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## July 1, 2020 – June 30, 2022 Affirmative Action Plan

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MINNESOTA STATE

### Lake Superior College

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As requested by Minnesota Statute 3.197: This report cost approximately \$24,132 to prepare, including staff time, printing and mailing expenses.

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# Statement of Commitment

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item C

This statement reaffirms Lake Superior College (hereafter “the college”) is committed to Minnesota’s statewide affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws.

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

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

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

College President:  Date Signed: 17 December 2020

# Executive Summary

Minnesota Administrative Rules, part 3905.0400, subpart 1, item A

This Affirmative Action Plan meets the requirements as set forth in statute, in Administrative Rule, and by Minnesota Management and Budget (MMB). The plan outlines:

- Affirmative action goals
- Timetables
- Reasonable and assertive hiring and retention methods for achieving these goals

This Affirmative Action review revealed underutilization of the following protected group(s) in the following job categories: Professionals, Para-Professionals, Office/Clericals, Faculty: Temporary, Faculty: Probationary, Faculty: Unlimited.

**Table 1 Workforce Underutilization Analysis of Protected Groups and Veterans**

(x indicates the job categories and protected groups and veterans that have underutilization.)

Job Categories	Female	Racial/Ethnic Minorities	Individuals with Disabilities	Veterans
Officials & Administrators				
Professionals			X	
Technicians				
Para-Professionals	X	X		
Office/Clericals			X	
Skilled Craft				
Service Maintenance	X			
Faculty: Temporary			X	X
Faculty: Customized Training				
Faculty: Probationary		X	X	
Faculty: Unlimited			X	X

Once complete, information about how to obtain or access a copy of this Plan is provided to every employee of the Lake Superior College's. Our intention is to make every employee aware of Lake Superior College's commitment to affirmative action and equal employment opportunity. The completed Plan is also posted on the college/university's website and maintained in the Human Resources/Affirmative Action Office.

Affirmative Action Officer or Designee: *Jestina Vichorsk* Date Signed: 12/08/2021

Human Resources Director or Designee: *Jestina Vichorsk* Date Signed: 12/08/2021

College President: *Patricia Rogers* Date Signed: 12/08/2021

## Organizational Profile

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Lake Superior College's Mission is to (LSC) serve the community and support the economy of Northeast Minnesota and beyond by providing high-value accessible higher education and advanced training in a supportive environment.

LSC offers 90+ certificate, diploma and associate degree programs in career/technical fields and pre-baccalaureate majors for students interested in transferring to a 4-year college or university. LSC offers affordable, quality, hands-on training for a wide range of in-demand careers, including nearly 200 online classes each semester.

Located in beautiful Duluth, MN, Lake Superior College has been ranked among the 20 best community colleges in the nation for quality and affordability. LSC was also ranked among the 10 most affordable online associate degrees in cybersecurity and among the top 25 best online associate degrees in cybersecurity. The associate in accounting online degree was named as one of the top 50 best online accounting degree programs, and in addition, Lake Superior College is ranked among the best LPN programs in Minnesota.

# Individuals Responsible for Directing/Implementing the Affirmative Action Plan

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item B

## A. College President

### Responsibilities

The President is responsible for establishing an Affirmative Action Program, including goals, timetables, and compliance with all federal and state laws and regulations. Quarterly, the President reports the college's progress in meeting its affirmative action goals and objectives to the Commissioner of MMB. The MMB Commissioner is responsible for reporting all agencies progress to the Governor and the Legislature.

### Duties

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

- Appoint the Affirmative Action Officer or designee and include accountability for the administration of the college/university's Affirmative Action Plan in his or her position description.
- Take action, if needed, on complaints of discrimination and discriminatory harassment.
- Issue a statement affirming the department's commitment to affirmative action and equal employment opportunity and ensure the statement is shared with to all employees.
- Make decisions and changes in policies, procedures or physical accommodations as needed to implement effective affirmative action in the college/university.
- Actively promote equal employment opportunity and incorporate diversity and inclusion principles in annual business plans, strategic plans, and the college/university's mission.
- Notify all contractors and sub-contractors with the department of their affirmative action responsibilities.
- Enforce equal employment opportunity in affirmative and non-affirmative hiring decisions reviewed in the hiring process.
- Require that all college/university directors, managers, and supervisors include responsibility statements to support affirmative action, equal opportunity, diversity, and/or cultural responsiveness in their position descriptions and annual objectives.
- Comply with state-wide and college/university anti-discrimination and anti-harassment policies.

### Accountability

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

## Name of individual(s) responsible

Name: Dr. Patricia L. Rogers

Email: [patricia.rogers@lsc.edu](mailto:patricia.rogers@lsc.edu)

Title: College President

Phone: (218) 773-7614

## B. Affirmative Action Officer

### Responsibilities

The Affirmative Action Officer is directly responsible for developing, coordinating, implementing, and monitoring the college/university's affirmative action program.

### Duties

The duties of the Affirmative Action Officer include, but are not limited to:

- Develop and administer the college's Affirmative Action Plan.
- Develop and set college-wide affirmative action hiring goals.
- Monitor college compliance and fulfill all affirmative action reporting requirements.
- Disseminate the affirmative action policy to employees in the college.
- Inform the President on progress of affirmative action and equal opportunity goals and report potential concerns.
- Act as the affirmative action liaison between the college, System Office, MMB, and the Governor's Office.
- Determine the need for affirmative action training within the college. Develop training goals and content with internal and external resources.
- Review and recommend changes in policies, procedures, programs, and physical accommodations to implement affirmative action and equal opportunity.
- Develop innovative programs to attract and retain individuals from protected groups in the college.
- Support and recruit racial/ethnic minorities, individuals with disabilities, and females for employment, promotion, and training opportunities.
- Manage the college's pre-hire review process.
- Review requests for non-affirmative non-justified hires in the Monitoring the Hiring process and refer unresolved issues to the President for final decision.

- Ensure supervisors and managers are making affirmative efforts to recruit and retain candidates and employees from protected groups.
- Oversee the administration of the Americans with Disabilities Act Title I and Title II.
- Receive requests for ADA accommodations and work with appropriate supervisors, unions, etc. to approve or deny the request, or provide alternative accommodations.
- Maintain records of requests for reasonable accommodations.
- Comply with state-wide and college/university anti-discrimination and anti-harassment policies.

### Accountability

The Affirmative Action Officer is accountable to the College President for program impacts and for ongoing program activities and direction. The Affirmative Action Officer oversees the administration of ADA Title II, manages diversity and inclusion initiatives, and other equal opportunity related matters. In addition, the AAO ensures that aggregate data and trends of complaints of illegal discrimination in hiring are provided and shared with the Human Resources Director on a quarterly basis.

### Name of individual(s) responsible

Name: Jestina Vichorek

Email: [jestina.vichorek@lsc.edu](mailto:jestina.vichorek@lsc.edu)

Title: Executive Human Resources Officer

Phone: (218) 733-7677

## C. Affirmative Action Officer Designee(s)

### Responsibilities

Designees are responsible for the implementation of the department’s Affirmative Action Plan at their facility/work location. Each designee is directly accountable to the college/university’s Affirmative Action Officer for matters relating to affirmative action.

### Duties

The duties of Affirmative Action Designees include, but are not limited to:

- Fulfill all affirmative action reporting requirements by submitting standard reports.
- Ensure dissemination of all relevant affirmative action information to appropriate staff.
- Serve as ex-officio member of the Employee Resource Group (ERG) diversity committee at their work and/or participate in the college/university’s diversity or equity committee.
- Determine the need for diversity training and recommend training at their respective work location.

- Review policies, procedures, and practices to recommend changes to the Affirmative Action Officer.
- Partner with the college’s recruitment team at their work locations.
- Comply with the statewide and college/university anti-discrimination and anti-harassment policies.

**Accountability**

The Affirmative Action Designee is accountable indirectly to the Executive Human Resources Officer / AAO on matters pertaining to Affirmative Action and Equal Opportunity.

**Name of individual(s) responsible**

**Name:** LeAnn Ulvi

**Email:** [leann.ulvi@lsc.edu](mailto:leann.ulvi@lsc.edu)

**Title:** Human Resources Technician

**Phone:** (218) 733-1068

**D. Human Resources Director or Designee(s)**

**Responsibilities**

The Human Resources Office is responsible for ensuring equitable and uniform administration of all personnel policies.

Human Resources (HR) Director is responsible, in conjunction with the agency ADA Coordinator, for ensuring timely responses to all Americans with Disabilities Act (ADA) requests for reasonable accommodations to remove barriers to equal employment opportunity with the college/university. The HR Director is responsible for assisting managers and supervisors in human resource management activities.

Staff within Human Resources who work on affirmative action and diversity issues are accountable to the HR Director or Designee.

**Duties**

The duties of HR Director include, but are not limited to:

- Maintain effective working relationships with the college Affirmative Action Officer and designees.
- Provide leadership to HR staff and others to ensure personnel decision-making processes adhere to equal opportunity and affirmative action principles.
- Provide guidance in the development and use of selection criteria to ensure they are objective, uniform, and job related.

- Assist in recruitment and retention of protected groups and notify managers and supervisors of existing disparities.
- Ensure an Affirmative Action Pre-hire Review process is implemented and followed by hiring managers and supervisors in collaboration with the Affirmative Action Officer.
- Initiate and report on progress made with program objectives contained in the Affirmative Action Plan.
- Ensure that the reasonable accommodation process is implemented and followed for all employees and applicants in need of reasonable accommodation.
- Assist supervisors, managers, and the Affirmative Action Officer in recruitment of protected group members through career and job fairs and other efforts, as well as in selection and retention of protected group members.
- Assist supervisors, managers, the Affirmative Action Officer, and HR staff in the creation of supported worker positions. These positions help reduce college/university costs by diverting supportive employment duties from higher skilled workers to supported worker positions. This can improve employee morale and retention of individuals with disabilities in integrated employment.
- Request assistance from MMB to support diversity recruitment efforts, as well as the retention of protected group members in hard-to-fill or executive level positions.
- Include responsibility statements for affirmative action/equal employment opportunity in position descriptions and annual performance objectives.
- Comply with state-wide and college/university anti-discrimination and anti-harassment policies.

### Accountability

HR staff are accountable to the HR Directors or Designees.

### Name of individual(s) responsible

Name: Jestina Vichorek

Email: [jestina.vichorek@lsc.edu](mailto:jestina.vichorek@lsc.edu)

Title: Executive Human Resources Officer

Phone: (218) 733-7677

Name: LeAnn Ulvi

Email: [leann.ulvi@lsc.edu](mailto:leann.ulvi@lsc.edu)

Title: Human Resources Technician

Phone: (218) 733-1068

Name: Judi Seifert

Email: [judi.seifert@lsu.edu](mailto:judi.seifert@lsu.edu)

Title: Human Resources Specialist

Phone: (218)733-7692

## E. Americans with Disabilities Act Title I Coordinator

### Responsibilities

The Americans with Disabilities Act (ADA) Title I Coordinator is responsible for ensuring the college's compliance with the ADA Title I – Employment, in accordance with the ADA - as amended, and the Minnesota Human Rights Act.

### Duties:

The duties of the ADA Title I Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to college management on the ADA. The college/university develops and implements policies, procedures, and practices to ensure college/university employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to college management and staff on compliance and best practices for hiring and retaining individuals with disabilities, as well as the provision of reasonable accommodations to employees and job applicants.
- Track and facilitate requests for reasonable accommodations for job applicants and employees, as well as members of the public accessing college services and report reasonable accommodations annually to MMB.
- Research case law rules and regulation and update HR Directors on evolving ADA issues. Meet bi-annually with ADA Coordinators and provide updates on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering specific ADA training for targeted groups.
- Submit reasonable accommodation reimbursement under the guidelines of the state-wide accommodation fund.
- Provide reasonable accommodations to qualified individuals (as defined by ADA) with known physical or mental disabilities, to enable them to compete in the selection process, perform essential functions of the job, and/or enjoy equal benefits and privileges. The ADA Coordinator and the Regional Human Resources Director (RHRD) who also serves as the Regional ADA Coordinator, in consultation with the employee and supervisor, and other individuals involved must:
  - Discuss the purpose and essential functions of the job and complete a step-by-step job analysis;
  - Determine the precise job-related limitations;
  - Identify potential accommodations and assess the effectiveness each would have in allowing the employee to perform essential functions of the job; and

- After discussion and review, select and implement the accommodations that are appropriate for both the employee and the employer using the Reasonable Accommodation Agreement.
- Comply with state-wide and college/university anti-discrimination and anti-harassment policies.

**Accountability:**

The ADA Coordinator / Executive Human Resources Officer is directly accountable to College President.

**Name of individual(s) responsible**

**Name:** Jestina Vichorek

**Email:** [jestina.vichorek@lsc.edu](mailto:jestina.vichorek@lsc.edu)

**Title:** Executive Human Resources Officer

**Phone:** (218) 733-7677

**F. Americans with Disabilities Act Title II Coordinator**

**Responsibilities**

The Americans with Disabilities Act (ADA) Title II Coordinator is responsible ensuring the college/university’s compliance with the ADA Title II – Public Services, in accordance with the ADA as amended, and the Minnesota Human Rights Act.

**Duties:**

The duties of the ADA Title II Coordinator include, but are not limited to:

- Provide guidance, coordination, and direction to college management on the ADA. The college/university develops and implements policies, procedures, and practices to ensure college/university employment practices and programs are accessible and nondiscriminatory.
- Provide training, technical guidance, and consultation to the college’s management and staff on compliance and best practices with regards and obligations to members of the public with disabilities, as well as the provision of reasonable modifications for visitors.
- Track and facilitate requests for reasonable modifications for members of the public accessing college services. Report reasonable modifications annually to MMB.
- Research case law rules and regulation and update Executive team on evolving ADA issues. Meet bi-annually with state ADA Coordinators and learn updates and share practices on ADA.
- Ensure compliance with ADA reporting according to state and federal requirements.
- Assist the Affirmative Action Officer in designing and delivering training for college employees assisting ADA modifications for the public.

- Provide reasonable modifications to members of the public (as defined by ADA) with known physical or mental disabilities, to ensure equal access and privileges to programming and services. The ADA Title II Coordinator will consult with the member of the public in need of a modification and:
  - Discuss the purpose and essential functions of the reasonable modification.
  - Identify the potential modifications and assess the effectiveness each request.
  - After discussion and review, select and implement the modifications that are appropriate for both the member of the public and the college/university.
  - Document this review and reported in the State ADA Annual Report.
- Comply with state-wide and college anti-discrimination and anti-harassment policies.

**Accountability:**

The ADA Title II Coordinator is accountable to the College President.

**Name of individual(s) responsible**

**Name:** Jestina Vichorek

**Email:** [jestina.vichorek@lsc.edu](mailto:jestina.vichorek@lsc.edu)

**Title:** Executive Human Resources Officer

**Phone:** (218) 733-7677

**G. Senior Managers and Faculty Executive Team Leaders**

**Responsibilities**

College/university senior managers and executive team leaders are responsible for implementing all aspects of the college/university Affirmative Action Plan and the college/university’s commitment to affirmative action and equal opportunity.

**Duties**

The duties of senior managers and faculty executive team leaders include, but are not limited to:

- Identify problem areas and eliminate barriers that prevent equal employment opportunity within the college/university.
- Communicate the equal opportunity employment policy and the affirmative action program and plan to all employees.
- Assist the Affirmative Action Officer in periodic audits of hiring and promotion patterns to remove obstacles to attaining affirmative action goals and objectives.

- Hold regular discussions with supervisors and employees to ensure the college/university's equal employment opportunity policies are being followed.
- Inform and evaluate managers and supervisors on their equal employment opportunity efforts and results, in addition to other job performance criteria.
- Comply with statewide and college/university anti-discrimination and anti-harassment policies.

### **Accountability**

Senior managers and executive team leaders are accountable directly to the appropriate President, Vice President, Provost, etc.

### **Name of individual(s) responsible**

**Patricia Rogers, President**

**218-733-7614**

[patricia.rogers@lsc.edu](mailto:patricia.rogers@lsc.edu)

**Linda Kingston, Vice President of Academic & Student Affairs**

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**Jestina Vichorek, Executive Human Resources Director**

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**Trevor Wills, Associate Dean of Business & Industry**  
218-733-5919  
[trevor.wills@lsc.edu](mailto:trevor.wills@lsc.edu)

## **H. All Employees**

### **Responsibilities**

All employees are responsible for conducting themselves in accordance with the State of Minnesota and Minnesota State College and University's policy of equal employment opportunity. This includes refraining from any actions that would subject any employee to negative treatment on the basis of race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Employees who believe they have been subjected to such discrimination or harassment are encouraged to use the college's complaint procedure.

### **Duties:**

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

- Exhibit an attitude of respect, courtesy, and cooperation toward colleagues and the public.
- Refrain from any actions that would adversely affect a colleague on the basis of their race, creed, color, sex (including pregnancy), national origin, age, marital status, familial status,

disability, sexual orientation, gender expression, gender identity, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations.

- Comply with state-wide and college/university anti-discrimination and anti-harassment policies.

### **Accountability:**

Employees are accountable to their designated supervisor and indirectly to the college's President. All employees are responsible for conducting themselves in accordance with the Affirmative Action Plan.

## **Communication of the Affirmative Action Plan**

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Minnesota Administrative Rules, part 3905.0400, subpart 1, item D and Minnesota Administrative Rules, part 3905.0400, subpart 1, item E

The following information describes the methods that the college/university takes to communicate the Affirmative Action Plan to employees and the general public:

### **Internal Methods of Communication**

- **Internal memorandum.** College leadership or the Affirmative Action Officer will send an internal memo to college employees each year. This message identifies the location of the Affirmative Action Plan and the employee's responsibility to read and understand it. It also indicates the employee's responsibility to support and implement equal opportunity and affirmative action.
- **Intranet.** The college's Affirmative Action Plan is available to all employees on the college's internal website at <https://www.lsc.edu/affirmative-action-equal-opportunity/> and in print to anyone who requests it. As requested, the college/university will make the plan available in alternative formats.
- **Printed copy.** A physical copy of the college's Affirmative Action Plan is available to employees at the following address:

**Lake Superior College**  
**Human Resources Office, L232**  
2101 Trinity Road  
Duluth, MN 55811  
(218) 733-7760

- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in areas frequently used by employees.

