

2008-2010

Affirmative Action Plan

Where great journeys in education begin...



Rainy River Community College

1501 Highway 71
International Falls, Minnesota

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

TABLE OF CONTENTS

<u>Section</u>	<u>Description</u>	<u>Page</u>
1	Transmittal Form	3
2	Statement of Commitment	4
3	Responsibility for Implementation	5
4	Dissemination of the Affirmative Action Plan	7
5	Complaint Procedure - Complaint Form	8 9
6	Goals and Timetables	11
7	Availability, Utilization, Underutilization Data	14
8	Establishment of Hiring Goals	15
9	Recruitment and Retention	16
10	Methods of Auditing, Evaluating, and Reporting Program Success	17
11	Supported Employment	19
12	Reasonable Accommodations - Employee Request for Reasonable Accommodations - Reasonable Accommodations Agreement	20 21 23
13	Weather Emergencies and Evacuation	24
14	Rainy River Community College Policies and Procedures: - Reasonable Accommodations in Employment - Nondiscrimination in Employment and Education Opportunity Policy - Report/Complaint of Discrimination/Harassment Investigation and Resolution - Affirmative Action in Employment Policy - Sexual Violence Policy - Sexual Violence Procedure - Access for Individuals with Disabilities	25
	Appendix A: Weather Emergency & Evacuation Plan	26
	Appendix B: Organizational Chart	34



October, 2008

Stacy Johnston
Diversity Director
Rainy River Community College
1501 W. Highway 71
International Falls, MN 56649

RE: 2008-2010 Affirmative Action Plan

Dear Stacy Johnston:

Congratulations, your school's 2008-2010 Affirmative Action Plan has been approved by the Department of Finance and Employee Relations (FER) pending the completion of the modifications listed on the checklist that is attached to this letter.

Make these changes in **your** copy of the plan. It is not necessary for you to send the corrected pages to FER.

Modifications to be made in your 2008-2010 plan:

See attached checklist.

When the modifications are made, please forward an electronic copy of the plan to the Legislative Reference Library, c/o Jess Hopeman at jess.hopeman@lrl.leg.mn and two (2) hard copies of the plan to the Legislative Reference Library at:

645 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd
St. Paul, MN 55155-1050

Thank you for your cooperation!

Martha Brechlin
State Affirmative Action Officer
Department of Finance & Employee Relations
martha.brechlin@state.mn.us

SECTION 1: Affirmative Action Plan Transmittal Form 2008-2010

1. This annual review revealed underutilization of the following protected group(s) in the following goal units:

GOAL UNITS	B/U	WOMEN	MINORITIES	DISABLED
Administrators	220			
Professionals	214,216			X
Faculty	210	X	X	X
Office/Clerical	206			
Labor/Craft/Service	202, 203		X	
Technical	207			

*BU = Bargaining Unit

2. A copy of Rainy River Community College's biennial plan is located in the Provost's Office, the administrative workroom, the College Library, and will be published on the college website.
3. This biennial plan contains internal policies and procedure for processing complaints of alleged discrimination/harassment, procedures for reasonable accommodation, and the college's procedure for weather emergencies/building evacuation. Employees have been apprised of these policies/procedures.
4. This Affirmative Action Plan designates those persons and groups responsible for implementing the Plan, as well as a description of the College's commitment to equal employment opportunity and affirmative action.


 Affirmative Action Officer

7.18.08
 Date


 Provost

7/18/08
 Date

5. This annual plan meets the rules governing affirmative action, MCAR Chapter 3905.0600 Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them that are reasonable and sufficiently aggressive to deal with the identified disparities.

 Director of the Office of Diversity and Equal
 Opportunity, Minnesota State Department of
 Employee Relations

 Date

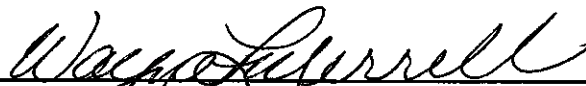
SECTION 2: Statement of Commitment

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

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

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

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



Dr. Wayne Merrell, Provost

7/18/08
Date

SECTION 3: Responsibility for Implementation

Provost, Dr. Wayne Merrell, 218-285-2202

The Provost of Rainy River Community College has ultimate responsibility for all equal opportunity/affirmative action activities within the College community. Final disposition of all college equal opportunity/affirmative action issues rests with the Provost.

The Provost is directly responsible to the President for developing and implementing all equal opportunity/affirmative action programs within the college. As primary administrator of the College's equal opportunity/affirmative action programs, the Provost shall:

1. Ensure that adequate staffing and resources are committed to implement the College's policies in the area of equal opportunity/affirmative action.
2. Appoint an Affirmative Action Officer to assist in carrying out established equal opportunity/affirmative action responsibilities.
3. Incorporate into the position description of all administrators and supervisors a clear definition of their responsibilities in the area of equal opportunity/affirmative action and include an evaluation of the performance of these responsibilities as part of the annual performance review process.
4. Ensure that underutilized group members are included on respective committees throughout the College and that the various constituencies within the College are also represented.
5. Provide Minnesota State Colleges and Universities with an annual summary of the College's accomplishment in meeting goals set during the previous year.

The Provost is directly accountable to the Northeast Higher Education College President, Dr. M. Sue Collins (218-254-7985) in all matters relating to equal opportunity at the College. Dr. Collins reports to the Minnesota State Colleges and Universities Chancellor.

Regional Equal Opportunity/Affirmative Action Officer, Stacy Johnston, 218-279-2682

To assist the Provost in carrying out EO/AA responsibilities, the EO/AAO shall:

1. Oversee the College's compliance with Federal, State and System laws, regulations and policies pertaining to EO/AA.
2. Assist the Provost in holding administration accountable for the achievement of AA goals and objectives and the fulfillment of EO requirements established by the College.
3. Develop, monitor, implement, and evaluate College EO/AA programs, plans, and guidelines, in conjunction with appropriate college administrators.
4. Provide recommendations to appropriate members of the College community regarding EO/AA. Assist Human Resources with preparation of internal and external institutional reports on EO/AA efforts and accomplishments, as needed.
5. Assist with planning and preparation of EO/AA training and education programs, as needed.
6. Review, investigate, and process complaints of discrimination and/or harassment in accordance with established policies and procedures.

