Minnesota State

Lake Superior College

Affirmative Action Plan for July 1, 2022 – June 30, 2024

Lake Superior College

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As requested by Minnesota Statute 3.197: This report cost approximately **$12,417.92** to prepare, including staff time, printing and mailing expenses.

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Affirmative Action Officer

Responsibilities

The Affirmative Action

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's Affirmative Action Officer for matters relating to affirmative action.

Duties

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

Accountability
Senior managers and executive team leaders are accountable directly to the College President.

All Employees
Responsibilities
All employees are responsible for conducting themselves in accordance with the State of Minnesota'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, child birth, and related medical condition), national origin, age, marital status, familial status, disability, sexual orientation, gender expression, gender identity, veteran status, reliance on public assistance, membership or activity in a local human rights commission, religion, political opinions, or affiliations. Protected class also includes genetic information for

equal-opportunity/) and in print to anyone who requests it. As requested, the College will make the plan available in alternative formats.

- **Printed copy.** A physical copy of the College's

Table 2.

Progress Reports

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).
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.

Females

From April 1, 2020 to March 31, 2022, Lake Superior College hired four **Officials/Administrators** and promoted three. Two females were hired, and two females were promoted in the job category of Officials/Administrators. There were three separations in the Officials/Administrators job category, one minority was non-certified and there were two non-affirmative individuals that resigned. There were eight total **Professionals** hired and seven promoted. Five females were hired under the Professionals job category and three were promoted, but Lake Superior had nineteen total separations in the Professionals job category. Of the nineteen separations, thirteen females separated from the Professionals job category. Of those thirteen separations, seven of them were voluntary resignations. There were also four retirements, one non-renewal, and one transfer.

In the job category of **Para-Professionals** Lake Superior make eighteen total hires, only four of which were female. There were three promotions, zero of which were female. The Para-Professionals job category also saw 23 separations, two of which were female. Lake Superior College did have a hiring goal for females in the Para-Professional job category that was not met. There are some significant barriers to hiring women into the College Laboratory Assistant (CLA)

One individual who did not have a disability was hired as an Unlimited Faculty, and zero Unlimited Faculty were promoted. There were eighteen Unlimited Faculty separations, zero of which identified as an individual with disabilities.

Veterans

From April 1, 2020 to March 31, 2022, Lake Superior College hired four of8(i)-

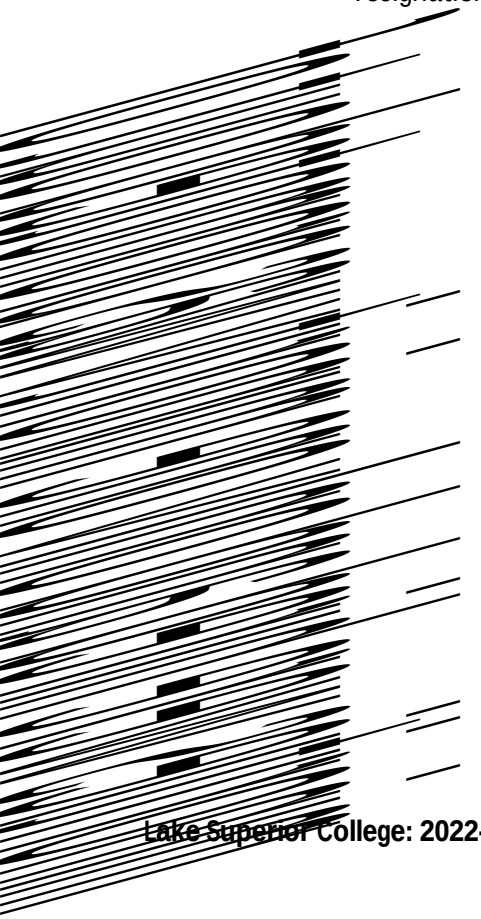
2. The “percentage type[1]” indicates percentage by protected group and veteran type within a separation type. For example, there were 150 separations by dismissal or non-certification in total. Of those separations, 80 were female employees. The female dismissal or non-certification separation is 53.33% (80 divided by 150). Therefore, the “percentage type[1]” analyzes the percent of protected groups and veterans compromised in each separation type.

3. The “percentage type[2]” indicates percentages by separation type within the protected group or veterans. For example, there were 500 female separations in total. MC2.4 [illegible]

Table 3. Areas of Further Monitoring and Corrective Actions

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
Officials and Managers • Racial/Ethnic Minorities are underutilized. • Lower hire and promotional rate into this job category for racial/ethnic minorities which contributes to the underutilization for this protected group. • The separation report shows that one minority was non-renewed in this job category. • The college needs to monitor Individuals with Disabilities because underutilization may occur by some employee movement. • Lower hire and p47.4dditional (n)-47. (d)-18.4 /TT1 0 2 Tc -0.8 Tc --T0 3 (w).4 (ut)36.8 8 (o)-36.4 ( )]TJ-0.027 (o)d (n)-47.4(m)-0.7 (c	

