

PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE

AFFIRMATIVE ACTION PLAN

2008

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President

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CONFIDENTIAL TRADE SECRET MATERIALS

The material set forth in this Affirmative Action Plan (AAP) is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, U.S.C. 552, Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. 2000e et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

I. Preface

The College is fully committed to the concept and practice of equal opportunity and affirmative action in all aspects of employment. The management of the College has prepared this written Affirmative Action Plan (AAP) in conformity with Executive Order (E.O.) 11246 and the implementing regulations of OFCCP, 41 CFR Part 60-1 & 60-2 (amended December 13, 2000).

In the preparation of this AAP, the terminology used in E.O.11246 and its implementing regulations have been used as a guide by the College. Therefore, the use of such terms as “underutilization,” “deficiency,” “concentration,” “affected class,” etc., should not be construed as an admission by the College, in whole or in part, that either minorities or women have been or are presently being underutilized, concentrated, or discriminated against in any way in violation of federal, state, or local fair employment practice laws. Further, nothing contained in the AAP or its supporting data should be construed as an admission by the College, in whole or in part, that it has contravened such federal, state, or local employment practice laws.

In developing and implementing this AAP, the College has been guided by its established policy of providing equal employment opportunity for all persons. Any goals that the College has established herein are not intended as rigid, inflexible quotas that must be met, but rather as targets reasonably attainable by applying every good faith effort in implementing this AAP. The use effect of goals in this AAP is not intended to discriminate against an individual or group of individuals with respect to any employment opportunity for which he, she, or they are qualified on the grounds that he, she, or they are not the beneficiaries of affirmative action themselves. Indeed, nothing herein is intended to sanction the discriminatory treatment of any person. Thus, the AAP has been developed in strict reliance upon the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission (EEOC) (29 CFR Part 1608) and the Tennessee Board of Regents.

II. Statement of Commitment

Pellissippi State Technical Community College is committed to equal opportunity for all persons. The College emphasizes its commitment to equal opportunities for all individuals and provides a program of affirmative action to ensure equal employment opportunity (<http://www.pstcc.edu/misc/ppm/00-03-00>). This applies to all Human Resource actions

including, but not limited to, recruiting, hiring, classification and compensation, benefits, promotions, transfers, and layoffs, as well as the use of all facilities.

The official implementation of our Equal Employment Opportunity Policy is the AAP. In the Plan, we mandate that each person in the organization who has responsibility for supervising, recruiting, hiring, and promoting must (1) conscientiously carry out that responsibility without regard to race, color, religion, gender, national origin, age, or disability or Veteran status, (2) base all employment decisions with the object in mind to further the principles of Equal Employment Opportunity, (3) base all employment decisions on valid, non-biased requirements, and (4) ensure all personnel actions, such as compensation and benefits, will be administered in the same spirit as the Equal Employment Opportunity policy.

The College insures that all applicants for employment and all faculty and staff are aware of the location of the College's Affirmative Action Plan. Further, the College will consider, through a designated grievance procedure, the complaints of any person who feels that he or she has been discriminated against on the basis of race, color, religion, gender, national origin, age, disability, or veteran status.

A copy of the AAP, including specific responsibilities and provisions for implementation and compliance, will be made available on the College's web site at <http://www.pstcc.edu> as well as to any employee who requests a copy of the plan.

III. Establishment of Responsibilities for Implementation of the Written Affirmative Action Plan (41 CFR 60-2.17(a))

The implementation of the AAP follows the requirements of the regulations issued by the Office of Federal Contract Compliance Program (OFCCP), specifically Government contractors, Affirmative Action requirements, and Final Rule. With respect to the requirement that the College designate an individual responsible for implementation of the AAP, the College has appointed a specific College executive with that responsibility. Further, the College has made known to each level of supervision that its work performance will be evaluated, in part, on the basis of its efforts to assure the success of the EEO objectives. Actions by supervisory personnel inconsistent with this policy and with the AAP will not be tolerated.

