

# **Affirmative Action Plan Template Instructions**

06/02/2020

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# Contents

- Purpose of the Instructions ..... 1
- Data Preparation..... 1
- Obtaining Data Sets from Oracle Business Intelligence Enterprise Edition (OBIEE) ..... 3
  - Before Using the AAP Appendix Worksheets Unprotect worksheets ..... 3
- Manipulating AAP Appendix Worksheets..... 4
  - Worksheet Sequence (IMPORTANT) ..... 4
  - Two sections in the AAP Appendix Worksheet Excel File..... 4
  - Worksheet A. Progress Report..... 5
  - Worksheet B. Separation Analysis ..... 6
  - Worksheet C. Job Category Analysis..... 7
  - Worksheet D. Feeder Jobs ..... 7
  - Worksheet E. Determining Availability ..... 8
  - Worksheet F. Utilization Goals ..... 9
- Publishing AAP Appendix Worksheets..... 10
  - Save worksheets in excel to PDF..... 10
  - Check Accessibility ..... 11
- Developing a Narrative Affirmative Action Plan Template..... 12
  - Corrective Actions and Action-Oriented Programs ..... 12
  - Other Action Oriented Program ..... 13
  - Bold and Red Fonts in Brackets ..... 14
  - Hyperlink..... 14
  - Table Accessibility..... 14
  - Alternate Text ..... 15
- Editing the Table of Content..... 16
  - Making Headings Appear on the Table of Contents (TOC)..... 16
  - Updating Table of Contents ..... 17
- Saving the AAP Narrative in PDF..... 17
- Checking Final Accessibility of the Narrative AAP in PDF ..... 18
- Approval Process..... 19

Contact below if you want to request an alternative format of this worksheet and/or there are questions:

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# Purpose of the Instructions

The purpose of the Affirmative Action Plan Template Instructions is to provide Affirmative Action Officers, and other key staff, with detailed instructions for completing agency Affirmative Action Plans. It is important to review this document in its entirety prior to the development of your agency's plan.

## Data Preparation

All data sets must include all classified and unclassified positions, including temporary unclassified positions, in accordance with Minn. Stat. § 43A.191, subdivision 3(b). They must include at least the following categories: sex, racial/ethnic minority status, disability status, EEO-4 (EEO-6 for Minnesota State) job category, job code, and job title to work with AAP Appendix worksheets.

The following is a summary of data details and when the data will be used:

*Table 1*

Data Needed	Data Details	When to Use
Snapshot Data	<p><b><u>All active classified and unclassified, including temporary unclassified</u></b> incumbents by EEO job category from 7/1/2018-6/30/2020 (FY2019-2020).</p> <p>It is acceptable for a different snapshot date, but it should be as close date as possible.</p>	<ul style="list-style-type: none"> <li>▪ Underutilization</li> <li>▪ Job Category Analysis</li> <li>▪ Feeder Group Analysis</li> <li>▪ Internal Availability</li> </ul>
Hires/ Rehires	<p><b><u>All classified and unclassified, including temporary unclassified, hires/rehires</u></b> from 7/1/2018 – 6/30/2020 (FY2019-2020) by EEO job category.</p> <p>It is acceptable for a different data period, but it should be as close dates as possible.</p>	<ul style="list-style-type: none"> <li>▪ Progress Report</li> </ul>
Promotions	<p><b><u>All classified and unclassified, including temporary unclassified promotions</u></b> during 7/1/2018 – 6/30/2020 (FY2019-2020) by EEO job category.</p> <p>It is acceptable for a different data period, but it should be as close dates as possible.</p>	<ul style="list-style-type: none"> <li>▪ Progress Report</li> </ul>

Data Needed	Data Details	When to Use
Separations	<p><b><u>All classified and unclassified, including temp unclassified, separations</u></b> during 7/1/2018 – 6/30/2020 (FY2019-2020) by voluntary and involuntary separation, including separation by death, and by EEO job category. An incumbent who moved to a different state agency does not constitute a separation.</p> <p>It is acceptable for a different data period, but it should be as close dates as possible.</p>	<ul style="list-style-type: none"> <li>▪ Separation Analysis</li> <li>▪ Progress Report</li> </ul>

# Obtaining Data Sets from Oracle Business Intelligence Enterprise Edition (OBIEE)

The Oracle Business Intelligence Enterprise Edition (OBIEE) is a comprehensive platform provided by Oracle platform and designed for data analysis and data warehousing purposes.

