



K-STATE
Research and Extension

CIVIL RIGHTS
PERFORMANCE PLAN
for the
COOPERATIVE
EXTENSION DIVISION
of
K-STATE RESEARCH
and EXTENSION

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K-State Research and Extension Civil Rights/Affirmative Action “Performance Plan”

Goal Area I - Program Planning and Participation

Increase participation of people in underrepresented groups on local unit and statewide Extension advisory boards and expand participation in programs by those who have been traditionally underserved, including minorities and limited English proficiency persons.

Objective 1 - Partnerships and Collaborations with Other Organizations and Agencies

The most successful Extension programs often demonstrate partnerships and collaborations with other organizations and agencies. K-State Research and Extension does not provide programming assistance to any group or organization that engages in discriminatory practices. Assurance of nondiscrimination is to be collected from any federal subgrantee of K-State Research and Extension.

All extension clubs, including 4-H and Extension Master Gardeners, must sign a nondiscrimination certification statement. It is the responsibility of the extension agent working with the group to obtain the documentation and see that it is appropriately filed. Clubs that do not sign the statement will be advised that extension agents cannot provide program assistance to them, nor will they retain their affiliation with K-State Research and Extension. Clubs and groups should sign a new non-discrimination certification statement in odd years.

Objective 2 - Cultural Competency Training

Developing an increased understanding of the diverse cultures that Cooperative Extension serves is vital to its success and to attracting participation in programs, activities, and employment. All Extension personnel will engage in cultural competency training consisting of sessions in cultural awareness, cultural understanding, cultural knowledge, cultural interaction, and cultural sensitivity. Training will be provided through statewide Navigating Difference sessions, at annual professional development conferences and at other venues which bring together Extension personnel for training and instruction.

Objective 3 – Serving Limited English Proficiency Populations

K-State Research and Extension Limited English Proficiency Policy

On August 11, 2000, the President signed Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." The Executive Order requires Federal agencies to examine the services they provide, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. It is expected that agency plans will provide for such meaningful access consistent with, and without unduly burdening, the fundamental mission of the agency.

K-State Research and Extension is a recipient of USDA federal funding and therefore is obligated to take reasonable steps to ensure that those with Limited English Proficiency (LEP) have meaningful access to the programs, services, and information provided by Extension. The U.S. Census estimates that more than 324,000 (11.6%) individuals in Kansas speak a language other than English. Languages with highest prevalence include Spanish, Vietnamese, Chinese, German and Arabic. Spanish is the most frequently spoken language (by 207,181 individuals) of which 39% reported speaking English less than “very well”. Due to the diversity of the population of Kansas, and in the interest of serving those whose native language is not English, KSRE will make reasonable efforts to provide alternative methods of educational delivery.

K-State Research and Extension Guidelines

Limited English proficiency may limit participation in Extension programs. Reasonable efforts will be made in identifying LEP persons who require language assistance. Reasonable alternative methods of educational delivery will be explored, and provided so as not to cause an undue burden on the agency. The following four-factor analysis will be used to effect the KSRE Limited English Proficiency Policy:

- The number or proportion of LEP persons eligible to be served or likely to be encountered by the program or grantee/recipient
- The frequency with which LEP individuals come into contact with the program
- The nature and importance of the program, activity, or service provided by the program to people's lives
- The resources available to the recipient and costs

Detailed LEP guidance can be found at: <https://nifa.usda.gov/resource/limited-english-proficiency> and https://www.lep.gov/guidance/guidance_Fed_Guidance.html#USDA

Any reasonable efforts made in the above regard should be documented and maintained in the local unit's civil rights files.

K-State Research and Extension provides access to Language Line Solutions™ for all personnel for on-demand language access services, including American Sign Language. New publications will be translated to Spanish for initial publications. Existing publications will be translated based on need and popularity with LEP audiences.

More detailed information regarding language access is available in the KSRE Language Access Plan.

Objective 4 - Increase Diverse Representation on Extension Boards and Program Development Committees

Increase the participation of underrepresented groups serving on program planning committees and local Extension boards. An annual review of the composition of Extension boards and program development committees will be conducted by each unit. Benchmarks will be established and annually reviewed to determine changes in participation by underrepresented populations on such boards and committees. Boards will certify that they have reviewed their demographic composition and that of their program development committees in the annual Excellence in Board Leadership Assessment and in the annual civil rights update.

Objective 5 – Expand Under-represented Racial and Ethnic Groups' 4-H Membership and Volunteerism

Expand 4-H membership and volunteerism among under-represented racial and ethnic groups in Kansas.

