

# Equal Opportunity and Affirmative Action Report



January 2022

State of Iowa  
Department of Education  
Grimes State Office Building  
400 E. 14<sup>th</sup> Street  
Des Moines, IA 50319-0146

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## LEGISLATION: EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

### 19B.11 SCHOOL DISTRICTS, AREA EDUCATION AGENCIES, AND COMMUNITY COLLEGES -- DUTIES OF DIRECTOR OF DEPARTMENT OF EDUCATION.

1. It is the policy of this state to provide equal opportunity in school district, area education agency, and community college employment to all persons. An individual shall not be denied equal access to school district, area education agency, or community college employment opportunities because of race, creed, color, religion, national origin, sex, age, or physical or mental disability. It also is the policy of this state to apply affirmative action measures to correct deficiencies in school district, area education agency, and community college employment systems where those remedies are appropriate. This policy shall be construed broadly to effectuate its purposes.
2. The director of the department of education shall actively promote fair employment practices for all school district, area education agency, and community college employees and the state board of education shall adopt rules requiring specific steps by school districts, area education agencies, and community colleges to accomplish the goals of equal employment opportunity and affirmative action in the recruitment, appointment, assignment, and advancement of personnel. Each school district, area education agency, and community college shall be required to develop affirmative action standards which are based on the population of the community in which it functions, the student population served, or the persons who can be reasonably recruited. The director of education shall consult with the department of administrative services in the performance of duties under this section.
3. Each school district, area education agency, and community college in the state shall submit to the director of the department of education an annual report of the accomplishments and programs of the district, agency, or community college in carrying out its duties under this section. The report shall be submitted between December 15 and December 31 each year. The director shall prescribe the form and content of the report.
4. The director of the department of education shall prepare a compilation of the reports required by subsection 3 and shall submit this compilation, together with a report of the director's accomplishments and programs pursuant to this section, to the department of management by January 31 of each year.

## SCHOOL DISTRICT ACTIVITIES

Iowa school districts reported the following Equal Opportunity Employment (EEO) standard or programs in place in the prior year.

| <b>EEO Standards/Programs</b>   | <b>Number of Districts (327 Total Districts)</b> |
|---|--|
| Employment policies providing equal opportunity to all persons. 281—95.4(1)   | 327  |
| Systematic input from diverse racial/ethnic groups, women, men and persons with disabilities into the development of EEO plans. 281—95.4(4) | 124  |
| Work force analysis to identify underrepresentation in major job categories. 281—95.3   | 177  |
| Numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. 281—95.5(6)    | 96   |
| No EEO standards/program are in place   | 0  |
| Other EEO standard/program  | 8  |

Iowa school districts reported the following Affirmative Action (AA) program accomplishments in the prior year.

| <b>AA Program Accomplishments</b>  | <b>Number of Districts (327 Total Districts)</b> |
|--|--|
| Increased number of females in underrepresented job categories.  | 110  |
| Increased number of males in underrepresented job categories.  | 92   |
| Increased diversity of staff to more closely match student population.   | 88   |
| Advancement of personnel increased underrepresentation in job categories.  | 47   |
| Broadened or targeted recruitment efforts to meet affirmative action goals.  | 124  |
| Trained staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of affirmative action plan. | 108  |
| No accomplishments to report.  | 64   |
| Other accomplishment.  | 10   |

## AREA EDUCATION AGENCY ACTIVITIES

Area education agencies (AEAs) reported having the following Equal Opportunity Employment (EEO) standard or programs in place.

| <b>EEO Standards/Programs</b>   | <b>Number of AEAs (9 Total AEAs)</b> |
|---|--------------------------------------|
| Employment policies providing equal opportunity to all persons. 281—95.4(1)   | 9                                    |
| Systematic input from diverse racial/ethnic groups, women, men and persons with disabilities into the development of EEO plans. 281—95.4(4) | 6                                    |
| Work force analysis to identify underrepresentation in major job categories. 281—95.3   | 8                                    |
| Numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. 281—95.5(6)    | 5                                    |

AEAs reported the following Affirmative Action (AA) program accomplishments in calendar year 2021.

| <b>AA Program Accomplishments</b>  | <b>Number of AEAs (9 Total AEAs)</b> |
|--|--------------------------------------|
| Increased number of females in underrepresented job categories.  | 2                                    |
| Increased number of males in underrepresented job categories.  | 6                                    |
| Increased diversity of staff to more closely match student population.   | 4                                    |
| Advancement of personnel increased underrepresentation in job categories.  | 1                                    |
| Broadened or targeted recruitment efforts to meet affirmative action goals.  | 6                                    |
| Trained staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of affirmative action plan. | 5                                    |
| No accomplishments to report.  | 1                                    |

## COMMUNITY COLLEGES ACTIVITIES

As a state, the Iowa Department of Education (Department) has worked with the 15 community colleges on various equity efforts. The Department along with the Iowa Association of Community College Presidents (IACCP) and the Iowa Association of Community College Trustees (IACCT) has created the Alliance to Foster Equity and Inclusion (Alliance). The Department will also work in collaboration on equity-related initiatives with the new Director of Equity and Inclusion recently hired by IACCT to support the work of the Alliance. Iowa community colleges pledge to advance racial equality by applying a social justice lens to their policies, practices and strategic planning initiatives which includes college hiring processes.

Under Perkins V authorization, the Department annually sends college program data across various demographic breakdowns in “dashboards” for both individual and college-wide programs. Colleges use the data to identify and take actions to resolve equity gaps in programs. The Department will provide technical assistance workshops to train educators and stakeholders on the use of the Perkins data dashboards.