The EO/AAO is accountable to the College Provost.

College Administration

To assist in the implementation of Affirmative Action/Equal Opportunity goals and policies, college administrators/supervisors shall:

1. Assure that all-equal opportunity/affirmative action policies, plans and procedures are complied with and carried out in their respective administrative units.
2. Promulgate the college's policies, plans and procedures relative to EEO and Affirmative Action through departmental meetings or other established means.
3. Monitor, promote and enforce the college's Zero Tolerance for Workplace Violence Policy and Plan within their respective administrative units.
4. Assist in the determination of annual vacancies and hiring goals.
5. Identify factors that may impede the college's pursuit of equal opportunity/affirmative action goals and objectives.
6. Review, update and make recommendations concerning equal opportunity/affirmative action programs, policies and procedures for the college. Such review shall include the college's hiring process and related training opportunities/materials.
7. Provide assistance in developing and preparing the Affirmative Action Plan, goals and annual accomplishment reports.
8. Serve as advocates for the college's Affirmative Action goals and objectives on college Search Committees.

Accountability for college administrators is depicted in the college's organizational chart. (See Appendix B)

Human Resources Director, Patricia Delich, 218-262-7268

In addition to the responsibilities described above for administrative supervisors, the Human Resources Director is also responsible for affirmative action hiring for all positions. To carry out this responsibility, the Human Resources Director shall:

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

SECTION 4: Dissemination of Plan

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

INTERNAL DISSEMINATION

- A copy of the approved plan will be available upon request in the Provost's Office, the Human Resources Office, and the College Library. The plan will be posted on the college's website at: www.rrcc.mnscu.edu.
- All employees will receive information about the Affirmative Action Plan upon employment.
- Training on affirmative action and equal opportunity issues will be offered to all managers and supervisors.
- All recruitment brochures, job announcements, vacancy notices and the website shall identify the College as "An Equal Opportunity Employer and Educator."
- Copies of the Affirmative Action Plan will be made available to all employees and students upon request, by contacting the Regional AAO, Stacy Johnston, at (218) 279-2682 or s.johnston@lsc.edu.

EXTERNAL DISSEMINATION

- All job announcements, vacancy notices, website home page, letterhead, brochures and promotional and other education or employment related materials shall identify the College as "An Equal Opportunity Employer and Educator."
- The College's commitment to the recruitment, employment, promotion and retention of individuals with disabilities, women and minorities will be aggressively publicized via a variety of protected group and non-protected group media sources.
- Copies of the Affirmative Action Plan will be available to all interested non-college parties, by contacting the Regional AAO, Stacy Johnston, at (218) 279-2682 or s.johnston@lsc.edu.
- Information on the College's Affirmative Action Program and Plan shall be made available to all external constituents via the website at: www.rrcc.mnscu.edu.

SECTION 5: Complaint Procedure

Rainy River Community College is committed to a policy of nondiscrimination in employment and education opportunity. To seek fair and equitable solutions to problems of discrimination/harassment, the 1B.1 policy and 1B.1.1 procedure is available to all employees. In addition, some employees may have grievance procedures in accordance with their respective collective bargaining agreements and human resource plans. Complaints/grievances will be processed in accordance with appropriate procedures.

How to Report/File a Complaint

Any employee or other interested party has the right to report or file a complaint. Complaints may be filed with:

Scott Riley, Financial Aid Director

Office: SS122, 1501 Highway 71, International Falls, MN

Telephone: 218-285-2205; Email: sriley@rrcc.mnscu.edu

Tammy Wood, Administrative Secretary

Office: A101, 1501 Highway 71, International Falls, MN

Telephone: 218-285-2204; Email: twood@rrcc.mnscu.edu

Stacy Johnston, Regional Investigator

Office: LSC, 2101 Trinity Road, Duluth, MN

Telephone: 218-279-2682; Email: s.johnston@lsc.edu

Patricia Delich, Director of Human Resources

Office: MRCTC, 1001 Chestnut Street West, Virginia MN

Telephone: 218-749-7743; Email: p.delich@mr.mnscu.edu

Policy 1B.1 Nondiscrimination in Employment and Education Opportunity

No person shall be discriminated against or harassed in the terms and conditions of employment, personnel practices, educational opportunity, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission.

A copy of the policy is contained at: <http://www.mnscu.edu/board/policy/1b01.html>

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

The 1B.1.1 procedure is designed to further implement college policies relating to nondiscrimination by providing a process through which individuals alleging violation of Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint.

A copy of the procedure is contained at: <http://www.mnscu.edu/board/procedure/1b01p1.html>

Rainy River Community College's Complaint Form

PLEASE READ THIS BEFORE FILLING OUT THIS FORM			
Any complaint of harassment/discrimination is considered confidential data under Minnesota Statute 13.39, Subd. 1 and 2. This information is being collected for the purpose of an inquiry and/or investigation.			
COMPLAINANT (one alleging discrimination/harassment)			
Please fill in requested information and check the appropriate boxes.			
Name	Name of advocate (if desired).	Student	<input type="checkbox"/>
Address		Applicant	<input type="checkbox"/>
		Staff	<input type="checkbox"/>
		In consideration of confidentiality please list how the complainant would like to be contacted by the designated officer.	
College Telephone Number	Home Telephone Number		
Supervisor (if appropriate)	Job Title(if appropriate)		
RESPONDENT(one charged with discrimination/harassment)			
Please fill in requested information and check the appropriate boxes. (If known)			
Name			
Address			Check One Student <input type="checkbox"/>
City			Staff <input type="checkbox"/>
State			Applicant <input type="checkbox"/>
College Telephone Number(if known)	Home Telephone Number(if known)		
Supervisor (if known)	Job Title(if known)		
THE COMPLAINT (the alleged incident)			
Please check the appropriate box.			
The complainant feels she/he was discriminated /harassed on the basis of:			
<input type="checkbox"/> Race	<input type="checkbox"/> Gender	<input type="checkbox"/> Disability	
<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Sexual Orientation	
<input type="checkbox"/> Creed	<input type="checkbox"/> Status w/ regard to public assistance	<input type="checkbox"/> Membership or activity in local commission	
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Marital Status	
The complainant feels she/he was experienced:			
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Harassment		