A. Designation of Responsibilities of Affirmative Action Officer (41 CFR 60-2.17(a))

Ms. Karen D. Queener, Director of Human Resources and Affirmative Action (AA), has the overall responsibility for implementation of the AAP including development of specific goals and timetables, and is responsible for reporting progress to the President and the Tennessee Board of Regents.

The AA Officer has the primary management responsibility, authority, and resources for ensuring full compliance with the provisions of E.O. 11246, as amended, and its' implementing regulations. The Officer's appointment by the College's senior management and a description of the position's basic responsibilities has been communicated to all levels of personnel in the College. The responsibilities of the AA Officer include, but are not necessarily limited to, the following:

- * Developing and monitoring the College's EEO policy and AAP and internal and external communication techniques to make sure all applicable rules and regulations are met.
- * Evaluating EEO progress at the College and developing alternative approaches, where necessary, including establishing goals that are reasonable, attainable, and consistent with the College's affirmative action commitment.
- * Helping management in each department reach solutions to problems that may arise as the written AAP is implemented.
- * Designing and implementing audit and reporting systems, which will permit continuous monitoring of EEO progress and will serve to provide management with requisite data in that regard. Further, such systems will be used to:
 - measure the Plan's effectiveness
 - determine the degree to which the College's objectives and goals have been achieved
 - indicate any need for additional action

- * Serving as liaison between the College and the various federal, state, and local regulatory agencies. Identifying and developing a relationship with, and serving as liaison between, the College and minority/women organizations concerned with employment opportunities of minorities and women.
- * Keeping management informed of latest developments in the EEO area.
- * Discussions with managers, supervisors, and employees to be certain that the College's EEO policy and AAP are being followed.

B. The Responsibilities of the College's Management to Ensure Implementation of the AAP (41 CFR 60-2.17(a))

In implementing this written AAP, the responsibilities of the College's supervisors and other management people working with the AA Officer include, but are not necessarily limited to, the following:

- * Helping evaluate EEO progress and developing alternative approaches, including the establishment of department or other unit goals, where applicable.
- * Periodically auditing training programs and hiring and promotion patterns in an effort to ensure that any impediments to achieving the goals are removed.
- * Selectively reviewing the qualifications of employees who are transferred or promoted, to ensure that minorities and women are being given full opportunity with respect to such personnel actions.
- * Periodically making audits to ensure that the College continues to comply in such EEO areas as the proper display of posters, provision of desegregated facilities, provision of comparable facilities for both genders, and encouragement of full participation by minority and women employees in all college-sponsored educational, training, recreational, and social activities.

- * Communicating with supervisors and other management employees in order to apprise them that their work performance is being evaluated, in part, on the basis of their affirmative action progress.

IV. Identification and Correction of Problem Areas

A. Identification of Potential Problem Areas (41 CFR 60-2.17(b))

In making an in-depth analysis of the College's total employment process, particular attention has been paid to those EEO categories where minority groups and women may face impediments to equal opportunity. The College will continue to work on making progress in placing minorities and women in various organizational units and job groups. Further, the College's analysis has found that minorities and women are not restricted to any particular organizational unit or job. At the present time, minorities and women are involved in all major departments and units within the College, and their progress into high-level jobs continues. An analysis of the personnel practices and procedures of the College has revealed the following:

- * The composition of the workforce in terms of the overall numbers of minority groups and women continues to reflect the College's strong commitment to equal employment opportunity.
- * The College's intention is to examine periodically the workforce composition and to establish appropriate goals in order to improve the representation of minorities and women where impediments may exist.
- * Using the Any Difference Rule, the percentage placement goals are established when the population of women or minorities in a job group is significantly less than the determined availability. Underutilized job groups are listed on the Annual Placement Goals section of the AAP. It is the College's intention to establish appropriate goals in order to improve the representation of minorities and women where disparities exist. Such goals (including consideration of the prescribed availability factors) are contained on the Incumbency v. Availability section of the AAP.

