

OHIO STATE UNIVERSITY EXTENSION

Ohio State University Extension AA/EEO and Civil Rights Compliance Review



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Why compliance reviews?

- County staff will enhance their effectiveness in addressing the needs of protected classes and diverse audiences
- Assessment of level of compliance with non-discrimination requirements
- To meet federal requirements



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

- Ensure hiring practices are conducted in accordance with AA/EEO and civil rights laws
- Remedy discriminatory practices and their effects
- Monitoring compliance with civil rights legislation



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

- Extension Strategic Plan



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

Initiative 10: Build capacity to more effectively address the needs of diverse audiences



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

Demographic Information

State of Ohio

- African American/Black
12.2% +.5%
- White 84.3% -1.6%
- Hispanic 3.1% +.7%
- Asian/Pacific Islander 1.7%
 +.2%
- American Indian/Alaska
Native .2% no change

Source: U.S. Census Bureau, 2010

OSU Extension

- African American/Black
2.7%
- White 91%
- Hispanic 2.1%
- Asian/Pacific
Islander .9%
- American Indian/Alaskan
Native .2%

*OSU Extension numbers reflect individuals with at least a 50% appointment in OSU Extension and were gathered in 2013-

*Also need to be aware of what positions reflect the most racial/ethnic diversity

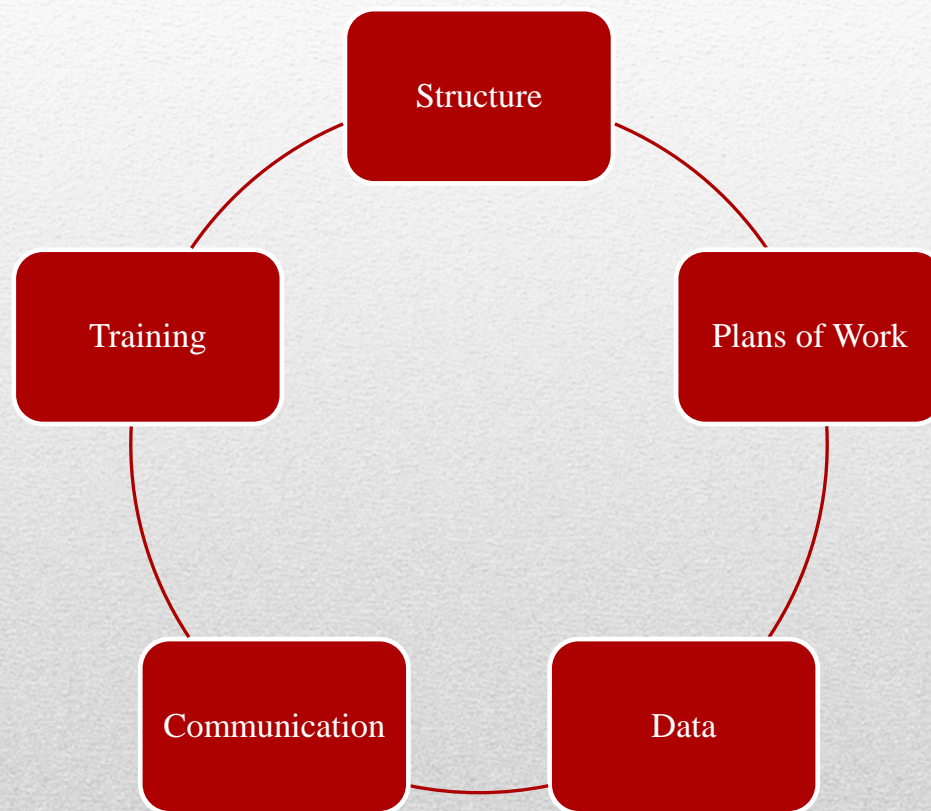


THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

Five elements of
organizational
Civil Rights
Performance
from NIFA

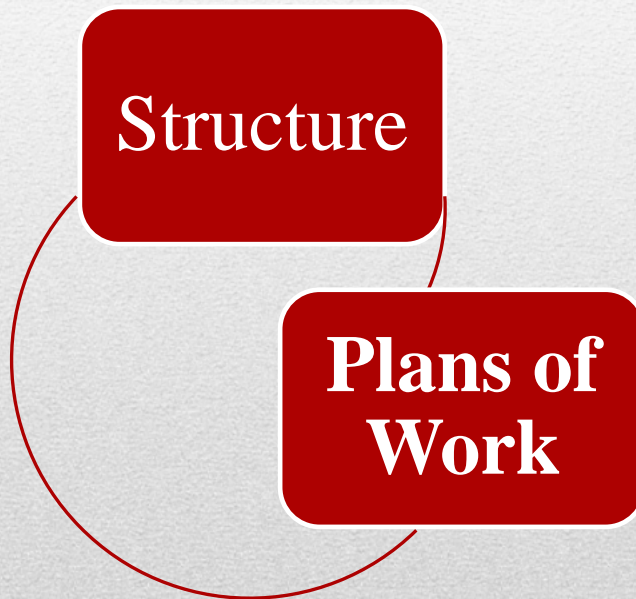


THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

NIFA

Plans of Work



- Plans of work - ours is covered by the Ohio State reporting system
