

AFFIRMATIVE ACTION PLAN

FOR

ANOKA TECHNICAL COLLEGE
ANOKA, MINNESOTA

Plan Year 2010-12

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PLAN DOCUMENT PREPARED BY:

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I. AFFIRMATIVE ACTION PLAN TRANSMITTAL FORM

Transmittal Form for Plan Years 2010-12

1. This biannual review revealed under-utilization of the following protected group(s) in the following goal units:

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
Mgrs/Supervisors (Admin/Middle Mgmt)		0	
Professionals (Faculty and MAPE)		X(4)	X(9)
Technicians (Bus Office/HR/IT/Library)		X(1)	X(1)
Office/Clerical			X(2)
Skilled Craft			
Service Maintenance	X(2)		X(1)

2. Once approved by the MMB Director of Equal Opportunity Division, this plan will be posted at the following central locations so that every employee is aware of the Anoka Technical College's commitments in affirmative action for the year: Summary Statement on Employee Bulletin Boards, Full report available from College's Human Resources Department, the Intranet on the College's website and Office of the Chancellor.

3. This plan contains an internal procedure for processing complaints of alleged discrimination from employees, and each employee has been apprised of this procedure as well as Anoka Technical College's affirmative action goals for this fiscal year.



7/30/10

Signature of Affirmative Action Officer

Date

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



7/30/10

Signature of President

Date

II. STATEMENT OF COMMITMENT

Anoka Technical College (hereinafter referred to as ATC) is committed to affirmative action, thereby 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. ATC 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.

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

It is ATC's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, ATC 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 educational opportunities for employees;
- supporting affirmative measures to retain protected group employees; and by,

The entire College community is encouraged to share in the responsibility of promoting and applying the principles of equal opportunity and supporting the College's plan of action. The President and Chief Human Resources Officer Director are committed to developing internal leaders through the establishment of a Leadership Institute designed to incorporate diversity learning opportunities for all employees. In doing so, we will more effectively utilize the skills and resources of the entire campus community including those persons who have been historically denied equal opportunities.



Dr. Shari L. Olson, Interim President
July 2010

III. RESPONSIBILITY FOR IMPLEMENTATION

President

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

Responsibilities:

1. Designate an Affirmative Action Officer (AAO) to assist in carrying out established EO/AA responsibilities.
2. Ensure that the College performance appraisal system includes an evaluation of an employee's efforts toward achieving the goals of the Affirmative Action Plan and their compliance with campus and MnSCU/State policies related to affirmative action.
3. Ensure annual EO/AA training occurs and that EO/AA policies and procedures are addressed annually by the College Policy & Procedure Committee.
4. Ensure that the various constituencies within the College are represented on college-wide committees.
5. Annually review the College's accomplishment in meeting goals set during the previous year.

Accountability:

The President, Shari Olson, at 763-576-4828, is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at Anoka Technical College.

Equal Opportunity/Affirmative Action Officer

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

Responsibilities:

1. Ensure that the College is in compliance with Federal, State, and System laws, regulations, and policies pertaining to EO/AA.
2. Develop, monitor, implement, and evaluate College EO/AA programs, plans, and guidelines.

3. Provide recommendations to appropriate members of the College community regarding EO/AA.
4. Prepare internal and external institutional reports on EO/AA efforts and accomplishments.
5. Promote EO/AA training and education programs.
6. Review, investigate, and process complaints of discrimination and/or harassment, in accordance with established guidelines.

Accountability:

The Equal Opportunity/Affirmative Action Officer, Jay Nelson, Assistant Director of Human Resources, is directly accountable to the President for the overall implementation and administration of Anoka TC's Equal Opportunity and Affirmative Action programs.

