

AFFIRMATIVE ACTION PLAN



MOHAWK VALLEY

COMMUNITY COLLEGE

2007-2010

Approvals: College Senate: April 3, 2007, Board of Trustees: April 23, 2007

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STATEMENT OF POLICY

The following policy was adopted by the Mohawk Valley Community College Board of Trustees on February 13, 1996:

Non-Discrimination and Affirmative Action as Related to Admissions, Educational Programs and Activities, and Equal Employment Opportunity.

WHEREAS, Mohawk Valley Community College strongly subscribes to the philosophy of equality of opportunity for all persons regardless of race, creed, color, sex, religion, national origin, ancestry, age, disability, marital status, sexual orientation, and veteran status, with respect to admissions, educational programs, employment and campus life and

WHEREAS, to implement this philosophy, a strong affirmative action program is required to advance the hiring, promotion, enrollment, retention, and opportunities for business with the College of members of under represented groups, and

WHEREAS, the College has developed and published a comprehensive Affirmative Action Plan, now therefore be it

RESOLVED that this affirmative action philosophy will be integrated into all functions of the College and operationalized through the Affirmative Action Plan.

EQUAL EMPLOYMENT OPPORTUNITY

AFFIRMATIVE ACTION POLICY

MVCC is committed to the fundamental principle of maintaining employment policies and practices which are fair to all employees and applicants and which promotes balanced campus programs and activities meeting the needs of a multi-cultural student body. A diverse staff which can serve as role models for MVCC's diverse student body improves the quality of education for our students.

It is the policy of MVCC to comply with applicable federal and state regulations and guidelines which guarantee equal employment opportunity to all applicants and employees without regard to race, creed, color, sex, age, religion, marital status, sexual orientation, national origin, disability, or veteran status.

While equal employment opportunity and affirmative action is everyone's responsibility, the Director of Human Resources, has been assigned overall responsibility for the College's equal opportunity/affirmative action programs and has been designated as Affirmative Action Officer and Title IX Coordinator. The director can be contacted at the Utica Campus, Academic Building Room 113, (315) 792-5496.

DISSEMINATION OF THE AFFIRMATIVE ACTION POLICY AND PLAN

Basic to the effectiveness of this Affirmative Action Plan is the awareness of MVCC's commitment to equal employment and affirmative action and of its related goals. Awareness is achieved through a variety of means.

Internal Dissemination

The MVCC policy statement is included in the College Catalog, the Student Handbook, and The Faculty Staff Handbook. The Faculty Staff Handbook is given to new hires as part of their orientation and to all employees each year. Other internal means of dissemination are the display of equal employment opportunity posters, statements on job postings, and internal advertisements of vacant positions. All state that the College is an equal employment opportunity affirmative action employer.

External Dissemination

Effective implementation of the Affirmative Action Plan also involves the external dissemination of the affirmative action policy. External dissemination is affected through some of the methods employed for internal dissemination as well as through special efforts to reach those outside the college. In all publications and electronic information sources where pictures of people appear, the pictures represent the full range of diversity. Publications, electronic media, and advertisements contain the non-discrimination statement. The College also notifies subcontractors, vendors, and suppliers of the College's obligations and requests appropriate action on their part. The College includes the equal employment opportunity clause in all bid packages.

RESPONSIBILITY FOR IMPLEMENTATION

Responsibility for implementation of the College's Equal Opportunity Policy and Affirmative Action Program rests with all employees of the College. The Director of Human Resources, has been specifically designated as responsible for administration of the Equal Employment/Affirmative Action Policy and the Affirmative Action Plan, and is the College's Affirmative Action Officer.

The responsibilities of the Officer include:

1. Developing the College's Equal Employment Policy/Affirmative Action Policy statements and Affirmative Action Plans, for review by the Affirmative Action Committee and approval by the College Senate.
2. Assisting in the identification of problem areas.
3. Assisting College officials in finding solutions to problems.
4. Designing and implementing audit and reporting systems that will:
 - a) measure the effectiveness of the College's programs;
 - b) indicate the need for remedial action;
 - c) determine the degree to which the College's goals and objectives have been met;
5. Serving as liaison between the College and enforcement agencies.
6. Serving as liaison between the College and minority organizations, female organizations and community action groups concerned with employment opportunities of minorities and females as needed.
7. Keeping MVCC officials informed of the latest developments in the entire equal opportunity affirmative action area.

8. Auditing the hiring, transfer, and promotion patterns to identify obstacles to the attainment of the College's goals and objectives.
9. Reviewing the plan with all administrators to ensure that the policy is understood and is followed in all personnel activities.

The Responsibilities of Administrators includes assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.

