

PENN STATE COOPERATIVE EXTENSION CIVIL RIGHTS PERFORMANCE PLAN

Preface

Penn State, Pennsylvania's land-grant university, has total responsibility for the state's cooperative extension program which is administered through the College of Agricultural Sciences. Programs are planned and conducted in response to clientele needs and priorities and in accordance with resources and staff competencies.

Penn State Cooperative Extension is dedicated to providing high-quality and effective educational programs that comply with all civil rights, equal employment and affirmative action requirements. Changes are made continually to strengthen programming and to enhance compliance with these requirements.

This plan is designed to assist Penn State Cooperative Extension faculty and staff in carrying out responsibilities required to be in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1967, as amended, and the Civil Rights Act of 1991. The major components of the plan will focus on the following four overarching civil rights program goals:

Increase participation of people of underrepresented groups on the County Extension Board and on program planning and advisory committees.

Modify educational programs to increase participation of people of underrepresented groups.

Educate and involve staff in civil rights program planning.

Advise all potential recipients of program availability and Penn State Cooperative Extension's policy of equal access.

Within each of these goals will be found the key components of an Affirmative Action Plan, as requested by Cooperative State Research, Education and Extension Service. Those components include action steps related to program planning and reporting, public notification, and civil rights training. Civil rights compliance reviews and internal monitoring are discussed, as well as employment and workforce diversity, which was addressed in the Penn State Cooperative Extension Response to the October 1999 "Civil Rights Program and Employment Compliance Review" submitted in August 2000.

Requirements for each of the goals will be discussed in detail throughout this document. Progress towards achievement of each goal will be documented by all field-based educators in their "Annual Desk Audit" submitted to Regional Directors by October 15 of each year. Regional summaries of the Desk Audits are due in the Director's Office by November 15 of each year. Faculty will report their accomplishments via reports to their Department Heads, who have responsibility for assuring that programs led by faculty support the civil rights programming goals and objectives.

ASSURANCE OF COMMITMENT BY FACULTY AND STAFF WITH EXTENSION APPOINTMENTS TO COMPLY WITH NONDISCRIMINATION REGULATIONS

Penn State Cooperative Extension continues to be committed to the intent of Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1967, as amended and the Civil Rights Act of 1991. All Penn State Cooperative Extension programs are nondiscriminatory with respect to race, color, national origin, sex, sexual orientation, disability or age.

The Director of Penn State Cooperative Extension will confirm this position in writing on an annual basis to all faculty and staff who have responsibility for developing, implementing and evaluating Cooperative Extension programs. Further, the Director will inform all Penn State Cooperative Extension personnel that they have responsibility for promoting balanced program participation of clientele from all racial groups, regardless of the program area(s) to which they are assigned. This annual statement will include the following:

*Penn State Cooperative Extension is under legal obligation to ensure that as an organization, it does not discriminate or condone in any way, discriminatory practices.

*Every employee of Penn State Cooperative Extension is obligated and responsible to ensure full compliance with the requirements of the Penn State Cooperative Extension Civil Rights Performance Plan.

*The Director of Penn State Cooperative Extension is committed to ensure that all employees fully comply with the intent of nondiscrimination regulations and procedures of the plan, and of the University's policy of nondiscrimination.

*Refusal or failure to comply with those duties required will subject an employee to serious disciplinary action.

Academic Unit Leaders, Regional Directors and County Extension Directors will likewise affirm their commitment to furthering the educational purpose of Penn State Cooperative Extension in accordance with this plan by virtue of their responsibilities contained herein and through their expressed leadership at state, regional and county levels.

Faculty and staff assignments of all personnel who deliver programs will be reviewed to ensure that, where appropriate, they are complying with all components of this plan.

CIVIL RIGHTS PROGRAM GOALS AND OBJECTIVES

Within each of the four civil rights program goals are several objectives designed to provide direction for faculty and staff as they strive to achieve each of the goals. Although the bulk of the responsibility for Penn State Cooperative Extension programming occurs at the county level, in many areas faculty also have responsibility for assuring that our programs are available to all on a nondiscriminatory basis. A discussion of each goal, its objectives and suggested actions follow.

GOAL I. INCREASE PARTICIPATION OF PEOPLE OF UNDERREPRESENTED GROUPS ON THE COUNTY EXTENSION BOARD AND ON PROGRAM PLANNING AND ADVISORY COMMITTEES. Penn State Cooperative Extension is committed to increasing the diversity of local extension boards and committees, which help identify program needs, develop, implement and evaluate programs for the residents of the Commonwealth. In order to achieve this goal, the following three objectives and specific action steps have been developed.

Objective 1. Ensure that committees are representative of the demographics of the county.