Diversity Committee

The leadership for Diversity programming at ATC is shared by the Diversity Task Force and the Enrollment Management/Retention Committee. These groups are comprised of individuals from multiple employee bargaining units; and, in conjunction with the Equal Opportunity/Affirmative Action Officer, perform the following responsibilities:

Responsibilities:

To provide leadership in implementing the educational aspects of the Affirmative Action Plan,
Specifically,

- Continue to provide diversity awareness training/events at staff meetings throughout the academic year.
- Provide systematic and focused professional development on diversity topics college-wide.
- Expand outreach activities to bring new community based expertise and faculty/staff involvement to the implementation of our Affirmative Action Plan.
- Continue expanding programming for staff and students that promote a diverse educational and employment environment.

Accountability:

Members are accountable to the President and the College community for work of the committee.

Administrators/Supervisors

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

Responsibilities:

1. Assure that all EO/AA policies and procedures are complied with and carried out in their respective administrative units.
2. Assure that all employees within their administrative units are informed of the College's EO/AA policies, procedures, and practices.
3. Assist the Chief Human Resources Officer/Diversity Director in determining annual vacancies and hiring goals.

Accountability:

Accountability for Administrators/Supervisors is reflected in the ATC organization chart provided in the appendices.

Chief Human Resources Officer/Diversity Director

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

Responsibilities:

1. Monitor the recruitment and selection process for all vacancies at Anoka Technical College, in accordance with Minnesota Statutes 43.18 and 179.74, Minnesota Management & Budget (MMB) 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.
3. Ensure that the College is in compliance with Federal, State, and System laws, regulations, and policies pertaining to EO/AA.
4. Provide recommendations to appropriate members of the College community regarding EO/AA.

5. Prepare internal and external institutional reports on EO/AA efforts and accomplishments.
6. Coordinate and/or promote EO/AA training and education programs.
7. Review, investigate, and process complaints of discrimination, discriminatory harassment, and/or lack of EO in accordance with established guidelines.

Accountability:

The Chief Human Resources Officer/Diversity Director, Marybeth Christenson-Jones, 763-576-4706, is accountable to the President.

IV. DISSEMINATION OF POLICY

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

Internal Dissemination

1. A paper copy of the AA Plan will be distributed to the College President and maintained in the Human Resources Department. An electronic copy of the Plan will be submitted to Minnesota Management & Budget and Office of the Chancellor's Equal Opportunity & Diversity Division. A copy of the plan will be posted on the ATC Internet site, which is available to all College employees.
2. All new employees will be informed that ATC has an Affirmative Action Plan in place and a copy may be reviewed on the Intranet.
3. Staff will receive annual training on affirmative action issues.
4. All recruitment brochures and vacancy notices shall identify ATC as an Equal Opportunity Employer and Educator.
5. A copy of the Plan will be provided to students upon request.

External Dissemination

1. All job announcements, recruitment brochures, college catalog, website home page, college letterhead and other education or employment related materials shall identify ATC as an Equal Opportunity Employer and Educator.
2. A copy of the Plan will be provided to external constituents or interested parties upon request.

V. NONDISCRIMINATION COMPLAINT PROCEDURE

The Minnesota State College and Universities Board of Trustees' 1B.1 Nondiscrimination in Employment and Education Opportunity Policy states: "No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law." The Minnesota State Colleges and Universities Board of Trustees' 1B.1.1 Report/Complaint of Discrimination/Harassment Procedure is available to all members of Anoka Technical College.

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

The Nondiscrimination in Employment and Education Opportunity Policy 1B.1 and Report/Complaint of Discrimination/Harassment Procedure 1B.1.1 may found on the MN State Colleges & Universities website at <http://www.mnscu.edu/board/policy/index.html>

The designated officer to whom complaints related to employment or complaints of harassment, violence or discrimination in education may be filed is Marybeth Christenson-Jones. She is located in the Human Resources Office (Room 164C), at 763-576-4706. Employees may file a complaint utilizing the form listed on the following page.

**GRIEVANCE REPORT FORM
DISCRIMINATION IN EDUCATION OR EMPLOYMENT, HARASSMENT,
RELIGIOUS OBSERVANCES OR VIOLENCE REPORT FORM**

The Minnesota State Colleges and Universities (MnSCU) System 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 student access to and participation in, programs, services, and activities with regard to race, gender, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law. **The ATC contact person for all claims of discrimination in employment or in education, violence, or harassment is Marybeth Christenson-Jones, Chief Human Resources Officer and Director of Diversity, located in the Human Resources office (164C) or by calling 763-576-4706.**

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s)

Name of person you believe violated this policy against you or another person.