Data Sources: The data sources used in calculating workforce availability include:

- 2000 EEO Special File, Bureau of the Census
- 2002-2003 IPEDS Completers National Level

- * The College has examined its total selection process, including position descriptions, job titles, application forms, interview procedures, the final selection process, training, compensation systems, and personnel activities. The result of this review has been to ensure that such personnel practices are being uniformly applied without regard to race, color, age, religion, disability, military status, gender, or national origin. The AA Officer is responsible for reviewing this selection process periodically to assure that any requisite qualifications are job-related and nondiscriminatory, and that all selection procedures are gender and race neutral.
- * Further, the College plans to select searches -- those with significant numbers of incumbent employees and with substantial employment opportunities -- for adverse impact studies, to be conducted in compliance with Uniform Guidelines on Employee Selection Procedures, 41 CFR Part 60-3 (1978). The results will be reviewed and appropriate action taken where disparities are found.
- * The College's physical facilities, sponsored recreation and social events, and special programs, including educational assistance, are all applied and made available on a nondiscriminatory basis. The use of the College's facilities will not be permitted on any basis inconsistent with the Equal Employment Opportunity policy. All new employees are advised that all employee benefits, salaries, and benefit programs are administered in a totally nondiscriminatory manner. The AA Officer is responsible for periodically reviewing these personnel areas to ensure that there is no such discrimination.
- * An examination of the College's seniority practices has been made, resulting in findings that nondiscriminatory standards are used. Length of service is a factor for consideration in promotion, but the job-related qualifications of an individual are of even greater importance. Further, good faith efforts have been made to encourage minority and women employees to attain qualifications that will improve their opportunities for advancement.

- * Management desires to make the work environment in the College supportive of EEO and has made efforts to obtain the views of the employees.

B. Special Corrective Actions (41 CFR 60-2.17(b))

We have conducted this analysis in order to ensure that the College's commitment to EEO and Affirmative Action is being fully implemented. Having completed such an analysis, the College has concluded the following:

- * Where problem areas are identified in any job group, placement goals are developed (see 41 CFR 60-2.16(a)), and goals have been established. The appropriate procedure for determining whether underutilization exists in any job group is to determine if there are any statistically significant differences between the actual number of minorities or females in a particular job group and the number theoretically expected from availability analysis (Any Difference).
- * The College will make good faith efforts in the future to remove identified barriers, expand employment opportunities, and produce measurable results dependent upon the business conditions and number of placement opportunities which may occur. The Annual Placement Goal is in the statistical reports section of the Plan.
- * The selection process employed is nondiscriminatory, and no standards are used which have the effect of eliminating from consideration a significantly higher percentage of minorities or women than of non-minorities or men, given availability.
- * Position descriptions are reviewed periodically and properly identify job-related requirements.
- * For supervisory or management positions, the ratio of referrals to hires for minorities or women does not indicate that a higher percentage of minorities or women are being rejected as compared to the percentage of non-minorities or men. Personnel fully cognizant of the College's policy of EEO perform employment interviewing and screening.

- * Minorities and women are not excluded from any college-sponsored activities or programs, and such programs are fully integrated.
- * No de facto segregation exists at the College.
- * No artificial barriers or restrictive seniority provisions that result in overt or inadvertent discrimination exist at the College.
- * Support for the College's policy of Equal Employment Opportunity on the part of managers, supervisors, and employees is strong. The written AAP has been fully communicated and has support at all levels of management.
- * The techniques that have been established for evaluating the effectiveness of the College's AAP include periodic review by the AA Officer of the data contained in the Required Support Data section. Further, the AA Officer makes continuing and periodic reports to management regarding the status of the AAP and the progress being made.
- * EEO posters provided by the federal government are prominently displayed in appropriate places at the College.
- * A thorough analysis of the compensation, promotion, selection, and other policies and practices of the College indicates that no gender, race, or ethnicity-based disparities exist.

V. Accomplishment of Prior Year Placement Goals (41 CFR 60-1.40(c)) 41 CFR 60-1.12(b), -2.1(c) and -2.16

The College developed action-oriented programs designed to accomplish the established goals and objectives, thereby enhancing the employment and advancement opportunities in the College for minorities and women. These efforts resulted in achieving some goals and objectives, making significant progress toward accomplishing others, and strengthening the affirmative action plan overall.

