

Michigan State University Extension

Civil Rights Presentation 2019-20



MSU is an affirmative-action, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, sex, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



“AND

JUSTICE

FOR ALL”

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (in education and training programs and activities), age, disability, or retaliation. (Not all prohibited bases apply to all programs.)

If you require the information on this poster in alternative format (Braille, large print, audiotape, etc.), contact the USDAS TARGET Center at (202) 720-2600 (voice or TDD).

If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office.

To file a complaint alleging discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call toll free, (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

De acuerdo con la ley Federal y con la política del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés), esta institución prohíbe la discriminación ya sea por la raza, color, nacionalidad, sexo (en programas y actividades de educación y adiestramiento), edad, incapacidad de las personas, o por represalias. (No todas las prohibiciones se aplican a todos los programas).

Si usted necesita la información de este anuncio en un formato diferente (Braille, letras grandes, o por medio de sonido, etc.), llame al Centro TARGET del Departamento de Agricultura al teléfono 202-720-2600 (voz o TDD).

Si usted necesita información sobre este programa, actividad o instalaciones en un idioma diferente del inglés, llame a la agencia del Departamento que maneja este programa o actividad, o a cualquier oficina del Departamento de Agricultura.

Para someter una queja de discriminación, escriba al USDA, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410, o llame gratis al 1-866-632-9992 (voz). Para llamadas TDD, llame al USDA al número 1-800-877-8339 o al número 1-866-377-8642. El Departamento de Agricultura ofrece oportunidades de programas y de empleo libres de discriminación.

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United States Department of Agriculture

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mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:
(833) 256-1665 or (202) 690-7442;

email:
program.intake@usda.gov.

This Institution is an equal opportunity provider.

Conforme a la ley federal y las políticas y regulaciones de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta institución tiene prohibido discriminar por motivos de raza, color, origen nacional, sexo, edad, discapacidad, venganza o represalia por actividades realizadas en el pasado relacionadas con los derechos civiles (no todos los principios de prohibición aplican a todos los programas).

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Esta institución ofrece igualdad de oportunidades.

MSU Extension Organizational Development Website - CR

Compliance Resources

Civil Rights Archive

Access county level demographic information by logging into the [Civil Rights Archive](#) on SharePoint.

And Justice For All

The And Justice for All poster must also be displayed wherever and whenever you deliver programming, as well as in every [MSU Extension](#) office location. In addition, electronic versions that can be used when conducting programs using PowerPoint are available below. Hard copy posters can be obtained by contacting Anne Brooks at brooksa@msu.edu

- **NEW** [And Justice for All PowerPoint Slide Landscape Version](#)
- **NEW** [And Justice for All PowerPoint Slide Portrait Version](#)

MSUE Core Values

- **We will show up.** Whether in person or digitally, MSU Extension professionals will remain engaged by being a part of community conversations, directing appropriate programming and research for community needs and never forgetting who we serve.
- **We will help people thrive.** We will create and maintain positive environments that allow everyone to do their best and be their best. We will work with our communities to highlight their assets while fostering partnerships to discover new possibilities together.
- **We will be authentic.** We know that we can't be all things to all people. But we will live our truth, do what we do best, and connect audiences to colleagues and partners when we can't personally meet their needs. We will do this all while staying rooted in evidence-based science.
- **We will welcome everyone.** We will foster inclusivity across our organization, in our programming, through our community partnerships and in our hearts. We will nurture an environment that respects and values human differences as we continuously work to expand our reach to diverse audiences.
- **We will manage resources responsibly.** We will be good fiscal stewards of the funds that are supplied to us from federal, state, local and university resources, as well as those that are garnered through community partnerships and philanthropy.
- **We will take risks.** We are lifelong learners who look for innovative and new ideas that will help us better serve Michigan residents.



Civil Rights Mandates Governed By:

- Equal Opportunity, Non-Discrimination and Affirmative Action
- Civil Rights Act of 1964 (Race, Color, Religion, Gender and National Origin)
- American Disabilities Act of 1990
- Title IX



Demographic Data Collection Form for Adults

MSU Extension Program Participant Demographic Data Collection Form for Adults

Date: _____

Program Attended: _____

MSU Extension programs are open to everyone. We are required, to ensure civil rights policy adherence, to report program participant race and gender data to the United States Department of Agriculture (USDA). Only aggregated information (total numbers across all programs) about race and gender are reported to the USDA.

Providing the following information is **voluntary** and will be maintained strictly for reporting purposes. These records are kept separately from mailing lists and other participant information.

Thank you for taking the time to provide us with this information.

