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# ***CULTURAL DIVERSITY PLAN***

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**October 2010**

## **CULTURAL DIVERSITY POLICY STATEMENT**

Wake Technical Community College is committed to a policy of cultural diversity and openness in preventing any form of discrimination.

As part of our commitment to eliminate any possible discrimination, we have established the goal that the proportion of minority employees should be representative of the relevant labor market for faculty and staff positions. This commitment extends to taking action to correct any failure to meet this goal. Wake Tech Community College's Board of Trustees and President fully endorse this Cultural Diversity plan. The College President will oversee and monitor the implementation of this plan in cooperation with the staff and faculty throughout the College.

Cultural diversity, Affirmative Action, and equal educational opportunity are viewed as integral parts of the mission of Wake Tech Community College.

A handwritten signature in black ink, appearing to read "John W. Berry".

Chairman, Board of Trustees

A handwritten signature in black ink, appearing to read "Stephen C. Scott".

President

## **OVERVIEW OF CULTURAL DIVERSITY**

This document represents Wake Technical Community College's plan to provide an atmosphere of cultural diversity, equal opportunities for employment, and access to educational training to all Wake Technical Community College employees. This plan will ensure that the College is in compliance with federal laws, regulations, executive orders, the mission of Wake Tech Community College, and commitments made by the North Carolina Community College System.

This document should not be construed to acknowledge any past or present discriminatory practice by Wake Technical Community College. This document represents the good faith efforts of the President, the Board of Trustees, and the administrative staff and faculty to ensure equal education and employment opportunities for all protected classes, including the correction of the under-utilization of any protected class, and an environment demonstrating acceptance and respect for all participants.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The Board of Trustees, administrators, faculty, and staff of Wake Technical Community College recognize their responsibility for the development of equal employment opportunities that do not discriminate against employees or applicants for employment because of race, color, religion, gender, sexual orientation, politics, national origin, veteran's status, age, genetic information, disability, or any other characteristic protected by law. The college will insure that all applicants have equal opportunity for employment and that disciplinary action taken during employment will be taken without regard to any discriminatory factor.

Furthermore, Wake Technical Community College's recruitment, employment, and promotion policies shall provide opportunities for a diverse pool of qualified candidates.

## **ADMINISTRATION OF CULTURAL DIVERSITY**

The responsibility for the administration and ongoing evaluation of the College's Cultural Diversity Program resides with the President and the senior administrators. The President is authorized to delegate authority and fix responsibility for the organization and management of the program to any staff member of the College, provided that adequate notice is given to all staff, faculty, and students. This designated staff member will serve as the College's Cultural Diversity Officer and as the initial contact for cultural diversity and administrative review of grievances under this program. At the present time, Wake Technical Community College's Cultural Diversity Officer is the Director of Human Resources.

## **CURRENT STAFF AND FACULTY ANALYSIS**

The composition of the staff and faculty is identified in Table 1. These figures are to be compared with the available minority employee data from the North Carolina Community College System so that goals for recruitment can be realistically established. Staff and faculty positions are divided into Equal Employment Opportunity Commission (EEOC) Categories, in accordance with DCC Memorandum CCs-83-41, dated July 18, 1993. Table 1 shows the utilization of full-time personnel of the College (as of March 2011).

**TABLE 1**

**Wake Technical Community College - Institutional Utilization Analysis**  
**Full-Time Staff by Race and Gender**  
**(As of March 1, 2011)**

<b>EEOC Categories</b>	<b>Male</b>	<b>Female</b>	<b>White</b>	<b>Black or African American</b>	<b>American Indian or Alaska Native</b>	<b>Hispanic/Latino</b>	<b>Asian</b>	<b>Other</b>	<b>Total Number of Full- Time Employees</b>
Executive/Managerial	11 (78.6%)	3 (21.4%)	9 (64.3%)	5 (35.7%)	0	0	0	0	14
Faculty	186 (37.3%)	313 (62.7%)	423 (84.8%)	54 (10.8%)	0	10 (2%)	12 (2.4%)	0	499
Professional (Other)	83 (37.2%)	140 (62.8%)	166 (74.4%)	49 (22%)	0	0	5 (2.2%)	3 (1.3%)	223
Secretarial/Clerical	3 (3.1%)	95 (96.9%)	64 (65.3%)	23 (23.5%)	0	8 (8.2%)	2 (2%)	1 (1%)	98
Technical/Paraprofessional	18 (15.7%)	97 (84.3%)	77 (67%)	33 (28.7%)	0	3 (2.6%)	2 (1.7%)	0	115
Skilled Craft	1 (100%)	0	1 (100%)	0	0	0	0	0	1
Service/Maintenance	8 (100%)	0	3 (37.5%)	5 (62.5%)	0	0	0	0	8
<b>Total</b>	<b>310 (32.4%)</b>	<b>648 (67.6%)</b>	<b>743 (77.6%)</b>	<b>169 (17.6%)</b>	<b>0</b>	<b>21 (2.2%)</b>	<b>21 (2.2%)</b>	<b>4 (.4%)</b>	<b>958</b>