Increase the membership and parental involvement of underrepresented racial/ethnic minority group members in Structured 4-H youth and family/community clubs and in special interest and/or study groups.

- a. Annual comparisons of ES237 reports will be made to determine if membership numbers of underrepresented racial/ethnic minorities have changed as a result of statewide diversity training and 4-H actions from the previous year.
- b. Local unit program development committees will measure their effectiveness in expanding 4-H programs to under-served youth groups annually.

Objective 6 - ADA Accommodations and Tracking

Adjust educational programs to accommodate and meet the needs and interests of clients with disabilities.

- a. A review of the ADA requirements shall be conducted at all local Extension offices. Physical facilities utilized for Extension programs will be reviewed for ADA compliance. Staff will make reasonable accommodations for program participants with disabilities, and publication statements announcing programs will carry the KSRE approved accommodations statement:
"K-State Research and Extension is committed to providing equal opportunity for participation in all

programs, services and activities. Program information may be available in languages other than English. Reasonable accommodations for persons with disabilities, including alternative means of communication (e.g., Braille, large print, audio tape, and American Sign Language) may be requested by contacting the event contact (insert name) four weeks prior to the start of the event (insert deadline date) at (insert phone number and email). Requests received after this date will be honored when it is feasible to do so. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request.”

Goal Area II – Notification Plan

K-State Research and Extension is committed to nondiscriminatory notification of all stakeholders regardless of race, color, national origin, sex, age, or disability for the programs and activities provided throughout the state.

Objective 1 - Nondiscrimination Advisement

Advise potential program recipients of program availability and the requirements of nondiscrimination on the basis of race, color, national origin, sex, age, or disability.

- a. All reasonable efforts will be undertaken to inform potential program participants of Extension activities and programs. “All reasonable efforts” shall be defined as the minimum effort required of Extension personnel when conducting programs in ethnically diverse communities in order to achieve program participation reflective of racial, ethnic and gender parity within the community. All reasonable efforts shall be documented, including the utilization of mass media, personal letters, newsletters, personal visits to encourage the attendance of underrepresented groups, and Extension action plans for the inclusion of underrepresented groups in program efforts.
- b. All reasonable efforts will be made to develop, modify, and provide program materials for underrepresented groups including materials designed to accommodate language barriers, low literacy levels, and accommodation of those with disabilities.

Objective 2 – “And Justice for All” Posters

Displaying the most current version of the “And Justice for All” poster, which communicates procedures for filing a complaint, openly and clearly to the public.

- a. The “And Justice for All” poster must be prominently displayed in each KSRE office and in public places regularly used and/or physically controlled by Extension agents at public meeting sites.
- b. As a best practice, Extension professionals should include the “And Justice for All” graphic in any presentations, or display the “And Justice for All” poster during their program.

Objective 3 - Affirmative Action Statements

All publications printed at the state or local level should be available in the dominant language(s) in each county and will use the appropriate affirmative action statement. When possible, these publications should also be made available to accommodate those with limited English proficiency.

The short statement shall be used on letterheads, newsletters, job announcements, flyers, and most brochures:

K-State Research and Extension is an equal opportunity provider and employer.

The long statement shall be used with brochures, fact sheets, and other numbered publications:

Kansas State University Agricultural Experiment Station and Cooperative Extension Service. K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, as amended. Kansas State University, County Extension Councils, Extension Districts, and United States Department of Agriculture Cooperating, J. Ernest Minton, Director.

Objective 4 - Nondiscriminatory statements, photos, and graphics

Use nondiscriminatory statements, photos, and graphics to convey the message of equal opportunity in informational releases to the public. Extension will make all reasonable efforts to ensure that press releases, announcements, photographs, audiovisual works, and other communication media convey equal opportunity regardless of race, color, sex, national origin, age, or disability. Documentation of accommodations made shall be recorded and kept in local unit civil rights files.

Objective 5 – Gender-neutral Language

Use gender-neutral language in publications, communications, and programs. All educational materials shall be written and presented in such a manner as to eliminate the perception of gender bias. Publication developers must check all publications to ensure gender-neutral language and that appropriate civil rights statements are included in the publication.

Goal Area III - Civil Rights Training within Extension

Objective 1 – Staff training

The following specific plans and procedures to provide all staff training on civil rights and affirmative action are in accordance with regulations which include training on addressing complaints.

Continued diversity/cultural training will be offered to provide a better understanding of other cultures and to strengthen programming to diverse audiences. Venues for these presentations will include the annual extension professional development meetings, new staff orientation, program focus teams, and regional training venues.

