloudu/index.htm](http://training.newmedialearning.com/top_level/stcloudu/index.htm).
4. All recruitment brochures, job announcements and vacancy notices shall identify St Cloud State University as an Equal Opportunity Employer and Educator.
5. Campus administrators, faculty, students, and staff are given notice about the campus commitment to equal employment opportunity and affirmative action, the status of the affirmative action program, and affirmative action progress.
6. Nondiscrimination clauses are included in all union contracts.

#### **B. External Dissemination**

1. All job announcements, vacancy notices, website home page, letterhead and other education or employment related materials shall identify St. Cloud State University as an Equal Opportunity Employer and Educator;
2. Aggressively publicize via a variety of protected group and non-protected group media sources St. Cloud State University's commitment to the recruitment, employment, promotion and retention of individuals with disabilities, women and minorities;
3. The Affirmative Action Plan is posted for all external constituents on the Office of Affirmative Action website at [www.stcloudstate.edu/affirmativeaction](http://www.stcloudstate.edu/affirmativeaction);
4. All publications or other promotional materials as well as university stationery contain an equal opportunity employer statement. Publications and promotional materials provide referral contacts for affirmative action and equal opportunity;
5. Recruitment materials and employment advertising specify that SCSU is an equal employment opportunity/affirmative action employee;
6. Pictures of and articles about the employees in campus publications include minorities, women and individuals with disabilities;
7. Employment application forms notify applicants that the campus is in compliance with applicable equal employment opportunity and affirmative action statutes.

#### **4. COMPLAINT PROCEDURE**

St. Cloud State University is a member of the Minnesota State Colleges & Universities System (MnSCU) whose governing board promulgates complaint procedures. See MnSCU System Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution, at <http://www.mnscu.edu/board/policy/index.html> and below:

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

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Subpart B. Applicability  
Subpart C. Scope

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Subpart C. Retaliation

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## **Part 11. Maintenance of report/complaint procedure documentation**

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## **Part 1. Purpose and applicability.**

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



public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

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

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

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

**Subpart C. Scope.** This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

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

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

Prior to serving as the designated officer, the individual must complete investigator training provided by the Office of the Chancellor.

**Subpart B. Decision maker.** 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 Office of the Chancellor.

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



1. Participated in the investigation or resolution of a complaint under this procedure;
2. Opposed conduct the individual believes was in violation of Board policy 1B1.; or
3. Associates with another individual who is protected from discrimination under Policy 1B.1.

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

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

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

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

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

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

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

## **Part 4. Reporting incidents of discrimination/harassment**

**Subpart A. Reporting an incident.** Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the



incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, 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 Office of the Chancellor. 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 Office of the Chancellor employees or Board of Trustees.** For reports/complaints that involve allegations against Office of the Chancellor 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 Office of the Chancellor, 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 Office of the Chancellor, 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 Office of the Chancellor, 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 Office of the Chancellor, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:



- a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
  - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
  - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
  - d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
  - e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.
6. **Investigatory process.** The designated officer shall:
- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
  - b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
  - c.) create, gather and maintain investigative documentation as appropriate;
  - d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
  - e.) handle all data in accordance with applicable federal and state privacy laws.
7. **Interim Actions.**
- a.) Employee reassignment or administrative leave.** Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.
  - b.) Student summary suspension or other action.** Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.
8. **No basis to proceed.** At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.



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

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, 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 Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

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

1. **Designated officer.** The designated officer shall:
  - a.) prepare an investigation report and forward it to the decisionmaker for review and decision;
  - b.) take additional investigative measures as requested by the decisionmaker; and
  - c) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **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 Policy 1B.1 has been established;
  - c.) when making the decision, take into account the totality of the circumstances,



including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;

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

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

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

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

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, 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 Chapter 14.

**Subpart C. Appeal process.** The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would



aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

**Part 9. Education and training.** The Office of the Chancellor, 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 Office of the Chancellor 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 Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

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

**Part 11. Maintenance of report/complaint procedure documentation.** During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, 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.

