

**Anoka-Ramsey Community College
Affirmative Action Plan
2010-2012**



ANOKA-RAMSEY
COMMUNITY COLLEGE

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II. STATEMENT OF COMMITMENT

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

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

It is Anoka-Ramsey Community College's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, Anoka-Ramsey Community College will continue to seek opportunities to maximize the selection and retention of protected group employees by:

- ◆ continuing to actively and aggressively recruit protected group applicants;
- ◆ continuing affirmative action training for employees, with an emphasis on those serving on selection committees; and by
- ◆ supporting affirmative measures to retain protected group employees.



Jessica Stumpf, Interim-President

7/23/10

Dated

III. AFFIRMATIVE ACTION PLAN TRANSMITTAL FORM

1. Our June 2010 review of the goal units listed below revealed underutilization (indicated by an X) of the following protected group(s):

Protected Groups

Goal Units	Women	Minorities	Persons with Disabilities
Managers/Officials			X
Professionals/Faculty			X
Clerical/Office Workers		X	X
Technicians			X
Maintenance/Skilled Craft	X	X	X
Paraprofessionals (included in Office/Clerical group)			

2. The Affirmative Action Plan is distributed in the manner described in the Affirmative Action Plan and will be posted on the official employee bulletin boards at both the Cambridge and Coon Rapids campuses. The Plan will be made available from the Human Resources Office and each administrator's office so that every employee is aware of Anoka-Ramsey Community College's commitment to affirmative action.
3. The plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure and Anoka-Ramsey Community College's affirmative action goals.




 Affirmative Action Officer

7/14/2010

 Date

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



 President

7/23/10

 Date

IV. RESPONSIBILITY FOR IMPLEMENTATION

President

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

1. Ensure that adequate staffing and resources are committed to implement college and system policies in the area of AA/EEO.
2. Incorporate into the position descriptions of all administrators/supervisors a separate statement of responsibility for implementing AA/EEO policy and procedures.
3. Provide AA/EEO training for administrators and supervisors for implementing AA/EEO policy and procedures
4. Appoint or designate an affirmative action officer and establish an affirmative action committee.
5. Issue a written statement to staff affirming support of AA/EEO policies.

The Interim-President, Jessica Stumpf (763) 433-1543 is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at Anoka-Ramsey Community College.

Equal Opportunity/Affirmative Action Officer

The Equal Opportunity/Affirmative Action Officer is responsible for the overall implementation and administration of Anoka-Ramsey Community College's equal opportunity and affirmative action programs.

1. Monitor college compliance with federal and state laws, regulations and policies relating to AA/EEO.
2. Develop, monitor, implement and evaluate college affirmative action programs, plans and guidelines, in conjunction with administrators and the affirmative action committee.
3. Monitor the search and selection process for all classified and unclassified positions in accordance with established guidelines and procedures for recruitment.
4. Prepare reports on AA/EEO efforts and accomplishments.
5. Coordinate and/or promote AA/EEO training and education programs for employees.
6. Serves as the college's primary resource for employees on AA/EEO laws, regulations and procedures.

The Equal Opportunity/Affirmative Action Officer, Darren K. Hoff (763) 433-1159, is directly accountable to the President for the overall implementation and administration of Anoka-Ramsey Community College's equal opportunity and affirmative action programs.

Affirmative Action Committee

The President shall appoint representatives to Anoka-Ramsey Community College's Affirmative Action Committee. Membership will include representatives from classified and unclassified staff, faculty and administration. The Committee, in conjunction with the Equal Opportunity/Affirmative Action Officer, shall perform the following responsibilities and duties:

1. Review, update and make recommendations concerning AA/EEO programs and procedures for the college.
2. Identify and report problem areas and recommend corrective action.
3. Serve as a forum for transmitting AA/EEO concerns to management.
4. Perform other activities as needed or as may be deemed appropriate by the President.

Committee members are accountable to the President for their Committee work.

Administrators/Supervisors

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

1. Ensure that all AA/EEO policies, plans and procedures are carried out in their respective areas.
2. Encourage the hiring and promotion of qualified protected class members.
3. Communicate the college's affirmative action policy to assigned staff.
4. Identify factors which may impede the college's pursuit of its AA/EEO goals and objectives.

Accountability for administrators/supervisors is reflected in the Anoka-Ramsey Community College's organization chart provided in Appendix G.

Chief Human Resources Officer

In addition to the responsibilities and duties described above for the administrators/supervisors, the Chief Human Resources Officer is also responsible as described below for classified and unclassified positions:

1. Monitor the recruitment and selection process of all classified positions in accordance with Minnesota Statutes 43.18 and 179.74, Department of Employee Relations (DOER) Personnel Rules, and applicable collective bargaining agreements.
2. Ensure that the recommendations of the supervisors and others involved in the hiring process are based on job related criteria and are consistent with AA goals and objectives.

The Chief Human Resources Officer, Darren K. Hoff (763) 433-1159, is accountable to the Vice President.

V. PROGRAM OBJECTIVES 2010– 2012

Anoka-Ramsey Community College recognizes that there are protected groups that are underutilized in employment. ARCC also recognizes the value of diversity in the work place. Therefore, ARCC is committed to remedy any identified underutilization in its internal staffing and promotional patterns. ARCC will seek and encourage full employment participation by members of racial minorities, women, and people with disabilities. In pursuit of its commitment to affirmative action, ARCC will take the following actions:

HIRING PROCESS

Objective: Anoka-Ramsey Community College will continue to hire affirmatively and will include affirmative action consideration in the hiring process for all hires where a disparity exists.

Action steps:

- The AAO will maintain and provide current information pertaining to disparities to the Administration and to department supervisors and managers;
- For all hires in which a disparity exists, HR/AAO will thoroughly conduct a pre-hire review prior to the interview process;
- The HR Office will maintain files with documentation on affirmative and justified hires as well as missed opportunities.

Responsible Party: Human Resource Director/Affirmative Action Officer

Target Date: New hires for 2010-2011 and 2011-2012.

TRAINING

Objective #1 Attend various training opportunities regarding AA/EEO.

Action Steps:

- Applicable HR employees will attend Recruitment and Retention training conducted by MnSCU and/or MMB;
- Applicable HR employees will attend Diversity and AAO training.

Responsible Party: Human Resources Office/Affirmative Action Officer

Target Date: Ongoing

Objective #2: Train supervisors and staff on harassment/discrimination policy.

Action Steps:

- Provide training for all employees on a college staff development day;
- Provide new employees with information on harassment/discrimination policy.

Responsible Party: College Harassment Officer, Chief Human Resources Officer and Affirmative Action Officer.

Target Date: Yearly

RECORDKEEPING

Objective #1: Review and evaluate how recordkeeping data is collected. Revise the current method of data collection to provide easier access and more reliable data, if necessary. Ensure that recordkeeping procedures for data collection are in compliance with the Data Privacy Act.

Action Steps:

- Human Resources Office will meet with the AAO to devise and implement improved methods of data collection, if necessary.

Responsible Party: Chief Human Resources Officer/Affirmative Action Officer

Target Date: Ongoing

Objective#2: Update the college affirmative action records with regard to the number of protected status employees with disabilities.