## External Methods of Communication

- **Public website.** The college's Affirmative Action Plan is available on the college's public website at <https://www.lsc.edu/affirmative-action-equal-opportunity/>. Printed copies are available to anyone who requests it. As requested, the college/university will make the plan available in alternative formats.
- **Equal opportunity employer language.** The college's website homepage, letterhead, publications, and all job postings, includes the statement "Lake Superior College is an equal opportunity employer." The college will also ensure a representative ratio of diversity is on all marketing materials.
- **Signage.** Nondiscrimination and equal opportunity statements and posters are prominently displayed in common public areas. Examples of posters displayed include: Equal Employment Opportunity is the law, Employee Rights under the Fair Labor Standards Act, and the Americans with Disabilities Act Notice to the Public.
- A physical copy of the Lake Superior College's Affirmative Action Plan is available to contractors, vendors, and members of the public at the following address:

**Lake Superior College**  
**Human Resources Office, L232**  
2101 Trinity Road  
Duluth, MN 55811  
(218) 733-7760

## Job Category Analysis

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Minnesota Administrative Rules 3905.0600 Subp 3.A and Minnesota Administrative Rules 3905.0600 Subp 3.B

The college conducted a Job Category Analysis to determine the percent of protected group employees in each job category. The job category analysis lists job class titles in each Equal Employment Opportunity (EEO) job category at the college. A job classification is a group of one or more positions with similar duties and responsibilities. These classifications help clarify positions within the class so the same schedules of pay can be applied with equity to all positions in the class that fall under the same, or substantially the same, employment conditions.

## Determining Availability

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MS 43A.19(b), MS 43A.19(c), Minnesota Administrative Rules 3905.0600 Subp 1, Minnesota Administrative Rules 3905.0600 Subp 2, Minnesota Administrative Rules 3905.0600 Subp 3C, and Minnesota Administrative Rules 3905.0600 Subp 3D

For purposes of this Affirmative Action Plan, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at a state college/university.

The college used the United States Census Bureau’s 2014-2018 American Community Survey, which is the most current statistical information available at the time of developing this Affirmative Action Plan.

The college used the American Community Survey statistical data for external availability and feeder job statistics of employees for internal availability. For affirmative action purposes, “feeder job” means staffed positions within the college/university that can be promoted and/or transferred into/within EEO job categories (refer to Appendix D. Feeder Jobs for details).

These external and internal factors are weighted according to the college’s past hiring patterns and/or future recruitment focus to obtain the final availability (Refer to Appendix D. Feeder Jobs and Appendix E. Determining Availability for details).

## Utilization/Availability Analysis, Establishment of Goals, and Timetables

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Minnesota Administrative Rules 3905.0400 Subp 1 Item G, Minnesota Administrative Rules 3905.0600 Subp 3, Minnesota Administrative Rules 3905.0600 Subp 4, Minnesota Administrative Rules 3905.0600 Subp 5, and Minnesota Administrative Rules 3905.0600 Subp 6.

Utilization is an analysis of affirmative action and equal opportunity employment data used to assess the available workforce for a given state. As explained in the previous section, “availability” means an estimated percentage of qualified females, racial/ethnic minorities, or individuals with disabilities in the relevant labor market who are available for positions in each job category at a state college.

Through the utilization and availability analysis, the college has determined which job categories are underutilized for females, racial/ethnic minorities, and individuals with disabilities in the college and has set hiring goals for the next two years. Hiring goals are objective and used for making good faith efforts for all aspects of the affirmative action program. Effective hiring goals are strategic, actionable, and measurable efforts the college is committed to pursuing and implementing in 2020-2022.

The goals are not quotas, nor do they require protected group status-based hiring preferences. They are aspirational goals so that the college makes good faith efforts to remove barriers to equal employment opportunity.

The college used the whole person rule to establish a hiring goal. This means when the actual representation percentage of females, racial/ethnic minorities, or individuals with disabilities is less than reasonably would be expected given the workforce participation in the labor market area, and that difference is at least one whole person (more than 1), then a goal is established for that job category.

When a hiring goal for a job category is established, a percentage goal equal to the final availability percentage is calculated for females, racial/ethnic minorities, and individuals with disabilities in that job category.

In **Table 2. Hiring Goals by Job Category, Protected Groups and Veterans**, if a protected group or veteran in a job category shows “Monitor,” the college will proactively make good faith efforts to recruit external qualified protected groups. The college will also train and retain employees in the job category to help prevent underutilization due to an employee move or attrition.

Refer to Appendix F. Utilization-Goals for details for underutilization and hiring goals.

**Table 2. Hiring Goals by Job Category, Protected Groups and Veterans** is a summary of hiring goals by job category and protected group. The actions the college will take to address these hiring goals will be described in [Corrective Actions and Action-Oriented Programs](#) section.

**Table 2. Hiring Goals by Job Category, Protected Group and Veterans**

Job Categories	Females Establish Goals?	Females If Yes, Goals for FY 2020-2022	Racial/ Ethnic Minorities Establish Goals?	Racial/ Ethnic Minorities If Yes, Goals for FY 2020-2022	IWD Establish Goals?	IWD If Yes, Goals for FY 2020-2022	Vet Establish Goals?	Vet If yes, Goals for FY 2020-2022
Officials/ Administrators	<i>Monitor</i>				<i>Monitor</i>		<i>Monitor</i>	
Professionals					Yes	5.49%	<i>Monitor</i>	
Technicians	<i>Monitor</i>		<i>Monitor</i>		<i>Monitor</i>		<i>Monitor</i>	
Para-Professionals	Yes	44.29%	Yes	5.43%	<i>Monitor</i>			
Office/Clerical			<i>Monitor</i>		Yes	5.03%	<i>Monitor</i>	
Skilled Craft	<i>Monitor</i>		<i>Monitor</i>		<i>Monitor</i>		<i>Monitor</i>	
Service Maintenance	Yes	42.46%			<i>Monitor</i>		<i>Monitor</i>	
Faculty: Temporary					Yes	6.29%	Yes	6.55%
Faculty: Customized Training								
Faculty: Probationary	<i>Monitor</i>		Yes	6.10%	Yes	5.84%	<i>Monitor</i>	
Faculty: Unlimited			<i>Monitor</i>		Yes	6.29%	Yes	6.55%

## Progress and Personnel Activity Reports

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MS 43A.19 Subd. 1(a)(3) for separations, and Minnesota Administrative Rules 3905.0400 Subp. 1 Item I

The progress report examines hiring goals established in the prior Affirmative Action Plan. As a part of the college's monitoring practices, the college evaluated if it met the hiring goal(s) established in the prior Affirmative Action Plan (refer to **Appendix A. Progress Report**).

Separation results were evaluated to identify potential action area(s) to establish retention strategies for the 2020-2022 plan year (refer to **Appendix B. Separation Analysis**).

## Identification of Areas for Further Monitoring

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Minnesota Administrative Rules 3905.0400 Subp. 1 Item H and I

Monitoring personnel activity helps agencies monitor progress in meeting hiring goals. Data from the previous plan period can help indicate when changes to program efforts are appropriate.

### Workforce Snapshot

In **Appendix F. the Utilization Goals worksheet** indicates if a job category by protected group is underutilized.

Area(s) in the college's workforce that require further monitoring appear in the "Establish Goals?" column as:

- "Yes": there is underutilization.
- "Monitor": the college needs to monitor the job it may be underutilized where employee movement occurs.

[Collective Action and Action Oriented Programs](#) will be followed to address the identified placement goal(s).

## Personnel Activities

### Progress Reports

**Appendix A. Progress Report** includes only job categories that have hiring goal(s) established in the prior Affirmative Action Plan and it evaluates if the college attained the hiring goal(s).

Where the indication of the "Goal Met?" column is:

- “Yes”: the college met the goal established in the prior Affirmative Action Plan.
- “No”: the college did not attain the goal established in the prior Affirmative Action Plan.
- “No Hire/Prom”: there were no opportunities in the prior Affirmative Action Plan period.

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Separations

**Appendix B. Separation Analysis** shows the results by separation type and the protected group during the prior Affirmative Action Plan period. The separation percentages were derived within the separation type by protected group to identify impact on protected group members. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, there were 15 separations in total. Of those separations, 10 employees separated due to dismissal or non-certification. The dismissal or non-certification percentage is 66.67% (10 divided by 15).
2. The “percentage type<sup>1</sup>” indicates percentages by protected group within a separation type. For example, there were 10 separations by dismissal or non-certification in total. Of those separations, eight were female employees. The female dismissal or non-certification separation is 80.00% (8 divided by 10).

[Corrective Actions and Action-Oriented Programs](#) will be followed to address the identified area(s) to monitor/focus.

## Corrective Actions and Action-Oriented Programs

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Minnesota Administrative Rules 3905.0400 Subp 1 Item H

The college’s Affirmative Action Program is designed to implement the provisions of this Affirmative Action Plan and meet requirements found in Minnesota Statutes, section 43A.191 Subdivision 2. These Action-Oriented Programs are carried out throughout this Affirmative Action Plan period.

### Corrective Actions

This section identifies ways the college will eliminate barriers, provide corrective actions, and make good faith efforts toward the affirmative action goals for underutilized protected groups (broken down by specific job categories).

The college developed the below action-oriented programs specific to the job category/protected group(s) identified in the “[Identification of Areas for Further Monitoring](#)” section supported by the

[“Utilization/Availability Analysis, Establishment of Statement of Goals, and Timetable”](#) and [“Personnel Activities”](#) sections.

**Table 3. Areas of Further Monitoring and Corrective Actions**

Areas for Further Monitoring	Corrective Actions
<p><b>Officials/Managers</b></p> <ul style="list-style-type: none"> <li>• <i>Lake Superior College needs to “Monitor” Females, and Individuals with Disabilities, because underutilization may occur with some employee movement.</i></li> <li>• <i>Data shows racial/ethnic minority professionals disproportionately leave voluntarily by resignation, and also shows a higher rate of females who retired during the reporting period.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By June 30, 2021, develop an awareness or training strategy for Females, Individuals with Disabilities, and individuals in the officials/managers job category to prepare for promotional opportunities.</i></li> <li>• <i>By December 31, 2020, partner with Females, and Individuals with Disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li>• <i>Immediately review agency exit survey data and reasons for separation for racial/ethnic minorities. Develop a plan to address any significant issues.</i></li> </ul>
<p><b>Professionals</b></p> <ul style="list-style-type: none"> <li>• <i>Individuals with Disabilities are underutilized.</i></li> <li>• <i>Data shows racial/ethnic minorities and female professionals disproportionately leave involuntarily by termination or non-certification.</i></li> <li>• <i>There is a higher promotional rate into this job category for females.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Immediately review agency exit survey data and reasons for separation for racial/ethnic minorities. Develop a plan to address any significant issues.</i></li> <li>• <i>Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</i></li> <li>• <i>Immediately plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out individuals with disabilities.</i></li> </ul>
<p><b>Technicians</b></p> <ul style="list-style-type: none"> <li>• <i>Lake Superior College needs to “monitor” females, racial/ethnic minorities, and individuals with disabilities because underutilization may occur by some employee movement</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Immediately begin monitoring, hires, promotions, and separations of females, racial/ethnic minorities, and individuals with disabilities in this job category, because underutilization may occur by some employee movement.</i></li> <li>• <i>By December 31, 2020, partner with racial/ethnic minorities and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Para-Professionals</b></p> <ul style="list-style-type: none"> <li>• <i>Lake Superior College needs to “monitor” individuals with disabilities because underutilization may occur by some employee movement.</i></li> <li>• <i>Females and racial/ethnic minorities are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Immediately plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out females and racial/ethnic minorities.</i></li> <li>• <i>By December 31, 2020, partner with racial/ethnic minorities and female community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li>• <i>Immediately plan training and discussion with search committees when filling vacancies, to understand the underutilization of females and racial/ethnic minorities in this job category.</i></li> <li>• <i>Immediately begin monitoring, hires, promotions, and separations of individuals with disabilities in this job category, because underutilization may occur by some employee movement.</i></li> </ul>
<p><b>Office/Clerical</b></p> <ul style="list-style-type: none"> <li>• <i>Lake Superior College needs to “monitor” racial/ethnic minorities because underutilization may occur by some employee movement.</i></li> <li>• <i>Individuals with Disabilities are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Immediately plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out racial/ethnic minorities, and individuals with disabilities.</i></li> <li>• <i>Immediately begin monitoring, hires, promotions, and separations of racial/ethnic minorities in this job category, because underutilization may occur by some employee movement.</i></li> <li>• <i>By December 31, 2020, partner with racial/ethnic minorities and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li>• <i>Immediately plan training and discussion with search committees when filling vacancies, to understand the underutilization of individuals with disabilities in this job category.</i></li> <li>• <i>Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</i></li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Skilled Craft</b></p> <ul style="list-style-type: none"> <li>• <i>Lake Superior College needs to “monitor” females, racial/ethnic, and individuals with disabilities because underutilization may occur by some employee movement.</i></li> <li>• <i>Data shows racial/ethnic minorities and female professionals disproportionately leave voluntarily by resignations or retirements.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Immediately begin monitoring, hires, promotions, and separations of females, racial/ethnic minorities, and individuals with disabilities in this job category, because underutilization may occur by some employee movement.</i></li> <li>• <i>By December 31, 2020, partner with female, racial/ethnic minorities, and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li>• <i>Immediately review agency exit survey data and reasons for separation for females, and racial/ethnic minorities in this job category. Develop a plan to address any significant issues.</i></li> </ul>
<p><b>Service Maintenance</b></p> <ul style="list-style-type: none"> <li>• <i>Females are underutilized.</i></li> <li>• <i>Lake Superior College needs to “monitor” individuals with disabilities because underutilization may occur by some employee movement</i></li> <li>• <i>Low number of female qualified applicants resulted in low rate of female hires.</i></li> </ul>	<p><i>This job category consists of entry-level physical jobs.</i></p> <ul style="list-style-type: none"> <li>• <i>By December 31, 2020, contact local vocational schools, DEED, and training centers to increase recruitment efforts.</i></li> <li>• <i>Immediately plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out females.</i></li> <li>• <i>By December 31, 2020, partner with female community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> </ul>
<p><b>Faculty: Temporary</b></p> <ul style="list-style-type: none"> <li>• <i>Individuals with disabilities are underutilized.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Immediately plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out individuals with disabilities.</i></li> <li>• <i>By December 31, 2020, partner with individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li>• <i>Immediately plan training and discussion with search committees when filling vacancies, to understand the underutilization of individuals with disabilities in this job category.</i></li> </ul>

Areas for Further Monitoring	Corrective Actions
<p><b>Faculty: Probationary</b></p> <ul style="list-style-type: none"> <li><i>Racial/Ethnic minorities and individuals with disabilities are underutilized.</i></li> </ul> <p><i>Lake Superior College needs to “monitor” females because underutilization may occur by some employee movement</i></p>	<ul style="list-style-type: none"> <li><i>Immediately plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out racial/ethnic minorities and individuals with disabilities.</i></li> <li><i>Immediately begin monitoring, hires, promotions, and separations of females in this job category, because underutilization may occur by some employee movement.</i></li> <li><i>By December 31, 2020, partner with racial/ethnic minorities and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li><i>Immediately plan training and discussion with search committees when filling vacancies, to understand the underutilization of racial/ethnic minorities and Individuals with disabilities in this job category.</i></li> </ul>
<p><b>Faculty: Unlimited</b></p> <ul style="list-style-type: none"> <li><i>Individuals with disabilities are underutilized.</i></li> <li><i>Lake Superior College needs to “monitor” racial/Ethnic minorities because underutilization may occur by some employee movement</i></li> </ul>	<ul style="list-style-type: none"> <li><i>Immediately plan to review job descriptions, especially minimum qualifications, to identify any words/descriptions that screen out individuals with disabilities.</i></li> <li><i>Immediately begin monitoring, hires, promotions, and separations of racial/ethnic minorities in this job category, because underutilization may occur by some employee movement.</i></li> <li><i>By December 31, 2020, partner with racial/ethnic minorities, and individuals with disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> <li><i>Immediately plan training and discussion with search committees when filling vacancies, to understand the underutilization of Individuals with disabilities in this job category.</i></li> </ul>

## Other Action-Oriented Programs

This section provides an overview of the college/university's general efforts and actions to ensure equal opportunity. Agencies have reviewed barriers to hiring during the previous plan period and identified recruitment strategies, processes, and training to address underutilization for this plan year.

### Barriers

Lake Superior College has constraints to address underutilization and areas for monitoring identified in the previous section. Due to budget constraints and declining student enrollment, Lake Superior College is anticipating:

- *Limited number of open positions in this plan year.*
- *Limited outreach due to unanticipated budget deficiencies. This will limit our outreach and effectiveness of recruitment efforts.*
- *Unwillingness of employees to self-identify, including individuals with disabilities. This will affect the representation of employees in this protected group.*
- *Inability to attend recruitment fairs in person.*
- *A higher number than usual of Faculty retirements.*

### Recruitment and Processes

Lake Superior College takes the following actions to improve recruitment and increase the number of qualified females, racial/ethnic minorities, and individuals with disabilities in the applicant pool:

- *The college will continue to place advertisements of job opportunities through [the State of MN Career site](https://mn.gov/mmb/careers/search-for-jobs/) (<https://mn.gov/mmb/careers/search-for-jobs/>).*
- *Continue to consider female, racial/ethnic minorities, and individuals with disability applicants for all positions for which they qualify.*
- *Establish relationships with our community and our students who identify as having a disability at Lake Superior College to recruit for entry-level positions.*
- *Partner with community organizations supporting women, racial/ethnic minorities, individuals with disabilities to establish relationships to develop talent pipelines.*
- *Advertise the Connect 700 program to attract qualified individuals with disabilities by providing a link to MMB's web site.*
- *Continue to use the EEO tag line on all job postings, advertisements, and continue to publish recruitment media depicting individuals that represent protected groups.*
- *Review/evaluate job postings to eliminate non-inclusive language.*

### Person Responsible:

- LeAnn Ulvi, Human Resources Technician

## Retention

Lake Superior College will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- *Females represent significantly higher percentage of the overall separations including; resignation, retirement, and non-renewal / non-certification. To mitigate separations of females, we will continue to:*
  - *Conduct exit interviews analyze the data, and address identified concerns.*
  - *Create an inclusive workplace by providing frequent training and modeling appropriate workplace behavior.*
  - *Improve our new employee on-boarding program.*
  - *Ensure access to applicable training for their career development,*
- *To encourage retention of all groups including females, racial/ethnic minorities, and individuals with disabilities we will continue to:*
  - *Create an inclusive workplace by providing new hire and annual training for all employees.*
  - *Model appropriate workplace behavior.*
  - *Review Workforce Planning documentation and identify areas for succession planning with division leadership*
  - *Encourage use of the agency's mentor-mentee programs.*
  - *Develop and communicate to employees' leadership ladder/succession planning.*
  - *Communicate employee resources and training opportunities frequently to all employees.*
  - *Take any and all workplace complaints seriously and investigate appropriately.*

### Persons Responsible:

- LeAnn Ulvi  
Human Resources Technician
- Jestina Vichorek  
Executive Human Resources Officer

## Training

Lake Superior College will take the following actions to improve retention of females, racial/ethnic minorities, and individuals with disabilities:

- *Create an inclusive workplace by providing new hire and annual training on diversity, inclusive work environment, respectful workplace, and equal opportunity for all employees.*
- *Provide quality on-boarding orientations.*

- *Announce training opportunities to all employees.*
- *Provide unconscious bias training, an overview of LSC's affirmative action goals, and an overview of identified underutilization in each vacancy to search committees.*
- *Ensure all new hires receive inclusive workplace e-learning training.*

**Persons Responsible:**

- LeAnn Ulvi  
Human Resources Technician
- Jestina Vichorek  
Executive Human Resources Officer
- Judi Seifert  
Human Resources Specialist

# Methods of Auditing, Evaluating, and Reporting Program Success

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## Pre-Employment Review Procedure/Monitoring the Hiring Process

Lake Superior College will evaluate its selection process to determine if its requirements unnecessarily screen out a disproportionate number of females, racial/ethnic minorities, or individuals with disabilities. Lake Superior College will use the Monitoring the Hiring Process form for every hire to track the number of females, racial/ethnic minorities, and individuals with disabilities in each stage of the selection process. Directors, managers, and supervisors will work closely with human resources and the Affirmative Action Officer in reviewing the requirements for the position, posting the position, and interviewing and selection to ensure that equal opportunity and affirmative action are carried out. Directors, managers, and supervisors must document their hiring decisions and equal opportunity professionals will review for bias.

