



AFFIRMATIVE ACTION PLAN

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

August 1, 2010 to July 31, 2012

SECTION ONE – AFFIRMATIVE ACTION PLAN 2010-2012

I. TRANSMITTAL FORM

A & B. This annual review revealed underutilization of the following underrepresented groups in the following goal units:

Comparison since 2008 & 2006 AA Plan:

Number Underutilized	2010	2008	2006		2010	2008	2006	
EEO Job Group	Women	Women	Women	Improved/ Not Improved/ Same	Under-represented Groups/ Minorities	Under-represented Groups/ Minorities	Under-represented Groups/ Minorities	Improved/ Not Improved/ Same
Officials & Administrators	-2	-1		Not improved				Same
Professionals	-55	-72	-73	Improved				Same
Technicians				Same	-1	-1	-1	Same
Office/Clerical				Same	-13	-13	-15	Somewhat improved
Skilled Craft	-3	-3	-3	Same	-3	-3	-3	Same
Service Maintenance	-8	-8	-13	Somewhat improved	-14	-13	-15	Not improved

Percentage Underutilization:

EEO Job Group	Women – # Underutilized	Women % Underutilized	Underrepresented Groups/Minorities # Underutilized	Underrepresented Groups/Minorities % Underutilized
Officials & Administrators	-2	-6.1%		
Professionals	-55	-7.0%		
Technicians			-1	-6.8%
Office Clerical			-13	-6.3%
Skilled Craft	-3	-5.6%	-3	-7.1%
Service Maintenance	-8	-7.2%	-14	-11.8%

(See Section Five, Appendix L for Utilization methods chart.)

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

Ellyn L. Bartges
Signature of Equity & Affirmative Action Officer

10-1-2010
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.

Earl H. Potter, III
Signature of President

10-1-2010
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 MMB Director of Diversity and Equal Opportunity

Date

Once approved by the MMB 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, Vice Presidents, Deans, Human Resources and Equity & Affirmative Action Offices, in addition to the Learning Resources & Technology Services, and on-line at the university's Office of Equity & Affirmative Action web page located at:

<http://www.stcloudstate.edu/affirmativeaction/program.asp>.

II. STATEMENT OF COMMITMENT

The major revisions in this Affirmative Action Plan reflect and address the significant changes St. Cloud State University and the broader community have experienced since the previous plan was distributed in 2008. I commend the good work that has gone into the effort to ensure that our hiring practices will continue to reflect our commitment to advancing social justice, diversity and inclusion.

This new plan comes at a time when state budget cuts have reduced faculty and staff resources and an uncertain economic future has limited our ability to hire new employees. However, these circumstances will in no way diminish our commitment to our mission which includes a responsibility to educate students with a global perspective.

A college education must do more than prepare students for career success. It must prepare them for life success by giving them the tools to live and thrive in a changing world – tools best provided by a diverse, well-rounded faculty and staff dedicated to equal opportunity for all. It is vital that those who serve in our hiring processes have access to a clear and comprehensive Affirmative Action plan in order to ensure that those who join the ranks of our faculty and staff are prepared to uphold these principles.

Federal and state laws mandate and MnSCU policy requires that we have an updated Affirmative Action Plan accessible to the public. This is that plan. It embodies our commitment to develop a diverse workforce, which is essential to the achievement of our mission. As president of St. Cloud State University, I affirm this commitment and pledge our full efforts to realize the objectives outlined in this plan.

Earl H. Potter, III
Earl H. Potter, III, President

10-1-2010
Date

III. Message from the Equity & Affirmative Action Officer

Welcome to SCSU's 2010-2012 Affirmative Action Plan (hereafter simply "Plan"). This work is a reflection of the university's past, present and future commitment to legal affirmative action goals and initiatives mandated by the Federal Government through the Equal Employment Opportunity Commission ([Executive Order 11246](#)) and the State of Minnesota. ([M.S. 43A.191, subdivision 2](#)) The document is a living, working document designed for amending and additions annually and subject to review biennially by the Minnesota State Colleges & University System (MnSCU). Other factors could also have an impact on the document in the future; campus climate survey data, national census data and information from other campus diversity initiatives (e.g. Diversity Task Force) or legal findings, reports from Federal and/or State agencies. The document is not designed as the final word or work SCSU envisions as we work towards social justice, diversity and the creation of an inclusive intellectual community dedicated to education and a respectful workplace.