- a. On an annual basis, staff will review board and committee make up to ensure minority and gender representation. Committees should be representative of the county and include gender, racial, economic, and geographic diversity. Annually, the extension staff will provide an analysis of board and committee memberships with documentation of race, gender, geographic area represented (or address), date term of service ends, and area of expertise or primary interest being brought to the committee.
- b. Each county/unit program area must have at least one program planning committee which meets at least twice a year. Committee members should reflect the diversity of the county, should have interest, knowledge and experience in the program area and should be able to represent the broad needs of the respective constituent group. They should be willing to devote time and effort necessary to help staff effectively plan and implement a variety of programs for diverse audiences.
- c. County Extension Boards must have written by-laws which provide for rotating membership. Likewise, program planning committees should have rotating membership to allow opportunities for diverse input into needs and programs conducted by staff and faculty.
- d. Extension Board by-laws should provide a provision to allow the County Extension Director the opportunity to appoint minority and/or underrepresented group members to the Extension Board to ensure representation from those groups.

Objective 2. Ensure that committees and boards are informed of Penn State Cooperative Extension affirmative action policies.

- a. Staff will annually conduct orientation for all new Extension Board/committee members which includes an overview of affirmative action and civil rights responsibilities related to the conduct of Penn State Cooperative Extension educational programs.
- b. On an annual basis, staff will review key components of the Penn State Cooperative Extension Civil Rights Performance Plan with the total Extension Board and all program advisory committees.
- c. Meeting notes from the Extension Board and program planning committees

(Ag and Natural Resources, Family Living, 4-H/Youth Development and Community Development) and other ad hoc committees developed, are to be filed annually indicating number of meetings held, attendance and a summary of affirmative action and civil rights issues discussed.

- d. Meeting discussions and documentation shall include discussions about outreach to underrepresented groups; a review of county demographic data to target areas for recruitment of potential minority and underrepresented group members; review of the publication “Penn State Cooperative Extension Committees and Civil Rights—What Needs To Be Done?” and other information which informs committee and board members about Penn State and Penn State Cooperative Extension affirmative action and civil rights policies.

Objective 3. Increase representation of underrepresented groups on committees/boards.

- a. The County Extension Director and/or appropriate staff shall inform nominating committees of the need to have representation from minority and/or underrepresented groups as they seek new members.
- b. Ongoing outreach efforts shall be conducted with minority and underrepresented groups to ensure that their members are aware of opportunities to serve on Extension Boards and program advisory committees.
- c. Extension staff shall include strategies for targeting, recruiting and training minority individuals for committee membership and assignments as part of their annual action plan.
- d. Individual contacts will be made with representatives from minority and/or underrepresented groups to invite them to become fully participating members of extension’s board and committees.
- e. If necessary, a change in location for Extension Board or program committee meetings will be made to ensure the comfort and inclusion of underrepresented members.
- f. In reaching out to minority and underrepresented groups to secure representation on boards and committees, contacts should be made to the following:
 - civic, fraternal and social organizations whose membership reflects diversity
 - the faith community
 - businesses owned by minority groups
 - media outlets (radio, television and newspapers) which serve minority audiences
- g. Following initial personal contacts, letters should be sent to all individuals who have been contacted for potential membership which provides key information about the committee responsibilities/ assignment.

Accomplishments for all objectives under this goal shall be documented in the “Annual Desk Audit” completed by field-based educators in October of each year,

as well as in the comprehensive “Civil Rights Compliance Review” held in each county at the time of the formal administrative review and reappointment of the County Extension Director. Documentation must be in the county CRA files.

GOAL II. MODIFY EDUCATIONAL PROGRAMS TO INCREASE PARTICIPATION OF PEOPLE OF UNDERREPRESENTED GROUPS

Penn State Cooperative Extension is committed to achieving increased participation in all of its programs by minority and underrepresented groups. To aid in achieving this goal, four objectives have been identified, each with specific action steps.

Objective 1. Increase participation/enrollment of underrepresented groups across all program areas.

- a. In order to increase awareness of opportunities to participate in Penn State Cooperative Extension educational programs, Regional Directors will work with County Extension Directors and staff to ensure that “all reasonable effort,” are taken to inform potential participants of the program. “All reasonable effort” defined as the minimum effort required of extension personnel when conducting programs in interracial communities, will continue to be conducted in order to try to achieve program participation that is reflective of the potential audience and/or the racial composition of the community.
- b. Efforts must be documented and will include the following:
 - Use of all available mass media, including radio, newspaper and television, targeted to minority audiences, to inform potential recipients of the programs and of the opportunity to participate.
 - Personal letters and circular letters addressed to potential recipients from minority and/or other underrepresented groups inviting them to participate in extension’s programs.
 - Personal visits to encourage participation should be made to minority community leaders and minority grassroots organizations in the geographically defined area.
 - Agent action plans will define strategies to proactively plan for inclusion of minority and underrepresented groups in program efforts.
- c. For extension clubs and groups (homemaker, Master Gardener and 4-H) membership must reflect the diversity of the community being served. When establishing targets for minority participation within clubs, county staff must clearly define the membership area (specific geographic area being served by a club/unit from which it might reasonably draw members). The goal for membership is balanced participation by all racial groups within the membership area.
- d. Balanced membership (parity) in clubs and groups will be documented annually in the “Annual Desk Audit,” and efforts will be made to ensure that all eligible participants from racial groups in the membership area are informed of the opportunity to participate in these activities. Balanced membership is achieved