Action Steps:

- Provide all new employees the opportunity to self-identify whether or not they are a person with a disability;
- Provide all new employees the opportunity to self-identify whether or not they are a person of color.

Responsible Party: Human Resources Office

Target Date: Ongoing

RETENTION

Objective #1: Provide diverse speakers, artists and entertainers to enhance appreciation and recognition of diversity.

Action Steps:

- Plan a wide variety of events (speakers, art displays, special menus, music and films) for students, staff and the public;
- Recognize cultural holidays (e.g. Black History Month, Women's History Month etc.) campus-wide by displaying posters, signs, organizing events, etc.

Responsibility Party: Student Life Coordinators, Director of MultiCultural Affairs and Diversity Committee Chair.

Target Date: Ongoing

RETENTION

Objective #2: To better understand and document the reasons for turnover among protected group members.

Action Steps:

- Provide employees the opportunity to express their reasons for leaving ARCC employ through the exit process developed by the Human Resources Department;
- Use the exit interview information in preparing a separation analysis.

Responsible Party: Affirmative Action Officer and Chief Human Resources Officer.

Target Date: Ongoing.



Exit Interview Questionnaire

Upon the departure of your employment from the college, please complete this exit questionnaire. The information you provide on this form will help to maintain good working conditions for employees. Your suggestions and comments will be useful and will be held confidential.

Name: _____ **Job Classification:** _____

Length of Service: _____

Reason for leaving: _____

1. What did you like most about working for Anoka Ramsey Community College? _____

2. What did you like least about working for Anoka Ramsey Community College? _____

3. Did your supervisor explain your job duties and responsibilities? Yes__No____
Comments _____

4. Did you understand what was expected of you on the job? Yes__ No____
Comments _____

5. How would you describe your work load and duty assignments?
Fairly assigned _____ Unfairly assigned _____
Comments _____

6. Did you ever suggest changes to your supervisor regarding your work?
 Yes___No___
 Comments_____
-
7. Did your supervisor explain to you why the change could or could not be considered?
 Yes___No___
 Comments_____
-
8. How would you rate the evaluation process at Anoka Ramsey Community College?
 Good_____Poor_____ Fair_____Unfair_____
 Comments_____
-
9. What could we (Human Resources) have done differently to better serve you?
 Comments_____
-
10. What can Anoka Ramsey Community College change to better serve its employees (overall)?
 Comments_____
-
11. Would you recommend the college as place to work? Yes_____ No_____
12. What other comments or suggestions do you have about your work experience here?

Thank you for completing this exit interview questionnaire. Human Resources will utilize your answers to develop or improve new processes to increase employee satisfaction.

Human Resources Staff

VI. HIRING GOALS AND TIMETABLES

According to the underutilization analysis, Anoka-Ramsey Community College is underutilized in all job groups, with the exception of Skilled Craft, by persons with disabilities as follows: Office/Clerical (10); Officials & Administrators (2); Professionals (24); Service Maintenance (3), and Technicians (1). The State of Minnesota is committed to hiring individuals with disabilities who can perform the essential job functions with or without reasonable accommodation. Anoka Ramsey community College is committed to recruiting persons with disabilities in all categories and will make a good faith effort to recruit and hire persons with disabilities by 2012 as follows: Office/Clerical (2); Officials & Administrators (1); Professionals (4); Service Maintenance (1); and Technicians (1).

According to the analysis, the college is underutilized in the Office/Clerical group by three (3) minorities. Based on anticipated turnover in our clerical positions, and the known availability of minority candidates (Census, 2000) we will make a good faith effort to recruit and hire three (2) minorities in the Office/Clerical group in 2010 or 2011. Hiring minorities in the Office/Clerical group will also be a continuing goal in the future affirmative action plan years.

Even though Anoka-Ramsey Community College made a good faith effort to hire protected class individuals in the maintenance department, as specified in the 2008-2010 Affirmative Action Plan, disparities still exist. In addition to the underutilization of persons with disability, previously discussed, Anoka Ramsey Community College is also underutilized by seven (7) women and one (1) minority. We will make a good faith effort to recruit and hire three (1) females and one (1) minority in the maintenance department in 2010 or 2011.

We will use recruitment methods cited in other parts of our plan to accomplish these goals.

Given the economic outlook for the State of Minnesota and Anoka Ramsey, the College is currently retrenching personnel through retirements and attrition. This economic outlook and budgetary reductions is expected to last through fiscal year 2015 and may hamper our ability to meet our goals as we systematically reduce our workforce. We are committed to hiring underutilized individuals and when the college approves a vacant/new position to be filled, it will make a good faith effort to fill the position affirmatively.

VII. METHODS OF AUDITING, EVALUATING, REPORTING PROGRAM SUCCESS

PRE-EMPLOYMENT REVIEW

State law governing affirmative action programs requires Anoka-Ramsey Community College to establish methods of auditing, evaluating and reporting program success. This includes a procedure for pre-employment review of all hiring decisions for units where underutilization currently exists. When such a vacancy occurs, the procedure below will be followed before an offer of employment is made:

The College has a pre-employment review procedure for hiring decisions. The Chief Human Resources Officer/Affirmative Action Officer reviews and determines if a disparity exists for a position that will be posted/advertised.

The college's The Chief Human Resources Officer/Affirmative Action Officer will monitor employment procedures to evaluate progress and ensure that policies and procedures designed to prohibit discrimination and encourage affirmative action hiring are followed. Records are kept on classified and unclassified hires, including monitoring the hiring process forms, monitoring applicant pools, advertising, local campus and DOER forms, and information on targeting efforts.

When applications have been received, each applicant is sent a supplemental personnel data form to monitor equal employment opportunity progress. The affirmative action officer examines the applicant pool for its composition of women, minorities and candidates with disabilities. It is important that protected-class candidates are included at every stage of the application process.

The supervisor/search committee chairperson and each member of the search committee will provide rationale for either selecting the candidate they did or for not selecting all other candidates to the affirmative action officer.

PRE-REVIEW OF LAY-OFF DETERMINATIONS

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

METHODS OF AUDITING, EVALUATING, REPORTING PROGRAM SUCCESS

The Affirmative Action Plan for Anoka-Ramsey Community College will be reviewed by the MnSCU Director for Affirmative Action and the DOER Office of Diversity and Equal Opportunity.

Recordkeeping is done on hires, turnover, protected-group reports, purchase orders for recruitment fees paid, notes on specific recruitment activities, complaints filed, etc. A summary will be prepared by the EO/AA to evaluate and report affirmative action program activities, hires, recruitment, retention, turnover, complaints filed, etc. This summary of evaluating/reporting program success will be communicated to Affirmative Action Committee members and to the College's administrators/supervisors on an annual basis.

VIII. ROSTER OF AFFIRMATIVE ACTION COMMITTEE

Michael Seymour, Committee Chair; Vice President

Jessica Stumpf, Interim President

Tom Hanson, Faculty

Darren K. Hoff, Chief Human Resources Officer/Affirmative Action Officer

Marcellus Davis, Director of Cultural Affairs/Affirmative Action Officer

Matthew Begansky, Director of Employee Relations and Development

Student member to be determined.