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
Professionals • Racial/Ethnic Minorities are underutilized. • Lower hire and promotional rate into this job category for racial/ethnic minorities which contributes to the underutilization for this protected group. • The College needs to "monitor" individuals with disabilities and veterans because underutilization may occur by somen fonup. • Lower hire and promotional rate into this job category for individuals with disabilities and veterans which contributes to the need to monitor this protected group. • Data shows femae professionals disproportionately leave by resignation.	Racial/Ethnic Minorities are underutilized, the data shows that zero



Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
Para-Professionals • Females and Racial/Ethnic Minorities are underutilized. • Lower hire and promotional rate into this job category for females and racial/ethnic minorities which contributes to the underutilization for these protected groups. • The College needs to "monitor" individuals with disabilities and veterans because underutilization may occur by some employee movement. • Lower hire and promotional rate into this job category for individuals with disabilities and veterans which contributes to the need to monitor this protected group. • Data shows female, individuals with disabilities and veteran professionals disproportionately leave by resignation.	Females and Racial/Ethnic Minorities are underutilized. The data shows that one minority was hired, one minority resigned, and only one minority was promoted out of seven total promotions in the Para-Professional job category. The data also shows that while four females were hired, zero were promoted into this job category, ,

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
Office Clerical • Racial/Ethnic Minorities and individuals with disabilities are underutilized. • Lower hire and promotional rate into this job category for racial/ethnic minorities and individuals with disabilities which contributes to the underutilization for these protected groups. • The College needs to "monitor" veterans because underutilization may occur by some employee movement. • Lower hire and promotional rate into this job category for individuals with disabilities and veterans which contributes to the need to monitor this protected group. • Data shows female, individuals with disabilities and veteran professionals disproportionately leave by resignation.	Racial/Ethnic Minorities and individuals with disabilities are underutilized. The data shows that one minority was hired, two minorities resigned, and zero minorities was promoted out of seven total promotions. The data also shows that zero individuals with disabilities were hired, zero separated, and zero were promoted in this job category. • Immediately begin utilizing handshake to post vacant positions. Handshake is a software system [illegible]

Areas for Further Monitoring	

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
Service Maintenance • Females and racial / ethnic minorities are underutilized. • Low number of female and ethnic minority qualified applicants resulted in low rate of female and minority hires. • The College needs to "monitor" individuals with disabilities and veterans because underutilization may occur by some employee movement. • Low number of individuals with disabilities and veteran qualified applicants resulted in zero hires or promotions in these categories, contributing to the need to monitor these groups.	This job category consists of entry-level physical jobs. • Immediately begin utilizing handshake to post vacant positions. Handshake is a software system

Areas for Further Monitoring	Corrective Actions Specific to the Further Monitoring Areas Identified
Faculty Unlimited • Racial/Ethnic Minorities and veterans are underutilized. • Lower hire and promotional rate into this job category for racial/ethnic minorities and which contributes to the underutilization for these protected groups. • The College needs to "monitor" individuals with disabilities because underutilization may occur by some employee movement. • Lower hire and promotional rate into this job category for individuals with disabilities which contributes to the need to monitor this protected group. • The data shows that female Unlimited Faculty disproportionately leave by resignation	

- Partner with community organizations supporting female, racial/ethnic minorities, individuals with disabilities to establish relationships to develop talent pipelines.
- Advertise the Connect 700 program, for classified positions, to attract qualified individuals with disabilities by providing a link to MMB's wedws weiebyst(a)-23 (t)14.8 (t)f.4 (a)-BDC /TTst acu1 (l26.4 (P37.2 (tiie

- Jestina Vichorek, Executive Human Resources Officer
- Patricia Rogers, College President

Training

The

- Quarterly Monitoring the Hiring Progress Reports
- Biannual Affirmative Action Plan
- Annual Americans with Disabilities Act Report
- Annual Internal Complaint Report
- Disposition of Internal Complaint (submitted to MMB within 30 days of final disposition)
- Annual Veterans Recruitment and Retention Survey

The College also evaluates the Affirmative Action Plan in the following ways:

- Monitors progress toward stated goals by job category
- Analyzes employment activity (hires, promotions, and terminations) by job category to determine if there is 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 College leadership on a periodic basis and makes recommendations for improvement

Subpart B. Discrimination.

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

Subpart C. Discriminatory Harassment

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

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

1.

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 investigat sertrrdua4 (v)17.ta(4 (v)17.t)36.6na(4)-1 (boo-20.w Tli (1233y5 (r)5.4 (i)21.6.682.6 (r))37 (e)6ng Dsubpart A. DeiP2.97.2 (na9 (e)5 (9)0.5 (t)33)(s)3-C51 5 (d)33ntt(na

on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Reporting Incidents of discrimination/harassment

Subpart A. Reporting an Incident.

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

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

Subpart B. Duty to report.

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

Subpart C. Reports against a president.

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

Subpart D. Reports against system office employees or the 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

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

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;

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

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

Part 11. Maintenance of report/complaint procedure documentation.

complainants, as needed, to report the incident to local law enforcement, local victim/survivor services, campus
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Part 5. Policy notices

Subpart A. Distribution of policy to students

Each college or university shall, at a minimum, at the time of registration make available to each student information about its sexual violence and sexual harassment (as defined by Title IX) policy and procedure), including its online reporting system that allows for anonymous reporting, and shall additionally post a copy of its policy and procedure at appropriate locations on campus and in appropriate handbooks at all times. A college or university may distribute its policy and procedure by posting on an Internet or Intranet website, 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

Colleges, universities, and the system office shall make available to all employees a copy of the sexual violence and sexual harassment (as defined by Title IX) policy and procedure. Distribution may be accomplished by posting on an Internet or Intranet website, provided all employees are directly notified of the exact address of the policy and procedure as well as the option of receiving a paper copy upon request.