*Effective date: February 17, 1997*

*Date & Subject of Revisions:*

*January 31, 2007- Procedure completely reviewed - Technical changes throughout. Part 3 - Revised to support the change in the 1B.1 policy concerning consensual relationships.*

*April 2, 2003- amended portions of the policy*

*Part 1. - added second paragraph Part 2, Subpart A - added second paragraph*

*Part 2, Subpart B - added second paragraph*

*Part 3, Subpart D, 1, 2. - slight modifications*

*Part 5, Subpart G, 3. - slight modification*

*Part 6 - deleted last sentence*

*Part 7, Subpart A - deleted a sentence*

*Part 7, Subpart C - slight addition*

*Part 10 - added second paragraph*



## 5. PROGRAM OBJECTIVES

A & B. Program: Affirmative Action Hiring, Promotions, Tenure, Separations, Training

### HIRES

**Objective:** The University will continue to make all good-faith efforts to hire affirmatively and will include Affirmative Action consideration in the hiring process for all hires.

**Responsibility:** Affirmative Action Officer (administrators, excluded management and faculty), Human Resources (all classified hires).

**Completion Date:** Ongoing

**Action Steps:**

1. The Affirmative Action and Human Resources Offices will maintain current information regarding disparities.
2. The AAO or HR designee will work with search committees, the hiring administrators, monitor the hiring process.
3. The AAO will review the unclassified applicant pool and the recommended finalists for diversity. HR is responsible for classified hiring processes.
4. Where a disparity exists, protected group candidates are available and the intended finalists do not include a protected group member, the AAO will discuss the search committee's rationale with its members.
5. The AAO and the hiring supervisor will review the rationale and attempt to resolve the hiring situation.
6. All decisions including the business-related reasons for all non-selected candidates will be made in writing and will be maintained on file in the AAO'S office.
7. All SCSU search procedures (unclassified and classified) are located at [www.stcloudstate.edu/employeeprocedures](http://www.stcloudstate.edu/employeeprocedures).

**Evaluation:** The Affirmative Action Officer will maintain records and data of all unclassified hires. Human Resources maintains records and data of all classified hires. The President and the President's Council receive weekly reports on unclassified hires.

### PROMOTIONS and TENURE

**Objective:** The University will continue to apply good faith efforts to promote and tenure employees affirmatively and include AA monitoring in the promotion process.

**Responsibility:** Human Resources/Provost

**Completion Date:** Yearly

**Action Steps:**

1. HR maintains current information on promotions and tenure.
2. HR monitors promotions and tenure.
3. Where adverse impact is identified, the Affirmative Action Officer will be notified.

**Evaluation:** HR will maintain records and data of all promotions and tenure.

### SEPARATIONS

**Objective:** The University will review all separation proposals for impact on affirmative action efforts.

**Responsibility:** Human Resources

**Completion Date:** Yearly



**Action Steps:**

1. The Affirmative Action Office will receive current information regarding disparities of classified employees from Human Resources.
2. Human Resources will review separation decisions reached by hiring authorities to monitor the separation process.
3. Use of statistical tests in the analysis of separations to determine if the difference in the rates is statistically and practically significant.
4. Where adverse impact is identified, the Human Resources Director and the President will be advised.

**Evaluation:** The Affirmative Action Officer provides an annual separation summary to the president.

**6. A & B Program: Non-Discrimination Training Education**

**Objective:** Provide training and education to campus constituents about nondiscrimination and responsibilities to prevent prohibited discrimination and sexual harassment.

**Responsibility:** Affirmative Action Office

**Completion Date:** Ongoing

**Action Steps:**

1. Educate hiring supervisors about their role in preventing discrimination.
2. Provide training on preventing discrimination and the discrimination complaint process.
3. Answer all oral or written questions by campus constituents and applicants about affirmative action and the complaint process.

