

System Civil Rights Compliance Review

Letter of Findings

Final Report

Minnesota West Community & Technical College

July 18-19 (Facilities)

November 18-19, 2009

Conducted by:



Minnesota State Colleges and Universities
Office for Diversity and Multiculturalism
Wells Fargo Place - Suite 350
30 E. 7th Street
Saint Paul, MN 55101-4902

An equal opportunity educator and employer

Introduction

It is the philosophy of the Minnesota State Colleges and Universities that this compliance program is perceived and projected as an opportunity to put students first and to improve the learning environment through activities that allows the system to:

- Examine the status of existing conditions;
- Identify problems that exist;
- Plan for correction and/or improvement;
- Implement plans for change; and
- Change for the improvement of programs and services.

The purpose of the on-site review visit is part of an effort to continuously improve the learning environment and to ensure compliance with the federal civil rights authorities, as set forth in the Office for Civil Rights Guidelines. The Office for Civil Rights Guidelines is based on the following authorities:

- Title VI of the Civil Rights Act of 1964 (race, color, national origin);
- Title IX of the Education Amendments of 1972 (gender);
- Section 504 of the Rehabilitation Act of 1973 (disability); and
- Americans with Disabilities Act of 1990 (access)

The Guidelines require the Minnesota State Colleges and Universities to conduct annual reviews of career and technical education programs to prevent, identify, and remedy discrimination in career and technical education programs operated by local education agencies receiving federal funds.

Minnesota State Colleges and Universities institutions have a continuing obligation to ensure federal nondiscrimination laws and guidelines are fully implemented.

An On-Site Review was conducted at Minnesota West Community & Technical College on July 18-19 (Facilities) and November 18-19, 2009. The review team consisted of the following professionals:

Dr. Bill Warner Team Leader The Bill Warner Group	Renée Hogoboom Associate Director for Diversity & Multiculturalism Office of the Chancellor
Jay Nelson Assistant Human Resource Director Anoka Technical College	David Isham Access and Opportunity Specialist Office of the Chancellor
Lloyd Petri Perkins Consultant	Raúl Ramos Senior Access and Opportunity Specialist Office of the Chancellor

The On-Site Review was coordinated at Minnesota West Community & Technical College by Richard G. Shrubbs, President, Diane Graber, Provost, Karen Miller, Human Resources Director and the Minnesota West Community & Technical College administrative team.

Definitions

Compliance -- Full conformance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, their implementing regulations and the Section II - B Guidelines. The Review Team determined that no corrective action was required for that specific guideline or standard.

Corrective Action Required -- Failure to comply with one or more requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, their implementing regulations and the Section II - B Guidelines. The Review Team determined that corrective action was required for that specific guideline or standard.

Discrimination -- Any action which differentiates or distinguishes among persons or limits or denies a person or a group of persons opportunities, privileges, roles, or rewards on the basis of their race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Voluntary Compliance Plan -- A plan of action developed by the institution to eliminate any identified non-compliance, to overcome the past effects of such non-compliance, and to prevent the future reoccurrence of such non-compliance.

Report of Findings

The following chart defines the findings of the System Civil Rights On-Site Review of Minnesota West Community & Technical College based on the information collected and analyzed during the visit on July 18-19 (Facilities) and November 18-19, 2009. Each of the guidelines/standards has been identified indicating the finding as being in compliance or needing corrective action. If the college is required to take corrective action with a guideline or standard, a recommended action to correct the compliance issue is provided. All compliance guidelines and standards that have been judged to need corrective action will then be addressed in your Voluntary Compliance Plan. A suggested format for the Voluntary Compliance Plan will be provided.

Guideline/Standard	Finding	Recommended Corrective Action
A. Policy Adoption Title VI of the Civil Rights Act of 1964 34 CFR §100.6 (d): Title IX of the Education Amendments of 1972 34 CFR §106.9: Section 504 of the Rehabilitation Act of 1973 34 CFR §104.8	Complies Minnesota State Colleges and Universities Board of Trustees adopts all policies. Policies and procedures are available on the college Web site and the Minnesota State Colleges and Universities system-wide Web site maintained by the Office of the Chancellor.	No action required.
B. Policy Dissemination OCR Guideline IV.(O) Title VI of the Civil Rights Act of 1964: 34 CFR 100.6 Title IX of the Education Amendments of 1972: 34 CFR 106.9 Section 504 of the Rehabilitation Act of 1973: 34 CFR 104.8	Complies Minnesota State Colleges and Universities Board of Trustees adopts all policies. Policies have been disseminated in the Student Handbook and the college web site. Nondiscrimination statements appear on most college publications. The statement that "Lack of English skills will not be a barrier to admission and participation" appears on the Admissions page of the college web site.	No action required. NOTE: The college is not using the most recent 1B.1 policy (Nondiscrimination in Employment and Education Opportunity). Ensure that the most recent copies of nondiscrimination policies and procedures are being used. The "Lack of English skills" statement should also appear in the college catalog or other print publications.