An agency that does not meet its hiring goals for competitive appointments, and noncompetitive appointments under MS 43A.08, subd. 1(9), (11) and (16), and 43A.15, subd. 3, 10, 12, and 13, must justify its non-affirmative action hires. The affirmative action statute was amended in 2019 so agencies can no longer take missed opportunities. Lake Superior College will report the number of affirmative and non-affirmative hires to MMB on a quarterly basis.

When candidates are invited to participate in the selection process, employees scheduling the selection process will describe the process to the candidate (e.g., interview process, testing process). All candidates are provided information regarding the procedure to request reasonable accommodations, if necessary, to allow candidates with disabilities equal opportunity to participate in the selection process. For example, describe if interview questions are offered ahead of time or what technology may be used during a test. This allows for an individual with a disability to determine if they need a reasonable accommodation in advance.

All employees involved in the selection process are trained and accountable for Lake Superior College's commitment to equal opportunity and the affirmative action program and its implementation. All employees involved in the selection process and who receive the training will know what steps to take to file a complaint or to report a proposed policy violation. The Affirmative Action Officer will review each vacancy and identify any underutilization in the vacancy job category. If underutilization exists in the vacancy job category, the Affirmative Action Officer will meet with the search committee to discuss the underutilization.

## Pre-Review Procedure for Layoff Decisions

The Executive Human Resources Officer / Affirmative Action officer is responsible for reviewing all pending layoffs to determine their effect on the agencies affirmative action goals and timetables. If it is determined that there is a disparate impact on protected groups, the agency will document the reasons why the layoff is occurring, such as positions targeted for layoff, applicable personnel policies or collective bargaining agreement provisions, or other relevant reasons. The agency will determine if other alternatives are available to minimize the disparate impact on protected groups.

## Other Methods of Program Evaluation

Lake Superior College submits the following compliance reports to MMB as part of the efforts to evaluate the agency's affirmative action program:

- Quarterly Monitoring the Hiring Process Reports
- Biannual Affirmative Action Plan
- Annual Americans with Disabilities Act Report
- Annual Internal Complaint Report

Lake Superior College also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category
- Analyzes employment activity (hires, promotions, and separations) by job category to determine if there is disparate impact
- Analyzes compensation program to determine if there are patterns of discrimination
- Reviews the accessibility of online systems and websites, and ensures that reasonable accommodations can be easily requested
- Discusses progress with agency leadership on a periodic basis and makes recommendations for improvement

## Policies, Procedures, and Notice

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### A. Minnesota State Colleges and Universities and Lake Superior College Equal Opportunity and Non-discrimination in Employment and Education/ Harassment Policies

[College Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education](#)

[Lake Superior College 1B.1 – Nondiscrimination in Employment and Education Opportunity](#)

#### Part 1. Policy Statement.

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

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

LSC will 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 LSC, 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 college equal opportunity and nondiscrimination policies.

## **Part 2. Definitions.**

**Subpart A. Consensual Relationship.** Consensual relationship means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Minnesota Colleges and Universities (MnSCU) Board Policy 4.10 and Board Procedure 4.10.1, on nepotism.

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

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

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

1. 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
2. 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
3. Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

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

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

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

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

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

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

**Subpart G. Sexual harassment and violence as sexual abuse.** Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit any college or university or the system office from taking immediate action to protect victims of alleged sexual abuse. Refer to MnSCU Board Policy 1B.3 and MnSCU Procedure 1B.3.1.

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

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;

4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the institution.

**Part 3. Consensual Relationships.** An employee of LSC shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

**Part 4. Retaliation.** Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

**Part 5. Policies and procedures.** Procedures established to implement this policy shall comply with MnSCU College Policy 1B.1 and MnSCU Procedure 1B.1.1.

## **B. Minnesota State Universities and Colleges and Lake Superior College Report/Complaint Procedure for Processing Complaints Under the Discrimination/Harassment Prohibited Policy**

[Systems Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution](#)

[Lake Superior College 1B.1.1 – Procedure – Report/Complaint of Discrimination/Harassment Investigation & Resolution](#)

Lake Superior College has established the following complaint procedure to be used by all individuals alleging harassment, discrimination, or retaliation in violation of the Harassment and Discrimination Prohibited Policy. Coercion, retaliation, or intimidation against anyone filing a complaint or serving as a witness under this procedure is prohibited.

## **Part 1. Purpose and applicability.**

**Subpart A. Purpose.** This procedure is designed to further implement Lake Superior College (LSC) policies relating to nondiscrimination by providing a process through which individuals alleging violation of college Policy 1B.1 “Equal Opportunity and Nondiscrimination in Employment and Education” may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, 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 LSC, 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 college 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 LSC.

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

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

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

Prior to serving as the designated officer, the individual must complete investigator training provided by the system office. Contact information for LSC’s Designated Officer is as follows: Wade Gordon, Diversity Director, W1610, (218) 733-7656.

**Subpart B. Decisionmaker.** Decisionmaker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether college Policy 1B.1

has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings.

Prior to serving as a decisionmaker for complaints under this procedure, administrators must complete decisionmaker training provided by the system office. Contact information for LSC's Decisionmaker is as follows: Vice President of Academic and Student Affairs.

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

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

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

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- 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 College 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 college.

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

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

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

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

**Subpart F. Withdrawn complaints.** If a complainant no longer desires to pursue a complaint, LSC reserves 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.** LSC has an affirmative duty to take timely and appropriate action to stop behavior prohibited by college 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 college 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 system office, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.
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 college Policy 1B.1 and this procedure;
  - b.) provide a copy of or Web address for college 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 college 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 system office, 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 college 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 college 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 college 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 college 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.

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

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

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate system office, 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 system office, college or university may use alternative dispute resolution or mediation services as a method of resolving discrimination or harassment complaints. Alternative dispute resolution and mediation options require the voluntary participation of all parties to the complaint;
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 decisionmaker for review and decision;
  - b.) take additional investigative measures as requested by the decisionmaker; 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 decisionmaker 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 college 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 college policy 1B.1 has been violated.

f.) Conduct that is determined not to have violated college policy 1B.1 shall be referred to another procedure for further action, if appropriate.

**Part 7. LSC Action.** LSC 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 College Policy 1B1.1, as well as allegations of retaliation.

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

## **Part 8. Appeal.**

**Subpart A. Filing an appeal.** The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decisionmaker.

**Subpart B. Effect of review.** For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes §14.

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

**Part 9. Education and training.** LSC 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 College Policy 1B.1 and this procedure. LSC shall promote awareness of College Policy 1B.1 and this procedure, and shall publicly identify the designated officer.

**Part 10. Distribution of college Policy 1B.1 and this procedure.** Information regarding College 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 system office and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus 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 LSC 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.

[Discrimination/Harassment Complaint Form Word Version](#)

[Discrimination/Harassment Complaint Form Online Version](#)

## C. Minnesota State Colleges and Universities and Lake Superior College Sexual Violence Policies

[Board Policy 1B.3 Sexual Violence Policy](#)

[System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment](#)

[Lake Superior College 1B.3 Sexual Violence](#)

### Part 1. Policy statement

Sexual violence is an intolerable intrusion into the most personal and private rights of an individual and is prohibited at Lake Superior College (LSC). LSC is committed to eliminating sexual violence in all forms and will take appropriate remedial action against any individual found responsible for acts in violation of this policy. Acts of sexual violence may also constitute violations of criminal or civil law, LSC policies, or other Minnesota State Board Policies that may require separate proceedings. To further its commitment against sexual violence, LSC provides reporting options, an investigative and disciplinary process, and prevention training or other related services as appropriate.

#### Subpart A. Application of policy to students, employees, and others

This policy applies to all LSC students and employees and to others, as appropriate, where incidents of sexual violence on system property have been reported. Reports of sexual violence committed by a student at a location other than on system property are covered by this policy pursuant to the factors listed in Minnesota State Board Policy 3.6, Part 2. Reports of sexual violence committed by a system employee at a location other than system property are covered by this policy.

Reports of sexual violence committed on system property by individuals who are not students or employees are subject to appropriate actions by LSC, including, but not limited to, pursuing criminal or civil action against them.

Allegations of discrimination or harassment are governed by College Policy 1B.1.

#### Subpart B. College and University policies

Each Minnesota State college and university shall adopt a clear, understandable written policy on sexual violence that applies to its campus community, including but not limited to its students and employees. The policy content and implementation shall be consistent with the standards in Minnesota State Policy and Procedure 1B.3.1.

### Part 2. Definitions

The following definitions apply to this policy and Procedure 1B.3.1.

**Subpart A: Sexual Violence.** Sexual violence includes a continuum of conduct that includes sexual assault, non-forcible sex acts, dating and relationship violence, stalking, as well as aiding acts of sexual violence.

**Subpart B. Sexual Assault.** “Sexual assault” means an actual, attempted, or threatened sexual act with another person without that a person’s consent. Sexual assault is often a criminal act that can be

prosecuted under Minnesota law, as well as form the basis for discipline under LSC student conduct codes and employee disciplinary standards.

Sexual assault includes but is not limited to:

1. Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress or deception upon the victim. Forced sexual intercourse is included in this definition, as are the acts commonly referred to as “date rape” or “acquaintance rape.” This definition also includes the coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another.
2. Involvement in any sexual act when the victim is unable to give consent.
3. Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as primary genital area, groin, inner thigh, buttock, or breast).
4. Offensive sexual behavior that is directed at another such as indecent exposure or voyeurism.

**Subpart C: Dating and Relationship Violence.** Dating and relationship violence includes physical harm or abuse, and threats of physical harm or abuse, arising out of a personal intimate relationship. This violence also may be called domestic abuse or spousal/partner abuse and may be subject to criminal prosecution under Minnesota state law.

**Subpart D: Stalking.** Stalking is conduct directed at a specific person that is unwanted, unwelcome, or unreciprocated and that would cause a reasonable person to fear for her or his safety or the safety of others or to suffer substantial emotional distress.

**Subpart E: Consent.** Consent is informed, freely given and mutually understood. If coercion, intimidation, threats, and/or physical force are used, there is no consent. If the complainant is mentally or physically incapacitated or impaired so that the complainant cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes conditions due to alcohol or drug consumption, or being asleep or unconscious. Silence does not necessarily constitute consent, and past consent of sexual activities does not imply ongoing future consent. Whether the respondent has taken advantage of a position of influence over the complainant may be a factor in determining consent

**Subpart F: Non-forcible Sex Acts.** Non-forcible acts include unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by Minnesota law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

**Subpart G: System Property.** “System property” means the facilities and land owned, leased, or under the primary control of Minnesota State its Board of Trustees, , its colleges and universities, and system office.

**Subpart H: Employee.** “Employee” means any individual employed by LSC, including student workers.

### **Subpart I: Student.**

The term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through LSC;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with LSC; or
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are not LSC employees and are not enrolled in the institution but live in a college or university residence hall.

## **D. Minnesota State Universities and Colleges and Lake Superior College Complaint Procedure for Sexual Harassment / Violence Procedure:**

[System Procedure 1B.3.1 Response to Sexual Violence and Title IX Sexual Harassment](#)  
[Lake Superior College 1B.3.1 – Procedure – Sexual Violence](#)

Lake Superior College has established the following complaint procedure to be used by all individuals alleging Sexual Violence. Coercion, retaliation, or intimidation against anyone filing a complaint or serving as a witness under this procedure is prohibited.

**Part 1: Procedure Objective.** This procedure is designed to further implement Lake Superior College (LSC) Policy 1B.3 prohibiting sexual violence. This procedure provides a process through which individuals alleging sexual violence may pursue a complaint. This procedure is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation and reprisal.

### **Part 2. Definitions**

The definitions in Policy 1B.3 also apply to this procedure.

**Subpart A: Policy Definitions.** The definitions in Policy 1B.3 also apply to this procedure.

### **Subpart B: Campus Security Authority**

Campus security authority includes the following categories of individuals at a college or university:

1. A college or university security department;

2. Other individuals who have campus security responsibilities in addition to a college or university security department;
3. Any individual or organization identified in a college or university security policy as an individual or organization to which students and employees should report criminal offenses;
4. An official of a college or university who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; advisors to recognized student organizations, and athletic coaches. Professional counselors, whose official responsibilities include providing mental health counseling, and who are functioning within the scope of their license or certification are not included in this definition.

### **Part 3. Reporting Incidents of Sexual Violence**

**Subpart A: Prompt reporting encouraged.** Complainants of sexual violence may report incidents at any time, but are strongly encouraged to make reports promptly in order to best preserve evidence for a potential legal or disciplinary proceeding.

Complainants are strongly encouraged to report incidents of sexual violence to law enforcement for the location where the incident occurred. Complainants are also encouraged to contact the local victim/survivor services office, counseling and health care providers, campus Title IX coordinators, or LSC campus security authorities for appropriate action.

**Subpart B: Assistance in Reporting.** When informed of an alleged incident of sexual violence, all LSC students and employees are urged to encourage and assist complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus Title IX coordinators or campus security authorities.

LSC campus security authorities, when informed of an alleged incident of sexual violence, shall promptly assist the complainant, as requested, including providing guidance in filing complaints with outside agencies including law enforcement; obtaining appropriate assistance from victim/survivor services or medical treatment professionals; and filing a complaint with campus officials responsible for enforcing the student conduct code or employee conduct standards.

When appropriate, LSC may pursue legal action against a respondent, including, but not limited to, trespass or restraining orders, in addition to disciplinary action under the applicable student or employee conduct standard. LSC may take actions it deems necessary or appropriate in response to all protection, restraining or no contact orders.

### **Part 4: Confidentiality of Reporting**

**Subpart A: Confidential Reports.** Because of laws concerning government data contained in Minnesota Statutes §13, the Minnesota Government Data Practices Act, colleges and universities cannot guarantee confidentiality to those who report incidents of sexual violence except where those reports are privileged communications with licensed health care professionals. Some off-campus reports also may be legally privileged by law, such as reports to clergy, private legal counsel, or health care professionals.

**Subpart B: Reports to Campus Security Authorities.** Complainants of sexual violence may contact any campus security authority for appropriate assistance or to report incidents. Absolute confidentiality of reports made to campus security authorities cannot be promised. However, campus security authorities shall not disclose personally identifiable information about a complainant of sexual violence without the complainant's consent except as may be required or permitted by law. There may be instances in which LSC determines it needs to act regardless of whether the parties have reached a personal resolution or if the complainant requests that no action be taken. In such instances, LSC will investigate and take appropriate action, taking care to protect the identity of the complainant and any other reporter in accordance with this procedure.

**Subpart C: Required Reports.** Any campus security authority or any college or university employee with supervisory or student-advising responsibility who has been informed of an alleged incident of sexual violence must follow college or university procedures for making a report for the annual crime statistics report. In addition, the campus security authority shall report to other school officials, as appropriate, such as the campus affirmative action office, the campus office responsible for administering the student conduct code, and/or the designated Title IX compliance coordinator, in order to initiate any applicable investigative or other resolution procedures.

Campus security authorities may be obligated to report to law enforcement the fact that a sexual assault has occurred, but the name or other personally identifiable information about the complainant will be provided only with the consent of the complainant, except as may be required or permitted by law.

## **Part 5: Policy Notices**

**Subpart A: Distribution of policy to students.** LSC shall, at a minimum, at the time of registration make available to each student information about its sexual violence policy and procedure, and shall additionally post a copy of its policy and procedure at appropriate locations on campus at all times. LSC may distribute its policy and procedure by posting on an Internet or Intranet Web site, provided all students are directly notified of how to access the policy by an exact address, and that they may request a paper copy.

**Subpart B: Distribution of policy to employees.** LSC shall make available to all employees a copy of its sexual violence policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet Web site, provided all employees are directly notified of the exact address of the policy and procedure and that they may receive a paper copy upon request.

### **Subpart C. Required notice**

LSC shall have a sexual violence policy, which shall include the notice provisions in this part.

1. Notice of complainant options. Following a report of sexual violence the complainant shall be promptly notified of:
  - a. Where and how to obtain immediate medical assistance; complainants should be informed that timely reporting and a medical examination within 72 hours are critical in preserving evidence of sexual assault and proving a criminal or civil case against a perpetrator. Complainants should be told, however, that they may report incidents of sexual violence at any time.
  - b. Where and how to report incidents of sexual violence to local law enforcement officials, and/or appropriate Minnesota State Colleges and Universities system contacts for

employees, students and others. Such contacts should be identified by name, location and phone number for 24-hour availability, as applicable.

- c. Resources for where and how complainants may obtain on- or off-campus counseling, mental health or other support services.
2. Notice of complainant rights. Complainants shall be notified of the following:
- a. Their right to file criminal charges with local law enforcement officials in sexual assault cases;
  - b. Rights under the crime victims bill of rights, Minnesota Statutes §611A.01 – 611A.06, including the right to assistance from the Crime Victims Reparations Board and the commissioner of public safety;
  - c. Availability of prompt assistance from campus officials, upon request, in notifying the appropriate campus investigating authorities and law enforcement officials, and, at the direction of law enforcement authorities, assistance in obtaining, securing and maintaining evidence in connection with a sexual violence incident;
  - d. Assistance available from campus authorities in preserving for a sexual violence complainant materials relating to a campus disciplinary proceeding;
  - e. That complaints of incidents of sexual violence made to campus security authorities shall be promptly and appropriately investigated and resolved;
  - f. That, at a sexual assault complainant's request, the college, university or system office may take action to prevent unwanted contact with the alleged assailant, including, but not limited to, transfer of the complainant and/or the respondent to alternative classes, or a work site or the alternative college-owned housing, if such alternatives are available and feasible.