Contact:

Paul Guillaume ([paul.guillaume@minnstate.edu](mailto:paul.guillaume@minnstate.edu)) or

Derek Hughes ([derek.hughes@minnstate.edu](mailto:derek.hughes@minnstate.edu))

for the data required.

## Before Using the AAP Appendix Worksheets

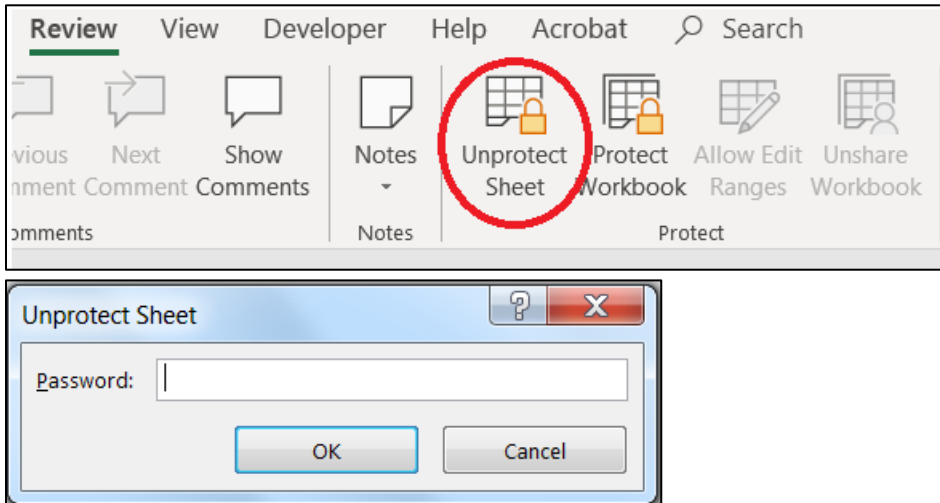
### Unprotect worksheets

All worksheets are password-protected except areas you need to enter values for your convenience. To unprotect cells for your convenience to insert rows for your agency, follow the below steps:

1. Go to “Review” ribbon at the top of the menu.



2. Click “Unprotected Sheet” in the Protect group. A "Unprotect Sheet" window will pop up.



3. Type “AAPworksheet” and click “OK.”

The password, “AAPworksheet” is one word and case sensitive.

It is strongly recommended **not to** unprotect worksheet unless you want to insert rows.

## Manipulating AAP Appendix Worksheets

The Affirmative Action Plan (AAP) Appendix Worksheets assist agencies/institutions analyze the progress of the agencies’ prior AAP goal attainment. Additionally, it provides tools and guidance to analyze protected groups by job categories for the 2020-2022 biennial report.

### Worksheet Sequence (IMPORTANT)

The AAP Appendix worksheets must be worked in alphabetical order appeared in the tab name. The worksheets are connected from previous worksheets.

### Two sections in the AAP Appendix Worksheet Excel File

There are two sections in the AAP Appendix file: 1) worksheets for data entry and 2) worksheets for publication. The worksheets that require data entry are “A. Progress Report” through “E. Determining Availability” worksheets.

The remaining f worksheets are automatically populated once A through E worksheets have been completed.

You need the Publish A to Publish F worksheets after you receive an approval memo from System Office.

## Worksheet A. Progress Report

This report examines your agency's progress in attaining the hiring goals established in the prior AAP including new hires, rehires and promotions. Therefore, the base of the measurement is the data in 2018-2020 AAP and personnel activities during the 2018-2020 AAP period.

