Recommendation I:

Appoint a permanent TSU-1890 Extension Administrator.

TAES Action:

A permanent Extension Administrator was appointed by Tennessee State University (TSU) administration June 1, 1992.

Recommendation II:

Initiate and maintain dialogue between appropriate TSU and UT representatives to assure congruence between methods of operations and the Memorandum of Understanding implementing the Food and Agriculture Act of 1977 requirement for a comprehensive state program in Extension.

TAES Action:

The Tennessee Agricultural Extension Service (TAES) agrees. Discussions have already begun between the new Extension Administrator of TSU and the Dean of the University of Tennessee Agricultural Extension Service (UTAES). A new Memorandum of Understanding will be developed and implemented in the 1993 program year. New procedures will be developed during the 1993 program year which will clarify: 1) how TSU-1890 specialists interact with UTAES Extension Leaders; 2) how UTAES District Supervisors and county Extension Leaders interact with TSU-1890 funded county staff; and 3) the extent to which the TSU-1890 Extension Administrator deems it important to participate in program coordination meetings.

Recommendation III:

Develop and implement policies concerning mutual use of TSU and UT logos in Extension programming.
TAES Action:

Procedures concerning the use of TSU and UT logos will be developed and implemented during the 1993 program year. These policies and procedures will be disseminated to district and county staff members by the administration of TSU Extension program and the Dean of the University of Tennessee Agricultural Extension Service.

Recommendation IV:

Develop and implement a monitoring and evaluation system to assess the effectiveness of the overall EEO/AA Program activities as it relates to recruitment and hiring practices.

TAES Action:

The recruitment strategy now utilized includes out-of-state visits to 1890 institutions as well as Tennessee colleges and universities which grant the Bachelor of Science degree in Agriculture and Home Economics. To more closely monitor the recruitment and hiring practices the Dean will require a quarterly report on recruiting results and hiring practices. The recruiting plan and hiring practices will be altered if desired results are not achieved provided possible alternatives can be identified.

Recommendation V:

Integrate into your commendable training program diversity training that includes managing diversity and service to diverse clientele. TSU-1890 should insure the inclusion of EEO/AA criteria in staff development programs.

TAES Action:

TAES is developing a plan for diversity within the organization which includes managing diversity and service to diverse clientele. The 1992 Statewide Extension Conference planned for December 13-16 will emphasize the importance of diversity within the organization. The plan for diversity will be disseminated to all faculty members following a keynote address on the importance of diversity. In addition, several workshops are planned for faculty members on diversity. TAES will also incorporate diversity training in its ongoing Civil Rights EEO/AA training program for new employees.

The TSU/1890 Extension Administrator will work closely with the Assistant Dean at the University of Tennessee on EEO/AA training programs that are developed for faculty members. In addition, TSU agrees to include EEO/AA criteria in staff development
programs on a continuing basis.

**Recommendation VI:**

Encourage completion and dissemination of the Affirmative Action Plan for TSU-1890.

**TAES Action:**

TSU operates under a Stipulation of Settlement in the statewide desegregation case, Geier v. McWherter. The Stipulation establishes the following University-wide, other-race employment goals for administrators, faculty, and professional staff.

<table>
<thead>
<tr>
<th>Role</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators</td>
<td>50 percent</td>
</tr>
<tr>
<td>Faculty</td>
<td>51 percent</td>
</tr>
<tr>
<td>Professional Staff</td>
<td>39 percent</td>
</tr>
</tbody>
</table>

For TSU, other-race is defined as white. The same Stipulation of Settlement requires that the state-wide Desegregation Committee establish other-race goals for all other higher education institutions in the State of Tennessee; except for Shelby State Community College, other-race is Black at other Tennessee institutions.

As TSU nears the accomplishment of these University-wide, federal court goals, individual units are being studied and consideration is being given to establishing other-race goals for specific units according to job group. The Cooperative Extension Program will be included in these desegregation activities.

