



AFFIRMATIVE ACTION PLAN

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

August 1, 2012 to July 31, 2014

SECTION ONE – AFFIRMATIVE ACTION PLAN 2012-2014

I. EXECUTIVE SUMMARY

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

UNDERUTILIZATION – Women - Comparison 2006-2012

Number Underutilized	2012	2010	2008	2006	
EEO Job Group	Women	Women	Women	Women	Improved/ Not Improved/ Same
Officials & Administrators		X	X		Improved
Professionals	X	X	X	X	Improved
Technicians					Same
Office/Clerical					Same
Skilled Craft	X	X	X	X	Improved
Service Maintenance	X	X	X	X	Somewhat improved

UNDERUTILIZATION – Minorities - Comparison 2006-2012

Number Underutilized	2012	2010	2008	2006	
EEO Job Group	Minorities	Minorities	Minorities	Minorities	Improved/ Not Improved/ Same
Officials & Administrators					Same
Professionals					Same
Technicians	X	X	X	X	Same
Office/Clerical	X	X	X	X	Improved
Skilled Craft	X	X	X	X	Same
Service Maintenance	X	X	X	X	Improved

Percentage Underutilization 2012

EEO Job Group	Women – # Underutilized	Women - % Underutilized	Minorities - # Underutilized	Minorities - % Underutilized
Officials & Administrators				
Professionals	X	-4.8%		
Technicians			X	-3.5%
Office Clerical			X	-6.5%
Skilled Craft	X	-5.6%	X	-7.1%
Service Maintenance	X	-7.2%	X	-10.1%

(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

12-31-12
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

12-31-12
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.

Ann M. Feaman
Signature of MMB Affirmative Action Program Coordinator

3-6-13
Date

Once approved by the MMB Affirmative Action Program Coordinator, 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 revisions reflected in this edition of St. Cloud State University's Affirmative Action Plan address the significant changes that the University and the broader community have experienced since the previous plan was distributed in 2010. These include the continuing restructuring of the University and strong strategic direction from the System office to address the challenges of workforce development that face Minnesota. Not the least of these is a significant performance gap between majority and minority students in our school systems. 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.

In our efforts to create an anti-racist and non-discriminatory environment and institution we are committed to affirmatively recruit and retain protected groups, including but not limited to; Women and minorities. Additionally, St. Cloud State will not tolerate discrimination on the basis of race, color, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, gender identity or gender expression, membership of activity in a local commission, or age.

This new plan comes at a time when we continue to operate under conditions that restrict hiring. Furthermore, during the time covered by this plan we will face a state budget deficit for the next biennium; thus, uncertainly continues. These circumstances, which have seemingly become perennial, 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, President

12/31/12

Message from the Equity & Affirmative Action Officer

Welcome to SCSU's 2012-2014 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) and Minnesota Management and Budget (MMB). Other factors could also have an impact on the document in the future; campus climate survey data, national census data and the synthesis of information from other campus diversity initiatives (e.g. Diversity Task Force), legal findings, and/or reports from Federal and/or State agencies. The document is not designed as the final word on accomplishments SCSU envisions as we work towards social justice, diversity and the creation of an inclusive intellectual community dedicated to education, a respectful workplace and an anti-racist institution.

Since the last Plan accepted in 2010, the Office of Equity & Affirmative Action (OEAA) remains located in 102 Administrative Services Building, Ellyn L. Bartges remains the Equity & Affirmative Action, Designated, and Chief Diversity Officer, as well as the Title IX and ADA Coordinator. The format of this plan has changed, it is now designed to mirror the example of MMB and MnSCU affirmative action plans. I look forward to continued work with administration and respective bargaining units to provide the necessary compliance and monitoring functions expected of the institution and to provide leadership in continued solutions to challenges of staffing, hiring, recruitment and retention of women and minorities which have been troublesome for St. Cloud State in the past. With the collaboration of these units and consistently strong support from the administration we will continue to make advances in diversifying our workforce and 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 and equity is the mission of any EAA office. Over the last 6 years, our office has fielded 267 – MnSCU 1B.1 complaints (129 during the last three calendar years), facilitated 7,293 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). We have also 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, ADA, Ad Hoc Group, Gender Equity Advisory and Athletics Advisory committees, provided service to other campus initiatives. During the 2012 calendar year, 52 complaints of faculty, staff and students were fielded and processed, while an additional 88 consultations also from faculty, staff and students were addressed. Currently, an Equity and Affirmative Action Officer, an Office Manager, one part-time graduate student and one student worker staff the office. Changes in duties and response to incidents of sexual assault, sexual violence and rape since the Office of Civil Rights “Dear Colleague Letter” of April 4, 2011 have added substantially to the duties and work of the EAAO (discussed in more detail later in the report).

