

Goal Area VII

Civil Rights Plan – Contact

Objective 1

Identify persons having the responsibility for lead staff for civil rights indicating the area(s) they represent and breadth of their responsibility; administrative sign-off authority for civil rights; and data preparation responsibility staff.

a. Jack M. Payne, Director

Directs overall system-wide policy and makes decisions relative to civil rights compliance and implementation in program and employment. Informs faculty and staff about civil rights and affirmative action requirements. Reviews system-wide annual civil rights reports and maintains policy guidelines for Extension civil rights and affirmative action.

b. Chuck Gay, Associate Director

Reviews regional compliance summaries from state regional areas. Assists with the delivery of civil rights and affirmative action policies and training to Extension educators. Reviews findings and recommendations from county civil rights reviews and responds to the report as appropriate. Works with academic representatives, EEO Director, Extension Civil Rights Liaison, and regional directors to assure that the program operates according to established guidelines.

c. Dallas L. Holmes, Liaison Civil Rights and Specialist Institutional Research

Provides day-to-day leadership for assuring civil rights policies and procedures are communicated to the statewide system. Oversees the distribution of civil rights and affirmative action guidelines, information, and publications. Works with program leadership and regional directors in developing guidelines and procedures for assuring open access to programs and services offered by Extension educators. Provides system-wide compliance reviews and assists with civil rights and affirmative action training. Coordinates the gathering of reporting information for the purposes of completing Extension mandated federal and state reports.

d. Sue Guenter-Schlesinger, Director University Affirmative Action and Equal Opportunity

Works with Extension search committee chairs to ensure that University recruitment policies and procedures are being followed. Assists in federal reporting efforts and training. Represents Extension in University wide functions and cooperates with other university offices to enhance the commitment of Extension to affirmative action. Collaborates with the Extension liaison in establishing diversity goals and program plans for training Extension educators and staff. Provides overall leadership for civil rights and affirmative action and equal opportunity compliance for Utah State University.

e. Regional Directors

Assist the Extension program leadership team in developing guidelines and procedures for assuring open access to programs and services offered by Extension educators. Responsible for administrative and programmatic responsibilities relative to civil rights compliance within the assigned geographical region of the state. Review the individual county compliance reports for civil rights and affirmative action and summarize these

reports into best practices conducted in the region. Review and analyze annual contact data for achieving program parity in the regional area. Assist with on-site civil rights program reviews in conjunction with the Accountability in Action Program.

f. County Extension Director

The director is responsible for administrative and programmatic responsibilities relative to civil rights compliance in a particular county or multi-county unit within a region. Ensures that all reasonable efforts are being made to reach all county groups with Extension programs. Ensures equal opportunity in hiring in the county unit and monitor all aspects of civil rights compliance within the county unit. Ensures that affirmative action goals are appropriately addressed and reviews program contact data to ensure diversity in program offerings and potential participation. Monitors the appropriate civil rights and affirmative action statements on all unit publications. May assist in unit training on civil rights and affirmative action and regularly conduct unit assessments on how the unit performs its civil rights obligations and responsibilities. Ensures that county civil rights files are maintained, accurate, and up-to-date. Routinely report to the regional director civil rights and affirmative action strategies and actions implemented by the unit.