

**STATE OF MINNESOTA  
BEMIDJI STATE UNIVERSITY &  
NORTHWEST TECHNICAL  
COLLEGE  
Affirmative Action Plan**

**August 2016 – August 2018**

BSU: 1500 Birchmont DR NE, Bemidji, MN 56601

NTC: 905 Grant AVE SE, Bemidji, MN 56601

This document can be made available upon request in alternative formats by contacting  
Affirmative Action at [affirmativeaction@bemidjistate.edu](mailto:affirmativeaction@bemidjistate.edu) or 218.755.4121

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

Table of Contents

I.	EXECUTIVE SUMMARY.....	6
II.	STATEMENT OF COMMITMENT .....	7
III.	INDIVIDUALS RESPONSIBLE FOR DIRECTING/IMPLEMENTING THE AFFIRMATIVE ACTION PLAN ....	8
	A. College/University President.....	8
	B. Affirmative Action Officer or Designee .....	8
	C. Americans with Disabilities Act Coordinator or Designee .....	10
	D. Human Resources Director or Designee .....	11
	E. Directors, Managers, and Supervisors .....	12
	F. All Employees .....	12
IV.	COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN .....	13
	A. Internal Methods of Communication.....	13
	B. External Methods of Communication .....	13
V.	MnSCU’s EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION POLICY .....	14
	Part 1. Policy Statement.....	14
	Subpart A. Equal opportunity for students and employees.....	14
	Subpart B. Nondiscrimination .....	14
	Part 2. Definitions.....	15
	Subpart A. Consensual Relationship. ....	15
	Subpart B. Discrimination.....	15
	Subpart C. Discriminatory harassment.....	15
	Subpart D. Employee.....	16
	Subpart E. Protected class.....	16
	Subpart F. Retaliation.....	16
	Subpart G. Sexual harassment and violence as sexual abuse.....	17
	Subpart H. Student.....	17
	Part 3. Consensual Relationships. ....	17
	Part 4. Retaliation.....	17
	Part 5. Policies and procedures.....	18
VI.	MnSCU’S REPORT/COMPLAINT OF DISCRIMINATION/HARASSMENT INVESTIGATION AND RESOLUTION PROCEDURE.....	18
	Part 1. Purpose and applicability.....	18

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

Subpart A. Purpose.....18

Subpart B. Applicability. ....18

Subpart C. Scope. ....19

Part 2. Definitions.....19

Subpart A. Designated officer. ....19

Subpart B. Decisionmaker. ....19

Subpart C. Retaliation.....19

Part 3. Consensual relationships. ....19

Part 4. Reporting incidents of discrimination/harassment.....20

Subpart A. Reporting an incident. ....20

Subpart B. Duty to report.....20

Subpart C. Reports against a president.....21

Subpart D. Reports against system office employees or Board of Trustees.....21

Subpart E. False statements prohibited.....21

Subpart F. Withdrawn complaints. ....21

Part 5. Right to representation. ....21

Part 6. Investigation and Resolution. ....21

Subpart A. Personal resolution.....21

Subpart B. Information privacy. ....22

Subpart C. Processing the complaint. ....22

Subpart D. Resolution.....24

Subpart E. Decision process. ....25

Part 7. System office, college, or university action. ....26

Part 8. Appeal.....26

Subpart A. Filing an appeal.....26

Subpart B. Effect of review.....27

Subpart C. Appeal process.....27

Part 9. Education and training.....27

Part 10. Distribution of board policy 1B.1 and this procedure. ....27

Part 11. Maintenance of report/complaint procedure documentation. ....28

VII. MNSCU’S REASONABLE ACCOMODATION IN EMPLOYMENT POLICY.....28

Applicant .....28

Americans with Disabilities Act (ADA) Coordinator .....28

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

Direct Threat .....	28
Essential Functions .....	29
Interactive Process .....	29
Individual with a Disability .....	29
Qualified Individual with a Disability.....	29
Major Life Activities.....	30
Medical Documentation.....	30
Reasonable Accommodation .....	30
Reassignment .....	31
Support Person.....	31
Undue Hardship.....	31
General Standards and Expectations .....	31
Individuals who may request a reasonable accommodation include.....	31
How to request a reasonable accommodation .....	32
Timing of the request .....	32
Form of the request .....	33
The interactive process entails.....	33
Bemidji State University/Northwest Technical College responsibilities for processing the request..	34
Analysis for processing requests .....	35
Obtaining medical documentation in connection with a request for reasonable accommodation...36	
Confidentiality requirements .....	36
Approval of requests for reasonable accommodation .....	38
Funding for reasonable accommodations.....	38
Procedures for reassignment as a reasonable accommodation.....	38
Denial of requests for reasonable accommodation.....	38
Consideration of undue hardship.....	39
Determining direct threat .....	39
Appeals process in the event of denial .....	40
Information tracking and records retention .....	40
VIII. EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES.....	40
IX. GOALS AND TIMETABLES.....	44
X. AFFIRMATIVE ACTION PROGRAM OBJECTIVES .....	47
XI. METHODS OF AUDITING, EVALUATING, AND REPORTING PROGRAM SUCCESS .....	50

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

A. Pre-Employment Review Procedure/Monitoring the Hiring Process .....50

B. Pre-Review Procedure for Layoff Decisions .....54

C. Other Methods of Program Evaluation .....54

XII. RECRUITMENT PLAN.....55

A. Advertising Sources .....55

B. Job and Community Fairs .....57

C. College and University Recruitment Events .....57

D. Recruitment for Individuals with Disabilities .....57

E. Relationship Building and Outreach.....57

F. Internships.....58

G. Supported Employment (M.S. 43A.191, Subd. 2(d)).....58

H. Additional Recruitment Activities .....58

XIII. RETENTION PLAN.....58

A. Individual(s) Responsible for Retention Program/Activities .....59

B. Separation and Retention Analysis by Protected Groups .....59

C. Methods of Retention of Protected Groups .....59

APPENDIX .....60

Complaint of Discrimination/Harassment Form .....61

Employee/Applicant Request for ADA Reasonable Accommodation Form.....64

Bemidji State University/Northwest Technical College Organizational Chart.....66

Underutilization Analysis Worksheets.....68

Separation Analysis by Protected Groups Worksheets.....72

Other Relevant Documents.....81

**I. EXECUTIVE SUMMARY**

Review revealed underutilization of the following protected group(s) in the following job categories:

**Table 1: UNDERUTILIZATION ANALYSIS OF PROTECTED GROUPS**

Job Categories	Women	Racial/Ethnic Minorities	Individuals With Disabilities	Veterans
Officials/Administrators		XX	XX	XX
Professionals		XX	XX	XX
Faculty		XX	XX	XX
Office/Clerical		XX	XX	XX
Technicians		XX	XX	XX
Skilled Craft	XX	XX	XX	
Service Maintenance	XX	XX	XX	

Once approved, information about how to obtain or view a copy of this plan will be provided to every employee of Bemidji State University/Northwest Technical College. Our intention is that every employee is aware of Bemidji State University/Northwest Technical College’s commitments to affirmative action and equal employment opportunity. The plan will also be posted on the Bemidji State University/Northwest Technical College’s website and maintained in the Human Resources/Affirmative Action Office.

This Affirmative Action Plan meets the requirements as set forth by Minnesota Management and Budget, and contains affirmative action goals and timetables, as well as reasonable and sufficiently assertive hiring and retention methods for achieving these goals.



Affirmative Action Officer or Designee

8/25/2016

Date Signed



Human Resources Director or Designee

8/25/16

Date Signed



President

8/30/16

Date Signed

## **II. STATEMENT OF COMMITMENT**

---

This statement reaffirms Bemidji State University/Northwest Technical College commitment to Minnesota's statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

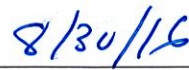
I affirm my personal and official support of these policies which provide that:

- No individual shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, sexual orientation, disability, marital status, status with regard to public assistance, or membership or activity in a local human rights commission.
- Bemidji State University/Northwest Technical College is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include, but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to employees and applicants with disabilities.
- Bemidji State University/Northwest Technical College will continue to actively promote a program of affirmative action, wherever minorities, women, and individuals with disabilities are underrepresented in the workforce, and work to retain all qualified, talented employees, including protected group employees.
- Bemidji State University/Northwest Technical College will evaluate its efforts, including those of its directors, managers, and supervisors, in promoting equal opportunity and achieving affirmative action objectives contained herein. In addition, Bemidji State University/Northwest Technical College will expect all employees to perform their job duties in a manner that promotes equal opportunity for all.

It is Bemidji State University/Northwest Technical College's policy to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws. I strongly encourage suggestions as to how we may improve. We strive to provide equal employment opportunities and the best possible service to all Minnesotans.



\_\_\_\_\_  
President



\_\_\_\_\_  
Date Signed

### III. INDIVIDUALS RESPONSIBLE FOR DIRECTING/IMPLEMENTING THE AFFIRMATIVE ACTION PLAN

---

#### A. College/University President

Faith Hensrud, President, Deputy 304, 218.755.2011, [fhensrud@bemidjistate.edu](mailto:fhensrud@bemidjistate.edu)

**Responsibilities:**

The President is responsible for the establishment of an Affirmative Action Plan that complies with all federal and state laws and regulations.

**Duties:**

The duties of the President shall include, but are not limited to the following:

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the Bemidji State University/Northwest Technical College's Affirmative Action Plan in his or her position description;
- Take action, if needed, on complaints of discrimination and harassment;
- Ensure the Affirmative Action Plan is effectively communicated to all employees on an annual basis;
- Make decisions and changes in policy, procedures, or accommodations as needed to facilitate effective affirmative action and equal employment opportunity;
- Actively promote equal opportunity employment; and
- Require all Bemidji State University/Northwest Technical College directors, managers, and supervisors include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.

**Accountability:**

The President is accountable directly to the Governor and indirectly to the Minnesota Management and Budget Commissioner on matters pertaining to equal opportunity and affirmative action.

#### B. Affirmative Action Officer or Designee

Debra Peterson, Assistant to the President for Affirmative Action and Institutional Accreditation, Interim, Deputy 315, 218.755.4121, [dpeterson@bemidjistate.edu](mailto:dpeterson@bemidjistate.edu)



**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

**Responsibilities:**

The Affirmative Action Officer or designee is responsible for implementation of the policy's contained in Bemidji State University/Northwest Technical College's affirmative action plan, and oversight of Bemidji State University/Northwest Technical College's compliance with equal opportunity and affirmative action laws.

**Duties:**

The duties of the Affirmative Action Officer or designee shall include, but are not limited to the following:

- Prepare and oversee the Affirmative Action Plan, including development and setting of Bemidji State University/Northwest Technical College-wide goals;
- Monitor the compliance and fulfill all affirmative action reporting requirements;
- Inform the President of progress in affirmative action and equal opportunity and report potential concerns;
- Review the Affirmative Action Plan at least annually and provide updates as appropriate;
- Provide a Bemidji State University/Northwest Technical College-wide perspective on issues relating to affirmative action and equal opportunity and assist in the identification and development of effective solutions in problem areas related to affirmative action and equal opportunity;
- Identify opportunities for infusing affirmative action and equal opportunity into Bemidji State University/Northwest Technical College's considerations, policies, and practices;
- Participate in and/or develop strategies to recruit individuals in protected groups for employment, promotion, and training opportunities;
- Stay current on changes to equal opportunity and affirmative action laws and interpretation of the laws;
- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention, progress on hiring goals, reasonable accommodations, and other opportunities for improvement; and
- Serve as Bemidji State University/Northwest Technical College's liaison with Minnesota Management and Budget's Office of Equal Opportunity and Diversity and enforcement agencies.

**Accountability:**

The Affirmative Action Officer is accountable directly to the President and indirectly to the Vice President for Finance and Administration on matters pertaining to affirmative action and equal opportunity.

**C. Americans with Disabilities Act Coordinator or Designee**

**Debra Peterson, Assistant to the President for Affirmative Action and Institutional Accreditation, Interim, Deputy 315, 218.755.4121, [dpeterson@bemidjistate.edu](mailto:dpeterson@bemidjistate.edu)**

**Responsibilities:**

The Americans with Disabilities Act Coordinator or designee is responsible for the oversight of Bemidji State University/Northwest Technical College's compliance with the Americans with Disabilities Act Title I – Employment and Title II – Public Services, in accordance with the Americans with Disabilities Act - as amended, the Minnesota Human Rights Act, and Executive Order 96-09.

**Duties:**

The duties of the Americans with Disabilities Act Coordinator shall include, but not limited to the following:

- Provide guidance, coordination, and direction to Bemidji State University/Northwest Technical College management with regard to the Americans with Disabilities Act in the development and implementation of Bemidji State University/Northwest Technical College's policy, procedures, practices, and programs to ensure they are accessible and nondiscriminatory;
- Provide consultation, technical guidance, and/or training to directors, managers, supervisors, and staff regarding best practices in recruitment, selection, and retention of individuals with disabilities, provisions of reasonable accommodations for employees and applicants, and other opportunities for improvement; and
- Track and facilitate requests for reasonable accommodations for employees and applicants, as well as members of the public accessing Bemidji State University/Northwest Technical College's services, and reports reasonable accommodations annually to Minnesota Management and Budget.

**Accountability:**

The Americans with Disabilities Act Coordinator reports directly to the President.

## **D. Human Resources Director or Designee**

**Megan Zothman, Chief Human Resources Officer**

### **Responsibilities:**

The Human Resources Director is responsible for ensuring equitable and uniform administration of all personnel policies including taking action to remove barriers to equal employment opportunity with Bemidji State University/Northwest Technical College.

### **Duties:**

The duties of the Human Resources Director include, but are not limited to the following:

- Provide leadership to human resources staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles;
- Ensure, to the extent possible, development and utilization of selection criteria that is objective, uniform, and job-related;
- Initiate and report on specific program objectives contained in the Affirmative Action Plan;
- Ensure pre-hire review process is implemented and receives support from directors, managers, and supervisors;
- Include the Affirmative Action Officer in the decision-making process regarding personnel actions involving protected group members, including hiring, promotion, disciplinary actions, reallocation, transfer, termination, and department and division-wide classification studies;
- Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in position descriptions and annual objectives;
- Assist in recruitment and retention of individuals in protected groups, and notify directors, managers, and supervisors of existing disparities;
- Make available to the Affirmative Action Officer and Americans with Disabilities Act Coordinator or designee all necessary records and data necessary to perform duties related to equal opportunity and affirmative action.

### **Accountability:**

The Human Resources Director is directly accountable to the Vice President for Finance and Administration.

## **E. Directors, Managers, and Supervisors**

### **Responsibilities:**

Directors, Managers, and Supervisors are responsible for implementation of equal opportunity and affirmative action within their respective areas of supervision and compliance with Bemidji State University/Northwest Technical College's affirmative action programs and policies to ensure fair and equal treatment of all employees and applicants.

### **Duties:**

The duties of directors, managers, and supervisors include, but are not limited to the following:

- Assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers which inhibit equal employment opportunity;
- Communicate Bemidji State University/Northwest Technical College's affirmative action policy to assigned staff;
- Carry out supervisory responsibilities in accordance with the equal employment opportunity and affirmative action policies embodied in this plan;
- Maintain a consistent standard within the workforce so that employees are evaluated, recognized, developed, and rewarded on a fair and equitable basis;
- Include responsibility statements for supporting affirmative action, equal opportunity, diversity, and/or cultural responsiveness in staff position descriptions and annual objectives;
- To provide a positive and inclusive work environment; and
- To refer complaints of discrimination and harassment to the appropriate parties.

### **Accountability:**

Directors, managers, and supervisors are accountable directly to their designated supervisor and indirectly to the Bemidji State University/Northwest Technical College President.

## **F. All Employees**

### **Responsibilities:**

All employees are responsible for conducting themselves in accordance with Bemidji State University/Northwest Technical College's equal opportunity and Affirmative Action Plan and policies.

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

**Duties:**

The duties of all employees shall include, but are not limited to the following:

- Exhibit an attitude of respect, courtesy, and cooperation towards fellow employees and the public; and
- Refrain from any actions that would adversely affect the performance of a coworker with respect to their race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local human rights commission.

**Accountability:**

Employees are accountable to their designated supervisor and indirectly to Bemidji State University/Northwest Technical College's President.