INFORMATION REGARDING INCIDENT(S)		
Date of incident:	Location of incident:	
Please give a detailed description of incident(s) (what happened, names, dates, locations, etc.)		
USE ADDITIONAL PAPER IF NEEDED		
If there were Witnesses present, please list their name and addresses if known.		
NAME	ADDRESS	TELEPHONE
All the information I have given in this complaint is my honest recollection of the incident(s)		
Complainant's Signature		Date:
College Representative's Signature		Date

An Equal Opportunity Educator and Employer.

SECTION 6: Goals and Timetables

Rainy River Community College recognizes various groups are underutilized in employment. The College also recognizes the value of having a diverse workforce. Therefore, the College is committed to remedy any identified underutilization in its staffing and promotional patterns. The College will encourage full employment participation by women, by minorities, and by persons with disabilities. In pursuing its commitment to affirmative action the College will take the following actions.

Goal #1: Develop diversity awareness within the college and community.

Specific Action Steps:

1. Plan and implement diversity and cultural awareness events, activities and celebrations on campus.
2. Support student and faculty international travel and exposure to diverse cultures.
3. Promote disability awareness and workplace accessibility among faculty, staff, and students.
4. Work with staff and faculty in promoting the integration of diversity/disability initiatives into curriculum and student life activities.
5. Encourage diversity awareness through community involvement and service learning projects.

Responsibility Assigned to:

Provost, Administration, Faculty, and Staff

Target Dates:

Ongoing

Goal #2: Provide training opportunities and refresh the employees' understanding of issues concerning diversity and harassment in the workplace/classroom.

Specific Action Steps:

1. Provide training for employees in the following areas:
 - Affirmative Action Plan
 - Role of the Regional Diversity Investigator/Trainer
 - Complaint Process
 - Non-harassment and Non-discrimination
 - Diversity and Intercultural Competency
 - Respect/Civility in the Workplace
 - Conflict Resolution/Mediation
 - Disability Awareness

2. Include diversity/intercultural competence and non-discrimination/non-harassment information and training in the new employee orientation.
3. Attend State, MnSCU, and other workshops and seminars as offered.

Responsibility Assigned to:

Provost, Administration, Regional Diversity Investigator/Trainer, HR.

Target Dates for Completion:

Ongoing

Goal #3: Increase the recruitment and retention of protected class employees and individuals with disabilities in compliance with the goals of MnSCU and of the college.

Specific Action Steps:

1. Update job posting list to include organizations that work with protected class persons as well as individuals with disabilities.
2. Develop a mentoring / leadership program emphasizing new faculty/staff hires of protected class persons and individuals with disabilities.
3. Plan and implement outreach programs to recruit and retain culturally diverse perspective employees and students.
4. Work closely with multi-cultural centers and disabilities coordinators to foster a welcoming, safe, and comfortable campus environment.
5. Strengthen connections with MnSCU, ODEO, and other schools to encourage retention.

Advertising Sources:

This lists the advertising sources that will be used when advertising for vacancies.

- National (Chronicle of Higher Education) (Full-Time Faculty and Excluded Administrators)
- Appropriate journals, newsletters, etc. (This will include affirmative action resources)
- Local newspapers, including Duluth
- MinnesotaJobs.com
- College Placement Services
- Metro newspapers.
- Journals oriented to Women and Minorities
- Networking Techniques -Contacting Administrators, faculty members and professionals of other institutions about the vacancy.

Responsibility Assigned to:

HR, Provost, Administration, Regional Diversity Investigator/Trainer, Multi-Cultural Advisor, Disabilities Coordinator.

Target Dates for Completion:

Ongoing

2006-2008 Actions and Activities: Related to '06-'08 Goals

- Ojibwe jeopardy – increasing knowledge and awareness of Ojibwe language (Anishinabemowin).
- Annual Pow Wow hosted on campus.
- Ojibwe Culture Camp – a full week of activities during which 16 students and four 'elders' spend time immersed in language, cultural activities, and traditional knowledge. Participants will learn to smoke freshly caught fish, sculpture native clay, learn native songs and dance, and will prepare a presentation of a public cultural event.
- Rainy River offers an academic certificate in Indigenous Studies on the subject of the Anishinaabeg (first people) and their culture.
- RRCC library display focusing on Ojibwe language, history, philosophy, and culture.
- Black History Month activities which included a showing of the Martin Luther King "I Have a Dream" speech.
- College hosted the Mixed Blood Theatre production of "Black Eagle".
- With the passing of Coretta Scott King, an exhibit was displayed consisting of pictures, books, and tutorials of her life before and after the assassination of her husband, Martin Luther King, Jr.
- On the 50th anniversary of the arrest of Rosa Parks a display was created consisting of posters, pictures, books, and magazines/newspaper articles commemorating this date in American history.
- During Black History month posters were displayed throughout the library along with pictures and literature emphasizing W.E.B. DuBois, Jesse Owens, and Jackie Robinson.
- A tribute to Martin Luther King, Jr. has been on year-round display outside the RRCC library.
- During Women's History month, the RRCC library displayed photos of notable women who contributed to our history; including interesting facts, trivia questions, and quotes.
- The RRCC Library has two life-size wooden carvings of a Native American and a Voyageur on loan from the family of Stephen Briggs. Also from Stephen Briggs, two charcoal framed drawings by Slats Fairbanks featuring the Ojibwe culture. These are displayed year round.
- Through the Bremer Bank Diversity grant, RRCC—along with ISD 361 and Falls Public Library—were able to purchase \$4,000 in books featuring diversity topics/issues. Because of our high African American enrollment, RRCC focused on black history past and present along with the Native American culture (specifically the Ojibwe), Mexican Americans, Hmong, and the Middle East peoples with a focus on Iranian women.
- Plans are being made for the creation of a "Spirit Rock" area to include a fire-pit, wood sculpture, and log benches arranged in a circle
- Cultural diversity books were hand picked for the RRCC Library and kept on display for three months. An example of the books follows:
 - Rethinking the Color Line: Readings in Race and Ethnicity*
 - Talking the Walk: A Communications Guide for Racial Justice*
 - The Skin Between Us: A Memoir of Race, Beauty, and Belonging*
 - Understanding Diversity: An Introduction to Class, Race, Gender & Sexual Orientation*
 - When Affirmative Action Was White: An Untold History of Racial Inequality*
 - The Authentic Voice: The Best Reporting on Race and Ethnicity*
 - The Four Skills of Cultural Diversity Competence: A Process for Understanding and Practice*