when the number of members of the underrepresented race reaches 75 percent of the number of non-majority members the club would have if its racial composition were exactly proportional to that of the membership area. For example, a club with 20 members in a membership area where Blacks comprise 20 percent of the population would be exactly proportional if it had four Black members. This club would be considered to have “balanced members,” however, if it had three Black members (75 percent of the ideal goal).

- e. Penn State Cooperative Extension will discontinue assistance to those clubs which remain all of one race, unless it is established, through documentation, that good faith efforts have been made to recruit individuals of racial groups residing in the membership area that are not represented. Documentation will be ascertained using the form “Certification For All Reasonable Effort—Balanced Membership” found in the “Annual Desk Audit” Document in Appendix A.
- f. Annually, the Regional Director will analyze the documentation of “all reasonable effort” in each membership area and recommend to the County Extension Director whether to continue or withdraw service to a particular club or group for the following program year.
- g. If a club or group, working with the extension educator, does not take corrective action to achieve balanced members, or does not have documentation to show positive efforts to achieve balanced membership, the Director of Penn State Cooperative Extension will have the authority and responsibility to discontinue service to the club or group.
- h. A segment of the Civil Rights program review response submitted to The Cooperative State Research, Education and Extension Service (CSREES) by Dr. Alter in August 2000, included a plan to increase the number of minorities and improve parity of participation in state, district and county 4-H events and activities, including camps. The full text of that plan can be found in Appendix B; a component of the plan follows:

MINORITY YOUTH PROGRAM TARGET INCREASES FOR 2000-2003

Minority youth participation targets for FY2000-2003 project a 3% increase in youth participating in 4-H/Youth Development programs over each of the next three years. Projections are based on the 1998-99 benchmark data provided by the “A-100” reporting system. During the 1998-99 program year, 22,920 minority or underrepresented youth were involved in our 4-H/youth development programs.

	<u>% increase</u>	<u>Number to be reached</u>
2000-01	3	23,608
2001-02	3	24,317
2002-03	3	25,047

Pennsylvania’s 1990 census data indicates that 49% of the youth age 8-19 are females and 51% are males. The 1998-99 gender breakdown for 4-H members, indicated that youth participation data collected on the “A-100” has shown that total number of participants has declined over the past three years. However, the participants by gender remains pretty steady. The three year average

indicates that 52% of our program participants are females and 48% are male. As membership increases, we will strive to maintain a balance in gender participation.

Objective 2. Increase participation of individuals from underrepresented groups as extension volunteers and leaders in all program areas.

- a. As staff develop their annual action plans, they will target specific areas where efforts will be made to identify, recruit and train individuals from underrepresented groups as extension volunteers and leaders.
- b. During the 2001 program year, a “train the trainer” model for recruiting 4-H leaders from minority and underrepresented groups will be delivered as part of the inservice education program. Agents participating will be expected to include application of the model into their annual action plan in subsequent program years.
- c. Successful increase in number of volunteers in all program areas will be reported as part of the staff member’s annual Staff Review and Development Plan and also be included in the “Annual Desk Audit” submitted annually in October.

Objective 3. Develop, modify and provide program materials for underrepresented groups.

- a. As educational programs are developed, faculty and staff will assure that they are sensitive to the needs of minority and underrepresented groups. Examples of materials developed will be placed in the county civil rights files and will be documented in the “Annual Desk Audit.”
- b. Faculty and staff will use the “alternative media statement” on all publications, newsletters, and program announcements so that potential program participants are aware of this option.
- c. Within reason, faculty and educators will make educational materials available in alternative media when requested. Such alternatives may include providing someone to interpret through sign language during an educational meeting; having printed material translated into Braille, large print or audio tape for those who are visually impaired.
- d. When programming specifically for low literacy audiences, appropriate reading level materials will be developed and utilized.
- e. Examples of efforts to develop and modify program materials will be documented in the “Annual Desk Audit” and examples of the materials will be retained in county civil rights files.

Objective 4. Ensure accessibility

Penn State faculty and staff are aware of the requirements outlined in the Americans with Disabilities Act and will take the following steps to see that requirements are met:

- a. Ensure that county extension offices are handicap accessible. In the event that

office and facilities are not accessible, a plan must be developed and publicized which details how staff will meet with physically challenged clients in order to provide program information.