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 diligence and thoughtful input the plan may not yet be finished.

Respectfully,

Ellyn L. Bartges

Ellyn L. Bartges, M.A., Ph.D. candidate, Certified Affirmative Action Professional (C.A.A.P.)
Designated, Equity & Affirmative Action, Chief Diversity Officer, ADA & Title IX Compliance Coordinator

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 continue to 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 continues to impact 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. During 2011, fifty-nine people retired as a direct result of BESI offers at SCSU. While no faculty or MSUAFF positions were lost due to retrenchment on our campus, cuts to ASF positions were felt at the departmental level.

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 certain job groups across the five vice-presidential divisions. Double or near double digit underutilization of women in areas contained in Academic Affairs, Administrative Affairs, President's Office (includes athletics), University Advancement, and Athletics (which has been separated from the President's unit in this dialog) is worrisome and needs to be addressed by the respective VP's with their dean's and director's. While Academic Affairs has slashed the underutilization in half over the last two years, and the deans and provost are to be complimented, we need the same vigorous engagement from the Deans and the Provost during this next biennium to achieve a representative workforce. It is the expectation of this office where <-2%> or more underutilization exists, increased efforts are made to recruit larger, more diverse applicant pools for all hiring, and targeted recruitment of the underrepresented populations is increased. Each Dean or Director has met 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 a more diverse group of employees in the Service Maintenance and Office/Clerical areas of the work force. The number of failed or closed unclassified searches has declined over the last four years from 29 during 2008-2010 to 7 during 2010-2012. This has helped us narrow the gap in certain areas where underutilization of people of color and women has existed in previous years. The importance of successful hiring on the first attempt cannot be overstated. That said, in a variety of searches campus wide during the last two years, offers have been extended to women and people of color who for a variety of different reasons have declined our offers.

As noted previously in this Plan, changes do not happen overnight and given some double-digit underutilization we have our challenges clearly defined 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. Female faculty members, Skilled Craft and Service Maintenance as well as minority Technicians, Office/Clerical and Service Maintenance works are all under-utilized on our campus when evaluating hiring and openings need to be observed/evaluated closely.

According to the most recent data from the American Council on Education, Doctoral Degrees by Race/Ethnicity and Gender in the United States have experienced a significant change from 1998-2008. These numbers are important as we look at our workforce holding Doctoral Degrees. As the number of women and people of color awarded doctoral degrees has increased so should our faculty and administrative staff composition changed. If this trend continues along the same course, we would expect to have increase success in hiring qualified women and people of color into our workforce. Degrees granted across genders and race has increased in all areas, but the increase in doctoral degrees earned by men and women of color has increased at a greater rate on average than white males.

Year	2003	%	2005	%	2008	%	% change 2003-2008
White	83,636	63.6%	88,694	61.7%	94,264	59.9%	12.7%

Men	42,854	32.6%	72,693	50.6%	77,499	49.3%	14.8
Women	40,782	31.0%	71,055	49.4%	79,792	50.7%	24.8
Minority	26,684	20.3%	28,580	19.9%	32,316	20.5%	21.1%
Men	11,194	9.3%	12,102	8.4%	13,513	8.6%	16.4
Women	11,474	9.5%	16,478	11.5%	18,803	12.0%	24.7
Total	131,439	100%	143,748	100%	157,291	100%	19.7%

* (ACE Minorities in Higher Education 2011 Supplement, pg. 15)

The process of leveling the playing field of employment cannot happen overnight, but every year we should 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 saved 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.