Since the last Plan submitted in 2008, the office name has changed from the Affirmative Action Office, to the Office of Equity & Affirmative Action (OEAA), Ellyn L. Bartges is now the Equity & Affirmative Action Officer, Designated Officer, Title IX and ADA Officer, we've moved to a new permanent office location in Administrative Services Building, Room 102, as well as included a myriad of technical and practical data available to the public in our Plan. These changes have been made in an effort to strengthen the reach and the efficacy of the office, as well as to make the office more accessible, visible, accountable, transparent, credible, fair and compliant in the mission we are charged with fulfilling. I look forward to working with the administration and respective bargaining units to provide the requisite compliance and monitoring functions necessary to the institution and to provide leadership in finding solutions to problems of staffing, hiring, recruitment and retention of women and minorities which have vexed St. Cloud State for some time. With the cooperation of these units and strong support from the administration we will continue to make advances in creating the safest, most welcoming, diverse, and global workforce possible.

In order to successfully create the safest, most welcoming and diverse global workforce, it is imperative that the university community understand and utilize the MnSCU 1B.1 complaint process to resolve issues of harassment, discrimination, retaliation and hostile work environment. The Office of Equity & Affirmative Action takes every concern and potential complaint of employees seriously. We welcome the opportunity to talk with employees about any issues or workplace concerns. Students are also covered by 1B.1 policies (<http://www.mnscu.edu/board/policy>) and should feel free to contact our office. Not all instances of questionable or offensive behavior are discriminatory; however, we want to ensure that a safe and thriving educational and work environment exists. In order to accomplish this and to establish a reputation of accountability, creditability and fairness, we encourage people to bring their complaints or issues to our office for discussion.

Diversity is the mission of any EAA office. In order to achieve maximum efficiency and impact on campus it is necessary to have a fully staffed office. Over the last 6 years, our office has fielded 138 - 1B.1 complaints, facilitated 2,869 on-line sexual harassment and discrimination training completions (employees and students), met with over 750 search committee chairs or entire committees and monitored searches (includes failed/closed searches), been invited to speak in various classes,

participated in MnSCU trainings and Affirmative Action Officers and Campus Chief Diversity Officer meetings, been part of several committees including Cultural Diversity Committee, 1B.1 Task Force, ADA Committee, Diversity Task Force, and the Ad Hoc Group, provided service to other campus initiatives, and just this calendar year, fielded and processed 53 concerns and complaints of faculty, staff and students who came to our office. During this time, a Director, an office manager and a full time investigator staffed the office. Currently, an Equity and Affirmative Action Officer, and an Office Manager staff the office. The office needs another full time professional affirmative action officer in order to provide more comprehensive services to the university. I suggest eliminating the position of Office Manager and filling the gap with a MAPE Affirmative Action Officer. Concerns have consistently been raised in various reports about the understaffing of our office dating back to at least 2002. This should assist us in providing more contact with the institution and the community.

We welcome your feedback and look forward to serving the entire St. Cloud State community as a resource.

Finally, I wish to thank all those who have provided comments, insights and opinions about this plan. Most of all I want to thank and commend Renee Dingmann for her hard work and dedication to the Plan. Without her hard work and thoughtful input the plan may not yet be finished.

Respectfully,

Ellyn L. Bartges

Ellyn L. Bartges, M.A., Certified Affirmative Action Professional (CAAP)
Designated Officer, Equity & Affirmative Action Officer, ADA & Title IX Compliance Officer

Interpreting Data; Hiring Goals, Recruitment Strategies and Results

Visibility, accountability and transparency are facilitated by the Vice Presidents who supervise Deans and Directors acting as the frontline gatekeepers and managers at St. Cloud State University. It is crucial these managerial positions be held accountable as well as provided the resources and data they need to address employment concerns in a timely manner. Listed below is the most current data on hiring and placement of women and minorities by vice presidential grouping. Where no number is listed, SCSU is neither under nor over utilizing females or minorities in the job groups listed according to 2000 census data. As data for the 2010 census becomes available, one would expect these charts to change, which is why the EAA office will update these charts on an annual basis from this point forward rather than every two years as MnSCU requires. The down turn in the nation's economy is felt on our campus in many ways, especially affecting our ability to hire new faculty and staff. The potential elimination of ninety jobs on our campus from BESI, Retrenchment and not filling vacancies could have a serious negative impact on our diversity campus wide, requiring close observation every step of the way during conversations involving layoffs and retrenchment.

