

**The Equal Employment Opportunity and Diversity Programs Workgroup  
Model for Integration**

The Equal Employment Opportunity and Diversity Programs Workgroup was charged with the identification of available resources within the University of Wisconsin Colleges and the University of Wisconsin-Extension that provide services in equal employment opportunity, ADA, and diversity programs; the identification of services needed from both institutions and the fit between resources available and those needed; the review of models for delivery of services based on best practices; and the recommendation to the Steering Committee of services that could be combined and recommended staffing options.

**1. Identification of available resources within the University of Wisconsin Colleges and the University of Wisconsin-Extension that provide services in equal employment opportunity, ADA and diversity programs**

UW Colleges	UW-Extension
<p>Currently, the AA/EO function is the responsibility of the Director of Human Resources. There are no other staff specifically assigned to this area. The Director develops policies, plans and procedures, and ensures compliance with federal, state and university laws and regulations.</p> <p>The Director of Human Resources and the Chief Student Affairs Officer have been designated as co-coordinators for purposes of the Americans with Disabilities Act, responding on an as needed basis as cases arise.</p> <p>The Coordinator of Services for Students with Disabilities, working with a staff member at each campus designated as a</p>	<p>Prior to the departure of the Director of EEO/Diversity, UW-Extension had a full-time staff member serving in this capacity. This director had broad oversight for AA/EEO compliance, ADA, selected M/D programs, policy development, and training programs.</p> <p>UW-Extension also has a full-time Equal Opportunity Specialist who is responsible for AA Plan development, compliance reporting, office management, and data collection and analysis.</p> <p>All OEODP staff members conduct exit interviews, manage complaints, conduct trainings, and serve on a variety of relevant inter- and intra-institutional committees.</p> <p>An ADA Specialist has principal responsibility for the Americans with Disabilities Act services for employees and clients, in addition to general Civil Rights-related compliance and educational activities such as Civil Rights Reviews. This full-time position has recently been reduced temporarily based on the employees' request, but remains a full-time position.</p> <p>The above referenced Specialist also addresses the accommodation needs of</p>

<p>campus contact, provides all services including expert review of documentation and development of accommodation plans for all students in the UW Colleges.</p> <p>The Chief Student Affairs Officer is responsible for the development and coordination of Plan 2008, precollege programs and programs for multicultural and disadvantaged students.</p> <p>In the case of the Director of Human Resources and the Chief Student Affairs Officer, these responsibilities are part of broader portfolios.</p>	<p>UW-Extension students.</p> <p>The Director of EEO/Diversity provided overall coordination of Plan 2008 and selected M/D programs.</p>
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Attachments #1, #2 and #3 provide additional detail about UW Colleges; Attachment #4 and #5 focus on UW-Extension.

**2. Identification of services needed from both institutions and the fit between resources available and those needed.**

Members of the Equal Employment Opportunity and Diversity Programs Workgroup identified a number of broad areas in which services could be enhanced. Those areas follow.

- A faculty and staff training and development program that focuses on issues related to diversity
- A technical and compliance support operation
- Initiate innovative outreach and recruitment opportunities for faculty, staff, clientele and students

**3. Review models for delivery of services based on best practices**

After reviewing the organizational structures of UW Colleges and UW-Extension, and examining other academic and corporate models, the members of the Workgroup believe that a shared model as depicted in Attachment #5 should be considered by the Administrative Integration Steering Committee. This shared model reflects our conclusion that the constituencies of each institution would better served by this shared rather than a fully integrated model.

The proposed model divides employee and staff relations and student programming and services and encompasses the major functions that a fully merged office would need to deliver.

