

MICHIGAN STATE
UNIVERSITY
EXTENSION

February 15, 1999

TO: Regional Directors

FROM: James T. Artabasy

SUBJECT: USDA Civil Rights Directives

Enclosed are the revamped items (outline/explanation) which RDs will use with CEDs relative to the recent Civil Rights directives.

Also enclosed is a copy of an item which will appear in the Director's Newsletter as well as a transmittal memorandum to CEDs (copy to MSUE staff members) regarding the changes.

Please note that the two long documents will be scanned and included on the MSUE home page. The materials are being made available this way because USDA could not supply sufficient copies of the two books to meet our needs. There is also a question of relevancy: while relevant, the content is not particularly pertinent.

The Director's Newsletter item will appear following the CED meetings and be followed by the memorandum to CEDs.

If you have questions, feel free to contact me.

JTA/jak

enclosures

c: Gary M. Glazier



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DIRECTOR**

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Michigan State University Extension
programs and materials are open
without regard to race, color,
origin, sex, disability, age
or religion

Michigan State University, U.S.
Department of Agriculture and
counties cooperating
MSU is an affirmative-action.

USDA Civil Rights Directives

1. USDA Directives (Glickman through Hefferan)
2. Accountability Changes
 - A. MSUE administrators obliged to insure that employees are informed/understand policy.
 - B. MSUE partners are informed/reminded of policy.
3. New non-discrimination statement
 - A. Additions: Political Beliefs, Sexual Orientation, Marital Status, Family Status. The word Sex is changed to Gender.
 - B. Included on MSUE materials to conduct business.
 - C. Alternative statement when material is too small to permit full statement.
4. Obligation to be non-discriminatory in MSUE's business operation.

The non-discrimination statement is:

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.

USDA Civil Rights Directives

MSUE recently received a memorandum from Colien Hefferan, Acting Administrator, CSREES, at the direction of Dan Glickman, Secretary of Agriculture, directing that several Civil Rights policy changes are to be implemented in state Extension Services. These changes focus primarily on increased accountability and an expanded nondiscrimination statement.

The accountability changes are:

Administrators, managers, and supervisors are individually obliged to insure that new and current employees are informed and understand USDA and MSUE Civil Rights policies.

All MSUE partners, cooperators, advisory councils/groups/committees and volunteers are to be currently informed and periodically reminded of the USDA/MSUE Civil Rights Policy.

The nondiscrimination statement will now read:

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.

The statement specifically lists all the prohibited bases for discrimination contained in the USDA Civil Rights Policy Statement. The nondiscrimination statement will be included in full on all materials which are produced by MSUE for public information, public education, or public distribution. This includes, but is not limited to educational materials, stationary, program announcements, brochures, newsletters, flyers, media releases, position vacancy announcements, and like materials. There is only one exception to the use of the complete non-discrimination statement - if the material, such as a business card, is too small to incorporate the full language, then the alternative can be used. The alternative is:

Michigan State University Extension is an equal opportunity provider and employer.

The print size of the alternative should be no smaller than the text.

As employees of MSUE who are subject to USDA Civil Rights regulations, we are required to offer programs to all, hire in a nondiscriminatory way, and treat all work colleagues and program participants with dignity and civility. Our basic Civil Rights obligations remain the same; they are simply more specifically and publicly defined by this latest communication.

Dr. Leholm will send a message in the near future detailing the Civil Rights Directives from USDA.

Director's Newsletter

Dan Glickman, Secretary of Agriculture, through Colien Hefferan, CSREES Acting Administrator, recently informed all State Extension Services of several Civil Rights/Outreach changes. The changes are primarily in emphasis rather than substance. Nevertheless, this presents an opportunity for MSUE staff members to refresh themselves regarding our commitments and obligations to Civil Rights, Affirmative Action, and Diversity/Multiculturalism.

Civil Rights laws mandate equal access for all people relative to, among other considerations, public programs and employment. Affirmative Action specifies steps an organization takes to foster equal access to programs and the workforce. Diversity/multiculturalism is an organizational effort to help staff members understand and appreciate differences among people. The net outcome of MSUE's diversity/multicultural effort is expected to be a broader clientele base, a more welcoming atmosphere in MSUE for people who are different, and an increase in the number of people who are different in MSUE's workforce. While Civil Rights, Affirmative Action, and diversity/multiculturalism are separate concepts with different purposes, MSUE is attempting to meet its commitments in all three with an educational rather than a prescriptive approach.

The directive from Glickman/Hefferan emphasizes: a new nondiscrimination statement; accountability for MSUE administrators, regional directors, and county directors to be certain that new and future employees thoroughly understand MSUE's and the employee's Civil Rights responsibilities; and MSUE partners be informed on a continuing basis about MSUE's Civil Rights Commitment.

For your information, the new nondiscrimination statement is:

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.

Regional Directors have been working with County Directors regarding the Glickman/Hefferan information and strategies for implementation. I will be sending in the near future to each MSU employee a copy of the USDA directives. Also, we will make available the materials with which staff members are to be familiar via the MSUE home page.

Questions can be directed to your Regional Director or the ANR Human Resources Office.

February 15, 1999

TO: MSUE County Directors/Unit Heads

FROM: Arlen G. Leholm

SUBJECT: Civil Rights

Relative to your recent discussion with your Regional Director and the Director's Newsletter item regarding the Civil Rights information which MSUE received from Secretary Glickman and Administrator Hefferan, enclosed are the following materials:

- Civil Rights Policy for the Department of Agriculture (Departmental Regulation 4300-6, March 16, 1998).
- Equal Opportunity Public Notification Policy (Departmental Regulation 4300-3, February 25, 1998).

The following two items are available on the MSUE Home Page:

- "Unlocking the Barriers—Keys to Communicating with Under-Served Customers," (March 1998).
- "Civil Rights at the United States Department of Agriculture—One Year of Change" (March 1998) summarizes the progress made toward implementing each of the 92 recommendations in the February 1997 Civil Rights Action Team Report.

As you can see, you are obliged:

1. To review the enclosed materials and those in the Civil Rights file with current and future employees so that MSUE's and the individual's obligation/commitment to Civil Rights is thoroughly understood.
2. To be certain that MSUE's partners/clients are continually informed about MSUE's Civil Rights obligation/commitment.

3. To include the full nondiscrimination statement on MSUE printed materials. The statement is:

Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital status, or family status.

4. To maintain the attached materials in your Civil Rights file.

MSUE is committed to equal access. We are obliged to treat all people with dignity and civility. As a goal, this has not changed nor will it change for MSUE. We will continue to manage MSUE to insure that all can participate in our programs and be members of our workforce.

c: Regional Directors
ANR Human Resources
MSUE Staff Members - Policy