Guideline/Standard	Finding	Recommended Corrective Action
<p>C. Specific Employee Designation</p> <p>Title IX of the Education Amendments of 1972 34 CFR §106.8 (a):</p> <p>Section 504 of the Rehabilitation Act of 1973 34 CFR §104.7 (a):</p> <p>Americans with Disabilities Act of 1990, Part 35 - Nondiscrimination on the Basis of Disability in State and Local Government Services, 28 CFR §35.107</p>	<p>Corrective Action Required</p> <p>The designation of coordinators for Americans with Disabilities Act, Section 504 and Title IX is identified in college publications and on the web site.</p> <p>There is no designated coordinator name/title, office address or contact numbers in the Student Handbook (2009-2010). The Student Handbook provides a nondiscrimination statement for students with disabilities, but no other protected classes.</p> <p>The Employee Handbook provides coordinator name/title, email address and contact numbers, but does not list the office address. The catalog (2008-2010) identified Karen Miller as the Affirmative Action/Nondiscrimination coordinator, with title, contact information, but no office location. There is no contact listed in the Disabilities section (p. 4)</p>	<p>Provide coordinators name, office location, and phone number for Americans with Disabilities Act, Section 504 and Title IX in publications and on the web site. Add appropriate nondiscrimination statement to the Student Handbook.</p>
<p>D. Adoption and Publication of Grievance Procedures</p> <p>Title VI of the Civil Rights Act of 1964 34 CFR §100.6 (d)</p> <p>Title IX of the Education Amendments of 1972 CFR §106.8 (b) Section 504 of the Rehabilitation Act of 1973 - 34 CFR §104.7 (b)</p>	<p>Complies</p> <p>Minnesota State Colleges and Universities policies are used to comply with federal nondiscrimination laws.</p> <p>Nondiscrimination policies and procedures appear in college publications and the college web site. See Section C. Specific Employee Designation.</p>	<p>No action required.</p>

