

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT**  
**AFFIRMATIVE EMPLOYMENT PLAN**  
**2004-2005**

**I. AFFIRMATIVE EMPLOYMENT**

Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status.

CCCCD is committed to the Affirmative Employment Plan and adheres to the policy that no discrimination on the basis of race, color, religion, gender, national origin, age, disability or veteran status will exist in any area of employment practices at CCCC. Efforts and programs are directed toward expanding employment opportunities for individuals in protected groups, and preventing the development of policies and practices which may exclude or limit employment of individuals belonging to statutorily protected groups.

**II. DISTRICT MISSION STATEMENT**

Collin County Community College District is a student and community centered institution committed to developing skills, strengthening character, and challenging the intellect.

**III. PHILOSOPHY AND PURPOSE**

Through its campuses, centers and programs Collin County Community College District fulfills its statutory charge to provide:

- Academic courses in the arts and sciences to transfer to senior institutions.
- Technical programs, leading to associate degrees or certificates, designed to develop marketable skills and promote economic development.
- Continuing adult education programs for academic, professional, occupational and cultural enhancement.
- Developmental education and literacy programs designed to improve the basic skills of students.
- A program of student development services and learning resources designed to assist individuals in achieving their educational and career goals.
- Workforce, economic, and community development initiatives designed to meet local and statewide needs.
- Other purposes as may be directed by the CCCCCD Board of Trustees and/or the laws of the State of Texas.

#### **IV. CORE VALUES**

Collin County Community College District faculty and staff have a passion for:

- Learning
- Service and Involvement
- Creativity and Innovation
- Academic Excellence
- Dignity and Respect
- Integrity

#### **V. DISTRICT GOALS**

- Goal 1: Exhibit visionary leadership to provide educational experiences that enable students to excel academically and to be civically engaged.
- Goal 2: Develop a systematic process that integrates academic, student development, technology, facilities, administrative services, and budget planning.
- Goal 3: Meet the State challenge of broadening access to educational opportunities and support services for all student populations.
- Goal 4: Elevate the community's awareness of CCCCD's academic, economic, cultural, and social impact to the community.
- Goal 5: Maximize the development and use of CCCCD's human, technological, and capital resources to sustain and strengthen academic and financial vitality.

#### **VI. DISSEMINATION**

Collin County Community College District's Affirmative Employment Plan (AEP) and its commitment to equal opportunity are communicated through the following:

- The AEP policy statement is communicated to all employees through the Human Resources web site at <http://iws2.ccccd.edu/hr/eoo.htm> that is available to all employees of the district and to interested parties.
- District employees complete an on-line training program, Preventing Employment Discrimination, every two years. The site is located at: <http://iws2.ccccd.edu/hr/eoo.htm>

- The Faculty Resource Guide includes the district's policy statement and is published on the district's web site and distributed annually to the district's associate faculty at academic meetings.
- The district's internal newsletter, *The Kaleidoscope*, includes bi-annual notices to employees regarding the district's commitment to equal opportunity.
- A public notice is advertised in local newspapers bi-annually regarding the district's commitment to equal opportunity.
- The district catalog includes a statement regarding the district's commitment to equal opportunity.
- Bulletin boards, readily accessible to employees and students, bear the appropriate federal and state EEO posters in each building on each campus/facility.
- All local and national employment advertisements, application and position announcement forms include the statement "CCCCD does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or veteran status."
- Reports are presented to the CCCCCD Board of Trustees that highlight progress and identify strategies for resolving any underutilization.

## **VII. RESPONSIBILITY AND ACCOUNTABILITY**

- A. The President of Collin County Community College District, Dr. Cary A. Israel, has overall responsibility for ensuring the institution complies with state and federal laws and regulations regarding equal opportunity.
- B. Ms. Kim Russell, Associate VP Organization Effectiveness & Human Resources and the Affirmative Action/Equal Employment Opportunity Officer for CCCCCD, is responsible for designing and recommending to the President the district's plan. Specific responsibilities include:
  1. Advising and assisting district administrators in the administration of the policies and procedures prescribed for assuring equal employment opportunity.
  2. Assisting supervisory staff in the identification of problem areas.