Subpart C. Required notice

Each college or university shall have a sexual violence and sexual harassment (as defined by Title IX) policy, which must include the notice provisions in this part.

1. **Notice of Title IX Coordinator.** Each college and university must notify applicants for admission and employment, students, employees, and all unions holding collective bargaining agreements with the

4. **Notice of complainant rights**
   Complainants must be notified of the following:

   a. Their right to make a report with local law enforcement officials in sexual assault cases.
   b. Rights under the crime victims bill of rights, Minn. Stat. §§ 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. Complaints of incidents of sexual violence made to campus security authorities must be promptly and appropriately resolved.
   f. Upon a sexual assault complainant's request, the college, university, or system office may take action and other supportive measures 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 to a work site or to alternative college-owned housing, if such alternatives are available and feasible.
   g. Upon request, students who reported sexual assaults to the college or university and subsequently chose to transfer to another college or university will be provided with information about resources for victims of sexual assault at the college or university to which the complainant is transferring.

Part 6. Investigation and Disciplinary Procedures

8.

4. **Complaint documentation.** The Title IX Coordinator shall insure that the complaint is documented in writing. The Title IX Coordinator 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 Title IX Coordinator shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the sexual violence policy, including the name of the complainant. At the initial meeting with the respondent, the Title IX Coordinator shall:
    a. provide a copy of or Web address for Board Policy 1B.3 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 Title IX Coordinator, 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;
    e. discuss the availability of supportive measures;
    f. inform the respondent of the provisions of Board Policy 1B.3 prohibiting retaliation; and
    g. utilize the template notice of allegations.
6. **Investigatory process.** The Title IX Coordinator shall:
    a. conduct a fact-

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

2. **Formal Hearing.**

Part 8. Appeal

Subpart A. Filing an appeal

The complainant or the respondent may appeal the decision of the decision-maker. An appeal must be filed in writing with the president or designee within ten (10) calendar days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision or sentence were improper. In a complaint against a president or other official who reports directly to the chancellor, an appeal may be considered by the chancellor whether or not the chancellor served as the decision-maker. In addition, for a formal Title IX complaint, both the complainant and respondent may appeal a dismissal of a formal complaint.

