

## SECTION FOUR – AFFIRMATIVE ACTION PLAN 2010-2012

### INFORMATION FOR EMPLOYEES

#### XI. VETERANS

Public institutions of higher learning have traditionally been havens for those who have served our country in the military. There is a long history of collaboration between federal and state governments with colleges and universities to benefit honorably discharged men and women from all services branches. While St. Cloud State University has the honor of being designated a “2011 G.I. JOBS MILITARY FRIENDLY SCHOOL”, there has been no active attempt to survey the current employment workforce to determine the number of currently employed veterans at SCSU. According to the [Jobs for Veterans Act, eff. 12/1/03](#), and [Vietnam Era Veterans’ Readjustment Assistance Act of 1975](#), the workforce should be surveyed annually to assess employment of honorably discharged veterans. Several MnSCU information sites for veterans are: <http://www.students.mnscu.edu/military/index.html>, Veterans Education Transfer System (VETS), <http://www.gpslifeplan.org/mnscumilitary/> SCSU’s Veteran’s Resource Center’s website is located at [www.stcloudstate.edu/veterans](http://www.stcloudstate.edu/veterans). Email address is [veterans@stcloudstate.edu](mailto:veterans@stcloudstate.edu) and phone number is (320)308-2185.

#### XII. ACCESSIBLE WORKPLACE

Disability accommodations fall under the Americans with Disability Act, Amendment and Section 503 of the Rehabilitation Act of the Americans with Disability Act. St. Cloud State University in its efforts to create a safe, secure, and productive workplace, for a diverse workforce, encourages faculty and staff to contact Human Resources or the Equity & Affirmative Action Office if a short or long term medical accommodation is needed. Traditionally, in public institutions of higher learning, the Equity & Affirmative Action Office is responsible for conducting annual surveys of the workforce concerning veteran and disability status. St. Cloud State University is currently and has been out of compliance with this requirement. In the upcoming year, fall 2010, the Equity & Affirmative Action Office will conduct an electronic survey of the workforce to ascertain current workforce veteran and disability status. This federally required survey is a confidential, voluntary activity designed to assist the EAAO and Human Resources in meeting any job-related accommodations as per ADA Amendments Act of 2008 and the Jobs for Veterans Act, Public Law 107-288. All data collected will be maintained in the EAAO in locked, confidential files. This survey will be conducted annually and while the activity may appear redundant, the need for accommodations of employees changes almost on a daily basis; therefore, it is important that we conduct an annual survey to stay as current and responsive to employee’s needs as possible.

To learn more about the Americans with Disability Act, Reasonable Accommodations and Equal Access at SCSU (policies, guidelines, procedures and resources for Disability Accommodations) go to: <http://www.stcloudstate.edu/affirmativeaction/policies/>. Recently, MnSCU has initiated a push to collect veteran’s data as well. While these two surveys of veterans may seem similar or redundant, they have different purposes and are collected, analyzed and stored by different agencies for different purposes. The Equity & Affirmative Action Office of St. Cloud State University encourages all veterans to participate in both efforts to better serve those who have served us with sacrifice, honor and distinction. Please contact the EAAO if you have any questions concerning either of these surveys (308-5123).

## 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 Assistant Director in the Human Resources Office. Contact: (320)308-3203; email [humanresources@stcloudstate.edu](mailto:humanresources@stcloudstate.edu)
- B. Procedure for Current Employees, Employees Seeking Promotion, and Applicants:
1. Individuals requesting an accommodation must complete the form labeled Request for Reasonable Accommodation (Appendix K). 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](#) and [Americans with Disabilities Act and Amendment of 2008](#) 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 EAAO, 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 are encouraged to talk with the Equity & Affirmative Action Officer or they have the right to file 1B.1 discrimination complaint with the Equity & Affirmative Action Officer, Ellyn L. Bartges. Email [affirmativeaction@stcloudstate.edu](mailto:affirmativeaction@stcloudstate.edu) or call (320)308-5123. They also have the right to file a complaint with the [Minnesota Department of Human Rights](#), [Department of Education-Office of Civil Rights](#), and/or the [U.S. Equal Employment Opportunity Commission](#).
  9. A budget of \$5,000 is set aside in the Buildings & Grounds Department to fund reasonable accommodations.
  10. Student disability accommodations are arranged through the Student Disabilities Services office. Owen Zimpel is the Director of this office. Their website is [www.stcloudstate.edu/sds](http://www.stcloudstate.edu/sds); Contact: (320)308-4080; email [ojzimpel@stcloudstate.edu](mailto:ojzimpel@stcloudstate.edu).