---

#### **IV. COMMUNICATION OF THE AFFIRMATIVE ACTION PLAN**

---

The following information describes the methods that Bemidji State University/Northwest Technical College takes to communicate the Affirmative Action Plan to employees and the general public:

##### **A. Internal Methods of Communication**

- A memorandum detailing the location of the Affirmative Action Plan and the responsibility to read, understand, support, and implement equal opportunity and affirmative action will be sent from Bemidji State University/Northwest Technical College's leadership or alternatively, the Affirmative Action Officer, to all staff on an annual basis.
- Bemidji State University/Northwest Technical College's Affirmative Action Plan is available to all employees on Bemidji State University/Northwest Technical College's internal website at [http://www.bemidjistate.edu/offices/affirmative\\_action/](http://www.bemidjistate.edu/offices/affirmative_action/) or in print copy to anyone who requests it. As requested, Bemidji State University/Northwest Technical College will make the plan available in alternative formats.
- Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented and accessible to employees.

##### **B. External Methods of Communication**

- Bemidji State University/Northwest Technical College's Affirmative Action Plan is available on Bemidji State University/Northwest Technical College's external website at [http://www.bemidjistate.edu/offices/affirmative\\_action/](http://www.bemidjistate.edu/offices/affirmative_action/) or in print copy to anyone

who requests it. As requested, Bemidji State University/Northwest Technical College will make the plan available in alternative formats.

- Bemidji State University/Northwest Technical College’s website homepage, letterhead, publications, and all job postings, will include the statement “an equal opportunity employer.”
- Nondiscrimination and equal opportunity statements and posters are prominently displayed and available in areas frequented by and accessible to members of the public. Examples of posters displayed include: Equal Employment Opportunity is the law, Employee Rights under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.

---

## **V. MnSCU’s EQUAL OPPORTUNITY AND NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION POLICY**

---

### **Part 1. Policy Statement.**

**Subpart A. Equal opportunity for students and employees.** Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. To help effectuate these goals, Minnesota State Colleges and Universities is committed to a policy of equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination.** No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity, or gender expression is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to its students, employees, applicants, volunteers, agents, and Board of Trustees, 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 or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university equal opportunity and nondiscrimination policies.

**Part 2. Definitions.**

**Subpart A. Consensual Relationship.** Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board Policy 4.10, of Trustees Nepotism policy 4.10.

**Subpart B. Discrimination.** Discrimination means conduct that is directed at an individual because of his or her protected class and that subjects the individual to different treatment by agents or employees so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by the system or colleges and universities or otherwise adversely affects the individual's employment or education.

**Subpart C. Discriminatory harassment.** Discriminatory harassment means verbal or physical conduct that is directed at an individual because of his or her protected class, and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

As required by law, Minnesota State Colleges and Universities further defines sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or

- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
- Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

**Subpart D. Employee.** Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

**Subpart E. Protected class.** For purposes of this policy:

- Protected class includes race, sex, color, creed, religion, age, national origin, disability, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, membership or activity in a local human rights commission is a protected class in employment.
- This policy prohibits use of protected class status as a factor in decisions affecting 96 education and employment where prohibited by federal or state law.

**Subpart F. Retaliation.** Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she:

- Made a complaint under this policy;
- Assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
- Associated with a person or group of persons with a disability or are of a different race, color, creed, religion, sexual orientation, gender identity, gender expression, or national origin; or
- Made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or stated nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.



**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

**Subpart G. Sexual harassment and violence as sexual abuse.** Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Board Policy 1B.3 Sexual Violence addresses sexual violence.

**Subpart H. Student.** For purposes of this policy, the term “student” includes all persons who:

- Are enrolled in one or more courses, either credit or non-credit, through a college or university;
- Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
- Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
- Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
- Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

**Part 3. Consensual Relationships.** An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member 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. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

**Part 5. Policies and procedures.** The chancellor shall establish procedures to implement this policy. The equal opportunity and nondiscrimination in employment and education policy and procedures of colleges and universities shall comply with Board Policy 1B.1 and Procedure 1B.1.1.

---

## **VI. MnSCU'S REPORT/COMPLAINT OF DISCRIMINATION/HARASSMENT INVESTIGATION AND RESOLUTION PROCEDURE**

---

### **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 Equal Opportunity and Nondiscrimination in Employment and Education 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, gender identity, gender expression, marital status, familial status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local human rights 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 system office.

**Subpart B. Decisionmaker.** 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 system office.

**Subpart C. Retaliation.** Retaliation is as defined in Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education policy.

**Part 3. Consensual relationships.** Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education 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);

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- 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 system office, 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 system office. 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 system office employees or Board of Trustees.** For reports/complaints that involve allegations against system office 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 system office, 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 system office, 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

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

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.

- **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
- **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.
- **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
  - Inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
  - Provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
  - Determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
  - Inform the complainant of the provisions of Board Policy 1B.1 prohibiting retaliation.
- **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

complainant to document the complaint in writing using the complaint form of the system office, college or university.

- 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:
  - Provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
  - 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;
  - Explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
  - Determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement; and
  - Inform the respondent of the provisions of Board Policy 1B.1 prohibiting retaliation.
- Investigatory process. The designated officer shall:
  - Conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
  - Inform the witnesses and other involved individuals of the prohibition against retaliation;
  - Create, gather and maintain investigative documentation as appropriate;
  - 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
  - Handle all data in accordance with applicable federal and state privacy laws.
- Interim actions.
  - Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

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.

- 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.
- 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.
- Timely Completion. Colleges, universities and the system office must provide resources sufficient to complete the investigative process and issue a written response within 60 days after a complaint is made, unless reasonable cause for delay exists. The designated officer shall notify the complainant and respondent if the written response is not expected to be issued within the 60 day period. The college, university or system office must meet any applicable shorter time periods, including those provided in the applicable collective bargaining agreement.

**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:

- Conduct or coordinate education/training;
- Facilitate voluntary meetings between the parties;



**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- Recommend separation of the parties, after consultation with appropriate system office, college or university personnel;
- Other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
- The system office, 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;
- 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.

- **Designated officer.** The designated officer shall:
  - Prepare an investigation report and forward it to the decisionmaker for review and decision;
  - Take additional investigative measures as requested by the decisionmaker; and
  - 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.
- **Decision maker.** After receiving the investigation report prepared by the designated officer, the decisionmaker shall:
  - Determine whether additional steps should be taken prior to making the decision. Additional steps may include:
    - A request that the designated officer conduct further investigative measures;
    - 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

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- A request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.
- Take other measures deemed necessary to determine whether a violation of Board Policy 1B.1 has been established;
- 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;
- 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;
- 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; and
- 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. System office, college, or university action.** The system office, 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 system office, college or university. In accordance with state law, the system office, 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 §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 system office, 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 system office 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 website, 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 system office 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 websites 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 system office, 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.

---

## **VII. MNSCU'S REASONABLE ACCOMODATION IN EMPLOYMENT POLICY**

---

State agencies must comply with all state and federal laws that prohibit discrimination against qualified individuals with disabilities in all employment practices. All state agencies must provide reasonable accommodations to qualified applicants and employees with disabilities unless to do so would cause an undue hardship or pose a direct threat. Agencies must provide reasonable accommodation when:

- A qualified applicant with a disability needs an accommodation to have an equal opportunity to compete for a job;
- A qualified employee with a disability needs an accommodation to perform the essential functions of the employee's job; and

A qualified employee with a disability needs an accommodation to enjoy equal access to benefits and privileges of employment (e.g., trainings, office sponsored events).

### **Applicant**

A person who expresses interest in employment and satisfies the minimum requirements for application established by the job posting and job description.

### **Americans with Disabilities Act (ADA) Coordinator**

Bemidji State University/Northwest Technical College is required to appoint an ADA coordinator or designee, depending on college or university size, to direct and coordinate Bemidji State University/Northwest Technical College's compliance with Title I of the ADA.

### **Direct Threat**

A significant risk of substantial harm to the health or safety of the individual or others that cannot be eliminated or reduced by reasonable accommodation.

The determination that an individual poses a direct threat shall be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job.

## **Essential Functions**

Duties so fundamental that the individual cannot do the job without being able to perform them. A function can be essential if:

- The job exists specifically to perform the function(s); or
- There are a limited number of other employees who could perform the function(s); or
- The function(s) is/are specialized and the individual is hired based on the employee's expertise.

## **Interactive Process**

A discussion between the employer and the individual with a disability to determine an effective reasonable accommodation for the individual with a disability. To be interactive, both sides must communicate and exchange information.

## **Individual with a Disability**

An individual who:

- Has a physical, sensory, or mental impairment that substantially limits one or more major life activities; or
- Has a record or history of such impairment; or
- Is regarded as having such impairment.

## **Qualified Individual with a Disability**

An individual who:

- Satisfies the requisite skill, experience, education, and other job-related requirements of the job that the individual holds or desires; and
- Can perform the essential functions of the position with or without reasonable accommodation.

## **Major Life Activities**

May include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

## **Medical Documentation**

Information from the requestor's treating provider which is sufficient to enable the employer to determine whether an individual has a disability and whether and what type of reasonable accommodation is needed when the disability or the need for accommodation is not obvious.

Medical documentation can be requested using the standardized **Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider** found on the Bemidji State University/Northwest Technical College website

<http://www.bemidjistate.edu/offices/affirmative-action/forms/>.

## **Reasonable Accommodation**

An adjustment or alteration that enables a qualified individual with a disability to apply for a job, perform job duties, or enjoy the benefits and privileges of employment. Reasonable accommodations may include:

- Modifications or adjustments to a job application process to permit a qualified individual with a disability to be considered for a job; or
- Modifications or adjustments to enable a qualified individual with a disability to perform the essential functions of the job; or
- Modifications or adjustments that enable qualified employees with disabilities to enjoy equal benefits and privileges of employment.

Modifications or adjustments may include, but are not limited to:

- Providing materials in alternative formats like large print or Braille;
- Providing assistive technology, including information technology and communications equipment, or specially designed furniture;
- Modifying work schedules or supervisory methods;
- Granting breaks or providing leave;
- Altering how or when job duties are performed;

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
AFFIRMATIVE ACTION PLAN 2016-2018

- Removing and/or substituting a marginal function;
- Moving to a different office space;
- Providing telework;
- Making changes in workplace policies;
- Providing a reader or other staff assistant to enable employees to perform their job functions, where a reasonable accommodation cannot be provided by current staff;
- Removing an architectural barrier, including reconfiguring work spaces;
- Providing accessible parking; or
- Providing a reassignment to a vacant position.

## **Reassignment**

Reassignment to a vacant position for which an employee is qualified is a “last resort” form of a reasonable accommodation. This type of accommodation must be provided to an employee, who, because of a disability, can no longer perform the essential functions of the position, with or without reasonable accommodation, unless the employer can show that it will be an undue hardship.

## **Support Person**

Any person an individual with a disability identifies to help during the reasonable accommodation process in terms of filling out paperwork, attending meetings during the interactive process to take notes or ask clarifying questions, or to provide emotional support.

## **Undue Hardship**

A specific reasonable accommodation would require significant difficulty or expense. Undue hardship is always determined on a case-by-case basis considering factors that include the nature and cost of the accommodation requested and the impact of the accommodation on the operations of Bemidji State University/Northwest Technical College. Bemidji State University/Northwest Technical College is not required to provide accommodations that would impose an undue hardship on the operation of the university/college.

## **General Standards and Expectations**

*Individuals who may request a reasonable accommodation include*

- Any qualified applicant with a disability who needs assistance with the job application procedure or the interview or selection process; or

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- Any qualified Bemidji State University/Northwest Technical College employee with a disability who needs a reasonable accommodation to perform the essential functions of the position; or
- A third party, such as a family member, friend, health professional or other representative, on behalf of a qualified applicant or employee with a disability, when the applicant or employee is unable to make the request for reasonable accommodation. When possible, Bemidji State University/Northwest Technical College must contact the applicant or employee to confirm that the accommodation is wanted. The applicant or employee has the discretion to accept or reject the proposed accommodation.

Bemidji State University/Northwest Technical College must abide by the Minnesota Government Data Practices Act, Chapter 13, in obtaining or sharing information related to accommodation requests.

***How to request a reasonable accommodation***

A Bemidji State University/Northwest Technical College applicant or employee may make a reasonable accommodation request to any or all of the following:

- Immediate supervisor or manager in the employee's chain of command;
- Bemidji State University/Northwest Technical College Affirmative Action Officer/Designee;
- Bemidji State University/Northwest Technical College ADA Coordinator;
- Bemidji State University/Northwest Technical College Human Resources Office;
- Any Bemidji State University/Northwest Technical College official with whom the applicant has contact during the application, interview and/or selection process.

***Timing of the request***

An applicant or employee may request a reasonable accommodation at any time, even if the individual has not previously disclosed the existence of a disability or the need for an accommodation. A request is any communication in which an individual asks or states that he or she needs Bemidji State University/Northwest Technical College to provide or change something because of a medical condition.

The reasonable accommodation process begins as soon as possible after the request for accommodation is made.



***Form of the request***

The applicant or employee is responsible for requesting a reasonable accommodation or providing sufficient notice to Bemidji State University/Northwest Technical College that an accommodation is needed.

An initial request for accommodation may be made in any manner (e.g., writing, electronically, in person or orally).

The individual requesting an accommodation does not have to use any special words and does not have to mention the ADA or use the phrase "reasonable accommodation" or "disability."

Oral requests must be documented in writing to ensure efficient processing of requests.

Bemidji State University/Northwest Technical College request forms can be found at: [Employee/Applicant Request for Reasonable Accommodation Form](#).

When a supervisor or manager observes or receives information indicating that an employee is experiencing difficulty performing the job due to a medical condition or disability, further inquiry may be required. Supervisors or managers should consult with the Bemidji State University/Northwest Technical College ADA Coordinator for advice on how to proceed.

When an employee needs the same reasonable accommodation on a repeated basis (e.g., the assistance of a sign language interpreter), a written request for accommodation is required the first time only. However, the employee requesting an accommodation must give appropriate advance notice each subsequent time the accommodation is needed. If the accommodation is needed on a regular basis (e.g., a weekly staff meeting), Bemidji State University/Northwest Technical College must make appropriate arrangements without requiring a request in advance of each occasion.

***The interactive process entails***

Communication is a priority and encouraged throughout the entire reasonable accommodation process. The interactive process is a collaborative process between the employee and/or applicant and Bemidji State University/Northwest Technical College to explore and identify specific reasonable accommodation(s). (For information on the Interactive Process see the U.S. Department of Labor, Job Accommodation Network at <http://askjan.org/topics/interactive.htm>). This process is required when:

- The need for a reasonable accommodation is not obvious;
- The specific limitation, problem or barrier is unclear;
- An effective reasonable accommodation is not obvious;
- The parties are considering different forms of reasonable accommodation;

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- The medical condition changes or fluctuates; or,
- There are questions about the reasonableness of the requested accommodation.

The interactive process should begin as soon as possible after a request for reasonable accommodation is made or the need for accommodation becomes known.

The process should ensure a full exchange of relevant information and communication between the individual and Bemidji State University/Northwest Technical College. An individual may request that the Bemidji State University/Northwest Technical College ADA Coordinator, a union representative, or support person be present.

The Bemidji State University/Northwest Technical College ADA Coordinator shall be consulted when:

- Issues, conflicts or questions arise in the interactive process; and
- Prior to denying a request for accommodation.

***Bemidji State University/Northwest Technical College responsibilities for processing the request***

As the first step in processing a request for reasonable accommodation, the person who receives the request must promptly forward the request to the appropriate decision maker. At the same time, the recipient will notify the requestor who the decision maker is.

President

The President of Bemidji State University/Northwest Technical College has the ultimate responsibility to ensure compliance with the ADA and this policy and appoint an ADA Coordinator.

ADA Coordinator

The Bemidji State University/Northwest Technical College ADA Coordinator is Bemidji State University/Northwest Technical College's decision maker for reasonable accommodation requests for all types of requests outside of the supervisors' and managers' authority. The Bemidji State University/Northwest Technical College ADA Coordinator will work with the supervisor and manager, and where necessary, with Bemidji State University/Northwest Technical College Human Resources, to implement the approved reasonable accommodation.

Supervisors and Managers

Agencies have the authority to designate the level of management approval needed for reasonable accommodation requests for low-cost purchases. For example:

## **BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**

### **AFFIRMATIVE ACTION PLAN 2016-2018**

- Requests for standard office equipment that is needed as a reasonable accommodation and adaptive items costing less than \$100. [Agencies can adjust the dollar amount based on their needs]; and
- Requests for a change in a condition of employment such as modified duties, or a change in schedule, or the location and size of an employee's workspace. [Agencies can choose to delegate specific requests to supervisors or managers or require these types of requests to work through the Bemidji State University/Northwest Technical College ADA Coordinator].