**Recommendation VII:**

Consider the establishment of an award that is designed to recognize faculty who make outstanding contributions to the EEO Program overall. Also consider those who make specific contributions in the recruitment, advancement and retention of racial ethnic minorities and females. A major criteria in the award should be documented efforts or results that increase minority representation in the TCES workforce.

**TAES Action:**

TAES will consider the establishment of an award to recognize faculty who make outstanding contributions to the EEO program overall. During the next six months the Dean and Administrator will talk with other state Extension Services to determine the types of awards programs which are presently in place and assess the feasibility of establishing
such awards in Tennessee. In addition, the Dean will look into the possibility of including work with diverse audiencees and outstanding contributions to the EEO program as part of the criteria for selection in existing award programs offered by TAES.

Recommendation VIII:

Consider reassessing the current list of EEO Counselors to determine the benefit to TAES of utilizing Counselors who are not supervisors.

TAES Action:

During the 1993 program year, new EEO Counselors will be appointed by the Dean who do not have supervisory responsibilities. Further, the publication "Program for Equal Employment Opportunity in Tennessee Agricultural Extension Service," which lists EEO counselors will be revised and disseminated to all faculty member during the 1993 program year.

Recommendation IX:

Develop and implement a process to assure racial/ethnic minority group members serve on the TCES Awards Committee.

The Dean of the TAES will continually monitor membership on state awards committees to insure that racial/ethnic minority groups are represented. The District Supervisor will be responsible for insuring that racial/ethnic minority groups are represented on district awards committees. The district awards committee will be monitored by the Dean to insure racial/ethnic groups are represented.

Recommendation X:

Develop and implement a program to strengthen the visibility of civil rights accomplishments in the staff evaluation system.

TAES Action:

TAES agrees that it is desirable to strengthen the visibility of civil rights accomplishments in the staff evaluation system. Civil Rights is already a part of the evaluation system for faculty members in leadership roles. In addition, it is a topic of discussion during evaluation sessions conducted by the District Supervisors, Assistant Deans, Dean, and Administrators.
TAES is planning to revise its present staff evaluation system during the 1994 program year. When the system is revised civil rights accomplishments will be included in the staff evaluation system.

**Recommendation XI:**

Develop and implement a plan to fine tune the targeting of benefits and contact participation data system implementation relative to gender.

**TAES Action:**

TAES will devise a plan to implement a policy of targeting of benefits and contact participation which will not raise civil rights concerns. Potential recipient data bases in each program area will reflect the racial-gender composition of clientele. Contact participation data reported by staff will be monitored so that corrective action may be taken in those cases where contacts are not representative of potential clientele by gender.

**Recommendation XII:**

Add age as one of the listed items in the nondiscrimination statement used as part of the public notification effort.

**TAES Action:**

TAES agrees. Age will be one of the items listed in the nondiscrimination statement used as part of the public notification effort. All county and district staff will be informed to include age in their public notification efforts in the next 60 days. The statement has already been corrected and reads as follows:

"The University of Tennessee, The U.S. Department of Agriculture, and County Governments Cooperating. The Agricultural Extension Service offers its programs to all eligible persons regardless of race, color, national origin, sex, age, or handicap. and is an Equal Opportunity Employer."

**Recommendation XIII:**

Develop and implement a program to more consistently document the nondiscrimination status of organizations receiving substantial assistance from Extension.
TAES Action:

TAES is committed to the policy of nondiscrimination on the basis of race, color, national origin, sex, age, or handicap. TAES cannot provide assistance to any organization that illegally discriminates. A plan is in place which requires county Extension staff to obtain documentation yearly about groups or organizations to whom they provide significant assistance certifying that discriminatory practices are not followed. The documentation will continue to be checked during county compliance reviews by the District Supervisors and the Assistant Dean. Further, the Dean will ask the District Supervisors to consult with the Lincoln and Franklin County staff concerning the lack of documentation on the nondiscrimination status of organizations and work with them to correct this problem.

