

Annual Report Affirmative Action 2018

March 26, 2019



Washtenaw Community College

Prepared by the Office of Human Resources

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Executive Summary

Introduction

It is the policy of Washtenaw Community College to provide equal employment opportunity to all WCC employees and applicants for employment. It is the express policy of Washtenaw Community College that the college shall not discriminate any person based on religion, race, color, national origin, age, sex, height, weight, disability, veteran status, sexual orientation, gender identity, gender expression, or any other protected status per state and federal statutes. ***WCC Board of Trustee policy – 5010 Affirmative Action Policy.***

Through employment practices and procedures, the college will seek and employ the best-qualified personnel and provide equal opportunities during the employment process, without discrimination to any of the protected classes as listed above. In relation with this, the college will also maintain an Affirmative Action program to ensure that the college's employment of women and minorities is aligned with the employed population of Washtenaw County. ***WCC Board of Trustee policy – 5010 Affirmative Action Policy.***

The Vice President for Human Resources is responsible to the President for the management of the Affirmative Action Program and coordinating the total effort, including review of the overall program, making periodic audits to measure effectiveness, documenting results, offering and providing advice, and for giving counsel and assistance regarding equal opportunity matters.

2018-2019 Action-Oriented Initiatives

The following actions were taken by the Human Resources department, hiring managers, and search committees, in continued support of our diversity and affirmative action initiatives:

Increased Education & Awareness: Focus this past year was placed on providing knowledge and recognition of diversity concerns in the hiring process. Faculty and staff search committees were provided an updated interview and hiring orientation prior to participating on a committee, as well as participating in an Implicit Bias training session. During this session and orientation, search members were involved in discussion related to unconscious bias, strategies for overcoming bias in the interviewing and hiring process, EEO and legal concerns in applicant review, and effective interviewing and selection of diverse candidates.

Structural Integration/Career Advancement: Efforts were made to integrate minority and female representation within our full-time staff through professional development and promotional opportunities for existing employees since extensive opportunity to impact our minority representation is limited by our job openings. The College continues to experience an employee tenure that exceeds the nation average of four (4) years—our full time employees range from an average of nine (9) years of service among Independent Staff to fourteen (14) years of service among Faculty. Our long term tenure, while valuable from an institutional knowledge standpoint, impacts affirmative action efforts.

Community Alliances and Partnerships: Community alliances and partnerships have been identified as essential components in building a diverse workforce. President Bellanca and Vice President Veltri initiated a diversity collaborative among Human

Executive Summary (continued)

Resource leaders from the southeast Michigan community colleges. The group identified cooperative efforts for attracting and recruiting diverse applicants and will continue to share ideas and efforts in diversity initiatives. The Human Resources department, along with faculty and staff, have connected with and recruited potential candidates through internal and external job fairs, and continue to partner with internal and external stakeholders to increase awareness and continue outreach efforts. In addition the college is joining forces with diverse and inclusive community groups, such as the National Association of African Americans in Human Resources.

Comparative Analysis

The attached report identifies the representation of minority and female employees, by employment classification, in relation to the total workforce (full-time and part-time), in addition to full-time new hires, transfers, promotions and separations. Employee data utilized in this report was based on a one year period running January 16, 2018 through January 16, 2019.

Total Full time Workforce

One feature of an Affirmative Action annual report is to examine the workforce by organizational structure and functional job groups. This executive summary collapses WCC's job groups into six (6) major functional employment bands:

2018 Full time Workforce Data Job Categories	Minority Percent (%)	Female Percent (%)
Executive/Administrator	22%	48%
Professional/Managerial	23%	63%
Independent/Technical	38%	55%
Faculty	22%	53%
Custodial/Maintenance	35%	25%
OPTA	26%	85%
Totals	25%	58%

Minority Includes: American Indian; Asian; Black; Hispanic; Other (2+ races)

Source: HRIS Report Run Date: 01/16/2019

2017 Full time Workforce Data Job Categories	Minority Percent (%)	Female Percent (%)
Executive/Administrator	23%	50%
Professional/Managerial	23%	65%
Independent/Technical	23%	50%
Faculty	21%	52%
Custodial/Maintenance	36%	25%
OPTA	26%	85%
Totals	25%	58%