The Responsibilities of the Affirmative Action Committee include:

The Affirmative Action Committee is a committee of the College Senate. The following duties and responsibilities are as adopted by the College Senate as of the date of the plan:

General Charge: The Affirmative Action Committee serves in a "watchdog" capacity, acting as an advocacy group for affirmative action on campus and advising the President and the Affirmative Action Officer.

The Affirmative Action Committee performs the following functions as needed:

1. Meets to conduct its on-going business.
2. Reviews and recommends search procedures and examines the outcome of every hiring search.
3. Reviews and recommends procedures for investigating discrimination-related complaints from all segments of the college community.
4. Assists in the development and implementation of affirmative action workshops,

in-service training and special efforts to promote affirmative action and multi-cultural understanding.

5. Reviews all College publications and electronic information sources for language and pictures of historically under-represented groups.
6. Compiles and periodically updates the Affirmative Action Plan.
7. Submits an annual report outlining the Committee's most recent accomplishments and current priorities.

The composition of the Affirmative Action Committee is as follows:

Administrative	2
Academic	2
Student Services	1
At-Large	2
Students	1
Affirmative Action Officer	(ex-officio)

Appointed term of office for members is three (3) years, except for the initial term which shall be as follows:

Administrative and Student Services	3 years
Academic and At-Large	2 years
Students	1 year

ORGANIZATIONAL PROFILE

As of March 1, 2006

Mohawk Valley Community College's Full-Time Workforce

MVCC EMPLOYEES		MALES							FEMALES					
JOB CATEGORY	Total Employees	Total	White (Non-Hispanic)	Black/African American	Asian/Pacific Islander	American Indian/Alaskan Native	Hispanic	Non-Resident Alien	Total	White (Non-Hispanic)	Black/African American	Asian/Pacific Islander	American Indian/Alaskan Native	Hispanic
FACULTY	136	85	77	1	3		3	1	51	48	2	1		
ADMINISTRATION	38	27	26	1					11	10				1
PROFESSIONALS	66	29	27	2					37	35	1	1		
SECRETARIAL/ CLERICAL	66	4	3	1					62	61	1			
TECHNICAL/PARA- PROFESSIONAL	23	12	11	1					11	10	1			
SKILLED	12	12	12						0					
SERVICE/ MAINTENANCE	55	51	43	5		1	1	1	4	4				
TOTAL	396	220	199	11	3	1	4	2	176	168	5	2		1

PLACEMENT OF INCUMBENTS IN JOB GROUPS

As of March 1, 2006

Mohawk Valley Community College's Females and Minority Workforce

JOB CATEGORY	TOTAL # INCUMBENTS	# OF FEMALES	% FEMALE INCUMBENCY	# OF MINORITIES	% MINORITY INCUMBENCY
Faculty	136	51	37.5	11	8.1
Administration	38	11	28.9	2	5.3
Professionals	66	37	56.9	4	6.1
Secretarial/Clerical	66	62	93.9	1	1.5
Technical/ Para Professional	23	11	47.8	2	8.7
Skilled	12	0	0.0	0	0.0
Service/ Maintenance	55	4	7.3	8	14.5

DETERMINING AVAILABILITY

Analyzed March 2006

Based on the availability of Females and Minority candidates who possess the requisite skills within a logical recruiting geographical area:

N= the potential composite of Mohawk Valley Community College's Female and Minority Workforce.

A= Actual

JOB CATEGORY	FEMALE AVAILABILITY			MINORITY AVAILABILITY			SOURCE
	A	N	%	A	N	%	
Faculty	51	80	58.9	11	25	18.2	National Center for Education Statistics: Degrees and Other Awards Conferred 2003-04. Recruitment area is the nationwide pool of Females and Minority Master Degree graduates.
Administration	11	19	50.8	2	6	16.6	U.S. Department of Education and National Center for Education Statistics. Fall 2003 Executive/Administrative/Managerial Employees in degree granting institutions. Recruitment area is nationwide.
Professionals	37	38	58.3	4	11	17.2	National Center for Education Statistics and New York State Education Department 2000-2002. Recruitment area is the New York State pool of Female and Minority Bachelor Degree graduates from SUNY and Private Institutions.
Secretarial/ Clerical	62	32	47.9	1	4	6.5	NYS Department of Labor Census 2000 Data. Oneida County Workforce. Recruitment pool is the Oneida County Civilian Workforce.
Technical/Para- Professional	11	14	60.3	2	3	12.2	National Center for Education Statistics and New York State Education Department 2000-2002. Recruitment area is the New York State pool of Females and Minority Associate Degree graduates from SUNY and Private Institutions.
Skilled	0	1	6.4	0	1	4.5	NYS Department of Labor Census 2000 Data. Oneida County Workforce. Recruitment pool is the Oneida County Maintenance Repair and related skilled employee civilian workforce.
Service/ Maintenance	4	26	47.9	8	4	6.5	NYS Department of Labor Census 2000 Data. Oneida County Workforce. Recruitment pool is the Oneida County Civilian Workforce.