#### ***Analysis for processing requests***

Before approving or denying a request for accommodation, the Bemidji State University/Northwest Technical College decision maker with assistance from the Bemidji State University/Northwest Technical College ADA Coordinator will:

1. Determine if the requestor is a qualified individual with a disability;
2. Determine if the accommodation is needed to:
  - Enable a qualified applicant with a disability to be considered for the position the individual desires;
  - Enable a qualified employee with a disability to perform the essential functions of the position; or
  - Enable a qualified employee with a disability to enjoy equal benefits or privileges of employment as similarly situated employees without disabilities;
3. Determine whether the requested accommodation is reasonable;
4. Determine whether there is a reasonable accommodation that will be effective for the requestor and Bemidji State University/Northwest Technical College; and
5. Determine whether the reasonable accommodation will impose an undue hardship on Bemidji State University/Northwest Technical College's operations.

An employee's accommodation preference is always seriously considered, but Bemidji State University/Northwest Technical College is not obligated to provide the requestor's accommodation of choice, so long as it offers an effective accommodation, or determines that accommodation would cause an undue hardship.

***Obtaining medical documentation in connection with a request for reasonable accommodation***

In some cases, the disability and need for accommodation will be reasonably evident or already known, for example, where an employee is blind. In these cases, Bemidji State University/Northwest Technical College will not seek further medical documentation. If a requestor's disability and/or need for reasonable accommodation are not obvious or already known, the Bemidji State University/Northwest Technical College ADA Coordinator may require medical information showing that the requestor has a covered disability that requires accommodation. The Bemidji State University/Northwest Technical College ADA Coordinator may request medical information in certain other circumstances. For example when:

- The information submitted by the requestor is insufficient to document the disability or the need for the accommodation;
- A question exists as to whether an individual is able to perform the essential functions of the position, with or without reasonable accommodation; or
- A question exists as to whether the employee will pose a direct threat to himself/herself or others.

Where medical documentation is necessary, the Bemidji State University/Northwest Technical College ADA Coordinator must make the request and use the Letter Requesting Documentation for Determining ADA Eligibility from a Medical Provider. The Bemidji State University/Northwest Technical College ADA Coordinator must also obtain the requestor's completed and signed Authorization for Release of Medical Information.

Only medical documentation specifically related to the employee's request for accommodation and ability to perform the essential functions of the position will be requested. When medical documentation or information is appropriately requested, an employee must provide it in a timely manner, or Bemidji State University/Northwest Technical College may deny the reasonable accommodation request. Agencies must not request medical records; medical records are not appropriate documentation and cannot be accepted. **Supervisors and managers *must not* request medical information or documentation from an applicant or employee seeking an accommodation.** Such a request will be made by the Bemidji State University/Northwest Technical College ADA Coordinator, if appropriate.

***Confidentiality requirements***

Medical Information

Medical information obtained in connection with the reasonable accommodation process must be kept confidential. All medical information obtained in connection with such requests must be collected and maintained on separate forms and in separate physical or electronic files from non-medical personnel files and records. Electronic copies of medical information obtained in

## **BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**

### **AFFIRMATIVE ACTION PLAN 2016-2018**

connection with the reasonable accommodation process must be stored so that access is limited to only the Bemidji State University/Northwest Technical College ADA Coordinator. Physical copies of such medical information must be stored in a locked cabinet or office when not in use or unattended. Generally, medical documentation obtained in connection with the reasonable accommodation process should only be reviewed by the Bemidji State University/Northwest Technical College ADA Coordinator.

The Bemidji State University/Northwest Technical College ADA Coordinator may disclose medical information obtained in connection with the reasonable accommodation process to the following:

- Supervisors, managers or Bemidji State University/Northwest Technical College HR staff who have a need to know may be told about the necessary work restrictions and about the accommodations necessary to perform the employee's duties. However, information about the employee's medical condition should only be disclosed if strictly necessary, such as for safety reasons;
- First aid and safety personnel may be informed, when appropriate, if the employee may require emergency treatment or assistance in an emergency evacuation;
- To consult with the State ADA Coordinator or Employment Law Counsel at MMB, or the Attorney General's Office about accommodation requests, denial of accommodation requests or purchasing of specific assistive technology or other resources; or
- Government officials assigned to investigate Bemidji State University/Northwest Technical College compliance with the ADA.

Whenever medical information is appropriately disclosed as described above, the recipients of the information must comply with all confidentiality requirements.

#### Accommodation Information

The fact that an individual is receiving an accommodation because of a disability is confidential and may only be shared with those individuals who have a need to know for purposes of implementing the accommodation, such as the requestor's supervisor and the Bemidji State University/Northwest Technical College ADA Coordinator.

#### General Information

General summary information regarding an employee's or applicant's status as an individual with a disability may be collected by Bemidji State University/Northwest Technical College equal opportunity officials to maintain records and evaluate and report on Bemidji State University/Northwest Technical College's performance in hiring, retention, and processing reasonable accommodation requests.

***Approval of requests for reasonable accommodation***

As soon as the decision maker determines that a reasonable accommodation will be provided, the Bemidji State University/Northwest Technical College ADA Coordinator will process the request and provide the reasonable accommodation in as short of a timeframe as possible. The time necessary to process a request will depend on the nature of the accommodation requested and whether it is necessary to obtain supporting information. If an approved accommodation cannot be provided within a reasonable time, the decision maker will inform the requestor of the status of the request before the end of 30 days. Where feasible, if there is a delay in providing the request, temporary measures will be taken to provide assistance.

Once approved, the reasonable accommodation should be documented for record keeping purposes and the records maintained by the Bemidji State University/Northwest Technical College ADA Coordinator.

***Funding for reasonable accommodations***

Bemidji State University/Northwest Technical College must specify how Bemidji State University/Northwest Technical College will pay for reasonable accommodations.

***Procedures for reassignment as a reasonable accommodation***

Reassignment to a vacant position is an accommodation that must be considered if there are no effective reasonable accommodations that would enable the employee to perform the essential functions of his/her current job, or if all other reasonable accommodations would impose an undue hardship.

The Bemidji State University/Northwest Technical College ADA Coordinator will work with Bemidji State University/Northwest Technical College Human Resources staff and the requestor to identify appropriate vacant positions within Bemidji State University/Northwest Technical College for which the employee may be qualified and can perform the essential functions of the vacant position, with or without reasonable accommodation. Vacant positions which are equivalent to the employee's current job in terms of pay, status, and other relevant factors will be considered first. If there are none, Bemidji State University/Northwest Technical College will consider vacant lower level positions for which the individual is qualified. The EEOC recommends that Bemidji State University/Northwest Technical College consider positions that are currently vacant or will be coming open within at least the next 60 days.

***Denial of requests for reasonable accommodation***

The Bemidji State University/Northwest Technical College ADA Coordinator must be contacted for assistance and guidance prior to denying any request for reasonable accommodation. Bemidji State University/Northwest Technical College may deny a request for reasonable accommodation where:

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- The individual is not a qualified individual with a disability;
- The reasonable accommodation results in undue hardship or the individual poses a direct threat to the individual or others. Undue hardship and direct threat are determined on a case-by-case basis with guidance from the Bemidji State University/Northwest Technical College ADA Coordinator; or
- Where no reasonable accommodation, including reassignment to a vacant position, will enable the employee to perform all the essential functions of the job.

The explanation for denial must be provided to the requestor in writing. The explanation should be written in plain language and clearly state the specific reasons for denial. Where the decision maker has denied a specific requested accommodation, but has offered a different accommodation in its place, the decision letter should explain both the reasons for denying the accommodation requested and the reasons that the accommodation being offered will be effective.

***Consideration of undue hardship***

An interactive process must occur prior to Bemidji State University/Northwest Technical College making a determination of undue hardship. Determination of undue hardship is made on a case-by-case basis and only after consultation with the Bemidji State University/Northwest Technical College's ADA Coordinator. In determining whether granting a reasonable accommodation will cause an undue hardship, Bemidji State University/Northwest Technical College considers factors such as the nature and cost of the accommodation in relationship to the size and resources of Bemidji State University/Northwest Technical College and the impact the accommodation will have on the operations of Bemidji State University/Northwest Technical College.

Agencies may deny reasonable accommodations based upon an undue hardship. Prior to denying reasonable accommodation requests due to lack of financial resources, Bemidji State University/Northwest Technical College will consult with the State ADA Coordinator at MMB.

***Determining direct threat***

The determination that an individual poses a "direct threat," (i.e., a significant risk of substantial harm to the health or safety of the individual or others) which cannot be eliminated or reduced by a reasonable accommodation, must be based on an individualized assessment of the individual's present ability to safely perform the essential functions of the job with or without reasonable accommodation. A determination that an individual poses a direct threat cannot be based on fears, misconceptions, or stereotypes about the individual's disability. Instead, Bemidji State University/Northwest Technical College must make a reasonable medical

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

judgment, relying on the most current medical knowledge and the best available objective evidence.

In determining whether an individual poses a direct threat, the factors to be considered include:

- Duration of the risk;
- Nature and severity of the potential harm;
- Likelihood that the potential harm will occur; and
- Imminence of the potential harm.

***Appeals process in the event of denial***

In addition to providing the requestor with the reasons for denial of a request for reasonable accommodation, agencies must designate a process for review when an applicant or employee chooses to appeal the denial of a reasonable accommodation request. This process:

- Must include review by a Bemidji State University/Northwest Technical College official;
- May include review by the State ADA Coordinator; and/or
- Must inform the requestor of the statutory right to file a charge with the Equal Employment Opportunity Commission or the Minnesota Department of Human Rights.

***Information tracking and records retention***

Agencies must track reasonable accommodations requested and report once a year by September 1<sup>st</sup> to MMB the number and types of accommodations requested, approved, denied and other relevant information.

Agencies must retain reasonable accommodation documentation according to the Bemidji State University/Northwest Technical College's document retention schedule, but in all cases for at least one year from the date the record is made or the personnel action involved is taken, whichever occurs later. 29 C.F.R. § 1602.14.

---

## **VIII. EVACUATION PROCEDURES FOR INDIVIDUALS WITH DISABILITIES**

---

A copy of the Bemidji State University/Northwest Technical College's weather and emergency evacuation plans can be found at:

[http://www.bemidjistate.edu/offices/safety/emergency\\_preparedness/](http://www.bemidjistate.edu/offices/safety/emergency_preparedness/).



## **BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**

### **AFFIRMATIVE ACTION PLAN 2016-2018**

Distributed throughout the campus are Emergency Procedure Guides that list guidelines for reasonable individual actions and responses to the types of emergency situations most likely to occur on campus, including evacuations and relocations from buildings. The guide lists the E-911 address and the designated internal and external relocation site for each building.

Building occupants are directed to the internal relocation site for emergency situations requiring shelter, such as severe weather.

Building occupants are directed to the external relocation site for emergency situations requiring them to leave the building, such as fires or hazardous material spills.

Individuals who are not able to relocate from a building due to physical mobility issues or other reasons will be directed to take shelter in the nearest stairwell, close the door to the stairwell, and wait for assistance. Alternatively they can take refuge in the closest room, close the door, and if possible, use towels or other items to prevent smoke from coming in under the door. If possible, they should contact 911 or BSU Public Safety, 218-755-3988, or take other actions to inform responders of their location.

Everyone has a responsibility to develop their own personal emergency evacuation plans; this includes individuals with disabilities or individuals who will need assistance during evacuation. The Americans with Disabilities Act Coordinator or designee at Bemidji State University/Northwest Technical College will work to develop a plan and consult the appropriate building and safety personnel.

Directors, managers, and supervisors should review the emergency evacuation procedures with staff, including informing all staff that if additional assistance may be needed, and individuals with disabilities should contact the Bemidji State University/Northwest Technical College contact(s) below to request the type of assistance they may need.

Debra Peterson, Assistant to the President for Affirmative Action and Institutional Accreditation, Deputy 315, 218.755.4121, [dpeterson@bemidjistate.edu](mailto:dpeterson@bemidjistate.edu)

Christopher Hoffman, Director of Disabilities Services/Student ADA Compliance, Decker 233, 218.755.3883, [choffman@bemidjistate.edu](mailto:choffman@bemidjistate.edu)

Sarah Plahn, NTC Learning Enrichment Center Coordinator, NTC 117, 218.333.6650, [sarah.plahn@ntcmn.edu](mailto:sarah.plahn@ntcmn.edu)

Richard Marsolek, Environmental Health and Safety Officer, Bangsberg 126, 218.755.2545, [rmarsolek@bemidjistate.edu](mailto:rmarsolek@bemidjistate.edu)

### **Evacuation Options:**

Individuals with disabilities have four basic, possibly five, evacuation options:

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- Horizontal evacuation: Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
- Stairway evacuation: Using steps to reach ground level exits from building;
- Shelter in place: Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire resistant door. If the individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site responders. The shelter in place approach may be more appropriate for sprinkler protected buildings where an area of refuge is not nearby or available. It may be more appropriate for an individual who is alone when the alarm sounds;
- Area of rescue assistance: Identified areas that can be used as a means of egress for individuals with disabilities. These areas, located on floors above or below the building's exits, can be used by individuals with disabilities until rescue can be facilitated by emergency responders.

**Evacuation Procedures for Individuals with Mobility Disabilities, Hearing Disabilities, and Visual Disabilities:**

Individuals with disabilities should follow the following procedures:

- Mobility disabilities (individuals who use wheelchairs or other personal mobility devices ("PMDs")): Individuals using wheelchairs should be accompanied to an area of rescue assistance by an employee or shelter in place when the alarm sounds. The safety and security staff will respond to each of the areas of rescue assistance every time a building evacuation is initiated to identify the individuals in these areas and notify to emergency responders how many individuals need assistance to safely evacuate.
- Mobility disabilities (individuals who do not use wheelchairs): Individuals with mobility disabilities, who are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance. If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the individual with a disability may choose to wait at the area of rescue assistance until emergency responders arrive to assist them.
- Hearing disabilities: The Bemidji State University/Northwest Technical College's buildings are equipped with fire alarm horns/strobes that sound the alarm and flash strobe lights. The strobe lights are for individuals with who are deaf and/or hard of hearing. Individuals with hearing disabilities may not notice or hear emergency alarms and will need to be alerted of emergency situations.

## **BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**

### **AFFIRMATIVE ACTION PLAN 2016-2018**

- **Visual disabilities:** The Bemidji State University/Northwest Technical College's buildings are equipped with fire alarm horn/strobes that sound the alarm and flash strobe lights. The horn will alert individuals who are blind or have visual disabilities of the need to evacuate. Most individuals with visual disabilities will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the common traveled route, individuals with visual disabilities may need assistance in evacuating. The assistant should offer assistance, and if accepted, guide the individual with a visual disability through the evacuation route.

#### **Severe Weather Evacuation Options:**

Individuals with disabilities or who are in need of assistance during an evacuation have three evacuation options based on their location in their building:

- **Horizontal evacuation:** If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;
- **Elevator evacuation:** If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or

**Shelter in Place:** Seeking shelter in a designated severe weather shelter and remaining there until the all clear is used.

**IX. GOALS AND TIMETABLES**

Through the utilization analysis, Bemidji State University/Northwest Technical College has determined which job categories are underutilized for women, minorities, and individuals with disabilities within Bemidji State University and Northwest Technical College and has set the following hiring goals for the next two years (Reference Table 2).

**Table 2. Underutilization Analysis and Hiring Goals for 2016-2018**

The second, third, and fourth columns of both charts 2a and 2b show the number of underutilized individuals of each group in each category at Bemidji State University and Northwest Technical College respectively. The fifth, sixth, and seventh columns show Bemidji State University's and Northwest Technical College's hiring goals for each group in each category.

