
*The
Affirmative Action Plan
for
Bemidji State University
and
Affiliate, Northwest Technical College*

2008-2010

*Shaping Potential, Shaping Worlds:
Engage in New Worlds of Thought*

*Shaping Potential, Shaping Worlds:
Embrace Responsible Citizenship*

*Shaping Potential, Shaping Worlds:
Educate for a Future That Can Only Be Imagined*

**Bemidji State University
Northwest Technical College**

Affirmative Action Plan 2008-2010

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2. STATEMENT OF COMMITMENT

Vision: Shaping Potential, Shaping Worlds

Mission: Engage, Embrace, and Educate

As northern Minnesota's University, we *engage* in new worlds of thought, *embrace* responsible citizenship, and *educate* for a future that can only be imagined.

Bemidji State University and its affiliate, Northwest Technical College, are 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. The adopted vision and mission support and emphasize that commitment. 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. Bemidji State University and its affiliate, Northwest Technical 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.

One of three signature themes speaks to our focus for faculty, staff, students, and other learners on international and multicultural understanding. The other two signature themes include civic engagement and environmental stewardship.

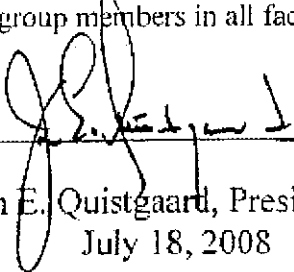
Bemidji State University and its affiliate, Northwest Technical College, are committed to implementation of this affirmative action plan and fully support the State of Minnesota's affirmative action efforts. Bemidji State University and its affiliate, Northwest Technical College, will implement and maintain 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 the policy of Bemidji State University and its affiliate, Northwest Technical College, to actively pursue equal employment practices during all phases of the employment process. In that spirit, Bemidji State University and its affiliate, Northwest Technical 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 by
- ◆ supporting affirmative measures to retain protected group employees.

I believe that only through aggressive recruitment, selection, and retention of protected class members can Bemidji State University and Northwest Technical College comply with this commitment to affirmative action and demonstrate to our University and College community our

commitment to affirmative action and demonstrate to our University and College community our concern for basic fairness; the desire to overcome prejudice; and the necessity of making special efforts to ensure the greater participation of underutilized group members in all facets of our community.



Jon E. Quistgaard, President
July 18, 2008

6. Hiring Goals and Timetables

Bemidji State University

The utilization analysis for Bemidji State University shows that we are not underutilized for women in the Unclassified Officials and Managers Job Group nor in the Professionals Job Group. The utilization analysis demonstrates that the agency is underutilized twenty women in the Faculty group. We expect lesser expansion in academic programs at BSU over the next two years and budget constraints must be considered. Retirements will remain steady or increase. Therefore, we are setting a goal to recruit and hire ten women in the faculty group during years 2008-2010.

Among classified employees, we are underutilized for women in the Officials and Managers Job Group and in the Professionals Job Group. We expect some retirements. We anticipate minimal turnover and little expansion in the positions within these Groups over the next two years so we are setting a goal to recruit and hire one female in the Officials and Managers Job Group and two women in the Professionals Group.

Also among classified employees, we will seek to increase the number of women in skilled craft and service/maintenance Job Groups at BSU considering the underutilization. In order to find female skilled craft employees, BSU will focus on targeted notification of technical school placement offices with the specified skilled craft training so that two women can be hired in this Job Group. Selection advisory groups will be trained to strongly consider women with appropriate skills and training when filling service/maintenance positions so five additional women can be hired over the next two years.

Northwest Technical College

The utilization analysis for Northwest Technical College shows that we are underutilized for women in the Unclassified Officials and Managers Job Group. The vacant Provost position will remain vacant for the time being. We will seek an additional female in the Job Group if a retirement or resignation occurs.

A goal exists to add one minority faculty member and one disabled faculty member over the next two years.

Among classified staff, some growth in numbers of staff is expected due to an increase in learner numbers at NTC during the last two years. One additional female will be sought in the classified Professional Job Group to alleviate under representation and an additional female in the Service/Maintenance Job Group will also alleviate under representation.

Our goal within the Office and Clerical Job Group is to add one minority employee. Within both the Technical/Paraprofessional Job Group and the Service/Maintenance Job Group, a person having a disability should be sought to alleviate under representation.

7. Bemidji State University and Northwest Technical College Program Objectives

Bemidji State University and Northwest Technical College recognize that various groups are underutilized in employment within the University and within the College. Therefore, BSU and NTC commit to programs of affirmative action intended to remedy identified underutilizations.

