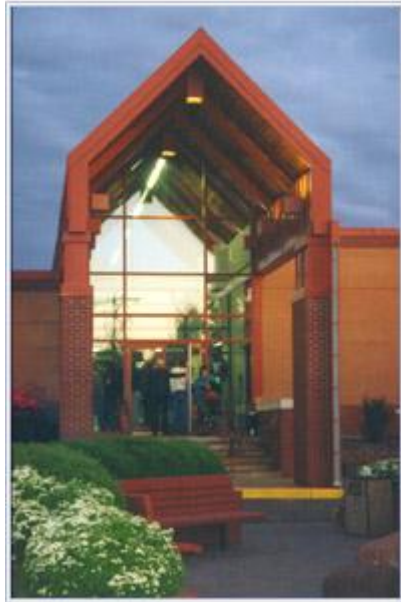


2010 – 2012 AFFIRMATIVE ACTION PLAN



PINE TECHNICAL COLLEGE

Pine City, MN

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Transmittal Form for Plan Years 2010-2012

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

GOAL UNITS	PROTECTED GROUPS		
	WOMEN	MINORITIES	DISABLED
Officials/Mgrs. (Barg units 220/216)			X
Professionals (Barg unit 210, 214)		X	X
Technicians (Barg Unit 207)			X
Office/Clerical (Barg unit 206/217)		X	
Skilled Craft/Maintenance (Barg units 202/203)			

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 Pine Technical College's commitment in affirmative action for the year: Summary Statement on Employee Bulletin Boards, Full report available from College's Human Resources Department, 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 Pine Technical College's affirmative action goals for this fiscal year.

Signature submitted on the electronic transmittal form 7/30/2010
 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.

Signature designated on the electronic transmittal form 7/30/2010
 Signature of President Date

5. This plan meets the rules governing affirmative action, Statutory Authority 43A.04, and contains goals and timetables as well as methods for achieving them which are reasonable and sufficiently aggressive to deal with the identified disparities.

Signature of MMB Director of Office of Equal Opportunity Division Date

STATEMENT OF COMMITMENT

Pine Technical College (PTC) is 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. 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. Pine 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.

Pine Technical College is committed to implementation of this affirmative action plan and fully supports the State of Minnesota's affirmative action efforts. Pine 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 Pine Technical College's policy to actively pursue equal employment practices during all phases of the employment process. In that spirit, Pine 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.

Robert L. Musgrove, Ph.D.
President
July 2010

RESPONSIBILITY FOR IMPLEMENTATION

President

As the primary administrator of Pine Technical College, the President is responsible for overseeing Pine 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.

Responsibilities and Duties

1. Ensure that all administrative supervisors are held accountable for the achievement of affirmative action goals and objectives and that adequate staffing and resources are committed to implement College goals and objectives and to implement College and system policies in the area of affirmative action.
2. Supervise the Affirmative Action Officer in carrying out established Affirmative Action responsibilities.
3. Ensure that under-utilized group members are included on respective committees and that various constituencies within the College are represented in all student, faculty, and staff programs and activities.
4. Issue a statement affirming the College's commitment to affirmative action and ensure that such a statement is disseminated to all employees.
5. Make such decisions and changes in policies, procedures, or physical accommodations as may be needed to implement effective affirmative action in the College.

Accountability

The President, Robert L. Musgrove, Ph.D., 320-629-5120, musgrover@pinetech.edu is directly accountable to the Chancellor on all matters relating to equal opportunity and affirmative action at Pine Technical College.

Equal Opportunity/Affirmative Action Officer

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

Responsibilities and Duties

1. Oversee the College's compliance with federal, state, and MnSCU laws, regulations, and policies pertaining to affirmative action.
2. Advise the President on affirmative action plans, programs, and policies
3. Develop, monitor, implement, and evaluate PTC's affirmative action programs, plans, and guidelines.
4. Coordinate and promote affirmative action training and education programs.
5. Serve as PTC's ombudsperson and primary resource for employees on affirmative action laws, regulations, and procedures.
6. Review, investigate, and process complaints of discrimination/harassment based on 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.
7. Act as the liaison between the College and the Minnesota Management & Budget and MnSCU Offices of Diversity and Equal Opportunity.
8. Review and recommend changes in policies, procedures, programs, and physical accommodations to facilitate affirmative action.

Accountability

The Equal Opportunity/Affirmative Action Officer, Penny Hudlow, 320-629-5115, hudlowp@pinetech.edu, is directly accountable to the President for implementation and administration of Pine Technical College's equal opportunity and affirmative action programs.

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 and Duties

1. Ensure that all affirmative action policies, plans, and procedures are implemented in their respective units.
2. Assist the Affirmative Action Officer in identifying and resolving problems and eliminating barriers that inhibit equal employment opportunity.
3. Perform supervisory responsibilities in accordance with the affirmative action policies included in this plan.
4. Maintain a "single standard" principle within the work force so that employees are evaluated, recognized, developed, and rewarded on a fair and equitable basis.
5. Provide a positive environment in the workplace.
6. Receive and investigate informal discrimination complaints brought by assigned staff and communicate decisions to employees within a reasonable time.