IX. WEATHER EMERGENCIES AND EVACUATION

Anoka-Ramsey's weather emergency and building evacuation information is located in Appendix F.

MnSCU policy states: "The authority to cancel classes due to weather conditions or other emergencies resides with the college or university President or the President's designee. Cancellation of classes does not excuse any employee from work. Employees of the college, including faculty, may take personal leave, vacation leave or use earned compensatory time when classes are canceled and they may choose to be absent from work." MnSCU policy also gives the President the authority to close the campus using the procedures developed for that purpose.

The decision to cancel classes or close the College because of a weather emergency is made by the college President or his/her designee.

The telephone notification process in Appendix F is communicated in writing in the fall of each year to every employee.

X. ANOKA-RAMSEY COMMUNITY COLLEGE RECRUITMENT PLAN

Advertising sources used:

Websites

ARCC
HigherEdJobs.com
MnSCU
MN Job Bank
Univ. St Thomas
Univ. of Minnesota
University of St. Catherine
TodaysClassifieds.com
HERC
Latinohigheredjob.com
Minority Nurse.com
St Cloud Job Post
NursingFacultyJobs.com
NewsJobs.com
AcademicDiversitySearch.com
WorkplaceDiversity.com
MMB website
Career Builder.com
Mankato State University

Newspapers

Community College Times
The Circle
Chronicle of Higher
Education
Cambridge Star
Rochester Post Bulletin
Isanti County Star
National Diversity
Minneapolis Star Tribune
Diverse Issues in Higher
Education
The Employment News
Job Dig
St. Cloud Times
Princeton Union Eagle
Anoka County Shopper
Asian American Press
Cambridge Star

Magazines

Diverse
Hispanic Outlook

Cost Incurred: approximately \$31,245 spent on classified advertising in FY 2010.

Results: Applicants for faculty, administrator, and unclassified staff vacancies are asked to complete supplemental data forms. Those who return them indicate the Minneapolis Star Tribune and the Chronicle of Higher Education are their primary sources of information for job openings. Protected group applicants who self identify also indicate these newspapers are their primary sources re: vacancies. For classified vacancies, affirmative action receives its primary emphasis from MMB for recruitment, examination and establishment of eligible lists.

Other Methods Used:

Resumix
MnSCU Employment Opportunities Bulletin, Website and hard copy distribution
Professional Organizations, as applicable
Current employees inform others about college vacancies

Job Fairs Attended: Four

Hiring Opportunities and Strategies: Although it varies from year to year, during the period covered by this plan the college projects that we will have limited hiring opportunities due to retirements and resignations in some of the job groups. We will continue using the same recruitment methods/advertising, but in addition will advertise our faculty, administrator, and unclassified staff vacancies on the College website.

- To improve recruitment we will identify and use additional methods to recruit minorities, women and persons with disabilities in job groups where underutilization has been identified.
- To improve recruitment we will increase our recruitment/advertising contacts with agencies serving persons with disabilities, including contacting the Office of ODEO.
- To improve recruitment we will contact other MnSCU institutions in the same geographical area about partnering to pool resources to recruit minorities, women, and persons with disabilities.
- To improve recruitment we will attend job fairs that emphasize diversity.

Internship Program: The academic programs at Anoka-Ramsey requiring internships of students are almost exclusively arranged in the business community by the students. On-site internships are generally limited to our own students. Internship opportunities for our Computer Networking Program are posted on the program list serve which is available to current program students and alumni of the program. Interested students provide an updated resume and are interviewed for the available internship positions.

Supported Work: Anoka-Ramsey Community College supports the employment of individuals with severe disabilities who have traditionally faced employment barriers to successful employment. Anoka-Ramsey provides reasonable accommodations for current employees. With the current level of staffing and funding resources, we have not yet had available positions which could be used for supported employment of persons with severe disabilities.

Anoka-Ramsey Community College will not discriminate against qualified individuals with disabilities and will comply with ADA and other laws governing employment of persons with disabilities.

If a Supported Employment position becomes available, we will contact Martha Brechlin, state ADA/Disability Coordinator or local rehabilitation/vocational agencies for assistance in recruitment of supported employment applicants and/or establishing a supported employment position.

XI. RETENTION PLAN

Recruitment and hiring are initial steps in diversifying the college workforce. Retention is also an important component. All members of the college administrative group are responsible for the college's retention efforts. Darren K. Hoff, Chief Human Resources Officer, has the responsibility for overseeing the college retention methods/efforts.

The Chief Human Resources Officer/Affirmative Action Officer analyzed separation and layoff patterns to determine the impact on protected-group members for the previous fiscal year. During fiscal year 2010, Thirty two (32) employees separated from Anoka-Ramsey Community College. Twenty (20) separated were females, two (2) had disabilities, and four (4) were minorities. There were no (0) layoffs at the College during the period.

SEPARATION ANALYSIS

Officials & Administrators (1) – 1 was self identified minority
Termination

Professionals (15) – 11 woman separated and 4 men. 1 was self identified minority & 1 was self identified person with a disability.
Retirement
Early Retirement
Termination

Office/Clerical (10) – 9 women and 1 male. 1 was self identified minority
Transfer
Resignation
Early Retirement
Retirement

Maintenance (1) –1 male
Termination

Skilled Craft (2) – 2 Male 1 was self identified person with a disability.
Transfer
Termination

The reasons for separation do not appear to be different between protected-group employees and non-protected groups.

Opportunities for education/training are important for retention of protected-group members. At Anoka-Ramsey Community College, opportunities exist for eligible employees to attend classes free of tuition (in accordance with bargaining agreements). Opportunities for development, with the use of college funds, are also available for faculty and staff through the Staff Development Program. In addition, faculty and administrators have opportunities available for paid sabbatical leaves. Each of these professional development opportunities is important for retention of protected-group employees, as well as all non-protected-group employees.

Since the inception of the College's 2009-2014 Strategic Plan, ARCC has made vast improvements to other infrastructures to increase retention, through meeting our goal as "College of Choice for faculty and staff". These include:

- Professional Development Opportunities for faculty and staff
- Improved and developed new facilities for faculty, staff and students
- Wellness development work shops to promote healthy living.
- Newer technologies to enhance student learning and employee efficiencies .

The Chief Human Resources Officer will continue tracking and evaluating the Recruitment and Retention techniques the upcoming affirmative action plan years, to determine the most effective techniques for the retention of protected-group members.