## **Part 6. Investigation and Disciplinary Procedures**

**Subpart A: Immediate Action.** LSC may, at any time during the report/complaint process, reassign or place on administrative leave an employee alleged to have violated this policy, in accordance with the procedures college Procedure 1B.1.1. Such action must be consistent with the applicable collective bargaining agreement or personnel plan.

A college or university may summarily suspend or take other temporary measures against a student alleged to have committed a violation of this policy, in accordance with college Procedure 1B.1.1 or Policy 3.6.

**Subpart B: General principles.** LSC shall use college Procedure 1B.1.1 "Report/Complaint of Discrimination/Harassment Investigations and Resolution" when investigating complaints of sexual violence. Procedures used in response to a complaint of sexual violence should avoid requiring complainants to follow any plan of action, to prevent the possibility of re-victimization.

LSC investigation and disciplinary procedures concerning allegations of sexual violence against employees or students shall:

1. Be respectful of the needs and rights of individuals involved;
2. Proceed as promptly as possible;
3. Permit a student complainant and a student respondent to have the same opportunity to have an appropriate support person or advisor present at any interview or hearing, in a manner consistent with the governing procedures and applicable data practices law;
4. Employees shall have the right to representation consistent with the appropriate collective bargaining agreement or personnel plan;
5. Be conducted in accordance with applicable due process standards and privacy laws;
6. Simultaneously inform both the complainant and respondent of the outcome in a timely manner, as permitted by applicable privacy law.
7. Be based on a preponderance of evidence standard, meaning that it is more likely than not that the policy or code has been violated.

The past sexual history of the complainant and respondent shall be deemed irrelevant except as that history may directly relate to the incident being considered.

A respondent's use of any drug, including alcohol, judged to be related to an offense may be considered to be an exacerbating rather than mitigating circumstance.

**Subpart C: Relationship to parallel proceedings.** In general, LSC investigation and disciplinary procedures for allegations of sexual violence will proceed independent of any action taken in criminal or civil courts. A college or university need not, and in most cases should not, delay its proceedings while a parallel legal action is on-going. If a college or university is aware of a criminal proceeding involving the alleged incident, they may contact the prosecuting authority to coordinate when feasible. Criminal or civil court proceedings are not a substitute for LSC procedures.

**Subpart D: False Statements Prohibited.** LSC takes allegations of sexual violence very seriously and recognizes the consequences such allegations may have on a respondent as well as the complainant. Any individual who knowingly provides false information regarding the filing of a complaint or report of sexual violence or during the investigation of such a complaint or report may be subject to discipline or under certain circumstances, legal action. Complaints of conduct that are found not to violate policy are not assumed to be false.

**Subpart E: Withdrawn complaint.** If a complainant no longer desires to pursue a complaint through the college or university's proceeding, the college or university reserves the right to investigate and resolve the complaint as it deems appropriate.

**Subpart F: LSC Discretion to Pursue Certain Allegations.** LSC reserves discretion whether to pursue alleged violations of policy under appropriate circumstances, including, but not limited to, a determination that an effective investigation is not feasible because of the passage of time, or because the respondent is no longer a student or employee of the college or university.

**Subpart G: LSC discretion to Deal with Policy Violations Disclosed in Investigation.** LSC reserves the right to determine whether to pursue violations of policy by students or employees other than the

respondent, including a complainant or witness, that come to light during the investigation of an incident of sexual violence. In order to encourage reporting of sexual violence, under appropriate circumstances college administrators may choose to deal with violations of policy in a manner other than disciplinary action.

**Subpart H: Sanctions.** Sanctions that may be imposed if a finding is made that sexual violence has occurred include, but are not limited to, suspension, expulsion of students or termination from employment. The appropriate sanction will be determined on a case-by-case basis taking into account the severity of the conduct, the student's or employee's previous disciplinary history, and other factors as appropriate.

**Subpart I: Retaliation prohibited.** Actions by a student or employee intended as retaliation, reprisal or intimidation against an individual for making a complaint or participating in any way in a report or investigation under this policy are prohibited and are subject to appropriate disciplinary action.

## **Part 7: Sexual Violence Prevention and Education.**

### **Subpart A: Campus-wide training.**

LSC shall:

1. Include in their sexual violence policy a description of educational programs that they offer to students and employees to promote the awareness of sexual violence offenses, including sexual violence prevention measures and procedures for responding to incidents.
2. Provide training on awareness of sexual violence prevention measures and procedures for responding to incidents of sexual violence. At a minimum, all incoming students and all new employees must be provided this training.
3. Education shall emphasize the importance of preserving evidence for proof of a criminal offense, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and risk associated with the perpetration of sexual violence.

**Subpart B: Other training and education.** LSC and affiliated student organizations are encouraged to develop educational programs, brochures, posters and other means of information to decrease the incidence of sexual violence and advise individuals of the legal and other options available if they are the complainants of an incident or they learn of such an incident.

**Subpart C: Training for individuals charged with decision-making authority.** Prior to serving as either an investigator or a decision maker for complaints under this procedure, administrators must complete investigator or decisionmaker training provided by the system office. Investigators/decisionmakers and anyone else involved in the adjudication process must receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**Part 8: Maintenance of report/complaint procedure documentation.** Data that is collected, created, received, maintained or disseminated about incidents of sexual violence will be handled in accordance

with the privacy requirements of the Minnesota Statutes §13 (Minnesota Government Data Practices Act), and other applicable laws.

Information on reports of incidents of sexual violence that are made to Campus Security Authorities shall be documented in accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, codified at 20 United States Code section 1092 (f). Such information will be used to report campus crime statistics on college and university campuses as required by that Act.

During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location. Access to complaint file information shall be in accordance with the applicable collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act and other applicable law and policy.

[Sexual Violence Complaint Form Word Version](#)

[Sexual Violence Complaint Form Online Version](#)

## **E. Minnesota State Universities and Colleges and Lake Superior College ADA Reasonable Accommodation Policy ADA Reasonable Accommodation Procedure**

[Board Policy 1B.4 Access and Accommodation for Individuals with Disabilities](#)

[System Procedure 1B.0.1 Reasonable Accommodation in Employment](#)

[Lake Superior College 1B.4 Access for Individuals with Disabilities](#)

**Part 1: General Information.** Lake Superior College is committed to providing equal opportunities for qualified individuals with disabilities to participate in College services, programs, activities and employment. Lake Superior College will provide reasonable accommodations to qualified individuals with disabilities to ensure access to programs, services, activities and employment as required by law.

**Part 2. Definitions. An individual with a disability:**

**Subpart A.** An individual with a disability:

1. Any person who has a physical or mental impairment which materially limits one or more of the person's major life activities, or
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 materially limits one or more major life activities, or

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 like activities but that is treated by others as constituting such a limitation,
  - b. Has a physical or mental impairment that substantially limits one or more major life activities only as a result of the attitudes of others towards such impairment, or
  - c. Has no impairment but is treated by others as having such an impairment.

**Subpart B: Personal devices and services.** Lake Superior College does not provide personal devices or services that may pose undue financial or administrative burdens. The College does not provide assessment services that attempt to diagnose various disabilities or provide funding for individuals to receive off-site testing. Diagnostic assessment referrals and information are available in Disability 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; personal computers; or services of a personal nature, including assistance in eating, toileting, or dressing.

**Subpart C: Qualified individual.** Individuals who meet the essential eligibility requirements for receipt of services or participation in a college, program, employment or activity. Essential eligibility requirements include, but are not limited to, academic and technical standards requisite to admission or participation in an educational program or activity.

**Part 3: General Access Policy.** Lake Superior College will provide access to programs, services, employment and activities to qualified individuals with known disabilities as required by law. Medical documentation is required for an individual's accommodation request to be reviewed for eligibility. The request for services or accommodations must have supporting documentation from a qualified professional that supports the nature of the disability that substantially limits his/her ability to function in the academic or employment setting. Documentation of a disability must provide the following:

1. Identification of the nature and severity of the individual's disability.
2. Specific information regarding the manner in which the disability affects the individual.
3. Description of the current course of treatment, if any, including medications and side effects, and the prognosis of the disability.
4. Suggestions and recommendations regarding possible accommodations.
5. The documentation needs to be dated, signed and current within the last three years.

**Part 4. Availability and Notice.** Lake Superior College shall post notices in an accessible format to the public describing:

1. The prohibition against discrimination, and

2. The contact for requesting reasonable accommodation or information.

**Part 5. Reasonable Accommodations to Ensure Access to Programs, Services, Employment and**

**Activities.** Lake Superior College shall make reasonable accommodations to ensure access to programs, services, employment 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, technological access, employment 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 6: Offered and/or Sponsored Services or Activities for Qualified Students with Disabilities.** Lake Superior College has a responsibility to provide access to services and/or activities that are operated or sponsored by the college. Such access shall be provided in a reasonable manner as required by law. The following accommodations and services are available to students with documented disabilities:

1. Support, counseling, and information services that may include support groups, individual counseling, career counseling, and referral services;
2. Academic accommodations may include assistive devices, adaptive software, early registration course selection and program advising, alternative testing tutor referral, and a variety of classroom accommodations based on individual needs; and
3. Coordination services that may include advocating 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 7: Procedure for Student Request for Accommodations.** Students who qualify for disability-related services at Lake Superior College must meet with the Disability Services Coordinator to request services. It is suggested that students meet with the Coordinator at least two weeks prior to the beginning of each term. The development of academic accommodations often requires ample preparation time, and late requests may not be honored in a timely manner.

Students who request disability services must:

1. Complete a Disability Services request form.
2. Provide the Coordinator with current documentation (no more than 3 years old) of the disability and/or a signed “Release of Information” form whereby the Coordinator can obtain the documentation materials.

3. Allow the documentation of a disability to be reviewed and maintained in a confidential file or be willing to undergo diagnostic testing to determine the eligibility of services.
4. Schedule an appointment with the Coordinator to review the information and develop an accommodation plan.
5. Meet with the Coordinator each term to update the accommodation plan, and notify the Coordinator if the nature of the disability changes that may require revisions to the accommodation plan.

For information regarding reasonable access and accommodations for students, contact:

Disability Services Coordinator  
Lake Superior College  
2101 Trinity Road  
Duluth, MN 55811  
(218) 733-7650 or TTY 1-800-627-3529

Students who are denied a request for access or accommodations may appeal by filing a written statement to the Vice President of Student Services. The information contained in this notice can be made available in alternative formats, by contacting Disability Services.

#### **Part 8: Procedure for Employees Requesting a Reasonable Accommodation.**

1. To initiate the process, employees will complete the ADA Request form and return it to the Human Resources Office. Employees may also schedule an appointment before completing the form to clarify the process and ask questions.
2. The Human Resources office will provide employees with the appropriate Release of Medical Information forms, in order to request medical documentation of the issue related to the accommodation request. The ADA Coordinator will verify that there is a qualifying condition prior to beginning the interactive process for identifying a reasonable accommodation.
3. When a request for a reasonable accommodation has been documented and verified, the ADA Coordinator will begin an interactive process with the employee and supervisor to discuss the purpose of the job and the essential functions. This process may include completing a step-by-step job analysis to determine the precise job-related limitations
4. The next step is to identify potential accommodations and assess the effectiveness of each. The ADA Coordinator may seek technical assistance from the State ADA Coordinator or the Disability Services Coordinator for the college.
5. If an accommodation cannot overcome the existing barriers, or if the accommodation would cause undue hardship to the operation of the college, the employee and ADA Coordinator will work together to determine whether reassignment may be an appropriate accommodation.

#### **Part 9: Job Applicant Procedure for Requesting a Reasonable Accommodation.**

1. Applicants inform the Human Resources Office of their request for an accommodation in writing or verbally. When a request for accommodation is received from a job applicant, the Search Committee Chair and the ADA Coordinator from the Office of Human Resources will discuss alternatives with the applicant and will make a decision regarding the request.
2. If the request is approved, the Search Committee Chair will make sure that the accommodation is provided. If the request is not approved, the ADA Coordinator will inform the applicant in writing within 5 working days.

**Part 10: Appeal Procedure.** Employees or applicants who are denied access or accommodations may appeal by filing a written statement to the Director of Human Resources. For information regarding reasonable access and accommodations for employees, contact:

Human Resources  
Lake Superior College  
2101 Trinity Road  
Duluth, MN 55811  
(218) 733-5907 or TTY/(218) 733-7705

[Request for Reasonable Accommodation Form Word Version](#)

[Request for Reasonable Accommodation Form Online Version](#)

[Lake Superior College Medical Inquiry Form Healthcare Provider Word Version](#)

[Lake Superior College Medical Inquiry Form Healthcare Provider Online Version](#)

[Lake Superior College ADA Authorization for Release of Medical Information Word Version](#)

[Lake Superior College ADA Authorization for Release of Medical Information Online Version](#)

## **F. Notice Under the American with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), Lake Superior College will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities

**Employment.** Lake Superior College does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

**Effective Communication.** Lake Superior College will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Lake Superior College programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures.** Lake Superior College will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Lake Superior College offices, even where pets are generally prohibited.

Any employee who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Lake Superior College, should contact the office of Jestina Vichorek, Executive Human Resources Officer / ADA Coordinator [jestina.vichorek@lsc.edu](mailto:jestina.vichorek@lsc.edu), 218-733-7677, as soon as possible but no later than 48 hours before the scheduled event.

Any student who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Lake Superior College, should contact the office of Georgia Robillard, Director of Disabilities, [georgia.robillard@lsc.edu](mailto:georgia.robillard@lsc.edu), 218-733-7650, as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Lake Superior College to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Employee complaints that a program, service, or activity of Lake Superior College is not accessible to persons with disabilities should be directed to Jestina Vichorek, Executive Human Resources Officer / ADA Coordinator [jestina.vichorek@lsc.edu](mailto:jestina.vichorek@lsc.edu), 218-733-7677.

Student complaints that a program, service, or activity of Lake Superior College is not accessible to persons with disabilities should be directed to Georgia Robillard, Director of Disabilities, [georgia.robillard@lsc.edu](mailto:georgia.robillard@lsc.edu), 218-733-7650.

Lake Superior College will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

## **G. Lake Superior College Grievance Procedure Under Title II of the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Lake Superior College. The Statewide ADA Reasonable Accommodation policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

### **Jestina Vichorek**

Lake Superior College ADA Coordinator/Executive Human Resources Officer  
2101 Trinity Road  
Duluth, MN 55811  
O: 218-733-7677  
F: 218-733-5937  
Jestina.Vichorek@lsc.edu

Within 15 calendar days after receipt of the complaint, Jestina Vichorek LSC ADA Coordinator or her designee will meet or communicate with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting or communication, Jestina Vichorek LSC ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of the Lake Superior College and offer options for substantive resolution of the complaint.

If the response by Jestina Vichorek LSC ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the College President, Dr. Patricia Rogers or her designee.

Within 15 calendar days after receipt of the appeal, Dr. Patricia Rogers or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, Dr. Patricia Rogers or her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by Jestina Vichorek LSC ADA Coordinator or her designee, appeals to the College President, Dr. Patricia Rogers or her designee, and responses from these two offices will be retained by the Lake Superior College for at least three years.

**H. Americans with Disabilities Act (“ADA”) Title II (non-employee)  
Reasonable Accommodation/Modification in Public Services, Programs  
or Activities Request from Lake Superior College**

[ADA Title II \(non-employee\) Reasonable Accommodation Request Form](#) Online Version

## **I. Evacuation Procedure for Individuals with Disabilities or Otherwise in Need of Assistance**

Knowledge and preparation by both individuals needing assistance and those who don't is key to reducing the impact of emergencies. When developing a plan, safety needs should be determined on a case-by-case basis because it varies with each individual and building.

Everyone has a responsibility to develop their own personal emergency evacuation plan, this includes individuals with disabilities or individuals who will need assistance during evacuation. The Americans with Disabilities Act Coordinator or designee in each college will work to develop a plan and consult the appropriate building and safety personnel.

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

### **Tammy Wilman**

Health & Safety Officer  
tammy.wilman@lsc.edu  
(218) 733-6906

More information about safety and can be found at: <http://www.lsc.edu/security/> and a map of the building exits and AED locations is found at: [https://www.lsc.edu/wp-content/uploads/Exit\\_AED\\_Map.pdf](https://www.lsc.edu/wp-content/uploads/Exit_AED_Map.pdf).

Directors, managers, and supervisors should review the LSC Emergency Operations Plan, and communicate with and provide staff with the LSC Exit and AED map. This includes informing all staff that if additional assistance may be needed, and individuals with disabilities should contact the college contact(s) below to request the type of assistance they may need.

### **Georgia Robillard**

Director of Disabilities  
georgia.robillard@lsc.edu  
(218) 733-7650

## Evacuation Options:

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

- **Horizontal evacuation:** Using building exits to the outside ground level or going into unaffected wings of multi-building complexes;
- **Stairway evacuation:** Using steps to reach ground level exits from building;
- **Shelter in place:** Unless danger is imminent, remain in a room with an exterior window, a telephone, and a solid or fire-resistant door. If the individual requiring special evacuation assistance remains in place, they should dial 911 immediately and report their location to emergency services, who will in turn relay that information to on-site responders. The shelter in place approach may be more appropriate for sprinkler protected buildings where an area of refuge is not nearby or available. It may be more appropriate for an individual who is alone when the alarm sounds;
- **Area of rescue assistance:** Identified areas that can be used as a means of egress for individuals with disabilities. These areas, located on floors above or below the building's exits, can be used by individuals with disabilities until rescue can be facilitated by emergency responders; and/or
- **For agencies equipped with an evacuation chair:** Evacuation chairs or a light-weight solution to descending stairways can be used and generally require single user operation. If an college is equipped with an evacuation chair, best practice indicates that all employees are trained and have practiced evacuating using an evacuation chair.

## Evacuation Procedures for Individuals with Mobility, Hearing, or Visual Disabilities:

Individuals with disabilities should follow the following procedures:

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

likely different from the common traveled route, individuals with visual disabilities may need assistance in evacuating. The assistant should offer assistance, and if accepted, guide the individual with a visual disability through the evacuation route.

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

Individuals in need of assistance during an evacuation have three evacuation options based on their location in their building:

- **Horizontal evacuation:** If located on the ground or basement floor, severe weather shelter areas are located throughout each floor;
- **Elevator evacuation:** If there are no safe areas above the ground floor, the elevator may be used to evacuate to the ground or basement levels; and/or
- **Shelter in Place:** Seeking shelter in a designated severe weather shelter and remaining there until the all clear is used.