3. Providing liaison between the district and the Federal and State agencies responsible for equal employment opportunity matters, including regulatory, reporting, and other requirements.
  4. Investigating discrimination complaints that cannot be resolved at the departmental level, and recommending action to the appropriate member of the district's Leadership Team or the President.
  5. Ensuring that current legal information affecting affirmative action/civil rights issues are disseminated to appropriate personnel.
- C. Members of the district's Leadership Team are responsible for providing leadership in assuring the application of these policies to all personnel actions within their respective divisions. Leadership Team members include:

Vice President of Academic Affairs

Executive Vice President

Vice President of Administrative Services & CFO

Vice President of Student Development

Associate Vice President of Organizational Effectiveness and Human Resources

Provost, Spring Creek Campus

Provost, Central Park Campus

Provost, Preston Ridge Campus

Executive Director of Development & Foundation

- D. Supervisory staff, including Deans, Directors, Managers and Coordinators, are responsible to:
1. Provide leadership in the administration of these policies in their respective areas of responsibility.
  2. Encourage minority and female employees to participate in district-sponsored professional development activities.

3. Resolve concerns, review and resolve complaints of discriminatory action in employment practices within the appropriate division, in accordance with established district procedures.
4. Take action to prevent harassment of employees.
5. Be accountable for making contributions towards achieving related district goals.
6. Review qualifications of all departmental employees to ensure minorities and women are given opportunity for professional development and promotions.

#### **VIII. GOALS FOR EMPLOYING BLACK AND HISPANIC FACULTY AND ADMINISTRATORS**

***GOAL: The proportions of Black and Hispanic faculty and administrators will at least equal the proportion of Black and Hispanic individuals with the required credentials for such positions in the relevant labor market area.***

To support the above goal, the Human Resources Office will complete a utilization analysis showing the total number of persons employed in such positions at the institution and the number and percentage of Blacks and Hispanics employed. The utilization rate of Blacks and Hispanics will be compared to their availability to determine whether Blacks and Hispanics are underutilized at Collin County Community College District.

Based on data from the 1990 census, the district has not had an overall under-utilization of minorities or females within its administrative position. However, data from the 2000 census is not yet available for analysis and the utilization will be reviewed as soon as updated data is available.

Recruitment strategies to attract minority applicants for open faculty and administrative vacancies, and efforts to further improve the proportion of Black and Hispanic faculty and administrators will continue.

#### **IX. GOALS FOR EMPLOYING BLACK AND HISPANIC PROFESSIONAL, TECHNICAL, CLERICAL AND PLANT OPERATIONS SUPPORT STAFF**

***GOAL: The proportions of Black and Hispanic support staff will at least equal the proportions of Black and Hispanic individuals with requisite skills in the relevant labor market area within each category.***

Upon receipt of the requisite data from the 2000 census, the Human Resources Office will complete a utilization analysis for each job category to support this goal. If under-utilization is found, goals will be set for eliminating any disparity. Strategies for increasing the upward mobility of Black, Hispanic and women will also be identified and considered for implementation.

## **X. MEASURES TO ACHIEVE THE GOALS OF THE AEP**

CCCCD is firmly committed to the goal of increasing the numbers and proportions of Black and Hispanic faculty, administrators and support staff where disparities exist, and increasing the opportunities for growth and development of minority employees. In striving toward these goals, the district utilizes the following strategies.

### **1. Newspaper and Web Advertising**

Our most effective means of minority recruitment has been advertising in local and national papers. We have advertised extensively for faculty and administrative position in The Chronicle of Higher Education (including their web job board), specialized minority publications, as well as in local papers, including The Dallas Morning News (and their web job board), and several smaller area community newspapers. The district is committed to advertising nationally to attract a broad spectrum of qualified candidates for key faculty and administrative positions. Results of our tracking efforts indicate that The Chronicle of Higher Education and The Dallas Morning News are consistently the most effective publications in attracting minority applicants to CCCCCD. We also post positions on a number of targeted higher education and general web job boards and have had significant success through advertising on our own web site.

To enhance the effectiveness of our newspaper advertising efforts, the district's public relations office has developed advertisements that include pictures of faculty members who represent the diversity of the district.

In addition to frequent external advertising efforts, all positions are advertised internally to increase promotion and cross-training possibilities. As internal candidates are selected for promotions, resulting open positions are advertised externally. The Associate Vice President of Organizational Effectiveness and Human Resources and the Manager of Employment are responsible for advising hiring supervisors regarding appropriate applicant pools and advertising practices. All employment advertising is coordinated through the Human Resources Office and a budget for routine advertising is established as a part of the

Human Resources' operating budget, based on the projected number of available positions each year.