### **XIII. WEATHER EMERGENCY AND EVACUATION PROCEDURES**

In the event of the closing of the University because of a weather emergency, the department/unit in which a hearing impaired person is an employee, shall designate a person responsible to notify the hearing impaired employee or a person named by the employee, of the University's closing. Additionally, each campus building has a Building Coordinator assigned for emergency notification, security, and other building concerns. Following are the Building Coordinator Emergency Procedures Responsibilities:

- In the event of an emergency, the University will send an e-mail to all Husky Net e-mail addresses and University Communications shall notify all "Star Alert" subscribers using the Star Alert notification system to describe the emergency and appropriate actions. To register for Star Alert to go: [www.stcloudstate.edu/emergency](http://www.stcloudstate.edu/emergency).

Star Alert will:

- send a text message to the cell number(s) and/or e-mail address(es) in the Star Alert system. Notifications identified as “Star Alert” messages will note the nature of the emergency, what action, if any, you are to take, and where to find more information.
- let you know if campus is closed or if classes are delayed or cancelled.

Depending on the nature and severity of the emergency, other mechanisms may include alerts on the St. Cloud State Web site and voicemail messages on campus phones. The Building Coordinator shall be responsible for notifying all offices and classrooms in the event of a tornado alert or other emergency. Evacuation maps are posted in all buildings which indicate where exits are located and where safe areas in each floor are located. The Building Coordinator should have an internal plan for notifying all persons in the building.

The Building Coordinator shall also be familiar with the “Emergency Procedures” section of the SCSU Policies and Procedures Manual and Occupational Safety and Health Website at [www.stcloudstate.edu/osh/](http://www.stcloudstate.edu/osh/). Each office is provided with an Emergency Procedures guide that must be posted in visible location for anyone to refer to.

SCSU asks everyone's help if or when a building needs to be evacuated. Students, faculty and/or staff who anticipate they could have a problem knowing when or how they should evacuate a building, should alert the Vice President of Student Life & Development or the Assistant to the Vice President for Administrative Affairs, about their needs.

In the case of a fire or building evacuation, the St. Cloud Fire Department will be responsible for evacuating people within the buildings. Additionally, at the beginning of each semester, faculty are asked to remind students that in the event of an emergency building evacuation, anyone having a disability that prohibits them from moving down stairwells, should move to the nearest stairwell landing, from where the St. Cloud Fire Department can provide for their evacuation.

**Emergency Information and Planning** details are located at:  
[www.stcloudstate.edu/emergency](http://www.stcloudstate.edu/emergency)

**Weather/Emergency Closing** details are located at:  
[www.stcloudstate.edu/humanresources/policies/weather.asp](http://www.stcloudstate.edu/humanresources/policies/weather.asp)

**Emergency Evacuation Floor Plans** for all SCSU buildings are located at:  
[www.stcloudstate.edu/osh/documents/floor\\_plans.asp](http://www.stcloudstate.edu/osh/documents/floor_plans.asp).