Race (check all that apply)

_____ Alaskan Native or American Indian

Tribal affiliation: _____

_____ Asian

_____ Black or African American

_____ Native Hawaiian or Other Pacific Islander

_____ White or Caucasian

_____ Choose not to provide

Ethnicity (check all that apply)

_____ Hispanic or Latino

_____ Middle Eastern or Arab-American

_____ My ethnicity is not listed (please specify) _____

_____ Choose not to provide

Gender _____

_____ Choose not to provide

County of Residence _____

Please share anything else that is important for us to know about your identity. _____



Some Possible Gender Responses

Female or F

Woman

Girl

Cisgender female

Transgender female

MTF

Male or M

Man

Boy

Cisgender male

Transgender male

FTM

Genderqueer

Agender

Nonbinary

Gender fluid

Bigender

Gender Nonconforming



Additional Change

Can I collect the required demographic information on or with an evaluation survey?

- Ideally, collect this information from participants on a separate piece of paper. However, when it makes sense, the required demographic information can be asked as part of program evaluations, as long as it:
- Is not paired with identifying information such as name or address. For example, it would be appropriate to collect demographic information when paired with questions measuring program impacts, as that would allow the comparison of impacts across different groups.
- It **would not** be appropriate to collect demographic information on forms that also collect participant's name or contact information such as mailing address or phone number.



Civil Rights Resources



MSU Extension
Organizational Development



🏠 / Civil Rights /

Civil Rights

- Civil Rights Guidance
- Compliance Resources
- Civil Rights Training

Civil Rights

MSU Extension believes fully in the principles of Diversity, Equity and Inclusion because we know that human differences enrich our lives, work and community. We embrace our responsibility to be a resource for all, taking into account differences across cultural, ethnic economic and other backgrounds. As a Land Grant University, MSU Extension is also required to comply with Federal Civil Rights laws and policies which prohibit discrimination in federally assisted programs and discrimination in employment practices. Although there are clear distinctions between diversity, equity and inclusion concepts and compliance concepts, there is considerable linkage and overlap. That linkage is that our actions reflect what we believe. What is expected of us and the mechanisms used to demonstrate those actions are known as Civil Rights Compliance.

All of these resources can be found on the MSUE Organizational Development website under Civil Rights



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Anti-Discrimination Statements

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- Which [Anti-Discrimination Statement](#) should you use?
- [Anti-Discrimination Statement](#) (Arabic Version)
- [Anti-Discrimination Statement](#) (Spanish Version)
- [Frequently Asked Questions](#)

Census Information

US Census Bureau - gather data on information for specific populations such as socioeconomic status, health care, nutrition, race, etc.

2012 Census of Agriculture - contains information about farms in the United States broken down by state and various demographics including gender, race and state (2.5mb).

Collecting Participant Demographic Data

- [MSU Extension Demographics Data Collection Script](#)
- **NEW** [MSU Extension Demographic Data Collection Form for Adults](#)
- **NEW** [MSU Extension Demographic Data Collection Form for Adults - Spanish](#)
- **NEW** [MSU Extension Demographic Data Collection Form for Adults - Arabic](#)
- **NEW** [PEARS Crosswalk](#)
- **NEW** [Demographic Data Collection Form FAQ](#)



Local Partner Compliance Letter

- Each year, Extension HR will update the Local Partner Compliance Letter and save it on the [Civil Rights OD Site](#). Notification will be sent to District Directors and District Support confirming the letter is updated. **This is the trigger for districts to begin the annual process.**
- The Local Partner Compliance Letter must be signed by all partners and kept on file with MSUE
- District Directors or District Support will send the Local Partner Compliance Letter to staff in all counties that comprise their district.
- Each staff member is responsible for having all of their local partners review, sign and return the form to them.
- The forms will then be returned to the District Support staff person to upload into the proper folder in SharePoint.



Limited English Proficiency (LEP) program

INTERPRETING SERVICES AVAILABLE



English Translation: You have the right to an interpreter at no cost to you. Please point to your language.