SECTION 7: Availability, Utilization and Underutilization Data

***Availability, Utilization, and Underutilization data
was suppressed to prevent
disclosure of personally identifiable
information.***

***This data is available at the
College pursuant to
the dissemination policy.***

SECTION 8: Establishment of Hiring Goals

When approval is given to fill positions, and the position is underutilized, affirmative steps are taken to recruit and hire women, minorities and persons with disabilities. Rainy River Community College will make every effort to recruit and hire members of underutilized groups, and has established the following hiring goals:

Women:

JOB GROUP	Underutilization	Hiring Goal	Timeline
Administrators	0	0	--
General Professionals	0	0	--
Faculty	1	1	2010
Clerical	0	0	--
Technical	0	0	--
Labor, Craft, Service	0	0	--

Minorities:

JOB GROUP	Underutilization	Hiring Goal	Timeline
Administrators	0	0	--
General Professionals	0	0	--
Full Time Faculty	1	1	2010
Clerical	0	0	--
Technical	0	0	--
Labor, Craft, Service	1	1	2010

Individuals with Disabilities:

JOB GROUP	Underutilization	Hiring Goal	Timeline
Administrators	0	0	--
General Professionals	1	1	2010
Full Time Faculty	1	1	2010
Clerical	0	0	--
Technical	0	0	--
Labor, Craft, Service	0	0	--

SECTION 9: Recruitment and Retention

Commitment to Recruitment

Rainy River Community College is fully committed to enhancing the diversity of the College community. The most effective way of encouraging a diverse campus community is by recruiting the best-qualified candidates from the largest candidate pool possible. Only by aggressively seeking out qualified women, minorities, and persons with disabilities can we develop a workforce that properly resembles the diversity in our student body and the community.

Commitment to Retention

Rainy River Community College strives to retain all talented employees with emphasis on underrepresented/underutilized job categories. The table below shows the separation analysis for the Rainy River Community College workforce for FY07 and FY08.

***Separation analysis data
was suppressed to prevent
disclosure of personally identifiable
information.***

***This data is available at the
College pursuant to
the dissemination policy.***

SECTION 10: Methods of Audit, Evaluation and Reporting

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

Pre-Hire Review Process

Rainy River Community College is committed to and supports aggressive affirmative action steps and programs intended to remedy the historical under-representation of women, minorities and persons with disabilities in the workforce. The pre-hire review process established at the College is consistent with MnSCU policy and applicable Minnesota statutes, Personnel Rules and collective bargaining agreements.

Step 1: Authorization is obtained to create and/or fill position.

Step 2: A Search Committee is identified.

The committee will typically consist of five to seven members representing a cross-section of the college's constituencies and may include students and members of the public. The role of the Search Committee is to be an active partner with the college administration in filling vacancies. Tasks may include, but are not limited to: reviewing position description/criteria, recommending qualifications, proposing timelines and recruitment sources, developing screening criteria, screening applicants, defining the interview process including preparing questions, conducting interviews, recommending finalists.

The role of the Human Resources Director is to monitor the search and selection process to ensure the search efforts are in compliance with EEO mandates. The HR Director will inform search committees of hiring goals and provide assistance with recruitment efforts. The Human Resources Director will provide assistance and training to the Search Committee related issues such as developing screening criteria, data privacy and document/information management.

Step 3: A recruitment plan will be prepared by the search committee.

If the vacancy is one for which an affirmative action goal has been set, the plan shall include special efforts to reach the goal. Such efforts may include advertising in appropriate publications designed to reach underutilized groups.

Step 4: The Search committee develops criteria to evaluate candidate qualifications.

The criteria used in evaluating a candidate's qualifications for a position must be job-related and consistent with the vacancy notice. To ensure this non-discriminatory standard is met, each Search Committee shall prepare a screening form which contains job related or professionally relevant criteria to be used to evaluate the credentials of all applicants. The screening form will be reviewed by the HR Director to ensure that the criteria developed are non-discriminatory.

Step 5: Screening of Applicants.

Application materials are received and managed by the Human Resources Office or designee. The committee reviews all applicant files and evaluates in accordance with pre-established

screening criteria. A written record will be prepared and forwarded to the HR Director showing the rationale for the committee's recommendation for each applicant prior to offering interviews. The HR Director will monitor and analyze applicant pools to ensure that the screening process is being followed in a non-discriminatory way.

Step 6: Interviews

Prior to conducting interviews, the Search Committee shall identify a process for interviews including format, questions and the evaluation mechanism/form to be completed for each candidate interviewed. The process must be defined before any interviews are held and will be reviewed by the HR Director prior to conducting interviews to ensure that the process is being followed in a non-discriminatory way.

A written summary of evaluation which provides supportive rationale for committee recommendations will be forwarded to the HR Director prior to forwarding recommendations to the hiring authority, in order to ensure that recommendations are made in a non-discriminatory way.

Step 7: Final Review of Process

In the event that a disparity exists and protected group members are not moved forward at any step in the process, the HR Director will review the process and documentation with the Search Committee Chair and may recommend expansion of the pools. Every effort will be made to ensure the privacy of applicants and the integrity of the process. In the event that the integrity of the hiring process appears compromised, the HR Director will so inform the hiring authority.

Step 8: Hire

The Provost will make the final hiring decision.

Pre-Review of Lay-Off Determinations

The College will make lay-off determinations consistent with applicable collective bargaining agreements and personnel plans. Proposed lay-off decisions will be reviewed to evaluate the effect on the College's affirmative action program.

Further Methods of Auditing, Evaluating and Reporting

The College will review relevant records to ensure compliance by:

- Annual review of hiring practices and policies.
- Annual review of statistics of current workforce.

The College's Affirmative Action Plan will be reviewed by NHED President. The College will review the progress of the Affirmative Action goals, recruitment sources and strategies used. The college will monitor the employment procedures to evaluate progress and ensure that the nondiscriminatory policy is carried out.

The Director of Human Resources and/ or the Affirmative Action Officer will analyze separation and layoff patterns of all employees to determine the impact on protected group members. The analysis should include a summary of the reasons for separation and if there has been any impact on protected group members. A summary of the accomplishments for the prior years goals and objectives will be completed and included in the biennial Affirmative Action Plan.

SECTION 11: Supported Employment

Rainy River Community College supports the employment of individuals with disabilities who have traditionally faced employment barriers to successful employment. The College is committed to providing opportunities, either through direct recruitment or providing a host training site, for individuals with disabilities to utilize job skills that will mutually benefit the individual and the College.

Human Resources Director will review opportunities under the Supported Employment Program as job openings become available. It is the College and Minnesota State Colleges and Universities (MnSCU) policy to fully comply with the Americans with Disabilities Act and other federal and state laws governing employment of individuals with disabilities.

SECTION 12: Reasonable Accommodation

Rainy River Community College has a continuing commitment to hiring, retaining and promoting individuals with disabilities who can perform the essential functions of the job with or without a reasonable accommodation. Reasonable accommodations will be provided in accordance with the 1B.0.1 Reasonable Accommodations in Employment Procedure. This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability and is in compliance with relevant federal and state laws. (See Section 14: Procedure 1B.0.1 Reasonable Accommodations in Employment)

How to Request Reasonable Accommodations

A copy of the EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION FORM or further information regarding services for employees can be obtained from:

Patricia Delich, Director of Human Resources
Mesabi Range Community and Technical College
1001 Chestnut Street West
Virginia, MN, 55792
(218)-749-7743 or TTY (218)-749-7783
E-mail: p.delich@mr.mnscu.edu

To help process accommodation plans there are two forms included in this Plan that will be used by the employee:

EMPLOYEE REQUEST FOR REASONABLE ACCOMMODATION (page 21-22)
REASONABLE ACCOMMODATION AGREEMENT (page 23)

Reasonable accommodations will be provided only for job-related needs of an individual with a disability. The primary factor in evaluating the job relatedness of an accommodation is whether the accommodation specifically assists the individual in performing the essential functions of the job as identified at the time of the reasonable accommodation request. The appropriate reasonable accommodation will be determined through a flexible, interactive process that involves both the employer and the qualified individual with a disability and may include the appropriate union representative as provided by the applicable collective bargaining agreement.

An employee making a request for a reasonable accommodation under the ADA may be asked to provide documentation of related functional limitations by a licensed physician. Hibbing Community College is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to an individual with a disability are the financial responsibility of Hibbing Community College.

If an applicant or employee believes that they have been subjected to discriminatory action in regards to a request for a reasonable accommodation, please reference **Section 5: Complaint Procedure**; **Section 14: 1B.1.1 Report/ Complaint of Discrimination/Harassment Investigation and Resolution Procedure**; and **Section 14: 1B.4 Access for Individuals with Disabilities Policy**.

Type of accommodation requested to perform essential functions of your job:

<input type="checkbox"/> Making facilities readily accessible	<input type="checkbox"/> Modification of equipment or devices
<input type="checkbox"/> Job restructuring	<input type="checkbox"/> Qualified reader or interpreter
<input type="checkbox"/> Part time or modified work schedule	<input type="checkbox"/> Acquisition of equipment or devices
<input type="checkbox"/> Modification of rule or policy	<input type="checkbox"/> Other (specify):

Which essential function(s) of your job will the requested accommodation allow you to perform?

Why is the requested accommodation necessary to perform the essential job function(s)? How will the accommodation be effective?

Have any non-essential job functions been eliminated? Please describe.

Additional Explanation or Comments:

Signature of Employee	Date
-----------------------	------

Signature of College Representative	Date
-------------------------------------	------

Please contact the Human Resources Office at (218) 749-7743 or TTY (218) 749-7783 to obtain these materials in an alternative format. Information on this form shall be confidential and private in keeping with Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and the Minnesota Data Practices Act.

An Equal Opportunity Educator and Employer.

REASONABLE ACCOMMODATION AGREEMENT

This form is to be completed by the College's Designated Employee after the reasonable accommodation decision has been made. The signatures on the bottom of this form indicate consent by the employee and the College to the specific accommodation.

Name of Employee	Name of Administrator
<p>The request for reasonable accommodation to the needs of the above named disabled employee was:</p> <p style="text-align: center;">ACCEPTED DENIED</p> <p>Reasons for the decision (indicate specific factors considered).</p>	
<p>If reasonable accommodation was approved was the employee's suggestion accepted?</p> <p style="text-align: center;">YES NO PARTIALLY</p> <p>REASON:</p> <p>DESCRIBE specific accommodation(s) to be made:</p>	
COST ESTIMATE:	
<p>I have read the employee request for reasonable accommodation. I understand that all tangible accommodations purchased by the College will become the property of the State of Minnesota. I understand that future circumstances may cause this agreement to be changed or cancelled.</p>	
Signature of Employee:	Date:
Signature of College Provost:	Date:
Signature of College Representative	Date:
<p>Please contact the Human Resources Office at (218) 749-7743 or TTY (218) 749-7783 to obtain these materials in an alternative format.</p> <p style="text-align: center;"><i>An Equal Opportunity Educator and Employer.</i></p>	

SECTION 13: Weather Emergencies and Evacuation Plan

Rainy River Community College's Emergency Plan can be found in Appendix A. This procedure is disseminated to new employees as part of the employee orientation process. In addition, training on this procedure is conducted annually.

SECTION 14: Policies and Procedures

**Equal Education and Employment Opportunity
Rainy River Community College Policies and Procedures***

1B.0.1	Procedure	Reasonable Accommodations in Employment http://www.mnscu.edu/board/procedure/1b0p1.html
1B.1	Policy	Nondiscrimination in Employment and Education Opportunity http://www.mnscu.edu/board/policy/1b01.html
1B.1.1	Procedure	Report/Complaint of Discrimination/Harassment Investigation and Resolution http://www.mnscu.edu/board/procedure/1b01p1.html
1B.2	Policy	Affirmative Action in Employment http://www.mnscu.edu/board/policy/1b02.html
1B.3	Policy	Sexual Violence Policy http://www.mnscu.edu/board/policy/1b03.html
1B.3.1	Procedure	Sexual Violence Procedure http://www.mnscu.edu/board/procedure/1b03p1.html
1B.4	Policy	Access for Individuals with Disabilities http://www.mnscu.edu/board/policy/1b04.html

*Copies of the above-referenced policies and procedures are also available upon request by contacting the Regional AAO, Stacy Johnston, at (218) 279-2682 or s.johnston@lsc.edu

Appendix A: RRCC WEATHER EMERGENCY AND EVACUATION

CLASSES CANCELLED OR COLLEGE CLOSED INSTRUCTIONS

Purpose

In accordance with MnSCU Policy 4.4, the following procedure is followed when it becomes necessary to close the college or cancel academic or non-academic activities, or delay the opening of the college due to inclement weather or other emergency conditions. This procedure also describes working conditions and the compensation status of employees during the specified time.

Definitions:

Closing the College: Operations, other than those operations deemed essential for the protection of life and property, are shut down when the college is closed. Closing the college results in the cancellation of classes, and student and employee activities. All general offices are closed. Only employees deemed as essential will report for work. All other employees are excused.

Delayed Opening: Delayed opening refers to closing of operations for a designated period of time other than those operations deemed essential to the protection of life and property. Only essential employees report to work. All other employees report at the designated start time.

Cancellation of Classes and/or Activities: Cancellation of classes (off-campus or on-campus) means to cancel one, several, or all classes, in the absence of officially closing the entire college. All employees report to work. Cancellation of non-academic activities refers to cancellation of an event such as athletic events, theatre productions, or workshops.

Authority

In accordance with MnSCU Policy 4.4, the authority to close the college campus, cancel classes or other activities when weather or another emergency exists reside with the college provost or provost's designee. The closure of state agencies by the Governor or the Commissioner of the Department of Employee Relations does not apply to Rainy River Community College. The decision to close is also independent of local public schools.

Procedure and notification

Closing or delayed opening: The decision to close or delay opening of the college due to weather or other emergency is made by the provost or other administrator in the provost's absence. Appropriate notification will be made to MnSCU Public Affairs director (651)296-9595 when the decision is made.

In times of weather or other emergency conditions, assessment of conditions shall be the responsibility of the provost, who shall assess the conditions by: checking the broadcast travel advisories from the National Weather Services (218) 283-4615; contacting the city and county Law Enforcement Center (218) 283-4416 for road conditions; contacting the Minnesota Highway Patrol District Office (218) 744-5575 for road conditions.

The following are examples of weather conditions that will be considered: extremely cold temperatures; high winds; dense fog; precipitation in amounts that would cause road washouts; large amounts of snow accumulation, icy surfaces, limited visibility or a combination of the above factors.

The provost will identify and inform essential personnel who must report to work during times the college is closed or there is delayed opening and will develop procedures for notification of such personnel at these times. The following positions are designated as essential for purposes of closing due to inclement weather or other emergencies. The provost will determine which maintenance operations are necessary to preserve the college in a weather or other emergency are:

Notification

The students and employees of the college will be notified of cancellation of classes or college closure by the following radio and television stations. An Enterprise Notification System will also be used when practical and to employees and students who have provided/released phone numbers.

- KGHS-AM and KSDM-FM, International Falls 218-283-3481
- B93 FM, Fort Frances, Ontario 218-283-4420
- KBHW International Falls 218-285-7398
- KCRB, Bemidji 218-751-8864
- KKWQ, Warroad 218-386-3024
- KBJR, Duluth 218-720-9697
- News room: 218-720-9600
- KDLH, Duluth 218-733-0303
- WDIO, Duluth 218-727-6864
- WDSE, Duluth PBS 218-727-8567
- KQDS, Duluth (FOX) 218-728-1622

The provost or his/her designee is responsible for contacting news media regarding closing information.

Notification of employees on duty and/or students that are on campus will be done at the direction of the provost by the most efficient means possible.

Determination of closing or delayed opening will be made as early as possible. An announcement of the closing/delay opening will be available at the college via voice mail, and on the college web site at: <http://www.rrcc.mnscu.edu>, if possible.

Cancellation of classes and/or activities

The decision to cancel one, several or all classes (on and off-campus), in the absence of closing the college, will be made by the provost or designee. Special attention will be given to night classes, many of whose students must travel considerable distances. Weather considerations will be given considerable weight. The college will attempt to notify students who have extensive distances to travel first.

The decision to cancel a non-academic event, in the absence of closing the college, will be made by the director of the activity in consultation with that employee's supervisor.

Whenever possible, decisions to cancel day classes will be made by 7:00 a.m. and decisions to cancel night classes will be made by 3:00 p.m. An announcement of the closing/delayed opening will be available at the college via voice mail, if possible.

Management responsibility

Management will inform employees and students of this procedure by the following methods:

- A copy of this procedure will be provided to the local representatives of each bargaining unit by the provost.
- New staff orientation.
- Copies of this procedure will be provided to appropriate student services offices, residence hall RA's and staff.
- Each employee who is designated as "weather essential" will be provided with a copy of this procedure.
- A condensed version of this procedure will be published and will be included in the Student Handbook as well as in the Staff Handbook.

Work responsibilities when the college is closed or classes and non-academic activities are cancelled:

Closing the College: When the college is closed due to an emergency which threatens the health and safety of individuals, employees not deemed vital for the safe operation of the college may be excused from duty with full pay. With regard to such closure, the following additional guidelines will prevail:

- When the campus is closed, college employees are excused from work with pay. A campus closure applies to all employees without regard to labor contract. Essential employees who are not excused from work will be paid at their regular rate of pay.
- Employees who reported to work and were sent home should not be paid for more than their regular scheduled hours. Employees shall not be enriched through additional compensation, including compensatory time, or increased benefits as a result of an emergency situation.
- Employees who were required by their appointing authorities to remain at work should not be paid for more than their regular scheduled hours or the actual number of hours worked inclusive of any overtime.
- Employees on approved sick or pre-arranged vacation/leave shall not have such leave time restored to their balances.
- Employees on any approved leave without pay shall not be paid for this emergency leave time.
- Employees called in, on the day of an emergency, from vacation time, compensatory time or leave without pay will be credited with emergency leave from the point of the declaration of the emergency to the end of the scheduled shift, if the appointing authority ceased operations during their regular shift.
- Employee uniform time reports should indicate the number of emergency hours utilized in the remarks section of their uniform time report.
- An employee's absence with pay for emergency situations shall not exceed 16 hours during that emergency unless the provost has authorized a longer period.

Cancellation of classes and/or activities:

- When classes are canceled the college is not closed. Cancellation of classes does not excuse any employee from work. Employees of the college, including faculty, may take personal leave, vacation leave or use earned compensatory time when classes are canceled and they choose to be absent from work.
- When non-academic activities are canceled, the activities shall be rescheduled when appropriate and possible.

Inclement weather when the college is not closed:

Due to personal circumstances during inclement weather, such as place of residence, employees might find it necessary to leave work early even though the college has not been closed. Further employees might be unable to get to work even though the college is open. In such cases, emergency/personal leave or vacation leave may be granted or, if working conditions permit, the time may be made up at the discretion of the supervisor.

Main switchboard number:	218-285-7722
To dial the switchboard from a campus phone:	267
To dial the fire or police departments from a campus phone	9-9-911

WEATHER EMERGENCY INSTRUCTIONS

Tornado

The alarm will be an **uninterrupted long blast** of the warning horn for a tornado.

Tornado Watch:

When a **tornado watch** is announced, this means that tornados are expected in or near our area. Keep your radio or television set tuned to a local station (KGHS 1230 AM or KSDM 104.1 FM) for information and advice from the local government and the weather service.

Tornado Warning:

When a **tornado warning** is issued, it means that a tornado has actually been sighted, or has been indicated by radar, and this or other tornadoes may strike in your vicinity. Public warning will come over the radio (tune to KGHS 1230 AM or KSDM 104.1 FM)

Procedure

In the event of severe weather/tornado, the fire alarm will sound an uninterrupted long blast.

DO NOT leave the building. Move away from the perimeter and exterior of the building. Go quickly to:

- An inner hallway or smaller inner room without windows, such as a bathroom or closet, men's and women's locker rooms, or hallway in gym;
- Vacate any exterior rooms and close the doors to those rooms;
- Get away from windows;
- Take shelter under tables, if possible;
- Avoid places with wide-span roofs such as auditoriums, cafeterias or large hallways;
- Go to the center of the room. Stay away from corners because they tend to attract debris.

An employee who is present should gather information on students and others who are sheltering with them, provide this to the Crisis Response Team when possible, then document all activities.

FIRE EMERGENCY INSTRUCTIONS

The fire alarm will be a **loud intermittent blast** of the warning horn.

Procedures prior to an emergency

- **Take class roster to each class;**
- **Be familiar with evacuation routes, procedures and alarm pull stations;**
- **Make sure classroom has the evacuation procedures and map of exits posted;**
- **Be familiar with the appropriate evacuation exits from the classroom, shop or lab;**
- **Evacuate following the arrows on the campus map unless that route is blocked.**

Procedures for a fire emergency:

- The person detecting the fire will pull the fire alarm. The fire alarm system automatically notifies the International Falls Fire department;
- During an evacuation, the instructor should take the class roster and make sure all students and visitors have left the classroom.
- **Assist any students with disabilities with evacuation procedures;**
- Lead all students in an orderly manner to the safe area. Do not allow students to stop at lockers to get personal belongings;
- In the event of actual fire/smoke the first person to reach any door should feel the door to see if it is hot. If it is not hot, open it and proceed slowly and low to the floor. If it is hot, the instructor will quickly find an alternate route and lead the students in an orderly manner along the alternative route ;
- Close all doorways to contain smoke and fire. Do not lock doors;
- Avoid crowding the exits;
- Once outside, proceed to the closest designated safe area unless otherwise advised. Make sure people are 500 feet upwind from smoke.
- **Designated safe areas are as follows: Parking lots A, B, C, D;**
- Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel;
- Do not re-enter any building until officials declare it safe;