**Source:** IPEDS – Human Resources Survey 2010-11

## **AVAILABLE MINORITY EMPLOYEE ANALYSIS**

Wake Technical Community College recruits individuals for employment within the state of North Carolina, particularly within the Wake County area. The large number of graduate programs and their substantial enrollment of minorities create a qualified labor force, which contributes to affirmative action goals. The minimum qualifications for faculty and staff positions are in accordance with the CRITERIA for Accreditation published by the Southern Association of Colleges and School's Commission on Colleges and accepted standards by other specialized accrediting agencies.

Wake Technical Community College seeks to employ qualified faculty and staff members who are dedicated to the growth and excellence of instructional programs in the various divisions of the College. For the purpose of establishing goals and analyzing minority employee ratios at Wake Technical Community College (Table 1) and within the North Carolina Community College System (Table 3), the College utilizes several resources, one of which is the Statistical Abstract of Higher Education in North Carolina 2009-2010, (July 2011).

The following information was taken from the Abstract for the academic year of 2009-2010.

**TABLE 2**  
**North Carolina Community College System**  
**Number of Degrees Awarded by Race**

**2009-2010**

<b>Level of Degree</b>	<b>White</b>	<b>Black, Non-Hispanic</b>	<b>American Indian/ Alaska Native</b>	<b>Asian/Pacific Islander</b>	<b>Hispanic</b>	<b>Non-Resident Alien</b>	<b>Two or More Races or Unknown</b>	<b>Total Awarded</b>
<b>Bachelor</b>	29,927 (69.2%)	7,959 (18.4%)	358 (.8%)	1,075 (2.5%)	1,107 (2.5%)	766 (1.8%)	2,080 (4.8%)	46,491
<b>Master</b>	7,344 (63.9%)	1,494 (13%)	62 (.5%)	269 (2.3%)	249 (2.2%)	1,394 (12.1%)	686 (6%)	14,693
<b>Doctorate</b>	786 (58.8%)	111 (8.3%)	5 (.4%)	38 (2.8%)	25 (1.9%)	332 (24.9%)	39 (2.9%)	1,666
<b>Doctoral Professional</b>	798 (59.2%)	164 (12.2%)	17 (1.3%)	67 (5%)	24 (1.8%)	31 (2.3%)	246 (18.3%)	2,202

**Source:** Statistical Abstract of Higher Education in North Carolina (July 2011) published by the University of North Carolina General Administration.  
Table 37: Degrees Conferred by North Carolina Colleges and Universities by Field of Study, Level of Degree, Race, and Gender, 2009-2010.

<http://www.northcarolina.edu/content.php/pres/publications/publications.htm>



These figures are for the most recent year and may be higher than the average of several previous years due to variations in annual enrollment of minority groups in higher education.