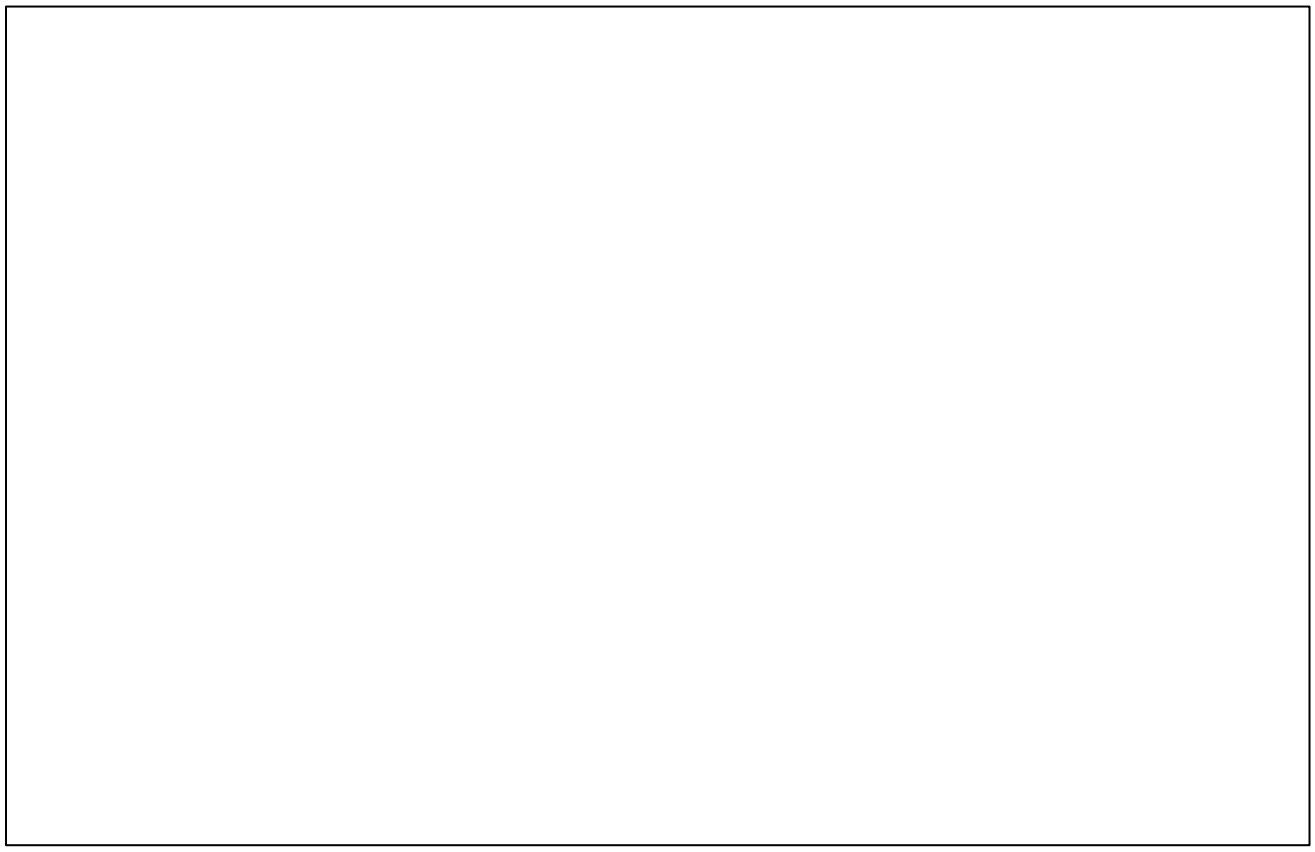
Subpart B. Appeal process

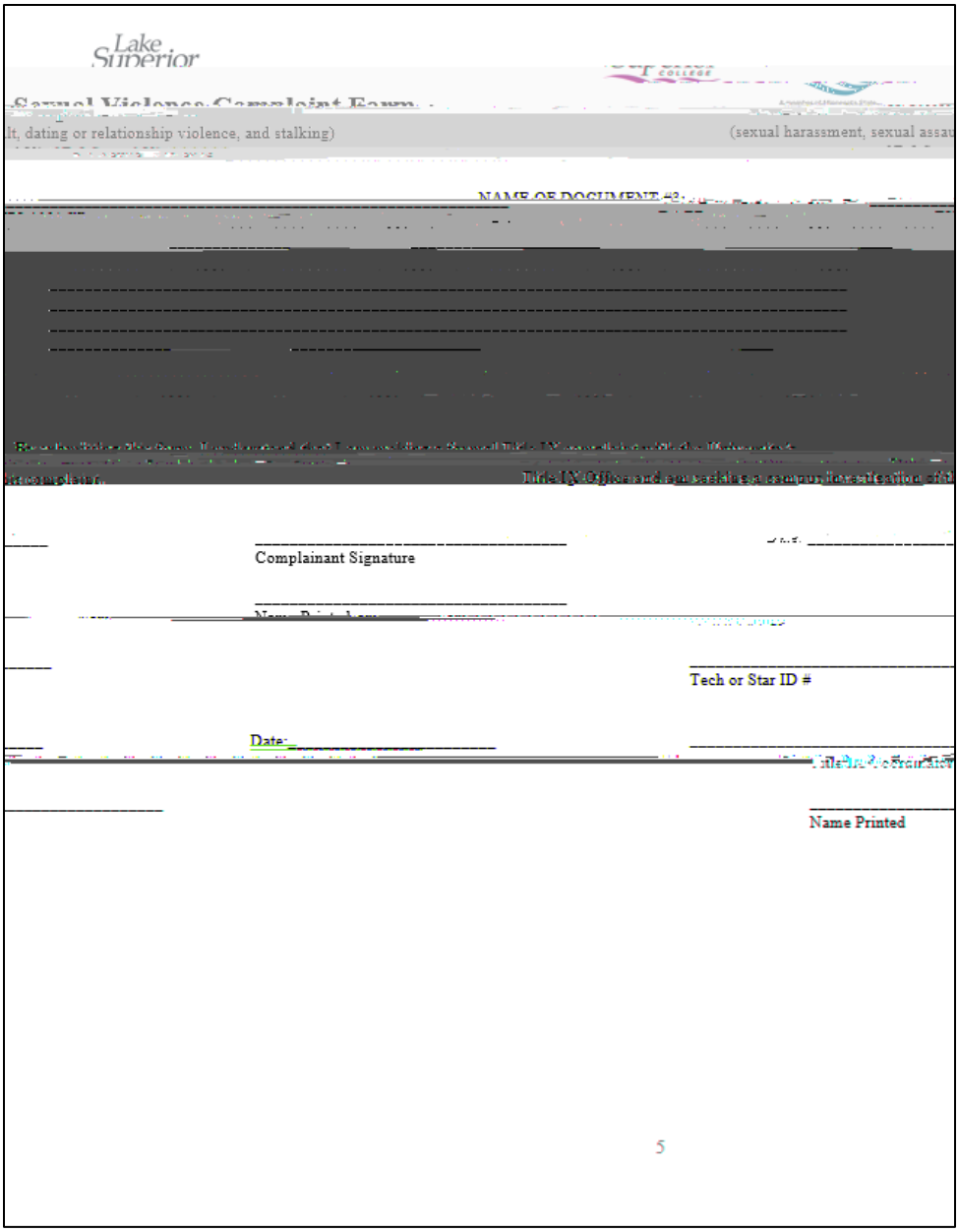
The president or designee shall review the record and determine whether to affirm or modify the decision. Grounds for appeal include procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could

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 with this training;

Lake Superior College Sexual Violence Complaint Form

The Lake Superior College Sexual Violence Complaint form is pictured below. Incoming complaints should be received first at campus level. The Sexual Violence Compliant Form can also be found on the Lake Superior College 1B.3.1 Policy website at (https://www.lsc.edu/policies/1b-3-1-procedure-sexual-violence/).