- Work goals are tied to civil rights, including obtaining stakeholder input and programs for under-served populations



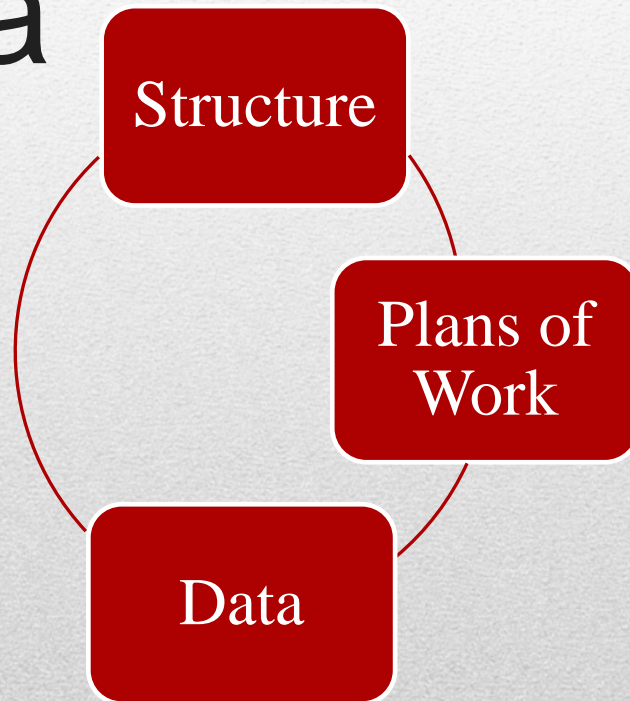
THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

Data



- Know who we are reaching
- Collect demographic data that will demonstrate that we reach the individuals in our communities i.e. based on US Census
- Use data to plan programs etc.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

Minimum Data Collection

- Two full years of program data
 - Race/Ethnicity
 - Gender
- Advisory Committees - state and county
 - Race/Ethnicity
 - Gender
- Volunteers including Master Gardener Volunteers, 4-H, etc.
 - Race/Ethnicity
 - Gender
- All Program Mailing Lists



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

FCS

- Extension Homemaker Clubs - if any
- List by race/ethnicity and gender
- Summary for two years
- Any mailing/distribution list coded by race/ethnicity and gender

ANR and CD

- Program participant summary by race/ethnicity and gender
- Mailing list summary coded by race/ethnicity and gender
- Any advisory councils/committees summary of participants by race/ethnicity and gender



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

4-H

- Club data to include copies of each club's member listed showing demographics, i.e. race/ethnicity and gender.
- Locations of clubs on a county map.
- County camp data (overnight and day) enrollment listed by race/ethnicity and gender.
- Summary camp scholarship recipients listed by race/ethnicity and gender.
- State, district/region, and county events competitive events-list of participants by race/ethnicity and gender



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

TOOLS

<http://go.osu.edu/AEEO>



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Print Form

Save As

OHIO STATE UNIVERSITY EXTENSION

AA/EEO Data Collection Form

This information is for AA/EEO documentation purposes only and completion is voluntary.