# Appendix

## Appendix A – Lake Superior College Progress Towards Goals Report

Females (note: Promo = promotion)

Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Availability Female %	Total Hires & Promo #	Total Hired #	Male Hired #	Females Hired #	Un-known Hired #	Females Hired %	Total Promo #	Male Promo #	Females Promo #	Un-known Promo #	Female Promo %	Actual Female Hiring (%)	Female Had Goals in Prior AAP?	Female Goal Met?
Educational Administrators	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Faculty	224	120	53.57%	64.29%	143	143	86	57	<10	39.86%	<10	<10	<10	<10	**.**%*	39.86%	Yes	No
Office Clerical	35	32	91.43%	88.21%	11	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	100.00%	-	-
Officials and Administrators	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	Yes
Professionals	60	45	75.00%	70.86%	19	12	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	78.95%	-	-
Service Maintenance	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
Skilled Craft	44	13	29.55%	32.03%	16	11	11	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
Technicians	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Total</b>	<b>403</b>	<b>229</b>	<b>56.82%</b>		<b>270</b>	<b>250</b>	<b>137</b>	<b>113</b>	<b>&lt;10</b>	<b>45.20%</b>	<b>20</b>	<b>&lt;10</b>	<b>14</b>	<b>&lt;10</b>	<b>70.00%</b>			

**Racial/Ethnic Minorities** (note: Promo = promotion; Mino = Racial/Ethnic Minorities)

Job Category	Prior AAP Total Employee #	Prior AAP Total Mino #	Prior AAP Total Mino %	Prior AAP Availability Mino %	Total Hires & Promo #	Total Hired #	Non-Mino Hired #	Mino Hired #	Un-known Hired #	Mino Hired %	Total Promo #	Non-Mino Promo #	Mino Promo #	Un-known Promo #	Mino Promo %	Actual Mino Hiring (%)	Mino Had Goals in Prior AAP?	Mino Goal Met?
<b>Educational Administrators</b>	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Faculty</b>	224	210	93.75%	6.86%	143	143	129	11	<10	7.69%	<10	<10	<10	<10	**.**%*	7.69%	-	-
<b>Office Clerical</b>	35	<10	**.**%*	**.**%*	11	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Officials and Administrators</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Professionals</b>	60	<10	**.**%*	**.**%*	19	12	12	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Service Maintenance</b>	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Skilled Craft</b>	44	<10	**.**%*	**.**%*	16	11	11	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Technicians</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Total</b>	<b>403</b>	<b>225</b>	<b>55.83%</b>		<b>270</b>	<b>250</b>	<b>226</b>	<b>16</b>	<b>&lt;10</b>	<b>6.40%</b>	<b>20</b>	<b>20</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%*</b>			

**Individuals with Disabilities** (note: Promo = promotion; IwD = Individuals with disabilities)

Job Category	Prior AAP Total Employee #	Prior AAP Total IwD #	Prior AAP Total IwD %	Prior AAP Availability IwD %	Total Hires & Promo #	Total Hired #	IwD Hired #	Non-IwD Hired #	Un-known Hired #	IwD Hired %	Total Promo #	Non-IwD Promo #	IwD Promo #	Un-known Promo #	IwD Promo %	Actual IwD Hiring (%)	IwD Had Goals in Prior AAP?	IwD Goal Met?
<b>Educational Administrators</b>	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Faculty</b>	224	<10	**.**%*	**.**%*	143	143	138	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Office Clerical</b>	35	<10	**.**%*	**.**%*	11	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Officials and Administrators</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Professionals</b>	60	<10	**.**%*	**.**%*	19	12	12	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Service Maintenance</b>	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Skilled Craft</b>	44	<10	**.**%*	**.**%*	16	11	11	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Technicians</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Total</b>	<b>403</b>	<b>10</b>	<b>2.48%</b>		<b>270</b>	<b>250</b>	<b>243</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%*</b>	<b>20</b>	<b>20</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%*</b>			

**Veterans** (note: Promo = promotion; VET = Veterans)

Job Category	Prior AAP Total Employee #	Prior AAP Total VET #	Prior AAP Total VET %	Prior AAP Availability VET %	Total Hires & Promo #	Total Hired #	VET Hired #	Non-VET Hired #	Un-known Hired #	VET Hired %	Total Promo #	Non-VET Promo #	VET Promo #	Un-known Promo #	VET Promo %	Actual VET Hiring (%)	VET Had Goals in Prior AAP?	VET Goal Met?
<b>Educational Administrators</b>	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	Yes
<b>Faculty</b>	224	<10	**.**%*	**.**%*	143	143	47	15	81	10.49%	<10	<10	<10	<10	**.**%*	10.49%	Yes	Yes
<b>Office Clerical</b>	35	<10	**.**%*	**.**%*	11	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Officials and Administrators</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Professionals</b>	60	<10	**.**%*	**.**%*	19	12	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	Yes
<b>Service Maintenance</b>	14	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Skilled Craft</b>	44	<10	**.**%*	**.**%*	16	11	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	Yes	No
<b>Technicians</b>	<10	<10	**.**%*	**.**%*	<10	<10	<10	<10	<10	**.**%*	<10	<10	<10	<10	**.**%*	**.**%*	-	-
<b>Total</b>	<b>403</b>	<b>12</b>	<b>2.98%</b>		<b>270</b>	<b>250</b>	<b>98</b>	<b>23</b>	<b>129</b>	<b>9.20%</b>	<b>20</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>&lt;10</b>	<b>**.**%*</b>			

**Appendix B – Lake Superior College Separation Analysis Report**

**Data Range Dates: 7/1/2018 – 6/30/2020**

**Sep Type 1:** The percentages by protected group within a separation type (the denominator is the total number of the separation type).

**Sep Type 2:** The percentages by separation Type within a protected group (the denominator is the total number of the protected group).

**Total Separations** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**.**%*	**.**%*
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	57.33%	44.19%	51.35%	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*
Retirement	26.67%	65.00%	35.14%	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%
Termination	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*
Transfer	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>49.33%</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Educational Administrators** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty** (note: Sep = Separation; Minority = Racial/Ethnic Minority; lwd = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> lwd % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total lwd Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	**.**%*	**.**%*
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	**.**%*	**.**%*	**.**%*	**.**%*
Non-Renewal/Non-Cert	0.00%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	57.14%	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*	**.**%*	**.**%*
Retirement	35.71%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>53.57%</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Technicians** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Professionals** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	82.61%	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*	**.**%*
Retirement	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Office Clerical** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	**.**%*	**.**%*
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Skilled Craft** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	77.78%	**.**%*	**.**%*	**.**%*	**.**%*	0.00%	0.00%	**.**%*	**.**%*
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>100.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>**.**%*</b>	<b>**.**%*</b>

**Service Maintenance** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

**Officials and Administrators** (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type	Total % by Sep Type	Sep Type <sup>1</sup> Female % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Female Sep	Sep Type <sup>1</sup> Minority % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total Minority Sep	Sep Type <sup>1</sup> IwD % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total IwD Sep	Sep Type <sup>1</sup> VET % within Sep Type	Sep Type <sup>2</sup> Sep Type % within Total VET Sep
Death	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Dismissal	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Early/Enhanced Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Non-Renewal/Non-Cert	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reduction of Workforce	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Resignation	**.**%*	0.00%	0.00%	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%
Retirement	**.**%*	**.**%*	**.**%*	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Termination	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Transfer	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
<b>Total Separations</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>**.**%*</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

## Appendix C – Lake Superior College Job Category Analysis: Listing of Job Titles

### Officials and Administrators (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
007828	MnSCU President IV
007855	MnSCU Admin-5
007856	MnSCU Admin-6
007857	MnSCU Admin-7
007858	MnSCU Admin-8

### Professionals (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000004	Accounting Officer
000006	Management Analyst 1
000138	Business Manager 1
000633	Accounting Officer Senior
000647	Information Officer 2
000774	Accounting Technician
001376	MnSCU Student Activities Coord
001399	Safety & Health Officer 1
001423	Human Resources Specialist 2

<b>Job Code</b>	<b>Job Title</b>
001486	Human Resources Technician 2
001528	Management Analyst 2
003220	Mgmt Info Systems Supv 2
003371	MnSCU Retail Services Supv
003583	Information Technology Spec 1
003584	Information Technology Spec 2
003585	Information Technology Spec 3
007012	MnSCU Academic Professional 1
007013	MnSCU Academic Professional 3
007020	MnSCU Academic Supervisor 1
007022	MnSCU Academic Professional 2
007023	MnSCU Academic Supervisor 2
007205	Customized Training Rep

**Technicians** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

<b>Job Code</b>	<b>Job Title</b>
003528	Fire Simulator Systems Engineer

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000308	Library Technician
000865	College Laboratory Assistant 1
002632	College Laboratory Assistant 2

**Office Clerical** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000293	Executive 2
000632	Account Clerk Senior
003627	Office & Admin Special
003628	Office & Admin Special Interme
003629	Office & Admin Special Senior
003633	Central Svcs Admin Spec Senior
003636	Customer Svc Special Intermed
003637	Customer Svc Special Senior

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000131	Building Maintenance Forman

Job Code	Job Title
000525	Plant Mntc Engineer

**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
000134	Building Services Forman
000197	Cook
000198	Cook Coordinator
001357	General Repair Worker
001725	General Maintenance Worker

**Faculty - Temporary** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
007018	Community College Faculty
007845	Technical College Faculty

**Faculty - Probationary** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
007018	Community College Faculty
007845	Technical College Faculty

**Faculty - Unlimited** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	Job Title
007018	Community College Faculty
007845	Technical College Faculty

## Appendix D – Lake Superior College Feeder Jobs and Feeder Group Analysis

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
003220	Professionals	Mgmt Info Systems Supv 2	0.00%	0.00%	0.00%	0.00%
007013	Professionals	MnSCU Academic Professional 3	1.72%	0.00%	0.00%	0.00%
007018	Faculty	Community College Faculty	29.18%	3.86%	2.15%	0.43%
007020	Professionals	MnSCU Academic Supervisor 1	0.86%	0.00%	0.00%	0.00%
007023	Professionals	MnSCU Academic Supervisor 2	1.29%	0.43%	0.00%	0.43%
007845	Faculty	Technical College Faculty	16.74%	1.72%	1.29%	2.15%
007855	Officials/Administrators	MnSCU Admin-5	0.00%	0.00%	0.00%	0.43%
007856	Officials/Administrators	MnSCU Admin-6	0.43%	0.86%	0.43%	0.00%
007857	Officials/Administrators	MnSCU Admin-7	0.00%	0.00%	0.00%	0.00%
007858	Officials/Administrators	MnSCU Admin-8	0.43%	0.00%	0.00%	0.00%
Total			<b>50.64%</b>	<b>6.87%</b>	<b>3.86%</b>	<b>3.43%</b>

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000004	Professionals	Accounting Officer	0.00%	0.00%	0.00%	0.00%
000006	Professionals	Management Analyst 1	1.08%	0.00%	0.00%	0.00%
000138	Professionals	Business Manager 1	1.08%	0.00%	0.00%	0.00%
000633	Professionals	Accounting Officer Senior	1.08%	0.00%	0.00%	0.00%
000647	Professionals	Information Officer 2	1.08%	0.00%	0.00%	0.00%
000774	Professionals	Accounting Technician	2.15%	0.00%	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	4.30%	0.00%	2.15%	1.08%
001376	Professionals	MnSCU Student Activities Coord	1.08%	0.00%	0.00%	0.00%
001399	Professionals	Safety & Health Officer 1	1.08%	0.00%	0.00%	0.00%
001423	Professionals	Human Resources Specialist 2	1.08%	0.00%	0.00%	1.08%
001486	Professionals	Human Resources Technician 2	1.08%	0.00%	0.00%	0.00%
001528	Professionals	Management Analyst 2	1.08%	0.00%	0.00%	0.00%
002632	Para-Professionals	College Laboratory Assistant 2	4.30%	0.00%	0.00%	1.08%
003371	Professionals	MnSCU Retail Services Supv	1.08%	0.00%	0.00%	0.00%
003528	Technicians	Fire Simulator Systems Engineer	0.00%	0.00%	0.00%	0.00%
003583	Professionals	Information Technology Spec 1	2.15%	0.00%	1.08%	0.00%
003584	Professionals	Information Technology Spec 2	2.15%	0.00%	1.08%	1.08%
003585	Professionals	Information Technology Spec 3	0.00%	1.08%	0.00%	0.00%
007012	Professionals	MnSCU Academic Professional 1	8.60%	0.00%	0.00%	0.00%
007013	Professionals	MnSCU Academic Professional 3	4.30%	0.00%	0.00%	0.00%
007020	Professionals	MnSCU Academic Supervisor 1	2.15%	0.00%	0.00%	0.00%
007022	Professionals	MnSCU Academic Professional 2	12.90%	2.15%	0.00%	0.00%
007023	Professionals	MnSCU Academic Supervisor 2	3.23%	1.08%	0.00%	1.08%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
Total			<b>56.99%</b>	<b>4.30%</b>	<b>4.30%</b>	<b>5.38%</b>

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000632	Office/Clerical	Account Clerk Senior	4.29%	0.00%	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	5.71%	0.00%	2.86%	1.43%
002632	Para-Professionals	College Laboratory Assistant 2	5.71%	0.00%	0.00%	1.43%
003528	Technicians	Fire Simulator Systems Engineer	0.00%	0.00%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	7.14%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	20.00%	2.86%	0.00%	1.43%
003629	Office/Clerical	Office & Admin Special Senior	8.57%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	4.29%	1.43%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	1.43%	0.00%	0.00%	0.00%
Total			<b>57.14%</b>	<b>4.29%</b>	<b>2.86%</b>	<b>4.29%</b>

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000308	Para-Professionals	Library Technician	1.96%	0.00%	0.00%	0.00%
000865	Para-Professionals	College Laboratory Assistant 1	7.84%	0.00%	3.92%	1.96%
003627	Office/Clerical	Office & Admin Special	9.80%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	27.45%	3.92%	0.00%	1.96%
003629	Office/Clerical	Office & Admin Special Senior	11.76%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	5.88%	1.96%	0.00%	0.00%
003637	Office/Clerical	Customer Svc Special Senior	1.96%	0.00%	0.00%	0.00%
Total			<b>66.67%</b>	<b>5.88%</b>	<b>3.92%</b>	<b>3.92%</b>

**Office Clerical** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000293	Office/Clerical	Executive 2	2.27%	0.00%	0.00%	0.00%
000632	Office/Clerical	Account Clerk Senior	6.82%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	2.27%	4.55%	0.00%	0.00%
003627	Office/Clerical	Office & Admin Special	11.36%	0.00%	0.00%	0.00%
003628	Office/Clerical	Office & Admin Special Interme	31.82%	4.55%	0.00%	2.27%
003629	Office/Clerical	Office & Admin Special Senior	13.64%	0.00%	0.00%	0.00%
003633	Office/Clerical	Central Svcs Admin Spec Senior	0.00%	0.00%	0.00%	0.00%
003636	Office/Clerical	Customer Svc Special Intermed	6.82%	2.27%	0.00%	0.00%

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
003637	Office/Clerical	Customer Svc Special Senior	2.27%	0.00%	0.00%	0.00%
Total			<b>77.27%</b>	<b>11.36%</b>	<b>0.00%</b>	<b>2.27%</b>

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted VET %
000131	Skilled Craft	Building Maintenance Forman	0.00%	0.00%	0.00%	0.00%
000134	Service Maintenance	Building Services Forman	0.00%	0.00%	0.00%	0.00%
000525	Skilled Craft	Plant Mntc Engineer	0.00%	0.00%	0.00%	0.00%
001357	Service Maintenance	General Repair Worker	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	7.14%	14.29%	0.00%	0.00%
Total			<b>7.14%</b>	<b>14.29%</b>	<b>0.00%</b>	<b>0.00%</b>

**Service Maintenance** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %	Weighted IwD %
000134	Service Maintenance	Building Services Forman	0.00%	0.00%	0.00%	0.00%
000197	Service Maintenance	Cook	7.14%	0.00%	0.00%	0.00%
000198	Service Maintenance	Cook Coordinator	7.14%	0.00%	0.00%	0.00%
001357	Service Maintenance	General Repair Worker	0.00%	0.00%	0.00%	0.00%
001725	Service Maintenance	General Maintenance Worker	7.14%	14.29%	0.00%	0.00%
Total			<b>21.43%</b>	<b>14.29%</b>	<b>0.00%</b>	<b>0.00%</b>

**Faculty - Temporary** (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %	Weighted IwD %
007018	Temporary/Cust. Training	Community College Faculty	26.13%	5.41%	1.80%	0.00%
007845	Temporary/Cust. Training	Technical College Faculty	20.72%	2.70%	2.70%	3.60%
Total			<b>46.85%</b>	<b>8.11%</b>	<b>4.50%</b>	<b>3.60%</b>

**Faculty - Probationary** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted lwd %
007018	Temporary/Cust. Training	Community College Faculty	26.13%	5.41%	1.80%	0.00%
007845	Temporary/Cust. Training	Technical College Faculty	20.72%	2.70%	2.70%	3.60%
Total			<b>46.85%</b>	<b>8.11%</b>	<b>4.50%</b>	<b>3.60%</b>

**Faculty - Unlimited** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted lwd %	Weighted lwd %
007018	Faculty: Probationary	Community College Faculty	28.57%	0.00%	0.00%	0.00%
007845	Temporary/Cust. Training	Technical College Faculty	19.05%	0.00%	0.00%	4.76%
Total			<b>47.62%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>4.76%</b>

**Appendix E – Lake Superior College Determining Availability**

**Officials and Administrators** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	80.00%	43.95%	9.96%	3.89%	4.46%	35.16%	7.97%	3.11%	3.57%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix G for definition. COC and COC Title: See Appendix H for list of titles used for each EEO Category.	Our historical appoints in this job category shows 80% from external and 20% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	20.00%	50.64%	6.87%	3.86%	3.43%	10.13%	1.37%	0.77%	0.69%	Employee workforce for the job classifications that constitute feeders to this job category.	Our historical appoints in this job category shows 80% from external and 20% from internal movements.
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>45.29%</b>	<b>9.34%</b>	<b>3.89%</b>	<b>4.26%</b>		

**Professionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	60.00%	61.38%	6.97%	6.33%	3.84%	36.83%	4.18%	3.80%	2.30%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 60% from external and 40% from internal movements
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	40.00%	56.99%	4.30%	4.30%	5.38%	22.80%	1.72%	1.72%	2.15%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year Historical appoints in this job category shows 60% from external and 40% from internal movements
The value of weight must equal to 100.00% →	100.00%				<b>Final Avail %</b>	<b>59.62%</b>	<b>5.90%</b>	<b>5.52%</b>	<b>4.45%</b>		

**Technicians** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	0.00%	56.96%	6.46%	5.63%	6.46%	0.00%	0.00%	0.00%	0.00%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 0% from external and 100% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	100.00%	57.14%	4.29%	2.86%	4.29%	57.14%	4.29%	2.86%	4.29%	Employee workforce for the job groups that constitute feeders to this job group.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>57.14%</b>	<b>4.29%</b>	<b>2.86%</b>	<b>4.29%</b>		

