



Northern Illinois University

**AFFIRMATIVE ACTION & DIVERSITY RESOURCES
ANNUAL REPORT FISCAL YEAR 2015**

July 1, 2014 – June 30, 2015



MESSAGE



TO OUR CAMPUS COMMUNITY

The Center for Affirmative Action and Diversity Resources (AADR) would like to welcome you back for the 2015-2016 academic year. We are looking forward to developing our presence and visibility on campus for the upcoming 2016 fiscal year through the establishment of a new resource office in a centralized location to increase awareness and facilitate our services and resources.

This new location will provide students with accessible resources and information related to Title IX/Sexual Misconduct as we continue to develop a comprehensive approach to this important initiative.

As a fellow Huskie, please do not hesitate to contact AADR directly if you have any questions, concerns, or inquiries, related to discrimination, harassment, and/or sexual misconduct.

For general information you may visit our website or call (815) 753-1118.

Sincerely,

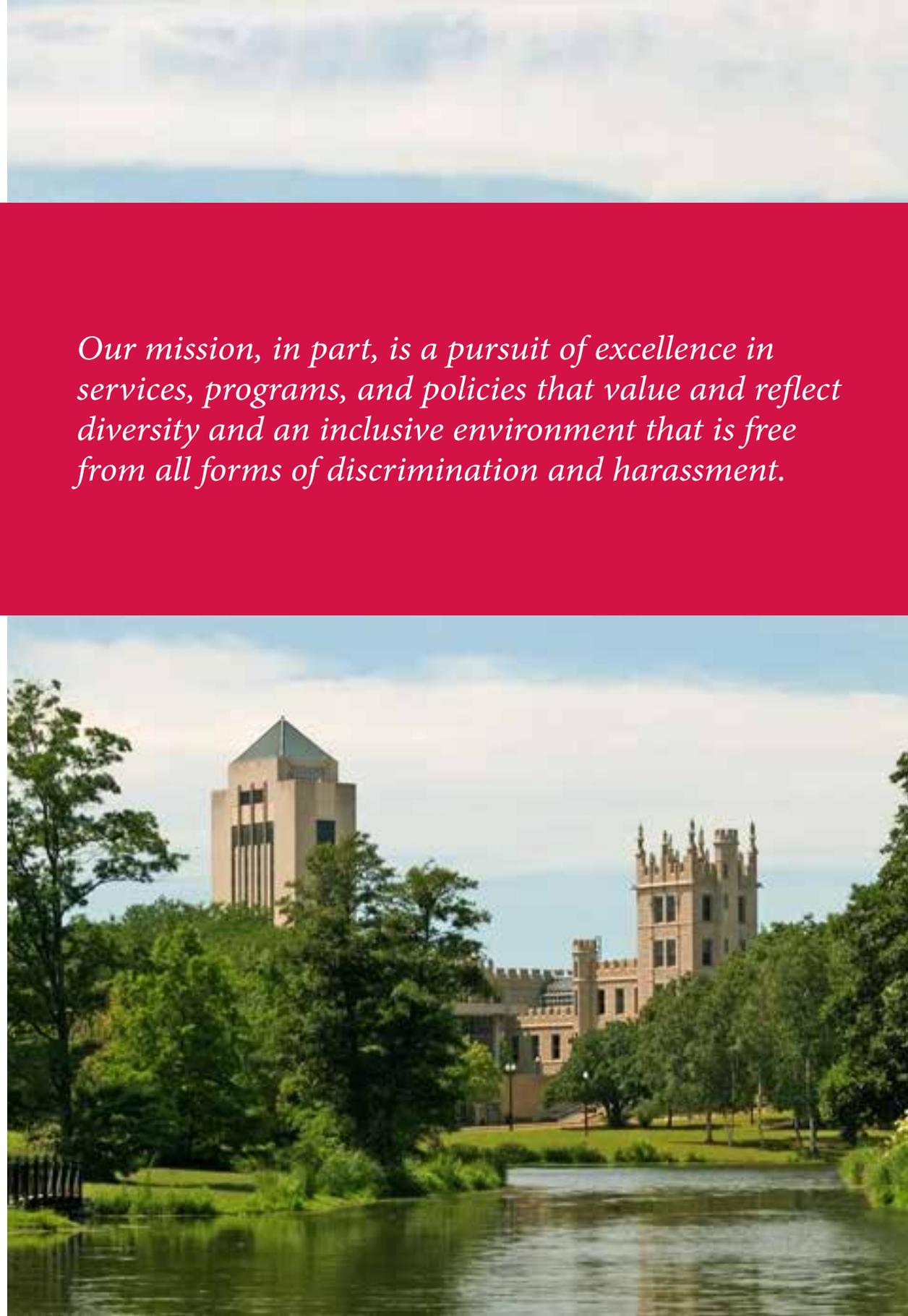
A handwritten signature in black ink, appearing to read 'K. Baker', written in a cursive style.