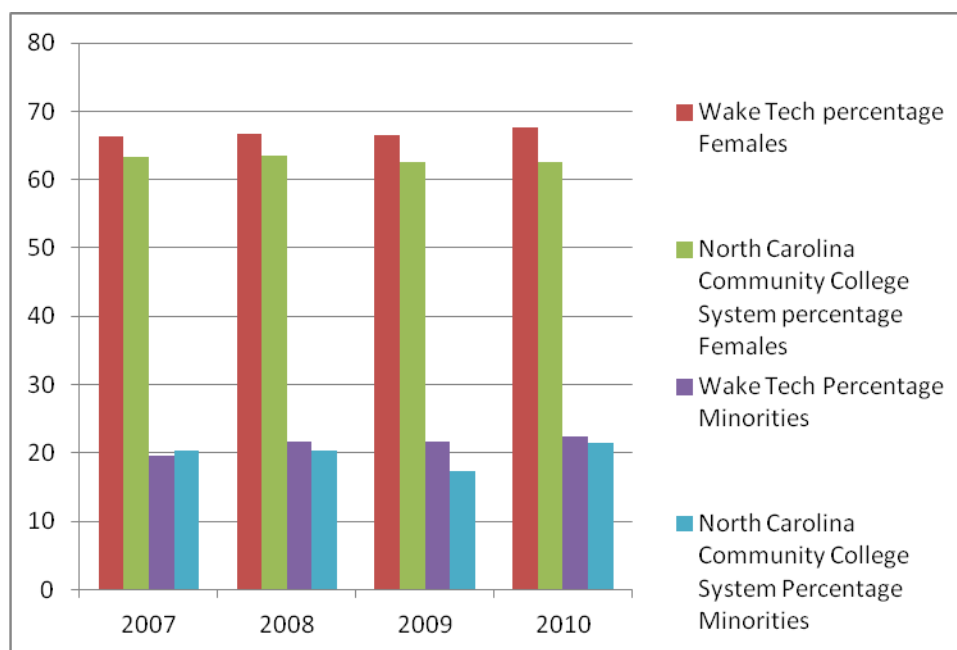
Statistical information provided by Wake Technical Community College's Business Manager and the North Carolina Community College System Office (A Matter of Facts: The North Carolina Community College System Fact Book, 2010) does provide comparative data pertaining to the utilization of minority groups at Wake Technical Community College and within the North Carolina Community College System by employment position category, race, and sex. The data in Table 1 (Wake Technical Community College) and Table 3 (North Carolina Community College System) indicates that Wake Technical Community College's distribution of minority employees is similar to the employee racial pattern within the North Carolina Community College System. Information from Table 2 (Degrees Conferred by North Carolina Colleges and Universities, 2009-2010) illustrates that there is a viable pool of community college employees being produced each year by North Carolina colleges and universities which could satisfy the diversity issue. Wake Technical Community College has consistently met or exceeded the diversity numbers of the North Carolina Community College System as a whole. Wake Technical Community College currently has a 22.4% makeup of Minorities compared to a 21.4% makeup within the Community College System. Wake Technical Community College also has a 67.6% makeup of female employees compared to a 62.6% makeup of female employees within the North Carolina Community System.

**TABLE 3**  
**North Carolina Community College System**  
**2010 - 2011 Staff Information**  
**Full-Time Staff by Race and Sex**  
**(As of January 2011)**

	Male	Female	White	Black	American Indian/ Alaska Native	Asian	Hawaiian/ Pacific Islander	Hispanic	Multiple	Unknown	Totals
<b>Faculty</b>	2,839 (41.5%)	3,999 (58.5%)	5,567 (81.4%)	718 (10.5%)	51 (1%)	38 (1%)	3 (0%)	81 (1%)	19 (0%)	361 (5%)	6,838
<b>Senior Administration</b>	171 (55%)	140 (45%)	247 (79.4%)	38 (12.2%)	1 (.3%)	0	0	2 (.6%)	0	23 (7.4%)	311
<b>Staff</b>	1,158 (35%)	2,147 (65%)	2,489 (75.3%)	567 (17.2%)	23 (.7%)	12 (.4%)	1 (0%)	33 (10%)	18 (.5%)	162 (4.9%)	3,305
<b>Technical Paraprofessional</b>	560 (25.6%)	1,626 (74.4%)	1,626 (74.4%)	384 (17.6%)	17 (.8%)	12 (.5%)	0	22 (1%)	10 (.5%)	115 (5.3%)	2,186
<b>Total</b>	<b>4,728</b> <b>(37.4%)</b>	<b>7,912</b> <b>(62.6%)</b>	<b>9,929</b> <b>(78.6%)</b>	<b>1,707</b> <b>(13.5%)</b>	<b>92</b> <b>(.7%)</b>	<b>62</b> <b>(.5%)</b>	<b>4</b> <b>(0%)</b>	<b>138</b> <b>(1.1%)</b>	<b>47</b> <b>(.4%)</b>	<b>661</b> <b>(5.2%)</b>	<b>12,640</b>

North Carolina Community College System Fact Book: A Matter of Facts, 2011, Section V Staff and Faculty Data  
ANNTBL 79 Selected Full-Time Staff by Race and Sex 2010-2011

The chart below reflects growth in the percentage of minorities employed at Wake Technical Community College since 2007 while the percentage of minorities in the NC Community College system has decreased until 2010. Wake Technical Community College currently still employs a higher percentage of minorities than the NC Community College system. The percentage of females employed by both has remained relatively the same during the same time frame.



