

# **DCTC Procedure 1B.2.1 Affirmative Action in Employment**

## **Chapter 1 – College Organization and Administration**

### **RESPONSIBILITY FOR IMPLEMENTATION**

#### **President**

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

#### **1. Responsibilities**

- a. Ensure that adequate staffing and resources are committed to implement Dakota County Technical College's policies and Minnesota State's policies in the area of EO/AA.
- b. Ensure that underutilized group members are included on respective committees throughout the college and that the various constituencies within the college are also represented subject to the constraints of collective bargaining agreements.

#### **2. Duties**

- a. Appoint an Equal Opportunity/Affirmative Action Officer (EO/AA) to assist in carrying out established EO/AA responsibilities.
- b. Name a Diversity Council responsible for making recommendations concerning EO/AA programs, policies, and procedures for the college. The President shall ensure that underutilized class members are included on the Diversity Council and that the committee includes representation from various constituencies within the college. The President shall appoint representatives to the Diversity Council based upon recommendations of the constituent groups.
- c. Provide Minnesota State and Minnesota Management and Budget with a summary of the college's efforts and accomplishments in meeting goals set during the reporting period.

#### **3. Accountability**

The President, Tim Wynes (651-423-8213), is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at Dakota County Technical College.

#### **Equal Opportunity/Affirmative Action Officer**

The Equal Opportunity/Affirmative Action Officer is responsible for the overall implementation and administration of Dakota County Technical College's equal opportunity and affirmative action programs.

#### **1. Responsibilities**

- a. Oversee the college's communication of and compliance with federal, state, and MnSCU laws, regulations, and policies pertaining to EO/AA programs, including Title IX, 504 legislation, and Americans with Disabilities Act Legislation.
- b. Ensure that all administrative supervisors are held accountable for the achievement of affirmative action goals and objectives and the fulfillment of EO/AA requirements by the college.
- c. Serve as the college's ombudsperson and primary resource for employees and students on EO/AA laws, regulations, and procedures.

## **2. Duties**

- a. Advise the President on EO/AA program progress.
- b. Develop, monitor, communicate, implement, and evaluate college EO/AA programs, plans, and guidelines, in conjunction with the Diversity Council.
- c. Monitor the search and selection process for all unclassified positions in accordance with established guidelines and procedures for recruitment.
- d. Provide recommendations to appropriate members of the college community regarding EO/AA.
- e. Prepare internal and external institutional reports on EO/AA efforts and accomplishments.
- f. Coordinate and/or promote EO/AA training and education programs.
- g. Review, investigate, and process complaints of discriminatory harassment and/or lack of EO in accordance with established policies and procedures.
- h. Serve on the Diversity Council.

## **3. Accountability**

The Equal Opportunity/Affirmative Action Officer, Kelly Murtaugh (651-423-8319), is directly accountable to the President for the overall implementation and administration of Dakota County Technical College's equal opportunity and affirmative action programs.

### **Diversity Council**

The President shall appoint representatives to Dakota County Technical College's Diversity Council based upon recommendations from various constituencies. The committee, in conjunction with the Equal Opportunity/Affirmative Action Officer, shall perform the following responsibilities and duties.

## **1. Responsibilities**

- a. Review, update, and make recommendations concerning EO/AA programs, policies, and procedures for the college.

- b. Serve as a forum and channel for transmitting EO/AA concerns to the college administration.
- c. Provide leadership in implementing the educational aspects of system and college policies.

## **2. Duties**

- a. Provide assistance in developing and preparing the Affirmative Action Plan (AAP), goals and annual accomplishment reports.
- b. Identify and report problem areas and recommend needed corrective action.
- c. Perform other activities as needed or as may be deemed appropriate by the committee and/or other college personnel or as required by the MnSCU office.

## **3. Accountability**

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

### **Administrative/Supervisors (Vice Presidents, Deans, Supervisors)**

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

#### **1. Responsibilities**

- a. Assure that all EO/AA policies, plans, and procedures are complied with and carried out in their respective administrative units.
- b. Assure that all employees within their administrative units are informed of the college's EO/AA policies, procedures, and practices.

#### **2. Duties**

- a. Assist the EO/AA in determining hiring goals to fill vacancies.
- b. Identify factors that may impede the college's pursuit of its EO/AA goals and objectives.

#### **3. Accountability**

Accountability for Administrators/Supervisors is reflected in Dakota County Technical College's organizational chart.

### **Human Resources Director**

In addition to the responsibilities and duties described above for the Administrators/Supervisors, the Human Resources Director is also responsible as described below for classified and unclassified positions.

#### **1. Responsibilities**

- a. Monitor the recruitment and selection process of all classified positions at Dakota County Technical College, in accordance with Minnesota Statutes 43.18 and 179.74, Minnesota Management and Budget Personnel Rules, and applicable collective bargaining agreements.

- b. Monitor the recruitment and selection process for all unclassified positions.
- c. Ensure that the recommendations of supervisors and others involved in the hiring process are based on job-related criteria and are consistent with the Affirmative Action goals and objectives.

**2. Accountability**

The Interim Human Resources Director, Laina Carlson (651-423-8285), is accountable to the President.

**Related Documents: In the finalized policies folder**

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