**Paraprofessionals** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	55.06%	12.32%	6.27%	2.53%	55.06%	12.32%	6.27%	2.53%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 100% from external and 0% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	0.00%	66.67%	5.88%	3.92%	3.92%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>55.06%</b>	<b>12.32%</b>	<b>6.27%</b>	<b>2.53%</b>		

**Office Clerical** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	80.00%	60.63%	6.73%	7.68%	3.21%	48.50%	5.39%	6.14%	2.57%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 80% from external and 20% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	20.00%	77.27%	11.36%	0.00%	2.27%	15.45%	2.27%	0.00%	0.45%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>63.96%</b>	<b>7.66%</b>	<b>6.14%</b>	<b>3.03%</b>		

**Skilled Craft** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	8.27%	5.47%	6.58%	14.51%	8.27%	5.47%	6.58%	14.51%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 100% from external and 0% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	0.00%	7.14%	14.29%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>8.27%</b>	<b>5.47%</b>	<b>6.58%</b>	<b>14.51%</b>		

**Service Maintenance** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	92.00%	33.11%	9.33%	10.14%	7.82%	30.46%	8.59%	9.33%	7.20%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 92% from external and 8% from internal movements
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	8.00%	21.43%	14.29%	0.00%	0.00%	1.71%	1.14%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year Historical appoints in this job category shows 92% from external and 8% from internal movements
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>32.17%</b>	<b>9.73%</b>	<b>9.33%</b>	<b>7.20%</b>		

**Faculty - Temporary** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	47.25%	6.84%	6.31%	6.72%	47.25%	6.84%	6.31%	6.72%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 100% from external and 0% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	0.00%	46.85%	8.11%	4.50%	3.60%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	Our three-year Historical appoints in this job category shows 100% from external and 0% from internal movements.
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>47.25%</b>	<b>6.84%</b>	<b>6.31%</b>	<b>6.72%</b>		

**Faculty – Probationary** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	75.00%	47.25%	6.84%	6.31%	6.72%	35.44%	5.13%	4.73%	5.04%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 75% from external and 25% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	25.00%	46.85%	8.11%	4.50%	3.60%	11.71%	2.03%	1.13%	0.90%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>47.15%</b>	<b>7.16%</b>	<b>5.86%</b>	<b>5.94%</b>		

**Faculty – Unlimited** (note: Minority = Racial/Ethnic minority; lwd = Individuals with Disabilities; VET = Veterans)

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics lwd	Raw Statistics VET	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics lwd	Weighted Statistics VET	Source of Statistics	Reasons for External and Internal Weight Ratio
<b>1: External</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	100.00%	47.25%	6.84%	6.31%	6.72%	47.25%	6.84%	6.31%	6.72%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Region: See header row for region, and reference Appendix A for definition. COC and COC Title: See Appendix B for list of titles used for each EEO Category.	Our three-year Historical appoints in this job category shows 100% from external and 0% from internal movements.
<b>2: Internal</b> - Percentage of females, racial/ethnic minorities, or individuals with disabilities among those promotable, transferable, and trainable with your College.	0.00%	47.62%	0.00%	0.00%	4.76%	0.00%	0.00%	0.00%	0.00%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% →	100.00%			<b>Final Avail %</b>		<b>47.25%</b>	<b>6.84%</b>	<b>6.31%</b>	<b>6.72%</b>		

**Appendix F – Lake Superior College Utilization Analysis: Comparing Incumbency to Availability, Establishing Placement Goals, and Timetable.**

**Female**

Job Categories	Total Number of Employee in Job Category	Total Number of Female Employee in the Job Category	% of Female Employee in the Job Category	Female Availability %	Female Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	<10	<10	**.**%*	41.22%	Monitor	
Professionals	60	46	76.67%	49.37%		
Technicians	<10	<10	**.**%*	57.14%	Monitor	
Paraprofessionals	36	<10	**.**%*	443.29%	Yes	44.29%
Office Clerical	35	33	94.29%	50.89%		
Skilled Craft	<10	<10	**.**%*	44.29%	Monitor	
Service Maintenance	14	<10	**.**%*	42.46%	Yes	42.46%
Faculty – Temporary	111	52	46.85%	44.29%		
Faculty – Probationary	21	10	47.62%	44.93%	Monitor	
Faculty – Unlimited	82	45	54.88%	44.29%		
Totals	370	201	54.32%			

**Racial/Ethnic Minorities**

Job Categories	Total Number of Employee in Job Category	Total Number of Minority Employee in the Job Category	% of Minority Employee in the Job Category	Minority Availability %	Minority Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	<10	<10	**.**%*	9.02%		
Professionals	60	<10	**.**%*	4.98%		
Technicians	<10	<10	**.**%*	4.29%	Monitor	
Paraprofessionals	36	<10	**.**%*	5.43%	Yes	5.43%
Office Clerical	35	<10	**.**%*	6.62%	Monitor	
Skilled Craft	<10	<10	**.**%*	5.43%	Monitor	
Service Maintenance	14	<10	**.**%*	6.14%		
Faculty – Temporary	111	<10	**.**%*	5.43%		
Faculty – Probationary	21	<10	**.**%*	6.10%	Yes	6.10%
Faculty – Unlimited	82	<10	**.**%*	5.43%	Monitor	
Totals	370	24	6.49%			

**Individuals with Disabilities** (note: IwD = Individuals with disabilities)

Job Categories	Total Number of Employee in Job Category	Total Number of IwD Employee in the Job Category	% of IwD Employee in the Job Category	IwD Availability %	IwD Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	<10	<10	**.**%*	4.01%	Monitor	
Professionals	60	<10	**.**%*	5.49%	Yes	5.49%
Technicians	<10	<10	**.**%*	2.86%	Monitor	
Paraprofessionals	36	<10	**.**%*	6.29%	Monitor	
Office Clerical	35	<10	**.**%*	5.03%	Yes	5.03%
Skilled Craft	<10	<10	**.**%*	6.29%	Monitor	
Service Maintenance	14	<10	**.**%*	5.78%	Monitor	
Faculty – Temporary	111	<10	**.**%*	6.29%	Yes	6.29%
Faculty – Probationary	21	<10	**.**%*	5.84%	Yes	5.84%
Faculty – Unlimited	82	<10	**.**%*	6.29%	Yes	6.29%
Totals	370	13	3.51%			

**Veterans** (note: VET = Veterans)

Job Categories	Total Number of Employee in Job Category	Total Number of VET Employee in the Job Category	% of VET Employee in the Job Category	VET Availability %	VET Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	<10	<10	**.**%*	4.64%	Monitor	
Professionals	60	<10	**.**%*	6.08%	Monitor	
Technicians	<10	<10	**.**%*	4.29%	Monitor	
Paraprofessionals	36	<10	**.**%*	6.55%	Monitor	
Office Clerical	35	<10	**.**%*	5.70%	Monitor	
Skilled Craft	<10	<10	**.**%*	6.55%	Monitor	
Service Maintenance	14	<10	**.**%*	6.03%	Monitor	
Faculty – Temporary	111	<10	**.**%*	6.55%	Yes	6.55%
Faculty – Probationary	21	<10	**.**%*	5.81%	Monitor	
Faculty – Unlimited	82	<10	**.**%*	6.55%	Yes	6.55%
Totals	370	13	3.51%			

## Appendix G – Regions

Region	State Cd.	State Description	PUMA5CE	PUMA Name
Arrowhead	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
Arrowhead	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
Arrowhead	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
Central	27	Minnesota	900	Stearns County--St. Cloud City
Central	27	Minnesota	1000	Sherburne & Benton Counties
Central	27	Minnesota	1800	Wright County
East Central	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
East Central Extended	55	Wisconsin	55101	Barron, Polk, Clark & Chippewa (North) Counties
Headwaters	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
Metro	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
Metro	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
Metro	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities

Metro	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
Metro	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro	27	Minnesota	1700	Carver & Scott (West) Counties
Metro Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
Metro Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
Metro Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
Metro Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
Metro Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
Metro Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
Metro Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
Metro Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
Metro Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
Metro Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
Metro Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
Metro Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities

Metro Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
Metro Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
Metro Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
Metro Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
Metro Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
Metro Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
Metro Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
Metro Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
Metro Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
Metro Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
Metro Extended	27	Minnesota	1700	Carver & Scott (West) Counties
Metro Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
North Central	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
Northwest	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
Northwest Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
Northwest Extended	38	North Dakota	500	Cass County--Fargo City
South Central	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
South Central	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
Southeast	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast	27	Minnesota	2500	Olmsted County--Rochester City
Southeast	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
Southeast Extended	27	Minnesota	2500	Olmsted County--Rochester City
Southeast Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
Southeast Extended	55	Wisconsin	900	La Crosse County
Southwest	27	Minnesota	2100	Southwest Minnesota
Southwest Central	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties

State of MN	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
State of MN	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN	27	Minnesota	800	West Central Minnesota
State of MN	27	Minnesota	900	Stearns County--St. Cloud City
State of MN	27	Minnesota	1000	Sherburne & Benton Counties
State of MN	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities

State of MN	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN	27	Minnesota	1800	Wright County
State of MN	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN	27	Minnesota	2100	Southwest Minnesota
State of MN	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN	27	Minnesota	2500	Olmsted County--Rochester City
State of MN	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Extended	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnommen & Lake of the Woods Counties
State of MN Extended	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Extended	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN Extended	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN Extended	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Extended	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties

State of MN Extended	27	Minnesota	800	West Central Minnesota
State of MN Extended	27	Minnesota	900	Stearns County--St. Cloud City
State of MN Extended	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Extended	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN Extended	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Extended	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Extended	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Extended	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Extended	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Extended	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities
State of MN Extended	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN Extended	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Extended	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN Extended	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Extended	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN Extended	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Extended	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Extended	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Extended	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)

State of MN Extended	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Extended	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN Extended	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Extended	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Extended	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Extended	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Extended	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Extended	27	Minnesota	1800	Wright County
State of MN Extended	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties
State of MN Extended	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Extended	27	Minnesota	2100	Southwest Minnesota
State of MN Extended	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN Extended	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN Extended	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Extended	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Extended	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Extended	27	Minnesota	55101	Barron, Polk, Clark & Chippewa (North) Counties
State of MN Extended	38	North Dakota	500	Cass County--Fargo City

State of MN Extended	38	North Dakota	400	Northeast North Dakota--Grand Forks City
State of MN Extended	55	Wisconsin	55102	St. Croix & Dunn Counties
State of MN Plus E WI	27	Minnesota	100	Clay, Polk, Roseau, Pennington, Marshall, Norman, Kittson & Red Lake Counties
State of MN Plus E WI	27	Minnesota	200	Beltrami, Becker, Hubbard, Clearwater, Mahnomon & Lake of the Woods Counties
State of MN Plus E WI	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
State of MN Plus E WI	27	Minnesota	400	St. Louis (North), Koochiching, Lake & Cook Counties--Hibbing & Cloquet Cities
State of MN Plus E WI	27	Minnesota	500	St. Louis County (Southeast)--Duluth, Hermantown & Proctor Cities
State of MN Plus E WI	27	Minnesota	600	Chisago, Isanti, Pine, Mille Lacs & Kanabec Counties
State of MN Plus E WI	27	Minnesota	700	Crow Wing, Morrison, Todd & Wadena Counties
State of MN Plus E WI	27	Minnesota	800	West Central Minnesota
State of MN Plus E WI	27	Minnesota	900	Stearns County--St. Cloud City
State of MN Plus E WI	27	Minnesota	1000	Sherburne & Benton Counties
State of MN Plus E WI	27	Minnesota	1101	Anoka County (Northwest)--Andover, Ramsey, Anoka & East Bethel Cities
State of MN Plus E WI	27	Minnesota	1102	Anoka County (Southwest)--Coon Rapids, Fridley & Columbia Heights Cities
State of MN Plus E WI	27	Minnesota	1103	Anoka County (East)--Blaine, Lino Lakes & Ham Lake Cities
State of MN Plus E WI	27	Minnesota	1201	Washington County (North)--Oakdale, Forest Lake, Stillwater & Hugo Cities
State of MN Plus E WI	27	Minnesota	1202	Washington County (South)--Woodbury & Cottage Grove Cities
State of MN Plus E WI	27	Minnesota	1301	Ramsey County (North)--Shoreview, White Bear Lake & New Brighton Cities
State of MN Plus E WI	27	Minnesota	1302	Ramsey County (Central & Far Southeast)--Maplewood, Roseville & North St. Paul Cities

State of MN Plus E WI	27	Minnesota	1303	Ramsey County (Southeast)--St. Paul City (East)
State of MN Plus E WI	27	Minnesota	1304	Ramsey County (Southwest)--St. Paul City (West)
State of MN Plus E WI	27	Minnesota	1401	Hennepin County (West)--Champlin, Rogers Cities & Lake Minnetonka
State of MN Plus E WI	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
State of MN Plus E WI	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
State of MN Plus E WI	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
State of MN Plus E WI	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
State of MN Plus E WI	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
State of MN Plus E WI	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
State of MN Plus E WI	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
State of MN Plus E WI	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
State of MN Plus E WI	27	Minnesota	1410	Hennepin County--Bloomington & Richfield Cities
State of MN Plus E WI	27	Minnesota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
State of MN Plus E WI	27	Minnesota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
State of MN Plus E WI	27	Minnesota	1503	Dakota County (West)--Burnsville & Apple Valley Cities
State of MN Plus E WI	27	Minnesota	1600	Scott County (East)--Shakopee, Savage & Prior Lake Cities
State of MN Plus E WI	27	Minnesota	1700	Carver & Scott (West) Counties
State of MN Plus E WI	27	Minnesota	1800	Wright County
State of MN Plus E WI	27	Minnesota	1900	Kandiyohi, McLeod, Meeker, Renville & Sibley Counties

State of MN Plus E WI	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
State of MN Plus E WI	27	Minnesota	2100	Southwest Minnesota
State of MN Plus E WI	27	Minnesota	2200	Blue Earth, Nicollet & Waseca Counties--Mankato City
State of MN Plus E WI	27	Minnesota	2300	Rice, Goodhue & Le Sueur Counties
State of MN Plus E WI	27	Minnesota	2400	Mower, Steele, Freeborn & Dodge Counties
State of MN Plus E WI	27	Minnesota	2500	Olmsted County--Rochester City
State of MN Plus E WI	27	Minnesota	2600	Winona, Wabasha, Fillmore & Houston Counties--Winona City
State of MN Plus E WI	55	Wisconsin	55102	St. Croix & Dunn Counties
Upper Minnesota Valley	27	Minnesota	2000	Brown, Lyon, Redwood, Chippewa, Yellow Medicine, Lac qui Parle & Lincoln Counties
West Central	27	Minnesota	800	West Central Minnesota

## Appendix H – OCCP Codes

EE O Cat	EEO Job Category Description	SOC Code	SOC Code Description
1	Officials and Administrators	11102 1	MGR-GeneralAndOperationsManagers
1	Officials and Administrators	1110X X	MGR-ChiefExecutivesAndLegislators
1	Officials and Administrators	11202 1	MGR-MarketingManagers
1	Officials and Administrators	11301 2	MGR-AdministrativeServicesManagers
1	Officials and Administrators	11301 3	MGR-FacilitiesManagers
1	Officials and Administrators	11302 1	MGR-ComputerAndInformationSystemsManagers
1	Officials and Administrators	11303 1	MGR-FinancialManagers
1	Officials and Administrators	11312 1	MGR-HumanResourcesManagers
1	Officials and Administrators	11313 1	MGR-TrainingAndDevelopmentManagers
1	Officials and Administrators	11901 3	MGR-Farmers,Ranchers,AndOtherAgriculturalManagers
1	Officials and Administrators	11903 0	MGR-EducationAndChildcareAdministrators
1	Officials and Administrators	1191X X	MGR-OtherManagers
1	Officials and Administrators	13104 1	BUS-ComplianceOfficers
1	Officials and Administrators	13108 2	BUS-ProjectManagementSpecialists
1	Officials and Administrators	13201 1	FIN-AccountantsAndAuditors
1	Officials and Administrators	15203 1	CMM-OperationsResearchAnalysts
1	Officials and Administrators	21202 1	CMS-Directors,ReligiousActivitiesAndEducation
1	Officials and Administrators	2310X X	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
1	Officials and Administrators	43101 1	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
1	Officials and Administrators	43601 1	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
2	Professionals	11102 1	MGR-GeneralAndOperationsManagers
2	Professionals	11201 1	MGR-AdvertisingAndPromotionsManagers
2	Professionals	11202 1	MGR-MarketingManagers
2	Professionals	11202 2	MGR-SalesManagers
2	Professionals	11203 0	MGR-PublicRelationsAndFundraisingManagers
2	Professionals	11301 2	MGR-AdministrativeServicesManagers
2	Professionals	11301 3	MGR-FacilitiesManagers

2	Professionals	11302 1	MGR-ComputerAndInformationSystemsManagers
2	Professionals	11303 1	MGR-FinancialManagers
2	Professionals	11312 1	MGR-HumanResourcesManagers
2	Professionals	11313 1	MGR-TrainingAndDevelopmentManagers
2	Professionals	11902 1	MGR-ConstructionManagers
2	Professionals	11903 0	MGR-EducationAndChildcareAdministrators
2	Professionals	11907 0	MGR-EntertainmentAndRecreationManagers
2	Professionals	11908 1	MGR-LodgingManagers
2	Professionals	11911 1	MGR-MedicalAndHealthServicesManagers
2	Professionals	11915 1	MGR-SocialAndCommunityServiceManagers
2	Professionals	1191X X	MGR-OtherManagers
2	Professionals	13102 2	BUS-WholesaleAndRetailBuyers,ExceptFarmProducts
2	Professionals	13102 3	BUS-PurchasingAgents,ExceptWholesale,Retail,AndFarmProducts
2	Professionals	13104 1	BUS-ComplianceOfficers
2	Professionals	13107 0	BUS-HumanResourcesWorkers
2	Professionals	13108 2	BUS-ProjectManagementSpecialists
2	Professionals	13111 1	BUS-ManagementAnalysts
2	Professionals	13112 1	BUS-MeetingConvention,AndEventPlanners
2	Professionals	13113 1	BUS-Fundraisers
2	Professionals	13115 1	BUS-TrainingAndDevelopmentSpecialists
2	Professionals	13116 1	BUS-MarketResearchAnalystsAndMarketingSpecialists
2	Professionals	13119 9	BUS-BusinessOperationsSpecialists,AllOther
2	Professionals	13201 1	FIN-AccountantsAndAuditors
2	Professionals	13203 1	FIN-BudgetAnalysts
2	Professionals	13207 0	FIN-CreditCounselorsAndLoanOfficers
2	Professionals	15121 1	CMM-ComputerSystemsAnalysts
2	Professionals	15124 1	CMM-ComputerNetworkArchitects
2	Professionals	15203 1	CMM-OperationsResearchAnalysts
2	Professionals	17101 2	ENG-LandscapeArchitects