**Evaluation:** The Affirmative Action Office will monitor all training completions and inform the President, vice-presidents and deans.

**7. METHODS OF AUDITING, EVALUATING, REPORTING PROGRAM SUCCESS****A. Pre-employment Review Process**

A complete and comprehensive search and hiring procedures website [www.stcloudstate.edu/employee-procedures](http://www.stcloudstate.edu/employee-procedures) has been established for department supervisors/managers, search personnel and search committees. This site incorporates HR and OAA pre-employment review processes for classified and unclassified hiring as outlined below.

**Classified Vacancies** <http://www.stcloudstate.edu/employee-procedures/default.asp>

The Human Resources Office conducts the recruitment of University classified employees. Consistent with Minnesota State Colleges and Universities Board Policies on Nondiscrimination in Employment and Education Opportunity and Affirmative Action, St. Cloud State University has established the following selection process:

1. Position becomes vacant. Supervisor informs Human Resources that there will be a vacancy.
2. Human Resources contacts the appropriate supervisor to determine whether position should be filled. If it is determined that a position will be filled, Human Resources provides the appropriate supervisor with a Justification for Filling form. Before a position is filled, this form must be reviewed and approved by the Supervisor, Human Resources Director, Vice-President for Administrative Affairs, and the President.



3. Human Resources and Supervisor review position description to see if any changes are needed.
4. Job announcement is posted for seven days on the St. Cloud State Campus for bidding by eligible employees. If there are bidders, interviews are scheduled.
5. If there are no bidders, any of the following actions can be taken in any order:
  - ◆ A promotional list is requested and interviews are held.
  - ◆ A competitive list is requested and interviews are held.
  - ◆ State employees from other state agencies are interviewed.
  - ◆ Unemployment layoff lists, if available, are used.

Information from these lists pertaining to protected group status such as race, disability, etc., is private information and may not be released to the prospective supervisor or members of the interview committee. Only public personnel data as defined by the Minnesota Data Government Practices Act, Section 13.43, Subd. 2, may be released.

6. A list of job related questions is devised by the Supervisor and reviewed by Human Resources to ensure that the questions are uniform, appropriate, and job-related. Human Resources meets with the Supervisor and others to review procedures for an objective interview.
7. Interviews are conducted by the Supervisor, using uniform job-related questions. Other staff members may be involved in the interviews at the Supervisor's discretion. Every staff member involved in the interview will complete an evaluation form for each candidate, which contains job-related criteria.
8. Supervisor gives recommendation for hire. If a member of a protected class group where there is a disparity is not selected, a written justification will be given as to why all non-selected finalists were not hired.
9. If the Human Resources Office concurs with the selection, all candidates are notified of the hiring decision. The written justification is attached to the Protected Group Report.
10. If the Human Resources Office does not concur with the decision, the Human Resources Director will review the file and make a final recommendation, either to reaffirm or to reconsider. All candidates are notified of the hiring decision.

**Unclassified Vacancies** <http://www.stcloudstate.edu/employeeprocedures/default.asp>

The Affirmative Action Office conducts the recruitment of University unclassified employees (faculty and administrative) consistent with MnSCU Board policies on Nondiscrimination in Employment and Education Opportunity and Affirmative Action. Following is the search process (see Appendices for a link to a sample of each form):

1. Request to Hire form (Appendix A) sent to Academic Affairs/Vice-President. Once approved, Human Resources approves position and Budget Officer approves budget line for position.
2. Affirmative Action Recruitment Plan (Appendix B) developed by the search committee chair and sent to the Affirmative Action Officer for approval.
3. Notice of Vacancy (Appendix C) is developed by department or supervisor using department standards and/or position description as criteria for responsibilities and minimum and preferred qualifications.
4. A meeting is set up with the AAO to discuss committee ground rules, search process, recruitment strategies and affirmative action goals.