Minority Includes: American Indian; Asian; Black; Hispanic; Other (2+ races)

Source: HRIS Report Run Date: 01/16/2018

ANALYSIS/OBSERVATIONS

- The total number of full time employees increased by 4% during 2018-2019 (+24)
- The college maintained its overall minority staff composition of 25% during the 2018 Affirmative Action reporting period.
- The relevant benchmark, the U.S. Census estimates for the five-year period of 2012-2016, indicates the overall minority representation of the Washtenaw County workforce is 26%.
- The college maintained its overall female staff composition of 58% which exceeds the county workforce benchmark (51%) by seven percent.
- A review of minority composition by job classification showed increases in both Full-time Faculty and Independent/Technical classifications.
- The Custodial/Maintenance and Office Professional/Technical continue their trend of outpacing the relevant workforce demographic for minority representation while the Executive/Administrator classification experienced a 1% decrease during 2018.

Discrete Ethnicity/Minority Distribution

The table below outlines the employment of FT WCC staff by discrete ethnicity/minority groups.

Ethnicity Distribution	Total	American/Indian	Asian	Black	Hispanic	Other	White	Non-Disclosed
WCC Employees	609	1	23	98	15	17	453	2
		.2%	4%	16%	2%	3%	74%	.3%
Washtenaw County	358,082	1,076	30,582	42,970	15,908	4,085	264,906	0
		0%	9%	12%	4%	1%	74%	0%

Source: HRIS Report Run Date: 01/16/2019; Washtenaw County 2012-2016 American Community Survey 5-Year Estimates U.S. Census

ANALYSIS/OBSERVATIONS

- A review of discrete minority/ethnicity distribution at WCC shows the college outpaces the county's workforce in the employment of African Americans where the college has a workforce composition of 16% versus the county's workforce of 12% for African Americans.
- The college trails the county statistics with regard to the employment of Asian and Hispanic Americans by 5% and 2% respectively.

Workforce/County/WCC Student Population Analysis

The table below displays a comparison of the WCC workforce minority and female composition and the current WCC student population.

	Total	White Percent (%)	Minority Percent (%)	Female Percent (%)
WCC Employees	609	74%	25%	58%
Washtenaw County	358,082	74%	26%	51%
WCC Students	12,337	68%	32%	53%

Source: HRIS Report Run Date: 01/16/2019; Washtenaw County 2012-2016 American Community Survey 5-Year Estimates U.S. Census; WCC Students - Washtenaw Community Students - Source 2018 Fall Student Profile

ANALYSIS/OBSERVATIONS

- The College continues to have opportunities to ensure that its faculty and staff are representative of its student population.

Employment Activity Analysis

The tables below provide a comparison of employment activities (new hires, promotions, separations) across the six (6) major employee groups.

New Hire Job Categories	Total Employees	Total Minority	% Minority	Total Female	% Female
Executive/Administrator	1	0	0%	0	0%
Professional/Managerial	19	2	11%	11	58%
Independent/Technical	6	4	67%	4	67%
Faculty	6	2	33%	5	83%
Custodial/Maintenance	1	0	0%	1	100%
OPTA	14	3	21%	12	86%
Totals	47	11	23%	32	68%

Source: HRIS Report Run Date: 01/16/2018-01/16/2019

ANALYSIS/OBSERVATIONS

- Full time faculty new hires (33%) outpaced the relevant benchmark for minority (26%) and female representation.

Promotions Job Categories	Total Employees	Total Minority	% Minority	Total Female	% Female
Executive/Administrator	0	0	0%	0	0%
Professional/Managerial	14	5	36%	9	64%
Independent/Technical	4	2	50%	3	75%
Faculty	12	3	25%	8	67%
Custodial/Maintenance	1	1	100%	0	0%
OPTA	11	5	45%	9	82%
Totals	42	16	38%	29	69%

Source: HRIS Report Run Date: 01/16/2018-01/16/2019

ANALYSIS/OBSERVATIONS

- Full time promotions (38%) outpaced the relevant benchmark for minority (26%) and female representation.