2	Professionals	17301 X	ENG-OtherDrafters
2	Professionals	19209 9	SCI-PhysicalScientists,AllOther
2	Professionals	19303 3	SCI-ClinicalAndCounselingPsychologists
2	Professionals	19305 1	SCI-UrbanAndRegionalPlanners
2	Professionals	1940Y Y	SCI-OtherLife,Physical,AndSocialScienceTechnicians
2	Professionals	19501 0	SCI-OccupationalHealthAndSafetySpecialistsAndTechnicians
2	Professionals	21101 1	CMS-SubstanceAbuseAndBehavioralDisorderCounselors
2	Professionals	21101 2	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
2	Professionals	21101 9	CMS-Counselors,AllOther
2	Professionals	21102 9	CMS-SocialWorkersAllOther
2	Professionals	21109 2	CMS-ProbationOfficersAndCorrectionalTreatmentSpecialists
2	Professionals	21109 X	CMS-OtherCommunityAndSocialServiceSpecialists
2	Professionals	2310X X	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
2	Professionals	25100 0	EDU-PostsecondaryTeachers
2	Professionals	25201 0	EDU-PreschoolAndKindergartenTeachers
2	Professionals	25401 0	EDU-Archivists,Curators,AndMuseumTechnicians
2	Professionals	25402 2	EDU-LibrariansAndMediaCollectionsSpecialists
2	Professionals	25403 1	EDU-LibraryTechnicians
2	Professionals	2590X X	EDU-OtherEducationalInstructionandLibraryWorkers
2	Professionals	27102 X	ENT-OtherDesigners
2	Professionals	27201 2	ENT-ProducersAndDirectors
2	Professionals	27202 2	ENT-CoachesAndScouts
2	Professionals	27301 1	ENT-BroadcastAnnouncersAndRadioDiscJockeys
2	Professionals	27303 1	ENT-PublicRelationsSpecialists
2	Professionals	27304 1	ENT-Editors
2	Professionals	27304 3	ENT-WritersAndAuthors
2	Professionals	27309 1	ENT-InterpretersAndTranslators
2	Professionals	29102 0	MED-Dentists
2	Professionals	29105 1	MED-Pharmacists

2	Professionals	29112 6	MED-RespiratoryTherapists
2	Professionals	29112 X	MED-OtherTherapists
2	Professionals	29114 1	MED-RegisteredNurses
2	Professionals	29121 0	MED-Physicians
2	Professionals	29201 0	MED-ClinicalLaboratoryTechnologistsAndTechnicians
2	Professionals	29900 0	MED-OtherHealthcarePractitionersAndTechnicalOccupations
2	Professionals	33902 1	PRT-PrivateDetectivesAndInvestigators
2	Professionals	39903 1	PRS-ExerciseTrainersAndGroupFitnessInstructors
2	Professionals	39903 2	PRS-RecreationWorkers
2	Professionals	39904 1	PRS-ResidentialAdvisors
2	Professionals	41101 1	SAL-First-LineSupervisorsOfRetailSalesWorkers
2	Professionals	41309 1	SAL-SalesRepresentativesOfServices,ExceptAdvertising,Insurance,FinancialServices,AndTravel
2	Professionals	43101 1	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
2	Professionals	43303 1	OFF-Bookkeeping,Accounting,AndAuditingClerks
2	Professionals	43405 1	OFF-CustomerServiceRepresentatives
2	Professionals	43407 1	OFF-FileClerks
2	Professionals	43411 1	OFF-Interviewers,ExceptEligibilityAndLoan
2	Professionals	434YY Y	OFF-OtherInformationAndRecordsClerks
2	Professionals	43601 4	OFF-SecretariesAndAdministrative,ExceptLegal,Medical,AndExecutive
2	Professionals	439XX X	OFF-OtherOfficeAndAdministrativeSupportWorkers
3	Technicians	15123 0	CMM-ComputerSupportSpecialists
3	Technicians	17211 0	ENG-IndustrialEngineers,IncludingHealthAndSafety
3	Technicians	17302 X	ENG-OtherEngineeringTechnologistsAndTechnicians,ExceptDrafters
3	Technicians	27102 4	ENT-GraphicDesigners
3	Technicians	27304 2	ENT-TechnicalWriters
3	Technicians	27402 1	ENT-Photographers
3	Technicians	2740X X	ENT-OtherMediaAndCommunicationEquipmentWorkers
3	Technicians	29129 2	MED-DentalHygienists
3	Technicians	29201 0	MED-ClinicalLaboratoryTechnologistsAndTechnicians

3	Technicians	29206 1	MED-LicensedPracticalAndLicensedVocationalNurses
3	Technicians	31909 1	HLS-DentalAssistants
3	Technicians	43101 1	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
3	Technicians	43209 9	OFF-CommunicationsEquipmentOperators,AllOther
3	Technicians	47211 1	CON-Electricians
4	Protective Service	33101 1	PRT-First-LineSupervisorsOfCorrectionalOfficers
4	Protective Service	33101 2	PRT-First-LineSupervisorsOfPoliceAndDetectives
4	Protective Service	33102 1	PRT-First-LineSupervisorsOfFireFightingAndPreventionWorkers
4	Protective Service	33109 0	PRT-MiscellaneousFirst-LineSupervisors,ProtectiveServiceWorkers
4	Protective Service	33201 1	PRT-Firefighters
4	Protective Service	33202 0	PRT-FireInspectors
4	Protective Service	33301 1	PRT-Bailiffs
4	Protective Service	33301 2	PRT-CorrectionalOfficersAndJailers
4	Protective Service	33302 1	PRT-DetectivesAndCriminalInvestigators
4	Protective Service	3330X X	PRT-FishAndGameWardensAndParkingEnforcementOfficers
4	Protective Service	33902 1	PRT-PrivateDetectivesAndInvestigators
5	Paraprofessionals	1940Y Y	SCI-OtherLife,Physical,AndSocialScienceTechnicians
5	Paraprofessionals	25100 0	EDU-PostsecondaryTeachers
5	Paraprofessionals	25304 1	EDU-Tutors
5	Paraprofessionals	29205 2	MED-PharmacyTechnicians
5	Paraprofessionals	31909 2	HLS-MedicalAssistants
5	Paraprofessionals	3930X X	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
5	Paraprofessionals	43906 1	OFF-OfficeClerks,General
5	Paraprofessionals	49302 3	RPR-AutomotiveServiceTechniciansAndMechanics
6	Administrative Support	21101 2	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
6	Administrative Support	41101 1	SAL-First-LineSupervisorsOfRetailSalesWorkers
6	Administrative Support	43101 1	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
6	Administrative Support	43201 1	OFF-SwitchboardOperators,IncludingAnsweringService
6	Administrative Support	43209 9	OFF-CommunicationsEquipmentOperators,AllOther

6	Administrative Support	43303 1	OFF-Bookkeeping,Accounting,AndAuditingClerks
6	Administrative Support	43405 1	OFF-CustomerServiceRepresentatives
6	Administrative Support	43601 1	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
6	Administrative Support	43601 2	OFF-LegalSecretariesAndAdministrativeAssistants
6	Administrative Support	439XX X	OFF-OtherOfficeAndAdministrativeSupportWorkers
6	Administrative Support	51511 1	PRD-PrepressTechniciansAndWorkers
7	Skilled Craft	11301 3	MGR-FacilitiesManagers
7	Skilled Craft	43101 1	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
7	Skilled Craft	47101 1	CON-First-LineSupervisorsOfConstructionTradesAndExtractionWorkers
7	Skilled Craft	47203 1	CON-Carpenters
7	Skilled Craft	47211 1	CON-Electricians
7	Skilled Craft	47215 2	CON-Plumbers,Pipefitters,AndSteamfitters
7	Skilled Craft	472XX X	CON-Brickmasons,Blockmasons,Stonemasons,AndReinforcingIronAndRebarWorkers
7	Skilled Craft	49101 1	RPR-First-LineSupervisorsOfMechanics,Installers,AndRepairers
7	Skilled Craft	49209 X	RPR-OtherElectricalAndElectronicEquipmentMechanics,Installers,andRepairers
7	Skilled Craft	49302 3	RPR-AutomotiveServiceTechniciansAndMechanics
7	Skilled Craft	49303 1	RPR-BusAndTruckMechanicsAndDieselEngineSpecialists
7	Skilled Craft	49902 1	RPR-Heating,AirConditioning,AndRefrigerationMechanicsAndInstallers
7	Skilled Craft	49904 X	RPR-IndustrialAndRefractoryMachineryMechanics
7	Skilled Craft	49907 1	RPR-MaintenanceAndRepairWorkers,General
7	Skilled Craft	51404 1	PRD-Machinists
7	Skilled Craft	51801 0	PRD-PowerPlantOperators,Distributors,AndDispatchers
8	Service Maintenance	11301 2	MGR-AdministrativeServicesManagers
8	Service Maintenance	11301 3	MGR-FacilitiesManagers
8	Service Maintenance	19401 0	SCIAgriculturalAndFoodScienceTechnicians
8	Service Maintenance	35101 2	EAT-First-LineSupervisorsOfFoodPreparationAndServingWorkers
8	Service Maintenance	35201 0	EAT-Cooks
8	Service Maintenance	37101 1	CLN-First-LineSupervisorsOfHousekeepingAndJanitorialWorkers
8	Service Maintenance	37201 X	CLN-JanitorsAndBuildingCleaners

8	Service Maintenance	37301 1	CLN-LandscapingAndGroundskeepingWorkers
8	Service Maintenance	37301 X	CLN-OtherGroundsMaintenanceWorkers
8	Service Maintenance	3930X X	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
8	Service Maintenance	39901 1	PRS-ChildcareWorkers
8	Service Maintenance	43101 1	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
8	Service Maintenance	49907 1	RPR-MaintenanceAndRepairWorkers,General
8	Service Maintenance	5120X X	PRD-OtherAssemblersandFabricators
8	Service Maintenance	51511 2	PRD-PrintingPressOperators
8	Service Maintenance	53303 0	TRN-Driver/SalesWorkersAndTruckDrivers
9	Faculty	11102 1	MGR-GeneralAndOperationsManagers
9	Faculty	1110X X	MGR-ChiefExecutivesAndLegislators
9	Faculty	11201 1	MGR-AdvertisingAndPromotionsManagers
9	Faculty	11202 1	MGR-MarketingManagers
9	Faculty	11202 2	MGR-SalesManagers
9	Faculty	11203 0	MGR-PublicRelationsAndFundraisingManagers
9	Faculty	11301 2	MGR-AdministrativeServicesManagers
9	Faculty	11301 3	MGR-FacilitiesManagers
9	Faculty	11302 1	MGR-ComputerAndInformationSystemsManagers
9	Faculty	11303 1	MGR-FinancialManagers
9	Faculty	11305 1	MGR-IndustrialProductionManagers
9	Faculty	11307 1	MGR-Transportation,Storage,AndDistributionManagers
9	Faculty	11311 1	MGR-CompensationAndBenefitsManagers
9	Faculty	11312 1	MGR-HumanResourcesManagers
9	Faculty	11313 1	MGR-TrainingAndDevelopmentManagers
9	Faculty	11901 3	MGR-Farmers,Ranchers,AndOtherAgriculturalManagers
9	Faculty	11902 1	MGR-ConstructionManagers
9	Faculty	11903 0	MGR-EducationAndChildcareAdministrators
9	Faculty	11904 1	MGR-ArchitecturalAndEngineeringManagers
9	Faculty	11905 1	MGR-FoodServiceManagers

9	Faculty	11907 0	MGR-EntertainmentAndRecreationManagers
9	Faculty	11908 1	MGR-LodgingManagers
9	Faculty	11911 1	MGR-MedicalAndHealthServicesManagers
9	Faculty	11912 1	MGR-NaturalSciencesManagers
9	Faculty	11914 1	MGR-Property,RealEstate,AndCommunityAssociationManagers
9	Faculty	11915 1	MGR-SocialAndCommunityServiceManagers
9	Faculty	1191X X	MGR-OtherManagers
9	Faculty	13101 1	BUS-AgentsAndBusinessManagersOfArtists,Performers,AndAthletes
9	Faculty	13102 2	BUS-WholesaleAndRetailBuyers,ExceptFarmProducts
9	Faculty	13102 3	BUS-PurchasingAgents,ExceptWholesale,Retail,AndFarmProducts
9	Faculty	13103 0	BUS-ClaimsAdjusters,Appraisers,Examiners,AndInvestigators
9	Faculty	13104 1	BUS-ComplianceOfficers
9	Faculty	13105 1	BUS-CostEstimators
9	Faculty	13107 0	BUS-HumanResourcesWorkers
9	Faculty	13108 1	BUS-Logisticians
9	Faculty	13108 2	BUS-ProjectManagementSpecialists
9	Faculty	13111 1	BUS-ManagementAnalysts
9	Faculty	13113 1	BUS-Fundraisers
9	Faculty	13114 1	BUS-Compensation,Benefits,AndJobAnalysisSpecialists
9	Faculty	13115 1	BUS-TrainingAndDevelopmentSpecialists
9	Faculty	13116 1	BUS-MarketResearchAnalystsAndMarketingSpecialists
9	Faculty	13119 9	BUS-BusinessOperationsSpecialists,AllOther
9	Faculty	13201 1	FIN-AccountantsAndAuditors
9	Faculty	13203 1	FIN-BudgetAnalysts
9	Faculty	13204 1	FIN-CreditAnalysts
9	Faculty	13205 1	FIN-FinancialAnalysts
9	Faculty	13205 2	FIN-PersonalFinancialAdvisors
9	Faculty	13205 3	FIN-InsuranceUnderwriters
9	Faculty	13206 1	FIN-FinancialExaminers

9	Faculty	13208 1	FIN-TaxExaminersAndCollectors,AndRevenueAgents
9	Faculty	13208 2	FIN-TaxPreparers
9	Faculty	1320X X	FIN-OtherFinancialSpecialists
9	Faculty	15121 1	CMM-ComputerSystemsAnalysts
9	Faculty	15121 2	CMM-InformationSecurityAnalysts
9	Faculty	15122 1	CMM-ComputerAndInformationResearchScientists
9	Faculty	15123 0	CMM-ComputerSupportSpecialists
9	Faculty	15124 1	CMM-ComputerNetworkArchitects
9	Faculty	15124 4	CMM-NetworkAndComputerSystemsAdministrators
9	Faculty	15124 X	CMM-DatabaseAdministratorsAndArchitects
9	Faculty	15125 1	CMM-ComputerProgrammers
9	Faculty	15125 2	CMM-SoftwareDevelopers
9	Faculty	15125 3	CMM-SoftwareQualityAssuranceAnalystsAndTesters
9	Faculty	15125 4	CMM_WebDevelopers
9	Faculty	15125 5	CMMWebAndDigitalInterfaceDesigners
9	Faculty	15129 9	CMMComputerOccupations,AllOther
9	Faculty	15201 1	CMM-Actuaries
9	Faculty	15203 1	CMM-OperationsResearchAnalysts
9	Faculty	1520X X	CMM-OtherMathematicalScienceOccupations
9	Faculty	17101 1	ENG-Architects,ExceptLandscapeAndNaval
9	Faculty	17101 2	ENG-LandscapeArchitects
9	Faculty	17102 0	ENG-Surveyors,Cartographers,AndPhotogrammetrists
9	Faculty	17201 1	ENG-AerospaceEngineers
9	Faculty	17204 1	ENG-ChemicalEngineers
9	Faculty	17205 1	ENG-CivilEngineers
9	Faculty	17206 1	ENG-ComputerHardwareEngineers
9	Faculty	17208 1	ENG-EnvironmentalEngineers
9	Faculty	1720X X	ENG-BiomedicalAndAgriculturalEngineers
9	Faculty	17213 1	ENG-MaterialsEngineers

9	Faculty	17214 1	ENG-MechanicalEngineers
9	Faculty	1721X X	ENG-Petroleum,MiningAndGeologicalEngineers,IncludingMiningSafetyEngineers
9	Faculty	17301 1	ENG-ArchitecturalAndCivilDrafters
9	Faculty	17301 X	ENG-OtherDrafters
9	Faculty	17302 3	ENG-ElectricalandElectronicEngineeringTechnologistsAndTechnicians
9	Faculty	17302 X	ENG-OtherEngineeringTechnologistsAndTechnicians,ExceptDrafters
9	Faculty	17303 1	ENG-SurveyingAndMappingTechnicians
9	Faculty	19201 0	SCI-AstronomersAndPhysicists
9	Faculty	19202 1	SCI-AtmosphericAndSpaceScientists
9	Faculty	19203 0	SCI-ChemistsAndMaterialsScientists
9	Faculty	19204 1	SCI-EnvironmentalScientistsAndSpecialists,IncludingHealth
9	Faculty	19209 9	SCI-PhysicalScientists,AllOther
9	Faculty	19301 1	SCI-Economists
9	Faculty	19303 3	SCI-ClinicalAndCounselingPsychologists
9	Faculty	19303 4	SCI-SchoolPsychologists
9	Faculty	19303 X	SCI-OtherPsychologists
9	Faculty	19305 1	SCI-UrbanAndRegionalPlanners
9	Faculty	1930X X	OtherSocialScientists
9	Faculty	19402 1	SCI-BiologicalTechnicians
9	Faculty	19403 1	SCI-ChemicalTechnicians
9	Faculty	1940X X	SCI-EnvironmentalScienceAndGeoscienceTechnicians,AndNuclearTechnicians
9	Faculty	1940Y Y	SCI-OtherLife,Physical,AndSocialScienceTechnicians
9	Faculty	19501 0	SCI-OccupationalHealthAndSafetySpecialistsAndTechnicians
9	Faculty	21101 1	CMS-SubstanceAbuseAndBehavioralDisorderCounselors
9	Faculty	21101 2	CMS-Educational,Guidance,AndCareerCounselorsAndAdvisors
9	Faculty	21101 3	CMS-MarriageAndFamilyTherapists
9	Faculty	21101 4	CMS-MentalHealthCounselors
9	Faculty	21101 5	CMS-RehabilitationCounselors
9	Faculty	21101 9	CMS-Counselors,AllOther