Accountability

Accountability for Administrators/Supervisors is reflected in the attached organization chart.

Human Resources Director

In addition to the responsibilities described above for administrative supervisors, the Human Resources Director is also responsible as described below for classified and unclassified positions.

Responsibilities

1. Monitor the search and selection process for all positions in accordance with established guidelines and procedures for recruitment as per College policies, Minnesota statutes, Department of Employee Relations personnel rules, MnSCU policies 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.

Accountability

The Human Resources Director, Penny Hudlow, 320-629-5115, hudlowp@pinetech.edu, is directly accountable to the President.

DISSEMINATION OF PLAN

The following measures will be used to inform Pine Technical College's employment and educational communities and the public of the College's commitment to Affirmative Action and Equal Opportunity in all employment and educational policies, procedures, programs, services, and opportunities:

Internal Dissemination

1. The Affirmative Action Plan is available for review in the Administrative Offices and on the College website.
2. All recruitment brochures, job announcements, vacancy notices and website shall identify Pine Technical College as An Equal Opportunity Employer and Educator.
3. Copies of the Affirmative Action Plan are made available to all employees upon request.
4. All employees are made aware of Pine Technical College's commitment to affirmative action through the statement of commitment by the President, training sessions, adherence to local, system-wide and State policies, and the implementation of non-discriminatory employment practices.

External Dissemination

1. All job/vacancy announcements, website home page, letterhead, brochures, promotional and other education or employment-related materials shall identify Pine Technical College as An Equal Opportunity Employer and Educator.
2. Copies of the Affirmative Action Plan are made available to all external constituents and interested parties upon request.
3. Copy of the Affirmative Action Plan will be posted on Pine Technical College's website at www.pinetech.edu

NON-DISCRIMINATION 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 employees of Pine 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 may be filed is Penny Hudlow, Director of Human Resources, located in the Human Resources Department, at 320-629-5115. The designated officer to whom complaints of harassment, violence or discrimination in education may be filed is Nancy Mach, Dean of Students, located in the Student Services Division, at 320-629-5173. PTC's policy and procedure on Report/Complaint of Discrimination/Harassment is provided on the following pages.

AFFIRMATIVE ACTION IN EMPLOYMENT POLICY

1B.1 Nondiscrimination in Employment and Education Opportunity

Part 1. Policy Statement. Minnesota State Colleges and Universities 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 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, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, Minnesota State Colleges and Universities will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech.

The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

This policy supersedes all existing system, college, and university non-discrimination policies.

Part 2. Definitions.

Subpart A. Consensual Relationship. A sexual or romantic relationship between two persons who voluntarily enter into such a relationship. Employees who are members of the same household should also refer to the Board of Trustees Nepotism policy 4.10.

Subpart B. Discrimination. Discrimination is defined as 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 is defined as 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 has further defined sexual harassment as a form of sexual discrimination which is prohibited by state and federal law.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or
3. Such conduct has the purpose and effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Subpart D. Employee. Minnesota State Colleges and Universities personnel include all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.

Subpart E. Protected Class. Protected class for the purpose of this policy means that discrimination and harassment in employment and education are prohibited on the basis of: race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance or sexual orientation. In addition, membership or activity in a local human rights commission is a protected class in employment.

Subpart F. Retaliation. Retaliation includes, but is not limited to, intentionally engaging in any form of intimidation, reprisal or harassment against an individual because he or she made a complaint under this policy or assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated; or associated with a person or group of persons who are disabled or are of a different race, color, creed, religion, sexual orientation or national origin. Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

Subpart G. Sexual harassment and violence as sexual abuse. Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Minnesota law. In such situations, the system office and colleges and universities shall comply with the reporting requirements in Minnesota Statutes Section 626.556 (reporting of maltreatment of minors) and Minnesota Statutes Section 626.557 (Vulnerable Adult Protection Act). Nothing in this policy will prohibit the system office or any college or university from taking immediate action to protect victims of alleged sexual abuse. Minnesota State Colleges and Universities 1B.3 Sexual Violence Policy addresses sexual violence.

Subpart H. Student. "Student" means an individual who is:

1. admitted, enrolled, registered to take or is taking one or more courses, classes, or seminars, credit or noncredit, at any System college or university; or
2. between terms of a continuing course of study at the college or university, such as summer break between spring and fall academic terms; or
3. expelled or suspended from enrollment as a student at the college or university, during the pendency of any adjudication of the student disciplinary action.

Part 3. Consensual Relationships. An employee of Minnesota State Colleges and Universities shall not enter into a consensual relationship with a student or an employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college and university and system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

Part 4. Retaliation. Retaliation as defined in this policy is prohibited in the system office, colleges and universities. Any individual subject to this policy who intentionally engages in retaliation shall be subject to disciplinary or other corrective action as appropriate.