1. Enhance recruitment efforts
 - A. Update President, Vice Presidents and Deans having primary responsibility for searches regarding the accomplishment of underutilization goals.
 - B. Educate Selection Advisory Committees regarding confidentiality in the selection process, recruitment and employment guidelines, underutilization, and answer questions.
 - C. Review, on a continuous basis, recruitment and hiring guidelines in order to enhance BSU and NTC commitment to affirmative action and to assist Selection Advisory Committees in identifying and selecting highly qualified candidates for positions including women, minorities, and individuals with disabilities.
 - D. Add publications and websites to provide greater choices for selection advisory committees when publicizing vacancies and new positions.
2. Review retention efforts
 - A. Enhance the reputation of BSU and NTC as an employer of choice.
 - B. Notify all employees annually of identified procedures for requesting and, if necessary, providing an accommodation.
 - C. Publicize the availability of confidential services through the Employee Assistance Plan.
 - D. Publicize the tuition waiver program available, on a space available basis, to courses offered by Universities and, if applicable, Colleges in the MnSCU system.
 - E. Promote and support lifelong learning.
3. Ensure a working environment and campus community that promotes and welcomes diversity.
 - A. Highlight MnSCU and BSU policies that encourage understanding of diversity during new hire orientation.
 - B. Promote civility and respect among all faculty, staff, and student groups on campus
4. Promote awareness and improve campus climate
 - A. Educate faculty and staff in the principals of engagement.
 - B. Plan and implement educational sessions and events supporting equal employment and affirmative action.
 - C. Provide information and answer questions related to sexual harassment/violence, racism, sexual orientation and disability awareness.

Responsibility for these four objectives will involve leadership, the Affirmative Action Officer, the Human Resources staff, and collective bargaining group leadership.

11. Recruitment Plan

Bemidji State University and its affiliate, Northwest Technical College, seek highly qualified applicants for vacancies and new positions through effective advertising accessible to all Job Groups.

Publications in which advertising has occurred during the last two years for unclassified and classified positions include:

Journal of Accountancy
Bemidji Pioneer
Jobs HQ – (electronic posting of Bemidji Pioneer ad throughout 5-state area)
National Association of Industrial Technology
Higher Ed Jobs.com
American Library Association
Educause
Minneapolis Star and Tribune
The Chronicle of Higher Education
Ojibwe News-Native American Press
Inside Higher Education
The Chronicle of Philanthropy
Indian Country Today
Grand Forks Herald
Duluth News Tribune
The Fargo Forum
NCAA Market
PsychCareers
Association for Education in Journalism

Linda Skallman, MnSCU Associate Vice Chancellor for Human Resources, has arranged for Bemidji State University and Northwest Technical College to participate along with other MnSCU Universities and Colleges in the Upper Midwest Higher Education Recruitment Consortium (HERC).

The mission of the regional HERC is to advance the efforts of member institutions to recruit and retain outstanding and diverse faculty and staff and to assist dual career couples.

The regional HERC will see to accomplish their mission through:

- Comprehensive regional higher education job boards
- Regular regional meetings with guest speakers covering topics of interest to member institutions
- Email job alerts and dual career search capabilities
- Regional multicultural and relocation information and resources
- Best practice sharing on recruitment and retention topics among members
- Advertising and outreach to potential higher education jobseekers

- Jobseeker data tracking

Job Fair Attendance and Internships

No job fairs were attended during the reporting period and we do not anticipate job fair attendance in the future. An internship for a junior student focusing their studies on Human Resources will probably be available in summer 2009.

Projected Hiring Opportunities and Recruitment Strategies

The utilization analysis for Bemidji State University and its affiliate, Northwest Technical College, shows underutilization in several job groups. For those job groups BSU and NTC will make a good faith effort, through effective recruiting to meet the identified hiring goals.

Recruitment of Persons with Disabilities

In order to reach persons with disabilities, Bemidji State University and its affiliate, Northwest Technical College, will ensure that vacancy notices are sent to the ADA Coordinator of the Minnesota Department of Economic Security for the purpose of providing the notices to rehabilitation counselors at Minnesota workforce centers.

Supported Work

Bemidji State University, and its affiliate Northwest Technical College, support the employment of individuals with disabilities who may have faced employment barriers to successful and fulfilling employment.

BSU and NTC will not discriminate against qualified individuals with disabilities and will comply with ADA and other laws governing employment of persons with disabilities.

Assignment of Responsibility

Responsibility for implementation of the recruitment plan involves a coordinated effort of a number of University and College officials including the Vice Presidents, Deans, Directors, Managers, Supervisors, Affirmative Action Officer, and Human Resources staff.