

Clark College

2005 Affirmative Action Plan

Narrative

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Submitted by

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Response to GAAPCom Recommendations

Continue to expand recruiting and outreach efforts, with particular emphasis for persons with disabilities.

Actions taken to expand recruiting and outreach efforts.

The College continues to encourage and promote employees to attend professional conferences and meetings where potential candidates may be present. This effort is detailed in the Strategies and Outcomes section below. Also, the College encourages employees to network with professional and personal contacts.

The College again contracted with a recruiter in the northern California area. She targeted potential applicants by attending job fairs and visiting numerous colleges and universities. Several individuals, some whom added a variety of diversity to our applicant pools, applied for open faculty and administrative positions as a result of her efforts.

The College is associated with several professional groups and individuals with whom we have shared information about the College's employment opportunities. There has also been an increase of networking with local, regional, and national organizations about the College and employment opportunities.

Announcements of open positions are routinely shared on the Washington Professional-Technical-Diversity and the Partners in Diversity list serves. In addition, announcements are sent to numerous affirmative action focused organizations and potential applicants who have been identified as members of protected classes.

Advertising efforts were heightened to include specialized and diversity focused publications. In addition to the regularly used locations such as The Chronicle of Higher Education, Diverse Issues in Higher Education, Hispanic Outlook, The Seattle Times, and local newspapers including the Scanner, Portland Observer, El Hispanic News, and Asian Reporter, which are focused on African American, Hispanic, and Asian news and issues, the College also advertised open positions on several on-line publications such as HigherEdJobs.com, CcollegeJobs.com, Chemical and Engineering News, and the Mathematical Association of America.

Problem Analysis

The College recognizes that in many areas in the workforce profile there is underutilization; however, based on statistics from the 2004 update, the College has improved its overall workforce profile for people of color from 9.8% in 2004 to 12.2% in December 2005. Also, the College experienced an overall increase in percentage in the following protected groups:

Women
Hispanic
Asian Pacific Islander
Persons with Disability
Vietnam Veterans
40& over

The College continues to see some underutilization of minorities in all of the seven job groups.

Job Group 10: Officials and Administrators

Hispanic The availability for this group is 6% and the College's current utilization is 3.6%.

Job Group 20: Faculty

African American The availability for this group is 6.1% and utilization for the College is .6%.

Asian Pacific Islander The availability for this group is 8.6% and the College's utilization is 3.2%.

Job Group 30: Professional Non-faculty

The College is underutilized in three groups:

African American Availability is 1.5%; the College is at 0%.

Hispanic Availability is 2.4%; the College is at 0%.

Asian Pacific Islander Availability is 4.5%; the College is at 0%.

Job Group 40: Secretarial/Clerical

The College is underutilized in two groups:

African American Availability is 2%; the College is at .8%.

Native American Availability is 1.6%; the College is at .8%.

Job Group 50: Technical/Paraprofessional

Job Group 60: Skilled Craft

In these two job groups, the College is underutilized in African Americans, Hispanics, and Native Americans; the utilization percentage being 0%.

Job Group 70: Service maintenance

The College is underutilized in 3 of the 4 minority groups.

The College continues to see some underutilization of persons with disabilities in five of the seven job groups.

The College will continue current effective efforts and implement new strategies listed below in Strategies and Outcomes section to accomplish its goals of improving the utilization of all protected groups.

Strategies and Outcomes

Clark College is committed to raising awareness of the intrinsic value of diversity in all College actions, particularly in the interactions of our faculty, staff, administration, and students. Creating a welcoming environment that reflects the diversity of our student population and the community we serve is of utmost importance and critical.

Actions:

- The College hired Leann Johnson in January 2006 as Director of Equity and Diversity to provide leadership, coordination, and technical assistance in directing and promoting the College's diversity and equity initiatives in areas of recruiting, training and development, compliance and reporting.
- Human Resources staff attended the annual employment fair, Pathways to Your Future that was co-sponsored by Clark College, the Urban League Job Fair, and the Latino Career Fair. These fairs provided an opportunity to network with potential applicants. Information from potential applicants were input into the College's resume bank to be drawn upon as positions become available matching an applicant's experience, abilities, and skills. Applicants who identify themselves as a protected group member are also added to a database and information regarding employment opportunities is sent to them for their consideration to apply for open positions at Clark College. Several potential applicants in protected groups were added to this distribution list. This is one way to target applicants in an attempt to increase the diversity of applicant pools.
- Human Resources staff attended the Southwest Washington Society of Human Resource Management quarterly workshop. The topic of the workshop was Best

Practices in Hiring and Retaining a Diverse Workforce. There was also a luncheon presentation on the ABCs of Creating Organizational Climates Supportive of Diversity. The Presenters were Renee Branch, Diversity Faculty Fellow at Washington State University, Vancouver, WSUV, and Director of Human Resources, WSUV.