Conduct civil rights training at all levels (i.e., orientation and in-service training). KSRE will provide regular professional development training for employees at all levels to enhance awareness and understanding of diversity issues and to increase their ability to reach out to underserved and underrepresented Kansans. Field staff are required to participate in training and discussions held periodically in local unit staff meetings. All extension professionals will complete online civil rights training annually.

Objective 2 – Extension Board and Program Development Committee Training

KSRE local units will conduct annual civil rights training for extension boards and program development committees focused on the growing diversity in communities among actual and potential extension clientele. Training regarding the importance of non-discrimination in the hiring process is required of all Extension board members who participate in the hiring of new Extension agents.

Goal Area IV - Civil Rights Compliance and Compliance Reviews

Objective 1 – Compliance Reviews

Both formal and informal reviews and follow-ups will be accomplished through the efforts of the Extension Operations Leader Local Unit Director and Regional Director.

Comprehensive local unit compliance reviews will be conducted once every four years for each local unit with compliance check-ups done annually. The yearly check-up will require local units to review program parity, language and disability access standards and their public notification plan.

Comprehensive reviews will include a review of the local unit civil rights records and procedures.

Goal Area V - Civil Rights Population and Clientele Projections (Parity Standards)

Objective 1 – Participant Pool

Annually, each local unit will determine the population eligible to participate in their Extension programs. They shall compare the most current US Census demographic information or most current projected demographics available and the reported number of Extension contacts to determine parity in the local unit.

- a. The chart below illustrates a parity calculation for the state of Kansas. It shows both the estimated 2022 statewide racial/ethnic and gender population percentages (US Census; Quickfacts) and the number of contacts made with racial/ethnic groups and each gender by K-State Extension in 2023 (PEARS). At the bottom of the chart, percent parity and an estimation of whether or not the parity target was met are shown.

Objective 2 – Extension Contacts

In order to establish parity goals, each local unit will use Quarterly Effort Reports to identify the number of clientele contacted as compared to the population of the local unit.

The state parity goal in any given year is to serve reach 80% parity in each group.

2023 Program Year Parity Calculation											
Categories	Race						Total	Gender			Latino/Hispanic
	White, alone	Black or African AM	AM Indian or AK Native	Asian	Native HI or Pac. Islander	Two or more races		Female	Male	Total	
Total from PEARS	281573	7873	5261	1858	699	6546	303810	201943	168748	370691	29144
Proportion per PEARS	0.93	0.03	0.02	0.01	0.00	0.02		0.54	0.46		0.10
Percentage per Census	85.9	6.2	1.2	3.2	0.2	3.3	100	49.8	50.2	100	13
Proportion per Census	0.859	0.062	0.012	0.032	0.002	0.033		0.498	0.502		0.13
Ratio	1.08	0.42	1.44	0.19	1.15	0.65		1.09	0.91		0.74
Percent Parity	107.9	41.8	144.3	19.1	115.0	65.3		109.4	90.7		73.8
Achieves Parity Target?	yes	no	yes	no	yes	no		yes	yes		no

Goal Area VI - Practices in Employment – Workforce Diversity

Objective 1 – Hiring Practices

K-State Research and Extension follows the Kansas State University policy in regards to equal opportunity employment.

Kansas State University Equal Employment Opportunity Policy Statement

It is the policy of Kansas State University not to discriminate against any employee or applicant for employment based on race, color, ethnicity, national origin, sex, sexual orientation, gender identity, religion, age, ancestry, genetic information, military status, or because the person is an individual with a disability or disabled veteran, Armed Forces service medal veteran, recently separated veteran, or active duty wartime or campaign badge veteran, or thereafter referred collectively as “protected veterans”. It is also the policy of Kansas State University to take affirmative action to employ and to advance in employment, all persons—regardless of their status as individuals with disabilities, protected veterans, and to base all employment decisions only on valid job requirements. This policy shall apply to all terms and conditions of employment, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, terminations, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment. Furthermore, the University will provide qualified applicants and employees who request an accommodation due to a disability with reasonable accommodations, as required by law.

Kansas State University prohibits harassment of employees and applicants because they are individuals with disabilities or protected veterans. Kansas State University also prohibits retaliation against employees and applicants for filing a complaint, opposing any discriminatory act or practice, assisting or participating in any manner in a review, investigation, or hearing or otherwise seeking to obtain their legal rights under any Federal, state or local EEO law requiring equal employment opportunity for individuals with disabilities and protected veterans. Prohibited retaliation includes, but is not limited to, harassment, intimidation, threats, coercion or other adverse actions that may reasonably dissuade someone from asserting their rights.