Recommendation XIV:

Develop and implement a program to monitor the status of persons with disabilities access to Extension offices and work with counties to achieve increased accessibility.

TAES Action:

TAES has and will continue to encourage county governments to make county offices accessible to the handicapped. County Extension Leaders and District Supervisors will be ask to continue to work closely with local governments when there is a change in office location to find facilities which are handicap accessible and to avoid if at all possible accepting facilities which are not handicap accessible.

TAES will encourage the adoption of creative and innovative methods to achieve accessibility of county programs and activities. Where existing Extension office facilities are inaccessible, program services normally provided at those sites will be made available to qualified handicapped persons through other methods which are equally effective. These methods may include meetings in accessible locations, home visits, written or telephone communications, or some other equally effective means.

TAES will select accessible facilities where possible at public (or privately owned) facilities. If accessible facilities cannot be selected due to unavailability or infeasibility due to the nature of event or activity. TAES will use other methods to deliver program benefits to qualified handicapped persons.

In an effort to monitor the number of Extension offices which have accessibility for the handicapped a question will be included in the updated county compliance review document. This document will be updated during the 1993 program year. Finally facilities and program accessibility will continue to be a topic of discussion during county compliance reviews conducted by the District Supervisors and Assistant Dean.
Recommendation XV:

Develop and maintain a more effective plan to review committee representativeness by race and sex and assure corrective action where committees are not representative of potential clientele by race and/or sex.

TAES Action:

TAES does not require committee involvement in program evaluation and/or program development. However, it is encouraged and where there is committee input into program evaluation and/or development, it is TAES policy requiring balanced clientele representation by race and sex. TAES utilizes a document entitled "Civil Rights Compliance Review and Compliance Report." This document is completed annually by each county in Tennessee. The current version of this document requires county staff in each program area to list the name, racial-ethnic and sex composition of each committee or advisory group that advises with the agents or has some input in planning programs. TAES will require the District Supervisor to review committee representativeness by race and sex. In the event it is determined that a committee is not representative of potential clientele by race and/or sex, corrective action by county staff will be required.

Recommendation XVI:

Improve the implementation of and develop statewide consistency in the program to carry out and document "all reasonable efforts" and other programs to improve the minority participation and integration in the Extension Homemakers Clubs.

TAES Action:

TAES agrees. A plan will be developed during the 1993 program years which provides more direction from the Dean’s office. The plan for "All Reasonable Efforts" will include information on the following points:

A. Purpose  
B. Definitions  
C. When required  
D. Responsibility  
E. Interview records  
F. Visits and direct mail contacts  
G. Procedures  
H. Documentation  
I. Analysis

The plan will be discussed with district supervisors and a copy of the plan will be shared with all county staff. The success of the "All Reasonable Efforts" plan will be monitored by
the District Supervisors and Assistant Dean during the county compliance review process and through the "Civil Right's Compliance Review and Compliance Report."

**Recommendation XVII:**

Develop and implement a program to assist counties with below parity, minority camp participation. **Assure a systematic review of camp housing integration by race and integration of camp housing to the extent possible.**

**TAES Action:**

The District Supervisors and Associate Supervisors, with input from the State 4-H office, will be asked to analyze 1991-92 camp participation data and where minority participation in 4-H camps is below parity, to develop and implement a program to increase minority participation. **The District or Associate Supervisor will be required to work with the camp directors to assure camp housing integration by race to the extent possible during each week of the summer camping session.**

**Recommendation XVIII:**

Strengthen the program to encourage county level parity of participation by race in regional and State 4-H events.

**TAES Action:**

The district offices with input from the State 4-H office will be required to analyze the 1991-1992 participation data by race in regional and State 4-H events and where minority participation is below parity develop and implement a program to increase minority participation.

**Recommendation XIX:**

Implement changes to resolve Title IX sex discrimination concerns relative to the line of supervision for TSU-1890 funded Associate Extension Agent Mary Wakefield.

**TAES Action:**

Response will be provided by TSU administration.