**2. Position Announcements**

The district sends position announcements for faculty, administrative and professional staff positions to several colleges and universities within the Southern United States with substantial Black and/or Hispanic enrollment, as well as to local minority organizations, including minority chambers of commerce, and the Texas Workforce Commission.

**3. Plano Telecable**

The district's job opportunities are broadcast on channel A20 of Plano Telecable for two hours daily.

**4. Internal Posting**

CCCCD has been in a growth mode since it began offering classes in September 1985. Internal postings include mailing Position Announcements to all divisions at all campus locations, and by posting job announcements on visible bulletin boards at each campus. As a result, the district has been able to promote employees, including minorities and women, at all levels within the District.

**5. Professional Development**

The district offers a multitude of professional development opportunities for employees. In addition to offering a tuition reimbursement program, which provides reimbursement of up to \$400 per year toward tuition for job-related credit courses, the district offers employees the opportunity to take job-related CCCCCD Continuing Education courses. Other opportunities include programs and workshops for faculty and staff in areas such as retention, teaching methodologies, writing-across-the-curriculum and competency-based education. Other programs offered include skills classes in word processing and spreadsheet software packages, stress and time management, and conflict resolution. Several supervisory training programs and workshops are also scheduled through Human Resources. As a new employee and then every two years thereafter, all employees participate in an on-line program, "Preventing Employment Discrimination" that is available through the district's web site.

**6. Texas Association for Access and Equity**

CCCCD is an active participant in the Texas Association for Access and Equity. This is an organization whose goals include enhancing communication and the sharing of information to enhance diversity programs at most of the public colleges, universities and medical schools from across Texas.

## **XI. MONITORING AND RECORD KEEPING PROCEDURES**

The Human Resources Office is responsible for maintaining records of all individuals making application for employment to the institution, including information regarding sex and ethnicity. Records of all promotions, transfers and terminations are also maintained. Data on all employees, including the number and percent of those employed, by sex and ethnicity and within job categories are prepared annually and submitted for the IPEDS survey and Texas Commission on Human Rights. Records of all individuals completing the “Preventing Employment Discrimination” program are also maintained by Human Resources personnel.

## **XII. PREVENTING SEX DISCRIMINATION AND SEXUAL HARASSMENT POLICY**

CCCCD complies with all state and federal laws regarding nondiscrimination. Applicants of both sexes will be sought for all vacancies unless sex is a bona fide occupational qualification. CCCCCD’s policies ensure that women are treated equally with men in all aspects of employment and without regard to marital status. All employees are paid and promoted on job-related factors, including job-related skills, effort and responsibility required, and performance factors.

CCCCD does not discriminate against employees on the basis of pregnancy or related medical conditions. These are treated as any other illness. CCCCCD’s disability and leave policies are in compliance with the Family and Medical Leave Act and are applied without regard to sex. CCCCCD has a strong commitment to providing a work environment free from sexual harassment. Therefore, the district and its Board of Trustees adopted a policy against sexual harassment. This policy is included in the Board Policy manual and on the district’s Human Resources web site. All employees complete an on-line training course on “Preventing Employment Discrimination” that includes specific training and information regarding sexual harassment. A certificate of completion is signed by each employee for his/her personnel file. A stand-alone program regarding “Preventing Sexual Harassment” is also available on-line for employees to complete.

## **XIII. COMMITMENT TO NONDISCRIMINATION FOR EMPLOYEES WITH DISABILITIES**

CCCCD policies, procedures and facilities are in compliance with the American’s with Disabilities Act. The Associate Vice President of Organizational Effectiveness and Human Resources and the Assistant Director of Human Resources coordinate the district’s response in reviewing requests for reasonable accommodations by eligible employees.



#### **XIV. PLAN FOR DISABLED VETERANS OF THE VIETNAM ERA**

CCCCD supports efforts designed to provide employment opportunities for disabled veterans and veterans of the Vietnam Era. The law defines “disabled veteran” as a person entitled to disability compensation under laws administered by the Veterans’ Administration for disability rated at thirty percent (30%) or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. The law defines “Veteran of the Vietnam Era” as a person (1) who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975 and was discharged or released with other than a dishonorable discharge, or (2) who was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975. Applicants for employment with CCCCCD are invited to voluntarily identify themselves as disabled veterans or veterans of the Vietnam Era. These are tracked through the applicant and employment processes, CCCCCD also meets its annual obligations to file a VETS-100 report showing the number of veterans in our work force. This report is available in the Human Resources Office.