

CHAPTER 1: Organization and Administration

Procedure 1B.2/11: Affirmative Action – Anoka-Ramsey Community College

“An equal opportunity institution and employer”

Affirmative Action and Equal Opportunity Goal Statement

Anoka-Ramsey Community College is committed to the principles of equal opportunity and affirmative action. In support of that commitment, the following goals are established:

1. Comply with the Board Affirmative Action Policy.
2. Develop a distribution list for full-time unclassified vacancy notices that will include at least the following:
 - a. All Minnesota private and public colleges and universities.
 - b. Comprehensive mailing to colleges and universities outside Minnesota.
 - c. Well established journals or periodicals such as the *Chronicle of Higher Education*.
 - d. Agencies in Minnesota that deal with or offer services to the disabled.
3. Advertise full-time vacancies in several publications that focus on special interest groups and have wide distribution.
4. Make a responsible effort to achieve goals and timetables established by the Department of Employee Relations Equal Opportunity Division.

Compliance Statements

Every official college publication and document meant for distribution off campus will contain one of the following compliance statements:

LONG FORM (recommended for College Catalog, Student Handbook)

Anoka-Ramsey Community College acknowledges its legal and moral responsibility to ensure equal employment and educational opportunities with no discrimination regarding race, creed, disability, color, religion, national origin, sex, age, marital status, Viet Nam veteran status, public assistance status or inclusion in any group or class protected by state or federal law.

The college is in compliance with Title IX and Section 504 and will continue its affirmative action commitment to removing barriers to equal employment and educational opportunity.

Assistance with problems, grievances or questions regarding Title IX and Section 504 may be obtained in the following locations:

- Cambridge Campus:
Maria Barlage, Advisor, 763-433-1872
- Coon Rapids Campus:
Title IX: Lisa Harris, Interim Dean of Educational Services, 763-433-1292
Section 504: Linnea Janas, Interim Coordinator of Access Services, 763-433-1903

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

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MEDIUM FORM (recommended for most campus publications)

Anoka-Ramsey Community College is committed to non-discrimination of any group or class protected by state or federal law and is in compliance with Title IX and Section 504.

SHORT FORM (college stationery, College Bulletin, college brochures)

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History:

07.16.1991 Statement was adopted and implemented

10.2004 Combined two procedures into one to comply with MnSCU numbering and content