<b>Table 2a. Bemidji State University Underutilization Analysis and Hiring Goals for 2016-2018</b>								
<b>Job Categories</b>	<b>Underutilization - # of Individuals</b>				<b>Hiring Goals for 2016-2018</b>			
	<b>Women</b>	<b>Racial/Ethnic Minorities</b>	<b>Individuals With Disabilities</b>	<b>Veterans</b>	<b>Women</b>	<b>Racial/Ethnic Minorities</b>	<b>Individuals With Disabilities</b>	<b>Veterans</b>
Officials/Administrators	11	<10	<10	<10		2	2	2
Education Administrators	36	<10	<10	<10	1	13	3	4
Professionals	21	<10	<10	<10		6	3	
Faculty	145	25	<10	<10		47	17	15
Protective Services: Nonsworn	<10	<10	<10	<10	1			
Office/Clerical	57	<10	<10	<10		5	1	3
Technicians	10	<10	<10	<10		1		1
Skilled Craft	<10	<10	<10	<10	1	1	2	
Service Maintenance	<10	<10	<10	<10	7	1	3	

<b>Table 2b. Northwest Technical College Underutilization Analysis and Hiring Goals for 2016-2018</b>								
<b>Job Categories</b>	<b>Underutilization - # of Individuals</b>				<b>Hiring Goals for 2016-2018</b>			
	<b>Women</b>	<b>Racial/Ethnic Minorities</b>	<b>Individuals With Disabilities</b>	<b>Veterans</b>	<b>Women</b>	<b>Racial/Ethnic Minorities</b>	<b>Individuals With Disabilities</b>	<b>Veterans</b>
Officials/Administrators	<10	<10	<10	<10				
Professionals	15	<10	<10	<10		5	1	1
Faculty	39	<10	<10	<10		13	2	2
Office/Clerical	<10	<10	<10	<10				
Technicians	<10	<10	<10	<10				
Skilled Craft	<10	<10	<10	<10				
Service Maintenance	<10	<10	<10	<10				

## **BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**

### **AFFIRMATIVE ACTION PLAN 2016-2018**

#### **Availability:**

Bemidji State University/Northwest Technical College determined the recruitment area to be statewide for the following job categories: Protective Services: Nonsworn, Office/Clerical, Technicians, Skilled Craft, and Service Maintenance. National availability statistics were used for the following job categories: Officials/Administrators, Education Administrators, Professionals, and Faculty. In conducting its underutilization analysis, Bemidji State University/Northwest Technical College used the one-factor analysis. Bemidji State University/Northwest Technical College determined it was best to use this type of analysis because of the low numbers of internal qualified candidates.

Underutilization Analysis worksheets are attached in the appendix. Numbers less than 10 are indicated with "<10" in accordance with Minnesota Management and Budget's guidance on data privacy.

#### **Women:**

At Bemidji State University, the population of women has improved in the following job categories: Officials/Administrators, Education Administrators, Faculty, Protective Services: Nonsworn, Technicians, and Service Maintenance and has not improved in the following job categories: Professionals, Office/Clerical, and Skilled Craft. At Northwest Technical College, the population of women has improved in the following job categories: Officials/Administrators and Service Maintenance and has not improved in the following job categories: Professionals, Faculty, Office/Clerical, and Technicians. Attempts to improve the total number of women to the level of availability for various work categories were made through search processes. Those efforts paid off in those categories noted. College and university budget constraints and lack of turnover hindered hiring additional females in other categories. Goal numbers projected on the preceding matrix are based on the availability percentages and are being used as a measure of equity among job categories. As positions open up in job categories, attention will be given at all phases of the search process to fill positions with qualified women candidates in the underutilized categories. At this time, enrollment is holding at a consistent level at Bemidji State University, although declining at Northwest Technical College. It is not expected that there will be a greater number of retirements or replacements at this point in time. In order to find female, minority, and disabled workers greater and more focused recruitment efforts will be occur to improve the diversity of applicant pools.

#### **Minorities:**

At the Bemidji State University, the population of minorities has improved in the following job categories: Education Administrators and Professionals, has remained the same in the following job categories: Faculty, Protective Services: Nonsworn, Technicians, Skilled Craft, and Service Maintenance, Faculty, Office/Clerical, Technicians and has not improved in the following job categories: Officials/Administrators and Office/Clerical. At Northwest Technical

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

College, the population of minorities has improved in the following job categories: Officials/Administrators, Professionals, Faculty, Office/Clerical, and Technicians and has remained the same in the following job categories: Service Maintenance. The noted improvements at Northwest Technical College are largely due to the 26 percent workforce reduction that has occurred since the completion of the 2014-2016 Affirmative Action Plan and the adjustments that appear in the "Availability Number" column rather than to improvements through the hiring process. Across all categories, Northwest Technical College employs a lower percentage of employees claiming minority status than is available. Bemidji State University has also seen a reduction in the overall size of its workforce as compared to the last published Affirmative Action Plan. While some improvements have been made, Bemidji State University also employs a lower percentage of employees claiming minority status than is available. Efforts these past two years to increase the intensity of vacancy posting distribution and networking to enhance recruitment of qualified minority applicants may have paid off to a certain extent in the early phases of search processes, but not in an actual hire. The entire search process (recruitment efforts, materials used to make decisions, content of training for search advisory committee participants, the relative diversity of search committees) will need to be modified as necessary to increase the likelihood of success in 2016-2018.

**Individuals with Disabilities:**

At Bemidji State University, the population of individuals with disabilities has improved in the following job categories: Education Administrators, Professionals, and Technicians, has remained the same in the following job categories: Officials/Administrators and Protective Services: Nonsworn, and has not improved in the following job categories: Faculty, Office/Clerical, Skilled Craft, and Service Maintenance. At Northwest Technical College the population of individuals with disabilities has improved in the following job categories: Faculty, and Office/Clerical, and has remained the same in the following job categories: Officials/Administrators, Professionals, Technicians, and Service Maintenance. Current recruitment practices at both institutions do not seem to yield applicant pools that are as diverse as availability percentages indicate. Additional research will be done to identify avenues for improvement in recruitment. In addition, search advisory committees will continue to be trained to strongly consider individuals with disabilities having appropriate skills and training when filling open positions.

**Veterans:**

Effective March 2013, the Office of the Federal Contract Compliance Program (OFCCP) included veterans in affirmative action. Going forward, Bemidji State University/Northwest Technical College, will track the hiring and underutilization of veterans in accordance with the OFCCP regulations.

---

## **X. AFFIRMATIVE ACTION PROGRAM OBJECTIVES**

---

In pursuing Bemidji State University/Northwest Technical College's commitment to affirmative action, Bemidji State University/Northwest Technical College will take the following actions during 2016-2018:

### **Objective #1: Enhance recruitment efforts**

#### **Action Steps:**

- a. Identify additional locations to advertise positions to attract diverse applicants and use these as needed in searches
- b. Create and implement a policy requiring diversity on Search Advisory Committees
- c. Hold meetings with and/or disseminate information on best practices in vacancy notice creation, search evaluation instrument creation, search processes used
- d. Include modules in each Search Advisory Committee training addressing discrimination and unconscious bias and how to minimize their influence in the search process
- e. Update BSU and NTC President, Vice Presidents, Associate Vice Presidents, and Deans having primary responsibility for searches regarding the need to create and review action plans in regard to underutilization goals.
- f. Educate Search Advisory Committees (SACs) regarding their roles and responsibilities, the hiring process, laws and policies governing searches (confidentiality, data practices, equal employment opportunity, affirmative action, diversity, Americans with Disabilities Act, Recently Separated Veterans and Vietnam Era Veterans, unconscious bias and mitigating its effects, and conducting a fair and effective search process) on an annual basis
- g. Review, on a continuous basis, recruitment and hiring guidelines, in order to enhance BSU and NTC commitment to affirmative action and to assist SACs in identifying and selecting highly qualified candidates for positions including women, minorities, and individuals with disabilities.

#### **Evaluation:**

Action steps a, b, c, and d are new. Documentation will be kept and made available to show progress toward their completion. Action steps e and g are being continued from the last plan. Due to a change in personnel, item e was not accomplished. Hiring guidelines for faculty positions (item g) were streamlined this past year. Guidelines for other vacancies will be examined these next two years. Item f is accomplished during every training. From July 1, 2015 – June 30, 2016 195 employees received training involving the identified components. Documentation will be kept and made available to show progress toward the completion of all objectives.

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

**Objective #2: Review retention efforts**

**Action Steps:**

- a. Develop a new employee mentoring program
- b. Develop institutional professional support for all employees
- c. Create an ambassadorship program and provide infrastructure for its continuance
- d. Notify all employees annually of identified procedures for requesting and, if necessary, providing an accommodation.
- e. Publicize the availability of confidential services through the Employee Assistance Program.
- f. Publicize the tuition waiver program available, on a space available basis, to University or College courses.
- g. Ensure that appropriate accommodations for newly disabled employees are researched in a timely manner.

**Evaluation:**

Action steps a, b, and c are new and emerged out of conversations with Human Resources staff and out of meetings held to create the Diversity and Inclusion Plans for BSU and NTC. Items d, e, and f are carried over from the previous plan and done on an annual basis. Item g is accomplished on an as needed basis. Documentation will be kept to note accomplishment of action steps and feedback will be obtained through an appropriate mechanism.

**Objective #3: Ensure a working environment and campus community that promotes and welcomes diversity.**

**Action Steps:**

- a. Present information regarding diversity, affirmative action, sexual harassment, and code of conduct during new faculty and staff orientation.
- b. Highlight MnSCU, BSU, and NTC policies that encourage understanding of diversity and affirmative action during new hire orientation.
- c. Improve calendaring to take note of events and holidays from around the world and from nondominant racial/ethnic groups.
- d. Review facilities and technologies for accessibility for individuals with disabilities and develop a schedule for addressing issues that arise.
- e. Create diversity and inclusion committees at Bemidji State University and Northwest Technical College and a charge for those separate committees.
- f. Provide two or more cultural competence training and dialogue opportunities for employees each year.

**Evaluation:**

Action steps c, d, e, and f emerged out of conversations with Human Resources staff and out of meetings held to create the Diversity and Inclusion Plans for BSU and NTC. Action steps a and b



**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

are carried over from the previous plan. Both are accomplished every year during a new faculty orientation workshop and both are continued as they serve as a good practice for disseminating information and helping to create community. In addition, all policies are shared broadly with campus members and made available on the BSU/NTC website:

<http://www.bemidjistate.edu/offices/president/policies/>. Documentation will be kept to note the accomplishment of action steps.

**Objective #4: Promote awareness and improve campus climate.**

**Action Steps:**

- a. Educate faculty and staff in the principles of engagement utilizing most recent results of faculty engagement survey.
- b. Provide toolkit/ideas/training for how to manage conflict in departments and offices
- c. Promote civility and respect among all faculty, staff, and student groups on both campuses.
- d. Engage leaders of classified and unclassified bargaining units in greater understanding of problem and non-confrontational behavior.
- e. Provide information and answer questions related to sexual harassment/violence, racism, sexual orientation and disability awareness.
- f. Provide information on discrimination, harassment, and civility policies and procedures at least once per year to employees and supports available to complainants
- g. Monitor campus climate for employees every two years beginning spring 2017.

**Evaluation:**

Action steps a and e were part of the previous affirmative action plan. Based on survey and focus group results indicating a need, an expert on anti-bullying and civility was brought in to conduct an initial training during January 2016. Action steps b, c, and d are meant to serve as logical next steps for the college and university to take in promoting a civil workplace and efforts will be ongoing these next two years. Information for the topics in action steps e and f will continue to be provided, promoted and made available through the Affirmative Action and Policies and Procedures websites. A campus climate survey is planned to understand the success of the various efforts to promote civil, discrimination-free, and harassment-free work organizations.

---

**XI. METHODS OF AUDITING, EVALUATING, AND REPORTING PROGRAM SUCCESS**

---

**A. Pre-Employment Review Procedure/Monitoring the Hiring Process**

Bemidji State University/Northwest Technical College will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of women, minorities, individuals with disabilities, or veterans. Bemidji State University/Northwest Technical College will use the monitoring the hiring process form for every hire to track the number of women, minorities, individuals with disabilities, and veterans in each stage of the selection process. Directors, managers, and supervisors will work closely with human resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action is carried out. Directors, managers, and supervisors will be asked to document their hiring decisions and equal opportunity professionals will review for bias.

Any time Bemidji State University/Northwest Technical College cannot justify a hire, it takes a missed opportunity. Bemidji State University/Northwest Technical College leadership will be asked to authorize the missed opportunity. Bemidji State University/Northwest Technical College will report the number of affirmative and non-affirmative hires as well as missed opportunities to Minnesota Management and Budget on a quarterly basis.

When candidates are offered interviews, employees scheduling interviews will describe the interview format to the candidate and provide an invitation to request a reasonable accommodation for individuals with disabilities to allow the candidate equal opportunity to participate in the interview process. For example, describe if interview questions are offered ahead of time or what technology may be used during the interview process. This allows for an individual with a disability to determine if they may need a reasonable accommodation in advance of the interview.

All personnel involved in the selection process will be trained and accountable for Bemidji State University/Northwest Technical College's commitment to equal opportunity and the affirmative action program and its implementation.

To assist the President of Bemidji State University and Northwest Technical College in implementing equal opportunity/affirmative action responsibilities, the Affirmative Action Officer monitors the pre-employment process as described above to ensure that no discriminatory effect on members of protected classes occurs.

The IFO and MSUAASF collective bargaining agreements and the Personnel Plan for Administrators may contain additional information regarding the employment and appointment process for unclassified employees.

**1. Unclassified Positions**

- a. Search advisory committee members shall be chosen in a manner which ensures that they are as diverse as possible. The Chair of the Search Advisory Committee will be designated by the President, Vice President, Dean, Director, Manager, or Supervisor. The Search Advisory Committee (usually three to five members) is charged with the following responsibilities:
  - 1) review and sign the confidentiality document for membership on a Search Advisory Committee
  - 2) assist in the preparation of the vacancy notice;
  - 3) assist in the preparation of recruitment or advertising plan;
  - 4) develop job related criteria by which application materials are examined;
  - 5) respond to applicant inquiries regarding the position;
  - 6) review application materials;
  - 7) interview; and
  - 8) recommend acceptable and unacceptable finalists identifying strengths and developmental needs (weaknesses) of all.
  
- b. The Search Advisory Committee participates in preparing documents 1-8 below. The Affirmative Action Officer and the Vice President or Dean review, agree, and approve:
  - 1) the position description (classified or ASF) or position summary (IFO)
  - 2) the vacancy notice including application materials needed from applicants and screening/deadline dates
  - 3) the advertising plan including special efforts (professional journals, websites, list serves) to recruit members of underutilized groups
  - 4) the pre-interview selection criteria to be used to evaluate the credentials of applicants.
  - 5) the list of search advisory committee members
  - 6) interview questions and basis for assessing applicants' responses
  - 7) reference checking procedure and questions (at least two satisfactory references are required).
  
- c. The Affirmative Action Officer or designee reviews confidentiality and other pertinent information during the recruitment and hiring process with the Search Advisory Committee. Search Advisory Committee members can learn more about confidentiality in the search process by viewing the Search Advisory Committee Resources available on the Affirmative Action webpage: [Search Advisory Committee Resources](#).

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- d. Human Resources posts the vacancy notice on NeoGov, the electronic recruitment and selection system adopted by Bemidji State University and Northwest Technical College. Human Resources or the hiring manager may place pertinent information in/on designated publications, media, websites and list servs. The Dean, department head, manager or hiring supervisor may assist with the website or list serv posting as requested by HR. Closing date should ensure adequate time for all applicants, including protected classes to review and respond to the vacancy. Closing date for receiving application materials may be a minimum of two weeks and up to four weeks depending on the vacancy. The vacancy notice may also indicate that the position is open until filled.
- e. Using information obtained through NeoGov, the Affirmative Action Officer examines the pool for its composition of women, minorities, applicants with disabilities and veterans.
- f. The Search Advisory Committee submits its recommendation for applicants to be interviewed to the President, Vice President, or Dean. The Affirmative Action Officer also reviews the interviewees selected for compliance with the Affirmative Action Plan objectives.
- g. Upon completion of the campus interview process (phone and/or on site) the search advisory committee identifies acceptable and unacceptable finalists and their strengths and weaknesses. The Search Advisory Committee forwards the list along with all interview evaluation forms and strengths and weaknesses) to the Affirmative Action Officer and Dean, President, and/or Vice President so the President or Vice President can made the determination of the individual who will be offered the position.

To assist the President of Bemidji State University and Northwest Technical College, in implementing equal opportunity/affirmative action responsibilities, the Affirmative Action Officer monitors the pre-employment process described above to ensure that no discriminatory effect on members of protected classes occurs.

The IFO and MSUAASF collective bargaining agreements and the Personnel Plan for Administrators may contain additional information regarding the employment and appointment process for unclassified employees.

## **2. Classified Positions**

The recruitment and selection of Bemidji State University and Northwest Technical employees included in the executive branch of the Minnesota civil service, comply with

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

Minnesota Statutes 43.18 and 179.14 FER Personnel Rules, and applicable collective bargaining agreements.

Because of the applicable statutes, affirmative action receives its primary emphasis at the State level for recruitment, examination, and the establishment of eligible lists.