Readers can see, SCSU has had some success in hiring Underrepresented Groups/minorities over the last few years especially in the "Officials & Administrators and Professional" job groups. However we are still underutilizing minorities in Administrative Affairs, the President's Office, and Athletics in the "Professionals" job groups. Double or near double digit underutilization of women in Academic Affairs, Administrative Affairs, University Advancement, and Athletics (which has been separated from the President's unit in this dialog) in the Officials & Administrators and Professional classifications is worrisome and needs addressed by the respective VP's with their dean's and director's. It is the expectation of this office where <-3%> or more underutilization exists; increased efforts are made to recruit larger, more diverse applicant pools for all hiring. Each Dean or Director must meet with our office in person to discuss a plan for assisting a hiring unit in their division to actively and aggressively recruit women and people of color to apply. Additionally, the hiring authority should closely review all proposed NOV's to ensure non-discriminatory language and qualifications are used to frame and talk about the needs of the department and the job. A complete review of application materials for those interviewed must take place with the hiring authority and the equity & affirmative action officer prior to any formal or informal offers of employment being made in areas listed as underutilized in this report. The EAA officer will also review files in other searches to ensure non-discriminatory screening and evaluation of application materials has been successfully executed.

The goals contained within, in my professional opinion, are sufficiently aggressive and realistic if we are able to conduct external searches for new faculty and staff and if we actively advertise and recruit with the intent of not only attracting qualified, diverse applicant pools, but hiring from them as well. It is especially important the university is committed to recruitment in the areas showing double digit underutilization of women and people of color. The skilled crafts may be difficult to diversify but given the job market and the benefits of university employment we ought to be able to hire more diversity in the Service Maintenance and Office/Clerical areas of the work force. Failed and closed searches are not just expensive to the institution; they send a message to potential applicants in the next incantation of the search that is usually perceived as negative. The importance of successful hiring on the first attempt cannot be overstated.

As noted previously in this Plan, changes do not happen overnight and given some double digit underutilization we have our challenges cut out for us in certain job groups. These are not good reasons, or acceptable reasons, to conduct business as usual when it comes to hiring or recruiting diverse applicant pools or in charging screening committees and holding vice presidents, dean's and directors accountable for hiring recruitment and decisions. On the contrary, with limited hiring, it is imperative hiring authorities pay close attention to applicant pool development and screening processes. This is an opportunity for The university community to come together, working towards fulfilling our mission as a public institution which will be reflected in part through our workforce.

According to the most recent data analyzed by the Chronicle of Higher Education from the U.S. Department of Education, at 4-year public institutions the following groups hold positions;

Public 4 year	Total	White	Black	Hispanic/ Latino/a	Asian	American Indian
Professional	1,240,653	71.8%	6.7%	4.4%	7.6%	0.6%
Exec, Admin, Mangr	80,514	80.9%	10.5%	4.4%	3.1%	0.7%
Faculty Members	503,798	77.7%	5.4%	3.9%	7.9%	0.6%
Instruction & Research Asst	253,399	55.5%	4.1%	3.8%	7.9%	0.4%
Other	402,942	73%	9.3%	5.4%	7.9%	0.6%
Nonprofessional	455,176	66.1%	18%	9.9%	4.2%	0.9%
Total	1,695,829	70.3%	9.8%	5.9%	6.7%	0.7%

*45,870 are listed as race unknown

** (CHE, 8/27/10)

The same source informs us that women still only comprise 41.8% of the professorate while men occupy 58.2% of all full time faculty jobs. Females and males are now virtually even among the ranks of part time instructional staff members. Comparing appendix L to the national data above gives the University community an idea of what progress has yet to be made with hiring as well as with the other key component in diversifying the campus, retention.

The process of leveling the playing field of employment cannot happen overnight, but every year we need to show progress. New programs proposed in the narrative would help units' ability to recruit and hire a more diverse workforce (Dual Career Program, Post-Doc or Visiting Fellow's Program's, and Visiting Scholar Programs) especially if we take advantage of information from planned/projected retirements, sabbaticals and interim appointments. Advocating for equal benefits for partners (e.g. tuition reimbursements/waivers, partner health benefits and dual career consideration) would also give the university administration tools in the recruitment and retention of the highest caliber faculty and staff looking on the job market. Bargaining unit and MnSCU constraints aside, the programs mentioned above would provide unique opportunities for SCSU to try and create opportunities and professional relationships with underrepresented groups for the future of hiring at our university.

The majority of discussion has revolved around unclassified faculty and staff. This is a disservice to the university and the community. One of the most effective and beneficial programs I have ever participated in was a trainee/learner program at a mid-sized regional comprehensive university in the rural Midwest. Supported and encouraged by the State, collective bargaining units and unions joined

forces, working together to help open the doors of employment to those who would otherwise not be considered for open positions. This program helped diversify the workforce, bring new talent into the university and saving money. Taking leadership in this area would benefit SCSU in hiring service maintenance and office/clerical positions, areas we are woefully and unacceptably underutilized for both women and minorities. SCSU administration would very much like to talk to AFSCME representatives at the state and local levels to try and take steps forward in diversifying our classified staff as soon as possible.