Note: Mohawk Valley Community College considers all qualified minorities and females in its workforce to be promotable and transferable.

**COMPARING INCUMBENCY TO AVAILABILITY
AND ANNUAL PLACEMENT GOALS**

FEMALE

JOB CATEGORY	% FEMALE INCUMBENCY	% FEMALE AVAILABILITY	ESTABLISH GOAL? YES/NO	IF YES, GOAL FOR FEMALES
Faculty	37.5	58.9	Yes	58.9
Administration	28.9	50.8	Yes	50.8
Professionals	56.9	58.3	No*	
Secretarial/ Clerical	93.9	47.9	No	
Technical/Para- Professional	47.8	60.3	No*	
Skilled	0.0	6.4	Yes	6.4
Service/ Maintenance	7.3	47.9	Yes	47.9

MINORITY

JOB CATEGORY	% MINORITY INCUMBENCY	% MINORITY AVAILABILITY	ESTABLISH GOAL? YES/NO	IF YES, GOAL FOR MINORITIES
Faculty	8.1	18.2	Yes	18.2
Administration	5.3	16.6	Yes	16.6
Professionals	6.1	17.2	Yes	17.2
Secretarial/ Clerical	1.5	6.5	Yes	6.5
Technical/Para- Professional	8.7	12.2	Yes	12.2
Skilled	0.0	4.5	Yes	4.5
Service/ Maintenance	14.5	6.5	No	

*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability.

IDENTIFICATION OF PROBLEM AREAS

AREAS OF CONCERN	CORRECTIVE ACTION
<ul style="list-style-type: none">• Underutilization of females and minorities in Faculty, Administration and Skilled Job Groups.	<ul style="list-style-type: none">• No later than January 1, 2008, expand MVCC's faculty recruitment program to include colleges and universities with a significant percentage of minority and female students.• No later than January 1, 2008, identify promotable female and minority employees in the Administrative and Skilled work groups and institute an informal apprentice program to better prepare employees to become successful candidates for future positions.• Advertise faculty and administration vacancies on on-line recruitment sources such as NAACP, (Monster.com is the official partner for employee recruitment for the NAACP), Minority Chronicle and professional organizations.• Work with local civil service union to encourage professional development through MVCC's certificate programs to prepare minority employees for future job vacancies. Involve Oneida County Workforce Development and CCED as appropriate.• Identify women and minority candidates through on-line resume posting sites such as diversitysearch.com• No later than January 1, 2008 collaborate with local organizations including, but not limited to MV Latino Association, NAACP, Frontier Club and churches to recruit candidates.

- Underutilization of females in Service/Maintenance Job Group.
- Underutilization of minorities in Professional, Secretarial/Clerical and Technical/Para-Professional Job Groups.
- No later than January 1, 2008, contact local YWCA and inform them of MVCC's interest in recruiting female candidates. Request their assistance in preparing female candidates for appropriate civil service tests.
- Modify facilities to make a more welcoming atmosphere for female employees (i.e. changing areas).
- Utilize Oneida County Workforce Development services.
- Work with local WERC (Woman's Employee Resource Center) to advertise for and recruit for female candidates.
- No later than January 1, 2008, collaborate with local organizations including, but not limited to MV Latino Association, NAACP, Frontier Club and churches to recruit candidates for Technical/Para - Professional and Secretarial/Clerical positions. Request their assistance in identifying candidates and mentoring them for appropriate civil service test.
- No later than January 1, 2008, expand MVCC's technical/para-professional recruitment program to include colleges and universities with a significant percentage of minority and female students.
- No later than January 1, 2008, actively recruit new MVCC and other local minority graduates for technical/para-professional positions.
- Advertise professional vacancies on on-line recruitment sources such as, NAACP, (Monster.com is the official partner for employee recruitment for the NAACP), Minority Chronicle and professional organizations.
- Identify minority candidates through on-line resume posting sites such as diversitysearch.com
- Utilize Oneida County Workforce Development Services.

AFFIRMATIVE ACTION PLAN

Action – Oriented Programs

The College maintains compliance with current government regulations concerning equal employment opportunity. As with most management objectives, a systematic plan based on sound organizational analysis and problem identification is crucial to the accomplishment of affirmative action objectives.

MVCC has instituted herein action programs to eliminate identified problem areas and help to achieve specific affirmative actions goals.