Separations Job Categories	Total Employees	Total Minority	% Minority	Total Female	% Female
Executive/Administrator	0	0	0%	0	0%
Professional/Managerial	13	2	15%	8	62%
Independent/Technical	8	2	25%	5	63%
Faculty	11	2	18%	8	73%
Custodial/Maintenance	3	1	33%	0	0%
OPTA	12	5	42%	12	100%
Totals	47	12	26%	33	70%

Source: HRIS Report Run Date: 01/16/2018-01/16/2019

Full time Data – Utilized

The table below shows areas with five or more full-time employees reviewed for minority representation. Those departments with more than 20% minority representation have been traditionally recognized as utilized. With a total of 47 departments reviewed, 27 were identified as utilized.

Department Name	Total Employees	Total Minority	Percentage Minority
Workforce Dev. Contract Training-Admin	5	4	80%
Behavioral Sciences	8	5	63%
Economic & Community Development	7	4	57%
Counseling & Career Planning	15	8	53%
Systems Development	8	4	50%
Industrial Technology	6	3	50%
Building Services	31	15	48%
Buildings Maintenance	11	5	45%
Advanced Tech. & Public Service Careers	7	3	43%
President	5	2	40%
Business	9	3	33%
Budget Admin	6	2	33%
Unified Testing	6	2	33%
Mechanical Systems	7	2	29%
Systems Administration	7	2	29%
IS/User Support	11	3	27%
Campus Security	15	4	27%
Children's Center	15	4	27%
English/Writing	15	4	27%
Landscape & Grounds	12	3	25%
Financial Aid - Admin	8	2	25%
Human Resources Management	9	2	22%
Social Sciences	9	2	22%
Mathematics	15	3	20%
Recruitment & Student Enrollment	5	1	20%
Design & Construction Services	5	1	20%
Adult Transitions - Admin	5	1	20%

Source: HRIS Report Run Date: 01/16/2018-01/16/2019

Notes: Departments with five (5) or more employees

Full time Data – Under Utilized

The table below shows areas with five or more full-time employees reviewed for minority representation. Those departments with less than 20% minority representation have been traditionally recognized as underutilized. With a total of 47 departments reviewed, 20 were identified as underutilized.

Department Name	Total Employees	Total Minority	Percentage Minority
Purchasing	11	2	18%
Enrollment Services	23	4	17%
Nursing	12	2	17%
Advancement	6	1	17%
Business Administration	6	1	17%
Campus Services	6	1	17%
Welding & Fabrication Dept	6	1	17%
Physical Sciences	13	2	15%
Distance Learning - Admin	13	2	15%
Automotive Service Dept.	7	1	14%
Marketing	7	1	14%
Health & Applied Technology - Admin	8	1	13%
Computer Instruction	9	1	11%
Digital Media Arts	11	0	0%
Library	10	0	0%
Humanities	10	0	0%
Life Sciences	8	0	0%
Financial Services	8	0	0%
Human Social Science - Admin	7	0	0%
United Association - Administration	6	0	0%

Source: HRIS Report Run Date: 01/16/2018-01/16/2019

Notes: Departments with five (5) or more employees

Continued Focus

The Human Resources department will continue our diversity initiatives with focus on the following actions:

- Engagement of diverse and inclusive recruitment strategies – increase advertisement of job openings and candidate recruiting through diverse sources and methods including expanded community partnerships, Southeast Michigan Community College Collaboration, and diversity job fair opportunities.
- Staff Training/Education – continue to raise awareness and education in workforce diversity with hiring committees through training and other hiring tools.
- Continued focus on underutilized areas- review selection committee make-up to ensure diversity representation, identify diversity-recruiting sources, and work with hiring supervisor to identify diverse applicants.

Total Part time Workforce

The tables below provide a comparison of total part time workforce across the six (6) part time employee groups for the past two (2) years. The total number reflects any active part time staff during the plan year, including staff brought in by the United Association and other limited and short term employees.