The chancellor shall establish procedures to implement this policy. The nondiscrimination in employment and education opportunity policy and procedures of colleges and universities shall comply with Policy 1B.1 and Procedure 1B.1.1.

Procedure 1B.1.1 Report/Complaint of Discrimination/Harassment Investigation and Resolution

Part 1. Purpose and Applicability.

Subpart A. Purpose. This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Subpart B. Applicability. This procedure shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including its students, employees, and applicants for employment, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation/reprisal. Individuals who violate this procedure shall be subject to disciplinary or other corrective action. A single act of discrimination or harassment may be based on more than one protected class status. For example, discrimination based on anti-Semitism may relate to religion, national origin, or both; discrimination against a pregnant woman might be based on sex, marital status, or both; discrimination against a transgender or transsexual individual might be based on sex or sexual orientation. Not every act that may be offensive to an individual or group constitutes discrimination or harassment. Harassment includes action beyond the mere expression of views, words, symbols or thoughts that another individual finds offensive. To constitute a violation of Board Policy 1B.1, conduct must be considered sufficiently serious to deny or limit a student's or employee's ability to participate in or benefit from the services, activities, or privileges provided by Minnesota State Colleges and Universities.

Subpart C. Scope. This procedure is not applicable to allegations of sexual violence; allegations of sexual violence are handled pursuant to Board Policy 1B.3 Sexual Violence and System Procedure 1B.3.1. In addition, harassment and discrimination complaints not arising from alleged violations of Board Policy 1B.1, are to be addressed under other appropriate policies and established practices.

Part 2. Definitions. The definitions in Board Policy 1B.1 also apply to this procedure.

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 investigator training provided by the Office of the Chancellor.

Subpart B. Decision maker. Decision maker means a high level administrator designated by the president or chancellor to review investigative reports, to make findings whether Board policy 1B.1 has been violated based upon the investigation, and to determine the appropriate action for the institution to take based upon the findings. Prior to serving as a decision maker for complaints under this procedure, administrators must complete decision maker training provided by the Office of the Chancellor.

Subpart C. Retaliation. Retaliation means any action against a complainant or other individual because the individual:

- a. Participated in the investigation or resolution of a complaint under this procedure;
- b. Opposed conduct the individual believes was in violation of Board policy 1B.1.; or
- c. Associates with another individual who is protected from discrimination under 1B.1.

Part 3. Consensual Relationships. Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity prohibits consensual relationships between an employee and a student or another employee over whom he or she exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence, whether or not both parties appear to have consented to the relationship, except as noted.

Examples of prohibited consensual relationships include, but are not limited to:

- An employee and a student if the employee is in a position to evaluate or otherwise significantly influence the student's education, employment, housing, participation in athletics, or any other college or university activity (employee includes, for example, graduate assistants, administrators, coaches, advisors, program directors, counselors and residence life staff);
- A faculty member and a student who is enrolled in the faculty member's course, who is an advisee of the faculty member, or whose academic work is supervised or evaluated by the faculty member; and
- A supervisor and an employee under the person's supervision.

A faculty member or other employee is prohibited from undertaking a romantic or sexual relationship or permitting one to develop with a student or supervisee who is enrolled in the person's class or is subject to that person's supervision or evaluation.

If a consensual, romantic or sexual relationship exists between an employee and another individual and subsequent events create a supervisor/supervisee, faculty/student or similar relationship between them, the person with evaluative or supervisory authority is required to report the relationship to his or her supervisor so that evaluative functions can be reassigned if possible. This procedure does not cover consensual relationships between individuals that do not require one to exercise direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence over the other. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a person with whom they have a consensual relationship where the right to make recommendations 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 Office of the Chancellor, 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 Office of the Chancellor. 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 Office of the Chancellor Employees or Board of Trustees. For reports/complaints that involve allegations against Office of the Chancellor employees, the responsibilities identified in this procedure as those of the president are the responsibilities of the chancellor. Reports/complaints that involve allegations against the chancellor or a member of the Board of Trustees shall be referred to the chair or vice chair of the Board for processing. Such reports/complaints may be assigned to appropriate system personnel or outside investigatory assistance may be designated.

Subpart E. False statements prohibited. Any individual who is determined to have provided false information in filing a discrimination report/complaint or during the investigation of such a report/complaint may be subject to disciplinary or corrective action.

Subpart F. Withdrawn complaints. If a complainant no longer desires to pursue a complaint, the Office of the Chancellor, colleges, and universities reserve the right to investigate and take appropriate action.

Part 5. Right to Representation. In accordance with federal law and applicable collective bargaining agreement and personnel plan language, represented employees may have the right to request and receive union representation during an investigatory meeting.

Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under a collective bargaining agreement, personnel plan or law. Any disciplinary action imposed as a result of an investigation conducted under this procedure will be processed in accordance with the applicable collective bargaining agreement or personnel plan.

Part 6. Investigation and Resolution. The Office of the Chancellor, college or university has an affirmative duty to take timely and appropriate action to stop behavior prohibited by Board Policy 1B.1, conduct investigations and take appropriate action to prevent recurring misconduct.