A) Job Advertisement

Before the College places employment ads in newspapers, professional journals, or other publications, the following steps are followed:

1. All employment ads are reviewed by the Affirmative Action Officer;
2. All ads are worded to accurately describe job related requirements.
3. All ads are worded to attract qualified minority and female applicants with the statement: “Mohawk Valley Community College is an affirmative action equal opportunity employer. Females, minorities and people with disabilities are encouraged to apply” is included on all advertisements.
4. Request temporary employment agencies to refer women and minority candidates when filling temporary positions.

B) Employment Selection

MVCC's employment and selection processes are based on the strengths and weaknesses of each candidate and are intended to be free of bias based on an applicant's or employee's race, creed, sex, sexual orientation, color, religion, national origin, age, marital status, veteran status or disability. Belonging to a traditionally underrepresented employee group will be considered a strength.

C) Training

Most job-related training at MVCC is given on the job. Supervisors provide such training for all aspects of the job, regardless of the employee's race, sex, color, creed, age, sexual orientation, national origin, religion, marital status, veteran status, or disability. Additionally, any training opportunities outside the College are offered on a non-discriminatory basis. The College actively encourages staff-development activities by employees on a non-discriminatory basis.

D) Evaluation

Evaluations are objective, uniformly applied, non-discriminatory, and job-related.

Evaluations are administered on a formal basis by supervisors in accordance with collective bargaining agreements and Civil Service regulations to:

1. Determine how well the employee is performing.
2. Communicate to the employee what is being done well and what needs to be improved.

E) Promotion

Promotions are made according to individual merit, competitive performance, and individual

qualifications regardless of race, creed, sex, sexual orientation, religion, color, national origin, age, marital status, veteran status or disability.

F) Transfers

Each employee hired by the College represents an investment of College resources. To maximize the return from these investments, the College is interested in retaining its employees for as long as practical. Transfer to another available job may be appropriate. Any transfer or internal promotion is conducted in accordance with fair employment practices and policies.

G) Employee Benefits

The College's employee benefits are made available to all employees without regard to race, creed, sex, sexual orientation, religion, national origin, age, marital status, veteran status or disability.

H) Termination

There are various situations which may cause employment with the College to terminate. When termination occurs, an exit interview is conducted where practicable by a representative of MVCC to:

1. Determine the reason(s) for the termination; and
2. Analyze causes of employee termination for the purpose of correcting any problems.

I) Insuring Non-Discriminatory Attitudes in the Workplace

The objectives of the College's Affirmative Action Plan are to:

1. Maintain an employment environment free of unlawful discrimination; and
2. Provide employment opportunities based on individual merit, competitive performance and individual qualifications.
3. Create a diverse staffing composition which better serves our diverse student body.

Every employee, regardless of race, creed, sex, sexual orientation, national origin, color, religion, age, marital status, veteran status, or disability has a responsibility to aid the College in accomplishing these objectives. Therefore, the College takes steps to assure that employees adopt the attitude of the College as it concerns these objectives.

INTERNAL AUDITING AND REPORTING SYSTEM

MVCC has designed and implemented an internal auditing and reporting system to measure the effectiveness of its Affirmative Action Plan. This system is designed to monitor applicant flow in terms of race, sex, disability and veteran status. Additionally, the auditing and reporting system monitors all personnel changes and developments involving current employees. The Affirmative Action Officer is responsible for overseeing the system. Each hiring decision for all employee groups must be reviewed by the Affirmative Action Officer before an offer is made. The Affirmative Action Officer advises top administration of the Plan's effectiveness and submits recommendations to the College President to address problem areas.

An analysis of the Affirmative Action Plan progress will be completed by the Affirmative Action Officer at the conclusion of each academic year during the term of this plan and attached to the AAP (see progress report on next page). This progress review will include an analysis of good faith efforts. An availability analysis is next completed in 2010.

ANALYSIS OF AFFIRMATIVE ACTION PROGRAM PROGRESS: 20_____

Review # ____ of 2

JOB CATEGORY		GOAL %	ACTUAL %	ANALYSIS OF GOOD FAITH EFFORTS
Faculty	Minority	18.2		
	Female	58.9		
Administration	Minority	16.6		
	Female	50.8		
Professional	Minority	17.2		
	Female	58.3		
Secretarial/ Clerical	Minority	6.5		
	Female	47.9		
Technical/ Paraprofessional	Minority	12.2		
	Female	60.3		
Skilled	Minority	4.5		
	Female	6.4		
Service/ Maintenance	Minority	6.5		
	Female	47.9		

Design Research Source: US Department of Labor Sample AAP: <http://dol.gov/esa/ofccp/>