Lake Superior

Sexual Violence Complaint Form

lt, dating or relationship violence, and stalking) (sexual harassment, sexual assau

NAME OF DOCUMENT #3:

Title IX Office and am seeking a campus investigation of

Complainant Signature

Tech or Star ID #

Date:

Name Printed

5

E. Minnesota State's Access and Accommodation for Individuals with Disabilities Policy, 1B.4

Part 1. Policy Statement.

Minnesota State Colleges and Universities is committed to ensuring its programs, services and activities are accessible to individuals with disabilities, through its compliance with state and federal laws. The system recognizes that individuals with disabilities may need accommodations to have equally effective opportunities to participate in or benefit from the system's programs, services and activities.

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.
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.

Subpart B.

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

Subpart C.

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

Part 3. General Access Policy.

Colleges, universities and the system office shall provide access to programs, services and activities to qualified individuals with known disabilities as required by law. An individual requesting an accommodation may be required to provide documentation of eligibility for the accommodation.

Part 4. Availability and Notice.

To review the Lake Superior College 1B.4 – Access for Individuals with Disabilities please visit: (https://www.lsc.edu/policies/1b-4-access-individuals-disabilities/).

F. Minnesota State's Reasonable Accommodations in Employment System Procedure, 1B.0.1

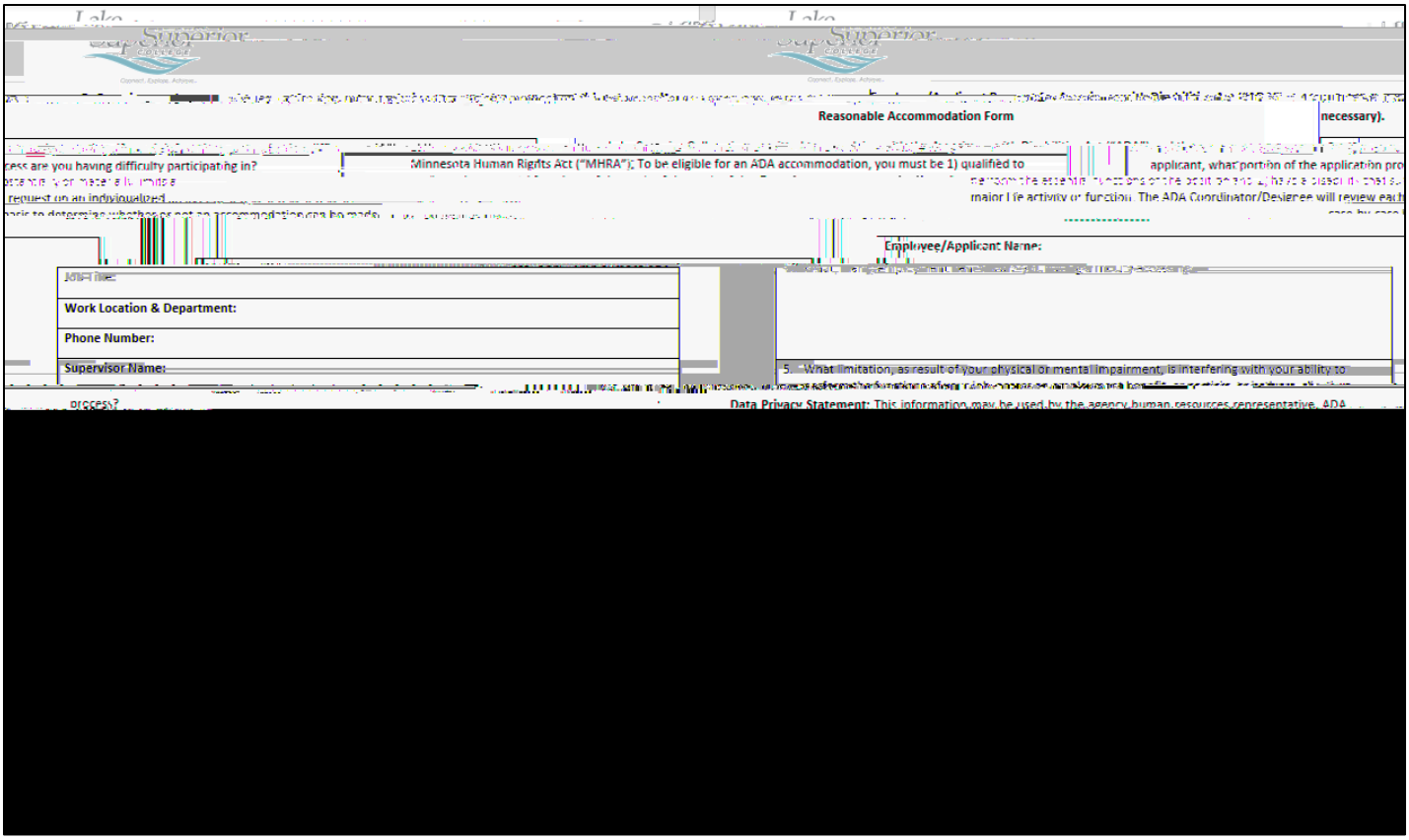
Part 1 Purpose.