Subpart A. Personal resolution. This procedure neither prevents nor requires the use of informal resolution by an individual who believes he or she has been subject to conduct in violation of Board Policy 1B.1. In such a situation, the individual should clearly explain to the alleged offender as soon as possible after the incident that the behavior is objectionable and must stop. If the behavior does not stop or if the individual believes retaliation may result from the discussion, the individual should report to the designated officer. Under no circumstance shall an individual be required to use personal resolution to address prohibited behaviors.

Subpart B. Information privacy. Confidentiality of information obtained during an investigation cannot be guaranteed; such information, however, will be handled in accordance with applicable federal and state data privacy laws.

Subpart C. Processing the complaint. The designated officer must be contacted in order to initiate a report/complaint under this procedure. The scope of the process used in each complaint/report shall be determined by the designated officer based on the complexity of the allegations, the number and relationship of individuals involved, and other pertinent factors.

1. **Jurisdiction.** The designated officer shall determine whether the report/complaint is one which should be processed through another Office of the Chancellor, college or university procedure available to the complainant; if appropriate, the designated officer shall direct the complainant to that procedure as soon as possible.

2. **Conflicts.** The designated officer should identify to the president or chancellor/designee any real or perceived conflict of interest in proceeding as the designated officer for a specific complaint. If the president or chancellor/designee determines that a conflict exists, another designated officer shall be assigned.

3. **Information provided to complainant.** At the time the report/complaint is made, the designated officer shall:

- a.) inform the complainant of the provisions of the Board Policy 1B.1 and this procedure;
- b.) provide a copy of or Web address for Board Policy 1B.1 and this procedure to the complainant;
- c.) determine whether other individuals are permitted to accompany the complainant during investigatory interviews and the extent of their involvement; and
- d.) inform the complainant of the provisions of Board policy 1B.1 prohibiting retaliation.

4. **Complaint documentation.** The designated officer shall insure that the complaint is documented in writing. The designated officer may request, but not require the complainant to document the complaint in writing using the complaint form of the Office of the Chancellor, college or university.

5. **Information provided to the respondent.** At the time initial contact is made with the respondent, the designated officer shall inform the respondent in writing of the existence and general nature of the complaint and the provisions of the nondiscrimination policy. At the initial meeting with the respondent, the designated officer shall:

- a) provide a copy of or Web address for Board Policy 1B.1 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 designated

officer, 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; and
e.) inform the respondent of the provisions of Board policy 1B.1 prohibiting retaliation.

6. Investigatory process. The designated officer shall:

- a.) conduct a fact-finding inquiry or investigation into the complaint, including appropriate interviews and meetings;
- b.) inform the witnesses and other involved individuals of the prohibition against retaliation;
- c.) create, gather and maintain investigative documentation as appropriate;
- d.) disclose appropriate information to others only on a need to know basis consistent with state and federal law, and provide a data privacy notice in accordance with state law; and
- e.) handle all data in accordance with applicable federal and state privacy laws.

7. Interim Actions.

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, in consultation with system legal counsel, 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.

8. No basis to proceed. At any point during the processing of the complaint, the designated officer may determine that there is no basis to proceed under Board Policy 1B.1. The designated officer shall refer the complaint as appropriate. The designated officer shall notify the complainant and respondent of the outcome as appropriate, in accordance with applicable data privacy laws.

Subpart D. Resolution. After processing the complaint the designated officer may consider one or more of the following methods to resolve the complaint as appropriate:

1. conduct or coordinate education/training;
2. facilitate voluntary meetings between the parties;
3. recommend separation of the parties, after consultation with appropriate Office of the Chancellor, 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 Office of the Chancellor, 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;
6. upon completion of the inquiry, the designated officer may dismiss or refer the complaint to others as appropriate.

Subpart E. Decision process. If the above methods have not resolved the complaint within a reasonable period of time to the satisfaction of the designated officer, or the designated officer feels additional steps should be taken, the procedures in this subpart shall be followed.

1. **Designated officer.** The designated officer shall:

- a.) prepare an investigation report and forward it to the decisionmaker for review and decision;
- b.) take additional investigative measures as requested by the decisionmaker; and
- c.) be responsible for coordinating responses to requests for information contained in an investigation report in accordance with the Minnesota Government Data Practices Act and other applicable law including, but not limited to, the Family Educational Rights and Privacy Act (FERPA). In determining the appropriate response, the designated officer shall consult with the campus data practice compliance official and/or the Office of General Counsel.

2. **Decisionmaker.** After receiving the investigation report prepared by the designated officer, the decisionmaker shall:

- a.) determine whether additional steps should be taken prior to making the decision.

