

# Equal Opportunity and Affirmative Action



January 31, 2019

# State Board of Education

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 (330 Total Districts)</b>
Employment policies providing equal opportunity to all persons. 281—95.4(1)	330
Systematic input from diverse racial/ethnic groups, women, men and persons with disabilities into the development of EEO plans. 281—95.4(4)	146
Work force analysis to identify underrepresentation in major job categories. 281—95.3	182
Numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. 281—95.5(6)	85
No EEO standards/program are in place	0
Other EEO standard/program	34

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

<b>AA Program Accomplishments</b>	<b>Number of Districts (330 Total Districts)</b>
Increased number of females in underrepresented job categories.	55
Increased number of males in underrepresented job categories.	92
Increased diversity of staff to more closely match student population.	94
Advancement of personnel increased underrepresentation in job categories.	39
Broadened or targeted recruitment efforts to meet affirmative action goals.	134
Trained staff who hire or supervise personnel on the principles of equal employment opportunity and the implementation of affirmative action plan.	138
No accomplishments to report.	78

## AREA EDUCATION AGENCY ACTIVITIES

Area education agencies (AEA) 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)	4
Work force analysis to identify underrepresentation in major job categories. 281—95.3	6
Numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. 281—95.5(6)	6

AEAs reported the following AA program accomplishments in calendar year 2018.

<b>AA Program Accomplishments</b>	<b>Number of AEAs (9 Total AEAs)</b>
Increased number of females in underrepresented job categories.	1
Increased number of males in underrepresented job categories.	2
Increased diversity of staff to more closely match student population.	3
Broadened or targeted recruitment efforts to meet affirmative action goals.	4
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) continued its partnership with the National Alliance for Partnerships in Equity (NAPE) to develop a state level data “dashboards” to use in identifying equity gaps and to conduct technical assistance workshops to train educators and stakeholders on the use of the data dashboard. Some of these data elements are related to staffing and employment gaps at the colleges. NAPE has provided the state with a modified five-step Program Improvement Process for Equity implementation to support educational institutions and regional coordinators to identify and implement evidence- and research-based strategies to close equity gaps identified through the data dashboard training. Initial trainings and outreach from the Department has evolved from statewide preliminary trainings to regional, District, and institutionally centered activities.

Nondiscrimination statement (related to employment) guidance documents and best practices were revised and shared with the community college accreditation advisory committee in September 2018 and 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 three college accreditation visits in April 2017, November 2017 and November 2018. 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 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)].
- Fifteen colleges 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)]
- Fourteen colleges have assigned a coordinator of development & implementation of EEO/AA plans. [281-95.4(3)]
- Thirteen colleges conducted a workforce analysis to identify underrepresentation in major job categories. [281—95.3]
- Twelve colleges have periodic training for all staff who hire or supervise personnel on the EEO/AA principles. [281—95.4(5)]
- Twelve colleges 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)]
- Nine colleges have implemented numerical goals and timetables for reduction of underrepresentation in each major job category where it has been identified. [281—95.5(6)]
- Eight colleges 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)]

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

- Sixty-seven percent (10) of the colleges have broadened or targeted recruitment efforts to meet affirmative action goals.
- Thirty-three percent (5) of the colleges have increased diversity of staff and faculty to more closely match the student population.
- Sixty percent (9) of the colleges have increased gender diversity in underrepresented job categories.

- Sixty-seven percent (10) of the colleges increased the diversity of their applicant pools for posted positions.
- One-fifth of the colleges increased the advancement of personnel in job categories with underrepresentation.
- Sixty percent (9) of the colleges trained staff who hire or supervise personnel on the principles of equal employment opportunities and the implementation of an affirmative action plan.

Some specific college strategies that have been implemented in calendar year 2018 include: provided training for staff who hire or supervise personnel on EEO/AA principles; completion by staff of Title IX Sexual Misconduct and Diversity training modules; establishment of a college-wide diversity, equity and inclusion council; achieved minority representation balance in the professional/faculty employee category; aligned diversity and EEO/AA strategic plan with college strategic plan; invested in online talent management software system to better track diversity of applicant pools; revamped staff handbook to ensure consistency with EEO/AA policies; increased advertising outlets to attract diverse applicants; developed a manager development training series including a session on EEO/AA hiring procedures; completed market-based classification study to assure compensation is non-biased in gender and ethnicity; and advertised open positions in various languages to attract more diversity.\*

\*Data is from a survey of human resources (HR) directors and/or EEO/AA Coordinators in December 2018.

## DEPARTMENT OF EDUCATION ACTIVITIES

### Progress Report on Previous Year Goals (Fiscal Year 2018)

Goal 1: For any positions that are created or open in FY18 in Occupational Code (OCC) Class 0430, targeted efforts to recruit minority applicants for these positions will be used.

The Department only had one position created and opened in FY18 within OCC Class 0430. Although we did not do any specific targeted efforts to recruit for this specific position, we will remember to reach out to the DAS-HRE recruitment coordinator for targeted efforts in the future.

Goal 2: For all positions that are created or open in FY18, 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 in FY18 were posted through the NEOGov website which automatically pulls and posts to the states LinkedIn 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 become more diverse, the Department, will make targeted efforts to also reflect racial/ethnic diversity. All new staff are also required to attend the Unleashing the Power of Diversity training offered by DAS-HRE.

All new staff in FY18 attended the Unleashing the Power of Diversity training offered by DAS-HRE.

Implementation strategies for all goals: The Department will work with DAS-HRE recruitment coordinator to ensure our recruitment efforts are reaching the correct targeted groups. Specifically using LinkedIn to help recruit for hard to fill positions. The Department has expanded the number of locations where we place ads in an attempt to target underrepresented groups. The Department will work with the Iowa Division of Vocational Rehabilitation Services on outreach for and recruitment of adults with disabilities for vacant positions.

All positions posted for the Department in FY18 were shared with recruitment contacts at Iowa Vocational Rehabilitation Services, Iowa Workforce Development, and Department of Administrative Services to help reach a broad number of applicants. We have also begun posting links to job announcements on the Department's social media outlets.

### **Fiscal Year 2019 Goals**

Goal 1: For any positions that are created or open in FY19 in OCC Class 0430 and OCC Class 2440, targeted efforts to recruit minority applicants for these positions will be used.

Goal 2: For all positions that are created or open in FY19, 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 become more diverse, the Department, will make targeted efforts to also reflect racial/ethnic diversity. All new staff are also required to attend the Unleashing the Power of Diversity training offered by DAS-HRE.