- b. Faculty and staff will utilize the University's accommodation statement on all educational materials, newsletters, meeting announcements, etc. in order to publicize and create understanding that we will strive to accommodate those who have special needs. The current statement is "*Penn State encourages persons with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact in advance of your participation or visit.*"
- c. Meeting locations used for extension educational programs shall be selected based on their accessibility for participants who may be physically challenged.
- d. When scheduling programs targeted to minorities and underrepresented groups, extension educators will select meeting sites which are convenient and easily accessible for their participation.
- e. Efforts to ensure access to programs and services offered by extension educators will be documented on an annual basis.

GOAL III. EDUCATE AND INVOLVE STAFF IN CIVIL RIGHTS PROGRAMMING

It is the policy of Penn State Cooperative Extension to provide professional development opportunities to all of its employees. Administrators, faculty and field-based educators are expected to participate in opportunities offered within the College of Agricultural Sciences, as well as those provided by external vendors, to enhance their awareness and understanding of diversity issues and to increase their ability to reach out to underserved groups.

Penn State Cooperative Extension, through the Office of Human Resource Services, will provide training and development opportunities to enhance the ability of faculty and staff to serve diverse audiences. In addition, field-based educators will be encouraged to participate in training and education opportunities provided by other groups or organizations as part of their annual personal/professional development plan.

Inservice opportunities include, but are not limited to:

*Programs related to diversity education and outreach to minorities and underrepresented groups conducted during statewide and/or regional staff program meetings.

*New Staff Orientation conducted in a variety of ways: during the formal statewide new staff orientation program; throughout the first year of employment conducted by County Extension Directors, Regional Directors and by mentors and colleagues at the unit level.

*The content of the formal new staff orientation program for Penn State Cooperative Extension (PSCE) employees has been revised by the Associate Director to ensure that new employees are familiar with and have a full

understanding of the federal laws relating to civil rights issues. Their responsibilities as employees of PSCE are reviewed to ensure that they fulfill both the letter and the spirit of the laws as they identify needs, develop, implement and evaluate extension's educational programs for adults and youth.

*Opportunities and programs developed as part of the strategic plan of the Pennsylvania Catalyst Team during the three year "Change Agent States for Diversity" initiative.

*Utilization of civil rights program information contained in the Civil Rights website (<http://ohr.cas.psu.edu/civil.html>) developed by the EEO Coordinator for the College of Agricultural Sciences. This site is currently being used by County Extension Directors as they carry out their leadership responsibilities related to civil rights and affirmative action with new field-based educators. It is also a source of ongoing information for use by all staff and with extension advisory board members. The availability of this civil rights web resource will be publicized during inservice training sessions, and in other venues as appropriate.

*Diversity training/education provided by Regional Directors as part of regularly scheduled regional administrative meetings. Information will then be shared with staff within the region by County Extension Directors.

*Participation in other University sponsored diversity education opportunities offered through the Human Resource Development Center and the Outreach and Cooperative Extension partnership.

On an annual basis, staff participation in civil rights training will be documented in the "Annual Desk Audit" submitted by County Extension Directors to their Regional Director by October 15.

GOAL IV. ADVISE ALL POTENTIAL RECIPIENTS OF PROGRAM AVAILABILITY AND PENN STATE COOPERATIVE EXTENSION'S POLICY OF EQUAL ACCESS.

Pursuant to Title VI of the Civil Rights Act of 1964, faculty and staff are notified that Penn State Cooperative Extension will provide significant assistance only to those organizations and groups that do not exclude any person from membership or participation in any activities of the organization and groups, or subject any person to discrimination because of race, color or national origin. Pursuant to Title IX of the Education Amendments of 1972, extension will provide significant assistance only to organizations that do not exclude any person from membership or participation on the basis of sex. Pursuant to Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act of 1990, extension will provide assistance only to those organizations that ensure program accessibility and/or facilitate the delivery of services to eligible persons with disabilities. Pursuant to the Age Discrimination Act of 1975, extension will not provide assistance to those organizations which exclude persons from participation on the basis of age.

PSCE has developed a public notification plan which will advise residents of every county of the availability of extension programs on a nondiscriminatory basis. Further, a procedure has been implemented to ensure that groups are nondiscriminatory before faculty and/or field based educators provide any programming assistance.

As extension faculty and staff develop and implement programs, several strategies will be used in conducting outreach efforts to ensure that minority and underrepresented groups are aware of and encouraged to participate in programs. The public notification plan and equal access procedures will include three objectives with specific action items under each.

Objective 1. Conduct outreach efforts

- a. Announcements of all programs will be distributed to agencies, organizations, the faith community and businesses with whom minorities and underrepresented groups may be affiliated with a request that they be posted in public areas.
- b. Mass media, including radio, newspapers, television and websites will be used to inform potential participants of the program and the opportunity to participate.
- c. Contacts via face to face meetings, personal visits, and personal letters will be established with the leadership of minority and underrepresented groups based in the county to inform them of extension's programs and to invite participation of individuals who may have an interest in the programs being conducted.
- d. Each county will develop and maintain a "grassroots" list of minority and underrepresented agencies, organizations and groups to whom program announcements and newsletters will be routinely sent to inform members of the groups or participants in their program of educational programs and opportunities offered by Penn State Cooperative Extension. Such program announcements will include the office telephone number, address and website information, and the affirmative action statement.
- e. Educators will work with minority and underrepresented group members on the County Extension Board, program advisory committees, and leadership of other county groups to identify new strategies for providing outreach to underserved audiences.
- f. In meetings with other community organizations or agencies on which extension educators serve, information about extension programs and their availability for minority and underrepresented groups will be stressed.

Objective 2. Inform cooperating groups of extension's nondiscriminatory provision

- a. Prior to providing significant programming assistance to any group or organization, extension educators will ensure that the entity is nondiscriminatory by having them sign a nondiscrimination statement. Post cards and a letter of explanation that can be used by faculty and staff are provided by the Director of Penn State Cooperative Extension. [Copy of the letter and post card can be found in Appendix C and Appendix D of this plan.]
- b. Signed post cards shall be retained in county or departmental files to assure compliance with civil rights policies. A list of all county agencies/organizations that have submitted nondiscrimination cards should be on file in the county office and a list attached to the "Annual Desk Audit" filed with the Regional Director each year.

- c. Assurance of nondiscrimination by statewide organizations is the responsibility of the Director's office. Such organizations include the Pennsylvania Farm Bureau, Pennsylvania Grange, commodity groups and other associations and organizations that have a statewide "parent" organization. A list of these groups/organizations/associations shall be posted on the College of Agricultural Sciences Civil Rights website.
- d. It shall be the responsibility of the County Extension Director to see that an officer of the Extension Board signs the nondiscrimination statement on behalf of the board. The documentation must be retained in the county civil rights file and renewed every three years.
- e. All extension clubs, including 4-H, must also sign a nondiscrimination card. It shall be the responsibility of the extension educator working with the group to obtain the documentation and see that it is appropriately filed. Clubs which do not sign the statement will be advised that extension educators cannot provide program assistance to them, nor will they retain their affiliation with Penn State Cooperative Extension.

Objective 3. Convey a message of equal opportunity in materials released to the public.

- a. The "And Justice For All" poster will be prominently displayed in each extension office and public meeting areas used by extension educators.
- b. As appropriate, alternative language statements applying to audiences being served will be affixed to the "And Justice For All" poster. Staff have been advised that the USDA Civil Rights website contains statements in two languages that can be reproduced and affixed to the poster.
- c. All publications (newsletters, program fliers, learn at home materials, annual reports, brochures, etc.) printed at either state or county level, will use the appropriate affirmative action statement. For single page materials, the following short statement shall be used:

Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.

For publications over one page, the following long version of the affirmative action statement shall be used:

The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admission, and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. Discrimination or harassment against faculty, staff, or students will not be tolerated at The Pennsylvania State University. Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 201 Willard Building, University Park, PA 16802-2801, Tel 814-865-4700/V, 814-863-1150/TTY.

- d. Audio visual materials for presentations (PowerPoint, slides, overhead) and learning aids (videos, CD roms, etc.) shall also use the appropriate affirmative action statement.
- e. All announcements of county, regional or state educational programs, meetings or events sponsored or co-sponsored by PSCE shall include the statement of nondiscrimination indicating that the event is open to all “without regard to age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation or veteran status.”
- f. University approved statements related to the Americans with Disabilities Act (handicap accessibility and alternative media) shall be used on all materials distributed to the public.
- g. Press releases including meeting announcements and/or reports of educational events (programs, camps, field days, etc.) should contain the full affirmative action statement in the body of the text in order to convey the equal opportunity message. Examples of press releases shall be retained in the county files.

[Note: current listing of all required statements, including those in Spanish language and Americans with Disabilities statements can be found in Appendix E of this plan and on the College website: <http://aginfo.psu.edu/resources/elt.pdf>]

- h. Photos used for news articles, in annual reports, program brochures, etc. shall convey equal opportunity regardless of race, color, sex, national origin, age or handicap.
- i. All educational material shall be written or presented in such a manner as to eliminate the perception of gender bias.

Accomplishments for objectives under this goal shall be documented in the “Annual Desk Audit” completed by field-based educators in October of each year, as well as in the comprehensive “Civil Rights Compliance Review” held in each county at the time of the formal Administrative Review and reappointment of the County Extension Director.

ROLES AND RESPONSIBILITIES FOR MAINTAINING COMPLIANCE IN EXTENSION EDUCATIONAL PROGRAMS AND EMPLOYMENT

The following personnel have line and staff responsibilities to ensure that Penn State Cooperative Extension is in full compliance with Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990.