Arabic العربية	Haitian Creole kreyòl ayisyen	Punjabi ਪੰਜਾਬੀ
من حقك الوصول إلى مترجم بدون تكلفة عليك، من فضلك اختر لغتك.	Ou gen dwa a yon entèprèt san li pa kouté w anyen. Tanpri chwazi lang ou pale a.	ਤੁਹਾਡੇ ਕੋਲ ਬਿਨਾਂ ਕਿਸੇ ਖਰਚ ਤੋਂ ਇੱਕ ਦੁਬਾਸੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦਾ ਹੱਕ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੀ ਭਾਸ਼ਾ ਚੁਣੋ।
Burmese မြန်မာစာ	Hmong	Hmoob
သင့်တွင် ကတော့ပြန်တစ်ဦးရရှိသည့် အခွင့်အရေးရှိပြီး ထိုအခွင့်အလမ်းကို အသုံးပြုရန် အခမဲ့အခန်းကဏ္ဍမှ သင်၏ အသံသဘာဝတော်ကို ညွှန်ပြပါ။	Yog koj tsis paub lus Askiv, peb mam nrhiav ib tus kws txhais lus los pab koj dawb.	Вы имеете право на бесплатные услуги переводчика. Пожалуйста просим Вас указать на Ваш язык.
Chinese Cantonese 漢語廣東話	Korean 한국어	Somali Af Soomaali
您有權利獲得一位免費的口譯人員。請指出您的語言。	귀하는 무료로 통역 서비스를 받으실 수 있습니다. 귀하의 언어를 선택해 주십시오.	Waxaad xaq u leedahay inaad heshid tujumaan aan lacag kuugu fadhin. Fadlan tilmaan luqaddaada.
Chinese Mandarin 汉语普通话	Nepali नेपाली	Spanish Español
您有权利获得一位免费的口译人员。请指出您的语言。	बिना शुल्क तपाईंलाई दोभाषेको अधिकार छ। कृपया आफ्नो भाषालाई संकेत गर्नुहोस्।	Usted tiene derecho a un intérprete sin costo alguno. Por favor, señale su idioma.
Farsi فارسی	Polish polski	Swahili Kiswahili
شما از این حق برخوردار هستید که بدون هزینه از خدمات مترجم شفاهی بهره مند شوید. لطفاً به زبان مورد نظر خود اشاره کنید.	Masz prawo na nieodpłatnego tłumacza. Proszę wskazać język, w którym rozmawiasz.	Una haki kwa mtafsiri bila malipo yoyote. Tafadhali onyesha lugha yako.
French français	Portuguese (Brazil) Português (Brasil)	Vietnamese Tiếng Việt
Vous avez droit aux services gratuits d'un interprète. Veuillez préciser la langue que vous parlez.	Você tem direito a um intérprete sem nenhum custo para você. Por favor indique seu idioma.	Quý vị có quyền yêu cầu dịch vụ phiên dịch hoàn toàn miễn phí. Vui lòng cho biết ngôn ngữ của quý vị.

CLI INSTRUCTION CARD: OVER-THE-PHONE INTERPRETING SERVICES

NEED AN INTERPRETER?

1. DIAL 1-800-CALL-CLI (1-800-225-5254)
2. When the operator answers, tell them:
 - a. Your customer code is **905569**
 - b. You are calling from **Michigan State University College of Agriculture and Natural Resources**
 - c. The language you need
 - d. If you need a third-party dial-out
3. The operator will connect you promptly



200+ Languages
24/7/365 Service
Direct Dial: 503-484-2425

Persons who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English are Limited English proficient or “LEP”...and are entitled to language assistance with respect to a particular type of benefit, service, or encounter.

Accommodation Statement

- Roles and Responsibilities for staff:
 - Should appear on marketing materials

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting the event contact (**insert name**) two 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 whenever possible.



Meeting an Accommodation Request

When you receive an accommodations request, please follow the procedure below:

1. Check with your local ISD or other local resource person/organization to identify if there is someone (or an organization) that can provide the accommodation requested locally (i.e., interpreter, translator, equipment, etc.)
2. If you can locate a local resource identify what, if any, cost would be associated for the service.
3. If you cannot find a local resource to meet the accommodations request, you can contact MSUE HR and they can work with you to find a resource through the MSU Resource Center for People with Disabilities (RCPD) or other state wide resources.
4. Once you have this information, contact your DD to see if they can strategize with you about how to cover costs – including if you or they will talk with the ID to assist with identifying resources to pay for these services
5. Once you have exhausted these avenues, both to find a local resource person and for finding funding through the DD or the ID, if you are unable to find a resolution, you can contact MSUE HR or the DEI office and one of them can work with you to find a resolution, including resources or funding.

Please keep in mind that all of this takes time so please plan accordingly once you receive a request. ***Our program and services are open to all*** and we will do our best to meet all requests, within reason.



Civil Rights Archive *Sharepoint* – *MSUE/Civil Rights archive/district*



District Civil Rights

District Civil Rights

Civil Rights Archive

District Civil Rights

District Documents

Site contents

District Documents

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✓		Name	Modified	Modified By
		Accommodation Resources	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		ADA Compliant Meeting Locations	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		Advisory Councils	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		Civil Rights Training	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		District Advisory Council Membership	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		District Advisory Council recruitment	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		Non-English Language Efforts	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		Other	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		Partner Compliance Agreements	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		Procedures for Filing a Civil Rights Complaint	... November 20, 2017	<input type="checkbox"/> Miller, Matthew
		Public Notification	... November 20, 2017	<input type="checkbox"/> Miller, Matthew

Drag files here to upload

Civil Rights Complaint

- Roles and Responsibilities for staff:
 - All staff are responsible for knowing how to assist in filing a civil rights complaint
 - Complaints should be filed in writing
 - Filed complaints are submitted to the Director's office or USDA
 - Complaint must be filed within 180 days of incident



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Form AD-3027-A—Revised October/November 2019

Revisión del formulario: octubre/noviembre 2019