**Required Data:** Prior AAP Underutilization; Promotion and Hires/rehires during the period that the prior AAP covered.

1. Type agency's name and data range dates (the agency's name and dates will populate to appropriate worksheets).
2. Make sure all EEO job categories are correct. If not, make corrections in cells in this worksheet.
3. Enter values for the job categories and protected group(s) that had goals (i.e., underutilization):
  - a. Total employee # from the prior AAP
  - b. Total female # from the prior AAP
  - c. Goals (i.e., availability) % from the prior AAP Underutilization Goal tables.
  - d. Total number of comparative group's hires/rehires during the 2018-2020 AAP period
  - e. Total number of comparative group's promotions during the 2018-2020 AAP period

**Note:** If your agency had no underutilization, you don't need to complete this section.

### Purpose of Worksheet A. Progress Report

The main point of this worksheet is the "Goal Met?" column. This column indicates if your agency met the goals established in the prior AAP. Examine and analyze the result(s) and good faith efforts you made to meet the goals. Were they effective in addressing your agencies underutilization? Indicate if you are planning to maintain these efforts for this plan period.

### Example:



WOMEN						
Job Categories	Total Employees in Job Group	Total Number of Women in Group	% of Women in the Group	Availability %	Availability Number	AAP 2018-2020 Number Underutilized
Officials/Administrators	10	3	30.00%	20.00%	2	-1
Professionals	50	20	40.00%	46.00%	23	3
Protective Services: Sworn	20	1	5.00%	10.00%	2	1
Technicians	15	0	0.00%	19.00%	3	3

FEMALES (Promotion includes both promoted into and within the job category.)				
Job Category	Prior AAP Total Employee #	Prior AAP Total Females #	Prior AAP Total Females %	Prior AAP Year Goals Females %
Officials/Administrators			-	
Professionals	50	20	40.00%	46.00%
Technicians	15	0	0.00%	19.00%
Protective Services: Sworn	20	1	5.00%	10.00%

Underutilization goal worksheet from the prior AAP

Underutilization goal worksheet from this plan year AAP

## Worksheet B. Separation Analysis

The purpose of this worksheet is to examine which job category, separation type, and/or protected group had higher separation during the prior AAP period.

**Required Data:** Separated Employee Demographics (Detailed Separation Analysis) during the period that the prior AAP covered.

The separation percentages were derived within the separation type by protected group to identify impact on protected group members. There are two examinations in this worksheet:

1. The total percentage indicates the percentage by separation type. For example, there were 15 separations in total. Of them, 10 employees separated due to dismissal or non-certification. The dismissal or non-certification percentage is 66.67% (10 divided by 15).
2. The “percentage type<sup>1</sup>” indicates percentages by protected group within a separation type. For example, there were 10 separations by dismissal or non-certification in total. Of them, 8 were female employees. The female dismissal or non-certification separation is 80.00% (8 divided by 10).

Total Separations								
*(Minority = Racial/Ethnic Minorities)								
Separation Type	Total #	Total %	Total Female #	Female % within Each Sep Type <sup>1</sup>	Total *Minority #	*Minority % within Each Sep Type <sup>1</sup>	Total Indv. w/Disab. #	Indv. w/ Disab % within Each Sep Type <sup>1</sup>
Dismissal or Non-Certification	10	66.67%	8	80.00%	1	10.00%	0	0.00%
Resignations Resignations	5	33.33%	3	60.00%	1	20.00%	1	20.00%
Enhanced Separation	0	0.00%	0	0.00%		0.00%		0.00%
Retirement	0	0.00%	0	0.00%		0.00%		0.00%
Death	0	0.00%	0	0.00%		0.00%		0.00%
Lay-off	0	0.00%	0	0.00%		0.00%		0.00%
Termination without Rights	0	0.00%	0	0.00%		0.00%		0.00%
<b>Total Separations</b>	<b>15</b>	<b>100.00%</b>	<b>11</b>	<b>73.33%</b>	<b>Check #</b>	<b>Check #</b>	<b>1</b>	<b>6.67%</b>

Figure 1

When the total numbers in the “Total Separations” table does not match the sum of separation numbers from each EEO job category, the Total separations table shows “Check #.” In this case, review each table if separation numbers are accurately entered in each EEO job category table.

## Worksheet C. Job Category Analysis

The purpose of this worksheet is to identify jobs consisting of the EEO job category and similarly situated in skill set.

**Required Data:** Snapshot Data

1. Enter the numbers by job codes and their titles for:
  - a. Total numbers
  - b. Females
  - c. Racial/Ethnic minorities
  - d. Individuals with disabilities

## Worksheet D. Feeder Jobs

The purpose of this report is to identify which jobs are promotable, transferable, and trainable for each job category. This will help to determine internal availability.