Additional steps may include:

1. a request that the designated officer conduct further investigative measures;
2. a meeting with the complainant, respondent or other involved individuals. If a meeting involving a represented employee is convened, the complainant or respondent may choose to be accompanied by the bargaining unit representative, in accordance with the applicable collective bargaining agreement and federal and state law; and
3. a request for additional information which may include a written response from the complainant or respondent relating to the allegations of the complaint.

b.) take other measures deemed necessary to determine whether a violation of Policy 1B.1 has been established;

c.) when making the decision, take into account the totality of the circumstances, including the nature and extent of the behaviors, the relationship(s) between the parties, the context in which the alleged incident(s) occurred, and other relevant factors;

d.) determine the nature, scope and timing of disciplinary or corrective action and the process for implementation if a violation of the nondiscrimination policy occurs. This may include consultation with human resources or supervisory personnel to determine appropriate discipline;

e.) As appropriate, consistent with applicable state and federal data privacy laws, report in writing to the complainant, respondent and the designated officer her or his findings, and the basis for those findings, as to whether Board policy 1B.1 has been violated. The written response to the complainant shall be provided within 60 days after a complaint is made unless reasonable cause for delay exists.

f.) Conduct that is determined not to have violated Board policy 1B.1 shall be

referred to another procedure for further action, if appropriate.

Part 7. Office of the Chancellor, College, or University Action. The Office of the Chancellor, college, or university shall take the appropriate corrective action based on results of the investigation, and the designated officer shall make appropriate inquiries to ascertain the effectiveness of any corrective or disciplinary action. Complainants are encouraged to report any subsequent conduct that violates Board policy 1B1.1, as well as allegations of retaliation. Written notice to parties relating to discipline, resolutions, and/or final dispositions resulting from the report/complaint process is deemed to be official correspondence from the Office of the Chancellor, college or university. In accordance with state law, the Office of the Chancellor, college or university is responsible for filing the complaint disposition concerning complaints against employees with the Commissioner of Employee Relations within 30 days of final disposition.

Part 8. Appeal.

Subpart A. Filing an appeal. The complainant or the respondent may appeal the decision of the decisionmaker. An appeal must be filed in writing with the president or designee within ten (10) business days after notification of the decision. The appeal must state specific reasons why the complainant or respondent believes the decision was 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 decisionmaker.

Subpart B. Effect of review. For employees represented by a collective bargaining agreement, an appeal under this procedure is separate and distinct from, and is not in any way related to, any contractual protections or procedures. During the pendency of the appeal disciplinary or corrective action taken as a result of the decision shall be enforced. In addition, in cases involving sanctions of suspension for ten (10) days or longer, students shall be informed of their right to a contested case hearing under Minnesota Statutes Chapter 14.

Subpart C. Appeal process. The president or designee shall review the record and determine whether to affirm or modify the decision. The president or designee may receive additional information if the president or designee believes such information would aid in the consideration of the appeal. The decision on appeal shall be made within a reasonable time and the complainant, respondent and designated officer shall be notified in writing of the decision, consistent with applicable state and federal data privacy laws. The decision on appeal exhausts the complainant's and respondent's administrative remedies under this procedure except as provided herein.

Part 9. Education and Training. The Office of the Chancellor, colleges and universities shall provide education and training programs to promote awareness and prevent discrimination/harassment, such as educational seminars, peer-to-peer counseling, operation of hotlines, self-defense courses, and informational resources. Education and training programs should include education about Board policy 1B.1 and this procedure. All colleges and universities and the Office of the Chancellor shall promote awareness of Board policy 1B.1 and this procedure, and shall publicly identify the designated officer.

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 Office of the Chancellor and on college and university campuses at all times and shall include the designated officers' names, locations and telephone numbers.

Designated officers also must be identified by name, location and phone number in informational publications such as student catalogs, student and employee handbooks, bulletin boards, campus Web sites and other appropriate public announcements.

Part 11. Maintenance of Report/Complaint Procedure Documentation. During and upon the completion of the complaint process, the complaint file shall be maintained in a secure location in the office of the designated officer for the Office of the Chancellor, college or university in accordance with the applicable records retention schedule. Access to the data shall be in accordance with the respective collective bargaining agreement or personnel plan, the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act or other applicable law.

GOALS AND TIMETABLE

According to the utilization analysis completed in preparing this Plan and the summary Transmittal Sheet submitted online, Pine Technical College is underutilized in the following areas:

Pine Technical College Goals and Timetables 2010-2012

<u>EEO Job Group</u>	Women			Minorities			People with a Disability		
	Number Under-utilized	Goal	Timetable	Number Under-utilized	Goal	Timetable	Number Under-Utilized	Goal	Timetable
Officials/Admin. (Barg units 220/216)	0	-	-	0	-	-	1	1	Ongoing
Professionals (Barg unit 210,214)	0	-	-	7	2	2011-2012	9	2	Ongoing
Office and Clerical (Barg units 206/217)	0	-	-	2	1	2011-2012	2	1	Ongoing
Technicians (Barg unit 207)	0	-	-	0	-	-	0	-	-
Skilled Craft/Service (Barg units 202/203)	0	-	-	0	-	-	0	-	-