Director, Penn State Cooperative Extension

Directs overall systemwide policy and makes decisions relative to civil rights compliance and implementation in program and employment. Informs faculty and staff about civil rights and affirmative action requirements. Solicits and maintains nondiscrimination documentation from statewide organizations and

associations and sees that the Civil Rights pages on the College website contain current listing of statewide groups who have submitted nondiscrimination cards.

Maintains policy guidelines, reviews regional “Annual Desk Audit” compliance summaries and submits required reports.

Associate Director, Penn State Cooperative Extension

Reviews regional “Annual Desk Audit” compliance summaries and submits required reports. Provides day to day leadership for assuring that civil rights policies and procedures are communicated to extension educators. Oversees the distribution of “And Justice For All” posters, nondiscrimination cards and other pertinent affirmative action and civil rights information.

Convenes the College of Agricultural Sciences team responsible for implementation of the minority internship program. Works with academic representative, EEO coordinator and delegated Regional Director to assure that the program operates according to established guidelines.

Assists with the delivery of civil rights and affirmative action policies and procedures to extension educators during the formal new staff orientation program.

Reviews findings and recommendations from the comprehensive county civil rights review submitted by the Regional Director following the County Extension Director’s Administrative Review and responds to the report as appropriate.

Assistant Directors, State Program Leaders

Responsible for assuring that state level program planning, evaluation and reporting provide equal access and opportunities for participation in extension’s programs by diverse audiences and meet the objectives set forth in the PSCE Civil Rights Performance Plan.

Assist the Extension Leadership Team in developing guidelines and procedures for assuring open access to programs and services offered by extension educators.

Regional Directors

Responsible for administrative and programmatic responsibilities relative to civil rights compliance within an assigned geographic region of the state.

Assist the Extension Leadership Team in developing guidelines and procedures for assuring that minorities and underrepresented groups have access to and can participate in extension’s educational program.

Ensure equal opportunity in the hiring of extension agents and staff employees who have extension program responsibility.

Review individual county “Annual Desk Audit” including onsite review of files on an annual basis. Summarize and submit regional report to the Office of the Director stating summary of county unit “Annual Desk Audits” and best practices from the region.

Analyze annual participation data for achieving program parity as required by the state affirmative action plan.

Conduct an onsite civil rights program review in conjunction with the administrative review of the County Extension Director and submit report of findings and recommendations to the Associate Director.

Academic Unit Leaders

Responsible for providing oversight to ensure that academic programs support program delivery that addresses clientele diversity and serves the needs of underrepresented groups.

Ensure equal opportunity in the hiring and management of faculty and staff employees who have extension program responsibility.

County Extension Directors

Responsible for administrative and programmatic responsibilities relative to civil rights compliance in a particular county or multi-county unit within a region.

Provide leadership to complete the “Annual Desk Audit”—including Certification of All Reasonable Effort and Annual Compliance Verification and Proposed Corrective Actions. Identify and report at least two “best practices” for diversity outreach during the past program year.

Ensure that all county groups being served, County Extension Boards, program committees and 4-H clubs have signed statements of non-discrimination on file.

On annual basis, review staff action plans to assure that affirmative action goals are appropriately addressed. Review program participation data and diversity efforts to obtain information for the “Support of Diversity” core performance factor during the Staff Review and Development Plan annual performance review.

Ensure equal opportunity in the hiring of county or association paid employees who work with extension educators at the local level to develop and implement extension education programs.

Monitor information/materials being developed and disseminated to ensure that appropriate civil rights and affirmative action statements are being used by all extension educators in the county or multi-county unit.

Faculty, Extension Agents and Paraprofessionals

Develop programs, carry out support and delivery responsibilities relative to civil rights compliance within a department, program area, county or multi-county unit.

Assistant to the Dean for Minority Affairs

Fosters and encourages activities to improve the College’s environment for minorities and women, including developing programs that raise the level of awareness of majority students, faculty, staff, and administrators.

Enhances diversity within the College by developing strategies to attract and retain highly qualified minority students, faculty, and staff.

Director of Human Resources

Directs service unit which provides support to regional and academic units on civil rights matters relative to employment, affirmative action, staff training and development, counseling, complaint processing and resolution.

EEO Coordinator

- Develops and conducts recruitment programs to aggressively recruit racial minorities into internships and permanent employment opportunities within Penn State's College of Agricultural Sciences.
- Works with the University Affirmative Action Office to acquire reliable data which speaks to the availability of minorities for the College of Agricultural Sciences disciplines; assists Associate Deans and Unit Leaders in establishing recruitment goals where under-utilization exists.
- Works with College search committee chairs to ensure that University recruitment policies and procedures are being followed.
- Represents the College in University wide functions and cooperates with other university offices to enhance the College's commitment to affirmative action, e.g., Vice Provost for Educational Equity, Affirmative Action, Black Caucus, Minority Faculty and Staff Development programs, etc.
- Serves as a member of the College's administrative team to ensure that extension and research programs are being carried out in accordance with CSREES recommendations. Assists in federal reporting efforts.
- Develops and conducts an exit interview program for minorities who leave the College of Agricultural Sciences employment.
- Assists in processing of complaints of discrimination filed by individuals with various state and federal agencies.

