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AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of Brunswick Community College to hire well-qualified people to perform the various tasks required. The heart of this policy is to provide to existing employees and to all persons seeking employment, equal opportunity for recruitment and all benefits and privileges of employment and promotion without regard to race, sex, color, age, national origin, religion, political affiliation, veteran's status, disability or any other characteristic protected by Federal or State law. In addition, Brunswick Community College adopts the policy of actively seeking out minority and female applicants in order to eliminate any under representation of these groups in the institutional workforce. Any complaints alleging failure of the College to follow this policy should be brought to the attention of the President.

Objectives of the Affirmative Action Program

Affirm and extend the College's commitment to the principles of equal employment and educational opportunities;

Promote recruiting efforts with the objective of hiring qualified persons throughout the College

Develop and implement non-discriminatory practices which ensures that all employees are treated in a fair and impartial manner regarding salaries, fringe benefits, promotion, transfers, training, demotions and terminations;

Devise a systematic plan for evaluation of employment data and status of the Affirmative Action program;

Conduct monitoring procedures for ensuring that the selection, promotion, staff development, evaluation, discipline, transfer, and termination of employees are in compliance with governmental and College regulations and policies pertaining to equal employment opportunities;

Comply with all the provisions of federal and state laws as well as any applicable court decisions and Presidential orders in the area of civil rights, contract compliance, and equal opportunity employment;

Work toward the elimination of negative attitudes based upon stereotyped characterizations of minority groups and sexes that may tend to disqualify an individual for a position or produce an unfair or unequal result in any personnel action in the College;

Establish a plan for the dissemination of equal opportunity employment and affirmative action policies, both internal and external;

Ensure utilization of minority workers at the College;

Contribute to the development of a community in which opportunity is equalized for all individuals regardless of race, sex, color, age, national origin, religion, political affiliation, or disability and to utilize human and material resources of Brunswick Community College in developing the skills and opportunities of members of all groups;

Ensure that a grievance procedure has been established to resolve problems related to alleged discrimination;

Periodically review job descriptions to ensure that the requirements are consistent with principles of equal opportunity.

Responsibility for Implementation of Affirmative Action Policy

The President of Brunswick Community College is responsible for the overall development and direction of the College's Affirmative Action Program. The President will determine that a policy of equal employment opportunity is adhered to by all administrators and supervisory personnel of Brunswick Community College and that the policy is reflected in all College publications.

The College's Diversity Team will coordinate efforts with administrators of the College in establishing the Affirmative Action Program. The Diversity Team is charged with the responsibility for the preparation and recommendations to the President of any new policies and procedures needed to reach objectives described in this program and the examination of census data regarding the distribution of employees.

Each supervisor will ensure that the employees under his/her supervision are treated in accordance with the provisions outlined in this policy. Each supervisor is required to assist the College in meeting its affirmative action goals.

Affirmative Action Work Force Analysis

The College has established the goal that representation of minorities for faculty, administrative, professional and non-academic positions should be equal to the proportionate representation in the labor markets.

Utilization analysis is the process used by the College in examining the College's employment practices as they relate to the employment of minorities. The utilization analysis is designed to determine current deficiencies that will then become the basis for establishing goals and timetables for the recruitment and employment of minorities.

In order to eliminate deficiencies found in the College's utilization analysis, a program of specific goals and timetables will be established. These numerical targets will be established to strive to eliminate the inadequacies between minority and majority groups and to increase the proportionate representation of minorities.

Affirmative Action Plan

Brunswick Community College will engage in the following measures to achieve the goals of the plan:

- a. An annual examination of the College's present personnel policies and job requirements will be done to ensure a nondiscriminatory policy.
- b. The Diversity Team will provide assistance to department heads and other appropriate personnel in identifying and encouraging minority candidates for employment.
- c. The College will establish search committees for identifying candidates for certain positions, such as faculty, deans, and other senior professional staff. Whenever possible, a minority will serve on the committee. Records of the search committee's activities will be preserved for three years.
- d. All vacancy announcements, recruitment literature, contracts, bids, and letters will carry statements of the College's Affirmative Action Policy. In addition, the College will publish information about its affirmative action policy in all College publications.

- e. The department heads' and other administrators' delegated authority will be responsible for adherence to the policies, practices, and spirit of affirmative action and equal opportunity in the selection, training, and advancement of personnel.

Affirmative Action in Recruiting

Brunswick Community College recruits employees in all areas on the basis of qualifications and individual ability without regard to race, sex, color, age, national origin, religion, political affiliation, or handicap. Our recruitment sources will continue to be notified of the College's Policy and commitment to equal employment opportunity. Recruitment practices will promote an atmosphere conducive to attracting minorities and women. The College will continue to strengthen and explore new recruiting sources from those specializing and/or oriented toward minority placement, with a view toward increasing minority and female applicants.

The College will be responsible for recruiting qualified applicants for all positions, for cooperation with the department or division having an open position, and for making special efforts to increase the pool of minority and female applicants when underutilization has been determined.

Advertisements of open positions with Brunswick Community College will be placed in job registers which have been proven effective in broadening the applicant pool, including those which are readily available to all persons.

Additional specific measures will be undertaken by the College to broaden the College's recruitment base. The recruitment actions may include:

- a. Utilizing minorities in all phases of the recruitment process;
- b. Active recruitment efforts in colleges and universities having predominately minority students and women;
- c. Utilizing North Carolina Community System job vacancy notices; and
- d. Use of minority media.

Brunswick Community College's recruiting activity will take place in Brunswick and surrounding counties and, when appropriate, on a statewide basis.

Analysis of Promotions and Transfers

Annually, the President and the President's Cabinet will review the number of openings and promotions anticipated in each area for the coming year and this information will be shared with the appropriate supervisory personnel. At this time, supervisory personnel will be made aware of any areas of underutilization in regard to minorities and women in each job category. This information will help to alert employees involved in the transfer and promotion process where special attention should be focused.

To ensure opportunity for promotion, BCC will continue to make known, on a College-wide basis, the availability of open positions so that all interested individuals can be considered. When it has been determined that minorities are underutilized, special efforts, consistent with the College's requirements, will be made to correct the deficiency.

Affirmative Action in Educational Training

Selection for, and participation in, college staff development will be without regard to race, sex, color, age, national origin, religion, political affiliation, or handicap. Availability of staff development programs will be known by the dissemination of this information on a College-wide basis.

Affirmative Action Monitoring and Reporting

The College will implement and maintain a monitoring and reporting system for the purpose of evaluating this policy and its affirmative action program.

A grievance procedure has been established and will be accessible to everyone. It will be reviewed annually by the Diversity Team to ensure effectiveness with respect to the processing of discrimination complaints.

Internal Dissemination of Affirmative Action Policy

A copy of the Affirmative Action Policy will be made available to all full-time employees by inclusion in the Employee Manual.

Revised: 1991
Approved by Board of Trustees: June 19, 1991
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