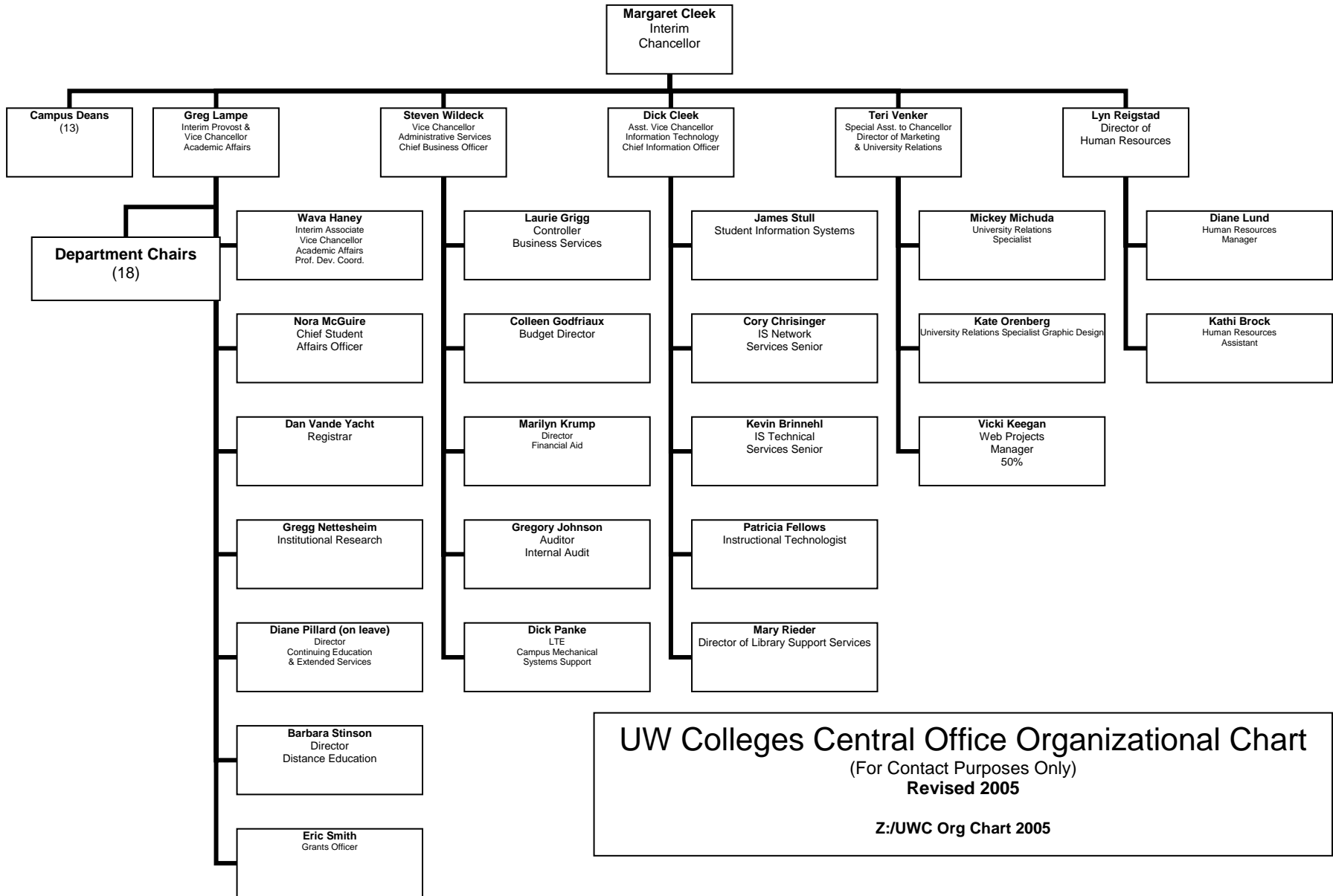
**4. Recommend to the Steering Committee services that could be combined and recommend staffing options.**

The Workgroup has identified areas that lend themselves to greater integration. Those areas are as follows.