Guideline-Standard	Finding	Recommended Corrective Action																		
<p>E. Accessibility - Facilities</p> <p>Canby Campus</p>	<p>The following chart defines the instructional space available at the Canby campus and the appropriate accessibility standard. The applicable accessibility standard varies with the date the building was constructed or remodeled.</p> <table border="1" data-bbox="435 344 976 657"> <thead> <tr> <th>Building/Addition</th><th>Date Built</th><th>Standard</th></tr> </thead> <tbody> <tr> <td>Main Bldg.</td><td>1965</td><td>Readily Accessible</td></tr> <tr> <td>70 Addition - Englund Hall</td><td>1970</td><td>Readily Accessible</td></tr> <tr> <td>Automotive Mechanics</td><td>1976</td><td>Readily Accessible</td></tr> <tr> <td>Diesel Farm Mech.</td><td>1980</td><td>ANSI</td></tr> <tr> <td>Auto Shop Addition</td><td>1989</td><td>ANSI</td></tr> </tbody> </table> <p>Main Building (1965 Readily Accessible)</p> <p>70 Addition - Englund Hall (1970 Readily Accessible) Unisex Restroom - The restroom is identified as handicapped accessible and meets the readily accessible standard. The pressure required to open the entry door is 9 pounds.</p> <p>Women's Restroom (Across from room 108) - The restroom is identified as handicapped accessible and meets the readily accessible standard. The pressure required to open the entry door is 12 pounds.</p> <p>Men's Restroom (Across from room 109) - The restroom is not accessible due to the width of the stall door - 22 inches. A readily accessible restroom is available within a reasonable distance.</p> <p>Automotive Mechanics (1976 Readily Accessible) Unisex Restroom - The restroom is identified as handicapped accessible and meets the readily accessible standard. The pressure required to open the entry door is 10 pounds.</p> <p>Diesel Farm Mechanics (1980 ANSI) No accessibility issues were identified.</p> <p>Auto Shop Addition (1989 ANSI) No accessibility issues were identified.</p> <p>Carr Hall (Student Residence - Leased) No accessibility issues were identified.</p> <p>Parking Lots There is no handicapped parking designated at Carr Hall. There is no Van Accessible parking space designated.</p>	Building/Addition	Date Built	Standard	Main Bldg.	1965	Readily Accessible	70 Addition - Englund Hall	1970	Readily Accessible	Automotive Mechanics	1976	Readily Accessible	Diesel Farm Mech.	1980	ANSI	Auto Shop Addition	1989	ANSI	<p>ADA: Americans with Disabilities Act Accessibility Standards</p> <p>ANSI: American National Standards Institute</p> <p>Readily Accessible: Requires that the program or activity, when each part is viewed in its entirety, must be accessible to and usable by persons with disabilities.</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>No action required.</p> <p>No action required.</p> <p>No action required.</p> <p>Designate handicapped parking spaces at Carr Hall. Designate a Van Accessible parking space.</p>
Building/Addition	Date Built	Standard																		
Main Bldg.	1965	Readily Accessible																		
70 Addition - Englund Hall	1970	Readily Accessible																		
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<p>E. Accessibility - Facilities</p> <p>Granite Falls Campus</p>	<p>The following chart defines the instructional space available at the Granite Falls campus and the appropriate accessibility standard. The applicable accessibility standard varies with the date the building was constructed or remodeled.</p> <table border="1" data-bbox="435 401 976 806"> <thead> <tr> <th>Building Description</th><th>Date Built</th><th>Standard</th></tr> </thead> <tbody> <tr> <td>Main 100 Bldg.</td><td>1965</td><td>Readily Accessible</td></tr> <tr> <td>Addition 100 Bld.</td><td>1967</td><td>Readily Accessible</td></tr> <tr> <td>200 Bldg.</td><td>1972</td><td>Readily Accessible</td></tr> <tr> <td>300 Bldg.</td><td>1974</td><td>Readily Accessible</td></tr> <tr> <td>Addition 300 Bldg.</td><td>1984</td><td>ANSI</td></tr> <tr> <td>Child Care Center</td><td>1989</td><td>ANSI</td></tr> <tr> <td>Library</td><td>1992</td><td>ADA</td></tr> </tbody> </table> <p>Main 100 Bldg. (1965 Readily Accessible) Men's and Women's Restrooms (Near room 112) The restrooms are not accessible due to the width of the stall door - 22 inches. There is no signage directing handicapped persons to the nearest accessible restroom.</p> <p>Room 106 - The pressure required to open the door is 13 pounds. Robotics Lab - The pressure required to open the door is 9 pounds. Room 306 - The pressure required to open the door is 11 pounds. Automotive Lab - The pressure required to open the door is 19 pounds.</p> <p>Addition 100 Bld. (1967 Readily Accessible) No accessibility issues were identified.</p> <p>200 Building (1972 Readily Accessible) Unisex Restroom (Across from Room 200C). The restroom is not accessible due to the width of the hallway entrance door - 28 inches. There is no signage directing handicapped persons to the nearest accessible restroom.</p> <p>Men's and Women's Restrooms (Across from Cafeteria) - The restrooms are identified as handicapped accessible and meets the readily accessible standard. The pressure required to open the entry doors is 8 pounds.</p>	Building Description	Date Built	Standard	Main 100 Bldg.	1965	Readily Accessible	Addition 100 Bld.	1967	Readily Accessible	200 Bldg.	1972	Readily Accessible	300 Bldg.	1974	Readily Accessible	Addition 300 Bldg.	1984	ANSI	Child Care Center	1989	ANSI	Library	1992	ADA	<p>ADA: Americans with Disabilities Act Accessibility Standards</p> <p>ANSI: American National Standards Institute</p> <p>Readily Accessible: Requires that the program or activity, when each part is viewed in its entirety, must be accessible to and usable by persons with disabilities.</p> <p>Add signage to identify the restroom as handicapped accessible. Facilities and elements required to be identified as accessible by 4.1 shall use the international symbol of accessibility (ADA Standard 4.30.7 Symbols of Accessibility).</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>No action required.</p> <p>Add signage to identify the restroom as handicapped accessible. Facilities and elements required to be identified as accessible by 4.1 shall use the international symbol of accessibility (ADA Standard 4.30.7 Symbols of Accessibility).</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p>
Building Description	Date Built	Standard																								
Main 100 Bldg.	1965	Readily Accessible																								
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Guideline-Standard	Finding	Recommended Corrective Action
E. Accessibility - Facilities Granite Falls Campus - Continued	300 Building (1974 Readily Accessible) Building Entrance - There is a 1¾ inches lip at the entrance to the building.	Adjust the entrance lip to comply with ADA Standard 4.5 Ground and Floor Surfaces. Changes in level up to ¼ inch may be vertical and without edge treatment. Changes in level between ¼ inch to ½ inch shall be beveled with a slope no greater than 1:2. Changes in level greater than ½ inch shall be accomplished by means of a ramp that complies with 4.7 or 4.8 (ADA Standard 4.5.2. Changes in Level).
	Addition 300 Building (1984 ANSI) No accessibility issues were identified.	No action required.
	Child Care Center (1989 ANSI) No accessibility issues were identified.	No action required.
	Library (1992 ADA) No accessibility issues were identified.	No action required.
	Parking Lots No parking lot accessibility issues were identified.	No action required.