If the alleged discrimination was toward another person, identify that person.

Describe the incident(s) as clearly as possible. Attach additional pages if necessary.

Under what circumstances did the incident(s) occur?

List any persons who may have witnessed the incident:

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by _____ Date: _____

VI. GOALS AND TIMETABLES

Protected Group: WOMEN						
EEO Job Group	A	B	C	D	E	F
	Total Number in Group	Total Number of Women in Group	% Women in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	9	5	55.6%	37.8%	3	0
Professionals	168	99	58.9%	53.8%	90	0
Technicians	17	16	94.1%	63.1%	11	0
Office/Clerical	21	21	100%	67.7%	14	0
Skilled Craft	2	0	0%	7.8%	0	0
Service Maintenance	9	2	22.2%	43.6%	4	2

Protected Group: MINORITIES						
EEO Job Group	A	B	C	D	E	F
	Total Number in Group	Total Number of Minorities in Group	% Minorities in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	9	0	0%	5.1%	0	0
Professionals	168	9	5.4%	8.0%	13	4
Technicians	17	0	0%	6.8%	1	1
Office/Clerical	21	2	9.5%	8.2%	2	0
Skilled Craft	2	0	0%	7.1%	0	0
Service Maintenance	9	1	11.1%	14.3%	1	0

	Protected Group: INDIVIDUALS WITH A DISABILITY					
EEO Job Group	A	B	C	D	E	F
	Total Number in Group	Total Number of Disabled in Group	% Disabled in the Group	Availability % (from Census Tables)	Availability Number	Number Underutilized
Officials and Administrators	9	0	0%	11.31%	1	1
Professionals	168	9	5.4%	10.88%	18	9
Technicians	17	1	5.9%	11.52%	2	1
Office/Clerical	21	0	0%	11.56%	2	2
Skilled Craft	2	0	0%	11.55%	0	0
Service Maintenance	9	0	0%	11.37%	1	1

Anoka Technical College
Goals and Timetables 2010-12

<i>EEO Job Group</i>	Women			Minorities			People with a Disability		
	Number Under-utilized	Goal	Timetable	Number Under-utilized	Goal	Timetable	Number Under-Utilized	Goal	Timetable
Officials/Admin.	0	-	-	0	-		1	-	-
Professionals	0	-		4	2	Academic Yrs 2010-12	9	3	Academic Yrs 2010-12
Office and Clerical	0	-	-	0	-		1	1	Academic Yrs 2010-12
Technicians	0	-	-	1	1	Academic Yrs 2010-11	1	1	Academic Yrs 2010-11
Skilled Craft	0	-	-	0	-		0	-	-
Service Maintenance	2	1	Academic Yrs 2010-12	0	-		1	1	Academic Yrs 2010-12

VII. PROGRAM OBJECTIVES

OBJECTIVE 1:

Monitor effectiveness of existing approaches to campus hiring.

Action Steps:

1. Increase diversity of representatives serving on Search Committees.
2. Assess effectiveness of advertisement placement.
3. Increase advertising in diverse publications.
4. Create Best Practices for Search Committees.
5. Share Best Practices with all Search Committees.

Responsibility:

College President
Administration
Chief Human Resources Officer and Director of Diversity
Affirmative Action Officer
Public Relations Director

Target Dates:

Ongoing basis

Evaluation:

Analyze applicant pools and review quarterly reporting to assess increased College opportunities to hire members from underrepresented groups.

OBJECTIVE 2:

Recruit and hire a workforce that reflects the increasing diversity of Minnesota.

Action Steps related to the recruitment process:

1. Identify and recommend local, regional and national recruitment strategies and practices that attract qualified candidates.
2. Work with HR and hiring authorities to identify current and future staffing needs.
3. Partner with Directors to create and implement unit specific recruitment efforts.
4. Utilize Community Advisory Council to share information and gather input on effective means of attracting diverse candidates.