Wake Technical Community College is committed to the equal employment opportunity for qualified groups of individuals. The following cultural diversity program outlines how Wake Technical Community College has initiated employment procedures to expand the College's minority employee base in an effort to reflect the demographic patterns within its service area (Wake County).

## **PLAN FOR ADMINISTERING THE CULTURAL DIVERSITY PROGRAM**

### **A. Advertising**

Wake Technical Community College will comply with and follow the procedures of notifying the North Carolina Community College System when a professional job vacancy is available. These procedures are assured on pages 6 and 7 of the North Carolina Community College System's Response to the Office of Civil Rights' letter of June 30, 1983, and need not be repeated here. In addition to that procedure, the College will expand its outreach and recruiting efforts in order to recruit and employ minority individuals. The position vacancy announcement will include the following:

1. Position title
2. The minimum qualifications
3. Proposed salary range for the position
4. Deadline for applying
5. Procedure for applying

The College will advertise on Wake Technical Community College's human resources website. Position announcements are sent directly to all employees' email address and posted on the College's Campus Connections Website; an internal employee newsletter.

Wake Technical Community College sends job vacancy announcements to the North Carolina Community College System, which places the advertisements on

Their website ([www.ncccs.cc.nc.us](http://www.ncccs.cc.nc.us)) and sends job vacancy notifications to the other fifty-eight community or technical colleges. At times, Wake Tech may send special announcements directly to the fifty-eight community colleges. Position vacancies are listed on the Internet ([www.waketech.edu](http://www.waketech.edu)) and on occasion with other newsgroups such as Triangle Jobs and Careerbuilder.com.

### **C. Monitoring and Select Record Keeping**

Wake Technical Community College has an Application for Employment which requests optional statistical data on a separate page of the application. As such, the College has the necessary data to increase or renew its advertising and recruiting efforts and provide the backup data for various reports, as needed.

The College's applicant assessment and interview procedure allows the manager of the hiring department or division (dean, director, department head, etc.) an opportunity to participate in the qualifying process and review all applications for an advertised vacancy, in order to qualify applicants by a subcommittee or designee(s). A second review occurs in the Office of Human Resources. Qualifying for positions is completed without regard for race, gender, or age. Demographic information is not provided to the hiring manager. The hiring manager is required to provide the Department of Human Resources justification supporting the decision not to interview any qualified applicant.

#### **D. Responsibility for Plan**

The President of Wake Technical Community College is responsible for the goals and mission of the College including this cultural diversity plan. The College President uses a well-defined administrative structure to accomplish the goals and mission of the College. While The College President has the overall responsibility, the day-to-day responsibilities for hiring plans and practices have been assigned to the Director of Human Resources under this administrative structure. The Director of Human Resources is in a staff position reporting to the Associate Vice President of Human Resources, and bears the authority of the President in maintaining this plan. The Director of Human Resources has direct access to the College's vice presidents and other departmental and divisional directors and managers. In addition, Thu Washington, an admission's counselor has been designated as the diversity contact for student matters.

#### **E. Upgrading Opportunities**

It can be seen from the various tables within this plan that there is a fluctuation in the representation of members of the minority population in several EEOC categories. Upon analysis of Table 2 it can be discerned that this fluctuation coincides with the percentages of degrees awarded by race. The College has the following opportunities available to individuals for continued professional growth:

1. Any full-time employee can take one course per semester, tuition free at any community college. This opportunity is subject to the course being available at a time conducive to the work schedule of the employee.
2. The administration of the College encourages all employees to take additional course work, either at Wake Technical Community College or any other of

the numerous postsecondary institutions within and around Wake County.

3. The College encourages membership in professional associations and organizations. Professional development activities are provided throughout the year. The Human Resources Department is responsible for staff professional development and leadership training for the college.

4. The General Education Development (GED) instruction is free of charge.

5. The Wake Technical Community College Foundation, Inc., provides an employee tuition assistance program.

#### **F. Dissemination of the Plan**

This plan is internally disseminated as follows:

1. The plan is in the Office of Human Resources, and included in the College's Annual Institutional Effectiveness Plan.

2. Periodically, notice is placed in the College's Campus Connection's (an employee newsletter) indicating that the plan is on the College's Website (<http://ieandresearch.waketech.edu/index.php?page=publications>) and encouraging all employees to read it.

3. The President of the College and the Director of Human Resources, at times, meet with the deans of the various academic divisions and with the managers (directors) of other hiring departments and divisions to discuss and finalize the ways

managers can assist the College in meeting the goals of this plan. As position vacancies occur, one-on-one consultations with departmental and divisional managers are conducted to encourage and promote our commitment to this plan.