Human Resources staff coordinates the recruitment and selection of BSU and NTC classified employees. Consistent with MnSCU policies on Nondiscrimination in Employment and Education Opportunity and Affirmative Action, BSU and NTC have established a selection process for classified employees.

- a. The President and Vice Presidents in consultation with Deans or Directors review and approve the vacancy for recruitment.
- b. The hiring supervisor completes the Authorization to Fill Classified Position and routes to obtain needed signatures.
- c. HR works with hiring supervisor to review and update position description.
- d. A Search Advisory Committee may be assembled. HR staff or the AAO meet
  - 1) with the hiring supervisor or Search Advisory Committee to review the recruitment and selection guidelines for classified staff, including a description of underutilized protected groups and goals. A vacancy packet is assembled to include: position description, vacancy notice, advertising plan, position-related criteria for the review of application materials, proposed interview questions, and reference checking guidelines.
- e. Job announcement is posted internally and placed on Recruiting Solutions for statewide posting.
- f. Effective 7/1/2009, Minnesota legislation provides that the top five "Recently Separated Veterans" (RSVs) who meet the minimum qualifications, must be granted an interview for a vacant unlimited classified position. The definition of a RSV is a veteran who has served in active military service on or after September 11, 2001 and has been honorably discharged as shown by reviewing the DD-214.
- g. During the posting period, eligible employees as defined by the applicable collective bargaining agreements may request a reassignment or bid.
- h. The statewide layoff list is reviewed for employees who were laid off in the same classification from other agencies who have indicated a preference for employment in Bemidji.
- i. Position related criteria are applied to each application to determine if minimum requirements are met.
- j. The Affirmative Action Officer and the appropriate leadership team members agree to and approve the list of interviewees.

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- k. Interviews are conducted using uniform position-related questions. A search advisory committee or the hiring supervisor may be involved in the interview process and will complete an assessment form for each applicant.
- l. Acceptable and unacceptable applicants are identified using position related criteria. Strengths and development needs (weaknesses) are identified for each interviewee.
- m. If the Affirmative Action Officer and HR concurs with the selection, applicants are notified of the hiring decision.

**B. Pre-Review Procedure for Layoff Decisions**

The Affirmative Action Officer, in conjunction with Bemidji State University/Northwest Technical College's human resources office, shall be responsible for reviewing all pending layoffs to determine their effect on Bemidji State University/Northwest Technical College's affirmative action goals and timetables.

If it is determined that there is an adverse impact on protected groups, Bemidji State University/Northwest Technical College will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. Bemidji State University/Northwest Technical College will determine if other alternatives are available to minimize the impact on protected groups.

**C. Other Methods of Program Evaluation**

Bemidji State University/Northwest Technical College submits the following compliance reports to Minnesota Management and Budget as part of our efforts to evaluate our affirmative action program:

- Quarterly Monitoring the Hiring Process Reports;
- Biannual Affirmative Action Plan;
- Annual Americans with Disabilities Act Report;
- Annual Internal Complaint Report; and
- Disposition of Internal Complaint (within 30 days of final disposition).

Bemidji State University/Northwest Technical College also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category;
- Analyzes employment activity (hires, promotions, and terminations) by job category to determine if there is adverse impact;
- Analyzes compensation program to determine if there are patterns of discrimination;

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- Reviews the accessibility of online systems, websites, and ensures that reasonable accommodations can be easily requested; and
- Discusses progress with System Office, College, or University leadership on a periodic basis and makes recommendations for improvement.

---

## **XII. RECRUITMENT PLAN**

---

The objective of this recruitment plan is to ensure Bemidji State University/Northwest Technical College's recruitment programs are publicly marketed, attract, and obtain qualified applicants, enhance the image of state employment, and to assist in meeting the affirmative action goals to achieve a diverse workforce.

Recruitment costs incurred during the 2014-2016 plan year totaled \$125,000.

Below are various recruitment methods or strategies utilized by Bemidji State University/Northwest Technical College during the past year.

### **A. Advertising Sources**

The standard list of outlets in which unclassified positions are advertised includes the following:

- The Chronicle of Higher Education
- The Bemidji Pioneer
- HERC
- MnSCU Career Opportunities
- HigherEDJobs.com
- InsideHigherEd.com
- Tribal Nation (11) contact List
- BSU HR Website
- Women in Higher Education

For faculty positions, academic departments are also allowed to include any discipline-specific recommendations for journals or on-line postings. Academic Affairs covers the cost of one discipline-specific advertisement if the cost is affordable. The department or college will be expected to cover any additional advertisements.

All classified job postings are advertised in:

- Minnesota Management and Budget Careers
- MnSCU Job Opportunities
  - HERC
  - Minnesota Works
- The Bemidji Pioneer

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

- Other advertising medium as requested

Bemidji State University (BSU) and Northwest Technical College (NTC), along with other MnSCU universities and colleges, enhance their diversity by recruiting dual career couples and protected classes through participation in the Upper Midwest Higher Education Recruitment Consortium (UMW HERC). The primary purpose of the Upper Midwest Higher Education Recruitment Consortium (UMW HERC) is to promote dual-career and diversity hiring at member institutions.

BSU and NTC hiring managers have access to the HERC resume/CV database.

Participation in the Upper Midwest (regional) HERC allows BSU and NTC to participate as members in advertising on behalf of all regions to enhance HERC brand recognition which, in turn, will encourage more applicants to use the regional and national HERC websites to access vacancy information at BSU and NTC.

The mission of the regional HERC is to advance the efforts of member institutions to recruit and retain outstanding and diverse faculty and staff and to assist dual career couples.

The regional HERC accomplishes their mission through:

- Comprehensive regional higher education job boards
- Regular regional meetings with guest speakers covering topics of interest to member institutions
- Email job alerts and dual career search capabilities
- Regional multicultural and relocation information and resources
- Best practice sharing on recruitment and retention topics among members
- Advertising and outreach to potential higher education jobseekers
- Jobseeker data tracking

The Upper Midwest HERC has utilized social networks to connect with prospective faculty and staff through: LinkedIn; Flickr; Twitter; YouTube; Wikipedia with primary objectives of building a professional network, reaching out to applicants and job seekers, and creating a strong institutional (BSU and NTC) brand.

HERC has an extensive partnership program in order to create mutually beneficial ways of supporting each other's recruitment goals and objectives. All partners can be reviewed at <http://www.uppermidwestherc.org>

For certain administrative positions, national search firms assisted with the identification of qualified administrative candidates.

The majority of these strategies will continue to be used. Those strategies that will be re-evaluated are those not reported by applicants to be the source of information for the position opening. During this next biennium BSU/NTC will ask all new hires and potentially all applicants



how they heard about the advertised position as a way of helping to evaluate the relative value of advertising venues.

### **B. Job and Community Fairs**

BSU and NTC students are invited and attend regional, state, and national job and community fairs. Faculty and staff are also part of these fairs as sponsors and information sharers with prospective applicants. These have accomplished greater visibility for the campuses in terms of heightened awareness of the opportunities available at the institution for employment but also promote the community and what it offers a prospective employee. BSU and NTC will continue to use these as a strategy to reach out to prospective, qualified individuals with appropriate information regarding our desire to hire protected class individuals. In addition, HR will seek to be a part of local and regional career fairs to promote BSU and NTC as places of employment.

### **C. College and University Recruitment Events**

Human Resources at Bemidji State University/Northwest Technical College will seek to be a part of local and regional career fairs to promote BSU and NTC as places of employment, especially for key entry level positions in student affairs and finance and administration. HR will also identify and implement other opportunities for recruitment especially in jobs for which turnover is likely.

### **D. Recruitment for Individuals with Disabilities**

Individuals with disabilities were targeted by ensuring that the ADA Coordinator of the Minnesota Department of Economic Security received all vacancy notices for distribution to the rehabilitation counselors at Minnesota Workforce Centers. Additionally, statements in vacancy notices specifically mentioned that persons with disabilities were encouraged to apply. During this next biennium BSU/NTC will seek out information from workforce centers on perceptions of how welcoming the organizations are as places to work for people with disabilities and begin addressing issues that emerge. BSU and NTC will not discriminate against qualified individuals with disabilities and will comply with ADA and other laws governing employment of persons with disabilities.

### **E. Relationship Building and Outreach**

The past two years have seen the development and strengthening of relationships with the local economic and state development groups, school districts, communities, and tribal colleges. These partnerships have not only enhanced and facilitated relationships to further academics but also showcased the potential for employment at the two campuses. These outreach and relationship building efforts will be continued and further developed in the next two year cycle.

## **F. Internships**

Supervised work experiences related to specific academic programs are offered. Students are allowed, including those from protected classes, to gain academic credit and/or field experience to reinforce their major field of study. A variety of internships are available in local, state, and federal government agencies, public service organizations and private business. These interns are expected to participate actively in choosing and organizing their internship in coordination with the BSU/NTC coordinator, faculty member, and the on-site agency representative.

During the next biennium, HR and the AAO will explore the development of internships in administrative offices including: Human Resources, President's Office, Records, Financial Aid, Admissions, Disability Services, Affirmative Action and Diversity, Hobson Union, American Indian Resource Center, Housing and Residential Life, Institutional Research, and Communication and Marketing.

## **G. Supported Employment (M.S. 43A.191, Subd. 2(d))**

Bemidji State University/Northwest Technical College supports the employment of individuals with disabilities and will review vacant positions to determine if job tasks can be performed by supported employment workers. We will work with community organizations that provide employment services to individuals with disabilities to recruit for these positions.

## **H. Additional Recruitment Activities**

Through participation in the Upper Midwest HERC, BSU, NTC and other MnSCU institutions were represented at several national and state job fairs. BSU and NTC also work intentionally with the three area tribal colleges to seek to recruit Native Americans.

---

## **XIII. RETENTION PLAN**

---

Bemidji State University/Northwest Technical College is committed to not just the recruitment of women, minorities, individuals with disabilities, and veterans, but also to the retention of these protected groups.

**A. Individual(s) Responsible for Retention Program/Activities**

Responsibility for retention is a coordinated effort of a number of university and college leadership team members including the president, vice presidents, deans, directors, managers, supervisors, chief human resource officer, affirmative action officer, and human resource staff. The following individuals share responsibility for authority and oversight:

Megan Zothman  
Chief Human Resources Officer  
218.755.3966  
[mzothman@bemidjistate.edu](mailto:mzothman@bemidjistate.edu)

Debra Peterson  
Interim Affirmative Action Director  
218.755.4121  
[dpeterson@bemidjistate.edu](mailto:dpeterson@bemidjistate.edu)

**B. Separation and Retention Analysis by Protected Groups**

BSU 2014-2016 Separation Analysis found in Appendix pages 75-79  
NTC 2014-2016 Separation Analysis found in Appendix pages 80-83

**C. Methods of Retention of Protected Groups**

- Center for Professional Development for faculty fosters professional development activities and resources for this group. Faculty are also encouraged to request sabbatical leaves and research grants through this institutional agency.
- Promotion and tenure decisions are based on performance, achievement and other criteria included in collective bargaining agreements. Promotion and tenure patterns will be analyzed to determine the impact on protected classes.
- BSU and NTC faculty and staff are recognized on reaching milestone years of service and are honored at campus-wide events.
- Multi-cultural and diversity events involving faculty, staff, and students are held throughout the year on campus and within the greater regional area.

## **APPENDIX**

Bemidji State University



Northwest Technical College

## Complaint of Discrimination/Harassment Form

**Please Read Before Completion of Form**

Any complaint of discrimination/harassment is considered confidential data under Minnesota Statute 13.39, Subd. 1 and 2. This information is being collected for the purpose of determining whether discrimination/harassment has occurred. You are not legally required to provide this information, but without it, an investigation cannot be conducted. This information may only be released to the Affirmative Action Officer or designee, the complainant, the respondent and appropriate personnel.

<b>Complainant (You)</b>		
Complainant's Name	Job Title	
Work Address	Telephone	
College, or University	Division	Manager

<b>Respondent (Individual Who Discriminated Against/Harassed You)</b>		
Respondent's Name	Respondent's Job Title	
Respondent's Work Address	Respondent's Telephone	
Respondent's College, or University	Division	Manager

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

<b>The Complaint</b>		
<b>Basis of Complaint</b> Place an "X" in the box for all that apply:		
<input type="checkbox"/> Race	<input type="checkbox"/> Disability	<input type="checkbox"/> Sexual Orientation
<input type="checkbox"/> Sex	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Status with Regard to Public Assistance
<input type="checkbox"/> Age	<input type="checkbox"/> National Origin	<input type="checkbox"/> Membership or Activity in a Local Human Rights Commission
<input type="checkbox"/> Gender Identity	<input type="checkbox"/> Gender Expression	<input type="checkbox"/> Religion
<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Familial Status
Date most recent act of discrimination/harassment took place:		If you filed this complaint with another College, or University, give the name of that College, or University:
Describe how you believe that you have been discriminated/harassed against (names, dates, places, etc.). Use a separate sheet of paper if needed and attach to this form.		

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**AFFIRMATIVE ACTION PLAN 2016-2018**

<b>Information on Witnesses Who Can Support Your Case</b>		
<b>Witness Names</b>	<b>Witness Work Addresses</b>	<b>Witness Work Telephones</b>

Additional witnesses may be listed in "Additional Information" or on a separate sheet attached to this form.

This complaint is being filed on my honest belief that the State of Minnesota has discriminated against/harassed me. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

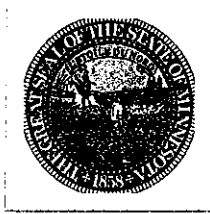
---

Complainant Signature Date

---

Affirmative Action Officer Signature Date

# Employee/Applicant Request for ADA Reasonable Accommodation Form



State of Minnesota – Bemidji State University/Northwest Technical  
College  
Employee/Applicant Request for ADA Reasonable Accommodation Form

Bemidji State University



Northwest Technical College

The State of Minnesota is committed to complying with the Americans with Disabilities Act (“ADA”) and the Minnesota Human Rights Act (“MHRA”). To be eligible for an ADA accommodation, you must be 1) qualified to perform the essential functions of your position and 2) have a disability that limits a major life activity or function. The ADA Coordinator/Designee will review each request on an individualized case-by-case basis to determine whether or not an accommodation can be made.

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Location: \_\_\_\_\_

Data Privacy Statement: This information may be used by your Bemidji State University/ Northwest Technical College human resources representative, ADA Coordinator or designee, your Bemidji State University/Northwest Technical College legal counsel, or any other individual who is authorized by Bemidji State University/Northwest Technical College to receive medical information for purposes of providing reasonable accommodations under the ADA and MHRA. This information is necessary to determine whether you have a disability as defined by the ADA or MHRA, and to determine whether any reasonable accommodation can be made. The provision of this information is strictly voluntary; however, if you refuse to provide it, Bemidji State University/Northwest Technical College may refuse to provide a reasonable accommodation.

## Questions to clarify accommodation requested.

1. What specific accommodation are you requesting?



**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**

**AFFIRMATIVE ACTION PLAN 2016-2018**

2. If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore.
  - a. If yes, please explain.

**Questions to document the reason for the accommodation request** *(please attach additional pages if necessary).*

1. What, if any job function are you having difficulty performing?
2. What, if any employment benefit are you having difficulty accessing?
3. What limitation as result of your physical or mental impairment is interfering with your ability to perform your job or access an employment benefit?
4. If you are requesting a specific accommodation, how will that accommodation be effective in allowing you to perform the functions of your job?

**Information Pertaining to Medical Documentation**

In the context of assessing an accommodation request, medical documentation may be needed to determine if the employee has a disability covered by the ADA and to assist in identifying an effective accommodation.

The ADA Coordinator or designee in each college, or university is tasked with collecting necessary medical documentation. In the event that medical documentation is needed, the employee will be provided with the appropriate forms to submit to their medical provider. The employee has the responsibility to ensure that the medical provider follows through on requests for medical information.