Of the 58 new hires from November 1, 2006, to October 31, 2007, four (.92%) were African-American, one (.23%) was Asian, one (.23%) was American Indian, one (.23%) was Hispanic, and 28 (6.5%) were females. The results of the prior year's AAP are identified below.

Executive (EEO 1)

There was one new hire in this category, but no females or minorities.

Faculty (EEO 2)

There were 15 new hires in this category; seven were females.

Professional/Administrative (EEO 3)

There were 13 new hires in this category; six were females; one was a Hispanic male, and one was an American Indian male.

Clerical/Secretarial (EEO 4)

There were 15 new hires in this category; 14 were females; two were African-American females, and one was an Asian female.

Technical/Para-Professional (EEO 5)

There were two new hires in this category; one was an African American female.

Skilled Crafts (EEO 6)

There were three new hires in this category, but no females or minorities.

Service/Maintenance (EEO 7)

There were nine new hires in this category; one was an African American male, but no females or other minorities.

Overview

Despite hires of African-Americans, Asian, American Indian, Hispanic, and females, individual job groups within some of the EEO categories still showed signs of underutilization for both minorities and women.

Females

As of October 31, 2007, only two of the seven categories, EEO 6 and EEO 7, were underutilized for females using Any Difference. Extra recruitment efforts must be made in these areas.

Minorities

Six of the seven categories, EEO 1, EEO 2, EEO 3, EEO 5, EEO 6, and EEO 7, showed underutilization using Any Difference. Extra recruitment efforts must be made in these areas.

VI. The Development and Execution of Action-Oriented Programs (41 CFR 60-2.17(c))

The following action-oriented programs or procedures designed to further the College's commitment to Equal Employment Opportunity are continuing:

- A. Work specifications are monitored and changed as necessary to ensure that they do not screen out minorities and women and that they are job-related.
- B. The College continues to evaluate the entire selection process and to make every good faith effort to select persons according to ability and qualifications, while recognizing its commitment to take affirmative action to remove impediments to women and minority entrants. Recruitment sources are notified of the College's policy of nondiscrimination. There is not a department or job group in the College that is limited or closed to employees of a particular race, color, age, religion, disability, military status, gender, or national origin. Further, to help bring about Equal Employment Opportunity, the College analyzes all selection techniques and employment standards periodically and, where they are found to create a potential impediment for minorities or women, to revise them unless they are job-related.
- C. The College uses the following techniques to maintain a satisfactory flow of qualified minority and women applicants:
 - 1. Encouragement of minority and women employees to refer friends to the College for potential employment.

2. Inclusion of special recruitment efforts designed to reach minorities and women.
- D. The College will periodically review its promotion criteria and procedures to ensure that promotional decisions are made without regard to race, color, age, religion, disability, military status, gender, or national origin. In an effort to maintain acceptable promotion rates for qualified minorities and women, the College utilizes the following procedures:
1. Providing job training, including such assistance as tuition reimbursement.
 2. Providing an employee evaluation program.
 3. Reviewing work specifications to ensure job-relatedness.
 4. Reviewing promotional decisions and requiring such decisions to be justified on a nondiscriminatory basis.
- E. The College continually makes certain that its facilities and college-sponsored social and recreational activities are not segregated, and actively encourage all employees to participate in any such college-sponsored events.
- F. Pellissippi State continues extensive recruiting and support of programs in the community. For example, referrals are routinely sought from the Urban League; our president has served on their Board; personnel have contacted the local NAACP group to have job announcements printed in their newsletter; the College provides volunteers for the Martin Luther King Jr. Birthday city-wide celebration and business/industry luncheon; members of college staff speak to black professional groups in an effort to develop closer ties with the black community; and employees serve on Boards of various Black organizations. In addition, usage of web technology has been incorporated into recruitment activities in an effort to attract more minorities.