5. Increase the diversity of participants from protected groups on Anoka TC's Program Advisory Committees to assist the College administration with recruitment of staff and placement of students within business and industry.
6. Increase the number of staff serving on community relations organizations, community advisory groups and community based educational organizations, etc.
7. Increase advertising in diverse publications.
8. Increase staff diversity training to include hiring and retention initiatives for diverse populations.

Action Steps to encourage diverse talent to seek opportunities with ATC through cost effective means:

1. Attend local and regional recruitment events.
2. Connect with the Community Advisory Council to create an employment opportunity marketing plan that is directed to diverse groups in a medium which is most appropriate to their needs (native language).
3. Collaborate with public and private sector organizations, and community contacts to create and utilize innovative recruitment resources in the search for talent.
4. Establish new, and strengthen existing networking resources for the purpose of announcing job vacancies, and receiving referrals of specific candidates for open positions.
5. Increase utilization of free posting sites, in an effort to reach a more diverse pool of applicants.
6. Increase staff diversity training to include hiring and retention initiatives for diverse populations.

Assignment of Responsibility:

College President
 Administration
 Academic Dean
 Chief Human Resources Officer and Diversity Director
 Affirmative Action Officer
 Public Relations Director

Target Date for Completion:

Ongoing basis

Evaluation:

Records will be maintained on recruitment efforts and number of minority applicants.
Review workforce Analysis annually to determine progress toward decreasing under-utilization.

OBJECTIVE 3:

Retain a diverse workforce through the creation and maintenance of employee development opportunities and a positive, nurturing workplace environment.

Action Steps to foster an environment where people feel welcome, accepted and valued:

1. Assess retention and workplace climate data through employee surveys and other information gathering means.
2. Provide general findings and recommendations for changes in policy and practices to Administration for review and action.
3. Explore the development of an internal mentorship program that will provide employees with opportunities for professional skills development.
4. Help support existing employee recognition programs, and propose new events.
5. Audit hiring and promotion patterns.

Action Steps to provide opportunities for employee self-sufficiency:

1. Encourage employees to explore career development and promotion opportunities within the Minnesota State Colleges and Universities system and refer them to resources for assistance.
2. Connect with Community Advisory Council to provide AA information, obtain feedback and enlist support and assistance in implementing strategic objectives.

Assignment of Responsibility:

College President
Administration
Academic Dean
Chief Human Resources Officer and Director of Diversity
Affirmative Action Officer
Public Relations Director

Target Date:

Ongoing basis

Evaluation:

Evaluate supervisors and administrators' performance on EEO efforts and results.

OBJECTIVE 4:

Ensure that the College is free from discrimination and harassment.

Action Steps to lessen/eliminate acts of harassment, discrimination and hostility through continuous learning:

1. Provide consistent and periodic EO/AA/ADA laws and practices training to all ATC staff.
2. Partner with other agencies and private sector associates to exchange EO/AA practices, ideas and training methods.
3. Offer opportunities for employees to share diversity learning experiences with their peers.

Action Steps to clarify and model appropriate behavior by leaders:

1. Persuade all senior and mid-level management to serve as “champions” for diversity, EO/AA, and a hostile-free work environment in words and action, including, but not limited to: stating support for the College’s EO/AA policies and practices, attending EO/AA trainings, supporting Diversity Committee meetings, cultural learning sessions, sponsoring “brown bag” diversity discussion sessions, and encouraging their staff members to participate.
2. Help establish a process that ensures that Administrators and Supervisors are measured and held accountable for their role in accomplishing the College’s affirmative action policies and practices.
3. Include accountability for incorporating and promoting diversity values in the evaluation process.

Action Steps to consistently measure College compliance:

1. Work with President’s Cabinet to ensure that all employees are aware of the existence of this Plan, its contents, and their responsibilities under the Plan.
2. Provide periodic reports to the Cabinet and staff that document the status of AA objectives, staff recruitment goals and employee retention strategies.