5. The committee develops an Applicant Screening Form (Appendix D), evaluation form and interview questions based on the qualifications and responsibilities asked for in the Notice of Vacancy. These are sent to the AAO for approval.
6. Applicants respond, their name is placed on the Applicant Flow Analysis (Appendix E), and each applicant is sent a Supplemental Personnel Data Form to be returned directly to the Affirmative Action Office. Semi-finalists are selected on the Applicant Flow Analysis. All other applicants are given a non-select code.
7. A Memo of strengths and weaknesses (Appendix F) for each of the finalists and semi-finalists is prepared. The Memo and Applicant Flow Analysis are sent the AAO for approval.
8. Interviews are done per protocol in the appropriate hiring manual for the position and employment eligibility is verified. Finalists are selected and the Applicant Flow Analysis is sent back to the AAO for approval.
9. The committee proceeds with the final interviews. Recommendation for hire is sent to the AAO, Dean and the Vice President and/or Academic Affairs. If approved, salary is negotiated and the candidate is sent a personnel application form.
10. The OAA tracks all steps of the search and hire process on a Search Checklist (Appendix G), including search committee demographic make-up, meeting date with AAO and applicant gender and ethnicity.

## **B. Pre-review of Layoff Decisions**

St. Cloud State University will make lay-off determinations consistent with applicable collective bargaining agreements and personnel plans. Proposed layoff decisions will be reviewed by the Equal Opportunity/Affirmative Action Officer to evaluate their effect on St. Cloud State University's affirmative action program.

## **C. Methods of Auditing, Evaluating and Reporting Program Success**

An underutilization report is established each year and disseminated to excluded managers and hiring supervisors. Those individuals work with search committees to recommend and encourage the recruitment and hiring of underutilized populations based on the report. The AAO does an end of the year report to the president, indicating the year's results. The AAO keeps a database of types of complaints for ongoing and end of the year review and analysis. The AAO compiles and verifies new advertising sources for positions throughout the year. The AAO collects information on where applicants saw the ad (or Notice of Vacancy) and advises committees on where they strategically should place ads based on their underutilization.

## **8. REASONABLE ACCOMMODATION**

- A. SCSU has a continued commitment to hiring individuals with disabilities who can perform the essential functions of the job with or without reasonable accommodation. The individual responsible for ADA Compliance is the Personnel Officer Senior.
- B. & C. Procedure for Current Employees, Employees Seeking Promotion, and Applicants
  1. Individuals requesting an accommodation must complete the form labeled Appendix H in the Appendices. An individual who wishes reasonable accommodation must submit a written request either to the ADA Coordinator, or to the direct or hiring supervisor who will forward the request to the ADA Coordinator.



2. When an accommodation has been requested, the ADA Coordinator will discuss with the supervisor the purpose of the job and essential functions and the nature of the application process.
3. If medical documentation is not on file for the individual to support the request, a medical release form must be signed by the individual to allow the physician to be able to report to the ADA Coordinator the nature of the disability. The ADA Coordinator also discusses with the physician the essential functions of the job and the application process so the physician can comment on which functions are affected. The ADA Coordinator makes the determination as to eligibility for accommodations.
4. The ADA Coordinator, in consultation with the employee or applicant, will determine the precise job- or application-related limitations, identify potential accommodations and assess the effectiveness of each, and select and implement the most appropriate accommodation for the employee or applicant and the employer.

Reasonable accommodation is made to the functional limitations of individuals with disabilities unless accommodation would pose an undue hardship on the conduct of SCSU business. Accommodations include, but are not limited to the following:

- Modifying the requirements of an assignment or an application process to accommodate a disability. Examples of such accommodation may include job restructuring modification of the work schedule and site, and the acquisition or modification of equipment or devices to allow the employee to perform the job requirements, providing applications in alternative formats.
- Modifying building, and grounds to remove physical barriers to persons with a disability.

In designing new construction, attention is given to meeting standards set forth in Section 503 of the Rehabilitation Act and the Americans with Disabilities Act to make the facility readily accessible to and usable by individuals with disabilities. In remodeling existing facilities, special consideration is given, to the greatest extent feasible, to making the altered portion of the facility readily accessible to and usable by individuals with disabilities.