**This authorization does not cover, and the information to be disclosed should not contain, genetic information. "Genetic Information" includes: Information about an individual's genetic tests; information about genetic tests of an individual's family members; information about the manifestation of a disease or disorder in an individual's family members (family medical history); an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; and genetic information of a fetus carried by an individual or by a pregnant woman who is a family member of the individual and the genetic information of any embryo legally held by the individual or family member using an assisted reproductive technology.**

Employee Signature: \_\_\_\_\_

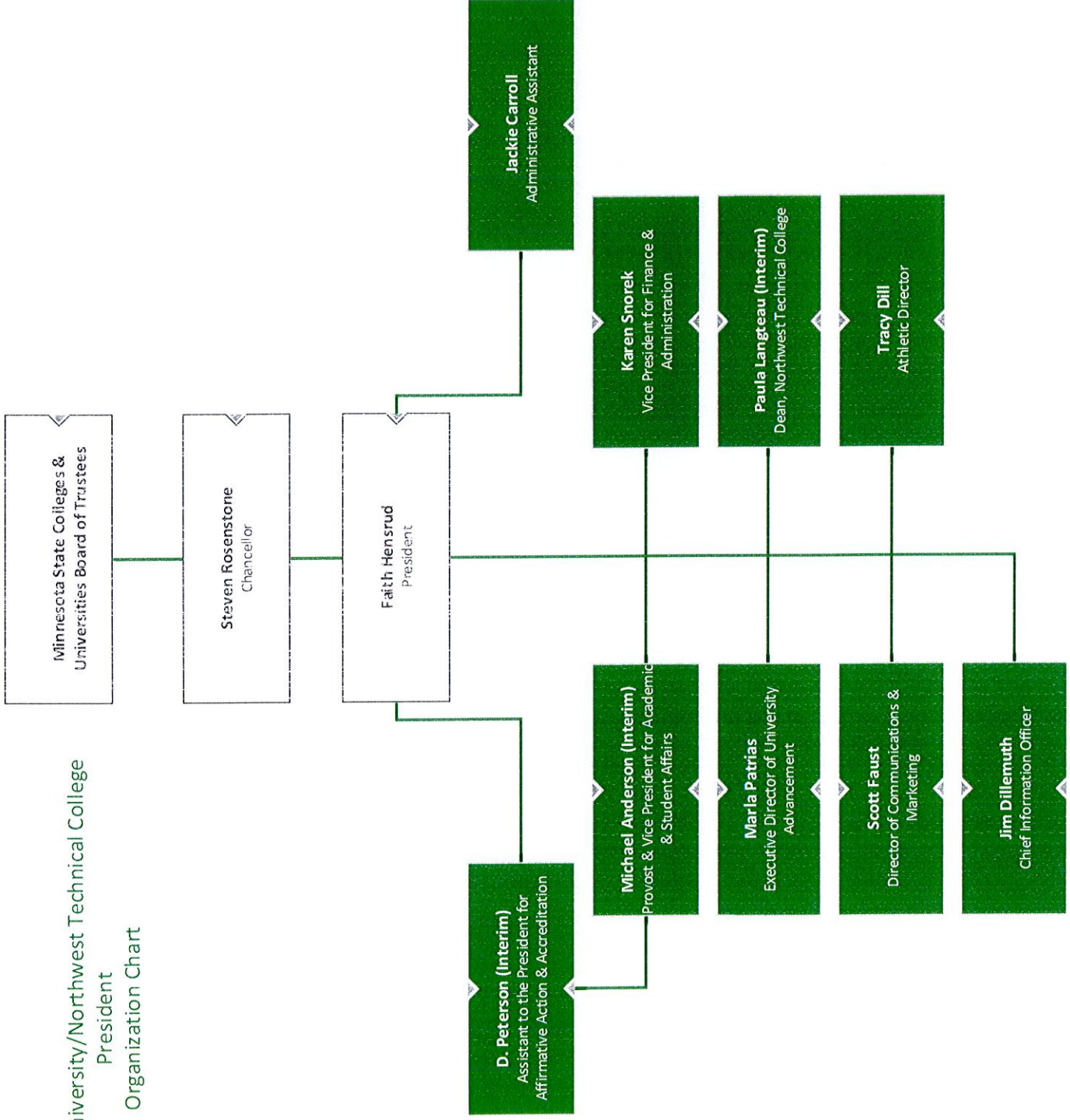
Date: \_\_\_\_\_



# Bemidji State University/Northwest Technical College

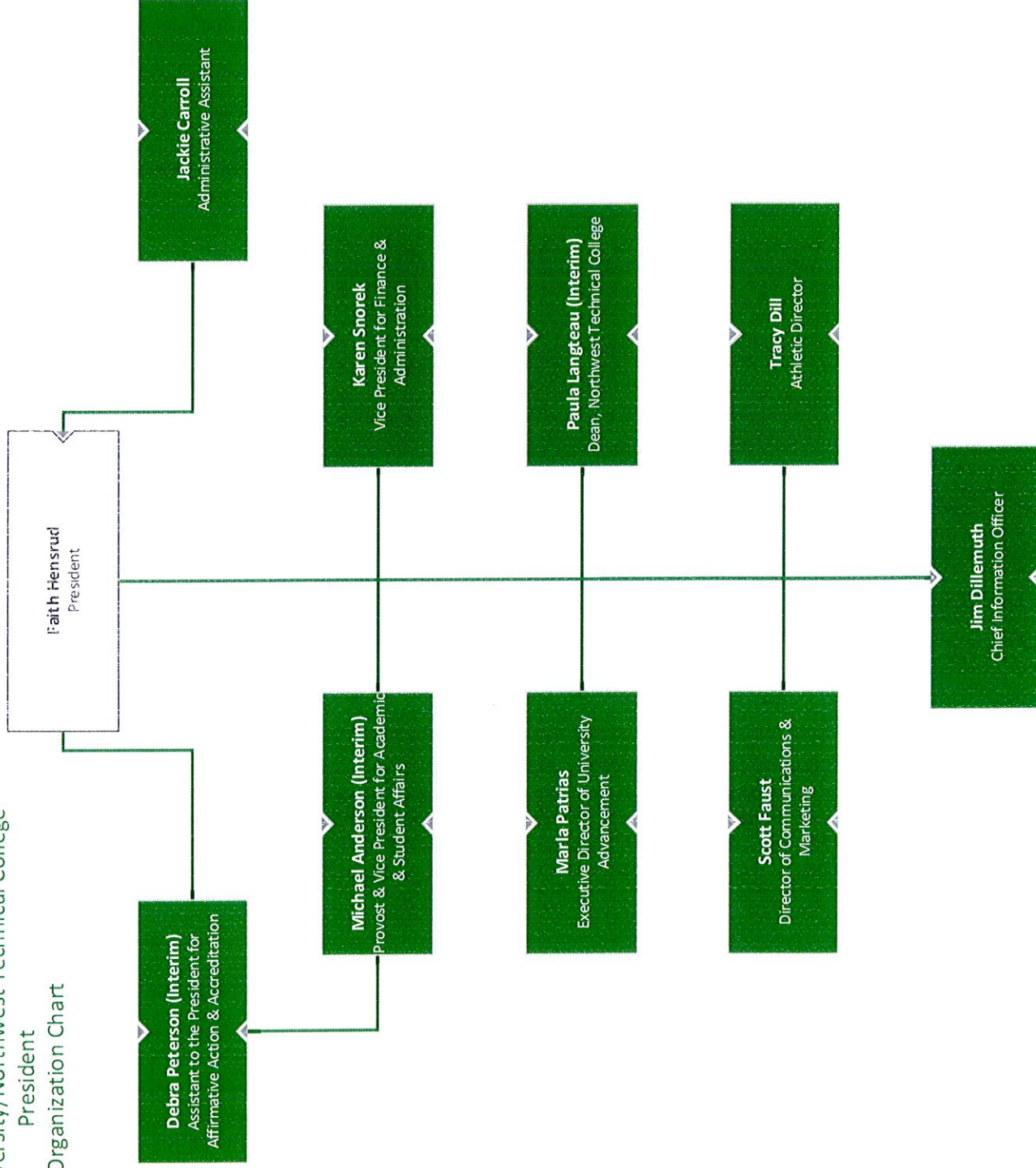
## President

### Organization Chart





Bemidji State University/Northwest Technical College  
 President  
 Organization Chart





**Minnesota State Colleges and Universities: Bemidji State University**  
**JOB CATEGORY AVAILABILITY/UTILIZATION/UNDERUTILIZATION ANALYSIS & ANNUAL GOALS**  
 Worksheet for comparing incumbency to availability and setting goals to correct underutilization.

WOMEN									
Job Categories	Total Employees in Job Group	Total Number of Women in Group	% of Women in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	22	11	50.00%	40.40%	9	-2	1	Improved	-3
Education Administrators	59	36	61.02%	63.40%	37	1	4	Improved	-3
Professionals	37	21	56.76%	55.40%	21	0	-1	Not improved	1
Faculty	291	145	49.83%	47.60%	139	-6	-4	Improved	-2
Protective Services: Nonsworn	4	1	25.00%	60.10%	2	1	-1	Not improved	2
Office/Clerical	62	57	91.94%	63.40%	39	-18	-19	Not improved	1
Technicians	13	10	76.92%	57.20%	7	-3	-2	Improved	-1
Skilled Craft	22	0	0.00%	6.30%	1	1	1	Same	0
Service Maintenance	36	9	25.00%	44.40%	16	7	9	Improved	-2
<b>Totals</b>	<b>546</b>	<b>290</b>	<b>53.11%</b>						

MINORITIES									
Job Categories	Total Employees in Job Group	Total Number of Minorities in Group	% of Minorities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	22	3	13.64%	21.70%	5	2	1	Not improved	1
Education Administrators	59	2	3.39%	24.60%	15	13	14	Improved	-1
Professionals	37	3	8.11%	24.70%	9	6	9	Improved	-3
Faculty	291	25	8.59%	24.90%	72	47	47	Same	0
Protective Services: Nonsworn	4	0	0.00%	10.00%	0	0	0	Same	0
Office/Clerical	62	2	3.23%	10.50%	7	5	4	Not improved	1
Technicians	13	0	0.00%	10.60%	1	1	1	Same	0
Skilled Craft	22	1	4.55%	8.80%	2	1	1	Same	0
Service Maintenance	36	6	16.67%	19.50%	7	1	1	Same	0
<b>Totals</b>	<b>546</b>	<b>42</b>	<b>7.69%</b>						

INDIVIDUALS WITH DISABILITIES									
Job Categories	Total Employees in Job Group	Total Number of Indiv./ with Disabilities in Group	% of Indiv. w/ Disabilities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	22	0	0.00%	7.00%	2	2	2	Same	0
Education Administrators	59	1	1.69%	7.00%	4	3	5	Improved	-2
Professionals	37	0	0.00%	7.00%	3	3	4	Improved	-1
Faculty	291	3	1.03%	7.00%	20	17	14	Not improved	3
Protective Services: Nonsworn	4	0	0.00%	7.00%	0	0	0	Same	0
Office/Clerical	62	3	4.84%	7.00%	4	1	0	Not improved	1
Technicians	13	1	7.69%	7.00%	1	0	3	Improved	-3
Skilled Craft	22	0	0.00%	7.00%	2	2	1	Not improved	1
Service Maintenance	36	0	0.00%	7.00%	3	3	2	Not improved	1
Totals	546	8	1.47%						

VETERANS									
Job Categories	Total Employees in Job Group	Total Number of Veterans in Group	% of Veterans in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	22	0	0.00%	8.00%	2	2	1	Not improved	1
Education Administrators	59	1	1.69%	8.00%	5	4	5	Improved	-1
Professionals	37	3	8.11%	8.00%	3	0	0	Same	0
Faculty	291	8	2.75%	8.00%	23	15	11	Not improved	4
Protective Services: Nonsworn	4	0	0.00%	8.00%	0	0	0	Same	0
Office/Clerical	62	2	3.23%	8.00%	5	3	1	Not improved	2
Technicians	13	0	0.00%	8.00%	1	1	3	Improved	-2
Skilled Craft	22	5	22.73%	8.00%	2	-3	-4	Not improved	1
Service Maintenance	36	3	8.33%	8.00%	3	0	-2	Not improved	2
Totals	546	22	4.03%						

Source: American Fact Finder, operated by the U.S. Census Bureau. Labor Statistics for women and minorities compiled from the American Community Survey (2006-2010), released in March of 2013. Statistics for individuals with disabilities and veterans are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006-2010).



**MnSCU: Northwest Technical College**  
**JOB CATEGORY AVAILABILITY/UTILIZATION/UNDERUTILIZATION ANALYSIS & ANNUAL GOALS**  
 Worksheet for comparing incumbency to availability and setting goals to correct underutilization.

WOMEN										
Job Categories	Total Employees in Job Group	Total Number of Women in Group	% of Women in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans	
Officials/Administrators	2	2	100.00%	40.40%	1	-1	0	Improved	-1	
Professionals	20	15	75.00%	55.40%	11	-4	-9	Not improved	5	
Faculty	58	39	67.24%	47.60%	28	-11	-12	Not improved	1	
Office/Clerical	4	4	100.00%	63.40%	3	-1	-3	Not improved	2	
Technicians	4	4	100.00%	57.20%	2	-2	0	Improved	-2	
Skilled Craft	1	0	0.00%	6.30%	0	0	n/a	n/a	n/a	
Service Maintenance	1	0	0.00%	44.40%	0	0	2	Improved	-2	
<b>Totals</b>	<b>90</b>	<b>64</b>	<b>71.11%</b>							

MINORITIES										
Job Categories	Total Employees in Job Group	Total Number of Minorities in Group	% of Minorities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans	
Officials/Administrators	2	0	0.00%	21.70%	0	0	1	Improved	-1	
Professionals	20	0	0.00%	24.70%	5	5	8	Improved	-3	
Faculty	58	1	1.72%	24.90%	14	13	14	Improved	-1	
Office/Clerical	4	0	0.00%	10.50%	0	0	1	Improved	-1	
Technicians	4	0	0.00%	10.60%	0	0	1	Improved	-1	
Skilled Craft	1	0	0.00%	8.80%	0	0	n/a	n/a	n/a	
Service Maintenance	1	0	0.00%	19.50%	0	0	0	Same	0	
<b>Totals</b>	<b>90</b>	<b>1</b>	<b>1.11%</b>							

**INDIVIDUALS WITH DISABILITIES**

Job Categories	Total Employees in Job Group	Total Number of Individ./ with Disabilities in Group	% of Individ. w/ Disabilities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	2	0	0.00%	7.00%	0	0	0	Same	0
Professionals	20	0	0.00%	7.00%	1	1	1	Same	0
Faculty	58	2	3.45%	7.00%	4	2	5	Improved	-3
Office/Clerical	4	0	0.00%	7.00%	0	0	1	Improved	-1
Technicians	4	0	0.00%	7.00%	0	0	0	Same	0
Skilled Craft	1	0	0.00%	7.00%	0	0	n/a	n/a	n/a
Service Maintenance	1	0	0.00%	7.00%	0	0	0	Same	0
Totals	90	2	2.22%						

VETERANS									
Job Categories	Total Employees in Job Group	Total Number of Veterans in Group	% of Veterans in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	2	0	0.00%	8.00%	0	0	-1	Not improved	1
Professionals	20	1	5.00%	8.00%	2	1	2	Improved	-1
Faculty	58	3	5.17%	8.00%	5	2	2	Same	0
Office/Clerical	4	0	0.00%	8.00%	0	0	0	Same	0
Technicians	4	0	0.00%	8.00%	0	0	0	Same	0
Skilled Craft	1	0	0.00%	8.00%	0	0	n/a	n/a	n/a
Service Maintenance	1	1	100.00%	8.00%	0	-1	-2	Not improved	1
Totals	90	5	5.56%						

Source: American Fact Finder, operated by the U.S. Census Bureau. Labor Statistics for women and minorities compiled from the American Community Survey (2006-2010)., released in March of 2013. Statistics for individuals with disabilities and veterans are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006-2010).