Karen L. Baker
Associate Vice President and Title IX Coordinator
Affirmative Action & Diversity Resources

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Our mission, in part, is a pursuit of excellence in services, programs, and policies that value and reflect diversity and an inclusive environment that is free from all forms of discrimination and harassment.

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MISSION STATEMENT

Affirmative Action and Diversity Resources at Northern Illinois University is a multifaceted department committed to ensuring that equal employment opportunities and diversity exist throughout the university community. In part, this mission is to achieve a consistent pursuit of excellence in services, programs, and policies that value and reflect diversity and the institution's commitment not to engage in any employment, academic, or institutional decisions on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability,

marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications. AADR will maintain compliance with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action. Additionally, conduct that results in sexual harassment and/or retaliation (as defined by University policy) is also considered unlawful and prohibited.

SERVICES

Faculty/Staff Search Administration

Administration of Affirmative Action Plan

Affirmative Action Complaint Investigations

Diversity Outreach and Programming

Non-Discrimination Training and Program Development

Supplier Diversity

Title IX Complaint Investigations



MISSION



SPRING 2015 DIVERSITY CONFERENCE

AADR and The Office of the Executive Vice President and Provost hosted the AADR Spring 2015 Conference in the Holmes Student Center, "The NIU Experience: A Journey into Affirmative Action, Diversity and Equal Opportunity."

The conference was a unique and free program designed to showcase the diverse talent and academic and professional excellence of our own NIU Students, Faculty, Supportive

Professional Staff, Civil Service Staff, and Alumni. A Journey into Affirmative Action was open to the university community and attracted approximately 175 attendees.

The program consisted of nine workshops, several Visual and Performing Arts presentations, and a keynote presentation from Jennifer L. Rosato Perea, J.D., Dean and Professor, College of Law, NIU.



IMMIGRATION LAW AND EMPLOYMENT

AADR sponsored a presentation by Robert White, Principal of Masuda Funai Law, on immigration law in employment exclusively for our NIU faculty and staff. The presentation focused on the process for conducting a labor market test, why this process is important to our current and future workforce, best practices for recruiting, hiring, and retaining a diverse workforce, and the workplace issues that affect NIU International Faculty and Staff.



DIVERSE BUSINESS OPPORTUNITY FAIR

In collaboration with the State Universities, the Illinois Public Higher Education Cooperative (IPHEC), the Purchasing Advisory Council (PAC), and the Diversity Working Group, AADR hosted an Illinois Public Higher Education Cooperative Higher Education Diverse Business Opportunity Fair (HEDBOF) at Southern Illinois University, Edwardsville.

The fair provided a business opportunity for minorities, women, disabled, veterans, and small business owners to meet university buyers from across the state and learn about procurement opportunities.

AFFIRMATIVE ACTION AFFINITY GROUP

The AADR recruiting team attended the Affirmative Action Affinity Group Meeting hosted by Illinois State University. The meeting is designed for professionals in Higher Education to collaborate on policies, procedures, and best practices regarding Affirmative Action, Diversity, and Equal Opportunity within the workplace.

COMPLAINTS

NON-DISCRIMINATION

Any employee or student who experiences and/or witnesses possible acts of discrimination, harassment, or retaliation has the right and responsibility to report this activity to the applicable university administrator or to AADR immediately.

Any employee or student who engages in conduct prohibited by this policy will be required to participate in appropriate corrective measures.