Assistant Professor of Diversity Education

Provides leadership for the design and development of county and statewide multicultural diversity training educational programs for faculty and staff. Provides leadership for the Pennsylvania Catalyst Team, a task force responsible for implementing the "Change Agents States for Diversity" initiative throughout the Commonwealth.

COMPLIANCE AND INTERNAL MONITORING

Penn State Cooperative Extension has three levels of monitoring to assure that extension field based educators are implementing affirmative action and civil rights policies and procedures in the assessment of needs, development, implementation and evaluation of extension's educational programming. In addition, processes are in place to assure that "all reasonable effort" are being pursued to identify, invite and enhance participation of minorities and underrepresented groups on boards and committees which are critical entities in accomplishing the mission of PSCE. Following are major activities used to monitor compliance with the Penn State Cooperative Extension Civil Rights Performance Plan.

1. Development of annual action plan

- a. Field based extension educators will include plans for implementing outreach to minority and underrepresented groups when they develop their annual action plans. Plans will include strategies targeted to racial/ethnic and underrepresented groups. They will also indicate where representatives for target groups not currently involved will be included on program planning/development committees.
- b. Plans will be reviewed and approved by the County Extension Director (with Regional Directors reviewing the plans of County Extension Directors) prior to being submitted in September of each year.
- c. Civil rights and affirmative action accomplishments will be reviewed as part of ongoing performance discussions throughout the year and as a part of the formal annual review conducted using the “Staff Review and Development Plan”.

2. Performance Review and Evaluation

The “Staff Review and Development Plan,” which provides the basis for the performance review process used for PSCE staff, includes a core performance factor on “Support of Diversity.” Regional Directors will remind County Extension Directors of the need for staff to complete that section by noting specific accomplishments that document how the staff member “demonstrates a respect for the value of individuals regardless of their background or culture; contributes to processes that create and support a diverse environment; and participates in diversity programming and activities.”

During the performance evaluation process using the “Staff Review and Development Plan,” County Extension Directors will review accomplishments regarding civil rights issues and affirmative action efforts with each staff member. Regional Directors will conduct the review with County Extension Directors. The Director of PSCE will review the accomplishments of Regional Directors in all areas related to Civil Rights and Affirmative Action during their annual performance review.

3. Completion of “Annual Desk Audit”

On an annual basis, County Extension Directors provide leadership for conducting a desk audit for all programs conducted in the county or multi-county unit. The audit, organized according to the four civil rights programming goals, ensures that all staff are following through on the commitment to carry out affirmative action and civil rights goals outlined in PSCE’s Civil Rights Performance Plan.

In addition to providing information verifying that objectives are being met under each of the goals, the County Extension Director must indicate areas that show non-compliance and provide a plan for corrective action. Additionally, a “Certification For All Reasonable Effort—Balanced Membership” must be completed and clubs not in parity must have on file a statement which shows that action had been taken to try and achieve the goal of parity.

The final component of the “Annual Desk Audit” is a listing of best practices—noteworthy accomplishments by all staff in achieving the goals and objectives of civil rights programming.

The “Annual Desk Audit” (copy in Appendix A of this document) must be filed with the Regional Director by October 15 each year. Regional Directors must then summarize all reports from their counties and submit to the Office of the Director by November 15.

4. Comprehensive Civil Rights Reviews

In October 1999, all Regional Directors agreed to a uniform process for onsite Civil Rights Compliance Reviews which are to be conducted in conjunction with a formal County Extension Director administrative review. The formal review, adapted from past onsite reviews, includes four components:

- a. Discussion with staff, program development representatives and Extension Board leadership regarding what activities all individuals charged with assuring inclusivity in programs are conducting to support the four overarching Civil Rights goals.
- b. Discussion with individuals from underrepresented groups to determine their perception of staff’s commitment to carry out Civil Rights and Affirmative Action mandates; to ascertain issues of concern which they may have related to increased participation and availability of extension’s programs to underrepresented groups and to elicit their help in identifying individuals who could be contacted to serve on the extension board and/or various program committees.
- c. A review of civil rights files to make sure that all material required to be maintained in the county is current and that examples of programs, news releases, marketing brochures, etc. document efforts to serve a diverse population.
- d. A Civil Rights training component (with focus being determined by each Regional Director) to address issues within his/her administrative unit.

Reviews will be conducted onsite in accordance with the schedule in Appendix F. A written review of the assessment, including recommendations is shared with the staff by the onsite review team. County Extension Directors will be responsible for working with all staff to see that deficiencies are corrected.