Nondiscrimination statement guidance documents (related to employment) and best practices are revised and shared with the community college accreditation advisory committee regularly and annually with colleges undergoing equity visits. The state’s community college equity review process is now aligned with the accreditation process for the community colleges, and this equity process was combined with college accreditation visits in February 2019 and October 2019, November 2020, and October 2021. The new alignment has ensured more timely reviews of community college EEO/AA policies and processes.

### **The 15 community colleges have worked on various EEO/AA practices in the past year.\***

- All 15 colleges (100%) have implemented employment policy statements providing for equal opportunity to all persons in place and distributed to stakeholders. [281—95.4(1) & 95.6(2)].
- All 15 colleges (100%) have procedures in place for employees and applicants for employment to redress complaints of discrimination (e.g., grievance policy and procedures) [281—95.4(1)]
- All 15 colleges (100%) have periodic training for all staff who hire or supervise personnel on the EEO/AA principles. [281—95.4(5)]
- Fourteen colleges (93%) have assigned a coordinator of development & implementation of EEO/AA plans. [281-95.4(3)]
- Thirteen colleges (87%) have an EEO/AA action plan with quantitative and qualitative analysis of workforce underrepresentation and system for distribution of plan. [281—95.5(4&5)]
- Twelve colleges (80%) conducted a workforce analysis to identify underrepresentation in major job categories. [281—95.3]
- Eight colleges (53%) have utilized systematic input from diverse racial/ethnic groups, women, men, and persons with disabilities into the development and implementation of EEO/AA plans. [281—95.4(4)]
- Seven colleges (47%) have implemented numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. [281—95.5(6)]

### **Some additional community college EEO/AA accomplishments in the past year include:\***

- Ten of the colleges (67%) have broadened or targeted recruitment efforts to meet affirmative action goals.

- Ten of the colleges (67%) increased the diversity of their applicant pools for posted positions.
- Nine of the colleges (60%) trained staff who hire or supervise personnel on the principles of equal employment opportunities and the implementation of an affirmative action plan.
- Seven of the colleges (47%) have increased gender diversity in underrepresented job categories.
- Seven of the colleges (47%) have increased diversity of staff and faculty to more closely match the student population.
- Five of the colleges (33%) increased the advancement of personnel in job categories with underrepresentation.

**Some specific college strategies that have been implemented in calendar year 2021 include\*:**

- Utilization of social media to target diverse populations in hiring.
- Collaborate with recruitment agencies that specialize in diversity advertisement and recruitment.
- Making conscious efforts to hire a diverse workforce and increase hires in underrepresented groups.
- Collaborate with the director of equity and inclusion at IACCT on initiatives to drive diversity in the workplace.
- Added a student organization to foster an active and diverse culture on campus and to provide insight and awareness about different races and cultures among students.
- Continued work on the master facilities plan to address items of perceived barriers that were brought to attention during an external consultant assessment of the 2010 ADA Standards for Accessible Design.
- Revised EEO/AA plans and reviewed with local boards for approval.
- Incorporated diversity, equity and inclusion initiatives into the 2022 strategic plan.
- Utilize SafeColleges software to facilitate training on Title IX and topics related to diversity, equity and inclusion.
- Formation of a diversity, equity and inclusion committee to identify and address needs across the institution.
- Participated in the Race/Ethnicity Pilot Survey of students by Community College Survey of Student Engagement.

\*Data is from a survey of HR directors and/or EEO/AA Coordinators in December 2021.

## DEPARTMENT OF EDUCATION ACTIVITIES

### Progress Report on Previous Year Goals (FY 2021)

Goal 1: For any positions that are created or open in FY21 in OCC Class 1007 (IT Specialists) and OCC Class 1240 (Database and Network Administrators), targeted efforts to recruit women applicants for these positions will be used.

For OCC Class 1240, there were no positions created or opened in FY21. For OCC Class 1007, 3 positions were open in FY21. These positions were posted for all applicants, one of which was filled by a female.

Goal 2: For all positions that are created or open in FY21, targeted efforts to recruit individuals with disabilities will be used and we will collaborate with other state and local agencies serving these populations to ensure notice of the positions are widely distributed.

All positions posted for the Department of Education in FY21 were posted through the NEOGov website which automatically pulls and posts on the states Linked In page. In addition, all postings were shared with recruitment contacts at Iowa Vocational Rehabilitation Services and Iowa Workforce Development.

Goal 3: As Iowa's schools and community colleges continue to become more diverse, the Iowa Department of Education, will make targeted efforts to also reflect racial/ethnic diversity. All new staff are required to attend the Unleashing the Power of Diversity training offered by DAS-HRE.

All new staff in FY21 attended the Unleashing the Power of Diversity training offered by DAS-HRE.

### Fiscal Year 2022 Goals

Goal 1: For any positions that are created or open in FY22 in OCC Class 1007 (IT Specialists), OCC Class 0800 (Accountants), and OCC Class 2100 (Attorneys), targeted efforts to recruit women applicants for these positions will be used.

Goal 2: For all positions that are created or open in FY22, targeted efforts to recruit individuals with disabilities will be used and we will collaborate with other state and local agencies serving these populations to ensure notice of the positions are widely distributed.

Goal 3: As Iowa's schools and community colleges continue to become more diverse, the Iowa Department of Education will make targeted efforts to also reflect racial/ethnic diversity. All new staff are required to attend the Unleashing the Power of Diversity training offered by DAS-HRE.