Guideline-Standard	Finding	Recommended Corrective Action																					
E. Accessibility - Facilities Jackson Campus	The following chart defines the instructional space available at the Jackson campus and the appropriate accessibility standard. The applicable accessibility standard varies with the date the building was constructed or remodeled.																						
	<table><tr><th>Building Description</th><th>Date Built</th><th>Standard</th></tr><tr><td>Main Bldg</td><td>1964</td><td>Readily Accessible</td></tr><tr><td>Main Bldg Addition</td><td>1966</td><td>Readily Accessible</td></tr><tr><td>Main Bldg Addition</td><td>1974</td><td>Readily Accessible</td></tr><tr><td>Auto Body Shop Addition</td><td>1978</td><td>ANSI</td></tr><tr><td>Special Needs Addition</td><td>1983</td><td>ANSI</td></tr><tr><td>Cosmetology</td><td>1989</td><td>ANSI</td></tr></table>	Building Description	Date Built	Standard	Main Bldg	1964	Readily Accessible	Main Bldg Addition	1966	Readily Accessible	Main Bldg Addition	1974	Readily Accessible	Auto Body Shop Addition	1978	ANSI	Special Needs Addition	1983	ANSI	Cosmetology	1989	ANSI	
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	Auto Body Shop Addition	1978	ANSI																				
	Special Needs Addition	1983	ANSI																				
	Cosmetology	1989	ANSI																				
	Main Building (1964 Readily Accessible) Men's and Women's Restrooms (Cafeteria) - The men's and women's restrooms are identified as handicapped accessible and meet the readily accessible standard. The restrooms did not have an audible or visual emergency alarm system. The pressure to open the restroom entrance door was 11 pounds (Men's) and 15 pounds (Women's).																						
	Main Building Addition (1966 Readily Accessible) Men's and Women's Restrooms (Next to B-109) - The men's and women's restrooms are identified as handicapped accessible and meet the readily accessible standard. The restrooms did not have an audible or visual emergency alarm system. The pressure to open the restroom entrance door was 11 pounds (Men's) and 17 pounds (Women's).																						
	Main Building Addition (1974 Readily Accessible) No accessibility issues were identified.																						
	Auto Body Shop Addition (1978 ANSI) No accessibility issues were identified.																						
Special Needs Addition (1983 ANSI) No accessibility issues were identified.																							
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Install audible/visual emergency alarms. At a minimum, visual signal appliances shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use (ADA Standard 4.28.1) If single station audible alarms are provided then single station visual alarm signals shall be provided (ADA Standard 4.28.3).																							
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<p>E. Accessibility - Facilities</p> <p>Luverne Campus</p>	<p>The following chart defines the instructional space available at the Luverne campus and the appropriate accessibility standard. The applicable accessibility standard varies with the date the building was constructed or remodeled.</p> <table border="1" data-bbox="435 373 980 499"> <thead> <tr> <th>Building Description</th><th>Date Built</th><th>Standard</th></tr> </thead> <tbody> <tr> <td>Main Building - Leased</td><td>1956</td><td>Readily Accessible</td></tr> </tbody> </table> <p>Main Building (Built 1956 Leased June, 2007) Radiologic Tech Lab - The pressure required to open the entry door is 9 pounds. MLT-Phlebotomy Lab - The pressure required to open the entry door is 9 pounds.</p> <p>Handicapped accessible restroom in room 103 - There was no signage indicating handicapped accessibility. The pressure to open the hallway door is 14 pounds.</p> <p>Men's and Women's Restroom (Across from room 125) - The restrooms are not accessible due to the width of the entry doors - 25 inches. A readily accessible restroom is available within a reasonable distance. There is no signage directing handicapped persons to the nearest accessible restroom.</p> <p>Men's and Women's Restroom (Main hallway) - Restrooms are accessible. The restrooms did not have an audible or visual emergency alarm system. The pressure to open the restroom entrance door was 10 pounds (Men's) and 8 pounds (Women's).</p>	Building Description	Date Built	Standard	Main Building - Leased	1956	Readily Accessible	<p>ADA: Americans with Disabilities Act Accessibility Standards</p> <p>ANSI: American National Standards Institute</p> <p>Readily Accessible: Requires that the program or activity, when each part is viewed in its entirety, must be accessible to and usable by persons with disabilities.</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>Add signage to identify the restroom as handicapped accessible. Facilities and elements required to be identified as accessible by 4.1 shall use the international symbol of accessibility (ADA Standard 4.30.7 Symbols of Accessibility).</p> <p>Add signage with directions to the nearest handicapped accessible restroom.</p> <p>Install audible/visual emergency alarms. At a minimum, visual signal appliances shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use (ADA Standard 4.28.1) If single station audible alarms are provided then single station visual alarm signals shall be provided (ADA Standard 4.28.3). Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p>
Building Description	Date Built	Standard						
Main Building - Leased	1956	Readily Accessible						

Guideline-Standard	Finding	Recommended Corrective Action
<p>E. Accessibility - Facilities</p> <p>Luverne Campus Continued</p>	<p>Parking Lots There is no Van Accessible parking space designated.</p> <p>The handicapped parking spaces are not located on the shortest accessible route of travel to the accessible entrance.</p>	<p>Provide a direct accessible route from accessible parking to the building entrance. At least one accessible route within the boundary of the site shall be provided from public transportation stops, accessible parking, and accessible passenger loading zones, and public streets and sidewalks to the accessible building entrance they serve (ADA Standard 4.3 Accessible Route and 4.3.2 Location). Accessible parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance (ADA Standard 4.6 Parking and Passenger Loading Zones and 4.6.2 Location).</p>