- The College has had representatives this past year at the quarterly Partners in Diversity event “Say Hey NW”. This event allows employers to welcome new professionals of color to Oregon and SW Washington. Information about the College and open positions are distributed to all attendees.
- The College is Possible program has developed a Native American Indian group and Latino Hispanic group which meet on a regular basis and expose traditionally under-represented students and their families to the possibility of college.
- The College strongly encourages employees to take advantage of staff development funds to attend trainings. The College Staff Development program offered several diversity and recruiting trainings. These included audio conferences on why the wrong people get hired, 10 steps to successful academic hiring, and a conference on mental health crisis on college campuses.
- The College sent a team of seven administrators to The Association 2006 Winter Conference on diversity and developing cultural competencies within our organizations. The conference offered several sessions including “strategies to recruit and retain staff of color at community and technical colleges”, “cultural enrichment plan”, and “diversity framework progress and evaluation”.
- Human Resources staff attended the Annual Spring Conference at the Washington State University, Vancouver campus. The workshop “Justice in Education, Educating for Justice” offered several sessions regarding equal access to education and how to promote a more just society with the title of the keynote address “Diversity and Democracy in American Education: Making Multiculturalism Work.”
- Diversity training is integrated as part of ongoing formal screening committee process for all faculty and administrative positions. A Screening Committee Recruitment/Selection Process manual is provided to all members serving on screening committees. The manual has a comprehensive section on diversity, which includes statistical comparisons of the College to students, county population, other state agencies, etc. It also has historical data of employee appointments over the last 10 years and the workforce makeup of the College.
- The College brought in two presenters for the Winter Management Team and two faculty screening committee meetings. Dell Anderson, past Chancellor and

President at two California Colleges and Liz Rocklin, past Director of Board Services at ACCT responsible for conducting searches provided a presentation on Hiring and Retaining a High Quality and Diverse Workforce. The leadership of the College has a strong commitment to diversity and is working to instill that commitment at the management team level and screening committees. Similar presentations will continue to be part of future management team and screening committee meetings throughout the year.

- The College has updated administrative procedures for its discrimination and harassment grievance process and has developed and distributed an updated brochure to the college community.
- The college-wide Cultural Pluralism Committee has been reestablished after a three year hiatus.
- The college offered several activities during Martin Luther King, Jr. Week including presentations, faculty teach-ins, student panel, theatre presentation, and music.
- During Black History month specific topics included “The Negro Baseball League,” “Buffalo Soldiers,” and a viewing of and panel discussion on the movie, “Crash.”
- A reception for students of color was held at the end of the spring quarter to celebrate their success.
- The College has partnered with the Vancouver Chapter of the NAACP to host several additional events on campus, including a summer cultural immersion program for African American youth.
- The Director of Student Life and Multicultural Affairs led a contingent of students to the state Students of Color conference and state conference for Gay, Lesbian, Bisexual and Transgender students.

Future Actions:

- Employees will be strongly encouraged to increase their outreach and networking with colleagues and as they attend and participate in more meetings, events, workshops and conferences.

The Director for Equity and Diversity and the Associate Director of Human Resources will continue to work with the Staff Development Program Manager and Continuing Education department to identify workshops, seminars, and events

on diversity issues. In fall 2006 Corporate Education and Equity and Diversity will deliver BAFA BAFA, a four hour experiential cultural simulation training for internal and external participants.

This November the Faculty and Staff of Color Conference will be held at the Hilton Conference Center in Vancouver. This will provide an excellent opportunity for Clark to send several participants. Staff development funds are available and employees will be strongly encouraged to attend the conference particularly because of the close proximity. This will also be a good avenue in which to share information about open positions and encourage people to consider applying for college positions.

Efforts will continue to publicize and encourage attendance at such events. While simply attending these events does not directly affect the diversity of the college, it will educate people of the importance of diversity and how to value and be successful in a multicultural environment.

- The College is planning to contract with national recruiters to assist primarily with our faculty recruitments this coming year. They will network and perform outreach activities at numerous institutions and related environments to attract potential applications, particularly those who would add diversity to our applicant pools. Timing will be critical and we will plan to start work in late fall into January 2007.
- Human Resources and other College staff will increase their participation in Job Fairs and community events to improve outreach and networking efforts. With national recruiters conducting their outreach in designated locations nationally, Human Resources will focus efforts locally and regionally and is researching potential diversity job fairs in Washington, Oregon, and California. HR staff plans to attend Job Fairs for Persons with Disabilities in Washington and Portland, OR.
- The Cultural Pluralism Committee has established a work plan and will conduct a college-wide diversity audit in fall/winter 2006. From this information and data the committee will develop a diversity plan for the institution to launch in spring 2007. In addition to this the committee will hold quarterly education/awareness forums for the College community on a variety of diversity related topics.
- Human Resources is working with The Communications and Marketing Department to enhance position announcements for faculty and administrative positions to convey a more inviting institution and more detail about what the College and the community has to offer.
- The Director of Admissions and Assessment has spearheaded the formation of a group of College employees who are involved with recruiting students and employees to develop a system to centralize information of events, activities, and

resources. The hope is that a broader sharing of this information will allow more people to attend events and activities and ultimately result in an increase of recruiting for students and applicants and promoting the College.

- In terms of retention of employees, the College will continue to promote the mentoring of employees in general, and particularly those in protected groups, in both temporary and permanent positions to increase the probability of success in their current positions and also as they apply for other positions within the College. Human Resources will present several trainings in the coming year including “Supervisory Training” and “Promoting and Transferring at Clark College.”
- The Director for Equity and Diversity will begin a training program in fall 2006 regarding discrimination and harassment and the College’s policies and procedures. This will also include specific information regarding the role of deans, directors, managers and supervisors in the area of compliance and investigation.
- The College will continue to develop community partnership connections to share recruitment strategies and seek out other employment opportunities for applicants.