5. If an accommodation cannot overcome the existing barriers, or if the accommodation would cause undue hardship to the operation of the agency, the employee and ADA Coordinator will work together to determine whether reassignment may be an appropriate accommodation.
  - Look for a vacant position that is equivalent to the one held by the employee.
  - If the employee is not qualified for a vacant position with or without a reasonable accommodation, or no equivalent vacant position exists, the university may, as an accommodation, reassign the individual to a vacant position in a lower classification for which the employee is qualified. In this case, the university is not required to maintain the employee's salary at the previous level.
  - Look for transfer, mobility, noncompetitive and competitive opportunities within MnSCU.
6. If in the ADA Coordinator's and that of the supervisor's opinion, the cost or scope of the accommodation might alter the nature or operation of the department. The ADA



Coordinator and the supervisor will meet with the President to review the requested accommodation(s), and will consider:

- The nature and cost of the accommodation in relation to the size and financial resources of the state as an employer; and
  - The impact of the accommodation on the nature or operation of the department.
7. The President, or his designee, will provide a decision in writing to the AAO, the ADA Coordinator, the supervisor and the employee or applicant within 5 working days after receipt of the analysis and recommendation.
8. Individuals who are denied a request may file a discrimination complaint with the Affirmative Action Officer. They also have the right to file a complaint with the Minnesota Department of Human Rights and/or the U.S. Equal Employment Opportunity Commission.
- D. A budget of \$5,000 is set aside in Human Resources to fund reasonable accommodations.
- E. Student disability accommodations are arranged through the Student Disabilities Services office (320)308-4080. Owen Zimpel is the Director of this office.

## **9. RECRUITMENT PLAN**

- A. The objective of the recruitment plan is to engage in widespread and diverse notification of employment opportunities to yield diverse and sufficient applicant pools. Routinely, ads are placed on appropriate websites and in some publications, including but not limited to the Chronicle of Higher Education, SCSU and MnSCU Employment Opportunities websites, Minnesota Diversity, HigherEdJobs.com, InsideHigherEd.com, National Minority Faculty ID Program website, The Academic Network/Minority Faculty Applicant Database, Minneapolis Star Tribune newspaper (includes online posting) and the St. Cloud Times newspaper (includes online posting at Careerbuilders.com) and discreet academic disciplines professional journals and websites. A total of \$170,494 was spent on paid advertising in FY 2007-2008. St. Cloud State University collects information on web advertising through monthly reports provided by our web vendors.
- B. Other recruitment efforts include:
- Personal contacts with potentially qualified candidate, including current students or recent graduates of programs, especially women, minorities and persons with disabilities.
  - Personal contacts with colleagues, unit heads, department chairs, etc. , in departments similar to the one where the vacancy exists, in order to seek assistance in identifying qualified minorities and persons with disabilities and others who may be interested in the position.
  - Approved Notice of Vacancy are posted on the bargaining unit bulletin board in each campus building.
  - Copies of the Notice of Vacancy are also sent to the Human Resource director and to the President's Office.
  - Posting of notices at local, regional and national conventions.
  - Search committees send letters to graduate schools or national organizations.
  - Use of placement services in professional organizations.



- Additional recruitment sources as well as complete comprehensive hiring procedures are available on the SCSU Employment Procedures website at: <http://www.stcloudstate.edu/employee-procedures/resources.asp>.
- The Affirmative Action Office requires full list of all search committees and monitors representation from underrepresented groups. A good faith effort is required to ensure diverse committee membership. Such efforts are part of the search record.
- Materials are available in alternative formats when requested and meeting locations are accessible.
- The Director of Affirmative Action, the Human Resource Director or members of specific search committees as appropriate, may attend Job Fairs.