- (1) **Officials/Administrators** – According to the unitization analysis, our institution’s workforce is underutilized by one in minorities and by one in people with disabilities. As openings occur over the next few years as the institution experiences a number in this group to retire. We will also continue to make good faith effort to recruit and hire minorities and people with disability as openings become available.
- (2) **Professionals** – The institution has experienced a 20%+ growth in enrollment numbers in 2009-2010, however, budgetary reasons have not afforded the institution to grow in Professional staff numbers. As openings occur, we will make a good faith effort to recruit and hire minorities and people with disabilities.
- (3) **Office and Clerical** – The institution has not only experienced a 20%+ growth in 2009-2010 enrollment numbers, we have experienced growth through collaboration with partnerships and a number of large dollar grants awarded. However, due to the economic status and budgetary constraints we have not been in a position to increase the Office and Clerical staff numbers. As openings occur, we will make a good faith effort to recruit and hire minorities and people with disabilities.

PROGRAM OBJECTIVES

Objective 1

Develop and expand diversity awareness within PTC and the College Community.

Specific Action Steps:

1. College Diversity Committee is responsible to plan and implement cultural awareness and events on campus for students and employees.
2. Support student and faculty exposure to diverse cultures.
3. Promote disability awareness and workplace accessibility among faculty, staff, and students.
4. Work with staff and faculty in promoting the integration of diversity/disability initiatives into curriculum and student life activities.
5. Encourage the integration of students with the local population through service-learning projects and interaction with area schools.

Responsibility Assigned to:

Dean of Students, Club Advisors, Faculty, Staff, and Students

Target Dates:

Ongoing

Objective 2

Provide training opportunities and refresh the employees' understanding of issues concerning diversity and harassment in the workplace/classroom.

Specific Action Steps:

1. Provide training for employees (staff and faculty) in the following areas:
 - a. Affirmative Action Plan
 - b. Complaint Process
 - c. Anti-Harassment
 - d. Anti-Discrimination
 - e. Diversity
 - f. Respect/Civility in the Workplace & Student's Code of Conduct
 - g. Conflict Resolution/Mediation for Staff & Students
 - h. Managing Individuals with Disabilities
2. Continue including diversity and harassment information and training in the new Employee Orientation provided for all employees.
3. Attend State and MnSCU sponsored workshops and seminars as offered.

Responsibility Assigned to:

Affirmative Action Officer/HR Director, and Deans

Target Dates for Completion:

Ongoing

Objective 3

Increase the recruitment and retention of protected class employees and individuals with disabilities in compliance with the goals of MnSCU and of the College.

Specific Action Steps:

1. Continue to increase job-posting locations to include organizations that work with protected class persons as well as individuals with disabilities.
2. Networking with community based organizations, community partners, other higher education institutions, and state-wide professional organizations.
3. Strengthen connections with MnSCU, ODEO, and other higher education institutions to attract and retain a diverse staff.

Responsibility Assigned to:

Affirmative Action Officer/HR Director, Support Services Coordinator, and College Administrators

Target Dates for Completion:

Ongoing

METHODS OF AUDITING, EVALUATING, AND REPORTING PROGRAM SUCCESS

PRE-EMPLOYMENT REVIEW

State law governing affirmative action programs requires PTC 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. Pine Technical College's policy regarding the hiring process/pre-employment review is listed below.

In areas where under-utilization exists, the Affirmative Action Officer will work with the hiring manager to ensure every effort is made through targeted recruiting to establish a diverse applicant pool.

Where a disparity exists, protected group candidates are available, and the finalist is not a protected group member, the Affirmative Action Officer will review the recruitment process to ensure fair and equitable treatment was provided to all applicants.

If the Affirmative Action Officer questions the validity of the committee's hiring process, the Officer may request that additional interviews and applicant evaluations be conducted.

PRE-REVIEW OF LAYOFF DETERMINATIONS

PTC will make lay-off determinations consistent with applicable collective bargaining agreements and personnel plans. Proposed lay-off decisions will be reviewed by the Equal Opportunity/Affirmative Action Officer to evaluate their effect on PTC's Affirmative Action Program.

REASONABLE ACCOMMODATION POLICY & PROCEDURE

Procedures 1B.0.1 Reasonable Accommodations in Employment

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 MnSCU to encourage the employment and promotion of any qualified individual including qualified individuals with disabilities. The system office, college or university will not discriminate in providing reasonable accommodations to qualified individuals with a disability in regard to job application procedures, hiring, advancement, discharge, employee compensation, job training or other terms, conditions, and privileges of employment.

Part 3. Definitions. For purposes of this procedure, the following terms have the meaning given them.

Subpart A. Employer: The employer is the system office, college or university.

Subpart B. Essential Functions: Essential functions are the fundamental job duties of the position in question. The term does not include the marginal functions of the position.