The College takes several actions to insure that this cultural diversity plan is disseminated. These actions include, but are not limited to, the following:

1. Copies of the plan are reviewed by auditors of the North Carolina Community College System Office.
2. The Affirmative Action/Equal Opportunity Policy Statement is published in all issues of the College's General Catalog and other appropriate documents (i.e. College Catalog, Employee Handbook, and Employment Procedures Manual).
3. Copies of the plan are available on the Wake Technical Community College web site ([www.waketech.edu](http://www.waketech.edu)).

## **G. Hiring Procedures**

1. When a position becomes vacant or the need arises for a new position, the proposed supervisor initiates an action in the Human Resources online system that will be sent through all levels of approval beginning with the Vice President of the area, to the Director of Human Resources, the Vice President of Finance, and the Executive Vice President. The Executive Vice President approves the Position Vacancy Announcement thereby authorizing the position to be advertised.

2. The Department of Human Resources, the proposed supervisor, and any other appropriate institutional personnel, will establish the title, salary range, and minimum qualifications for the position, a position number, and a closing date for the position.



3. For each open position an appropriate Job Description must be furnished including the reporting relationship of the position, the overall job description, the job duties and the minimum qualifications and competencies.

4. A Hiring Committee must also be established for each position with a Committee Chairperson. The committee must be representative of the College's diversity and have at least one member representing a protected class. An interviewing checklist is furnished to each Hiring Committee Chairperson by their Human Resources representative outlining the interview procedures.

5. A representative from the Department of Human Resources forwards notices to the North Carolina Department of Community Colleges System Office and other agencies and institutions identified in this plan.

6. The Office of Human Resources accepts only official Wake Tech applications from our online system. Advertised positions have an assigned closing date listed on the advertisements for the position. The closing date may be listed as "open until filled" allowing for a maximum number of applications. Once the maximum number of applications has been reached a closing date will be applied and the position will close at 11:59 p.m. of the same day. All applications are due to the Office of Human Resources on or before the 11:59 p.m. closing date of the position. No late applications will be accepted.

7. The Office of Human Resources assesses the received applications in view of the Cultural Diversity Plan.

8. The Hiring Committee reviews all applications and creates a spreadsheet categorizing them as follows:

- a. Qualified applicants based upon advertised requirements with the top qualified applicants being highlighted for interview.
- b. Unqualified applicants based upon advertised requirements.

This spreadsheet is sent to the committee chair that then makes their selections of who to interview.

9. The Hiring Committee Chairperson responds to the Office of Human Resources with the candidates they have selected for interview and notifies Human Resources of the interview dates and times. If a person is deemed qualified based on the Job Description and subsequent advertisements by Human Resources, but is not selected for an interview, the Hiring Committee must furnish a justification to the Office of Human Resources indicating the reasons for not selecting a qualified candidate for an interview.

10. The Office of Human Resources arranges an interview schedule by contacting the interview candidates.

11. The Hiring Committee Chair and the Interview Committee create a score sheet for the interviews and rank the candidates based on their scores for responses to a series of general interview questions, job-related technical questions and any other pre-approved applicable interview materials. The Hiring Committee Chair conducts a documented reference check, on the top applicant only. Then, they compile the score sheets, interview notes, and any other interview materials and meet with Human Resources to begin a recommendation. The recommendation is started in the online system and sent to their immediate supervisor for approval. The recommendation is then sent to all subsequent levels for approval through the area Vice President and returned to Human Resources. Human Resources

determine a salary for the position based on EEOC level, demand level, years of experience, and highest level of education. The recommendation with the salary information included is then sent to the Vice President of Finance and the Executive Vice President for final approval.

12. A Tender of Employment is then offered by the Department of Human Resources to the selected candidate. Should the candidate decline the position, an alternate from the Search Committee Employment Recommendation sheet may be selected and steps 11 & 12 may be repeated. The Committee may decide to re-advertise the position, in which case, the committee will still consider all applications from the initial applicant pool, in addition to any new applications. The interview process will proceed using the same interview standards and procedures listed above.

## **CLOSING STATEMENT**

This plan is periodically reviewed by the Board of Trustees of Wake Technical Community College. It will be revised, updated, and amended periodically. Persons having suggestions for improving this plan are encouraged to provide their suggestions, in writing, to the Director of Human Resources.