The university has steered 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 even as we cautiously begin hiring a limited number of new employees in certain areas. 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 continue engaging in respectful dialogues about race, sexual orientation, religion, disability, national origin, gender, veteran status and color and how societal changes nationally and locally can bring new ideas and employees to SCSU cannot be underestimated. 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 as we begin to edge closer to the middle teens of this decade.

Underutilization Data – WOMEN – by Vice-Presidential Unit

ACADEMIC AFFAIRS UNIT

EEO Job Group	2012	2012	2012	2010	2010	2010
	Women - # Underutilized	Total # Women in Group	Women - % Underutilized	Women - # Underutilized	Total # Women in Group	Women - % Underutilized
Officials & Administrators	<10	<10	-11.5%	<10	<10	-10.9%
Professionals	-24	298	-4.0%	-48	304	-7.3%
Technicians	<10	13	+18.2%	<10	14	+6.9%
Office Clerical	+31	97	+32.3%	+35	108	+40.3%
Skilled Craft		0			0	
Service Maintenance		0			0	

ADMINISTRATIVE AFFAIRS UNIT

EEO Job Group	2012	2012	2012	2010	2010	2010
	Women - # Underutilized	Total # Women in Group	Women - % Underutilized	Women - # Underutilized	Total # Women in Group	Women - % Underutilized
Officials & Administrators		<10		<10	<10	-21.1%
Professionals	<10	<10	+19.4%	<10	13	+22.7%
Technicians		<10			<10	
Office Clerical	<10	34	+13.3%	+10	49	+16.8%
Skilled Craft	<10	<10	-5.2%	<10	<10	-5.5%
Service Maintenance	<10	31	-8.8%	<10	42	-6.1%

PRESIDENT'S UNIT (includes Athletics*)

EEO Job Group	2012	2012	2012	2010	2010	2010
	Women - # Underutilized	Total # Women in Group	Women - % Underutilized	Women - # Underutilized	Total # Women in Group	Women - % Underutilized
Officials & Administrators	<10	<10	+28.9%	<10	<10	+28.9%
Professionals	<10	13	-22.8%	-12	13	-25.5%
Technicians		0			0	
Office Clerical	<10	10	+16.7%	<10	<10	+32.3%
Skilled Craft		0			0	
Service Maintenance		<10			<10	

Underutilization Data – WOMEN – by Vice-Presidential Unit (continued)

STUDENT LIFE & DEVELOPMENT UNIT

EEO Job Group	2012	2012	2012	2010	2010	2010
	Women – # Underutilized	Total # Women in Group	Women - % Underutilized	Women – # Underutilized	Total # Women in Group	Women - % Underutilized
Officials & Administrators	<10	<10	+62.2%	<10	<10	+62.2
Professionals	<10	32	-3.0%	<10	35	+9%
Technicians	<10	<10	+36.9%	<10	<10	+36.9%
Office Clerical	<10	26	+32.3%	+10	30	+32.3%
Skilled Craft		0			0	
Service Maintenance		<10			0	

UNIVERSITY ADVANCEMENT UNIT

EEO Job Group	2012	2012	2012	2010	2010	2010
	Women – # Underutilized	Total # Women in Group	Women - % Underutilized	Women – # Underutilized	Total # Women in Group	Women - % Underutilized
Officials & Administrators		0		<10	0	-37.8%
Professionals		<10			<10	
Technicians		<10			<10	
Office Clerical	<10	<10	+32.3%	<10	<10	+32.3
Skilled Craft		0			0	
Service Maintenance		0			0	

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

EEO Job Group	2012	2012	2012	2010	2010	2010
	Women – # Underutilized	Total # Women in Group	Women - % Underutilized	Women – # Underutilized	Total # Women in Group	Women - % Underutilized
Officials & Administrators		<10			<10	
Professionals	<10	10	-26.0%	-10	11	-25.6%
Technicians		0			0	
Office Clerical	<10	<10	+32.3%	<10	<10	+32.3
Skilled Craft		0			0	
Service Maintenance		<10			<10	

Note: <10 used to represent low numbers within each group and prevent release of private data or data that might lead to the release of private data.