XII. DISSEMINATION OF POLICY

The following measures will be used to inform Anoka-Ramsey Community College's employment and educational communities and the public of our commitment to Affirmative Action and Equal Opportunity in all employment and educational policies, procedures, programs, services, and opportunities:

INTERNAL DISSEMINATION

1. The plan will be posted electronically on the Human Resources website. Employees will be provided a direct link and a hardcopy of the plan will be available in the Human Resources offices on both campuses.
2. All employees will receive a copy of the Affirmative action Plan upon employment;
3. Providing training to managers and supervisors on affirmative action and equal opportunity issues;
4. All recruitment brochures, job announcements, vacancy notices and website shall identify Anoka-Ramsey Community College as An Equal Opportunity Employer and Educator.
5. Make available copies of the Affirmative Action Plan to all employees and students upon request; and

EXTERNAL DISSEMINATION

1. All job announcements, vacancy notices, website home page, letterhead, brochures and promotional and other education or employment related materials shall identify Anoka-Ramsey Community College as An Equal Opportunity Employer and Educator.
2. Aggressively publicize via a variety of protected group and non-protected group media sources, Anoka-Ramsey Community College's commitment to the recruitment, employment, promotion and retention of individuals with disabilities, women and minorities;
3. Make available copies of the Affirmative Action Plan to all interested parties upon request;
4. Information on Anoka-Ramsey Community College's Affirmative Action Program and Plan shall be made available to all external constituents
5. Will post Affirmative Action Plan to Anoka-Ramsey Community College's external website.

XIII. NONDISCRIMINATION COMPLAINT PROCEDURE

The Minnesota State College and Universities Board of Trustees' 1B.1 Nondiscrimination in Employment and Education Opportunity Policy states: "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, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law." The Minnesota State Colleges and Universities Board of Trustees' 1B.1.1 Report/Complaint of Discrimination/Harassment Procedure is available to all members of Anoka-Ramsey Community College.

In addition to the complaint procedures, some employees may have grievance procedures in accordance with their respective collective bargaining agreements and human resource plans. Complaints/grievances will be processed in accordance with appropriate policies, rules, and collective bargaining agreements/personnel plans.

Anoka-Ramsey Community College will respond within 60 days after a formal written complaint of discrimination/harassment is filed. Disposition of complaints will be filed with the commissioner within 30 days of final determination in accordance with Personnel Rules 3905.0500.

Complaints should be addressed to the following individuals:

Cambridge Campus

Cindy Nutter Dean of Student Life 763/433-1148

Orrin Nyhus Director of Public Safety 763/433-1346

Coon Rapids Campus

Cindy Nutter Dean of Student Life 763/433-1148

Orrin Nyhus Director of Public Safety 763/433-1346

The discrimination/harassment complaint intake form is also attached in Appendix C.

XIV. REASONABLE ACCOMODATION

Reasonable accommodations will be provided as appropriate in accordance with Anoka-Ramsey Community College's Policy 1B.0. Reasonable Accommodations in Employment procedure 1B.0/11. Anoka-Ramsey Community College's procedures will also be in accordance with pertinent state and federal laws.

PROCEDURE 1B.0/11 Reasonable Accommodations in Employment for Policy 1B.0

Current Employees and Employees Seeking Promotion

1. Anoka-Ramsey Community College will inform all employees that this accommodation policy can be made available in accessible formats.
2. The employee shall inform their supervisor or the ADA Coordinator designee of the need for an accommodation.
3. The ADA Coordinator designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.

When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:

1. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
2. Determine the precise job-related limitation.
3. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
4. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, ARCC is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
5. The ADA Coordinator designee will work with the employee to obtain technical assistance, as needed.

The ADA Coordinator will provide a decision to the employee within a reasonable amount of time.

If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator designee shall work together to determine whether reassignment may be an appropriate accommodation.

Job Applicants

The job applicant shall inform the ADA Coordinator designee of the need for an accommodation. The ADA Coordinator designee will discuss the needed accommodation and possible alternatives with the applicant.

The ADA Coordinator designee will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Policy for Funding Accommodations

Funding must be approved by ARCC for accommodations that do not cause an undue hardship (MS 43A.191(c)).

Definition for Undue Hardship: An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of ARCC.

Procedure for Determining Undue Hardship

1. The employee will meet with the ADA Coordinator designee to discuss the requested accommodation.
2. The ADA Coordinator designee will review undue hardships by considering:
 - a. The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and
 - b. The impact of the accommodation on the nature or operation of ARCC.
 - c. The ADA Coordinator designee will provide a decision to the employee.

Appeals

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the agency head, within a reasonable period of time, for a final decision.

If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the agency's complaint procedure as outlined in this plan.

Supported Work

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

How to Request Reasonable Accommodations.

An employee making a request for reasonable accommodation will be requested to provide documentation of that disability by a licensed physician. The allocation of funding and other resources for reasonable accommodations is ultimately the responsibility of the college president for the local campus and of the chancellor for the MnSCU office.

The individual responsible for ADA compliance is:
Scott Bay, Director of Access Services/ADA Coordinator 763/433-1334

The MnSCU reasonable accommodations procedure and Anoka-Ramsey's procedure are located in Appendix F.

XV. POLICY STATEMENTS

The following appendices contain policy statements enacted by the Board of Trustees of Minnesota State Colleges and Universities.

List of Appendices

- Appendix A. Affirmative Action in Employment Policy
- Appendix B. Nondiscrimination in Employment and Education Opportunity Policy
- Appendix C. Complaint Procedure
- Appendix D. Access for Individuals with Disabilities
- Appendix E. Reasonable Accommodations Procedure & ARCC Procedure
- Appendix F. ARCC Weather and Emergency Procedures
- Appendix G. ARCC Organizational Chart

APPENDIX A
AFFIRMATIVE ACTION IN EMPLOYMENT POLICY

1B.2 Affirmative Action in Employment

Minnesota State Colleges and Universities is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical underrepresentation of persons of color, women, and persons with disabilities in the workforce.

1B.2/11 Affirmative Action—ARCC for Policy 1B.2

“An equal opportunity institution and employer”

Affirmative Action and Equal Opportunity Goal Statement

Anoka Ramsey Community College is committed to the principles of equal opportunity and affirmative action. In support of that commitment, the following goals are established:

1. Comply with the Board Affirmative Action Policy.
2. Develop a distribution list for full-time unclassified vacancy notices that will include at least the following:
 - a. All Minnesota private and public colleges and universities.
 - b. Comprehensive mailing to colleges and universities outside Minnesota.
 - c. Well established journals or periodicals such as the **Chronicle of Higher Education**.
 - d. Agencies in Minnesota that deal with or offer services to the disabled.
3. Advertise full-time vacancies in several publications that focus on special interest groups and have wide distribution.
4. Make a responsible effort to achieve goals and timetables established by the Department of Employee Relations Equal Opportunity Division.

Compliance Statements

Every official college publication and document meant for distribution off campus will contain one of the following compliance statements:

Long Form (recommended for College Catalog, Student Handbook)

Anoka Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, creed, disability, color, religion, national origin, sex, age, marital status, Viet Nam veteran status, public assistance status or inclusion in any group or class protected by state or federal law.

The college is in compliance with Title IX and Section 504 and will continue its affirmative action commitment to removing barriers to equal employment and educational opportunity.

Assistance with problems, grievances or questions regarding Title IX and Section 504 may be obtained in the following locations:

- Cambridge Campus:
Cindy Nutter, Dean of Student Life, 763.433.1148
- Coon Rapids Campus:
Title IX: Cindy Nutter, Dean of Student Life, 763.433.1148
Section 504: Scott Bay, Director of Access Services, 763.433.1334

Medium Form (recommended for most campus publications)

Anoka Ramsey Community College is committed to non discrimination of any group or class protected by state or federal law and is in compliance with Title IX and Section 504.