9	Faculty	21102 1	CMS-Child,Family,AndSchoolSocialWorkers
9	Faculty	21102 2	CMS-HealthcareSocialWorkers
9	Faculty	21102 3	CMS-MentalHealthAndSubstanceAbuseSocialWorkers
9	Faculty	21102 9	CMS-SocialWorkersAllOther
9	Faculty	21109 2	CMS-ProbationOfficersAndCorrectionalTreatmentSpecialists
9	Faculty	21109 3	CMS-SocialAndHumanServiceAssistants
9	Faculty	21109 X	CMS-OtherCommunityAndSocialServiceSpecialists
9	Faculty	2310X X	LGL-Lawyers,AndJudges,Magistrates,AndOtherJudicialWorkers
9	Faculty	23201 1	LGL-ParalegalsAndLegalAssistants
9	Faculty	23209 3	LGL-TitleExaminers,Abstractors,AndSearchers
9	Faculty	23209 9	LGL-LegalSupportWorkers,AllOther
9	Faculty	25100 0	EDU-PostsecondaryTeachers
9	Faculty	25402 2	EDU-LibrariansAndMediaCollectionsSpecialists
9	Faculty	25403 1	EDU-LibraryTechnicians
9	Faculty	27101 0	ENT-ArtistsAndRelatedWorkers
9	Faculty	27102 1	ENT-CommercialAndIndustrialDesigners
9	Faculty	27102 2	ENT-FashionDesigners
9	Faculty	27102 4	ENT-GraphicDesigners
9	Faculty	27102 5	ENT-InteriorDesigners
9	Faculty	27102 X	ENT-OtherDesigners
9	Faculty	27201 1	ENT-Actors
9	Faculty	27201 2	ENT-ProducersAndDirectors
9	Faculty	27202 1	ENT-AthletesAndSportsCompetitors
9	Faculty	27202 2	ENT-CoachesAndScouts
9	Faculty	27203 0	ENT-DancersAndChoreographers
9	Faculty	27204 1	ENT-MusicDirectorsAndComposers
9	Faculty	27204 2	ENT-MusiciansAndSingers
9	Faculty	27209 1	ENT-DiscJockeys,ExceptRadio
9	Faculty	27209 9	ENT-EntertainersAndPerformers,SportsAndRelatedWorkers,AllOther

9	Faculty	27301 1	ENT-BroadcastAnnouncersAndRadioDiscJockeys
9	Faculty	27302 3	ENT-NewsAnalysts,Reporters,AndJournalists
9	Faculty	27303 1	ENT-PublicRelationsSpecialists
9	Faculty	27304 1	ENT-Editors
9	Faculty	27304 2	ENT-TechnicalWriters
9	Faculty	27304 3	ENT-WritersAndAuthors
9	Faculty	27309 1	ENT-InterpretersAndTranslators
9	Faculty	27309 2	ENT-CourtReportersAndSimultaneousCaptioners
9	Faculty	27309 9	ENT-MediaAndCommunicationsWorkers,AllOther
9	Faculty	27402 1	ENT-Photographers
9	Faculty	2740X X	ENT-OtherMediaAndCommunicationEquipmentWorkers
9	Faculty	29102 0	MED-Dentists
9	Faculty	29103 1	MED-DietitiansAndNutritionists
9	Faculty	29112 4	MED-RadiationTherapists
9	Faculty	29112 5	MED-RecreationalTherapists
9	Faculty	29112 6	MED-RespiratoryTherapists
9	Faculty	29112 7	MED-Speech-LanguagePathologists
9	Faculty	29112 X	MED-OtherTherapists
9	Faculty	29114 1	MED-RegisteredNurses
9	Faculty	29115 1	MED-NurseAnesthetists
9	Faculty	29118 1	MED-Audiologists
9	Faculty	2911X X	MED-NursePractitionersAndNurseMidwives
9	Faculty	29129 2	MED-DentalHygienists
9	Faculty	29129 9	MED-HealthcareDiagnosingOrTreatingPractitioners,AllOther
9	Faculty	29201 0	MED-ClinicalLaboratoryTechnologistsAndTechnicians
9	Faculty	29203 1	MED-CardiovascularTechnologistsAndTechnicians
9	Faculty	29203 2	MED-DiagnosticMedicalSonographers
9	Faculty	29203 4	MED-RadiologicTechnologistsAndTechnicians
9	Faculty	29203 5	MED-MagneticResonanceImagingTechnologists

9	Faculty	29203 X	MED-NuclearMedicineTechnologistsAndMedicalDosimetrists
9	Faculty	29204 2	MED-EmergencyMedicalTechnicians
9	Faculty	29204 3	MED-Paramedics
9	Faculty	29205 2	MED-PharmacyTechnicians
9	Faculty	29205 3	MED-PsychiatricTechnicians
9	Faculty	29205 5	MED-SurgicalTechnologists
9	Faculty	29205 6	MED-VeterinaryTechnologistsAndTechnicians
9	Faculty	29205 X	MED-DieteticTechniciansAndOphthalmicMedicalTechnicians
9	Faculty	29206 1	MED-LicensedPracticalAndLicensedVocationalNurses
9	Faculty	29207 2	MED-MedicalRecordsSpecialists
9	Faculty	29209 0	MED-MiscellaneousHealthTechnologistsAndTechnicians
9	Faculty	29900 0	MED-OtherHealthcarePractitionersAndTechnicalOccupations
9	Faculty	31113 1	HLS-NursingAssistants
9	Faculty	31113 X	HLS-OrderliesAndPsychiatricAides
9	Faculty	31201 0	HLS-OccupationalTherapyAssistantsAndAides
9	Faculty	31202 0	HLS-PhysicalTherapistAssistantsAndAides
9	Faculty	31901 1	HLS-MassageTherapists
9	Faculty	31909 1	HLS-DentalAssistants
9	Faculty	31909 2	HLS-MedicalAssistants
9	Faculty	31909 4	HLS-MedicalTranscriptionists
9	Faculty	31909 6	HLS-VeterinaryAssistantsAndLaboratoryAnimalCaretakers
9	Faculty	31909 7	HLS-Phlebotomists
9	Faculty	31909 X	HLS-OtherHealthcareSupportWorkers
9	Faculty	33101 1	PRT-First-LineSupervisorsOfCorrectionalOfficers
9	Faculty	33101 2	PRT-First-LineSupervisorsOfPoliceAndDetectives
9	Faculty	33102 1	PRT-First-LineSupervisorsOfFireFightingAndPreventionWorkers
9	Faculty	33201 1	PRT-Firefighters
9	Faculty	33202 0	PRT-FireInspectors
9	Faculty	33301 1	PRT-Bailiffs

9	Faculty	33301 2	PRT-CorrectionalOfficersAndJailers
9	Faculty	33302 1	PRT-DetectivesAndCriminalInvestigators
9	Faculty	3330X X	PRT-FishAndGameWardensAndParkingEnforcementOfficers
9	Faculty	33902 1	PRT-PrivateDetectivesAndInvestigators
9	Faculty	35101 1	EAT-ChefsAndHeadCooks
9	Faculty	35101 2	EAT-First-LineSupervisorsOfFoodPreparationAndServingWorkers
9	Faculty	35201 0	EAT-Cooks
9	Faculty	37101 1	CLN-First-LineSupervisorsOfHousekeepingAndJanitorialWorkers
9	Faculty	37101 2	CLN-First-LineSupervisorsOfLandscaping,LawnService,AndGroundskeepingWorkers
9	Faculty	37301 1	CLN-LandscapingAndGroundskeepingWorkers
9	Faculty	37301 X	CLN-OtherGroundsMaintenanceWorkers
9	Faculty	39100 0	PRS-SupervisorsofPersonalCareAndServiceWorkers
9	Faculty	3930X X	PRS-OtherEntertainmentAttendantsAndRelatedWorkers
9	Faculty	39501 2	PRS-Hairdressers,Hairstylists,AndCosmetologists
9	Faculty	39509 2	PRS-ManicuristsandPedicurists
9	Faculty	39509 4	PRS-SkincareSpecialists
9	Faculty	39509 X	PRS-OtherPersonalAppearanceWorkers
9	Faculty	39701 0	PRS-TourAndTravelGuides
9	Faculty	39901 1	PRS-ChildcareWorkers
9	Faculty	39903 1	PRS-ExerciseTrainersAndGroupFitnessInstructors
9	Faculty	39903 2	PRS-RecreationWorkers
9	Faculty	39904 1	PRS-ResidentialAdvisors
9	Faculty	41101 1	SAL-First-LineSupervisorsOfRetailSalesWorkers
9	Faculty	41101 2	SAL-First-LineSupervisorsOfNon-RetailSalesWorkers
9	Faculty	41202 2	SAL-PartsSalespersons
9	Faculty	41301 1	SAL-AdvertisingSalesAgents
9	Faculty	41302 1	SAL-InsuranceSalesAgents
9	Faculty	41303 1	SAL-Securities,Commodities,AndFinancialServicesSalesAgents
9	Faculty	41304 1	SAL-TravelAgents

9	Faculty	41309 1	SAL- SalesRepresentativesOfServices,ExceptAdvertising,Insurance,FinancialServices,AndTravel
9	Faculty	41401 0	SAL-SalesRepresentatives,WholesaleAndManufacturing
9	Faculty	41901 0	SAL-Models,Demonstrators,AndProductPromoters
9	Faculty	41902 0	SAL-RealEstateBrokersAndSalesAgents
9	Faculty	41909 9	SAL-SalesAndRelatedWorkers,AllOther
9	Faculty	43101 1	Off-First-LineSupervisorsOfOfficeAndAdministrativeSupportWorkers
9	Faculty	43301 1	OFF-BillAndAccountCollectors
9	Faculty	43303 1	OFF-Bookkeeping,Accounting,AndAuditingClerks
9	Faculty	43305 1	OFF-PayrollAndTimekeepingClerks
9	Faculty	43306 1	OFF-ProcurementClerks
9	Faculty	43307 1	OFF-Tellers
9	Faculty	43404 1	OFF-CreditAuthorizers,Checkers,AndClerks
9	Faculty	43405 1	OFF-CustomerServiceRepresentatives
9	Faculty	43407 1	OFF-FileClerks
9	Faculty	43413 1	OFF-LoanInterviewersAndClerks
9	Faculty	43414 1	OFF-NewAccountsClerks
9	Faculty	43416 1	OFF-HumanResourcesAssistants,ExceptPayrollAndTimekeeping
9	Faculty	434XX X	OFF-CorrespondenceClerksAndOrderClerks
9	Faculty	43501 1	OFF-CargoAndFreightAgents
9	Faculty	43601 1	OFF-ExecutiveSecretariesAndExecutiveAdministrativeAssistants
9	Faculty	43601 2	OFF-LegalSecretariesAndAdministrativeAssistants
9	Faculty	43601 3	OFF-MedicalSecretariesAndAdministrativeAssistants
9	Faculty	43601 4	OFF-SecretariesAndAdministrative,ExceptLegal,Medical,AndExecutive
9	Faculty	43902 1	OFF-DataEntryKeyers
9	Faculty	43902 2	OFF-WordProcessorsAndTypists
9	Faculty	43904 1	OFF-InsuranceClaimsAndPolicyProcessingClerks
9	Faculty	43906 1	OFF-OfficeClerks,General
9	Faculty	43908 1	OFF-ProofreadersAndCopyMarkers
9	Faculty	43911 1	OFF-StatisticalAssistants

9	Faculty	439XX X	OFF-OtherOfficeAndAdministrativeSupportWorkers
9	Faculty	45101 1	FFF-First-LineSupervisorsOfFarming,Fishing,AndForestryWorkers
9	Faculty	45303 1	FFF-FishingAndHuntingWorkers
9	Faculty	45401 1	FFF-ForestAndConservationWorkers
9	Faculty	45402 0	FFF-LoggingWorkers
9	Faculty	47101 1	CON-First-LineSupervisorsOfConstructionTradesAndExtractionWorkers
9	Faculty	47203 1	CON-Carpenters
9	Faculty	47211 1	CON-Electricians
9	Faculty	47215 2	CON-Plumbers,Pipefitters,AndSteamfitters
9	Faculty	47221 1	CON-SheetMetalWorkers
9	Faculty	47223 1	CON-SolarPhotovoltaicInstallers
9	Faculty	472XX X	CON-Brickmasons,Blockmasons,Stonemasons,AndReinforcingIronAndRebarWorkers
9	Faculty	47401 1	CON-ConstructionAndBuildingInspectors
9	Faculty	47402 1	CON-ElevatorInstallersAndRepairers
9	Faculty	47404 1	CON-HazardousMaterialsRemovalWorkers
9	Faculty	47405 1	CON-HighwayMaintenanceWorkers
9	Faculty	47406 1	CON-Rail-TrackLayingAndMaintenanceEquipmentOperators
9	Faculty	4740X X	CON-OtherConstructionAndRelatedWorkers
9	Faculty	47503 2	EXT-ExplosivesWorkers,OrdnanceHandlingExperts,AndBlasters
9	Faculty	4750X X	EXT-OtherExtractionWorkers
9	Faculty	49101 1	RPR-First-LineSupervisorsOfMechanics,Installers,AndRepairers
9	Faculty	49201 1	RPR-Computer,AutomatedTeller,AndOfficeMachineRepairers
9	Faculty	49209 1	RPR-AvionicsTechnicians
9	Faculty	49209 8	RPR-SecurityAndFireAlarmSystemsInstallers
9	Faculty	49209 X	RPR-OtherElectricalAndElectronicEquipmentMechanics,Installers,andRepairers
9	Faculty	49301 1	RPR-AircraftMechanicsAndServiceTechnicians
9	Faculty	49302 1	RPR-AutomotiveBodyAndRelatedRepairers
9	Faculty	49302 2	RPR-AutomotiveGlassInstallersAndRepairers
9	Faculty	49302 3	RPR-AutomotiveServiceTechniciansAndMechanics

9	Faculty	49303 1	RPR-BusAndTruckMechanicsAndDieselEngineSpecialists
9	Faculty	49304 0	RPR-HeavyVehicleAndMobileEquipmentServiceTechniciansAndMechanics
9	Faculty	49305 0	RPR-SmallEngineMechanics
9	Faculty	49902 1	RPR-Heating,AirConditioning,AndRefrigerationMechanicsAndInstallers
9	Faculty	49904 3	RPR-MaintenanceWorkers,Machinery
9	Faculty	49904 4	RPR-Millwrights
9	Faculty	49904 X	RPR-IndustrialAndRefractoryMachineryMechanics
9	Faculty	49905 1	RPR-ElectricalPower-LineInstallersAndRepairers
9	Faculty	49907 1	RPR-MaintenanceAndRepairWorkers,General
9	Faculty	4990X X	RPR-OtherInstallation,Maintenance,AndRepairWorkers
9	Faculty	51101 1	PRD-First-LineSupervisorsOfProductionAndOperatingWorkers
9	Faculty	5120X X	PRD-OtherAssemblersandFabricators
9	Faculty	51301 1	PRD-Bakers
9	Faculty	51403 1	PRD-Cutting,Punching,AndPressMachineSetters,Operators,AndTenders,MetalAndPlastic
9	Faculty	51403 3	Grinding,Lapping,Polishing,AndBuffingMachineToolSetters,Operators,AndTenders,MetalandPlastic
9	Faculty	51404 1	PRD-Machinists
9	Faculty	5140X X	PRD-ModelMakers,Patternmakers,AndMoldingMachineSetters,MetalAndPlastic
9	Faculty	51411 1	PRD-ToolAndDieMakers
9	Faculty	514XX X	PRD-OtherMetalWorkersAndPlasticWorkers
9	Faculty	51511 1	PRD-PrepressTechniciansAndWorkers
9	Faculty	51511 2	PRD-PrintingPressOperators
9	Faculty	51609 X	PRD-OtherTextile,Apparel,AndFurnishingWorkers
9	Faculty	51701 1	PRD-CabinetmakersAndBenchCarpenters
9	Faculty	51704 1	PRD-SawingMachineSetters,Operators,AndTenders,Wood
9	Faculty	51704 2	PRD-WoodworkingMachineSetters,Operators,AndTenders,ExceptSawing
9	Faculty	5170X X	PRD-OtherWoodworkers
9	Faculty	51803 1	PRD-WaterAndWastewaterTreatmentPlantAndSystemOperators
9	Faculty	51809 0	PRD-MiscellaneousPlantAndSystemOperators
9	Faculty	51906 1	PRD-Inspectors,Testers,Sorters,Samplers,AndWeighers

9	Faculty	51907 1	PRD-JewelersAndPreciousStoneAndMetalWorkers
9	Faculty	5191X X	PRD-MiscellaneousProductionWorkers,IncludingEquipmentOperatorsandTenders
9	Faculty	53201 0	TRN-AircraftPilotsAndFlightEngineers
9	Faculty	53301 1	TRN-AmbulanceDriversAndAttendants,ExceptEmergencyMedicalTechnicians
9	Faculty	53303 0	TRN-Driver/SalesWorkersAndTruckDrivers
9	Faculty	53305 1	TRN-BusDrivers,School
9	Faculty	53305 2	TRN-BusDrivers,TransitAndIntercity
9	Faculty	53305 3	TRN-ShuttleDriversandChauffeurs
9	Faculty	5360X X	TRN-OtherTransportationWorkers
9	Faculty	53702 1	TRN-CraneAndTowerOperators
9	Faculty	5370X X	TRN-Conveyor,Dredge,AndHoistAndWinchOperators
9	Faculty	5371X X	TRN-OtherMaterialMovingWorkers

## Definitions of Terms Used in This Affirmative Action Plan

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**Applicant:** "Applicant" means a person who has satisfied the minimum requirements for application established by the commissioner of management and budget (M.S. 43A.02, subd. 4).

**Availability:** an estimated percentage of qualified females, racial/minorities, or individuals with disabilities in the relevant labor market who are available for positions in a given job category at a Minnesota State college/university. The final availability is determined by considering two factors: the statistics from the outside labor market and the internal Minnesota State college/university workforce for the Affirmative Action Plan year.

**Feeder job:** staffed positions within the college/university that can be promoted and/or transferred into other EEO job categories.

**Hiring goal:** a numerical objective designed to correct an identified deficiency in the utilization of protected group members. For example, the professional job category has identified underutilization and the availability is 30%, the goal (or hiring goal) for females in the job category is for 30% of the new hires/rehires and promotions for that Affirmative Action Plan year would be females. Goals/hiring goals should never be implemented as quotas, nor should they be used as criteria in decision-making regarding qualifications.

**Job category:** a group of jobs that are linked by a common purpose and skill set (or sometimes certificates/educational degrees) and are grounded on the job categories identified by the U.S. Equal Employment Opportunity Commission (EEOC).

**Labor market area:** a geographic area in which a college/university is seeking a worker in a particular goal unit and where there is an available supply of workers employed or seeking jobs in that goal unit.

**Protected groups:** females, persons with disabilities, and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native ([M.S. 43A.02, subd. 33](#)).

**Snapshot:** one particular point in time. A snapshot of a workforce is taken at one particular point in time as the basis for Affirmative Action Plan analyses because the workforce numbers are always fluctuating.

**Supported Work Program:** The state legislature established the program in 1987 to expand employment opportunities for people with significant disabilities. but has been expanded to include individuals who experience other significant disabilities, including, but not limited to, head injury, mental illness, and deaf blindness. Under the program, a supported worker must require ongoing support and may share a single position with up to two other supported work employees.

**Underutilization:** the representation of females, racial/ethnic minorities, or individuals with disabilities in a specific job category is less than reasonably would be expected given from workforce participation in the labor market area.