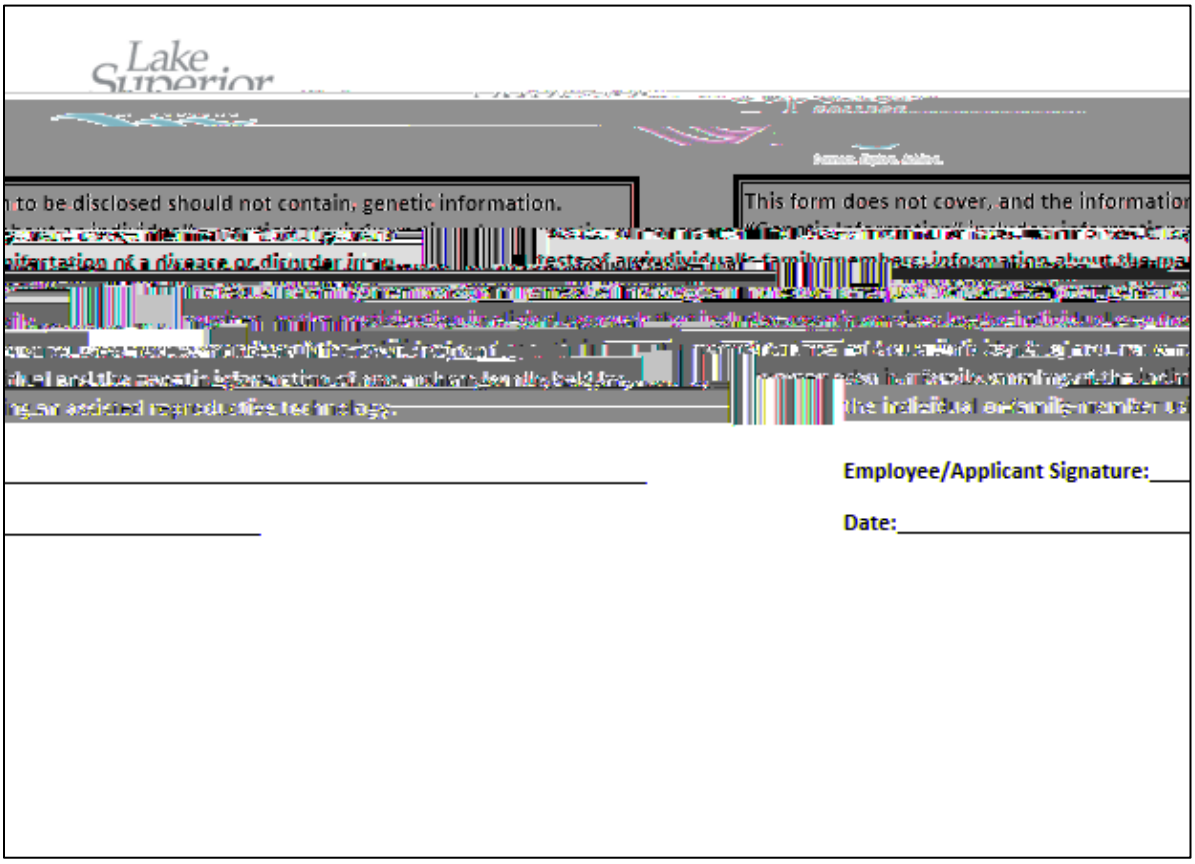
This procedure sets forth the process to be used for responding to requests for reasonable accommodations in employment based on an applicant's or employee's disability. The scope of this procedure is limited to reasonable accommodations and is not intended to fully describe other provisions of the Americans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

Part 2. Reasonable Accommodations in Employment.

It is the policy of Minnesota State to encourage the employment and promotion of any qualified individual

disability to assist that individual in daily personal activities, the employer is not required to provide the accommodation. The appropriate reasonable accommodation is best determined through a flexible, interactive proce


Reasonable Accommodation Form
necessary).
Minnesota Human Rights Act ("MHRA"); To be eligible for an ADA accommodation, you must be 1) qualified to
applicant, what portion of the application pro
Employee/Applicant Name:
Work Location & Department:
Phone Number:
Supervisor Name:
5. What limitation, as result of your physical or mental impairment, is interfering with your ability to
Data Privacy Statement: This information may be used by the agency human resources representative, ADA


to be disclosed should not contain, genetic information.
This form does not cover, and the information
Employee/Applicant Signature:
Date:

G. Notice Under the Americans with Disabilities Act

H. 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, progr1rIleichh otv1.7 (50g0.004 Tw iH34.8

Name: Justin Stangeland
Title: Security Coordinator
Email: justin.stangeland@lsc.edu
Phone: 218-733-6816

Evacuation Options:

Individuals with disabilities have four basic 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

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

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

ntable copy of the College's weather ad emergency evacuation plans can be found at: s://www.lsc.edu/wpcontent/uploads/emergencyProcedures8-5x11-1.pdf).