Short Form (college stationery, College Bulletin, college brochures)

APPENDIX B

**NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION OPPORTUNITY
POLICY**

POLICY 1B.1 Nondiscrimination in Employment and Education Opportunity

Part 1. Policy Statement.

Minnesota State Colleges and Universities and Anoka Ramsey Community College (ARCC) is committed to a policy of nondiscrimination in employment and education opportunity. 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, status with regard to public assistance, or sexual orientation. 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, status with regard to public assistance, or sexual orientation 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 Universities and ARCC 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 non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. 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 of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as 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 is defined as 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 has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law. Sexual harassment is defined as 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 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 and 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. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

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 or 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; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. 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 the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Questions and reports of sexual violence should be directed to the Director of Public Safety, 763 433 1346.

Subpart H. Student. “Student” means an individual who is: admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

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.

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

Information on reporting complaints of discrimination is covered in Appendix C

APPENDIX C
COMPLAINT PROCEDURE

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

for Board Policy 1B.1

Part 1. Purpose and applicability

Subpart A. Purpose

Subpart B. Applicability

Subpart C. Scope

Part 2. Definitions

Subpart A. Designated officer

Subpart B. Decision maker

Subpart C. Retaliation

Part 3. Consensual relationships

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident

Subpart B. Duty to report

Subpart C. Reports against a president

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees

Subpart E. False statements prohibited

Subpart F. Withdrawn complaints

Part 5. Right to representation

Part 6. Investigation and resolution

Subpart A. Personal resolution

Subpart B. Information privacy

Subpart C. Processing the complaint

Subpart D. Resolution

Subpart E. Decision process

Part 7. Office of the Chancellor, college or university Action

Part 8. Appeal

Subpart A. Filing an appeal

Subpart B. Effect of review

Subpart C. Appeal process

Part 9. Education and training

Part 10. Dissemination of report/complaint procedure

Part 11. Maintenance of report/complaint procedure documentation

Part 1. Purpose and applicability.

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

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

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

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

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

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

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

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

Subpart B. Decision maker. Decisionmaker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decisionmaker for complaints under this procedure, administrators must complete decisionmaker training provided by the Office of the Chancellor.

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

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

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

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

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

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

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

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

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

Part 4. Reporting incidents of discrimination/harassment

Subpart A. Reporting an incident. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer of the Office of the Chancellor, college, or university.

Subpart B. Duty to report. Administrators and supervisors shall refer allegations of conduct that they reasonably believe may constitute discrimination or harassment under Board Policy 1B.1 to the designated officer, or in consultation with the designated officer may inquire into and resolve such matters.

Subpart C. Reports against a president. A report/complaint against a president of a college or university shall be filed with the Office of the Chancellor. However, complaints against a president shall be processed by the college or university if the president's role in the alleged incident was limited to a decision on a recommendation made by another administrator, such as tenure, promotion or non-renewal, and the president had no other substantial involvement in the matter.

Subpart D. Reports against Office of the Chancellor employees or Board of Trustees. For reports/complaints that involve allegations against Office of the

Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.
3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:
 - a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
 - b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
 - c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
 - d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.
4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.
5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:
 - a) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the respondent;
 - b.) provide sufficient information to the respondent consistent with federal and state data privacy laws to allow the respondent to respond to the substance of the complaint;
 - c.) explain to the respondent that in addition to being interviewed by the designated officer, the respondent may provide a written response to the allegations;
 - d.) determine whether other individuals are permitted to accompany the respondent during investigative interviews and the extent of their involvement;

and

e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. Investigatory process. The designated officer shall:

a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;

b.) inform the witnesses and other involved individuals of the prohibition against retaliation;

c.) create, gather and maintain investigative documentation as appropriate;

d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and

e.) handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.

a.) Employee reassignment or administrative leave. Under appropriate circumstances, the president or chancellor may, in consultation with system legal counsel and labor relations, reassign or place an employee on administrative leave at any point in time during the report/complaint process. In determining whether to place an employee on administrative leave or reassignment, consideration shall be given to the nature of the alleged behavior, the relationships between the parties, the context in which the alleged incidents occurred and other relevant factors. Any action taken must be consistent with the applicable collective bargaining agreement or personnel plan.

b.) Student summary suspension or other action. Under appropriate circumstances, the president or designee may, in consultation with system legal counsel, summarily suspend a student at any point in time during the report/complaint process. A summary suspension may be imposed only in accordance with Board Policy 3.6 and associated system procedures. After the student has been summarily suspended, the report/complaint process should be completed within the shortest reasonable time period, not to exceed nine (9) class days. During the summary suspension, the student may not enter the campus or participate in any college or university activities without obtaining prior permission from the president or designee. Other temporary measures may be taken in lieu of summary suspension where the president or designee determines such measures are appropriate.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

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

1. conduct or coordinate education/training;

2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, college or university personnel;
4. other possible outcomes may include recommending changes in workplace assignments, enrollment in a different course or program, or other appropriate action;
5. the Office of the Chancellor, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

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

1. **Designated officer.** The designated officer shall:
 - a.) prepare an investigation report and forward it to the decision maker for review and decision;
 - b.) take additional investigative measures as requested by the decision maker; and
 - c) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.
2. **Decision maker.** After receiving the investigation report prepared by the designated officer, the decision maker shall:
 - a.) determine whether additional steps should be taken prior to making the decision. Additional steps may include:
 1. a request that the designated officer conduct further investigative measures;
 2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
 3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

- b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;
- c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;
- d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;
- e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.
- f.) Conduct that is determined not to have violated Board policy 1B.1 shall be referred to another procedure for further action, if appropriate.

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

Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal.

Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decision maker. 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 decision maker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of

the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and training. The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

Part 10. Distribution of board policy 1B.1 and this procedure. Information regarding Board Policy 1B.1 and this procedure shall, at a minimum, be distributed to students at the time of registration and to employees at the beginning of employment. Distribution may be accomplished by posting on an internet Web site, provided all students and employees are directly notified of how to access the policy and procedure by an exact address, and that they may request a paper copy. Copies of the policy and procedure shall be conspicuously posted at appropriate locations at the Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

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

Part 11. Maintenance of report/complaint procedure documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

**Anoka-Ramsey Community College
Formal Complaint of Harassment Form**

Information about the person filing the complaint (Complainant):

Name: _____

Home Street Address: _____

City, State, Zip code: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Information about the individual against whom the complaint is directed (Respondent):

Name: _____

Respondent is _____ Student _____ Faculty _____ Other _____ Staff

Date most recent incident took place: _____
(month) (day) (year)

Describe the nature of your complaint, giving names, dates, places, etc. (Use additional paper if necessary):

Remedy Desired:

Information about any witnesses who can support your case:

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

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.

Signature _____ Date: _____

Print Name _____

APPENDIX D

ACCESS FOR INDIVIDUALS WITH DISABILITIES

1B.4 Access for Individuals with Disabilities

Part 1. Definitions.