Guideline-Standard	Finding	Recommended Corrective Action																								
<p>E. Accessibility - Facilities</p> <p>Pipestone Campus</p>	<p>The following chart defines the instructional space available at the Pipestone campus and the appropriate accessibility standard. The applicable accessibility standard varies with the date the building was constructed or remodeled.</p> <table border="1" data-bbox="431 407 976 814"> <thead> <tr> <th>Building Description</th><th>Date Built</th><th>Standard</th></tr> </thead> <tbody> <tr> <td>Day care - Historic Register</td><td>1904</td><td>Readily Accessible</td></tr> <tr> <td>Main Bldg.</td><td>1966</td><td>Readily Accessible</td></tr> <tr> <td>Main Bldg Addition #1</td><td>1969</td><td>Readily Accessible</td></tr> <tr> <td>Ag./Truck Bldg. 72 A</td><td>1972</td><td>Readily Accessible</td></tr> <tr> <td>Main Bldg Add. #2</td><td>1977</td><td>ANSI</td></tr> <tr> <td>Main Bldg Add. #3</td><td>1978</td><td>ANSI</td></tr> <tr> <td>North Wing</td><td>1988</td><td>ANSI</td></tr> </tbody> </table> <p>Day Care (1904 - Historic Register - Readily Accessible) No accessibility issues were identified.</p> <p>Main Building (1966 Readily Accessible) Men's and Women's Restrooms (Across from Science Labs) - The men's and women's restrooms are identified as handicapped accessible and meet the readily accessible standard. The pressure to open the restroom entrance door was 21 pounds (Men's) and 14 pounds (Women's).</p> <p>Room 127A - The pressure required to open the entry door is 11 pounds.</p> <p>Science Lab - The pressure required to open the entry door is 15 pounds.</p> <p>Addition #1 (1969 Readily Accessible) No accessibility issues were identified.</p> <p>Ag/Truck Building (1972 Readily Accessible) No accessibility issues were identified.</p> <p>Addition #2 (1977 ANSI) Women's Restroom (Across from room 220) - The pressure required to open the entry door is 14 pounds.</p> <p>Addition #3 (1978 ANSI) Men's Restroom (Near Plumbing) - The restroom is identified as handicapped accessible and meets the ANSI standard. The pressure required to open the entry door is 14 pounds.</p>	Building Description	Date Built	Standard	Day care - Historic Register	1904	Readily Accessible	Main Bldg.	1966	Readily Accessible	Main Bldg Addition #1	1969	Readily Accessible	Ag./Truck Bldg. 72 A	1972	Readily Accessible	Main Bldg Add. #2	1977	ANSI	Main Bldg Add. #3	1978	ANSI	North Wing	1988	ANSI	<p>ADA: Americans with Disabilities Act Accessibility Standards</p> <p>ANSI: American National Standards Institute</p> <p>Readily Accessible: Requires that the program or activity, when each part is viewed in its entirety, must be accessible to and usable by persons with disabilities.</p> <p>No action required.</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>No action required.</p> <p>No action required.</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p>
Building Description	Date Built	Standard																								
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North Wing	1988	ANSI																								

Guideline-Standard	Finding	Recommended Corrective Action
E. Accessibility - Facilities Pipestone Campus - Continued	<p>North Wing (1988 ANSI) Men's and Women's Restrooms (North Wing) - The restrooms are accessible. The restrooms did not have an audible or visual emergency alarm system.</p> <p>HVAC Lab - The pressure required to open the entry door is 14 pounds.</p> <p>Parking Lots No parking lot issues were identified.</p>	<p>Install audible/visual emergency alarms. At a minimum, visual signal appliances shall be provided in buildings and facilities in each of the following areas: restrooms and any other general usage areas (e.g., meeting rooms), hallways, lobbies, and any other area for common use (ADA Standard 4.28.1) If single station audible alarms are provided then single station visual alarm signals shall be provided (ADA Standard 4.28.3).</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>No action required.</p>