COMPLAINTS

Total complaints and/or inquiries received for the 2015 fiscal year were 85, as provided in the chart to the right:

INVESTIGATIONS

The goal of the complaint process is to resolve and correct situations and maintain positive working environments that are consistent with legal and professional standards. AADR is committed to maintaining an educational/employment atmosphere that is free from all forms of discrimination. All employees/students are strongly encouraged to utilize the internal complaint procedures as stipulated by the Non-Discrimination/Harassment policy to address possible violations.

All complaints and/or allegations of discrimination will be examined in a reasonable, objective, confidential, and expedient manner and in accordance with applicable federal and state employment laws. Suitable corrective action will be implemented whenever wrongful discrimination, harassment, or retaliation in any form is found to have occurred.

Complaint/Inquiry	Total
Bullying	11
Disability	4
Gender/Sex	2
Race/National Origin	7
Retaliation	3
Sexual Orientation	1
Sexual Harassment of Employee	1
Sexual Harassment of Student	37
Other Inquiries	3
Grievances	12

TITLE IX SEXUAL MISCONDUCT

Title IX of the Education Amendments of 1972, provides, in part, that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Any student or employee who witnesses and/or experiences what they believe is a form of sexual misconduct as defined by the Title IX Policy has the right to (1) file a Title IX Complaint, (2) file a police report, or (3) seek confidential counseling.

AADR received 137 allegations of sexual misconduct (contained within 114 reports.) The chart below provides a breakdown of the composition of the 137 allegations.

For more information about Title IX, please visit the sexual misconduct website at: www.niu.edu/sexualmisconduct

Sexual misconduct is one or more acts of sexual violence (rape, sexual assault, sexual abuse), dating violence, domestic violence, stalking, sexual harassment, or gender-based harassment or discrimination. Sexual misconduct can occur among, between, or to heterosexual, lesbian, gay, bisexual, and transgender individuals.

Type of Allegation	Total
Deliberate Indifference	1
Dating Violence	36
Domestic Violence	7
Gender-based Harassment	1
Retaliation	4
Stalking	10
Sexual Harassment	37
Sexual Assault/Violence	41



EDUCATION AND TRAINING

In order to ensure the workplace is free from all forms of discrimination and/or harassment, and that our campus community has access to relevant information related to compliance mandates, AADR conducts regular training sessions related to non-discrimination and harassment including sexual harassment, Title IX, and retaliation.

CUSTOMIZED TRAINING

The primary purpose of the AADR training sessions is to provide information and resources necessary to comply with the various University policies and procedures, as well as to provide best practices, resources and services on appropriate workplace conduct.

Customized training sessions include, but are not limited to: Workplace Bullying Prevention, Use of Social Media in the Workplace, ADA Accommodation Process, Mediation, and Affirmative Recruitment. During the fiscal year 2015 approximately 1,353 individuals attended 74 training sessions.

Customized small group and departmental training resources were also provided for new and existing employees including, but not limited to, the Division of Finance, Building Services, Board of Trustees CARL Committee, Department of Chemistry, Student Affairs Community Advisors and Orientation Leaders, Kappa Pi Beta Fraternity, College of Health and Human Sciences, Division of Athletics, and the Office of the Vice Provost.



E-LEARNING

AA DR conducted a Title IX Policy and Procedures E-Learning pilot with a group of 20 faculty, staff, and students to develop a comprehensive on-line training module on sexual misconduct. The E-Learning system was also utilized to develop on-line training on the accommodations process required by the Americans with Disabilities Act (ADA). The responses from the pilot group were used to modify E-Learning modules that are scheduled for implementation during the 2016 fiscal year.

DISABILITY

VOLUNTARY DISCLOSURE

In accordance with Sections 503 and 504 of the Rehabilitation Act of 1973, any employee who has a disability is invited on an annual basis to self-disclose to the University any such condition by completing the Voluntary Disclosure of a Disability Form.

During the Fiscal Year 2015, AADR coordinated 25 workplace accommodations as defined in the table below:

Attention Deficit Hyperactivity Disorder (ADHD)	1
Blind/Low Vision	2
Deaf/Hearing Impaired	3
Developmental	0
Learning Disability	0
Mobility	11
Psychological	3
Systemic/Chronic Health	5
Other	0



AMERICANS WITH DISABILITY ACT (ADA)

When assistance and/or an accommodation is needed to perform the duties and/or responsibilities required of a position, employees have the right and are encouraged to submit a request for a reasonable workplace accommodation to AADR for review and coordination.