Subpart A. An individual with a disability:

1. Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities.
2. Any person who has a record of such impairment which means that a person has a history of or has been classified as having a mental or physical impairment that substantially limits one or more major life activities.
3. Any person who is regarded as having such an impairment which means:
 - a. Has a physical or mental impairment that may not substantially limit major life activities but that is treated by others as constituting such a limitation;
 - b. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment;
 - c. Has no impairment but is treated by others as having such an impairment.

Subpart B. Personal devices and services: Examples of personal devices and services include wheelchairs; individually prescribed devices, such as prescription eyeglasses or hearing aids; readers for personal use or study; or services of a personal nature including assistance in eating, toileting, or dressing.

Subpart C. Qualified individual: A person who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for receipt of services or participation in a system office, college, or university program or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an education program or activity.

Part 2. General Access Policy.

The system office, colleges, and universities will provide access to programs, services and activities to qualified individuals with known disabilities as required by law. Where an individual asks for an accommodation, the system office, college, or university may require the individual to provide documentation.

Part 3. Availability and Notice.

Each college and university shall post notices in an accessible format to the public describing 1) college or university prohibition against discrimination, and 2) college or university contact for requesting reasonable accommodation or information.

Part 4. Reasonable Accommodations to Ensure Access to Programs, Services, and Activities.

The system office, colleges, and universities shall make reasonable accommodations to ensure access to programs, services, and activities as required by law. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the services, programs, or activities, nor will the individual be subjected to discrimination. Reasonable accommodations may include modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, provision of auxiliary aids or the provision of equally effective programs, services, or activities. In accordance with the Americans with Disabilities Act, accommodations will **not** be provided 1) for personal devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program, or activity or in undue financial or administrative burdens.

Part 5. Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities.

Colleges and universities have a responsibility to provide access to services and/or activities that are operated or sponsored by the college or university or that receive significant assistance from the college or university. Such access shall be provided in a reasonable manner as required by law. At a minimum, the following must be offered to qualified students with disabilities: 1) support, counseling, and information services that may include support groups, individual counseling, career counseling and assessment, and referral services, 2) academic assistance services that may include assistive devices, early registration services, early syllabus availability, course selection, and program advising, course work assistance, testing assistance, and modification, and tutoring, and 3) coordination services that may include personnel acting on the student's behalf and serving as the primary contact and coordinator for students needing services, assistance in working individually with faculty and administrators, intervention procedures, and grievance procedures.

Part 6. Procedure.

In consultation with the system office, each college and university shall establish a procedure for individuals with disabilities to make requests for accommodations to access programs, services, or activities at the college or university, consistent with state and federal laws. Such procedure for access to programs for individuals with disabilities must, at a minimum, include the following:

- a. The system policy statement and system definitions.
- b. Assignment and identification of a staff member responsible for administering the delivery of services to individuals with disabilities.
- c. Provide a process for appealing a denial of a request for program access.

Procedure 1B.4/11 - Individuals with Disabilities

1. Anoka-Ramsey Community College will inform all employees of this accommodation policy in accessible formats.
2. The employee shall inform his/her manager or supervisor of the need for an accommodation.
3. Anoka-Ramsey Community College may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate files. Supervisors and managers may be told about necessary restrictions on the work or duties of the employee and about necessary accommodations. Supervisors and managers will not be told or have access to medical information unless the disability might require emergency treatment.
4. When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:
 - a. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
 - b. Determine the precise job-related limitation.
 - c. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
 - d. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, Anoka-Ramsey is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
5. Anoka-Ramsey Community College's ADA Coordinator/Designee should work with the supervisor and employee to obtain technical assistance, as needed.
6. If the supervisor is unable to make a definitive decision, for whatever reason, about providing the accommodation, the supervisor will forward a written request for accommodation along with his/her recommendation to the Manager/Supervisor within 5 working days following the employee's request.
7. If the Manager/Supervisor is unable to make a definitive decision, for whatever reason, about providing the accommodation, the Manager/Supervisor will forward a written request for accommodation, along with his/her recommendations, to Anoka-Ramsey's President or designee within 10 working days following the employee's request.
8. Anoka-Ramsey Community College's President or designee will provide a decision in writing to the ADA Coordinator/Designee and employee within 10 working days.
9. If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee

and the ADA Coordinator/Designee shall work together to determine whether reassignment may be an appropriate accommodation.

The ARCC ADA Coordinator/Designee shall first look for an equivalent vacant position at Anoka-Ramsey equivalent to the one presently held by the employee in terms of pay and other job status. If the individual with the disability is not qualified, with or without reasonable accommodation, for a vacant position (or a position Anoka-Ramsey knows will become vacant within a reasonable period of time), Anoka-Ramsey may reassign the individual as a reasonable accommodation to a lower graded vacant position for which the employee is qualified. If this occurs, Anoka-Ramsey is not required to maintain the individual's salary at the previous level.

Anoka-Ramsey Community College will look at transfer opportunities, mobility opportunities, appointment opportunities, noncompetitive and competitive opportunities (MS 43A). Anoka-Ramsey Community College is not required to create a new job or to bump another employee from a job in order to provide a reassignment as a reasonable accommodation

10. If a request for accommodation is not approved, the Anoka-Ramsey Community College President or designee shall inform the employee of the reason(s) for non-approval, in writing, within 3 working days of the decision.

Adapted from State of Minnesota, ADA Reference Manual, 1996, pp. 30 and 31.

APPENDIX E

MNSCU REASONABLE ACCOMMODATIONS PROCEDURE

Anoka- Ramsey Community College Procedure

Procedure 1B.0.1 Reasonable Accommodations in Employment

Part 1. Purpose. This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability. The scope of this procedure is limited to reasonable accommodations, and is not intended to fully describe other provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

Part 2. Reasonable Accommodations in Employment. It is the policy of MnSCU to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The system office, college or university will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training or other terms, conditions, and privileges of employment.

Part 3. Definitions. For purposes of this procedure, the following terms have the meaning given them.

Subpart A. Employer: The employer is the system office, college or university.

Subpart B. Essential Functions: Essential functions are the fundamental job duties of the position in question. The term does not include the marginal functions of the position.

1. A job function may be considered essential for any of several reasons, including but not limited to the following:
 - a. The function may be essential because the reason the position exists is to perform that function;
 - b. The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
 - c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.
2. Evidence of whether a particular function is essential includes, but is not limited to:
 - a. The employer's judgment as to which functions are essential;
 - b. Written job descriptions;
 - c. The amount of time spent on the job performing the function;
 - d. The consequences of not requiring the incumbent to perform the function;
 - e. The terms of a collective bargaining agreement;
 - f. The work experience of past incumbents in the job; and/or
 - g. The current work experience of incumbents in similar jobs.

Subpart C. Individual with a Disability: An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individual's major life activities. Generally, a disabling physical or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

Subpart D. Qualified Individual with a Disability: A qualified individual with a disability is an individual with a disability who meets the requisite skill, education, experience and other job-related requirements of the job and who, with or without reasonable accommodation, can perform the essential functions of the job.