Guideline-Standard	Finding	Recommended Corrective Action																											
<p>E. Accessibility - Facilities</p> <p>Worthington Campus</p>	<p>The following chart defines the instructional space available at the Worthington campus and the appropriate accessibility standard. The applicable accessibility standard varies with the date the building was constructed or remodeled.</p> <table border="1" data-bbox="431 405 972 905"> <thead> <tr> <th>Building Description</th><th>Date Built</th><th>Standard</th></tr> </thead> <tbody> <tr> <td>Admin/Classroom - Built 1965</td><td>2004 Remodel</td><td>ADA</td></tr> <tr> <td>Activities Bldg - Gym</td><td>1968</td><td>Readily Accessible</td></tr> <tr> <td>New Entrance/ Student Services</td><td>2005</td><td>ADA</td></tr> <tr> <td>Fine Arts</td><td>1971</td><td>Readily Accessible</td></tr> <tr> <td>Ag-Bldg/Library LRC</td><td>1975</td><td>Readily Accessible</td></tr> <tr> <td>Field House Annex</td><td>2004</td><td>ADA</td></tr> <tr> <td>Link to Fine Arts, Admin, Ag</td><td>1995</td><td>ADA</td></tr> <tr> <td>Addition to LRC</td><td>1994</td><td>ADA</td></tr> </tbody> </table> <p>Administration/Classroom (Remodeled 2004 ADA) Men's and Women's restrooms (Across from room 190) - The restrooms are handicapped accessible. The pressure to open the restroom entrance door was 11 pounds (Men's) and 12 pounds (Women's).</p> <p>Activities Building/Gym (1968 Readily Accessible) Men's Locker Room - The water faucet controls for the shower were 70 inches high and there were no grab bars. Soap dispensers were 65 inches high. Hair dryers were 72 inches high. Faucet controls should be reachable from a shower seat and be operable with one hand without requiring grasping, pinching or twisting of the wrist. Toilet facilities were not accessible due to the width of the stall door - 22 inches.</p> <p>Women's Locker Room - The water faucet controls for the shower were 57 inches high and there were no grab bars. Faucet controls should be reachable from a shower seat and be operable with one hand without requiring grasping, pinching or twisting of the wrist. Toilet facilities were not accessible due to the width of the stall door - 22 inches.</p>	Building Description	Date Built	Standard	Admin/Classroom - Built 1965	2004 Remodel	ADA	Activities Bldg - Gym	1968	Readily Accessible	New Entrance/ Student Services	2005	ADA	Fine Arts	1971	Readily Accessible	Ag-Bldg/Library LRC	1975	Readily Accessible	Field House Annex	2004	ADA	Link to Fine Arts, Admin, Ag	1995	ADA	Addition to LRC	1994	ADA	<p>ADA: Americans with Disabilities Act Accessibility Standards</p> <p>ANSI: American National Standards Institute</p> <p>Readily Accessible: Requires that the program or activity, when each part is viewed in its entirety, must be accessible to and usable by persons with disabilities.</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>Ensure the controls, dispensers and hair dryers are accessible at all time to comply with: Forward Reach. If the clear floor space only allows forward approach to an object, the maximum high forward reach allowed shall be 48 inches (ADA Standard 4.2.5) Side Reach. If the clear floor space allows parallel approach by a person in a wheelchair, the maximum high side reach allowed shall be 54 inches. If the side reach is over an obstruction, the reach and clearances shall be as shown in Fig 6(c) - See Appendix (ADA Standard (4.2.6).</p>
Building Description	Date Built	Standard																											
Admin/Classroom - Built 1965	2004 Remodel	ADA																											
Activities Bldg - Gym	1968	Readily Accessible																											
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Guideline-Standard	Finding	Recommended Corrective Action
<p>E. Accessibility - Facilities</p> <p>Worthington Campus</p> <p>Continued</p>	<p>Men's and Women's Restrooms - The restrooms are identified as handicapped accessible and meet the readily accessible standard. The pressure to open the restroom entrance door was 14 pounds (Men's) and 11 pounds (Women's).</p> <p>New Entrance/Student Services (2005 ADA) No accessibility issues were identified.</p> <p>Fine Arts (1971 Readily Accessible) The men's and women's restrooms are identified as handicapped accessible and meet the readily accessible standard. The pressure to open the men's and women's restroom entrance doors was 9 pounds.</p> <p>NOTE: Theater - The auditorium does not have an assistive listening system. Assistive listening systems (ALS) are intended to augment standard public address and audio systems by providing signals which can be received directly by persons with special receivers or their own hearing aids and which eliminate or filter background noise. However, since the construction date was 1971 it must meet the "readily accessible" standard. If a person requests assistive listening assistance, the college must provide an appropriate accommodation.</p> <p>Ag/LRC/Library (1975 Readily Accessible) Unisex Restroom - The unisex restroom in the Library is handicapped accessible. The pressure to open the restroom entrance door was 11 pounds.</p> <p>Men's and Women's Restrooms (Across from Library) - The men's and women's restrooms are identified as handicapped accessible and meet the readily accessible standard. The pressure to open the restroom entrance door was 11 pounds (Men's) and 9 pounds (Women's).</p> <p>Field House Annex (2004 ADA) No accessibility issues were identified.</p> <p>Link to Fine Arts/Admin/Ag (1995 ADA) No accessibility issues were identified.</p> <p>Parking Lots No parking lot issues were identified.</p>	<p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>No action required.</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule (ADA Standard 4.13.11-Door Opening Force).</p> <p>No action required.</p> <p>No action required.</p> <p>No action required.</p>