**Important Phone Numbers:**

Emergency phone – Public Safety (320)308-3333 - or dial 9-1-1

Non-emergency phone #'s –       Public Safety (320)308-3453  
  St. Cloud Police (320)251-1200  
  St. Cloud Fire (320)255-3473

#### **XIV. RECRUITMENT PLAN**

- A. The objective of the recruitment plan is to engage in widespread and diverse notification of employment opportunities to yield diverse and vibrant applicant pools for all hires into positions of 50% FTE or more. Routinely, ads are placed on appropriate websites and in some publications, including but not limited to the Chronicle of Higher Education (print ad & web postings), SCSU and MnSCU Employment Opportunities, Minnesota Diversity, Higher Ed Jobs, Higher Education Recruitment Consortium, Inside Higher Ed, Jobs for Veterans website, Minneapolis Star Tribune newspaper (print ads & web postings) and the St. Cloud Times newspaper (includes online posting at Careerbuilders.com) and discreet academic disciplines professional journals and websites. A total of \$20,401 was spent by the Office of Academic Affairs toward paid advertising in FY 2009-2010. Due to fewer searches and budget constraints, this amount is approximately 75% less than spent for the prior year. Additional paid advertising is also done at the departments and college level. Data is collected from these vendors and tracked for effectiveness.
- B. Other recruitment efforts include:
- Personal contacts with colleagues, unit heads, department chairs, dissertation advisors, in departments nationally similar to the one where the vacancy exists, seeking assistance in identifying qualified minorities and persons with disabilities and others who may be interested in the position.
  - Screening committees should post approved NOV's on all listservs and bulletin boards with relevance to the job opening.
  - Departments and screening committees shall post approved NOV's at local, regional and national convention employment job areas.
  - For director and above positions, the respective vice-presidential unit will pay for print ads in national publications focused on the recruitment of diverse individuals (e.g. Diversity Inc., Hispanic Outlook in Higher Education, Women in Higher Education, Indian Country Today, and disability and veteran websites).
  - Hiring departments will identify publications and/or venues specifically aimed at women and other underrepresented groups in the discipline a job opening exists and submit the NOV for electronic distribution or print distribution in one of those areas (e.g. Society of Black Engineers, Minorities in Nursing, Assoc. for Women in Science, Psychology Division 44 Newsletter).
  - Notices of Vacancy are posted on the bargaining unit bulletin board in each campus building.
  - Use of placement services in professional organizations (e.g. NASPA-Student Affairs Administrators in Higher Ed and NAFSA-Association of International Educators)
  - Additional recruitment sources as well as complete comprehensive hiring procedures are available on the SCSU Employment Procedures website at:  
<http://www.stcloudstate.edu/employeeprocedures/resources.asp> .
  - The Equity & Affirmative Action Office requires a full list of all screening 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.
  - The risk of over burdening people of color exists when one group of employees are asked to be responsible for diversifying all screening committees on campus. The need for diversity on screening committees is real and desired; however, the ease with which departments can shirk responsibility for a lack of diversification in their areas by relying on diverse members

of the campus community from other areas could present an undue burden on the time and productivity of underrepresented group employees. That said, departments should strive with great purpose to diversify their departments as soon as possible for the benefit of the populous they serve and the veracity of the department itself. The EAAO no longer supports random selection of underrepresented groups as screening committee members in areas outside of their academic or intellectual/employment specialty or interests. The settlement that mandated this practice is no longer in effect. Diversity should not be concentrated in a few clustered departments across the university, but rather should be woven into the entire fabric of the university. It is a goal of the EAAO to assist all units seeking to hire new employees to attract as qualified and diverse an applicant pool as possible so the hiring department has choices enabling them to meet or exceed state and national availability benchmarks whenever possible.

- Materials are available in alternative formats when requested and meeting locations are accessible.
- The Equity & Affirmative Action Officer, the Human Resource Director or members of specific screening committees as appropriate, may attend Job Fairs.

#### C. Internship Program Opportunities –

St. Cloud State University recognizes the value of internships and their critical role in student development and community engagement and enrichment. Internships provide the highly valued experience that employers seek and can be done locally, nationally and internationally. Faculty Internship Coordinators in all colleges work to provide opportunities for students to apply their classroom learning to the workplace. The SCSU Career Services Center assists with the communication and coordination of internship resources for employers, faculty and students. For more information, contact Bobbi Murphy, Assistant Director for Internships and Employer Relations, Career Services Center, by phone at (320)308-3753 or by email at [ramurphy@stcloudstate.edu](mailto:ramurphy@stcloudstate.edu).