Subpart E. Reasonable Accommodations: A reasonable accommodation is a modification or adjustment to a job or employment practice or the work environment that enables a qualified individual with a disability to perform the essential functions of the job as identified at the time of the reasonable accommodation request and to access equal employment opportunities. Reasonable accommodations may also include those things which make a facility and its operations readily accessible to and usable by individuals with disabilities. Under the law, the employer has a responsibility to make reasonable accommodations for individuals with a disability only if the disability is known and it is not an undue hardship under Part 6, Subpart C.

Part 4. Identification of Assigned Staff Member. The system office, and each college and university shall assign and identify a staff member responsible for administering requests for reasonable accommodations.

Part 5. Right to Representation. In accordance with applicable collective bargaining agreement language, employees may have the right to request and receive union representation during the reasonable accommodations process.

Part 6. Providing Reasonable Accommodations.

Subpart A. Job Relatedness. Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation's job relatedness is whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the time of the reasonable accommodation request. If the requested accommodation is primarily for the benefit of the individual with a disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

Subpart B. Essential Functions. The system office, college or university may deny employment or advancement in employment based on the inability of an individual with a disability to perform the essential functions of the job and may decline to make accommodations to the physical or mental needs of an employee or job applicant with a disability if:

- a. the accommodation would impose an undue hardship on the system office, college or university as provided under Subpart C.; or
- b. the individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job; or
- c. having the individual in the job would create a direct threat because of a significant risk to the health and safety of the individual or others and the risk cannot be eliminated by reasonable accommodation.

Subpart C. Undue Hardship: In determining whether providing a reasonable accommodation would impose an undue hardship on the employer, the factors to be considered include:

1. The nature and net cost of the accommodation needed;
2. The overall financial resources of the employer involved in the provision of the reasonable accommodation, the number of persons employed, and the effect on expenses and resources;
3. The overall financial resources of the employer, the overall size of the business of the employer with respect to the number of its employees, and the number, type and location of its facilities;
4. The type of operation or operations of the employer, including the composition, structure and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the employer in question to the covered entity; and
5. The impact of the accommodation upon the operation of the employer, including the impact on the ability of other employees to perform their duties and the impact on the employer's ability to conduct business.

Subpart D. Documentation. Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is already known to the employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure.

Subpart E. Choice of Accommodations. The employer is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to the individual are the financial responsibility of the employer.

Subpart F. Request Process. The system office, colleges and universities are responsible for establishing a process for individuals with disabilities to make requests for reasonable accommodations in compliance with the Americans with Disabilities Act or the Minnesota Human Rights Act. Such process should include the following:

1. MnSCU policy statement and definitions;
2. Assignment and identification of a staff member responsible for administering requests for reasonable accommodations;
3. Provide a process for appealing a reasonable accommodations decision.

Part 7. Application. Nothing in this procedure is intended to expand, diminish or alter the provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

Procedure 1B.0/11 Reasonable Accommodations in Employment

Current Employees and Employees Seeking Promotion

1. Anoka-Ramsey Community College will inform all employees that this accommodation policy can be made available in accessible formats.
2. The employee shall inform their supervisor or the ADA Coordinator designee of the need for an accommodation.
3. The ADA Coordinator designee may request documentation of the individual's functional limitations to support the request. Any medical documentation must be collected and maintained on separate forms and in separate, locked files. No one will be told or have access to medical information unless the disability might require emergency treatment.

When a qualified individual with a disability has requested an accommodation, the employer shall, in consultation with the individual:

1. Discuss the purpose and essential functions of the particular job involved. Completion of a step-by-step job analysis may be necessary.
2. Determine the precise job-related limitation.
3. Identify the potential accommodations and assess the effectiveness each would have in allowing the individual to perform the essential functions of the job.
4. Select and implement the accommodation that is the most appropriate for both the individual and the employer. While an individual's preference will be given consideration, ARCC is free to choose among equally effective accommodations and may choose the one that is less expensive or easier to provide.
5. The ADA Coordinator designee will work with the employee to obtain technical assistance, as needed.

The ADA Coordinator will provide a decision to the employee within a reasonable amount of time.

If an accommodation cannot overcome the existing barriers or if the accommodation would cause an undue hardship on the operation of the business, the employee and the ADA Coordinator designee shall work together to determine whether reassignment may be an appropriate accommodation.

Job Applicants

The job applicant shall inform the ADA Coordinator designee of the need for an accommodation. The ADA Coordinator designee will discuss the needed accommodation and possible alternatives with the applicant.

The ADA Coordinator designee will make a decision regarding the request for accommodation and, if approved, take the necessary steps to see that the accommodation is provided.

Policy for Funding Accommodations

Funding must be approved by ARCC for accommodations that do not cause an undue hardship (MS 43A.191(c)).

Definition for Undue Hardship: An undue hardship is an action that is unduly costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of ARCC.

Procedure for Determining Undue Hardship

1. The employee will meet with the ADA Coordinator designee to discuss the requested accommodation.
2. The ADA Coordinator designee will review undue hardships by considering:
3. The nature and cost of the accommodation in relation to the size, the financial resources, and the nature and structure of the operation; and
4. The impact of the accommodation on the nature or operation of ARCC.
5. The ADA Coordinator designee will provide a decision to the employee.

Appeals

Employees or applicants who are dissatisfied with the decision(s) pertaining to his/her accommodation request may file an appeal with the agency head, within a reasonable period of time, for a final decision.

If the individual believes the decision is based on discriminatory reasons, then they may file a complaint internally through the agency's complaint procedure as outlined in this plan.

Supported Work

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

For Minnesota State Colleges and Universities (MnSCU) policies and procedures, go to <http://www.mnscu.edu/board/policy/index.html>

APPENDIX F
ARCC WEATHER AND EMERGENCY PROCEDURES

POLICY 5J.1 Emergencies

Emergency procedures for each campus will be determined made available via the [Emergency Response Plan](#) to staff on the N:drive and to students and campus visitors via the [Public Safety](#) website.

PROCEDURE 5J.1/11 - Emergencies for Policy 5J.1

1. Natural Disasters – Tornadoes

When short blasts of the alarm system have sounded, proceed according to the following plan:

- a. The Public Warning Signal – 5 minutes of a steady blast on the Civil Defense siren will sound.
- b. Tune into radio station WCCO AM – 830 on the dial – for further information.
- c. Staff will notify students how to proceed to the pre-designated shelter areas assigned to each building.
- d. Avoid glass-enclosed areas, close all classroom doors and proceed to the pre-designated shelter areas.
- e. Don't re-enter the evacuated area until you hear the ALL CLEAR signal which is a continuous sound of the horn for ten seconds.
- f. Staff and students should proceed to the pre-designated shelter areas as follows:

CAMBRIDGE CAMPUS:

- Campus Center – Upper Level: Room D209, E221, E222 and E241/ restrooms, F206 classrooms, F2 12 area restrooms or go to library D106 and D115
- Campus Center – Lower Level: Lecture Hall, E114 area restrooms, E121, E126 and restrooms, F113A area restrooms, F106 classroom, F107 classroom
- Library: Rooms D103, D104, D106 and D115

COON RAPIDS CAMPUS:

- College Services: Go to first floor hallways on either side of loading dock, hallways outside of C101, C102, C153, C154 and hallway on first floor north of HR near C150 area
- Cafeteria: Go to lower Humanities classrooms
- Library: Go to lower back hallway in front of photo lab and in front of Central Services
- Gymnasium: Go to lower locker room, restrooms in lower level, or tunnel area
- Science: Go to classrooms in lower level S135 and S145
- Humanities: Go to lower classrooms
- Business/Nursing: Go to classrooms B201, B202, B203 and B235
- Performing Arts Center: Go to theater seating area
- Fine Arts: Go to band and chorus rooms in lower level
- Training and Development Center: Go to restrooms

- Technology: Go to lower classrooms
- Student Center: Remain in the Student Center away from the courtyard windows
- Persons Outdoors: Go to nearest designated shelter area in a building
- Academic Support Center / Testing: Go to the Student Center across the hall, away from east side/courtyard windows
- THHC: Go to the small rooms with walls to the west of the training area
- Marketing Area and Faculty Suites: Go to the new stairwell area between first and second floor

In the event the emergency occurs during other than normal campus hours, maintenance and other personnel will report to the Information Center switchboard area to direct emergency procedure.

2. Fire or Emergency Evacuation

The signal to evacuate the college buildings will be the sounding of the fire horn alarm system. (There is no alarm in the Training and Development Center or the Therapeutic and Holistic Health Center (THHC). Contact will be made by walkie-talkie radio.) When the alarm sounds, or a fire is discovered, proceed according to the following plan:

a. Call the Information Center and Maintenance Department:

- Information Center
 - i. 763-433-1840 (Cambridge)
 - ii. 763-433-1240 (Coon Rapids)
 - iii. Direct dial is available on emergency phones.
- Maintenance
 - i. 763-433-1210

b. Information Center staff will contact the Administration on the contact list in order of priority as soon as possible. The contact list is available to ensure the administrative staff is aware of the emergency and has detailed information on the nature and scope of the emergency.

- Physical Plant Director, Roger Freeman
 - i. 763-433-1378
- Chief Engineer, Jim Nieswaag
 - i. 763-433-1213
- Director of Public Safety, Orrin Nyhus
 - i. 763-433-1346
- Director of Marketing and Public Relations, Mary Jacobson
 - i. 763-433-1315
- Vice President, Mike Seymour
 - i. 763-433-1335

- President, Jessica Stumpf
- i. 763-433-1543

- c. Administration will notify staff and students to proceed out of the building via the nearest exit, taking with them all personal belongings.
- d. Evacuate the building to a distance of at least 100 feet.
- e. The campus fire and smoke alarms automatically contact the area emergency personnel.
- f. The Fire Department/ARCC Facilities Department is responsible for deactivating the alarm and in cooperation with the ARCC safety and security department, gives the ALL CLEAR signal.
- g. The ALL CLEAR signal which indicates you may re-enter the building is a continuous sound of the alarm horn fourteen seconds.

Designated evacuation doors/areas in the event of fire:

CAMBRIDGE CAMPUS:

- The business office should use the two west main exit doors.
- Rooms E202, E221, E222, E226, E237, E241 and E244, use the north east exit door and the main entrance door.
- Rooms F203 – F208 use west exit doors.
- Rooms G201 and G202 use south west exit door.
- Campus Center – Lower Level:
- The Library and Conference Room E103 should evacuate the building through plaza exit door immediately to the left of library entrance
- The cafeteria should use the two west exit doors.
- Rooms F103, F105, F106, F107 and F108 use upper level south west exit doors.
- Rooms F117 through F138 use east exit doors (between new/old area).

COON RAPIDS CAMPUS:

- Administration: West Student Center doors to river plaza or north College Services entrance doors.
- Gym: Nearest east entrance doors, both levels
- Student Center, Lower Level: West first level Student Center doors to river plaza
- Student Center, Upper level: West first level Student Center doors to river plaza or north college services doors.
- Fine Arts, Upper Level: North door of Fine Arts building
- Fine Arts, Lower Level: North door of fine Arts building
- Humanities, Upper Level: Use southeast double doors near S235 and S232
- Humanities, Lower Level: Use double doors in science area near S104 or double doors across from the courtyard exit doors.

- Science, Upper Level: Use southeast double doors near S235 and S232
- Science, Lower Level: Proceed to second level to southeast double doors near S235 and S232.
- Technology, Upper Level: East entrance doors
- Technology, Lower Level: East entrance doors near gym
- Business & Nursing: South double doors near B204 student lounge
- Performing Arts Center: Any east exit door or the west/south exit doors, then east toward the service road.
- Academic Support Center / testing: Evacuate through the west double doors near the ASC to the river plaza – move 100' from the building
- THHC: Evacuate the building to the east, move 100' from the building
- Marketing Area and Faculty Suites: Evacuate to the first floor and exit the building through the double doors to the river plaza – 100' from the building

The Coon Rapids Campus is unique in that all buildings have direct external access. Regardless of where one is located in the building, he or she can exit from any building without incurring stairwells.

Instructors and staff need to be aware of the location of the ground level exit in their building. People with disabilities should be strongly discouraged from using the elevators during an emergency.

3. Emergency Call List

Refer to the list previously identified in #2 above.

4. Health Services, First Aid, Emergencies

Anoka-Ramsey has no health service. Staff or faculty confronted with an emergency shall contact the Information Center at 763-433-1240 (Coon Rapids) or 763-433-1840 (Cambridge) or Orrin Nyhus, 763-433-1346 or call 911 in case of serious injury or loss of consciousness. In the event the emergency occurs during other than normal campus hours, maintenance and other personnel will report to the Information Center switchboard area to direct emergency procedures.

5. Medical / 911 Calls:

In the event of a medical emergency on the campuses, please contact the information centers from any campus information telephone or by dialing 9-911 from any office telephone. Should the caller make a 911 call without going through the information centers, make sure you call the information centers and tell them you have called 911 and the information centers will notify Maintenance, and Safety and Security by walkie talkie radio.

CAMBRIDGE CAMPUS:

Maintenance/Security and designated front desk personnel will meet the medical response emergency services at the campus center lobby area and escort the medical responders directly to

the scene. In the event it is more appropriate to re-direct the medical responders to an area closer to the area of need, first responders will do that from the campus center outside the lobby area. Emergency services responders will always report to the campus center lobby area. The first responders should ensure that sufficient responders are available to escort police/fire/ambulance medical services personnel who may arrive at different times. Always complete an incident report when medical services have been called.

COON RAPIDS CAMPUS:

Maintenance and Security campus personnel will meet the medical response emergency services at the college services entrance and escort the medical responders directly to the scene. If it is more efficient to re-direct the emergency services, first responders will intercede at the intersection of the service road and campus drive and re-direct accordingly. The emergency services responders will always respond to the flag pole area in front of college services, unless otherwise directed. The campus should ensure that sufficient responders are available to escort police/fire/ambulance medical services personnel who may arrive at different times. Always complete an incident report when medical services have been called.

APPENDIX G
ARCC ORGANIZATIONAL CHART

PROCEDURE 1A.2/11 Organizational Chart
for Policy 1A.2