Guideline/Standard	Finding	Recommended Corrective Action
<p>Part II: OCR Guidelines Access and Admissions</p> <p>F. Accessibility - Admissions</p> <p>PART II: OCR GUIDELINES 34 CFR Part 100, Appendix B <i>I. ACCESS AND ADMISSIONS</i></p> <p>F. OCR Guideline IV.(A): ACCESSIBILITY - ADMISSIONS</p>	<p>Corrective Action Required</p> <p>The college requires that new immigrants must be able to demonstrate English language proficiency before enrolling. All students must take the placement test including new immigrants. Results of the placement tests determine placement in either the regular English sequence or developmental English courses. No documentation was provided regarding level of English proficiency needed or English as a Second language services.</p>	<p>Review the current admission requirements for new immigrants to ensure all students have access to college programs and services.</p>
<p>G. Admissions Criteria - Program</p> <p>Title IX: 34 CFR 106.21(c)</p> <p>Section 504: 34 CFR 104.42 (b)(4) Title II: 28 CFR 35</p> <p>Section 504: 34 CFR 104.42(b)(4) & (c)</p> <p>Section 504:43 CFR 104.10 & 104.43(c)</p>	<p>Complies</p> <p>The Nursing and Law Enforcement programs have selective admission requirements that must be completed as part of the application process to the program. Most are academic requirements that include the successful completion of prerequisite courses or specific cut scores on reading and math tests administered to all students. Academic requirements are acceptable. The Law Enforcement program requires prospective students to:</p> <ul style="list-style-type: none"> • Prepare a 250-word statement explaining why you want to become a law enforcement officer. • Complete an interview with the coordinator of the Law Enforcement Program or his/her designee. <p>There was no documentation presented stating how this requirement was judged or used in the application process.</p> <p>Enrollment data does not appear to show any pattern of discrimination. The subjective requirements appear to be neutral on their face and are not a violation.</p>	<p>No action required.</p> <p>NOTE: There is the potential of disparate impact when using subjective program admission requirements. The applicant pool and acceptance procedures should be monitored to ensure the process is nondiscriminatory.</p> <p>It is recommended that the subjective entry requirements of the Law Enforcement program (essay and interview) be dropped or used after a student is accepted into the program.</p>

Guideline/Standard	Finding	Recommended Corrective Action
H. Limited English Proficiency (LEP) Guideline IV.(L): LIMITED ENGLISH PROFICIENCY	Corrective Action Required There is no process in place to have Limited English Proficiency students self-identify. There was no documentation showing procedures used for assessing Limited English Proficiency students. There did not appear to any significant concentration of Limited English Proficiency in programs.	Develop a process to have Limited English Proficiency students self-identify. Develop a procedure for assessing Limited English Proficiency students.
I. Disabilities Guideline IV.(N): DISABILITIES Section 504: 34 CFR 104.4(a) Section 504: 34 CFR 104.44	Complies Students receive a variety of services to accommodate their disabilities. Disability publications are well developed and available to all students. The college appeared responsive to the needs of persons with disabilities.	No action required.
2. Counseling and Prospects for Success J. Counseling Guideline V.(A): COUNSELING Title IX: 34 CFR 106.36(c) Section 504: 34 CFR 104.37(b)	Complies Counseling services and promotional materials do not appear to discriminate. Some materials did not include a nondiscrimination statement. A number of brochures from outside agencies did not include a nondiscrimination statement.	No action required. NOTE: Ensure materials include a nondiscrimination statement.

Guideline/Standard	Finding	Recommended Corrective Action
<p>K. Prospects for Success</p> <p>Guideline V.(B): PROSPECTS FOR SUCCESS</p> <p>Section 504: 34 CFR 104.37(b)</p>	<p>Complies</p> <p>The College provides a wide variety of special services to students. The following programs show a concentration (95% or greater) of female students over the past year (FY09) with a minimum of 10 students:</p> <ul style="list-style-type: none"> • Administrative Assistant • Child Development • Cosmetology • Dental Assistant • Medical Admin Secretary • Medical Coding Specialist • Medical Secretary • Surgical Technology <p>The following programs show a concentration (95% or greater) of male students over the past year (FY09) with a minimum of 10 students:</p> <ul style="list-style-type: none"> • Auto Body • Automotive Technician • Diesel Mechanic • Production Agriculture 	<p>No action required.</p>
<p>L. Recruiting</p> <p>Guideline V.(C): RECRUITING</p> <p>Title IX: 34 CFR 106.23(a)(b)</p>	<p>Corrective Action Required</p> <p>Students appear to be recruited and counseled using non-discriminatory practices. College publications did not include pictures of a person with visible disabilities.</p>	<p>As publications are developed, ensure that pictures include a diverse mix of race, age, persons with visible disabilities, and non-traditional males and females in programs.</p>
<p>M. Communicating-LEP and Hearing Impaired</p> <p>Guideline V.(D): COMMUNICATING - LEP AND HEARING IMPAIRED</p> <p>Americans with Disabilities Act of 1990, Part 35 - Nondiscrimination on the Basis of Disability in State and Local Government Services, 28 CFR §35.160</p>	<p>Corrective Action Required</p> <p>Counselors are aware of interpreter services. Interpreters are available for communicating with hearing impaired persons.</p> <p>There was no documentation showing how counselors effectively communicate with national origin minority students with limited English proficiency.</p>	<p>Develop a process to have counselors effectively communicate with national origin minority students with limited English proficiency.</p>