2018 Part time Workforce Data Job Categories	Total Employees	Total Minority	% Minority	Total Female	% Female
Part Time Support NC*	63	21	33%	18	29%
Part Time Independent	144	44	31%	83	58%
Part Time Support C*	138	35	25%	97	70%
Student Work Study	32	18	56%	19	59%
Student General Fund	62	24	39%	34	55%
Part Time Faculty	1568	284	18%	750	48%
Totals	2007	426	21%	1001	50%

Source: HRIS Report Run Date: 01/16/2019

*(NC) Non-Clerical; (C) Clerical

2017 Part time Workforce Data Job Categories	Total Employees	Total Minority	% Minority	Total Female	% Female
Part Time Support NC*	48	17	35%	10	21%
Part Time Independent	163	54	33%	91	56%
Part Time Support C*	137	39	28%	100	73%
Student Work Study	51	24	47%	24	47%
Student General Fund	90	29	32%	43	48%
Part Time Faculty	1676	287	17%	776	46%
Totals	2165	450	21%	1044	48%

Source: HRIS Report Run Date: 01/16/2018

*(NC) Non-Clerical; (C) Clerical

Appendix

		Female							Male						
		American/Indian	Asian	Black	Hispanic	Other	White	Non-Disclosed	American/Indian	Asian	Black	Hispanic	Other	White	Non-Disclosed
New Hire Ethnicity Distribution (detail) by Job Category	Total Employees														
	Executive/Administrator	1	0	0	0	0	0	0	0	0	0	0	0	1	0
	Professional/Managerial	19	0	0	2	0	0	9	0	0	0	0	0	7	1
	Independent/Technical	6	0	0	2	0	0	2	0	0	1	0	1	0	0
	Faculty	6	0	1	1	0	0	3	0	0	0	0	0	1	0
	Custodial/Maintenance	1	0	0	0	0	0	0	0	0	0	0	0	1	0
	OPTA	14	0	0	0	2	0	9	1	0	0	0	1	1	0
	Totals	47	0	1	5	2	0	23	1	0	1	0	2	11	1
Percentage		0%	2%	11%	4%	0%	49%	2%	0%	2%	0%	4%	23%	2%	

		Female							Male						
		American/Indian	Asian	Black	Hispanic	Other	White	Non-Disclosed	American/Indian	Asian	Black	Hispanic	Other	White	Non-Disclosed
Promotions Ethnicity Distribution (detail) by Job Category	Total Employees														
	Executive/Administrator	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Professional/Managerial	14	0	1	2	0	0	6	0	0	1	0	1	3	0
	Independent/Technical	4	0	0	0	1	0	2	0	0	1	0	0	0	0
	Faculty	12	0	1	0	0	0	7	0	0	2	0	0	2	0
	Custodial/Maintenance	1	0	0	0	0	0	0	0	0	1	0	0	0	0
	OPTA	11	0	0	3	2	0	4	0	0	0	0	0	2	0
	Totals	42	0	2	5	3	0	19	0	0	5	0	1	7	0
Percentage		0%	5%	12%	7%	0%	45%	0%	0%	12%	0%	2%	17%	0%	

Appendix

		Female							Male						
		American/Indian	Asian	Black	Hispanic	Other	White	Non-Disclosed	American/Indian	Asian	Black	Hispanic	Other	White	Non-Disclosed
Separations Ethnicity Distribution (detail) by Job Category	Total Employees														
	Executive/Administrator	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Professional/Managerial	13	0	2	0	0	6	0	0	0	0	0	0	5	0
	Independent/Technical	8	0	0	2	0	3	0	0	0	0	0	0	3	0
	Faculty	11	0	0	1	0	7	0	0	0	1	0	0	2	0
	Custodial/Maintenance	3	0	0	0	0	0	0	0	0	1	0	0	2	0
	OPTA	12	1	0	2	1	7	1	0	0	0	0	0	0	0
	Totals	47	1	2	5	1	0	23	1	0	0	2	0	0	12
Percentage		2%	4%	11%	2%	0%	49%	2%	0%	0%	4%	0%	4%	26%	0%