Responsibility:

Chief Human Resources Officer and Diversity Director
Public Relations Director

Target Dates:

Ongoing basis

Evaluation: Analysis of student and staff surveys.

OBJECTIVE 5:

Increase staff sensitivity and ability to work effectively with persons with disabilities.

Action Steps:

1. Educate staff regarding types of disabilities, campus services and policies, and the key components of the Americans with Disabilities Act.
2. Research and educate staff on best practices in providing accommodations.
3. Ensure that reasonable accommodations are provided for current students and staff, as well as prospective students, and job applicants with disabilities.

Responsibility:

College President
Director of Student Support Services
Chief Human Resources Officer and Director of Diversity
Public Relations Director

Target Dates:

Ongoing basis

Evaluation:

Review annual Student/Staff Satisfaction Survey that assesses customer satisfaction with College-Wide services.

The Disability Services coordinator, and/or Chief Human Resources Officer and Director of Diversity will monitor:

- Requests received to provide accommodations
- Complaints received related to accessibility

VIII. METHODS OF AUDITING, EVALUATING, REPORTING PROGRAM SUCCESS

PRE-EMPLOYMENT REVIEW

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

Procedure:

1. The department determines that a vacancy exists, and gains administrative approval to recruit.
2. For full-time vacancies a screening committee will be established. Committee membership will be based on the scope of the position, size of department, urgency of filling the position, and availability of staff. Every effort will be made to include members of protected groups. The list of committee participants will be initiated by the Vice President of Academic & Student Affairs or the appropriate administrator, and submitted to the Chief Human Resources Officer and Director of Diversity for approval.
3. The role of the screening committee is to be a partner with the administration in filling a vacancy. Tasks will include a review of the position description, creation of the interview questions, determining finalists to be interviewed, and evaluating candidates. The committee must determine the distribution of tasks to be performed so the entire process becomes a shared responsibility.
4. In areas where under-utilization exists, the Chief Human Resources Officer/Director of Diversity will work with the hiring supervisor to ensure every effort is made through targeted recruiting to establish a diverse applicant pool.
5. Where a disparity exists, protected group candidates are available, and the finalist is not a protected group member, the Chief Human Resources Officer/Director of Diversity will review the process to ensure fair and equitable treatment was provided to all applicants.
6. If the Chief Human Resources Officer/Director of Diversity questions the validity of the committee's hiring process, she may request that additional interviews and applicant evaluations be conducted.

PRE-REVIEW OF LAY-OFF DETERMINATIONS

ATC will make lay-off determinations consistent with applicable collective bargaining agreements and personnel plans. Proposed lay-off decisions will be reviewed by the Chief Human Resources Officer/Director of Diversity to evaluate their effect on Anoka TC's Affirmative Action Program.

METHODS OF AUDITING, EVALUATING & REPORTING PROGRAM SUCCESS

1. The ATC Affirmative Action Plan will be reviewed by the MnSCU ODEO Office, College President and College Administrators/Hiring Managers.
2. The College's Chief Human Resources Officer/Director of Diversity will monitor the employment procedures to evaluate progress toward Affirmative Action Plan goals and ensure that the relevant policies are followed.
3. Data regarding applicant pools and hiring decisions will be recorded and maintained in the Human Resources Department and submitted quarterly to Minnesota Management & Budget as required.
4. The Chief Human Resources Officer/Director of Diversity will annually review formal discrimination complaints filed by students and staff.
5. The Chief Human Resources Officer/Director of Diversity will annually review disciplinary actions taken against students and staff.

IX. WEATHER EMERGENCIES AND BUILDING EVACUATION

Each classroom and work area contains a building map identifying exit points and safe areas in the event of a building emergency or weather emergency.