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

**Separation Report by Protected Groups: Bemidji State University**

BEMIDJI STATE UNIVERSITY TOTAL SEPARATIONS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	1.30%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	31	40.26%	14	45.16%	3	9.68%	0	0.00%	3	9.68%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	28	36.36%	12	42.86%	1	3.57%	0	0.00%	3	10.71%
Deaths	1	1.30%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	16	20.78%	5	31.25%	0	0.00%	2	12.50%	3	18.75%
<b>Total Separations</b>	<b>77</b>	<b>100.00%</b>	<b>33</b>	<b>42.86%</b>	<b>4</b>	<b>5.19%</b>	<b>2</b>	<b>2.60%</b>	<b>9</b>	<b>11.69%</b>

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	60.00%	0	0.00%	0	0.00%	0	0.00%	1	33.33%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	20.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>5</b>	<b>100.00%</b>	<b>1</b>	<b>20.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>20.00%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Bemidji State University (page 2)

EDUCATION ADMINISTRATORS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	6.25%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	11	68.75%	6	54.55%	1	9.09%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	3	18.75%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	6.25%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>16</b>	<b>100.00%</b>	<b>9</b>	<b>56.25%</b>	<b>1</b>	<b>6.25%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

PROFESSIONALS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	3	75.00%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>4</b>	<b>100.00%</b>	<b>2</b>	<b>50.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

Separation Report by Protected Groups: Bemidji State University (page 3)

FACULTY										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Resignations	7	28.00%	2	28.57%	1	14.29%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Retirement	10	40.00%	2	20.00%	1	10.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Termination without Rights	8	32.00%	4	50.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>25</b>	<b>100.00%</b>	<b>8</b>	<b>32.00%</b>	<b>2</b>	<b>8.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

OFFICE/CLERICAL										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	37.50%	3	100.00%	1	33.33%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	4	50.00%	4	100.00%	0	0.00%	0	0.00%	1	25.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>8</b>	<b>100.00%</b>	<b>8</b>	<b>100.00%</b>	<b>1</b>	<b>12.50%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>12.50%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

**Separation Report by Protected Groups: Bemidji State University (page 4)**

TECHNICIANS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	2	66.67%	1	50.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	33.33%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>3</b>	<b>100.00%</b>	<b>2</b>	<b>66.67%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

SKILLED CRAFT										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>2</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

Separation Report by Protected Groups: Bemidji State University (page 5)

SERVICE MAINTENANCE										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	4	28.57%	2	50.00%	0	0.00%	0	0.00%	2	50.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	4	28.57%	0	0.00%	0	0.00%	0	0.00%	1	25.00%
Deaths	1	7.14%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	5	35.71%	0	0.00%	0	0.00%	2	40.00%	3	60.00%
<b>Total Separations</b>	<b>14</b>	<b>100.00%</b>	<b>3</b>	<b>21.43%</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>14.29%</b>	<b>6</b>	<b>42.86%</b>





**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Northwest Technical College

NORTHWEST TECHNICAL COLLEGE TOTAL SEPARATIONS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	4.35%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	7	30.43%	4	57.14%	0	0.00%	1	14.29%	2	28.57%
Enhanced Separation	3	13.04%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Retirement	7	30.43%	6	85.71%	0	0.00%	0	0.00%	0	0.00%
Deaths	1	4.35%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	3	13.04%	1	33.33%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	4.35%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>23</b>	<b>100.00%</b>	<b>15</b>	<b>65.22%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.35%</b>	<b>2</b>	<b>8.70%</b>

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

Separation Report by Protected Groups: Northwest Technical College (page 2)

PROFESSIONALS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	6	75.00%	4	66.67%	0	0.00%	1	16.67%	2	33.33%
Enhanced Separation	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>8</b>	<b>100.00%</b>	<b>6</b>	<b>75.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>12.50%</b>	<b>2</b>	<b>25.00%</b>

FACULTY										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	4	50.00%	3	75.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	1	12.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	2	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>8</b>	<b>100.00%</b>	<b>4</b>	<b>50.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

**Separation Report by Protected Groups: Northwest Technical College (page 3)**

OFFICE/CLERICAL										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	2	40.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	2	40.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	1	20.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>5</b>	<b>100.00%</b>	<b>4</b>	<b>80.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

TECHNICIANS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>1</b>	<b>0.00%</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

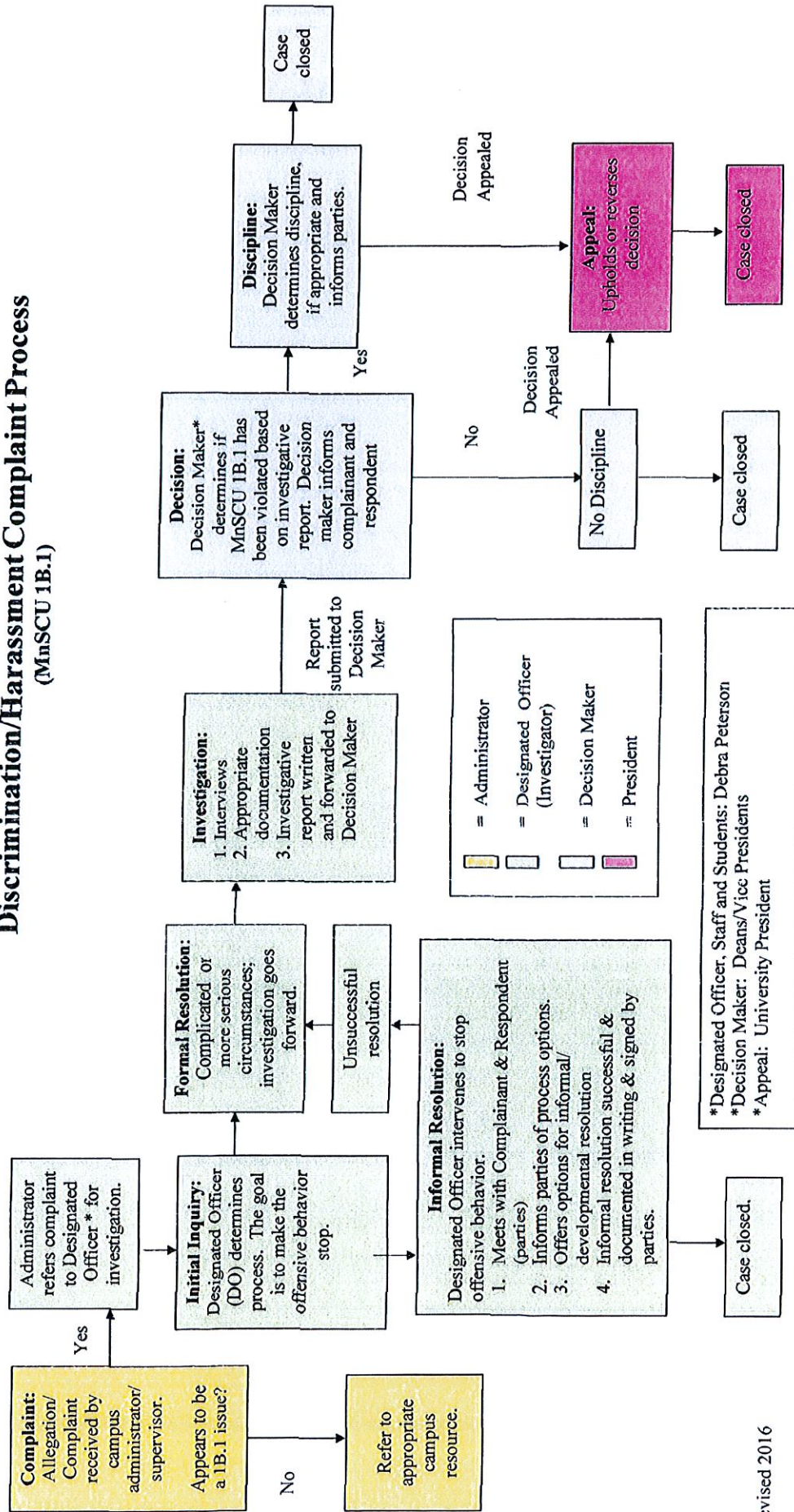
**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

Separation Report by Protected Groups: Northwest Technical College (page 4)

SKILLED CRAFT										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

SERVICE MAINTENANCE										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

# Bemidji State University Discrimination/Harassment Complaint Process (MnSCU 1B.1)

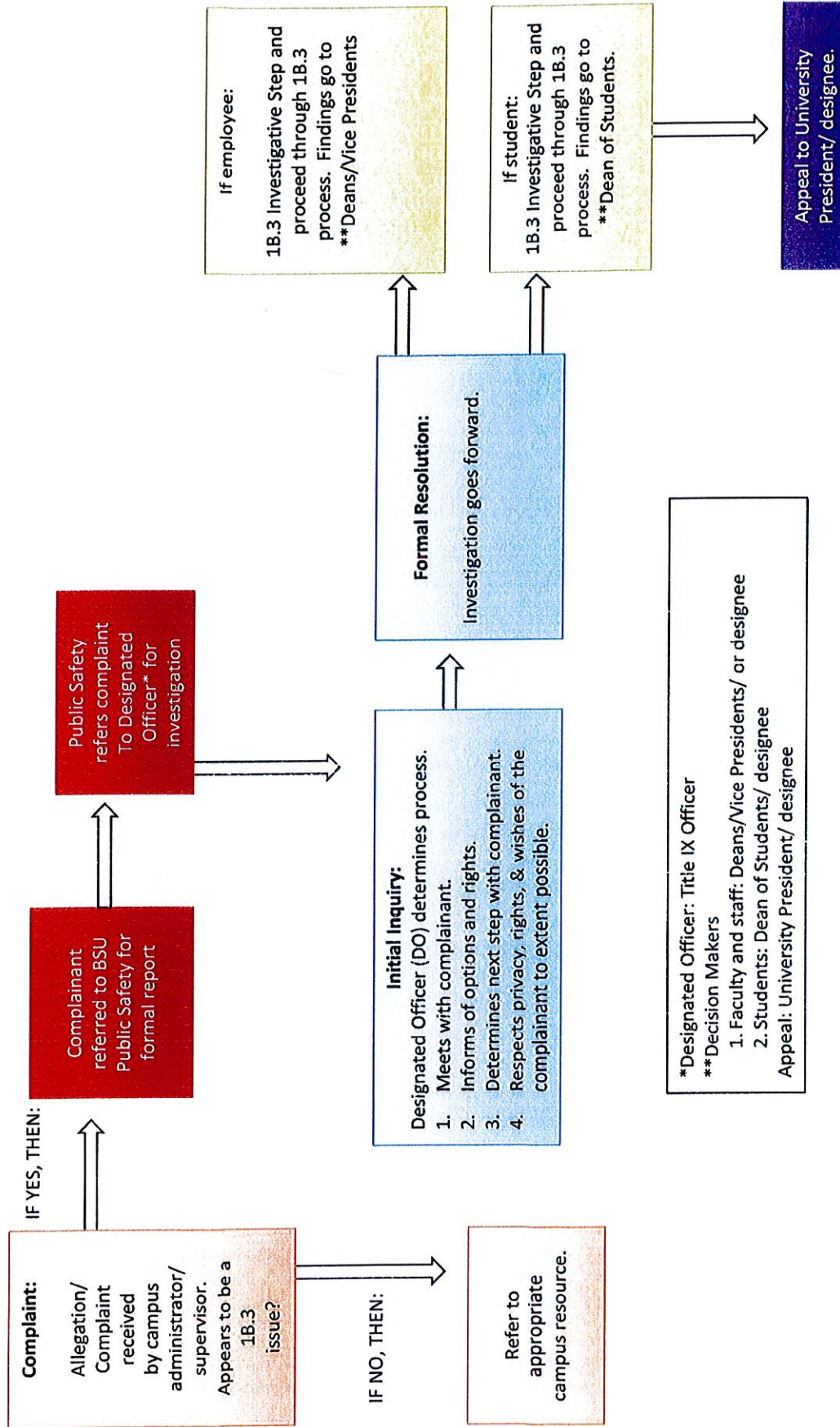


= Administrator  
 = Designated Officer (Investigator)  
 = Decision Maker  
 = President

\*Designated Officer, Staff and Students: Debra Peterson  
 \*Decision Maker: Deans/Vice Presidents  
 \*Appeal: University President



# Bemidji State University Sexual Violence Complaint Process (MnSCU 1B.3)







Job Categories	Total Employees in Job Group	Total Number of Indiv./ with Disabilities in Group	% of Indiv. w/ Disabilities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	2	0	0.00%	7.00%	0	0	0	Same	0
Professionals	20	0	0.00%	7.00%	1	1	1	Same	0
Faculty	58	2	3.45%	7.00%	4	2	5	Improved	-3
Office/Clerical	4	0	0.00%	7.00%	0	0	1	Improved	-1
Technicians	4	0	0.00%	7.00%	0	0	0	Same	0
Skilled Craft	1	0	0.00%	7.00%	0	0	n/a	n/a	n/a
Service Maintenance	1	0	0.00%	7.00%	0	0	0	Same	0
<b>Totals</b>	<b>90</b>	<b>2</b>	<b>2.22%</b>						

VETERANS									
Job Categories	Total Employees in Job Group	Total Number of Veterans in Group	% of Veterans in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	2	0	0.00%	8.00%	0	0	-1	Not improved	1
Professionals	20	1	5.00%	8.00%	2	1	2	Improved	-1
Faculty	58	3	5.17%	8.00%	5	2	2	Same	0
Office/Clerical	4	0	0.00%	8.00%	0	0	0	Same	0
Technicians	4	0	0.00%	8.00%	0	0	0	Same	0
Skilled Craft	1	0	0.00%	8.00%	0	0	n/a	n/a	n/a
Service Maintenance	1	1	100.00%	8.00%	0	-1	-2	Not improved	1
<b>Totals</b>	<b>90</b>	<b>5</b>	<b>5.56%</b>						

Source: American Fact Finder, operated by the U.S. Census Bureau. Labor Statistics for women and minorities compiled from the American Community Survey (2006-2010), released in March of 2013. Statistics for individuals with disabilities and veterans are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006-2010).

**MnSCU: Northwest Technical College**

**JOB CATEGORY AVAILABILITY/UTILIZATION/UNDERUTILIZATION ANALYSIS & ANNUAL GOALS**

Worksheet for comparing incumbency to availability and setting goals to correct underutilization.

WOMEN										
Job Categories	Total Employees in Job Group	Total Number of Women in Group	% of Women in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans	
Officials/Administrators	2	2	100.00%	40.40%	1	-1	0	Improved	-1	
Professionals	20	15	75.00%	55.40%	11	-4	-9	Not improved	5	
Faculty	58	39	67.24%	47.60%	28	-11	-12	Not improved	1	
Office/Clerical	4	4	100.00%	63.40%	3	-1	-3	Not improved	2	
Technicians	4	4	100.00%	57.20%	2	-2	0	Improved	-2	
Skilled Craft	1	0	0.00%	6.30%	0	0	n/a	n/a	n/a	
Service Maintenance	1	0	0.00%	44.40%	0	0	2	Improved	-2	
<b>Totals</b>	<b>90</b>	<b>64</b>	<b>71.11%</b>							

MINORITIES										
Job Categories	Total Employees in Job Group	Total Number of Minorities in Group	% of Minorities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans	
Officials/Administrators	2	0	0.00%	21.70%	0	0	1	Improved	-1	
Professionals	20	0	0.00%	24.70%	5	5	8	Improved	-3	
Faculty	58	1	1.72%	24.90%	14	13	14	Improved	-1	
Office/Clerical	4	0	0.00%	10.50%	0	0	1	Improved	-1	
Technicians	4	0	0.00%	10.60%	0	0	1	Improved	-1	
Skilled Craft	1	0	0.00%	8.80%	0	0	n/a	n/a	n/a	
Service Maintenance	1	0	0.00%	19.50%	0	0	0	Same	0	
<b>Totals</b>	<b>90</b>	<b>1</b>	<b>1.11%</b>							

**INDIVIDUALS WITH DISABILITIES**

INDIVIDUALS WITH DISABILITIES									
Job Categories	Total Employees in Job Group	Total Number of Individ./ with Disabilities in Group	% of Individ. w/ Disabilities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	22	0	0.00%	7.00%	2	2	2	Same	0
Education Administrators	59	1	1.69%	7.00%	4	3	5	Improved	-2
Professionals	37	0	0.00%	7.00%	3	3	4	Improved	-1
Faculty	291	3	1.03%	7.00%	20	17	14	Not improved	3
Protective Services: Nonsworn	4	0	0.00%	7.00%	0	0	0	Same	0
Office/Clerical	62	3	4.84%	7.00%	4	1	0	Not improved	1
Technicians	13	1	7.69%	7.00%	1	0	3	Improved	-3
Skilled Craft	22	0	0.00%	7.00%	2	2	1	Not improved	1
Service Maintenance	36	0	0.00%	7.00%	3	3	2	Not improved	1
<b>Totals</b>	<b>546</b>	<b>8</b>	<b>1.47%</b>						

VETERANS									
Job Categories	Total Employees in Job Group	Total Number of Veterans in Group	% of Veterans in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans
Officials/Administrators	22	0	0.00%	8.00%	2	2	1	Not improved	1
Education Administrators	59	1	1.69%	8.00%	5	4	5	Improved	-1
Professionals	37	3	8.11%	8.00%	3	0	0	Same	0
Faculty	291	8	2.75%	8.00%	23	15	11	Not improved	4
Protective Services: Nonsworn	4	0	0.00%	8.00%	0	0	0	Same	0
Office/Clerical	62	2	3.23%	8.00%	5	3	1	Not improved	2
Technicians	13	0	0.00%	8.00%	1	1	3	Improved	-2
Skilled Craft	22	5	22.73%	8.00%	2	-3	-4	Not improved	1
Service Maintenance	36	3	8.33%	8.00%	3	0	-2	Not improved	2
<b>Totals</b>	<b>546</b>	<b>22</b>	<b>4.03%</b>						

Source: American Fact Finder, operated by the U.S. Census Bureau. Labor Statistics for women and minorities compiled from the American Community Survey (2006-2010), released in March of 2013. Statistics for individuals with disabilities and veterans are taken from OFCCP (Office of Federal Contract Compliance Programs) and are based upon data derived from the American Community Surveys (2006-2010).