1. A job function may be considered essential for any of several reasons, including but not limited to the following:

- a. The function may be essential because the reason the position exists is to perform that function;
 - b. The function may be essential because of the limited number of employees available among whom the performance of that job function can be distributed; and/or
 - c. The function may be highly specialized so that the incumbent in the position is hired for his or her expertise or ability to perform the particular function.
2. Evidence of whether a particular function is essential includes, but is not limited to
- a. The employer's judgment as to which functions are essential;
 - b. Written job descriptions;
 - c. The amount of time spent on the job performing the function;
 - d. The consequences of not requiring the incumbent to perform the function;
 - e. The terms of a collective bargaining agreement;
 - f. The work experience of past incumbents in the job; and/or
 - g. The current work experience of incumbents in similar jobs.

Subpart C. Individual with a Disability: An individual with a disability for the purposes of determining reasonable accommodations is any applicant, current employee, including student employees, or employees seeking promotion, who has a physical or mental impairment which substantially or materially limits one or more of such individual's major life activities. Generally, a disabling physical or mental condition which is expected to be temporary and from which the individual is expected to recover is not a disability under this procedure.

Subpart D. Qualified Individual with a Disability: A qualified individual with a disability is an individual with a disability who meets the requisite skill, education, experience and other job related requirements of the job and who, with or without reasonable accommodation, can perform the essential functions of the job.

Subpart E. Reasonable Accommodations: A reasonable accommodation is a modification or adjustment to a job or employment practice or the work environment that enables a qualified individual with a disability to perform the essential functions of the job as identified at the time of the reasonable accommodation request and to access equal employment opportunities. Reasonable accommodations may also include those things which make a facility and its operations readily accessible to and usable by individuals with disabilities. Under the law, the employer has a responsibility to make reasonable accommodations for individuals with a disability only if the disability is known and it is not an undue hardship under Part 6, Subpart C.

Part 4. Identification of Assigned Staff Member. The system office, and each college and university shall assign and identify a staff member responsible for administering requests for reasonable accommodations.

Part 5. Right to Representation. In accordance with applicable collective bargaining agreement language, employees may have the right to request and receive union representation during the reasonable accommodations process.

Part 6. Providing Reasonable Accommodations.

Subpart A. Job Relatedness. Reasonable accommodations will be provided only for job-related needs of individuals with a disability. The primary factor in evaluating an accommodation's job relatedness is whether the accommodation specifically assists the individual to perform the essential functions of the job as identified at the time of the reasonable accommodation request. If the requested accommodation is primarily for the benefit of the individual with a 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 process that involves both the employer and the qualified individual with a disability; it may include the appropriate union representative as provided by the applicable collective bargaining agreement.

Subpart B. Essential Functions. The system office, college or university may deny employment or advancement in employment based on the inability of an individual with a disability to perform the essential functions of the job and may decline to make accommodations to the physical or mental needs of an employee or job applicant with a disability if:

1. the accommodation would impose an undue hardship on the system office, college or university as provided under Subpart C.; or
2. the individual with a disability, with or without reasonable accommodations, is not qualified to perform the essential functions of that particular job; or
3. having the individual in the job would create a direct threat because of a significant risk to the health and safety of the individual or others and the risk cannot be eliminated by reasonable accommodation.

Subpart C. Undue Hardship: In determining whether providing a reasonable accommodation would impose an undue hardship on the employer, the factors to be considered include:

1. The nature and net cost of the accommodation needed;
2. The overall financial resources of the employer involved in the provision of the reasonable accommodation, the number of persons employed, and the effect on expenses and resources;
3. The overall financial resources of the employer, the overall size of the business of the employer with respect to the number of its employees, and the number, type and location of its facilities;
4. The type of operation or operations of the employer, including the composition, structure

and functions of the workforce, and the geographic separateness and administrative or fiscal relationship of the employer in question to the covered entity; and
5. The impact of the accommodation upon the operation of the employer, including the impact on the ability of other employees to perform their duties and the impact on the employer's ability to conduct business.

Subpart D. Documentation. Documentation of a disability is required as part of the reasonable accommodation process unless the nature and extent of the disability is already known to the employer, or as a practical matter, the requested accommodation is minimal and the employer makes modifications for its convenience, regardless of whether the employee or applicant meets the requirements for a reasonable accommodation under this procedure.

Subpart E. Choice of Accommodations. The employer is not required to provide the specific accommodation requested by the individual and may choose an effective accommodation which is less expensive or easier to provide. Accommodations provided to the individual are the financial responsibility of the employer.

Subpart F. Request Process. The system office, colleges and universities are responsible for establishing a process for individuals with disabilities to make requests for reasonable accommodations in compliance with the Americans with Disabilities Act or the Minnesota Human Rights Act. Such process should include the following:

1. MnSCU policy statement and definitions;
2. Assignment and identification of a staff member responsible for administering requests for reasonable accommodations;
3. Provide a process for appealing a reasonable accommodations decision.

Part 7. Application. Nothing in this procedure is intended to expand, diminish or alter the provisions of the Americans with Disabilities Act or the Minnesota Human Rights Act.

Requests from prospective or current students may be made to the Disability Services Coordinator (Gloria Baker, 320-629-5174), located in the Student Services Division.