Listed below is additional information regarding campus procedures:

- In the event of the closing of the College because of a weather emergency, it will be the responsibility of the President's Office to notify students and employees of the closing through public announcements on WCCO Radio 830.
- In the event that notification of a weather emergency or required evacuation needs to be provided to persons with a disability, the Dean of Academic Resources (Mary Ann Jackels, 763-576-4970) has been included on the campus "call list". The Dean in turn, will take the necessary steps to ensure appropriate notification occurs, such as utilizing the MN Relay Service (1-800-627-3529).
- The College Safety Committee, in consultation with the Chief Financial & Facilities Management Officer (Wendy Meyer, 763-576-4779) and Anoka Fire Marshall, reviews safety issues at least annually or on an as needed basis. Safety aides, i.e. alarms, flashing lights, etc. are code compliant and tested on a regular basis to ensure functionality.
- Anoka TC's campus is on one level with the exception of the east wing, which has a second floor. Evacuation of persons with disabilities from the upper level of the east wing will be done by the Fire Department. A "safe room", immediately adjacent to the upper level auditorium, has been designed and designated for the safety of persons with disabilities. The local Fire Department is aware of the safe room location and procedures for evacuation have been addressed.

The Chief Facilities Management Officer and the Dean of Academic Resources or Administrator on duty will ensure that staff is dispatched to the east wing to provide assistance in directing people to the "safe room".

X. REASONABLE ACCOMMODATIONS

The MN State Colleges & Universities Procedure 1B.0.1 Reasonable Accommodations in Employment may be found at the following website:

<http://www.mnscu.edu/board/procedure/1b0p1.html>

The MN State Colleges & Universities Policy 1B.4 Access for Individuals with Disabilities may be found at the following website:

<http://www.mnscu.edu/board/policy/1b04.html>

How to Request Reasonable Accommodations at Anoka Technical College

Requests from applicants or current employees may be made to the Chief Human Resources Officer/Director of Diversity, 763-576-4706), located in the Human Resources Office. Employee requests are documented on the form located on the following page.

Requests from prospective or current students may be made to the Dean of Academic Resources (Mary Ann Jackels, 763-576-4970), located in the Student Services Division.

XI. RECRUITMENT PLAN

The Anoka TC Recruitment Plan has been submitted online to the Minnesota Management & Budget.

In the past two-year reporting period, Anoka TC has made progress in addressing underutilization in the following protected groups:

- Underutilization for women has decreased from 1 to “0” in the Officials/Mgrs group.
- Underutilization for minorities has decreased from 1 to “0” in the Officials/Mgrs group and the Office/Clerical Group, as well as from 8 to 4 or by 50% in the Professional group.

XII. RETENTION PLAN

Commitment

The Chief Human Resources Officer/Director of Diversity, Marybeth Christenson-Jones, is responsible for employee retention activities/programs. However, all ATC administrators share in the responsibility of employee retention through participatory management and promoting a positive work environment. The College is committed to the retention of all employees, both protected and non-protected groups.

SEPARATION ANALYSIS

July 1, 2008 through June 30, 2010

The number of employees separated during this two-year period totaled 30*, as follows:

		<u>FY09</u>	<u>FY10</u>
Resignations	50%	7	8
Retirements	50%	3	12

* Data Source: ATC Employment Records – Note: These figures do not include adjunct/temporary faculty hired and separated on a semester by semester basis.

Conclusion:

Over the reporting period of 2008-2010, Anoka TC experienced an overall increase in the number of separations from 23 to 30. With respect to % distribution, separations increased in percentage in the category of retirements and discharges.