#### D. Recruitment of Persons with Disabilities

Recruitment of persons with disabilities includes SCSU vacancy postings on Minnesota Diversity, Higher Education Recruitment Consortium websites that includes distribution to organizations for workers with disabilities. Additional recruitment sites will be utilized for future postings and include Getting Hired ([www.gettinghired.com](http://www.gettinghired.com)), a social networking and job portal; Ability Links ([www.abilitylinks.org](http://www.abilitylinks.org)), a free nationwide job opportunity website for persons with disabilities; as well as the Minnesota and Illinois Job Banks sites. Additional recruitment strategies may include:

- a. Develop meaningful relationships with organizations that represent individuals with disabilities and strategize about appropriate efforts to recruit and hire disabled individuals;
- b. Review recruiting, application, selection and hiring practices to make sure they provide mechanisms for individuals with disabilities to obtain reasonable accommodations as needed;
- c. Review and audit internal policies and processes regarding the provision of accommodations;
- d. Review job descriptions and other materials to ensure the actual essential job functions for each position have been identified to facilitate meaningful discussions with employees or applicants for employment about accommodations;

- e. Train managers and other employees about the benefits of hiring individuals with disabilities (and diversity generally), what the law requires, and the organization's commitment to recruiting, hiring and promoting qualified disabled individuals; and
- f. Consider partnering with third party agencies or organizations with expertise in this arena to assist with outreach, hiring and retention of individuals with disabilities.

E. Supported Work

The Human Resources Office will review vacant positions to ensure the Essential Functions are accurate and appropriate and to determine if a supported employment worker(s) might perform job tasks. When a list of supported worker candidates are provided by MMB or other government and private agencies, the Human Resources Office will work with the hiring supervisors to give consideration to and hire qualified individuals for supported employment.

**XV. RETENTION**

- A. Direct supervisors should obtain information as much as possible as to why employees have left. Additionally, Human Resources staff sends out a link to an online Exit Interview form to every exiting employee to complete. The data is collected by HR and reviewed by the Director and Assistant Director of HR. It is their responsibility, in consultation with the supervisor and Equity & Affirmative Action Office, to determine if the workplace is contributing to turnover and make appropriate changes. Annually, the Equity & 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 Equity & Affirmative Action Officer to promote retention of employees from underrepresented groups.
- B. SCSU is committed to monitoring, evaluating, and reporting successful hiring, promotion and retention of underrepresented groups campus wide. Actions promoting the retention of protected group members have been, and continue to be promoted on the SCSU campus. Activities supporting retention efforts include, but are not limited to, an ongoing series of interactive and educational activities planned annually, in collaboration with the respective Vice-Presidential areas. A selected sample of these activities, centers and groups includes:
  - Convocation for faculty and staff prior to fall and spring semesters.
  - Rolling new employee orientation.
  - A myriad of cultural nights during the course of the year for students, employees and open to members of the greater St. Cloud community.
  - New student orientation activities.
  - Center for International Studies new international student orientation activities.
  - Opportunities for travel, study abroad and hosting international students and scholars attending/visiting SCSU. Also Fulbright opportunities.
  - A variety of diversity-oriented/focused committees campus wide welcoming contributions from all:
    - i. Ad Hoc Group
    - ii. Cultural Diversity Committee
    - iii. Faculty and Staff of Color Caucus
    - iv. Student cultural organizations

