

## **DCTC and IHCC Procedure 1.2.1 Racial Equity**

### **Part 1. Procedure Objective**

The procedure is designed to enforce, measure, and monitor implementation of the policy on racial equity across the colleges. The colleges expect all employees to comply with relevant provisions and view this policy as a mechanism for all college employees to better understand and incorporate racial equity into their work. It is the responsibility of the Office of Equity and Inclusion to monitor the implementation of the racial equity policy.

### **Part 2. Accountability Team, Network**

The Office of Equity and Inclusion sponsors the Inver Hills Community College Diversity Committee, Dakota County Technical College Equity & Inclusion Council, the American Indian Advisory Council, and campus affinity groups related to protected class. These councils exist to serve as resources and to ensure equity is designed into campus decision making, policies, and procedures.

#### **American Indian Advisory Council Charge**

The purpose of the American Indian Advisory Council is to gain insight and direction from community members to guide the work of Inver Hills Community College and Dakota County Technical College related to creating a welcoming college for American Indian Peoples. To further this goal, the American Indian Advisory Council also advises the President and the Cabinet on how best to educate our community about American Indian cultures, literature, history, and current issues. This council will work to build American Indian-themed curriculum, lead American Indian-related efforts on campus, educate the broader college community, and offer extracurricular education-related American Indian events.

#### **Dakota County Technical College Equity & Inclusion Council Charge**

The purpose of this council is to oversee the implementation of the Diversity, Equity & Inclusion (DE&I) Plan, assess effectiveness and completion of the plan's goals, and provide advice and counsel to DCTC's President regarding issues of diversity, equity and inclusion. The Council operates as a professional learning community focusing the DE&I work on four learning circles: Student Success, Student Multicultural Recruitment, Equity-Minded Teaching, and Employee Engagement.

#### **Inver Hills Community College Diversity Committee Charge**

The purpose of Diversity council is to oversee the implementation of the Diversity, Equity & Inclusion (DE&I) Plan, assess effectiveness and completion of the plan's goals, and provide advice and counsel to IHCC's President and Cabinet regarding issues of diversity, equity and inclusion. The Council is designed to recommend, advise, promote and foster the accountability of consciousness for diversity-, equity-, and inclusion-related issues.

### **Part 3. Racial Equity Analysis**

1. Employees who are involved in developing programming, grants, or other proposals are encouraged to engage in a racial equity analysis and confer as necessary with IHCC Diversity Committee, DCTC Equity & Inclusion Council, and the American Indian Advisory Council when evaluating a potential racial equity impact.
2. College administrators and supervisors should consult the IHCC Diversity Committee and DCTC Equity & Inclusion Council when reviewing administrative policies for renewal.
3. College employees will analyze equity impact when developing programming, grants, or other

proposals using the IHCC and DCTC's Equity Lens Rubric and the following questions contained in the Governor's Change Item Template.

#### **Part 4. Mode of Practice**

##### **Subpart A. Employee Hiring and Development**

1. Affirmative Action Officers will provide hiring supervisors and administrators with data and advice to help them increase the number of historically underserved groups in all levels of the workforce.
2. Human Resources will utilize data to inform hiring managers to increase members of historically underserved groups employed by the college in all levels of the workforce.
3. Human Resources and the Affirmative Action Officers will track and monitor data on employee separations, and develop and implement interventions if there are statistically significant disparities in separation numbers between majority member employees and employees from historically underserved groups in all levels of the workforce.
4. Human Resources will use Enterprise Learning and Development to provide employees from historically underserved groups leadership development opportunities.

##### **Subpart B. Purchasing and Procurement**

1. The Vice President of Finance and Facilities will develop and apply equity criteria throughout the contracting and procurement process, while maintaining compliance with local, state and federal contracting regulations, in order to increase vendor diversity.
2. To remedy the effects of past discrimination against members of targeted groups, IHCC and DCTC will follow 2016 MN Statute 16C.08 Professional or Technical Services and 2020 MN Statute 16C.16 Designation of Procurements from Small Businesses in procurement up to a value of \$25,000.
3. College employees who engage in contracts and procurement should (a) be trained in applying an equity analysis and/or (b) consult with the Associate Vice President of Equity and Inclusion or members of the IHCC Diversity Committee, DCTC Equity and Inclusion Council, and/or an employee that has been trained in applying equity analysis.

##### **Subpart C. Planning and Budgeting**

1. When developing strategic initiatives and work plans, college administrators and supervisors will ensure that communities experiencing racial inequities are engaged through planning, program development, budgeting, program evaluation and decision-making processes.
2. Administrators, supervisors, and staff who plan community engagement activities may consult with the Office of Equity & Inclusion for support and resources.

##### **Subpart D. Teaching and Academic Programming**

1. Supervisors will be charged with ensuring that academic departments are advancing racially equitable degree outcomes.
2. Faculty will work together to increase their individual and collective capacity to effectively teach a racially and ethnically diverse and changing student population by collaborating as faculty to create and implement culturally responsive instructional practices, curriculum and assessments.

#### **Part 5. Training**

All staff and faculty will attend diversity, equity, and inclusion training for five hours per academic year. This will be noted on the staff performance evaluations and faculty professional development

plans. Diversity, Equity, and Inclusion trainings may be selected from, but not limited to, a list of opportunities, as established by the Office of Equity & Inclusion. Trainings may include opportunities at Administrative Development Days, Professional Development Days, events on campus, diversity, equity, and inclusion trainings, Human Resources trainings, and so on. Outside training may be supported, including outside trainers on-campus, by the supervisor.

**Related Documents:**

- Policy 1.2 Racial Equity
- MN Statute 16C.08
- MN Statute 16C.16

**Policy History:**

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