- **Diversity programming for faculty and staff.** Under the shared model, responsibility for diversity training and development for faculty and staff will be assigned to the new UW-Extension Director of EEO/Diversity. The training program will be developed with the collaboration of appropriate staff, using the expertise of both institutions in needs assessment and delivery.
- **Technical Compliance.** The new UW-Extension Director of EEO/Diversity and/or appropriate staff will assume responsibility for AA/EEO technical compliance, with the assistance of the UW Colleges and UW-Extension Directors of Human Resources. An audit of all regularly scheduled reports should be conducted to determine the efficacy of consolidating as opposed to maintaining separate institutional reports.
- **Services for Students with Disabilities.** The UW Colleges Coordinator of Services for Students with Disabilities will assume responsibility for the provision of accommodation services for UW-Extension students. No resources are required to implement this recommendation. The Coordinator may refer participants in UW Colleges continuing education programs in need of accommodations to the UW-Extension ADA Specialist.
- **Services for Employees with Disabilities.** The UW-Extension ADA Specialist will coordinate accommodation requests and documentation requirements for employees of both institutions, program participants and members of the public.

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Recommendations for shared services are based upon current staffing levels. The Working Group believes no additional resources would be required to achieve the model depicted in Attachment #5.



**UW Colleges Central Office Organizational Chart**  
 (For Contact Purposes Only)  
**Revised 2005**  
 Z:/UWC Org Chart 2005