- Eight dedicated resource centers serving the greater campus community and underrepresented groups:
  - i. **American Indian Center** ([www.stcloudstate.edu/aic](http://www.stcloudstate.edu/aic)) responds to the self-defined educational needs and goals of the current American Indian students and communities alike. Contact: (320)308-5449; email [aic@stcloudstate.edu](mailto:aic@stcloudstate.edu).
  - ii. **Center for Holocaust and Genocide Education** ([www.stcloudstate.edu/chge](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. Contact: (320)308-4205; email [chge@stcloudstate.edu](mailto:chge@stcloudstate.edu).
  - iii. **LGBT Resource Center** ([www.stcloudstate.edu/lgbt](http://www.stcloudstate.edu/lgbt)) is dedicated to providing an inclusive and educational environment for all SCSU students, staff, faculty, alumni, allies, and the community at large. Contact: (320)308-5166; email [lgbt@stcloudstate.edu](mailto:lgbt@stcloudstate.edu).
  - iv. **Multicultural Resource Center** ([www.stcloudstate.edu/mrc](http://www.stcloudstate.edu/mrc)) provides services and resources for students, faculty and community members to research, teach about, and broaden their knowledge of historically excluded racial and ethnic groups of color in the United States. Contact: (320)308-6476; email: [mrc@stcloudstate.edu](mailto:mrc@stcloudstate.edu).
  - v. **Multicultural Student Services** ([www.stcloudstate.edu/mss/](http://www.stcloudstate.edu/mss/)) is a resource for students who need assistance with financial aid concerns, housing, tutoring, social-cultural issues, and academic support. The role of the office is to create and maintain an environment that promotes cultural understanding and appreciation for all members of the university community. Contact: (320)308-3003; email [mss@stcloudstate.edu](mailto:mss@stcloudstate.edu).
  - vi. **Student Disability Services** ([www.stcloudstate.edu/sds](http://www.stcloudstate.edu/sds)) provides access to academic programming and advocacy for students with disabilities in the pursuit of educational goals. Contact: (320)308-4080; email [sds@stcloudstate.edu](mailto:sds@stcloudstate.edu).
  - vii. **Veterans Resource Center** ([www.stcloudstate.edu/veterans](http://www.stcloudstate.edu/veterans)) provides veterans with internal and external resources available to them. Contact: (320)308-4040; email [veterans@stcloudstate.edu](mailto:veterans@stcloudstate.edu)
  - viii. **Women's Center** ([www.stcloudstate.edu/womenscenter](http://www.stcloudstate.edu/womenscenter))  
With passion and purpose to end sexist oppression, the Women's Center promotes a safe, inclusive and engaged community through advocacy, education, alliance-building and women's leadership. Contact: (302)308-4958; email [womenscenter@stcloudstate.edu](mailto:womenscenter@stcloudstate.edu).
  
- Web-based training, *Preventing Workplace Discrimination*, located at [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. It is the goal of this office to expand that to include all employees, graduate assistants and student employees. Ostensibly, due to multiple union contractual obligations, this training is not currently required of all employees. This training consists of two segments: A) **Preventing Employment Discrimination**, and B) **Preventing Sexual Harassment** and is based on federal and state policy and laws. The training has been contracted from an outside vendor, New Media Learning, LLC, since 2006 and is updated as of February, 2010. A link to this training and all policies are included on the Equity & Affirmative Action Office website [www.stcloudstate.edu/affirmativeaction](http://www.stcloudstate.edu/affirmativeaction).  
Contact: (320)308-5123; email [affirmativeaction@stcloudstate.edu](mailto:affirmativeaction@stcloudstate.edu)



- **Community Anti-Racism Education (CARE)** ([www.stcloudstate.edu/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 is 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.

Contact: (320)308-2214; email [care@stcloudstate.edu](mailto:care@stcloudstate.edu)

## XVI. PROMOTIONS

As the Equity & Affirmative Action Officer, it is unclear to me after thirteen months that non-discriminatory methods of evaluating education, service and training are employed as a means of evaluating current employees for promotion and/or in assigning new duties. As part of my duty to the university and this plan, I must feel confident asserting or verifying actions contained in this plan. To date, based on the number and variety of concerns raised in our office surrounding evaluation of credentials at the start of employment and the past history and ongoing alleged gender biased assignment of salary and titles to current employees hired into *new* job titles within the university, the EAA Office needs to participate in a campus climate survey involving several areas and environments existing on campus. We seek to join with Office of Strategy, Planning and Effectiveness in the near future to begin the process of constructing and delivering a series of short, focused electronic surveys to the campus community to assess what the employment environment currently is at St. Cloud State and how we can engage the campus in making positive changes to that environment in collaboration with the collective bargaining units and the community.