**Minnesota State Colleges and Universities: Bemidji State University**

**JOB CATEGORY AVAILABILITY/UTILIZATION/UNDERUTILIZATION ANALYSIS & ANNUAL GOALS**

Worksheet for comparing incumbency to availability and setting goals to correct underutilization.

WOMEN										
Job Categories	Total Employees in Job Group	Total Number of Women in Group	% of Women in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans	
Officials/Administrators	22	11	50.00%	40.40%	9	-2	1	Improved	-3	
Education Administrators	59	36	61.02%	63.40%	37	1	4	Improved	-3	
Professionals	37	21	56.76%	55.40%	21	0	-1	Not improved	1	
Faculty	291	145	49.83%	47.60%	139	-6	-4	Improved	-2	
Protective Services: Nonsworn	4	1	25.00%	60.10%	2	1	-1	Not improved	2	
Office/Clerical	62	57	91.94%	63.40%	39	-18	-19	Not improved	1	
Technicians	13	10	76.92%	57.20%	7	-3	-2	Improved	-1	
Skilled Craft	22	0	0.00%	6.30%	1	1	1	Same	0	
Service Maintenance	36	9	25.00%	44.40%	16	7	9	Improved	-2	
Totals	546	290	53.11%							

MINORITIES										
Job Categories	Total Employees in Job Group	Total Number of Minorities in Group	% of Minorities in the Group	Availability %	Availability Number	AAP 2016-2018 Number Underutilized	AAP 2014-2016 Underutilized	Improved, Not Improved, Same	Numerical Difference in the Two Plans	
Officials/Administrators	22	3	13.64%	21.70%	5	2	1	Not improved	1	
Education Administrators	59	2	3.39%	24.60%	15	13	14	Improved	-1	
Professionals	37	3	8.11%	24.70%	9	6	9	Improved	-3	
Faculty	291	25	8.59%	24.90%	72	47	47	Same	0	
Protective Services: Nonsworn	4	0	0.00%	10.00%	0	0	0	Same	0	
Office/Clerical	62	2	3.23%	10.50%	7	5	4	Not improved	1	
Technicians	13	0	0.00%	10.60%	1	1	1	Same	0	
Skilled Craft	22	1	4.55%	8.80%	2	1	1	Same	0	
Service Maintenance	36	6	16.67%	19.50%	7	1	1	Same	0	
Totals	546	42	7.69%							

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

**Separation Report by Protected Groups: Bemidji State University**

BEMIDJI STATE UNIVERSITY TOTAL SEPARATIONS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	1.30%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	31	40.26%	14	45.16%	3	9.68%	0	0.00%	3	9.68%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	28	36.36%	12	42.86%	1	3.57%	0	0.00%	3	10.71%
Deaths	1	1.30%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	16	20.78%	5	31.25%	0	0.00%	2	12.50%	3	18.75%
<b>Total Separations</b>	<b>77</b>	<b>100.00%</b>	<b>33</b>	<b>42.86%</b>	<b>4</b>	<b>5.19%</b>	<b>2</b>	<b>2.60%</b>	<b>9</b>	<b>11.69%</b>

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	60.00%	0	0.00%	0	0.00%	0	0.00%	1	33.33%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	20.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	20.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>5</b>	<b>100.00%</b>	<b>1</b>	<b>20.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>20.00%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
 Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Bemidji State University (page 2)

EDUCATION ADMINISTRATORS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	6.25%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	11	68.75%	6	54.55%	1	9.09%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	3	18.75%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	6.25%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>16</b>	<b>100.00%</b>	<b>9</b>	<b>56.25%</b>	<b>1</b>	<b>6.25%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

PROFESSIONALS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	1	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	3	75.00%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>4</b>	<b>100.00%</b>	<b>2</b>	<b>50.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
**Affirmative Action Plan 2016-2018**

Separation Report by Protected Groups: Bemidji State University (page 3)

FACULTY										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Resignations	7	28.00%	2	28.57%	1	14.29%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Retirement	10	40.00%	2	20.00%	1	10.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	#DIV/0!
Termination without Rights	8	32.00%	4	50.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	25	100.00%	8	32.00%	2	8.00%	0	0.00%	0	0.00%

OFFICE/CLERICAL										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	3	37.50%	3	100.00%	1	33.33%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	4	50.00%	4	100.00%	0	0.00%	0	0.00%	1	25.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	8	100.00%	8	100.00%	1	12.50%	0	0.00%	1	12.50%

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Bemidji State University (page 4)

TECHNICIANS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	2	66.67%	1	50.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	33.33%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>3</b>	<b>100.00%</b>	<b>2</b>	<b>66.67%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

SKILLED CRAFT										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	2	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>2</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>



**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
 Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Bemidji State University (page 5)

SERVICE MAINTENANCE										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	4	28.57%	2	50.00%	0	0.00%	0	0.00%	2	50.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	4	28.57%	0	0.00%	0	0.00%	0	0.00%	1	25.00%
Deaths	1	7.14%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	5	35.71%	0	0.00%	0	0.00%	2	40.00%	3	60.00%
<b>Total Separations</b>	<b>14</b>	<b>100.00%</b>	<b>3</b>	<b>21.43%</b>	<b>0</b>	<b>0.00%</b>	<b>2</b>	<b>14.29%</b>	<b>6</b>	<b>42.86%</b>



**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Northwest Technical College (page 4)

SKILLED CRAFT										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

SERVICE MAINTENANCE										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
 Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Northwest Technical College (page 3)

OFFICE/CLERICAL										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	2	40.00%	1	50.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	2	40.00%	2	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	1	20.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	5	100.00%	4	80.00%	0	0.00%	0	0.00%	0	0.00%

TECHNICIANS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	1	0.00%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Total Separations	1	0.00%	1	0.00%	0	0.00%	0	0.00%	0	0.00%

**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Northwest Technical College (page 2)

PROFESSIONALS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	6	75.00%	4	66.67%	0	0.00%	1	16.67%	2	33.33%
Enhanced Separation	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>8</b>	<b>100.00%</b>	<b>6</b>	<b>75.00%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>12.50%</b>	<b>2</b>	<b>25.00%</b>

FACULTY										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Individ w/Disabilities	Percentage of Individ w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	12.50%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	4	50.00%	3	75.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	1	12.50%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	2	25.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>8</b>	<b>100.00%</b>	<b>4</b>	<b>50.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

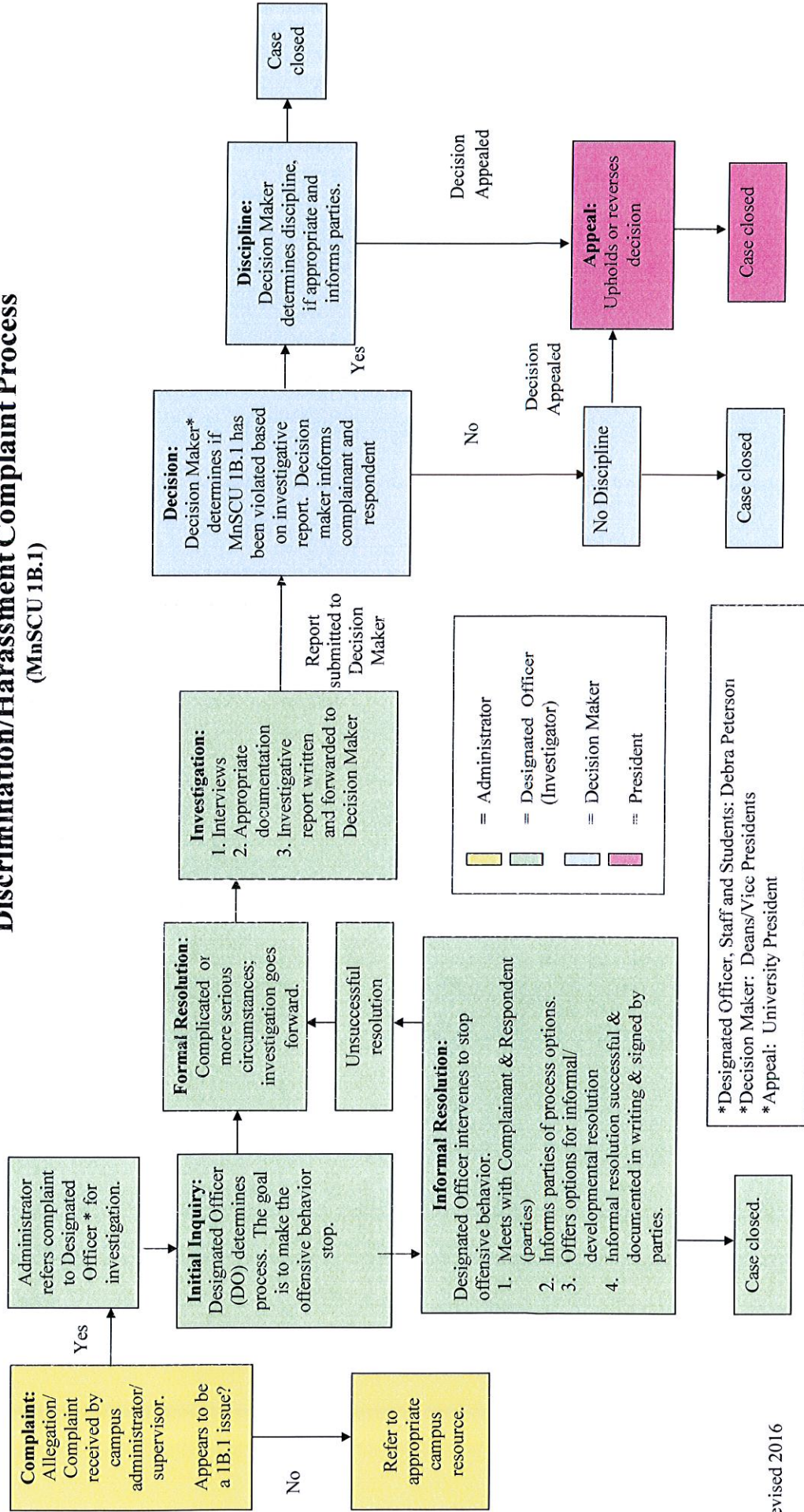
**BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE**  
Affirmative Action Plan 2016-2018

Separation Report by Protected Groups: Northwest Technical College

NORTHWEST TECHNICAL COLLEGE TOTAL SEPARATIONS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	1	4.35%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	7	30.43%	4	57.14%	0	0.00%	1	14.29%	2	28.57%
Enhanced Separation	3	13.04%	2	66.67%	0	0.00%	0	0.00%	0	0.00%
Retirement	7	30.43%	6	85.71%	0	0.00%	0	0.00%	0	0.00%
Deaths	1	4.35%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	3	13.04%	1	33.33%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	1	4.35%	1	100.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>23</b>	<b>100.00%</b>	<b>15</b>	<b>65.22%</b>	<b>0</b>	<b>0.00%</b>	<b>1</b>	<b>4.35%</b>	<b>2</b>	<b>8.70%</b>

OFFICIALS/ADMINISTRATORS										
Types of Separation	Total Number	Total Percentage	Total Number of Women	Percentage of Women	Total Number of Minorities	Percentage of Minorities	Total Number of Indiv w/Disabilities	Percentage of Indiv w/Disabilities	Total Number of Veterans	Percentage of Veterans
Dismissal or Non-Certification	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Resignations	1	100.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Enhanced Separation	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Retirement	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Deaths	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Lay-off	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Termination without Rights	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Total Separations</b>	<b>1</b>	<b>100.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>	<b>0</b>	<b>0.00%</b>

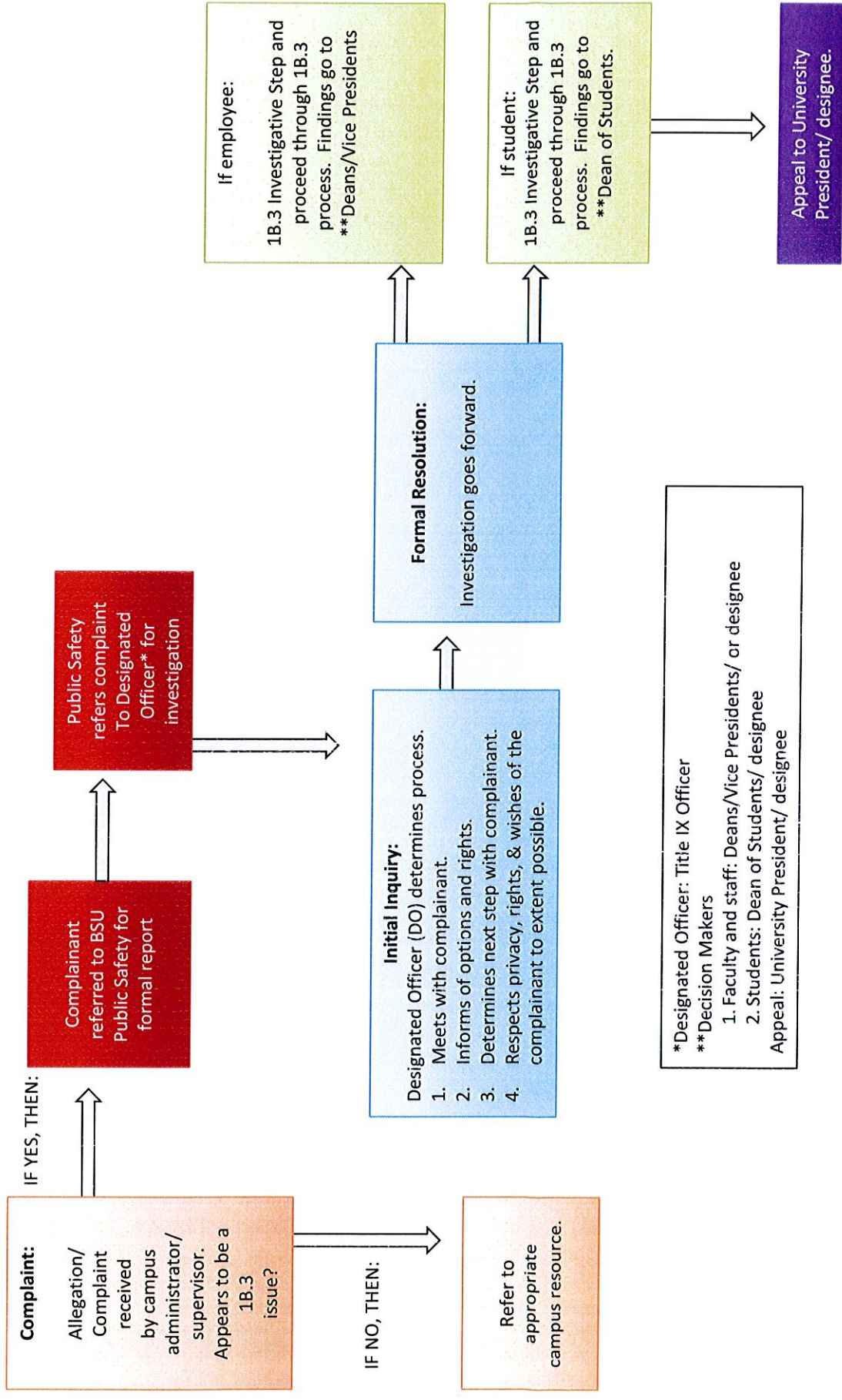
# Bemidji State University Discrimination/Harassment Complaint Process (MnSCU 1B.1)







# Bemidji State University Sexual Violence Complaint Process (MnSCU 1B.3)



\*Designated Officer: Title IX Officer  
 \*\*Decision Makers  
 1. Faculty and staff: Deans/Vice Presidents/ or designee  
 2. Students: Dean of Students/ designee  
 Appeal: University President/ designee