Guideline/Standard	Finding	Recommended Corrective Action
N. Promotional Activities Guideline V.(E): PROMOTIONAL ACTIVITIES	Complies Promotional activities are open to all prospective students.	No action required.
3. Equal Opportunity O. Disabled (Secondary) Guideline VI.(A): DISABLED Section 504: 34 CFR 104.34(a)(b)	Complies Services for secondary students with disabilities are available from the college or school district and are provided as needed.	No action required.
P. Financial Aid Guideline VI.(B): FINANCIAL AID Requires colleges to, if necessary, provide materials and information concerning opportunities for financial assistance in the native language of national origin minorities with limited English proficiency. Title IV: 34 CFR 100.3(b) Title IX: 34 CFR 106.37 Section 504: 34 CFR 104.46(a)	Complies The financial aid process and materials do not appear to discriminate. Financial aid information is available to all students in brochures, publications, and on the college Web site.	No action required.
Q. Facilities (Gender-Disability Access) Guideline VI.(A): FACILITIES - COMPARABLE Section 504: 34 CFR 104.34(c) Title IX: 34 CFR 106.33	Complies Comparable facilities are provided for men and women.	No action required.

Guideline/Standard	Finding	Recommended Corrective Action
<p>4. Cooperative, Job Placement, and Apprenticeships</p> <p>R. Cooperative Education – Job Placement</p> <p>Guideline VII.(A): COOPERATIVE EDUCATION - JOB PLACEMENT Title VI: 34 CFR 100.3(b) Title IX: 34 CFR 106.31(d) & 106.38 Section 504: 34 CFR 104.4(b) & 104.46(b)</p>	<p>Corrective Action Required</p> <p>Clinical or internship experiences are available to all students in programs where required. Programs using clinicals and internships include: Agriculture, Auto/Diesel, Business, Computer Science, Dental Assisting, Human Services, Psychology and Physical Education.</p> <p>The Nursing program has signed agreements with cooperating sites that include a statement that the facility will adhere to the nondiscrimination policies of the college. There was no evidence that the other programs used an agreement that included a statement that the facility will adhere to the nondiscrimination policies of the college.</p> <p>The college provides a Job Placement service. The service is available to all students.</p>	<p>Ensure that all programs use an internship agreement that includes a statement that the cooperating facility/company will adhere to the nondiscrimination policies of the college.</p>
<p>S. Apprenticeships</p> <p>Guideline VII.(B): APPRENTICESHIPS</p>	<p>Complies</p> <p>The college does not offer apprenticeships.</p>	<p>No action required.</p>
<p>5. Employment</p> <p>T. Recruitment</p> <p>Guideline VIII.(B): RECRUITMENT - EMPLOYEES</p> <p>Title VI: 34 CFR 100.3(c) Title IX: 34 CFR 106.51, 106.57 & 106.60 Section 504: 34 CFR 104.13 and 104.14</p>	<p>Complies</p> <p>There was no evidence of discrimination in the recruitment of employees.</p>	<p>No action required.</p> <p>NOTE: Some Human Resource materials use only the letters EOE/E. The nondiscrimination statement should be written out (Minnesota West is an equal opportunity Employer and Educator).</p>

Guideline/Standard	Finding	Recommended Corrective Action
U. Employment Guideline VIII.(A & C): EMPLOYMENT	Complies An Affirmative Action Plan is in place. Some of the protected groups in the relevant labor market are underrepresented as identified in the Affirmative Action Plan. Underrepresented protected groups included: Women - Faculty-Technical, Service Maintenance Minorities - Administration/Managers, Faculty, Professional, Clerical, and Service Maintenance Disabilities - Administration/Managers, Faculty, Professional, Clerical, and Service Maintenance The Affirmative Action Plan identifies strategies to develop a balanced workforce.	No action required.
V. Salary Guideline VIII.(D): SALARY Title IX: 34 CFR 106.54 Section 504: 34 CRF 104.11	Complies Salaries are controlled by the collective bargaining agreements.	No action required.
W. Employment – Disabled Guideline VIII.(E): EMPLOYMENT - DISABILITY Section 504: 34 CFR 104.12	Complies College provides accommodation to employees as needed.	No action required.
X. Past Discrimination Guideline VIII.(F): PAST DISCRIMINATION - EMPLOYEES	Complies An Affirmative Action plan is in place.	No action required.
Y. Personnel Activity Report Guideline Perkins: PERSONNEL ACTIVITY REPORT	Complies Reports are on file.	No action required.

Guideline/Standard	Finding	Recommended Corrective Action
6. Facilities Z. Site Selection Guideline IV.(B): SITE SELECTION	Complies The college is readily accessible to both nonminority and minority communities.	No action required.
AA. Facilities (Added, Modified, or Renovated) Guideline IV.(D): FACILITIES	Complies Facilities comply.	No action required.
BB. Centers, Branches, Annexes Guideline IV.(H): CENTERS, BRANCHES OR ANNEXES	Complies No off-campus sites.	No action required.
CC. Student Housing Guideline VI.(C): STUDENT HOUSING Title VI: 34 CFR 100.3(b) Title IX: 34 CFR 106.32 Section 504: 34 CFR 104.45 Guideline VI.(C) Section 504: 34 CFR 104.45 Guideline VI.(C) Title VI: 34 CFR Title IX: 34 CFR Section 504: 34 CFR	Complies The college does not provide student housing,	No action required.