EQUAL EMPLOYMENT

Part of the mission of AADR is to ensure that all applicants are evaluated on the basis of professional qualifications only and that NIU engages in a recruitment practice that is open and accessible to a wide, diverse, and qualified applicant pool. Through enforcement of the faculty/search procedures and the affirmative action review of civil service applications, AADR maintained its commitment to equal employment and opportunity for those candidates seeking employment at NIU.

During fiscal year 2015, NIU advertised 240 Faculty and Supportive Professional Staff (SPS) positions representing a combined increase of 42% (71>) from FY14. Respectively, 6,991 applicants applied for open positions at NIU resulting in an increase of 113% (3,281>) in activity from the previous year.



EMPLOYMENT

According to the Chronicle of Higher Education, the increase in advertised positions in Higher Education is a national trend.

EXTERNAL SEARCH WAIVERS

There were a total of 118 Waivers of External Search representing an 11% decrease from the previous year. The requests consist of the following:

Internal Promotion/Reassignment	25
One Year Temporary Assignment	55
Regular Continuing Appointment	21
Campus Only Searches	17

EMPLOYMENT DEMOGRAPHICS

AADR receives and monitors demographic information of individuals who apply for advertised positions through the Equal Employment Opportunity (EEO) form. This form is voluntary and is forwarded to all applicants who apply for a faculty, SPS, or Civil Service position. Of the 6,991 applications that were reserved for open positions, approximately 1,848 EEO Forms for SPS and Faculty positions were returned. Each form was reviewed in compliance with the regulations governed by the U.S. Equal Employment Opportunity Commission (EEOC) which protects employees and job applicants against employment discrimination at the university. According to the EEO forms received, the percentages of male and female applicants were almost identical with 48% of respondent being female and 52% being male. The following demographic data represents the 1,848 individuals who returned request forms during FY15.

Demographic	Male	Female	Total
Hispanic/Latino	45	42	87
American Indian	1	1	2
Asian	161	78	239
African American	133	159	292
Native Hawaiian/Pacific Islander	0	1	1
Caucasian	550	551	1101
Two or more races	17	25	42
Chose not to specify	28	24	52
Did not disclose gender/race/ethnicity			24
Veterans Status	10	1	11

HIRING RECORDS

AADR reviewed 277 Civil Service Hiring Records to ensure equitable and fair choice selections occurred representing a 13% increase from the previous year. During the fiscal year 2015, AADR received and reviewed more than 500 EEO forms for Civil Service positions.

EMPLOYMENT

ADVISORY COMMITTEE

The Affirmative Action and Diversity Resources Advisory Committee (AADR-AC) is charged with advising the Center for Affirmative Action and Diversity Resources. The committee was established to assist with initiatives, programming, and policy development that facilitate the inclusion of the existing and increasing diversity of NIU's workforce and educational environment.

The committee also advises on strategic programming that directly impacts current issues and actions needed in an effort to establish a welcoming climate for all people and cultures.

For more information regarding the AADR-AC mission, roles, duties, operations, Fiscal year 2016 membership, and current meeting schedule, please visit:

www.niu.edu/u_council/committees/2015-16/AADR.shtml#membership

FISCAL YEAR 2015 MEMBERSHIP

Chair: **Karen Baker**

Vice Chair: **Carrie Williams**

Acting Secretary: **Angélica Gutiérrez-Vargas**

President or his representative: **Lisa Freeman**

Affirmative Action and Diversity Resources: **Roselyn Snell/Traci Ellis**

Presidential Commission on the Status of Women: **Monique Bernoudy**

Presidential Commission on the Status of Minorities: **Kay Shelton**

Presidential Commission on Persons with Disabilities: **Melanie Tucker**

Presidential Commission on Sexual Orientation and Gender Identity: **Molly Holmes/Carrie Williams**