Appendices

Appendix A: Progress Report

Females (note: Promo = promotion)

der iH pY Í `Y Job Category	Prior AAP Total Ýloyeen #	Prior AAP Total Femaíes #	Prior AAP Total eFemales %	Prior AAP Availability Female %	Total Hires & Promo #	Total Hired #	

Faculty – Unlimited	82	45	54.88%	44.29%	<10	<10	<10	<10	<10	**.**%	<10	<10	<10	<10	**.**%	**.**%	-	-
Total	**370**	**201**	**54.32%**	blank	**131**	**111**	**57**	**54**	**<10**	**48.65%**	**20**	**10**	**10**	**<10**	**50.00%**	blank	blank	blank

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? 10

Faculty –

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

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

Separation Type	Total % by Sep	Sep Type[1] Female % within	Sep Type[2] Sep Type % within Total Female	Sep Type[1] Minority % within	Sep Type[2] Sep Type % within Total Minority	Sep Type[1] IwD % within	Sep Type[2] Sep Type % within Total	Sep Type[1] VET % within	Sep Type[2] Sep Type % within Total
[redacted]									

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

Separation Type	Total % by Sep Type	Sep Type[1] Female % within Sep Type	Sep Type[2] Sep Type % within Total Female Sep	Sep Type[1] Minority % within Sep Type	Sep Type[2] Sep Type % within Total Minority Sep	Sep Type[1] IwD % within Sep Type	Sep Type[2] Sep Type % within Total IwD Sep	Sep Type[1] VET % within Sep Type	Sep Type[2] 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%

Faculty – Probationary (note: Sep = Separation; Minority = Racial/Ethnic Minority; IwD = Individuals with Disabilities; VET = Veterans)

Separation Type

Job Code	Job Title
001376	Minnesota State Student Activities Coord

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

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

Job Code	Job Title
007845	Technical College Faculty

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

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

Professionals (note: Minority = Racial/Ethnic minority; IwD = Individuals with Disabilities

Job Code	EEO Category	Job Title	Weighted Female %	Weighted Minority %	Weighted IwD %	Weighted VET %
007020	Professionals	Minnesota State Academic Supervisor 1	2.99%	0.00%	0.00%	0.00%
007022	Professionals	Minnesota State Academic Professional 2	11.94%	0.00%	1.49%	0.00%
007023	Professionals	Minnesota State Academic Supervisor 2	4.48%	0.00%	0.00%	0.00%
007205	Professionals	Customized Training Rep	1.49%	0.00%	0.00%	0.00%
		Total	**61.19%**	**2.99%**	**2.99%**	**1.49%**

Paraprofessionals L0.5 0.5 ref0.851 g27 397.5 71.5 1.5 reTc 0.0 g270%

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

Job Code	EEO Category	

Faculty - Probationary (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	Faculty: Temporary					

Appendix E: Determining Availability

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

Factor	Weight

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

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females, racial/ethnic minorities, or individuals with disabilities with requisite skills in the reasonable recruitment area.	90.00%	57.62%	17.60%	4.77%	3.30%	51.86%	15.84%	4.29%	2.97%	The American Community Survey (2014-2018) complied by the U.S. Department	p11 (1)45 d91 (1)(p)45 (a)-1 (2p18 ()5 resBDC 55 187 13.4 ref*EMC BT/P <</MCID 3

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

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics	Raw Statistics IwD	Raw Statistics Veterans	Weighted Female

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

Factor	Weight Ratio	Raw

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

Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IwD	Raw Statistics Veterans	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IwD	Weighted Statistics Veterans	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females, m (o)-5 ref2f43 1 Tf0 Tc 0 Tw 4.455 0 Td( )T8323 698.5 0.5 52.5 ref378.5 698.5 00 Tc 0 Tw 4.455 0 Td( )Tj0.227 0 Td(-)Tj0.318 0 TdTd( )TifactTj0.4 68C 0 TdT0 g-0											

Appendix F: Utilization-Goal Analysis

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 Availa-bility %	Female Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	10	<10	**.**%	45.73%		
Professionals	46	34	73.91%	59.18%		
Technicians	<10	<10	**.**%	0.00%		
Protective Services: Non-sworn	<10	<10	**.**%	0.00%		
Paraprofessionals	24	<10	**.**%	58.80%	**Yes**	58.80%
Administrative Support	27	25	92.59%	61.48%		
Skilled Craft	<10	<10	**.**%	10.83%	**Monitor**	

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 Availa-bility %	IwD Establish Goals?	If Yes, Goals for FY 2022-2024
Officials and Administrators	10	<10	**.**%	4.64%	**Monitor**	
Professionals	46	<10	**.**%	3.75%	**Monitor**	

Appendix G. Region Definitions

Region Definitions

Region	State Cd.	State Description	PUMA5CE	PUMA Name
Arrowhead	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--

	27	Minnesota	1402	Hennepin County--Plymouth, Maple Grove (West) & Medicine Lake Cities
	27	Minnesota	1403	Hennepin County--Brooklyn Park, Maple Grove (East) & Osseo Cities
	27	Minnesota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
	27	Minnesota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
	27	Minnesota	1406	Hennepin County--Minneapolis City (Southeast)
	27	Minnesota	1407	Hennepin County--Minneapolis City (Southwest)
	27	Minnesota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
Metro Extended	27	Minnesota	1409	Hennepin County--Eden Prairie & Minnetonka Cities