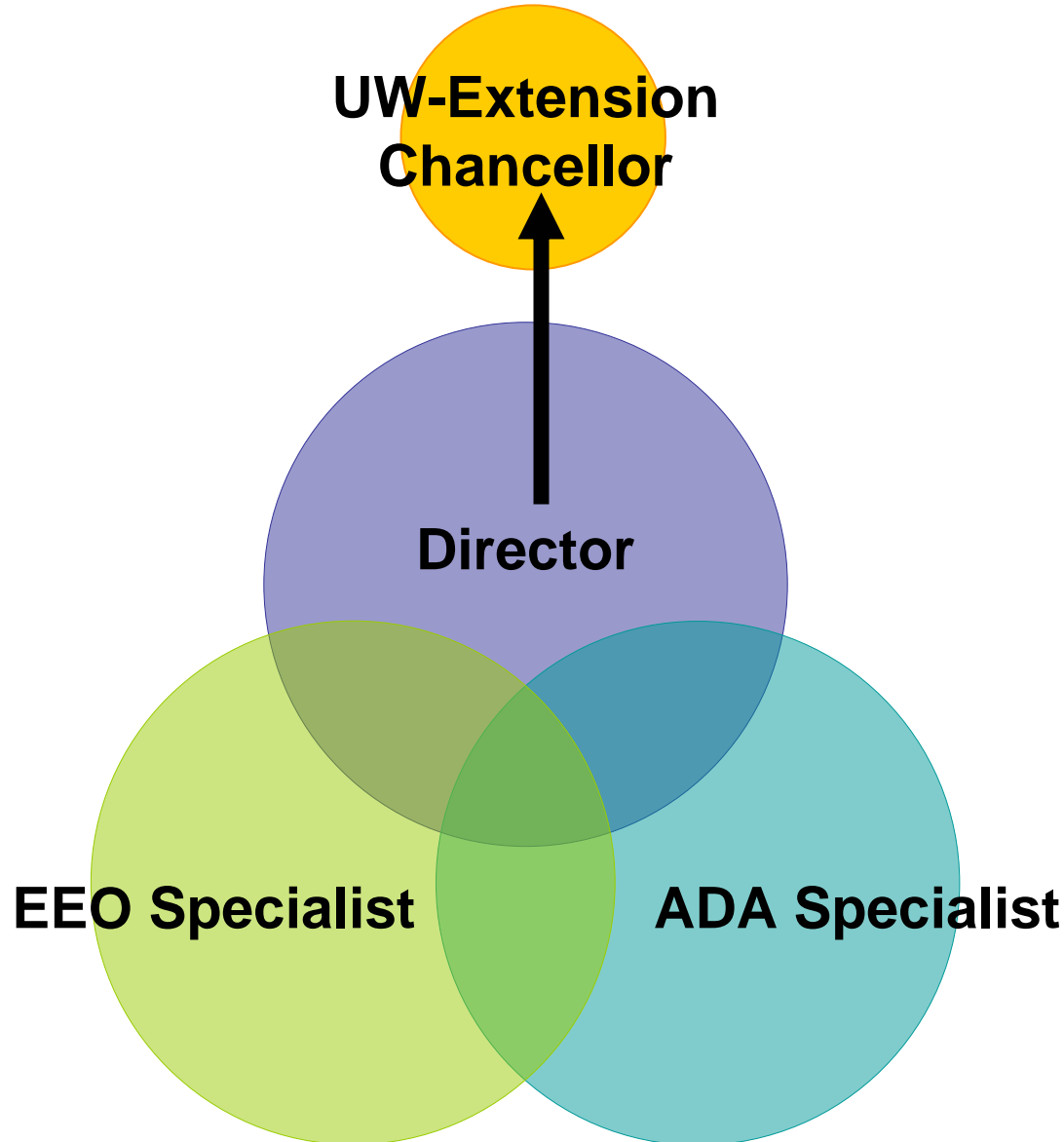
**University of Wisconsin Colleges**

**Office of Student Affairs**

**Areas of Responsibility**

Area of Responsibility	Person Responsible
Legal Compliance	Nora McGuire
Open Meetings Law	Nora McGuire
Open Records Law	Nora McGuire
Academic Misconduct	Nora McGuire
Nonacademic Misconduct	Nora McGuire
Family Educational Rights and Privacy Act	Nora McGuire
Jeanne Clery Disclosure of Campus Security and Crime Statistics Act	Nora McGuire
Student Right to Know Act	Nora McGuire
Equity in Athletics Disclosure Act	Nora McGuire
Accommodation of Religious Beliefs (Chapter UWS 22)	Nora McGuire
Drug-Free Schools and Campuses Act	Nora McGuire
Sexual Assault Information (Wis. Stat. Sec. 36.11(22))	Nora McGuire
Student Complaints	Nora McGuire
Student Rights and Regulations Publication	Nora McGuire
Plan 2008: Educational Quality Through Racial and Ethnic Diversity	Nora McGuire
Precollege Programs	Nora McGuire
Student Support Services Program	Martha Nelson
Alcohol and Other Drug Education Program	Wendy Seegers, Patti Wise
Services for Students with Disabilities	Brian Schultz
Academic and Career Advising	Nora McGuire
Student Health Insurance	Nora McGuire
Student Health Information (Wis. Stat. Sec.36.25(46))	Nora McGuire
Student Government	Nora McGuire
Student Leadership	Nora McGuire
External Scholarships	Nora McGuire/Patty Marotz

# UW-Extension Equal Employment Opportunity and Diversity Programs Staffing





## Functional Areas of UWEX Equal Employment Opportunities and Diversity Programs Office

- **Committee/Workgroup Participation**
  - Diversity Council
  - Policy Review Committee
  - Diversity Advisory Committee
  - Status of Women Committee
  - HR Team
  - AA Officers (University & OSER/DAA)
  - Best Practices
  - Community Outreach
  
- **Complaints and Grievances**
  - Internal Informal-Mediation
  - Internal Formal-Investigation & Hearings
  - External – EEOC, OFCCP (Data collection, Interviews, Case management)
  
- **Program Coordination**
  - Summer Affirmative Intern Program – TOP Jobs
  - Pre-college Director
  - Multicultural Disadvantaged Coordinator
  
- **Reporting Functions**
  - Affirmative Action Plan
    - Office of Federal Contract Compliance Programs
    - Office of State Employment Relations/Division of Affirmative Action
  - UWEX Plan 2008
  - Sexual Assaults Incidents Report
  - Vets 100
  - Equal Opportunity Survey (OFCCP)
  - Governance Reports
  - Civil Rights Compliance (USDA)

- **ADA**
  - Coordinate Services for Students with Disabilities
  - Facilitate Accommodation Requests for Employees
  
- **Training Coordination**
  - Multicultural Awareness Training Coordination
  - Title IX
  - ADA
  - Search Committee
  
- **Employment**
  - UWEX On-line Employment Application
  - Exit Interview Database
  - Applicant Tracking Database

# Proposed Integration Model