Gender and Sexuality Resource Center: **Carrie Williams**

Center for Black Studies: **Joy Coates**

Latino Resource Center: **Angélica Mendoza**

Asian American Center: **Michelle Bringas**

Disability Resource Center: **Jennifer Phippen/Amanda Newman**

International Student and Faculty Office: **Sim Chin**

Committee on the Undergraduate Academic Environment: **Wendell Johnson**

Faculty and SPS Personnel Advisor: **Paul Stoddard**

Ombudsperson: **Sarah Klaper**

Graduate School, Recruitment and Student Support Services: **Lyndon Perkins/Shyree Sanan**

Student Association Director of Cultural Affairs: **Josiel Marrufo/Peter Kim**

Supportive Professional Staff: **Michael Stang**

Operating Staff: **Glenda Jones**

FISCAL YEAR 2015 STAFF LISTING



Karen Baker
Associate Vice President
Title IX Coordinator



Sara Cliffe
Director
Risk Management &
Internal Investigations



Roselyn Snell
Director
Diversity Resources &
Recruitment



Sarah Adamski
Assistant Director
Title IX Investigations



Traci Ellis
Assistant Director
Affirmative Action
Investigations



Emily Hochstatter
Compliance Coordinator
ADA/Risk Management



Nicasio Cambel
Assistant Equal
Employment Opportunity
Officer



Michelle Johnson
Assistant Equal
Employment Opportunity
Officer



Angélica Gutiérrez-Vargas
Assistant Equal
Opportunity Officer



Aston Manotai
Office Assistant

We are continuing to add onto our great team and very excited about the future of Affirmative Action and Diversity Resources in fiscal year 2016.

AAADR STAFF

DEVELOPMENT

PROFESSIONAL DEVELOPMENT

Administrative Professionals Advisory Council (APAC)

ATIXA Title IX Coordinator Training

Bystander Prevention Training

Clery Act Training

Cultural Competence for Social Justice: A Framework for Faculty, Students, Staff and Organizational Development

Diversity Affinity Group for State of Illinois Universities

DeKalb County Association for Human Resource Managers

Higher Education Business Enterprise Program (BEP)

Intersectionality: What is it and How to Address It

Learning on the Go - Introduction to Mobile Learning

Lesbian, Gay, Bisexual and Transgender Ally Training

NACUA Webinar - Title IX Investigations: Advanced Issues, Challenges and Opportunities

NACUA Webinar-Sexual Misconduct on Campus: New Federal Guidance
Midwest Higher Education Compact (MHEC) Loss Control Workshop

Midwest Association of Colleges and Employers (MWACE)

University Risk Management and Insurance Association (URMIA) National Conference



NON-DISCRIMINATION

The University will not tolerate sex discrimination in the form of sexual misconduct. If the University knows or reasonably should know of possible sexual misconduct, a thorough, impartial, and confidential investigation will be conducted in as prompt a manner as possible to determine if there has been a violation of the Title IX/Sexual Misconduct Policy. If, as a result of that investigation, it is determined that any act of sexual misconduct has occurred, appropriate discipline will be imposed, and the University will take the necessary steps to address and stop the sexual misconduct, prevent its recurrence, and remedy its effects.

Academic and employment decisions based upon sex or gender and/or acts of sexual misconduct are forms of illegal sex discrimination under Title IX, additional federal and state laws, and are prohibited under this and other policies of Northern Illinois University. The University does not discriminate on the basis of sex, gender, or gender identity in any phase of its educational or employment programs; the University is required by Title IX and other applicable laws to not discriminate.

EQUAL OPPORTUNITY

Northern Illinois University is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, age, physical and mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation, or any other factor unrelated to professional qualifications. AADR will maintain compliance with all applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action. Additionally, conduct that results in sexual harassment and/or retaliation (as defined by University policy) is also considered unlawful and prohibited by NIU.

Inquiries concerning application of Title IX, Section 504, and other statutes and regulations may be referred to the Affirmative Action and Diversity Resources Center, 1515 W. Lincoln Highway, DeKalb, IL 60115, telephone (815) 753-1118.

STATEMENTS



**AFFIRMATIVE ACTION
AND DIVERSITY
RESOURCES**

*1515 W. Lincoln Highway
DeKalb, IL 60115
815-753-1118
aadr@niu.edu*

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