- Maintenance personnel will verify the alarm and phone the fire department to confirm or deny fire status, and will notify the provost or his/her designee of the fire location or false alarm;
- The maintenance staff will go to an assigned designated area to verify total evacuation and supervise the safe area;
- The maintenance supervisor will meet with the local fire or law enforcement agents upon arrival and will give them an update when they arrive;
- The maintenance supervisor or administrator in charge must report the incident (even if it is a false alarm) to the fire marshal as required by state law (See MN Stat. 299f.452 [1998]);
- The provost or his/her designee will notify the Minnesota Duty Officer at (651) 649-55451 or 1-800-422-1798;
- The provost or his/her designee must notify risk management insurance in the event of injury or damages.

BOMB THREAT EMERGENCY

A bomb threat should always be considered a real and immediate danger to students and employees. It requires an immediate response by the person receiving the bomb threat message. **NO BOMB THREAT SHOULD BE REGARDED AS A PRANK CALL.** It is important that all staff be knowledgeable in the procedures to initiate evacuation.

Procedure Prior to an emergency:

- Take class roster to each class;
- Be familiar with evacuation routes and land line phone locations;
- Be familiar with your work environment;
- **DO NOT ACTIVATE THE FIRE ALARM** since noise may detonate some bombs;
- Do not use electronic devices;
- Document all activities.

During a bomb threat evacuation:

- Direct students to take their personal belongings;
- Leave classroom door (and windows) open;
- Assist students with disabilities;
- Evacuate following the route on the campus map unless otherwise advised;
- Move a minimum of 300 feet away from the buildings;
- Assemble evacuated students and staff moving off campus to a neighborhood commercial facility if necessary;
- Once safe, take attendance and report count to administrator or Crisis Team Member.

Advice

- Never attempt to touch, move, dismantle, or carry any object that is suspicious. Contact the Crisis Response Team members immediately;
- **If you receive a bomb threat by written message**, preserve the note for the police by touching the note as little as possible and placing it in a document protector or plastic bag, if available;
- **If you receive a bomb threat by telephone:** Record exactly what the caller says. Complete the attached Terrorist Checklist." Remain calm, be firm, and keep the caller talking. Listen carefully to the callers voice, speech patterns, and to noises in the background;
- After hanging up the phone, immediately dial the operator to trace the call if possible;
- Notify the provost and the Crisis Response Team members;
- The local authorities along with maintenance and CRT members will search the building.

Terrorist threat phone call checklist (bomb, chemical or biological)

Exact time of call _____

Exact words of caller _____

Questions to Ask

1. When is the bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

Caller's voice (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar, whom did it sound like? _____

Sex of the Caller? _____ Race, if known? _____

Age of Caller? _____ Length of call? _____

Were there any background noises? _____

Remarks: _____

Person receiving call: _____ Date: _____

Telephone number call received at: _____ Operator called for trace _____

Report immediately to provost and Crisis Response Team

LOCKDOWN INSTRUCTIONS

Lock down procedures

Some emergencies require students, faculty, staff and campus visitors to take shelter inside buildings. The goal of a lockdown is to protect students and staff from immediate physical threats such as those posed by natural disasters, hazardous material releases or the presence of dangerous individuals on or in the immediate vicinity of the campus. The decision to have an emergency campus lockdown will be made by the provost or his/her designee.

- Keep all students inside, turn off lights, lock all doors and windows, and close window coverings;
- Do not pull the fire alarm;

- Use room or cell phone to call 911 and to notify the Crisis Response Team. Then silence all cell phones;
- Turn off air-conditioning and ventilation if possible;
- Seek protective cover (concrete walls, thick desks, filing cabinets) without talking and remain there until the Crisis Response Team or authorities give an all-clear signal;
- Do not answer the door;
- Take class roster to each class. Gather information on students not accounted for and notify the Crisis Response Team of any missing students or staff, when safe to do so;
- Assist the Crisis Response Team in evacuating students to a safe area if directed to;
- Care for any injured as carefully as possible until emergency personnel arrive;
- Do not open the door until an all clear signal is given by the Crisis Response Team or law enforcement personnel. Respond only to a familiar voice.

Zero Tolerance of Workplace Violence

It is the policy of Rainy River Community College to promote and maintain a workplace free from violence, threats of violence, harassment, intimidation and other disruptive behavior.

Violence and threats of violence in our workplace will not be tolerated; all reports of violent behavior will be taken seriously and will be dealt with appropriately. Rainy River Community College will work to provide a safe workplace for employees and visitors to the campus. Each employee and everyone with whom we come into contact in our work will be treated with courtesy and respect. RRCC will:

- Actively work to prevent and eliminate acts of work-related violence;
- Respond promptly, positively and aggressively to deal with threats or acts of violence including timely involvement of law enforcement agencies when appropriate;
- Treat seriously incidents of work-related threats or acts of violence, promptly investigate reports of such actions, and take action as necessary to appropriately address each incident;
- Take strong disciplinary action, up to and including discharge from employment, against employees who are involved in the commission of work-related threats or acts of violence;
- Support criminal prosecution of those who threaten or commit work-place violence against college employees, students or visitors to our work environment;
- Provide information and training for employees to foster a work environment that is safe, respectful, and responsive to threats or acts of violence;
- The possession of firearms and other dangerous weapons in the workplace is prohibited by state law.

Main switchboard number:	218-285-7722
To dial the switchboard from a campus phone:	0 or 267
To dial the fire or police departments from a campus phone	9-9-911

Organizational Chart
 Rainy River
 Community College
 July 2008

Appendix B