While the university steers a course through painful budget cuts, reorganization and consolidation, the administration is paying close attention to processes which limit flexibility and potentially force a move backwards as a hiring bottleneck becomes a trickle of new employees. Gains in diversifying the faculty over the last few years could be gone or severely undermined in one short nine-month period of time. The importance for all faculty and staff to engage in respectful dialogues about race, sexual orientation, religion, disability, national origin, gender and color and how societal changes nationally and locally can bring new ideas and employees to SCSU. Building and supporting a respectful workplace where civility, mutual respect of differences and collegiality are commonplace will position SCSU as a leader in higher education in Minnesota and across the country in the second decade of this century.

IV. Vice-Presidential Unit Underutilization Data

ACADEMIC AFFAIRS UNIT

EEO Job Group	Women – # Underutilized	Women % Underutilized	Underrepresented Groups/ Minorities # Underutilized	Underrepresented Groups/ Minorities % Underutilized
Officials & Administrators	-3	-10.9%	+2	+6.7%
Professionals	-48	-7.3%	+81	+12.3%
Technicians	+1	+6.9%	-1	-6.8%
Office Clerical	+35	+40.3%	-7	-6.3%
Skilled Craft				
Service Maintenance				

ADMINISTRATIVE AFFAIRS UNIT

EEO Job Group	Women – # Underutilized	Women % Underutilized	Underrepresented Groups/ Minorities # Underutilized	Underrepresented Groups/ Minorities % Underutilized
Officials & Administrators	-1	-21.1%	+2	+28.2%
Professionals	+4	+22.7%	-1	-8%
Technicians				
Office Clerical	+10	+16.8%	-5	-8.2%
Skilled Craft	-2	-5.5%	-3	-7.1%
Service Maintenance	-7	-6.1%	-13	-11.6%

PRESIDENT’S UNIT (includes Athletics*)

EEO Job Group	Women – # Underutilized	Women % Underutilized	Underrepresented Groups/ Minorities # Underutilized	Underrepresented Groups/ Minorities % Underutilized
Officials & Administrators	+2	+28.9		
Professionals	-12	-25.5	-2	-3.7%
Technicians				
Office Clerical	+2	+32.3	-1	-8.2%
Skilled Craft				
Service Maintenance				

STUDENT LIFE & DEVELOPMENT UNIT

EEO Job Group	Women – # Underutilized	Women % Underutilized	Underrepresented Groups/ Minorities # Underutilized	Underrepresented Groups/ Minorities % Underutilized
Officials & Administrators	+1	+62.2		
Professionals	+1	+9%	+1	+1.4%
Technicians	+3	+36.9%		
Office Clerical	+10	+32.3%	-1	-4.9%
Skilled Craft				
Service Maintenance	-1	-43.6%		

UNIVERSITY ADVANCEMENT UNIT

EEO Job Group	Women – # Underutilized	Women % Underutilized	Underrepresented Groups/ Minorities # Underutilized	Underrepresented Groups/ Minorities % Underutilized
Officials & Administrators	-1	-37.8%		
Professionals			+1	+8.7%
Technicians				
Office Clerical	+2	+32.3		
Skilled Craft				
Service Maintenance				

*** Athletics (included in President’s Unit above)**

EEO Job Group	Women – # Underutilized	Women % Underutilized	Underrepresented Groups/ Minorities # Underutilized	Underrepresented Groups/ Minorities % Underutilized
Officials & Administrators				
Professionals	-10	-25.6%	-1	-2.9%
Technicians				
Office Clerical	+1	+32.3		
Skilled Craft				
Service Maintenance				

(See Appendix M & N for Utilization methods charts)

V. GOALS, TIMETABLES & LEGAL AFFIRMATIVE ACTION OBJECTIVES

EEO Job Group	Women			Minorities/People of Color		
	Number Under-utilized	Goal	Timetable	Number Under-utilized	Goal	Timetable
Officials & Administrator	-2	1	Aug 2011			
Professionals	-55	14	Aug 2011			
Technicians				-1	1	May 2011
Paraprofessionals						
Office / Clerical				-13	3	Aug 2011
Skilled Craft	-3	1	Dec 2011	-3	1	Dec 2011
Service Maintenance	-8	3	Dec 2011	-14	3	Dec 2011