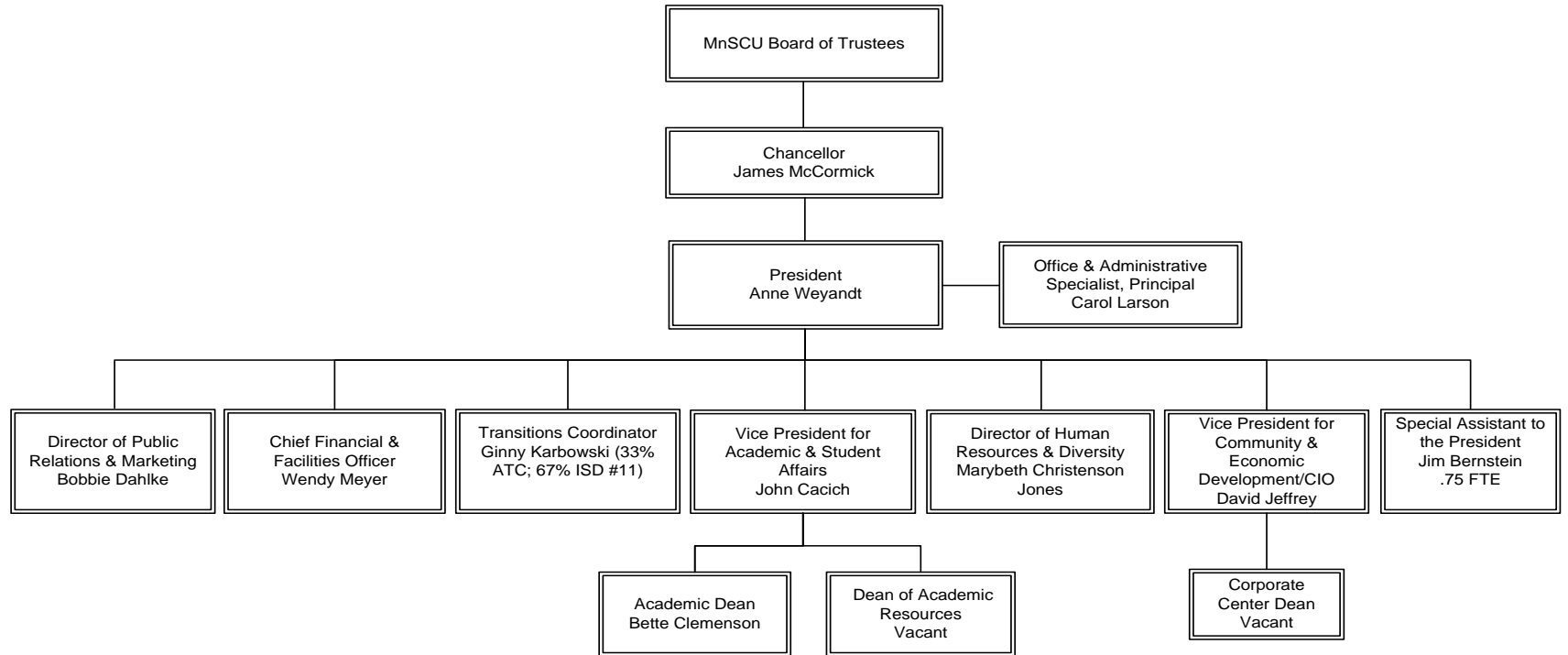
1. **Resignations:** As noted above, there was a slight increase in the number of resignations over the past two years. With the hiring freeze and more agencies posting jobs for Current State Employees this number is not surprising.
2. **Retirements:** The % of retirements increased and was anticipated. Sixty percent of the retirements were part of the Board Early Separation Incentive.

Retention Programs/Activities:

- ATC's administrative and classified staff performance evaluations measure employee attention to integrity and ethics, mutual respect and diversity, and teamwork.
- All employee bargaining groups may utilize tuition waiver benefits to advance their job knowledge and promotional opportunities. In addition, staff development funds are available to all employees for attendance at conferences and workshops.
- A variety of activities will be made available to enhance student retention. Specific activities to support targeted populations are funded through the use of the Carl D. Perkins Grant.

- ATC's President and Chief Human Resources Officer/Director of Diversity will develop a Staff Development Plan at ATC that will promote diversity.
- ATC instituted a summer schedule so that non-faculty and non-seasonal employees would have an enhanced summer experience.
- The State's Employee Assistance Program provides important services to staff that may directly or indirectly affect retention.
- The Chief Human Resources Officer/Director of Diversity has increased staff/student multicultural programming and initiatives.

ANOKA TECHNICAL COLLEGE COLLEGE ADMINISTRATION



Revised July 17, 2008
Appendix A