Southeast

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--

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		

ota	1404	Hennepin County--Brooklyn Center, Golden Valley, New Hope & Robbinsdale Cities
ota	1405	Hennepin County--Minneapolis (North) & St. Anthony Cities
ota	1406	Hennepin County--Minneapolis City (Southeast)
ota	1407	Hennepin County--Minneapolis City (Southwest)
ota	1408	Hennepin County--Edina, St. Louis Park & Hopkins Cities
ota	1409	Hennepin County--Eden Prairie & Minnetonka Cities
ota	1410	Hennepin County--Bloomington & Richfield Cities
ota	1501	Dakota County (North)--Eagan, Inver Grove Heights & South St. Paul Cities
ota	1502	Dakota County (South)--Lakeville, Hastings, Rosemount & Farmington Cities
ota	1503	Dakota County (West)--Burnsville & Apple Valley Cities

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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, Mahnomen & Lake of the Woods Counties
State of MN Plus E WI	27	Minnesota	300	Itasca, Carlton (South), Cass & Aitkin Counties--Grand Rapids City
N Plus E	27		400	St. Lota, CHg11 -0 0 11 300 301 Tm(448.1-0 0)5.848 (,)5.8 (0 g-0

Appendix H. Standard Occupational Classification Codes

1	Officials and Administrators	152031	CMM-OperationsResearchAnalysts
1	Officials and Administrators		

2	Professionals	131111	BUS-ManagementAnalysts
2	Professionals	131121	BUS-MeetingConvention,AndEventPlanners
2	Professionals	131131	BUS-Fundraisers
2	Professionals	131151	BUS-TrainingAndDevelopmentSpecialists
2	Professionals	131161	BUS-MarketResearchAnalystsAndMarketingSpecialists
2	Professionals	131199	BUS-BusinessOperationsSpecialists,AllOther

3	Technicians	17302X	ENG-OtherEngineeringTechnologistsAndTechnicians,ExceptDrafters
3	Technicians	271024	ENT-GraphicDesigners
3	Technicians	273042	ENT-TechnicalWriters
3	Technicians	274021	ENT-Photographers
3	Technicians	2740XX	ENT-OtherMediaAndCommunicationEquipmentWorkers
3	Technicians	291292	MED-DentalHygienists
3	Technicians	292010	MED-ClinicalLaboratoryTechnologistsAndTechnicians
3	Technicians	292061	MED-LicensedPracticalAndLicensedVocationalNurses
3	Technicians	319091	HLS-DentalAssistants

7	Skilled Craft	499071	RPR-MaintenanceAndRepairWorkers,General
7	Skilled Craft	514041	PRD-Machinists
7	Skilled Craft		

9	Faculty	151255	CMMWebAndDigitalInterfaceDesigners
9	Faculty	151299	

9	Faculty	291299	MED-HealthcareDiagnosingOrTreatingPractitioners,AllOther
9	Faculty	292010	MED-ClinicalLaboratoryTechnologistsAndTechnicians
9	Faculty	292031	MED-CardiovascularTechnologistsAndTechnicians
9	Faculty	292032	MED-DiagnosticMedicalSonographers
9	Faculty	292034	MED-RadiologicTechnologistsAndTechnicians
9	Faculty	292035	MED-MagneticResonanceImagingTechnologists
9	Faculty	29203X	MED-NuclearMedicineTechnologistsAndMedicalDosimetrists
9	Faculty	292042	MED-EmergencyMedicalTechnicians
9	[redacted]	[redacted]	[redacted]

9

9	Faculty	332011	PRT-Firefighters
9	Faculty	332020	PRT-FireInspectors
9	Faculty	333011	PRT-Bailiffs
9	Faculty	333012	PRT-CorrectionalOfficersAndJailers
9	Faculty	333021	PRT-DetectivesAndCriminalInvestigators
9	Faculty	3330XX	PRT-FishAndGameWardensAndParkingEnforcementOfficers
9	Faculty		

9	Faculty	49904X	RPR-IndustrialAndRefractoryMachineryMechanics
9	Faculty	499051	RPR-ElectricalPower-LineInstallersAndRepairers
9	Faculty	499071	RPR-MaintenanceAndRepairWorkers,General
9	Faculty	4990XX	RPR-OtherInstallation,Maintenance,AndRepairWorkers
9	Faculty	511011	PRD-First-LineSupervisorsOfProductionAndOperatingWorkers
9	Faculty	5120XX	PRD-OtherAssemblersandFabricators
9	Faculty	513011	PRD-Bakers
9	Faculty	514031	PRD-Cutting,Punching,AndPressMachineSetters,Operators,AndTenders,MetalAndPlastic
9	Faculty	514033	Grinding,Lapping,Polishing,AndBuffingMachineToolSetters,Operators,AndTenders,MetalandPlastic
9	Faculty	514041	PRD-

9	Faculty	537021	TRN-CraneAndTowerOperators
9	Faculty	5370XX	TRN-Conveyor,Dredge,AndHoistAndWinchOperators
9	Faculty	5371XX	TRN-OtherMaterialMovingWorkers