C. Internship Program Opportunities

No internship opportunities are anticipated in 2008 through 2010. If an internship opportunity becomes available the Human Resources Director and Affirmative Action Officer will work to formalize and implement the specific internship arrangement.

D. Recruitment of Persons with Disabilities

Recruitment of persons with disabilities includes SCSU vacancy postings on MinnesotaDiversity.com website which includes organizations for workers with disabilities.

E. Supported Work

1) & 2) The Human Resources Office will review vacant positions and assess the current workload and needs of the office, to determine if job tasks might be performed by a supported employment worker(s). If appropriate, a list of supported worker candidates will be requested from DOER. The Human Resources Office will work with the State ADA/Disability Coordinator to recruit and hire individuals for supported employment if such a position is created.

## 10. RETENTION

A. Direct supervisors should obtain information as much as possible as to why employees have left. It is their responsibility, in consultation with the Affirmative Action Office and Human Resources to determine if the workplace is contributing to turnover and make appropriate changes. Annually, the Affirmative Action Office provides underutilization information and current demographic data for faculty and administrative units to the hiring administrators and search committees. It is the responsibility of the President, vice presidents, deans, supervisors and managers, human resources director and affirmative action officer to promote retention of protected group members.

B. Separation and layoff data is collected by the Human Resources Office.

C. Actions to promote the retention of protected group members have been, and continue to be, explored on the SCSU campus. Activities in the support of retention efforts include, but are not limited to:

- An ongoing series of educational activities is planned for Academic Year 2008-2009, starting with commencement activities, which include employment orientation, anti-



racism workshops for departments, faculty and administrators as part of the Center for Teaching and Learning Center Convocation Week events.

- Web-based training, **Preventing Workplace Discrimination** [http://training.newmedialearning.com/top\\_level/stcloudu/index.htm](http://training.newmedialearning.com/top_level/stcloudu/index.htm) , is required training for all supervisors and managers and anyone with apparent authority. This training is made up of two segments, A) Preventing Employment Discrimination, and B) Preventing Sexual Harassment and is based on federal and state policy and laws. A link to this training and all policies are included on the Affirmative Action Office website. The website address is <http://stcloudstate.edu/affirmativeaction>.
- **Community Anti-Racism Education (CARE)** <http://www.stcloudstate.edu/care> : This training is mandatory for all new employees. It addresses racism by developing definitions, terms and vocabulary for a discussion of race. A team of approximately 10 campus members are trained to take this seminar (1/2 day, full day or 2-1/2 day) out to the campus and the surrounding community, to help individuals and groups probe their assumptions about people of different races, to gain insight into the invisibility of white privilege, and the perspectives of minority populations.
- **Center for Holocaust and Genocide Education** <http://www.stcloudstate.edu/chge> : An office to develop education and training in the nature of anti-semitism and hate that leads to private or state-sanctioned brutality and murder.
- **Veterans Resource Center** <http://www.stcloudstate.edu/veterans> : Website provides veterans with internal and external resources available to them.

## 11. Promotions

SCSU does the following to ensure that minority and female employees have equal opportunities for all promotions:

- Lists all unclassified career vacancies regardless of level and classification in the Human Resources directory located in the department.
- Makes available education and training opportunities to all employees.
- Considers all employees applying for promotional opportunities on the basis of their qualifications for the position.
- Inform potential candidates of the criteria required and used in the evaluation for promotion.

## 12. Separations

1. The separation analyses data for the period July 1, 2007 through July 31, 2008 indicates no areas of concern with regard to the differences in rates of separations within each job classification. The SCSU campus will continue its good faith efforts in the representation of women and minorities in all job classifications. The analyses shows several things:
  - a. Approximately 50% of separated white employees was due to resignation.
  - b. Approximately 77% of separated minority employees were from resignation. Minority employees appear to be resigning at a substantially higher rate.
2. Charts showing separation activity for this period are shown on the following pages.