**Required Data:** Snapshot Data

1. Identify which jobs are feeder jobs for each EEO job category.

For example, Administrative Officer (Officials/Administrators) can be promoted to Administrative Management Director 1 (Officials/Administrators). Then, include Administrative Officer to Officials/Administrators job category as its feeder group.

Similarly, State Program Administrator Supervisor Principle (Professionals) can be promoted to the Officials/Administrators job category, this job appears as a feeder group of the Officials/Administrators job category.

2. Enter the number of incumbencies in each position for:
  - a. Females
  - b. Race/ethnicity minorities
  - c. Individuals with disabilities

## Worksheet E. Determining Availability

The purpose of this report is to identify how the agency's final availabilities were calculated.

**Required Data:** American Community Survey (2014-2018) data

1. Determine the external and internal weights. The sum of the weights must be 100.

The following approaches may assist agencies/institutions to determine the weights.

**Approach 1:** Historical data-driven approach

Examine 3 to 5 past hiring and promotion decisions/data to examine the percentage of appointments externally and internally. However, this approach doesn't capture changes in business conditions.

**Approach 2:** Reasonable opportunity assumption approach

Consider reasonable various factors affected and make reasonable assumptions based on the past practice by examining where the past appointments were from.

2. Determine a reasonable recruitment area for each EEO job category.  
For example, recruiting area is the nation for Officials/Administrative job category; Professionals is the entire state of MN, or is it limited to a smaller/more local area.
3. Open the selected reasonable recruitment geographic link at:  
<https://mn.gov/mmb/employee-relations/equal-opportunity/affirmative-action/templates-checklists-worksheets.jsp>.
4. Select a job title in the list that represents the jobs in the EEO job category.
5. Enter the percentages for females, race/ethnic minorities, and individuals with disabilities to Raw Statistics cells.
6. Describe the regions selected in Step 3 and the Census Occupation Code (COC) and its title from the list.
7. Describe how the external and internal weights were determined.

The rest of the fields will be populated including the final availabilities.

For example, the reasonable recruitment area for the Officials/Administrator job category is the entire Minnesota. Then, select Statewide Minnesota link. Next, look for the Census Occupation Code (COC) and Standard Occupation Code (SOC) title. The best represented job for the EEO job category is General and Operations Managers. Select the percentage of General and Operations Managers for female, racial/ethnic minority, and individuals with disabilities.

MINNESOTA									
Census occupation code	Census title	SOC	Labor force total	Male (%)	Female (%)	White (%)	Minority (%)	No disability (%)	disability (%)
<b>Labor Force total</b>			3,052,368	52.2	47.8	87.1	12.9	94.0	6.0
	<b>All Management Occupations</b>	<b>11-0000</b>	<b>318,272</b>	<b>60.7</b>	<b>39.3</b>	<b>93.2</b>	<b>6.8</b>	<b>96.0</b>	<b>4.0</b>
0010	Chief executives and legislators	11-1011							
		11-1031	24431	74.8	25.2	96.4	3.6	93.5	6.5
0020	General and operations managers	11-1021	17522	66.8	33.2	94.6	5.4	97.4	2.6
0040	Advertising and promotional managers	11-2011	1216	36.1	63.9	99.6	0.4	99.4	0.6
0051	Marketing managers	11-2021	12097	37.8	62.2	96.7	3.3	97.9	2.1
0052	Sales managers	11-2022	10695	67.5	32.5	94.1	5.9	98.1	1.9
0060	Public relations and fundraising managers	11-2030	1708	25.8	74.2	85.3	14.7	93.4	6.6
0101	Administrative services managers	11-3012	1332	27.4	72.6	100.0	0.0	94.5	5.5
0102	Facilities managers	11-3013	2054	75.6	24.4	92.3	7.7	97.6	2.4
0110	Computer and information systems managers	11-3021	15103	70.0	30.0	84.2	15.8	97.2	2.8
0120	Financial managers	11-3031	24636	47.6	52.4	93.9	6.1	97.9	2.1

Figure 2

Officials/Administrators							* IWD=Individuals with Disabilities		
Factor	Weight Ratio	Raw Statistics Female	Raw Statistics Minority	Raw Statistics IWD	Weighted Statistics Female	Weighted Statistics Minority	Weighted Statistics IWD*	Source of Statistics	Reasons for External and Internal Weight Ratio
1: External - Percentage of females or racial/ethnic minorities with requisite skills in the reasonable recruitment area.	70.00%	33.20%	5.40%	2.60%	23.24%	3.78%	1.82%	The American Community Survey (2014-2018) compiled by the U.S. Department of Labor, Bureau of Labor Statistics. Regions: Entire Minnesota COC and COC Title: 0020 General and Operations Manager]	Our three-year historical appoints in this job category shows 70% from external and 30% from internal movements.
2: Internal - Percentage of females or racial/ethnic among those promotable, transferable, and trainable with your agency.	30.00%	53.85%	17.95%	7.69%	16.15%	5.38%	2.31%	Employee workforce for the job classifications that constitute feeders to this job category.	
The value of weight must equal to 100.00% ->	100.00%	Final Avail %			39.39%	9.16%	4.13%		

Figure 3

## Worksheet F. Utilization Goals

The purpose of this report is to examine which EEO job category and protected group have underutilization and to show the hiring goal(s) for the AAP years.

**Required Data:** None

You do not need to enter any values in this worksheet. All data will be populated once Worksheets A through E have been completed.

### **Purpose of Worksheet F. Utilization Goals**

The point of this worksheet is to determine if underutilization exists. If “Establish Goals?” appears “If Yes, Goals for FY2020-2022” columns. The indicators are:

- “Establish Goals?” shows “Yes,” the EEO job category has a goal for the AAP period. When it shows “Yes,” a hiring goal is also established for the EEO job category.
- “Establish Goals?” shows “Monitor,” the EEO job category doesn’t have a hiring goal; however, the agency needs to monitor the EEO job category for the protected group because there will be underutilization where any incumbency’s movement occurs.

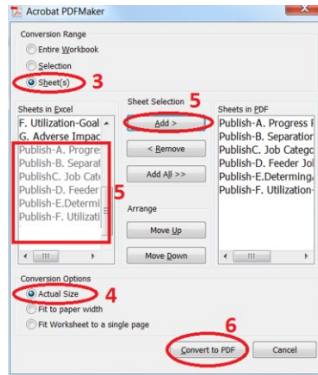
The agency can use these indications and/or hiring goals and develop strategies to attain the goals.

## **Publishing AAP Appendix Worksheets**

### **Save worksheets in excel to PDF**

Once Minnesota Management and Budget approves your agency’s AAP, the AAP and the AAP Appendix Worksheet must be published. Follow the directions to publish the worksheets:

1. Click "File" in the left upper corner.
2. Click "Save as Adobe PDF" on the left side. An "Acrobat PDFMaker" window pops up.
3. Check "Sheet(s)" under Conversion Range.
4. Check "Actual Size" under Conversion Options.
5. Select the following sheets and click "Add" button.
  - a. Publish A. Progress Report
  - b. Publish B. Separation Analysis
  - c. Publish C. Job Category Analysis
  - d. Publish D. Feeder Jobs
  - e. Publish E. DeterminingAvailability
  - f. Publish F. Utilization-Goals
6. Click "Convert to PDF."

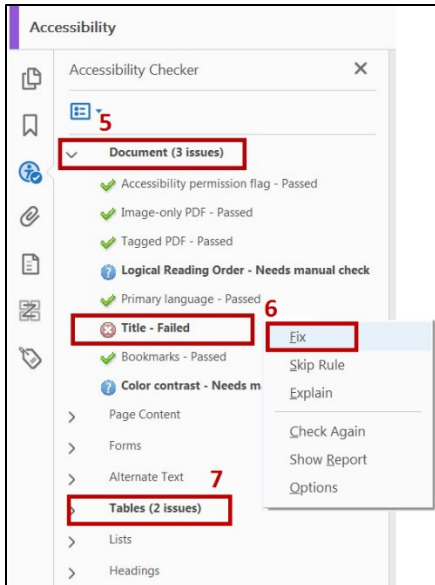


7. A warning window will pop up (it shows "Acrobat PDFMaker may not be able to convert comments and some links for protected Worksheets. Unprotect the worksheet to get these features.")
8. Click "Yes."
9. Select the location you want to save the document.
10. Type a file name and click Save.

## Check Accessibility

One more step to make the PDF accessible and complete the AAP Appendix publication. Follow the directions to make the AAP Appendix in PDF accessible:

1. Open the AAP Appendix in PDF.
2. Click "Tools" tab at the top of the PDF and click "Accessibility."
3. Click "Full check." An "Accessibility Checker Options" window will pop up.
4. Click "Start Checking." You will see "Accessibility Checker" on your left.
5. Click the inverted arrow next to "Document (3 issues)."
6. Right click on "Title – Failed," and select "Fix." You will see "Title – Passed" with a check mark.
7. Do not need to do with "Tables (2 issues)."



All worksheets will be saved in pdf format. After preparing the AAP Appendix in PDF, you can:

- a. Combine the narrative AAP and the AAP Appendix in one PDF, or
- b. Make other links for the Appendix PDF when you publish AAP and Appendix on your web site. When you select this method, you need to send both narrative AAP and AAP Appendix to the legislative library.

## Developing a Narrative Affirmative Action Plan Template

The AAP narrative template can assist agencies by simplifying AAP narrative development and allows agencies to focus more time on analyzing workforce data and content for corrective actions.

AAP must be made accessible. The following directions will assist you to develop an accessible AAP.

## Corrective Actions and Action-Oriented Programs

The purpose of this section is how you address the issues identified in the previous section, “Identification of Problem Areas.”

In this section, list all the further monitoring areas you identified, using progress report (if used), separation analyses, and utilization-goal analysis to develop corrective actions specific to further monitoring areas and timeline. The following are examples to consider as you develop your agencies corrective actions.

Areas for Further Monitoring	Corrective Actions
<p><b>Officials/Managers</b></p> <ul style="list-style-type: none"> <li>• <i>Racial/Ethnic Minorities and Individuals with Disabilities are underutilized.</i></li> <li>• <i>Lower promotional rate into this job category for females and Individuals with Disabilities, which contributes to the underutilization for these protected groups.</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>By June 30, 2021, develop an awareness or training strategy for racial/ethnic minorities and Individuals with Disabilities in the officials/managers job category to prepare for promotional opportunities.</i></li> <li>• <i>By December 31, 2020, partner with racial/ethnic minorities and Individuals with Disabilities community organizations to establish relationships to develop talent pipelines to positions in this job category. Evaluate the success of these activities at the end of this plan year.</i></li> </ul>
<p><b>Professionals</b></p> <ul style="list-style-type: none"> <li>• <i>The college/university needs to “monitor” racial/ethnic minorities because underutilization may occur by some employee movement.</i></li> <li>• <i>Individuals with Disabilities are underutilized.</i></li> <li>• <i>Data shows racial/ethnic minority professionals disproportionately leave voluntarily</i></li> </ul>	<p><i>Even though there is no underutilization of racial/ethnic minorities in this job category, it is an area that potentially will be underutilized if protected group members separate.</i></p> <ul style="list-style-type: none"> <li>• <i>By June 30, 2021, provide workshops on career ladders and develop a mentor program to support career development.</i></li> <li>• <i>Immediately review agency exit survey data for racial/ethnic minorities and conduct an analysis. Develop a plan to address any significant issues.</i></li> <li>• <i>Utilize the State of Minnesota Connect 700 program to increase exposure to state jobs in the disability community.</i></li> </ul>

## Other Action Oriented Program

In this section, list any other efforts you will make during the AAP period to address your agency’s underutilization. If the activities have been successful and you decide to continue them for this plan period, list them in this section. The AAP template includes some examples.



## Bold and Red Fonts in Brackets

The AAP narrative template contains descriptions in bold and red [ ]. The description brackets include instructions when developing your agency's AAP. After editing as the instruction indicate, delete the brackets and instructions.

Example 1:

This statement reaffirms **[insert agency name]** is committed to Minnesota's statewide affirmative action efforts....

update to

This statement reaffirms Minnesota Management and Budget is committed to Minnesota's statewide affirmative action efforts....

Example 2:

The agency's Affirmative Action Plan is available to all employees on the agency's internal website at **[internal website URL and hyperlink here.]** or in print copy to anyone who requests it.

update to:

The agency's Affirmative Action Plan is available to all employees on the agency's internal website at [MMB AAP](https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/) (https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/) or in print copy to anyone who requests it.

## Hyperlink

When you create a hyperlink to the AAP template, make a hyperlink and write the URL with parentheses in case the link does not work and follow up is required.

Example:

[MMB AAP \(https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/\)](https://mmb.extranet.mn.gov/mmb-extranet/hr-toolbox/)

However, do not change hyperlinks in policies.

## Table Accessibility

Write "blank" or "no data" in a cell and make the font in white for accessibility. The screen reader will read it as a blank cell(s) in the table for those who use screen readers.

Example:

x indicates the job categories and protected groups that have underutilization.

Job Categories	Female	Racial/ Ethnic Minorities	Individuals with Disabilities
Officials & Administrators	x	blank	blank
Professionals	blank	x	x
Technicians	blank	blank	blank
Paraprofessionals	blank	x	blank
Office/Clericals	blank	blank	blank
Service Maintenance	x	x	x

Then, make the “blank” font in white and the final table looks like below:

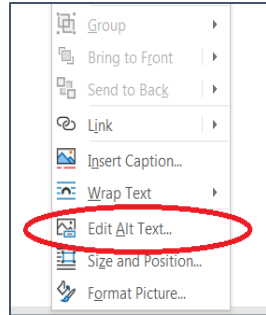
x indicates the job categories and protected groups that have underutilization.)

Job Categories	Female	Racial/ Ethnic Minorities	Individuals with Disabilities
Officials & Administrators	x		
Professionals		x	x
Technicians			
Paraprofessionals		x	
Office/Clericals			
Service Maintenance	x	x	x

## Alternate Text

Whenever a picture and/or snapshot is added, they need alternate text describing what they are.

1. Click the picture/snapshot after inserting it in the document.
2. Right click and select “Edit Alt Text”.



3. "Alt Text" field will be on the right side of the document.
4. Describe what the picture/snapshot is.



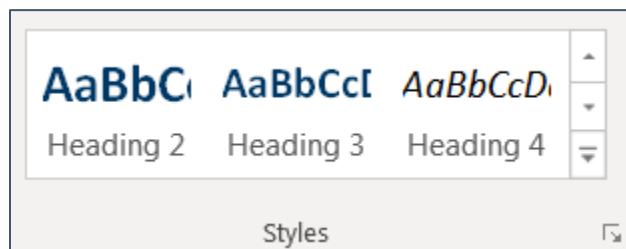
The alternate text for this picture is "Minnesota logo."

5. Close the "Alt Text" field.

## Editing the Table of Content

### Making Headings Appear on the Table of Contents (TOC)

The 2020-2022 AAP template is set to show three levels in the Table of Contents (TOC). Those levels are derived from the font styles from "Styles" ribbon at the top (i.e., Heading 1, Heading 2, and Heading 3).



If you want to make the content appear as Level 1, highlight the content and select Heading 1 from the Styles list. In the template, the "Statement of Commitment" is Level 1. To make them Level 1, simply go to the content page, highlight "Statement of Commitment" and click Heading 1.

“A. Commissioner” is Level 2. Go to the content page, highlight “A. Commissioner” and click Heading 2.

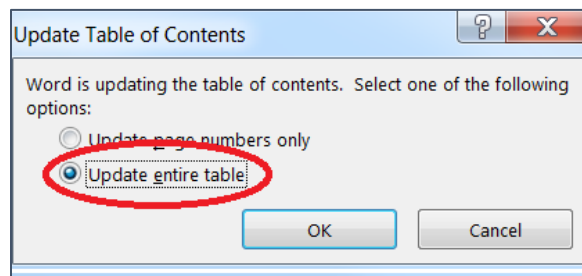
<b>Table of Contents</b>	
<b>Statement of Commitment</b> .....	<b>4</b>
<b>Executive Summary</b> .....	<b>5</b>
<b>Organizational Profile</b> .....	<b>7</b>
<b>Individuals Responsible for Directing/Implementing the Affirmative Action Plan</b> .....	<b>8</b>
A. Commissioner .....	8
B. Affirmative Action Officer .....	9

However, you will not see the update in the Table of Contents until you take the TOC update process shown in the next section.

## Updating Table of Contents

After you have completed your document, you can update the TOC. Follow the below steps to update the TOC:

1. There are two ways to update the TOC:
  - a. Right click on anywhere on “Table of Contents” then, select “Update Field” or
  - b. Go to “References” and click “Update Table.”
2. Check “Update entire table” and click “OK.” The TOC will be updated to reflect the changes in the heading levels.



## Saving the AAP Narrative in PDF

It is recommended to save the narrative AAP in pdf from word format. Refer to the following directions to save the narrative AAP in pdf.

1. Make sure the AAP in word is accessible:
  - a. Tables have “blank” in any empty cells and change to white font.

- b. Snapshots have alternate texts.
  - c. Hyperlinks have a whole URL.
  - d. Table of Contents has been updated.
2. Go to “File” at the top-left corner.
  3. Click “Save as Adobe PDF” on the left side.
  4. Type a file name and select “PDF files” in the “Save as type” field.
  5. Click “OK.”
  6. Check Accessibility of the PDF

**Note: Select 600 dots per inch (PDI) or high resolution when you select to scan the narrative AAP.** In this way, a screen reader is highly likely to be able to read the scanned file.

## Checking Final Accessibility of the Narrative AAP in PDF

Check accessibility of the Narrative AAP after making it in PDF by taking the steps in Saving the AAP Narrative in PDF or making it by scanning.

1. Open the PDF made from the word document.
2. Click “Tools” on top of the PDF.
3. Click “Accessibility.”

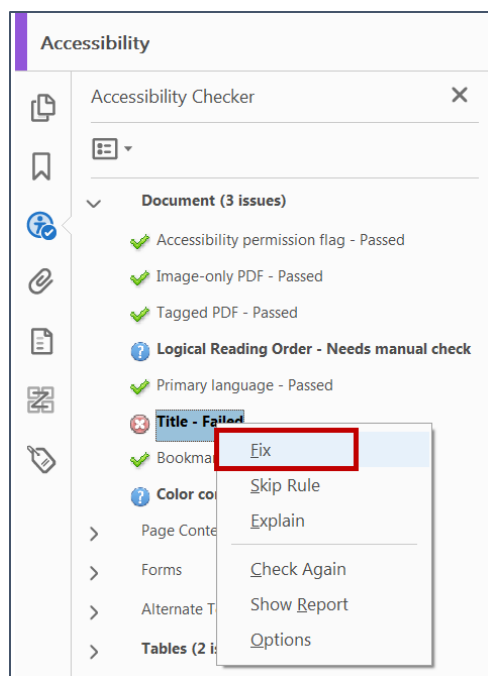


4. Click “Accessibility Check.”



You will see an “Accessibility Checker Options” window. Click “Start Checking.”

5. Right click on “Title – Failed” under “Document (3 issues)” on your left.



6. Click “Fix.”
7. Save the PDF.

## Approval Process

To reduce process time for both agencies and Minnesota Management and Budget (MMB), the approval process was modified as follows:

1. Submit an AAP in a word document and AAP Appendix worksheets in excel format to:  
System Office ([andriel.dees@minnstate.edu](mailto:andriel.dees@minnstate.edu)) **WITHOUT** signatures and dates
2. Make changes based on feedback provided to the AAP and/or AAP Appendix if requested; resubmit to:  
System Office ([andriel.dees@minnstate.edu](mailto:andriel.dees@minnstate.edu)) **WITHOUT** signatures and dates
3. Receive updates and/or acceptance from MMB.
4. Obtain signatures and dates from the agency Commissioner and other responsible people.
5. Make the AAP with signatures and AAP Appendix into PDF format.
6. Submit the AAP and AAP Appendix in PDF format to MMB.
7. Receive an approval memo from MMB.

8. Mail two hard copies of your educational institution's AAP to the MN Legislative Reference Library via USPS or interoffice mail to:

MN Legislative Reference Library  
645 State Office Building  
100 Rev. Dr. Martin Luther King Jr. Blvd  
St. Paul, MN 55155-1050

Post the AAP on web site and send the URL to System Office ([andriel.dees@minnstate.edu](mailto:andriel.dees@minnstate.edu)).

9. Email one electronic copy of your educational institution's AAP to the MN Legislative Reference Library at [reports@lrl.leg.mn](mailto:reports@lrl.leg.mn).