

Minnesota  
STATE COLLEGES  
& UNIVERSITIES

OFFICE OF THE CHANCELLOR

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January 12, 2012

Dr. Larry Lundblad, President  
Central Lakes College  
501 West College Drive  
Brainerd, MN 56401

Dear Dr. Lundblad:

In our letter dated October 3, 2011, we indicated that the Diversity and Equity division of Minnesota State Colleges and Universities is responsible for monitoring compliance with the Standards and Guidelines Governing Civil Rights in Career and Technical Education Programs as mandated by the Office for Civil Rights, United States Department of Education. Per our request, Central Lakes College submitted documentation as verification that you are implementing your Voluntary Compliance Plan. Your Voluntary Compliance Plan was reviewed and approved in our letter dated March 31, 2011. We are very much aware of the extensive effort and time commitment such a request requires; therefore, we would like to commend Central Lakes College for the excellent work on collecting and presenting this information for our review.

This letter serves as notification of our Monitoring Report Findings. In addition, we have provided a summary of the findings on the two enclosed charts. We offer you the opportunity to discuss these findings in detail. If you have questions or need additional information, please contact Renée Hogoboom at 651-201-1592 or [renee.hogoboom@so.mnscu.edu](mailto:renee.hogoboom@so.mnscu.edu).

**E. Accessibility – Facilities**

*Monitoring Finding: F. Accessibility – Facilities compliance status remains one of corrective action required.*

Please see the attached Voluntary Compliance Tracking Form for progress on each detailed issue.

This guideline/standard will be changed to comply when handrails have been installed on the path to the softball fields at the Brainerd campus and the men and women's restrooms in the student commons at the Staples campus have been remodeled to meet current ADA standards.

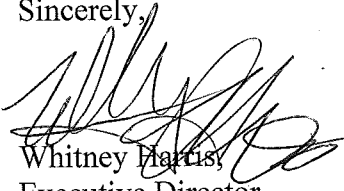
**R. Cooperative Education – Job Placement**

*Monitoring Finding: R. Cooperative Education – Job Placement compliance status changes from one of corrective action required to complies.*

Based on the results of this monitoring report, one guideline/standard remains in a status of corrective action required.

We would like to reiterate our commitment to assisting you in achieving your Voluntary Compliance Plan objectives. As directed by the Office of Civil Rights, we will continue to monitor guidelines which are not yet in compliance. **We anticipate the next review of your Voluntary Compliance Plan progress will be due September 1, 2012.** A letter will be sent in July reminding you of the next progress update. In the interim, please let us know if we can be of further assistance.

Sincerely,



Whitney Harris  
Executive Director  
Diversity and Multiculturalism

cc: Renée Hogoboom, Associate Director of Diversity and Multiculturalism  
Bill Warner, Team Leader  
Mary Sam, Administration

Enclosures: Voluntary Compliance Plan Tracking Form  
Monitoring Chart

## Minnesota State Colleges and Universities Voluntary Compliance Plan Monitoring Status Chart

**College: Central Lakes College**

**Final Notification of Findings: January 4, 2011**

**On-Site Review: November 2-4, 2011**

**Voluntary Compliance Plan Approved: March 31, 2011**

Guideline/Standard	Final Findings Status Date: 1/4/2011	Monitoring Report Status Date: 12/1/11	Monitoring Report Status Date:	Monitoring Report Status Date:	Comments
<b>Part I: Procedural Requirements</b>					
A. Assurances	<b>Complies</b>				No action required
B-1 Policy Adoption	<b>Complies</b>				No action required
B-2. Policy Dissemination	<b>Complies</b>				No action required
C. Specific Employee Designation	<b>Complies</b>				No action required
D. Adoption and Publication of Grievance Procedures	<b>Complies</b>				No action required
E. Accessibility – Facilities	<b>Corrective Action Required</b>	<b>Corrective Action Required</b>			Corrective Action Required – See Voluntary Compliance Tracking Form for specific actions

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<b>Guideline/Standard</b>	<b>Final Findings Status Date: 1/4/2011</b>	<b>Monitoring Report Status Date: 12/1/11</b>	<b>Monitoring Report Status Date:</b>	<b>Monitoring Report Status Date:</b>	<b>Comments</b>
<b>Part II: OCR 1. Guidelines Access and Admissions</b>					
F. Accessibility – Admissions	<b>Complies</b>				No action required
G. Admissions Criteria	<b>Complies</b>				No action required
H. Limited English Proficiency (LEP)	<b>Complies</b>				No action required
I. Disabilities	<b>Complies</b>				No action required
<b>2. Counseling and Prospects for Success</b>					
J. Counseling	<b>Complies</b>				No action required
K. Prospects for success	<b>Complies</b>				No action required
L. Recruiting	<b>Complies</b>				No action required
M. Communicating LEP and Hearing Impaired	<b>Complies</b>				No action required

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N. Promotional Activities	<b>Complies</b>				No action required
<b>3. Equal Opportunity</b> O. Disabled (Secondary)	<b>Complies</b>				No action required
P. Financial Aid	<b>Complies</b>				No action required
Q. Facilities (Gender – Disability Access)	<b>Complies</b>				No action required
4. Cooperative, Job Placement, and Apprenticeships R. Cooperative Education – Job Placement	<b>Corrective Action Required</b>	<b>Complies</b>			No action required
S. Apprenticeships	<b>Complies</b>				No action required
<b>5. Employment</b> T. Recruitment	<b>Complies</b>				No action required
U. Employment	<b>Complies</b>				No action required

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V. Salary	<b>Complies</b>				No action required
W. Employment - Disabled	<b>Complies</b>				No action required
X. Past Discrimination	<b>Complies</b>				No action required
Y. Personal Activity Report	<b>Complies</b>				No action required
<b>6. Facilities</b>					
Z. Site Selection	<b>Complies</b>				No action required
AA. Facilities (Added, Modified, or Renovated)	<b>Complies</b>				No action required
BB. Centers, Branches or Annexes	<b>Complies</b>				No action required
CC. Student Housing	<b>Complies</b>				No action required.

(Updated 12/1/2011)

## Voluntary Compliance Plan Tracking Form

College: Central Lakes College

VCP Approval Date: March 31, 2011

Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility - Facilities</b>			
Parking Lots – 1. The handicapped parking spaces for the west parking lot and sidewalk from the Greenhouse to the Main building are across a parking lot road. There were no detectable warnings on the sidewalk leading to the handicapped parking spaces across the parking lot road. - Add detectable warnings to the sidewalk leading to handicapped parking to comply with ADA 4.29.2.	Spring 2011	August 2011	<b>Complete</b>
2. The four handicapped parking spaces for the softball field did not have signs indicating handicapped parking. – Install signage designating handicapped parking to comply with ADA Standard 4.6.4.	Spring 2011	October 2011	<b>Complete</b>
3. A blacktopped path leading to softball fields from the handicapped parking lot is approximately 50 feet in length with a dogleg, with no landings. In addition, the path has a slope of 11.0%, 9.3%, 10.7% and 8.7% at various locations. There are no handrails. – Install a ramp to the softball that has a maximum slope of 1:12 and complies with ADA 4.8.4 and 4.8.5.	February 2011		<b>In Process</b> – A ramp has been completed (August 2011) and the handrails will be installed in March 2012.

## Voluntary Compliance Plan Tracking Form

College: Central Lakes College

VCP Approval Date: March 31, 2011

Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility - Facilities</b>			
<b>Main Building – Science</b>			
4. Emergency shower pull handles are located too high to meet readily accessible standard in the following areas: E 300 Chemistry Lab, E306 Biology Lab, E 312 Biology Lab. - Adjust pull handles to comply with appropriate ADA standard.	February 2011	February 28, 2011	<b>Complete</b>
5. Men’s and women’s restrooms located by the Fireside Lounge and by room E460 indicated that the restrooms were handicapped accessible and they were not. – Remove signage indicating they are handicapped accessible.	February 2011	February 28, 2011	<b>Complete</b>
6. Men’s and women’s restrooms by Fireside Lounge – Door pressure exceeded 5 lbs of pressure. – Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule to comply with ADA 4.13.11.	December 2010	February 28, 2011	<b>Complete</b>
<b>Main Building - Gym</b>			
7. Men’s and women’s locker room restrooms – Door pressure exceeded 5 lbs of pressure. – Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule to comply with ADA 4.13.11.	December 2010	February 28, 2011	<b>Complete</b>



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College: Central Lakes College

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Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility – Facilities</b>			
<b>Main Building – Gym (continued)</b>			
8. Men’s and women’s locker rooms – The hair dryers are mounted 75 inches and 70 inches high respectively. - Adjust the hair dryers to comply with appropriate ADA standard.	February 2011	February 28, 2011	<b>Complete</b>
9. Men’s restroom (next to E118) and women’s restroom (next to E115) are both marked as handicapped accessible. The restrooms are not handicapped accessible. – Remove signage that indicated these restrooms are handicapped accessible.	February 2011	February 28, 2011	<b>Complete</b>
<b>Main Building – Fine Arts</b>			
10. Unisex restroom – Door pressure exceeds 5 lbs of pressure. – Adjust door pressure to 5 lbs. or less and check pressure on a regular schedule to comply with ADA 4.13.11.	December 2010	February 28, 2011	<b>Complete</b>
<b>Main Building – College Center</b>			
11. Door pressure exceeded 5 lbs of pressure. Adjust door pressure on the rooms listed below to 5 lbs. or less and check pressure on a regular schedule to comply with ADA 4.13.11. <ul style="list-style-type: none"> <li>• C229                      • C237</li> <li>• C209</li> <li>• Men’s and women’s restrooms across from C232</li> <li>• Unisex restroom (across from C125)</li> </ul>	December 2010	February 28, 2011	<b>Complete</b>

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Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility – Facilities</b>			
<b>Main Building – College Center</b>			
12. Unisex restroom (across from C125) – The restroom does not have grab bars. – Install grab bars to comply with ADA standard 4.17.6 and 4.26.	Spring 2011	August 2011	<b>Complete</b>
<b>Main Building – West Wing</b>			
13. Door pressure exceeded 5 lbs of pressure. Adjust door pressure on the rooms listed below to 5 lbs. or less and check pressure on a regular schedule to comply with ADA 4.13.11. <ul style="list-style-type: none"> <li>• W145</li> <li>• W147</li> <li>• W160</li> <li>• W215</li> <li>• Hallway door to Auto &amp; Marine &amp; Small Engines</li> <li>• W233</li> <li>• W242</li> <li>• W245</li> <li>• W246</li> <li>• W249</li> <li>• Men’s and women’s restrooms (next to W233)</li> <li>• Unisex restroom (W264)</li> <li>• Unisex restroom (near W155)</li> <li>• Men’s restroom (next to W114)</li> <li>• Women’s restroom (next to 114)</li> </ul>	December 2010	February 28, 2011	<b>Complete</b>

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College: Central Lakes College

VCP Approval Date: March 31, 2011

Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility – Facilities</b>			
<b>Main Building – West Wing (continued)</b>			
<b>Greenhouse</b>			
14. Unisex restroom – Door pressure exceeds 5 lbs of pressure – Adjust door pressure to 5 lbs. or less, and check pressure on a regular schedule to comply with ADA 4.13.11.	December 2010	February 28, 2011	<b>Complete</b>
<b>Staples Campus</b>			
15. Parking Lot – The handicapped parking spaces servicing building entrance #29 and the main front entrance are located across a parking lot road. There were no detectable warnings on the sidewalk leading to the handicapped parking spaces across the parking lot road. – Add detectable warnings to the sidewalk leading to handicapped parking to comply with ADA 4.29.2.	Spring 2011	August & September, 2011	<b>Complete</b>

## Voluntary Compliance Plan Tracking Form

College: Central Lakes College

VCP Approval Date: March 31, 2011

Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility – Facilities</b>			
<b>Staples Campus</b>			
15. Door pressure exceeded 5 lbs. of pressure. Adjust door pressure on the rooms listed below to 5 lbs. or less and check pressure on a regular schedule to comply with ADA 4.13.11. <ul style="list-style-type: none"> <li>• B109</li> <li>• B155</li> <li>• D101</li> <li>• Men’s restroom (across from C116)</li> <li>• Women’s restroom (across from C116)</li> <li>• A115</li> <li>• A132</li> <li>• A137</li> <li>• B262</li> </ul>	December 2010	February 28, 2011	<b>Complete</b>
16. Robotics Lab (D101) – The access to the lab work area is 27 inches due to placement of tables and equipment cords on the floor. – Ensure that entrance area has a minimum clear width for a single wheelchair passage is 32 inches.	February 2011	February 28, 2011	<b>Complete</b>
17. Diesel Shop (E130) – Emergency shower pull handles are located too high to meet readily accessible standard. – Adjust pull handles to comply with appropriate ADA standard.	February 2011	February 28, 2011	<b>Complete</b>

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Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility – Facilities</b>			
<b>Staples Campus</b>			
18. Unisex restroom (In room E100) – The restroom is not accessible due to the width of the entry door being less than 32 inches. – Install signage to indicate the nearest handicapped accessible restroom or designate as an employee only restroom.	February 2011	February 28, 2011	<b>Complete</b>
19. Room A114 has a ramp to enter the room with a slope that measures 13.7% in one location and 17.2% in another location. Room A112 has a similar ramp with a slope that measures 10.5% in one location and 9.1% in another location. – Ramps should be altered to comply with current ADA standard 4.8.2 and 4.8.5.	February 2011	August 2011	<b>Complete</b>
20. Men’s restroom (B105) and women’s restroom (B106) are not handicapped accessible and there is not signage indicating the location of the nearest handicap accessible restroom. - Install signage indicating the location of the nearest handicapped accessible restroom.	February 2011	February 28, 2011	<b>Complete</b>

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Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility - Facilities</b>			
<b>Staples Campus</b>			
21. The men's and women's restrooms in the student commons are not handicapped accessible; therefore the main building addition does not have a readily accessible restroom and there are no accessible restrooms within a reasonable distance. The entire campus has only one set of accessible restrooms. – Remodel men's and women's restroom in the main building addition to meet current ADA standards for toilet stalls (4.17).	January 2011		<b>In Process</b> – Scheduled for remodel in summer 2012.
22. The second floor men's (B260) and women's (B259) restrooms are not handicapped accessible. – Remodel men's and women's restrooms to meet current ADA standards for toilet stalls (4.17)	January 2011	August 2011	<b>Complete</b>
23. Science lab – Room B262 – Emergency shower pull handles are located too high to meet readily accessible standard. – Adjust pull handles to comply with appropriate ADA standard.	February 2011	February 28, 2011	<b>Complete</b>

## Voluntary Compliance Plan Tracking Form

College: Central Lakes College

VCP Approval Date: March 31, 2011

Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility - Facilities</b>			
<b>Staples West Campus – Heavy Equipment Program</b>			
24. Parking lot – There are three handicapped accessible parking spaces, with one designated as van accessible. The handicapped parking spaces did not have signs indicating handicapped parking. – Install signage designating the Handicapped parking spaces. (ADA Standard 4.6.4 – Signage)	Spring 2011	August and September 2011	<b>Complete</b>
25. Men’s and women’s restrooms (across from W122) are identified as handicapped accessible, however there are no grab bars. – Install grab bars to comply with ADA Standard 4.26.	Spring 2011	September 2011	<b>Complete</b>
26. Door pressure exceeded 5 lbs of pressure. Adjust door pressure on the rooms listed below to 5 lbs. or less and check pressure on a regular schedule to comply with ADA 4.13.11. <ul style="list-style-type: none"> <li>• Men’s restroom – across from W122</li> <li>• Women’s restroom – across from W122</li> <li>• Men’s restroom – hallway to Heavy Equipment Lab</li> <li>• Women’s restroom – hallway to Heavy Equipment Lab</li> </ul>	February 2011	February 28, 2011	<b>Complete</b>

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Noncompliance Guideline/Standard	Beginning Date	Completion Date	Progress Update Status
<b>E. Accessibility - Facilities</b>			
<b>Staples West Campus – Heavy Equipment Program</b>			
27. Heavy Equipment Lab – . Emergency shower pull handles are located too high to meet readily accessible standard. – Adjust pull handles to comply with appropriate ADA standard.	December 2010	February 28, 2011	<b>Complete</b>
<b>R. Cooperative Education – Job Placement</b>			
28. Revise internship agreements in the following programs to include appropriate nondiscrimination statement: <ul style="list-style-type: none"> <li>• Child Development</li> <li>• Young Child Education</li> <li>• Dental Assisting</li> <li>• Help Desk Certificate</li> <li>• Medical Assistant</li> <li>• Video Production</li> </ul>	March 2011	November 2011	<b>Complete</b>