VII. Internal Audit and Reporting Systems (41 CFR 60-2.17(d))

The College believes that one of the most important elements in effectively implementing a written Affirmative Action Plan is an adequate internal audit and reporting system. Through this system, the total program can be monitored for effectiveness, and management can be kept informed. For this purpose, the College has established the following internal audit and reporting system:

- * Monitor records at all levels of personnel activity to ensure a nondiscriminatory policy is followed.
- * Progress toward meeting goals is monitored periodically. Results of the monitoring analyses are communicated with recommendations, if necessary, to management.
- * Where necessary, the AA Officer communicates with senior management at least once a year concerning recommendations to improve AAP results.

VIII. Workers with Disabilities and Qualified Covered Veterans

A. Covered persons with a disability include a wide range of mental and physical impairments that substantially limit or restrict a major life activity such as the following:

- 1) *Hearing;*
- 2) *Seeing;*
- 3) *Speaking;*
- 4) *Walking;*
- 5) *Breathing;*
- 6) *Performing manual tasks;*
- 7) *Caring for oneself;*
- 8) *Learning or working*

B. The target veteran groups include:

- 1) *Disabled Veteran;*
- 2) *Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized;*
- 3) *Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal was awarded pursuant to Executive Order No. 12985;*
- 4) *Recently Separated Veterans;*
- 5) *An individual's membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services as well as the right of veterans, reservists, National Guard members, and certain other members of the uniformed services*

IX. Policy Statement (41 CFR 60-741.44(a); 250.44(a))

Under the Affirmative Action obligations imposed by Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act of 1974, Veterans Employment Opportunity Act of 1998, Jobs for Veterans Act of 2002, and the Uniform Services Employment and Reemployment Rights Act (USERRA) of 2003, it is the policy of the College through a positive outreach plan, to provide equal employment opportunities and to advance qualified covered veterans. This policy is designed to employ and advance all qualified individuals with a disability and qualified covered veterans at all levels of employment, including the executive level. The College's policy of providing equal employment opportunities to qualified persons with a disability and qualified covered veterans shall apply to all employment practices including, but not limited to: upgrading, demotion or transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training. The College attempts to comply with all of the rules, regulations, and relevant orders of the Secretary of Labor and the Office of Federal Contract Compliance Programs (OFCCP), issued pursuant to the 1973 Rehabilitation Act and the 1974 Vietnam Era Veterans' Readjustment Assistance Act, Veterans Employment Opportunity Act of 1998, Jobs for Veterans Act of 2002, and Uniform Services Employment and Reemployment Rights Act of 2003.

The College's Affirmative Action Plan (AAP) for qualified persons with a disability and qualified covered veterans is reviewed and updated annually. If there are any significant changes in the College's procedures, or if employee rights or benefits are modified as a result of an annual updating, these changes are communicated to employees and to applicants for employment.

Employees and applicants shall not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (1) filing a complaint; (2) assisting or participating in an investigation, compliance review, hearing, or any other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA), as amended, and the Uniform Services Employment and Reemployment Rights Act of 2003 or any other federal, state or local law requiring equal opportunity for disabled persons or special disabled veterans or qualified covered veterans or; (3) opposing any act or practice made unlawful by Section 503, VEVRAA, or its implementing regulations in this part or any other federal, state or local law requiring equal opportunity for disabled persons or for special disabled veterans or qualified covered veterans; or (4) exercising any other right protected by Section 503 or its implementing regulations in this part or any other right protected by VEVRAA or its implementing regulations in this part.

X. Review of Personnel Processes (41 CFR 60-741.44(b); 250.44(b))

The College has reviewed its personnel processes and determined that its' present procedures are careful, thorough, and systematic in their consideration of the job qualifications of applicants and employees who are qualified covered veterans and persons with a disability. The College analyzes specific job qualifications every time there is a job vacancy to ensure that the qualification requirements do not tend to screen out persons with a disability or qualified covered veterans. All qualification requirements approved by the College are job-related or consistent with business necessity and the safe performance of the job.