Name of Program or Training: _____

Date: _____ **Location:** _____

Please mark the line that best describes you for each category listed.

Race / Ethnicity	Age:
<input type="checkbox"/> Black / African American, Non-Hispanic / Latino	<input type="checkbox"/> 39 and under
<input type="checkbox"/> White, Non-Hispanic / Latino	<input type="checkbox"/> 40 and over
<input type="checkbox"/> Native American or Alaskan Native	
<input type="checkbox"/> Asian or Pacific Islander	Gender:
<input type="checkbox"/> Hispanic / Latino	<input type="checkbox"/> Female
<input type="checkbox"/> Multi-Racial: describe below	<input type="checkbox"/> Male

Are you a Veteran?	Do you have a disability?
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No

If you would like to be on the Extension Mailing list, please complete the information below.
☐ Check here if you are updating your existing contact information on file.

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

E-mail Address: _____

I am interested in news and programs for (check all that apply):

- ☐ 4-H Youth Development
- ☐ Agricultural and Natural Resources
- ☐ Community Development
- ☐ Family and Consumer Sciences

THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

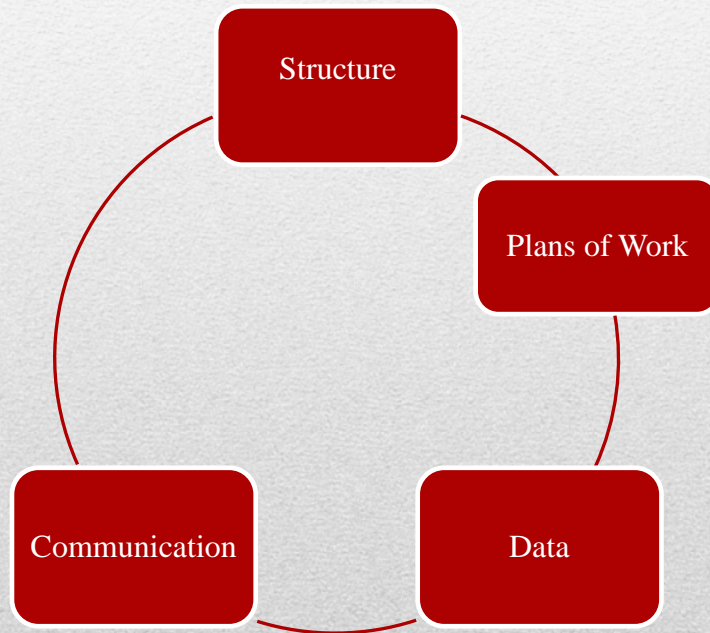
KL revised May 2014

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit: <http://go.osu.edu/cfaesdiversity>



OHIO STATE UNIVERSITY EXTENSION

Communication



- Communication is primarily focused on external groups.
- Demonstrating “All Reasonable Efforts” to share our programming options as widely as possible.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

TOOLS

<https://equityandinclusion.cfaes.ohio-state.edu/sites/diversity/files/imce/Compliance/All%20Reasonable%20Efforts%20Form.pdf>



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

All Reasonable Efforts Documentation Form

This form can be completed to assist in documenting All Reasonable Efforts that have been made for each program area operating within the county. This form is not mandatory, but it can be a useful tool in keeping records that are necessary for demonstrating compliance with Federal Civil Rights Guidelines and policies.

Name: Program Area:

Program Title:

Date of program / teaching event:

Participant Demographics - Please provide the numbers for each category (if you have the information).

Race / ethnicity	Number of males	Number of females
American Indian or Alaskan Native	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>
Hispanic or Latino	<input type="text"/>	<input type="text"/>
Native Hawaiian or Pacific Islander	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>
Unspecified	<input type="text"/>	<input type="text"/>
TOTALS, BY GENDER:	<input type="text"/>	<input type="text"/>
Overall total number of participants:	<input type="text"/>	

Number of attendees with disabilities:

Number of attendees that are veterans:

Advertising and marketing strategies - Place a check mark next to the strategies that were used to promote or advertise the program listed at the top of this form.

