



# Ease with Civil Rights

New Mexico State University • College of Agriculture and Home Economics • Cooperative Extension Service

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*Simple justice requires that public funds, to which all taxpayers of all races contribute, not be spent in any fashion which encourages, entrenches, subsidizes or results in racial discrimination.*  
—President John F. Kennedy, 1963



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## Questions Everyone Should Be Able to Answer

Here are a couple of questions all NMSU CES employees should be prepared to answer from a Cooperative State Research, Education, and Extension Service (CSREES) civil rights reviewer as well as a state reviewer.

1. Where do you see yourself in the organizational chart for civil rights purposes?
2. When was the last civil rights training you received?
3. What procedures and policies are in place for planning/advisory committees?
4. How diverse is your current advisory committee(s) as compared to the population?
5. How have your advisory committees helped reach and maintain parity?

These questions are straight from a list provided by CSREES civil rights. One thing that can be expected during a federal civil rights review is interviews of the entire county office's staff. That means all employees should be able to answer these questions and know their civil rights responsibilities.

## Quick Facts

**Who is responsible for civil rights?** All NMSU CES employees

**Failure to comply with civil rights** results in stagnant programming and jeopardizes federal funding for Extension programs.

**All reasonable efforts** include advising all potential recipients of program availability, displaying the "... And Justice for All" poster, maintaining contacts with grassroots organizations, using the affirmative action clause, and photos and graphics that depict a diverse audience.

**Affirmative Action** is an implementation of proactive measures to assure equal opportunity mandated by Title VI of the Civil Rights Act of 1964. Affirmative Action activities are undertaken to compensate for historic discrimination and its continuing impact.

*You can only protect your liberties in this world by protecting the other man's freedom. You can only be free if I am free.*  
—Clarence Darrow



## **Title VI of the Civil Rights Act of 1964**

Cooperative Extension Service employees should know about the many laws that are part of the Civil Rights Act of 1964. One of these is Title VI. This law pertains to entities receiving federal assistance with respect to programming.

**Title VI of the Civil Rights Act of 1964 specifies that no person in the U. S. shall, on the grounds of race, color, religion, sex or national origin, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving federal financial assistance. Affirmative Action measures should be taken to assure equal opportunity and make up for historic and continuing discrimination.**

## **New Tools**

There are a few new tools that have been developed to aid counties with civil rights compliance. To begin, everyone should become familiar with the civil rights Web site at: [cahe.nmsu.edu/civilrights](http://cahe.nmsu.edu/civilrights). Mandatory forms for

the civil rights files as well as forms that are suggested tools are available on the Web site. The updated civil rights file guide is also available here. If you have not made the new changes to your civil rights files identified in the civil rights file guide, now is the time. For example, beginning in 2006, new additions to the county mailing list must be identified by year added. This demonstrates “all reasonable efforts” as counties are demonstrating their efforts to reach new audiences. Other things to look for on the Web site are links to other resources,

the director’s annual memo, tip sheets, and topic suggestions for civil rights staff meetings.

Mock civil rights files are another tool that is being developed, which may be checked out from the civil rights office. Many thanks to Phil Wright in Doña Ana County for this progressive idea. Two sets of civil rights files have been established with examples of what should be included in each file. These will be available for counties to check out and compare with their files to ensure compliance.

A Cooperative Extension Service new hire civil rights training packet is also being created. This will include tip sheets, summaries of the laws and the file guide. Please remember that all CES employees have civil rights responsibilities. When someone joins your team, it is important to begin discussions of these responsibilities. This tool will begin the process of informing new hires in this area.

## **Common Findings**

During the civil rights reviews, there were some common things that were identified as areas that need improvement. Most counties are not

consistently coding their civil rights artifacts by gender and ethnicity and summarizing the data. This needs to be done for mailing lists, attendance sheets, advisory committee meetings and leader trainings.

The acceptable method of coding your materials is to code gender and ethnicity by each individual name. For example, H-F for Hispanic female. At the end of the document, you will summarize the data, such as 20 H-F representing 20 Hispanic females in total attendance. This data paints a picture for you and a reviewer answering the question of "Are you achieving parity with participation in your programs?"

Another common finding was the inconsistent use of the ADA statement and the Affirmative Action clause on program announcements. These two statements are mandatory on program announcements. They are inviting statements that let the entire community know that all are welcome to attend your programs. They also let people with disabilities know we will make reasonable accommodations to meet their needs. These statements are listed below if you don't have them on file.

**Note: The Affirmative Action clause should be on all materials, not just program announcements. This includes newsletters and newspaper articles.**

### **Affirmative Action Clause**

New Mexico State University is an equal opportunity/affirmative action employer and educator. NMSU and the U.S. Department of Agriculture cooperating.



### **ADA Statement**

If you are an individual with a disability who is in need of an auxiliary aid or service please contact \_\_\_\_\_(Name) at \_\_\_\_\_ (Phone Number) by \_\_\_\_\_. (Deadline: should be at least 2 weeks)

**Note:** Give a two week cut-off date before the date of your program to allow yourself plenty of time to make accommodations. It could be difficult to make an accommodation if someone notifies you the day before an event.

If you do have a request for accommodations, contact your district director immediately.

## **Civil Rights Reviews 2006**

Thank you to all who participated in the civil rights reviews this spring. The counties did a tremendous job preparing for the review. The counties reviewed were: Cibola, McKinley, Dona Ana, Guadalupe, De Baca, Chaves, and Lincoln. The review team members that helped this year were:

- Chris Allison
- Martha Archuleta
- Terry Canup
- Gerald Chacon
- Edmund Gomez
- Wendy Hamilton
- Bruce Hinrichs
- Frank Hodnett
- Laura Orta
- Octavio Ramirez
- Rick Richardson
- Linda Schultz
- Charlie Siepel
- Sam Suina
- Mindy Turner

## Who's Up for Civil Rights Reviews in 2007?

San Juan County	Union County
Santa Fe County	Luna County
Colfax County	Otero County
Harding County	Alcalde

Don't wait until the last minute to get your civil rights files in order. There have been changes made to the file guide that you will be responsible for.

The new file guides are available on the civil rights Web site at:

[cahe.nmsu.edu/civilrights](http://cahe.nmsu.edu/civilrights)

*If we always do  
what we have  
always done...  
Then, we will  
always get what we  
have always gotten!*  
—Unknown



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