**St. Cloud State University - Annual Separation Summary**  
July 1, 2007 - June 30, 2008

### UNCLASSIFIED BARGAINING UNITS

Faculty209)

Type of Separation	Total			White			Total Minority			Black			Asian			Hispanic			American Indian		
	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
Retirement w/Early (E)	11	9	2	10	8	2	1	1					1	1							
Retirement '(R)	10	7	3																		
Nonrenewal (N)	1		1	1		1															
Resignations (Q)	9	7	2	4	4		4	2	2	2	1	1	2	1	1						
Deceased (D)	1	1		1	1																
Total	32	24	8	16	13	3	5	3	2	2	1	1	3	2	1	0	0	0	0	0	0

## MSUAASF (211)

Type of Separation	Total			White			Total Minority			Black			Asian			Hispanic			American Indian		
	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
Retirement w/Early (E)																					
Retirement '(R)	1	1		1	1																
Nonrenewal (N)																					
Resignations (Q)	12	3	9	10	2	8	2	1	1	1	1		1		1						
Deceased (D)																					
Transfer (X)																					
Total	13	4	9	11	3	8	2	1	1	1	1	0	1	0	1	0	0	0	0	0	0

## MnSCU Administrators (220)

[illegible]

### CLASSIFIED BARGAINING UNITS

### Skilled Craft (202)

[illegible]



# St. Cloud State University - Annual Separation Summary (cont.)

July 1, 2007 - June 30, 2008

## Service Maintenance (203)

Type of Separation	Total			White			Total Minority			Black			Asian			Hispanic			American Indian		
	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
Retirement w/Early (E)																					
Retirement '(R)	3		1	2	3	1	2														
Nonrenewal (N)																					
Resignations (Q)	5		2	3	4	2	2	1	1		1	1									
Deceased (D)																					
Total	8		3	5	7	3	4	1	1	0	1	1	0	0	0	0	0	0	0	0	0

## Office Clerical (206, 217)

Type of Separation	Total			White			Total Minority			Black			Asian			Hispanic			American Indian		
	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
Retirement w/Early (E)																					
Retirement '(R)	8			8	8		8														
Nonrenewal (N)																					
Resignations (Q)	1		1		1	1															
Deceased (D)																					
Total	9		1	8	9	1	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Technicians (204,205,207)

Type of Separation	Total			White			Total Minority			Black			Asian			Hispanic			American Indian		
	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
Retirement w/Early (E)																					
Retirement '(R)																					
Nonrenewal (N)																					
Resignations (Q)																					
Deceased (D)																					
Total	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Professionals (214,216)

Type of Separation	Total			White			Total Minority			Black			Asian			Hispanic			American Indian		
	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
Retirement w/Early (E)																					
Retirement '(R)	4		2	2	3	1	2	1	1				1	1							
Nonrenewal (N)	1		1		1	1															
Resignations (Q)	4		3	1	4	3	1														
Deceased (D)																					
Total	9		6	3	8	5	3	1	1	0	0	0	1	1	0	0	0	0	0	0	0



# St. Cloud State University - Annual Separation Summary

July 1, 2007 - June 30, 2008

## TOTAL OF ALL CLASSIFICATIONS

Type of Separation	Total			White			Total Minority			Black			Asian			Hispanic			American Indian		
	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F
Retirement w/Early (E)	11	9	2	10	8	2	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0
Retirement '(R)	26	11	15	15	3	12	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0
Nonrenewal (N)	2	1	1	2	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Resignations (Q)	32	17	15	24	13	11	7	4	3	4	3	1	3	1	2	0	0	0	0	0	0
Deceased (D)	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAND TOTALS	72	39	33	52	26	26	9	6	3	4	3	1	5	3	2	0	0	0	0	0	0
				72%			13%			6%			7%								

## Retention-Separation Analysis - Adverse Impact

Type of Separation	#	%
Retirement w/Early (E)	11	15%
Retirement '(R)	26	36%
Nonrenewal (N)	2	3%
Resignations (Q)	32	44%
Deceased (D)	1	1%
	72	