XI. Physical and Mental Qualifications (41 CFR 60-741.44(c); 250.44(c))

Whenever the College applies either physical or mental job qualification requirements in the selection of applicants or employees for employment or other changes in employment status, e.g.,

promotion or training, if the qualification requirements tend to screen out individuals with a disability or qualified covered veterans, the job requirements must be related to the specific job.

When the College is aware of a medical problem of a qualified covered veteran or person with a disability, the knowledge is kept confidential to comply with 41 C.F.R. 60-250.23(d); 741.23 (d), except that:

- 1) Supervisors, managers, and college officials may be informed regarding restrictions and accommodations for the work or duties of qualified individuals with a disability or qualified covered veterans.
- 2) Employees familiar with first aid may be informed, where and to the extent appropriate, if a qualified individual with a disability or a qualified covered veteran might require emergency treatment.
- 3) OFCCP officials investigating compliance with either the 1973 Rehabilitation Act, the 1974 Vietnam Era Veterans' Readjustment Assistance Act, Veterans Employment Opportunity Act of 1998, Jobs for Veterans Act of 2002, or the Uniform Services Employment and Reemployment Rights Act of 2003, will be informed.

XII. Reasonable Accommodation to Physical and Mental Limitations (41 CFR 60-741.44(d); 250.44(d))

It is the College's policy to make a reasonable accommodation to the physical and mental limitations of any employee with a disability, qualified applicants with a disability, or qualified covered veterans, unless his/her accommodation imposes an undue hardship on the College's business (41 C.F.R. – 741.44(d); 250-44(d)). In determining the extent of the College's accommodation obligations, the following factors, among others, are considered:

- 1) Business necessity
- 2) Financial cost and expense

Each applicant or employee is dealt with on an individual basis. Reasonable accommodations are made whenever possible and ongoing efforts include revision of facilities to make them

accessible. The College makes every effort to provide suitable employment for those employees who become disabled while employed.

XIII. Harassment (41 CFR 60-741.44(e); 250.44(e))

The College has developed and implemented procedures to ensure that its employees are not harassed because of their status as disabled or qualified covered veterans.

**XIV. External Dissemination of Policy, Outreach, and Positive Recruitment
(41 CFR 60-741.44(f); 250.44(f))**

After reviewing and determining that the Affirmative Action policies of the College provide the required affirmative action for the employment and the advancement of qualified individuals with a disability and qualified covered veterans, the College has undertaken the following outreach and positive recruitment activities:

- 1) The College will work with recruiting sources to ensure that disabled individuals and qualified covered veterans are aware of openings and are submitting applications.
- 2) When hiring has been required, or will be needed, the College has completed recruitment activities at educational institutions that participate in the training of the disabled. The College will recruit from veterans' service organizations that service special disabled veterans and other qualified covered veterans. Contacts with the above named agencies or facilities will be made for such purposes as advice, technical assistance, and referral of potential applicants who are qualified persons with a disability or qualified covered veterans.
- 3) The College has included, or will include, workers with a disability and qualified covered veterans when the College employees are pictured in consumer, promotional, or help-wanted advertising.

XV. Internal Dissemination of Policy (41 CFR 60-741.44(g); 250.44(g))

In an effort to promote positive affirmative action for individuals with a disability and qualified covered veterans, the College has developed internal communications that foster understanding,

acceptance, and support among the College's executive, management, and supervisory personnel. Additionally, all other college employees have been notified and encouraged to take the necessary action to aid the College in meeting its Affirmative Action obligations. The College has informed its' employees and applicants for employment of its commitment to engage in affirmative action to increase the employment opportunities for qualified individuals with a disability and qualified covered veterans.