A report of the findings of each compliance review will be submitted by the Regional Director to the Associate Director following the completion of the review. The report should include the findings and recommendations of the on-site review team and the response indicating corrective action planned by the County Extension Director and unit staff. After reviewing the document, the Associate Director will provide a written response to the Regional Director.

REPORTING

Penn State Cooperative Extension is currently completing the development of a web-based reporting system. This enhanced system will provide opportunity for faculty and

field-based educators to capture participation data by the major ethnic categories: White, not of Hispanic origin; Black, not of Hispanic origin; Native American or Alaskan native; Hispanic, Asian American or Pacific Islander; and Anabaptist (Amish and Mennonite). Although not listed nationally, we believe it is important to capture programming efforts with the Anabaptist groups in Pennsylvania since they are a large segment involved in production agriculture.

The system will include cells to report actual program contacts by racial/ethnic category and gender participation on a monthly basis. A built-in function will provide a running total of contacts throughout the program year and an end of the year total and will be able to calculate the percentage of people reached by racial/ethnic category over the course of the year.

Statewide targets for program delivery to all audiences were set in the report to CSREES filed by Director Alter, on August 31, 2000. That information is repeated here as originally submitted:

For this report and the 2000-01 program year, participation targets were based on 1990 census data for the populations reported and as a percentage of the audience annually being served. Data collected over the past indicates that approximately 2 million people are served annually by PSCE. A table providing census information and targets for the next three program years follows:

Target Program Participation for October 2000 through September 2003

<u>Ethnic Group</u>	<u>% and total</u>	<u>PA Population*</u>	<u>% & number of target populations to be reached**</u>					
			<u>2000-01</u>		<u>2001-02</u>		<u>2002-03</u>	
			<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>	<u>%</u>	<u>#</u>
White	(88)	10,422,058	44	880,000	66	1,320,000	88	1,760,000
Black	(9)	1,072,459	.045	90,000	.065	130,000	.09	40,000
Hispanic	(2)	232,262	.01	20,000	01.5	30,000	2	40,000
American Indian	(.001)	13,505	.5005	1,000	.00075	1,500	.001	2,000
Asian	(1)	134,056	.005	10,000	.075	15,000	.01	20,000
Other	(.001)	7,303	.0005	1,000	.00075	1,500	.001	2,000

*1990 Census Data

**denominator is based on 2 million, the estimated number of Pennsylvanians currently being served.

All faculty and field-based educators who hold a cooperative extension appointment can report into this system on a monthly basis.

An additional feature of this web-based reporting system is the ability of faculty and staff to capture and report success stories as they occur, rather than wait until the end of the program year.

EMPLOYMENT—WORKFORCE DIVERSITY

The employment policies of Penn State Cooperative Extension are designed to comply with University and USDA nondiscrimination and equal employment policies and procedures.

Penn State Cooperative Extension is an equal opportunity employer and does not discriminate against any person because of age as defined by law, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status.

In the “Civil Rights Program and Employment Compliance Review” conducted in the fall of 1999, several recommendations centered on issues related to employment practices and increasing the diversity of Penn State Cooperative Extension. The response to the document, submitted by Dr. Theodore Alter, Director of Penn State Cooperative Extension, included very specific actions that were outlined to ensure that every reasonable effort will be made to increase the diversity of our workforce.

In essence, the response outlined a comprehensive plan to ensure nondiscrimination in employment practice through

- a. Elimination of any existing discriminatory conditions in all aspects of employment, whether purposeful or inadvertent. This requires a careful and systematic examination of all employment policies and practices to ensure their continuing operation does not function to the detriment of any person on the grounds of race, color, national origin, religion, sex, sexual orientation, age or disability.
- b. Development and implementation of affirmative action procedures which will be taken to recruit, employ and promote qualified members of groups formerly restricted or excluded, even if that restriction or exclusion cannot be traced to particular discriminatory actions on the part of Penn State Cooperative Extension. Such positive action will overcome the neutrality in employment and provide positive steps towards the elimination of employment barriers to minorities.

The action outlined in Penn State’s response to the nine employment and workforce diversity recommendations in the “Civil Rights Program and Employment Compliance Review” (full text of the response can be found in Appendix G of this document) are indicative of our commitment to strengthen efforts to ensure equal employment opportunity in all aspects of Penn State Cooperative Extension’s operations affecting the assignment, placement, development, advancement and overall treatment of Penn State Cooperative Extension’s employees, thereby ensuring that extension program participants have full access to, and are benefiting from, the technical competencies of extension personnel without regard to race, color, national origin, religion, sexual orientation or sex. Access to employment opportunities is an integral part of the management of the cooperative extension system.

Administrators at all levels are committed to increasing and enhancing the diversity of the Penn State Cooperative Extension workforce at county, regional and state levels. Specific action steps contained within the nine detailed recommendations referenced above will continue to be a critical focus in all employment activities.