As President of Kansas State University, I am committed to the principles of affirmative action and equal employment opportunity. In order to ensure dissemination and implementation of equal employment opportunity and affirmative action throughout all levels of the University, I have selected Scott Jones as the Director of the Office of Institutional Equity & Title IX Coordinator for Kansas State University. One of the Director of the Office of Institutional Equity & Title IX Coordinator’s duties will be to establish and maintain an internal audit and reporting system to allow for effective measurement of Kansas State University’s programs.

In furtherance of Kansas State University’s policy regarding affirmative action and equal employment opportunity, Kansas State University has developed a written Affirmative Action Program (AAP) which sets forth the policies, practices and procedures that demonstrate that Kansas State University is committed to nondiscrimination and equal employment opportunity for qualified individuals with disabilities and qualified protected veterans. This AAP is available for inspection by any employee or applicant for employment upon request between Monday-Friday from 8 a.m. to 5 p.m. at Kansas State University’s Office of Institutional Equity. Any questions should be directed to the Director of the Office of Institutional Equity & Title IX Coordinator.

Signed,
Richard H Linton
President—Kansas State University
July 10, 2023

Objective 2 - Affirmative Action (AA) and Equal Employment Opportunities (EEO) Complaints

Chapter 3010 of the Kansas State University Policy and Procedures Manual details the University's policy prohibiting discrimination, harassment, sexual violence, domestic and dating violence, and stalking, and procedure for reviewing complaint.

Kansas State University's Office of Institutional Equity investigates complaints. The process is as follows and can be found with references at <https://www.k-state.edu/policies/ppm/3000/3010.html>.

Objective 3 - Hiring Process

K-State Research and Extension works with Kansas State University's Human Resources department to hire for open positions. Talent acquisition specialists work closely with human resources associates housed within extension to manage the recruiting and hiring process and follow EEO requirements. A search committee participates in the hiring process for all open positions. Whereas extension agents are jointly employed by the local extension board and Kansas State University, those positions are screened by a hiring committee consisting of the extension operations leader, the appropriate regional director, the relevant program leader coordinator(s) and the local unit director. The interview committee for an Extension agent position is comprised of members of the local extension board and the regional director.

To attract a diverse pool of candidates, open positions are advertised as follows:

- HigherEd Jobs
- DisabilityJobs.net
- DiversityJobs.net
- Facebook
- KANSASWORKS
- VeteranJobs.net
- WeHireWomen.com
- AAILGBTJobs.com
- Handshake
- Extension Job Bank
- MANRRS
- APLU Job Bank
- Local Newspapers and Social Media

Area VII - Administrative Oversight for the Performance Plan

Objective 1 – Civil Rights Staffing

Identify personnel with leadership responsibilities for civil rights; indicate the area(s) they represent and breadth of their responsibility; their administrative sign-off authority for civil rights; and their data preparation responsibility staff.

- a. *Gregg Hadley, Associate Vice President and Director for Extension*
Directs overall system-wide policy and makes decisions relative to civil rights compliance and implementation in programs and employment. Informs faculty and staff about civil rights and affirmative action requirements.
- b. *Zelia Wiley, Assistant Dean for Diversity Programs, College of Agriculture*
Provides coaching and support for K-State Research and Extension's civil rights program and DEIB+ efforts. Directs the College of Agriculture's Diversity Programs Office.

- c. *Jennifer Wilson, Extension Operations Leader*
Provides day-to-day leadership for civil rights compliance and assuring civil rights policies and procedures are communicated to the statewide extension system. Works with program leadership and regional directors in developing guidelines and procedures for assuring open access to programs and services offered by extension agents.

- d. *Laurie Chandler, Associate Program Leader*
Coordinates the gathering of reporting information for the purposes of completing Extension-mandated federal and state reports.

- e. *Kellie Wilson, Senior Strategic Partner, University Talent Acquisition*
Works with Extension search committee chairs to ensure that University recruitment policies and procedures are being followed.

- f. *Charlotte Self, Director University Employee Relations and Engagement*
Consults with Extension on employee relations matters. Assists with addressing accommodations for both employees and extension clientele relating to the Americans with Disabilities Act.

Plan created August 2019 with the assistance of the KSRE Civil Rights Advisory:
Jennifer Wilson, Leader for Extension Operations
Dr. Paula Peters, Associate Director for Extension Programs
Dr. JD McNutt, Southeast Regional Director
Wade Weber, State 4-H Program Leader
Carl Garten, Central Kansas Extension Director
Mirna Bonilla, Wild West District Agent

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