## SCSU Organizational Chart

**President: Earl H. Potter III**

Provost/Vice President for <u>Academic Affairs</u> :	Michael Spitzer
Vice President for <u>Administrative Affairs</u> :	Steve Ludwig
Vice President for <u>Student Life and Development</u> :	Wanda Overland
Vice President for <u>University Advancement</u> :	Jill Rudnitski
Special Advisor to the President:	Judith Siminoe
Director of Affirmative Action:	Susan Moss
Director of Athletics:	Morris Kurtz
Director of University Relations:	Bernie Omann
Assistant Vice President for Institutional Effectiveness:	Lisa Foss (Interim)
Assistant Vice President for Marketing and Communications:	Loren Boone

### **Provost/Vice President for Academic Affairs: Michael Spitzer**

College of Business Dean:	Diana Lawson
College of Education Dean:	Kate Steffens
College of Fine Arts and Humanities Dean:	Sharon Cogdill (Interim)
College of Science and Engineering Dean:	David DeGroote
College of Social Sciences Dean:	Frank Harrold
Learning Resources and Technology Services Dean:	Kristi Tornquist
Undergraduate Studies Dean:	(vacant)
Continuing Studies Dean:	John Burgeson
Graduate Studies Dean:	Dennis Nunes
Associate Vice President, Curriculum:	Mitch Rubinstein
Associate Vice President, Enrollment Management:	Mahmoud Saffari



Assistant Vice President, Faculty Relations:	(vacant)
Associate Vice President, International Studies:	Ann Radwan
Assistant Vice President, Research and Faculty Development:	Richard Rothaus
Assistant Vice President, Planning and Outreach:	(vacant)

**Vice President for Administrative Affairs: Steve Ludwig**

Associate Vice President, Administrative Affairs:	Diana Burlison
Buildings and Grounds:	James Williams (Director)
Business Services:	Jeff Wagner (Director)
Campus Dining Services:	Stephen Miller (Food Services Director)
Human Resource Management:	Larry Chambers (Director)
Husky Bookstore:	Ted Mears (Store Manager)
Information Systems, Center for:	Ilya Yakovlev (Director)
Printing Services:	Jeff John (Director)
Public Safety Department:	Miles Heckendorn (Director)
Scholarships and Financial Aid:	Michael Uran (Director)

**Vice President for Student Life and Development: Wanda Overland**

Associate Vice President for Student Life and Development:	Michael Gillilan
American Indian Center:	Jim Knutson-Kolodzne (Director)
Atwood Center:	Margaret Vos (Director)
Career Services:	Addie Turkowski (Director)
Counseling and Psychological Services:	John Eggers (Director)
GLBT Services:	Heidi Aldes (Director)
Lindgren Child Care Center:	Debra Carlson (Director)

Multicultural Student Services:	Shahzad Ahmad (Director)
Campus Recreation:	Ron Seibring (Director)
Residential Life (Housing):	Dan Pedersen (Director)
Student Disability Services:	Owen Zimpel (Director)
Student Health Services:	Corie Beckermann (Director)
Student Organizations and Leadership Development:	Matt Trombley (Director)
University Programming:	Jessica Ostman (Director)
Volunteer Connection:	Beth Knutson-Kolodzne (Coordinator)
Women's Center:	Jane Olsen (Director)
<b>Vice President for University Advancement: Jill Rudnitski</b>	
Alumni Relations:	(Interim Director)
Finance:	Roger Lewis (Director)
Associate Vice President, Development:	Eric Kautzman
Annual Giving, President's Club:	Kurt Stelten (Director)
College of Education/Planned Giving:	Chad Marolf (Director)
College of Fine Arts and Humanities/Social Sciences	Jayne Adams Piehl (Director)
College of Science and Engineering:	Bob Beumer (Director)
Herberger College of Business:	Terri Mische (Director)
Research:	Sharon Carter (Director)