The College realizes that a strong outreach program is ineffective without the adequate internal support from management personnel and other employees. In order to assure greater employee cooperation and participation in the College's Affirmative Action efforts, the College has adopted and disseminated an internal policy. This policy has been implemented as follows:

- 1) The policy is included in the College's Policies and Procedures Manual at <http://www.pstcc.edu/misc/ppm/00-03-00>.
- 2) The policy has been publicized in the College's newsletter(s) and annual reports.
- 3) The policy has been and will continue to be discussed at employee meetings.
- 4) The policy has been and will continue to be discussed in both employee orientation and management training programs.
- 5) The policy will be included in publication articles concerning accomplishments of all college workers.
- 6) The policy is posted on college bulletin boards. A statement that employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the 1973 Rehabilitation Act, the 1974 Vietnam Era Veterans' Readjustment Assistance Act, the Veterans Employment Opportunity Act of 1998, Jobs for Veterans Act of 2002, or Uniform Services Employment and Reemployment Rights Act of 2003, is contained with the policy.

XVI. Audit and Reporting System (41 CFR 60-741.44(h); 250.44(h))

The College has designed and implemented audit and reporting systems that:

- 1) Measure the effectiveness of the College's programs.
- 2) Indicate any need for remedial action.
- 3) Determine the degree to which the College's objectives have been obtained.
- 4) Determine whether all employees identified as persons with a disability and qualified covered veterans have had the opportunity to participate in all college-sponsored educational, training, recreational, and social events.
- 5) Ensure that each location of the College is in compliance with the 1973 Rehabilitation Act, the 1974 Vietnam Era Veterans' Readjustment Assistance Act, Veterans Employment Opportunity Act of 1998, Jobs for Veterans Acts of 2002, the Uniform Services Employment and Reemployment Rights Act of 2003, applicable OFCCP regulations, and this AAP.

XVII. Responsibility for Implementation (41 CFR 60-741.44(i); 250.44(i))

The Affirmative Action (AA) Officer is responsible for the overall execution, implementation, and monitoring of the AAP for persons with a disability and qualified covered veterans with the support of all management. Those responsibilities shall include, but not be limited to, the following:

- 1) Informing management of all new developments and opportunities affecting persons with a disability and qualified covered veterans' employment.
- 2) Assisting top management in arriving at solutions to problems involving persons with a disability and qualified covered veterans.
- 3) Serving as a liaison with federal, state, or local agencies, and national disabled and qualified covered veterans' organizations.

- 4) Insuring that persons with a disability and qualified covered veterans are afforded full opportunity and encouraged to participate in all college educational, training, and career opportunity programs.
- 5) Conducting regular discussions with managers, supervisors, and employees to ensure that the College's policies are fair and consistent.

XVIII. Training (41 CFR 60-741.44(j); 250.44(j))

Personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes shall be trained to ensure that the commitments in the College's AAP are implemented.

Pellissippi State Technical Community College
Affirmative Action Executive Summary

The College developed action-oriented programs designed to accomplish the established goals and objectives, thereby enhancing the employment and advancement opportunities in the College for minorities and women. These efforts resulted in achieving some goals and objectives, making significant progress toward accomplishing others, and strengthening the affirmative action plan overall. Of the 58 new hires from November 1, 2006, to October 31, 2007, four (.92%) were African-American, one (.23%) was Asian, one (.23%) was American Indian, one (.23%) was Hispanic, and 28 (6.5%) were females. The results of the prior year's AAP are identified below.

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Overview

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Females

As of October 31, 2007, two of the seven categories, EEO 6 and 7, were underutilized for females using Any Difference. Extra recruitment efforts must be made in these areas.

Minorities

Six of seven categories, EEO 1, EEO 2, EEO 3, EEO 5, EEO 6, and EEO 7, showed underutilization using Any Difference. Extra recruitment efforts must be completed in these areas.

Action-Oriented Efforts

Pellissippi State continues extensive recruiting and support of programs in the community. For example, referrals are routinely sought from the Urban League; our president has served on their Board; personnel have contacted the local NAACP group to have job announcements printed in their newsletter; the College provides volunteers for the Martin Luther King Jr. Birthday citywide celebration and business/industry luncheon; members of college staff speak to black professional groups in an effort to develop closer ties with the black community; and employees serve on Boards of various Black organizations. In addition, usage of web technology has been incorporated into recruitment activities in an effort to attract more minorities.