Underutilization Data – MINORITIES – by Vice-Presidential Unit

ACADEMIC AFFAIRS UNIT

	2012	2012	2012	2010	2010	2010
EEO Job Group	Minorities - # Underutilized	Total # Minority in Group	Minorities - % Underutilized	Minorities - # Underutilized	Total # Minority in Group	Minorities - % Underutilized
Officials & Administrators	<10	<10	+21.2%	<10	<10	+6.7%
Professionals	+86	134	+14.4%	+81	133	+12.3%
Technicians	<10	0	-6.8%	<10	0	-6.8%
Office Clerical	<10	<10	-5.1%	<10	<10	-6.3%
Skilled Craft		0			0	
Service Maintenance		0			0	

ADMINISTRATIVE AFFAIRS UNIT

	2012	2012	2012	2010	2010	2010
EEO Job Group	Minority - # Underutilized	Total # Minority in Group	Minorities - % Underutilized	Minorities - # Underutilized	Total # Minority in Group	Minorities - % Underutilized
Officials & Administrators		0		<10	<10	+28.2%
Professionals	<10	0	-8.0%	<10	0	-8%
Technicians		0			0	
Office Clerical	<10	0	-8.2%	<10	<10	-8.2%
Skilled Craft	<10	0	-7.1%	<10	0	-7.1%
Service Maintenance	<10	<10	-9.8%	-13	<10	-11.6%

PRESIDENT’S UNIT (includes Athletics*)

	2012	2012	2012	2010	2010	2010
EEO Job Group	Minority - # Underutilized	Total # Minority in Group	Minorities - % Underutilized	Minorities - # Underutilized	Total # Minority in Group	Minorities - % Underutilized
Officials & Administrators		0			0	
Professionals	<10	<10	+6.3%	<10	<10	-3.7%
Technicians		0			0	
Office Clerical	<10	0	-8.2%	<10	0	-8.2%
Skilled Craft		0			0	
Service Maintenance		0			0	

Note: <10 used to represent low numbers within each group and prevent release of private data or data that might lead to the release of private data.

STUDENT LIFE & DEVELOPMENT UNIT

	2012	2012	2012	2010	2010	2010
EEO Job Group	Minority - # Underutilized	Total # Minority in Group	Minorities - % Underutilized	Minorities - # Underutilized	Total # Minority in Group	Minorities - % Underutilized
Officials & Administrators		0			0	
Professionals	<10	<10	+6.3%	<10	<10	+1.4%
Technicians	<10	<10	-6.8%		<10	
Office Clerical	<10	0	-8.2%	<10	<10	-4.9%
Skilled Craft		0			0	
Service Maintenance		0			0	

UNIVERSITY ADVANCEMENT UNIT

	2012	2012	2012	2010	2010	2010
EEO Job Group	Minority - # Underutilized	Total # Minority in Group	Minorities - % Underutilized	Minorities - # Underutilized	Total # Minority in Group	Minorities - % Underutilized
Officials & Administrators		0			0	
Professionals		<10		<10	<10	+8.7%
Technicians		0			0	
Office Clerical		0			0	
Skilled Craft		0			0	
Service Maintenance		0			0	

* Athletics (included in President's Unit above)

	2012	2012	2012	2010	2010	2010
EEO Job Group	Minority - # Underutilized	Total # Minority in Group	Minorities - % Underutilized	Minorities - # Underutilized	Total # Minority in Group	Minorities - % Underutilized
Officials & Administrators		0			0	
Professionals	<10	<10	+6.7%	<10	<10	-2.9%
Technicians		0			0	
Office Clerical		0			0	
Skilled Craft		0			0	
Service Maintenance		0			0	

Note: <10 used to represent low numbers within each group and prevent release of private data or data that might lead to the release of private data.