Funding: The allocation of financial resources for reasonable accommodations at Pine Technical College is ultimately the responsibility of the College President.

Pine Technical College Employee Request for Reasonable Accommodation

Employee Name: _____ **Date of Request:** _____

Job Title: _____ **Department:** _____

This information will be used by Pine Technical College (PTC) or any other person, including the College's legal counsel, who is authorized by PTC to handle medical information for ADA/MHRA purposes and, any information concerning my physical or mental condition, that is necessary to determine whether I have a disability as defined by the Americans with Disabilities Act and/or the Minnesota Human Rights Act, and to determine whether any reasonable accommodations can be made.
The provision of this information is voluntary; however, if you refuse to provide it, the employer may refuse to provide reasonable accommodation.

Please complete the questions below and return this form to your supervisor, with a copy to the Director of Human Resources. Thank you.

1. Please describe your functional limitations.

2. Please indicate the type of accommodation requested.

<input type="checkbox"/> Making facilities readily accessible	<input type="checkbox"/> Job Restructuring
<input type="checkbox"/> Modification to rule/policy/practice	<input type="checkbox"/> Acquisition/Modification equipment or devices
<input type="checkbox"/> Qualified Reader or Interpreter	<input type="checkbox"/> Modified Work Schedule
<input type="checkbox"/> Other (specify)	

3. Which essential function(s) of your job will the requested accommodation allow you to perform?

4. How will the accommodation be effective in allowing you to perform the essential function(s)?

Signature of Employee Date Signature of Supervisor Date

.....
FOR HR OFFICE USE ONLY

The request for reasonable accommodation to meet the needs of the above named employee was:
 granted granted with modifications denied

Comments regarding any modifications to the request or rationale for denial:

Signature of ADA Coordinator

Date

RETENTION PLAN

Commitment

The Director of Human Resources, Penny Hudlow, has primary responsibility for retention activities/programs. However, all PTC administrators share in the responsibility of employee retention through participatory management, performance management and promoting a positive work environment. Our focus is on retention of all employees, both protected and non-protected groups.

Separation Analysis (July 1 2008 – June 30, 2010)

The total number of employees separated during this period was 22* as follows:

Separation Analysis	2008-09	2009-2010
Layoffs	1	1
Non-Renewal/Non-Certified	0	2
Resignations	2	9
Retirements	2	3
Discharged	0	2

*Data Source: HRIS – Note: These figures do not include adjunct/temporary faculty hired and separated on a semester-by-semester basis or unclassified temporary positions of up to the duration of three years.

Conclusions:

Layoffs: The layoffs were necessary due to the termination of a contracted service and an off-site campus class.

Non-Renewal/Non-Certified: The employment action occurred due to non-renewal of a faculty member in probationary status.

Resignations: As indicated above, the nine (9) separations were due to resignations, the college experienced an exceptional turnover resulting from transfers, promotional opportunities, and family oriented reasons.

Retirements: The retirements were anticipated.

Discharged: The action was taken in accordance with the appropriate collective bargaining agreement.

Other comments:

PTC focuses on retention in other arenas, such as having an active Roundtable Committee that meets biweekly to address matters of concern to the entire College community. This committee is comprised of employees from all bargaining groups and the Chair role is rotated among members. In addition, PTC has a staff professional development committee that meets quarterly and plans continuing education, professional development activities.

PINE TECHNICAL COLLEGE POLICIES AND PROCEDURES

The following appendices contain relevant Pine Technical College policies and procedures and available in the Human Resources Office and posted on the Pine Technical College's Web site at:

www.pinetech.edu

APPENDIX A

POLICY NUMBER 103 WEATHER/EMERGENCY CLOSING, DELAYS & CANCELLATIONS

The Weather/Emergency Closing, Delays & Cancellations will be available in the Human Resources Office and posted on the Pine Technical Colleges' Web site at:

<http://www.pinetech.edu>

APPENDIX B

POLICY NUMBER 106 PINE TECHNICAL COLLEGE CRISIS TEAM DESIGNATION AND RESPONSIBILITIES

The Pine Technical College Crisis Team Designation and Responsibilities Policy will be available in the Human Resources Office and posted on the Pine Technical Colleges' Web site at:

<http://www.pinetech.edu>

APPENDIX C

POLICY NUMBER 109 FIRE/TORNADO EMERGENCIES & DRILLS

The Fire/Tornado Emergencies & Drills Policy will be available in the Human Resources Office and posted on the Pine Technical Colleges' Web site at:

<http://www.pinetech.edu>

APPENDIX D

**POLICY NUMBER 110
BOMB THREAT**

The Bomb Threat Policy will be available in the Human Resources Office and posted on the Pine Technical Colleges' Web site at: <http://www.pinetech.edu>

APPENDIX E

POLICY NUMBER 119 ARMED INTRUDER

The Armed Intruder Policy will be available in the Human Resources Office and posted on the Pine Technical Colleges' Web site at: <http://www.pinetech.edu>