- ☐ Contacted media outlets that target minority groups
- ☐ Distributed flyers in areas where minority populations are likely to view them
- ☐ Phoned individual leaders with ties to minority residents in the county
- ☐ Included diverse representation on flyers and brochures
- ☐ Sent out personal invitations to leaders with ties to minority residents in the county
- ☐ Other, please explain:

Print Form

Save As



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

CFAES provides research and related educational programs to clientele on a non-discriminatory basis.

For more information:
<http://go.osu.edu/cfaesdiversity>

KBS revised September 2014

OHIO STATE UNIVERSITY EXTENSION

Training



- Engaging in training related to not only diversity and inclusion but to AA/EEO and civil rights.
- Communicating internally with our faculty and staff our commitment to non-discrimination.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

What NIFA is looking for

- Whether Extension policies and program delivery have the effect of denying minority group members equal access to Extension benefits and services.
- Whether Extension services offered are furnished in **a different way to some customers because of their race, color, national origin, gender, or disability.**
- If programs and related activities, including educational methods, are planned to indiscriminately reach potential customers of all races, social, and economic levels in the state.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

What NIFA is looking for (continued)

- If staff members are **providing assistance to any organization that excludes** any individual or group from membership and/or participation because of race, color, national origin, sex, age, or disability.
- Whether the state Extension system for collecting and reporting program participant data (clientele) is utilized for program outreach to under-served groups and for measuring **parity** of participation of minority and non-minority beneficiaries.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

TOOLS

<https://equityandinclusion.cfaes.ohio-state.edu/sites/diversity/files/imce/Compliance/Agreement%20and%20Compliance%20Form.pdf>



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

Agreement of Understanding and Compliance with Civil Rights Laws

This document must be signed by a member of any agency, organization, club, group, or other entity who wishes to enter into a relationship with Ohio State University Extension and its employees for services. Services include but are not limited to training, workshops, seminars, grant projects, talks, etc.

By signing this agreement the agency, organization, club, group or other entity understands and agrees to abide by the federal, state, and local laws that prohibit discrimination based on race, skin color, national origin, religion, age, disability, sex, veteran status, and sexual orientation as written in the provisions of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 605 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This means that any programs, seminars, training, or grants written are open to all people.

By signing this document, we the undersigned understand and agree to comply with the policy of Ohio State University Extension and the United States Department of Agriculture regarding the provisions of the aforementioned titles and acts.

Name of Agency, Organization, Club, Group, or other Entity

Name/title of individual authorized to sign

Signature

Date signed

(To be signed every four years in conjunction with AA/EEO & Civil Rights compliance reviews by groups, organizations working cooperatively with Extension to provide programming)



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit: <http://go.osu.edu/cfaesdiversity>



OHIO STATE UNIVERSITY EXTENSION

What NIFA is looking for (continued)

- If Extension staff implement a **public notification program informing minority customers of program availability** and the requirement for non-discrimination; and, the extent to which minority farm operators/business owners are being provided educational assistance by staff members.
- If Extension program committees are representative of the population being served by Extension staff in relation to geographic areas, including race, gender, age, color disability, and socioeconomic levels



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

- Non-discrimination statement
 - CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information, visit: <http://go.osu.edu/cfaesdiversity>.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



OHIO STATE UNIVERSITY EXTENSION

What NIFA is looking for (continued)

- If programming methods, content, and meeting locations/places are being designed to meet the needs of all customers, including racial and ethnic minorities, and are accessible in a nondiscriminatory manner.
- How these program methods, content, and meeting places are chosen to meet the needs of all customers (including racial/ethnic minorities).



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

OHIO STATE UNIVERSITY EXTENSION

What NIFA is looking for (continued)

- Whether Extension-sponsored clubs and **groups reflect the racial composition of the community or areas being served** and are in compliance with USDA nondiscrimination regulations (including, operating in areas or communities where racial/ethnic minorities live).
- If Extension implements procedures for reviewing the compliance status of the county Extension programs.
- Whether the director assures the prompt, fair, and impartial processing of alleged program delivery-related discrimination complaints.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Self Reviews

- All office staff view podcast.
- Complete sections in Lime Survey as instructed.
- Review Affirmative Action and Equal Employment Opportunity information.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES