



**Trident Technical College
Affirmative Action Plan
As of July 2005**

**Agency Head: Dr. Mary Thornley
EEO/AA Officer: Chris Martino-Lambert**

FOREWORD

Trident Technical College recognizes and is fully committed to its legal obligations to provide equal opportunity to prospective and existing employees. As an inclusive community, we are committed to Affirmative Action and to Equal Opportunity as major organizational values.

The preparation of the Affirmative Action and Equal Opportunity Plan provides the opportunity for all of us to again consider the common purposes and values that unite our College and transcend differences among individuals and groups. Our diversity in ethnicity, gender, sexual orientation, religion, age, and abilities are tremendous assets for Trident Technical College and in our role in the community, the region and the state.

The College values affirmative action, equal opportunity and diversity and remains committed to programs, policies, and practices that promote and advance equal opportunity for all citizens.

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INTRODUCTION

Trident Technical College is committed to providing equal employment opportunity for all employees and applicants for employment on the basis of merit and without regard to race, color, religion, gender, sexual orientation, age, national origin, or disability. The College objective is to promote the full realization of equal employment opportunity through an affirmative employment program that aims to eliminate discrimination based on factors that are irrelevant to job performance. Within the College, every effort will be made to ensure that all employment decisions and personnel actions, including recruitment, selection, training, promotion, transfer, and benefits, are administered in conformance with applicable federal and state statutes and regulations governing equal employment and personnel management.

The Equal Employment Opportunity/Affirmative Action Plan will help us achieve our goal of equal employment opportunity for all. The College President is ultimately responsible for the College's policies on equal employment opportunity and affirmative action. The Director of Human Resources will have overall responsibility for implementation of our affirmative action plan, including development of specific goals and timetables, and is responsible for reporting progress to the President, President's Cabinet, and other identified internal and/or external groups.

Trident Technical College's institutional officers, directors, managers, supervisors and interview panels are charged specifically with ensuring, through enlightened leadership, the continued and positive support of all objectives of the Plan. Management at all levels will ensure that questions and complaints of alleged unlawful discrimination or harassment are investigated promptly and thoroughly, and resolved without threat or reprisal of the employee or applicant.

All employees of Trident Technical College have a personal responsibility to support equal employment opportunity and diversity in the workplace. The College has a strong commitment to ensure that all employees are able to take full advantage of opportunities to enhance their personal career goals.

The Trident Technical College Equal Employment/Affirmative Action Plan will remain in effect until the Affirmative Action Plan goals are achieved.

VISION, MISSION, VALUES and GOALS

Vision Statement

Trident Technical College's vision is to be a leader among two-year colleges in providing diverse and innovative educational programs and services in a highly technical and competitive global environment.

Mission of Trident Technical College

Trident Technical College is a public, two-year, multi campus institution which provides quality education and promotes economic development in Berkeley, Charleston and Dorchester counties. TTC is a member of the State Board for Technical and Comprehensive Education system.

As an open-door institution of higher education, the College provides lifelong learning opportunities for traditional and nontraditional students. These opportunities enhance the economic, social and cultural life of the community. Accessible and responsive to the needs of this multicultural community, TTC prepares students for a rapidly changing global environment.

Each semester approximately 12,000 credit students enroll in programs leading to college transfer associate degrees and technical associate degrees, diplomas and certificates. The curriculum includes programs in Allied Health Sciences; Business Technology; Community, Family and Child Studies; Hospitality, Tourism and Culinary Arts; Humanities and Social Sciences; Industrial and Engineering Technology; Law-Related Studies; Nursing; and Science and Mathematics. To foster student success, TTC provides developmental education and comprehensive student services.

Using communication and problem-solving skills, graduates draw on knowledge from a broad range of disciplines to make decisions and perform tasks, working as individuals and as team members.

As a state and national resource, TTC provides continuing education courses, customized education and training for business, industry and government, and a variety of activities and services, including facilities for the Center for Accelerated Technology Training to offer employment training programs.

Institutional Values

The College pursues its mission guided by the following institutional values.

- The worth and dignity of each individual.

- The rich cultural and ethnic diversity of our students, faculty and staff. A management and leadership philosophy defined by high ethical standards, open communication, teamwork, employee empowerment, and continual assessment and improvement of our processes and products.
- A faculty and staff dedicated and committed to serving diverse student and community needs.
- The academic freedom essential for teaching and learning; the self discipline and ethics essential for all professional activities and relationships.
- Lifelong learning and success for all students, faculty and staff.
- Educational innovation.
- Strict accountability for the effective and efficient use of all resources.
- A college environment that is safe and attractive as well as conducive to wellness and productivity.

Institutional Goals and Strategic Objectives

- To provide quality education and promote economic development by offering diverse and innovative credit and continuing education programs.
- To provide quality education and promote economic development by offering diverse and innovative credit and continuing education programs.
- To provide programs and services which promote success and enhance the quality of life for students.
- To continuously improve management systems and organizational structures.
- To communicate effectively with faculty, staff and students as well as with external constituencies, agencies and legislative bodies.
- To recruit, employ and retain a diverse, highly qualified faculty and staff, to provide competitive salaries, and to provide opportunities for professional growth and development.
- To acquire, build, renovate and maintain physical facilities; to acquire state-of-the-art equipment and technology; and to provide technical support services.
- To acquire adequate financial resources, to allocate them effectively and to ensure strict accountability.

DEFINING AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY

Affirmative Action is an effort to develop a systematic approach to eliminate the current and lingering effects of prior discrimination. It is a race and gender conscious effort to achieve equal employment opportunity for all race/sex groups in a workplace. Affirmative Action is a descriptive term which covers a wide range of progressive and aggressive actions designed to move groups that have been disadvantaged in history and in society into positions more nearly or equal or comparable to the positions of groups not similarly disadvantaged. The U. S. Supreme Court as a permissible method to reach the goal of fair employment has upheld Affirmative Action. Affirmative Action is not a quota system. Affirmative Action is voluntary and not required by any law. What is required is that each state agency, college, or university submits a written Affirmative Action Plan to the South Carolina Human Affairs Commission for approval.

An Affirmative Action Plan sets employment goals for minorities and women whose representation in the workforce is less than would be reasonably expected by availability estimates of the qualified labor pool. The Plan also names the positive steps the College will take to recruit and employ qualified minorities and women. The Affirmative Action Plan becomes the guide for a program that should result in fair employment for all race/sex groups, including white males.

The goals component of the Plan is not designed to be, nor should be interpreted to be, permitting unlawful quotas with respect to persons of any race or gender. Rather, the goals are used to target and measure the effectiveness of affirmative action efforts to eliminate and prevent discrimination.

While the thrust of equal opportunity principles is to prohibit the consideration of ethnicity and gender, the thrust of affirmative action is to identify and remove those obstacles that block or impede the equal positioning of women, ethnic and other minorities and other historically disadvantaged classes.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT

8- 1-0 Affirmative Action Policy

TITLE	NUMBER	APPROVED DATE
AFFIRMATIVE ACTION AND NON-DISCRIMINATION	8-1-0	10 - 22 - 04
LEGAL AUTHORITY		
SBTCE POLICY 8-7-100 EMPLOYMENT PRACTICES		

It is the policy of Trident Technical College that no discrimination on the grounds of race, color, disability, religion, gender, sexual orientation, age, or national origin will exist in any area of the College. The College will make all decisions regarding recruitment, hiring, training, promotions, and all other terms and conditions of employment without discrimination on the above grounds or on other factors, which cannot lawfully be the basis for an employment decision.

Trident Technical College reaffirms its policy of administering all its educational programs and related supportive services and benefits in a manner which does not discriminate because of a current student's, or prospective student's race, color, disability, religion, gender, sexual orientation, age, or national origin, or other characteristics which cannot lawfully be the basis for provision or denial of services.

In addition, Trident Technical College endorses the principle of affirmative action designed to remove any disparate effects of past discrimination because of race, color, gender, sexual orientation, disability, religion, age, or national origin.

This policy applies to all personnel actions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and educational, social, or recreational programs of the College. The Human Resources Director was appointed Affirmative Action/Equal Employment Opportunity Officer on January 3, 1985. The Affirmative Action/Equal Employment Opportunity Officer will have overall responsibility for implementation of Affirmative Action and will have the full cooperation of all vice presidents, deans, department heads, directors, supervisors, and other employees.

All officials and other employees of this College, as well as various employment agencies, both public and private, labor organizations, and any advertising agency with whom the College may deal, will be informed that Trident Technical College is an Equal Opportunity/Affirmative Action Employer and adheres to all state and federal laws applicable to employment decisions.

Through the policies and programs set forth in this plan, Trident Technical College undertakes to comply fully with all federal and state laws relating to equal educational opportunity, equal employment opportunity, and affirmative action.

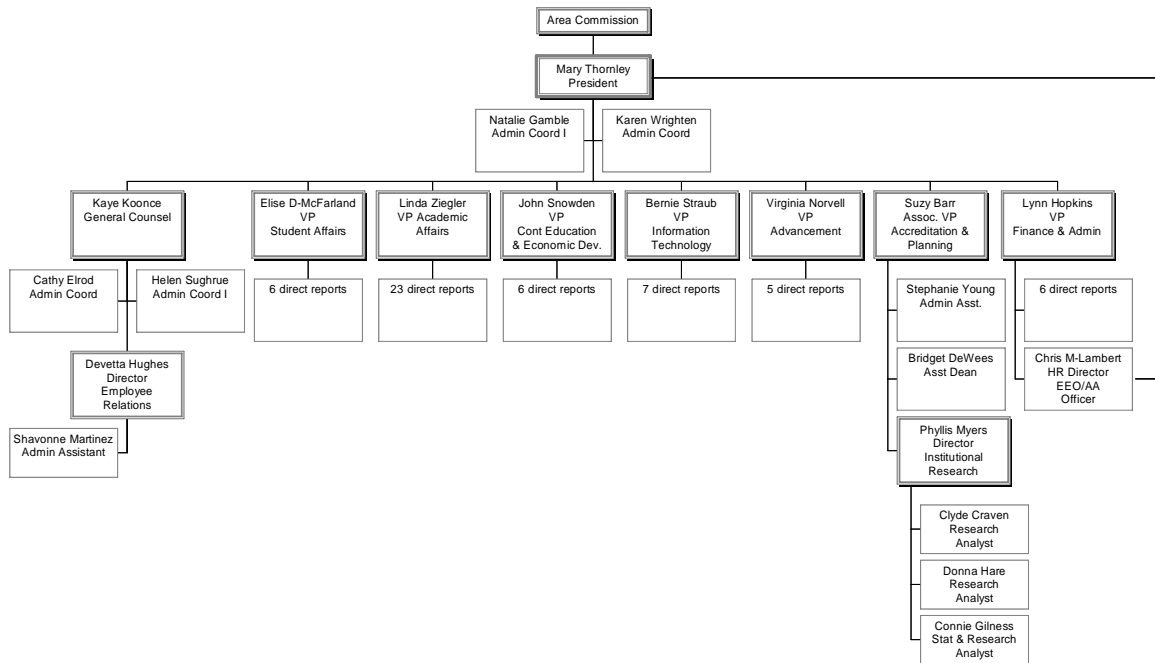
Trident Technical College has developed an Affirmative Action Plan to help achieve the goal of equal employment opportunity for all. The Area Commission has reviewed the Plan and has committed to implementing the goals and timetables established in the Plan. The Human Resources Director will have overall responsibility for implementation of the Affirmative Action

Plan. These responsibilities include: development of specific goals and timetables, reporting progress to the President, and regular progress reports to the President's Cabinet. Other identified internal and/or external groups will receive progress reports as requested. This Affirmative Action Plan will remain in effect until Trident Technical College has achieved a fair representation of all groups within the work force.

Affirmative Action Plan (Acrobat PDF format, 37 pages) Get Adobe Acrobat Reader

APPROVED BY TRIDENT TECHNICAL COLLEGE AREA COMMISSION AUGUST 27, 1979
 REAFFIRMED - MARCH 21, 1995
 MOVED TO SECTION 8 - MAY 19, 1998
 REAFFIRMED---SEPTEMBER 26, 1999
 REAFFIRMED---OCTOBER 8, 2000
 REAFFIRMED---FEBRUARY 19, 2002
 REAFFIRMED---DECEMBER 17, 2002
 MODIFIED AND APPROVED BY AREA COMMISSION---JULY 22, 2003
 MODIFIED AND APPROVED BY AREA COMMISSION---OCTOBER 22, 2004

As evidenced by the above Trident Technical College policy regarding Affirmative Action, on January 3, 1985, Cabinet appointed the Human Resources Director Affirmative Action/Equal Employment Opportunity Officer. The Affirmative Action/Equal Employment Opportunity Officer has overall responsibility for implementation of Affirmative Action and will have the full cooperation of all vice presidents, deans, department heads, directors, supervisors, and other employees. Below is an organizational chart depicting this reporting structure.



RESPONSIBILITIES FOR IMPLEMENTATION OF THE AFFIRMATIVE ACTION / EQUAL EMPLOYMENT OPPORTUNITY PLAN

Overall Responsibilities

It is the responsibility of all employees at Trident Technical College to implement our AA/EEO Plan, but the key personnel listed below carry the full responsibilities for making this plan successful. The fundamental responsibilities are listed below.

The College President bears the primary responsibility for implementing the College's policies on Affirmative Action and Equal Employment Opportunity. The President must assure that each supervisor, and each employee, is fully aware of the obligations and expectations under these policies by communicating the College's commitment and high level of priority afforded to this plan.

The President, in consultation with the Cabinet, and other administrative officers, can establish procedures, but it is also the responsibility of all those who work at the College to eliminate discrimination, take affirmative actions, and provide for equal opportunity in both employment and education.

Employment Responsibilities

President

- ❑ Overall responsibility for implementing the AA/EEO Plan
- ❑ Approve all full-time positions and final candidates
- ❑ Approve salary actions within delegation of authority
- ❑ Work with Human Resources and supervising Vice Presidents and General Counsel to achieve the AA/EEO goals

General Counsel

- ❑ Approve list of identified advertisement media
- ❑ Work with President, Human Resources and supervising Vice Presidents to achieve the AA/EEO goals
- ❑ May conduct reference checks and interviews

Supervising Vice President

- ❑ Work with Human Resources to achieve the AA/EEO goals
- ❑ May appoint members of the Interview Panel and select the chairperson
- ❑ Approve requests for new or replacement personnel
- ❑ Conducts reference checks or certifies that the appropriate supervisor has conducted them

- ❑ Review hiring packet material to ensure that the interview panel complied (or complies??) with affirmative action efforts
- ❑ Approve final candidate(s) from Interview Panel, and recommend to the President
- ❑ May interview candidates
- ❑ Recommends salary to President

Position Supervisor

- ❑ Work with Human Resources to achieve the AA/EEO goals
- ❑ Submit requests for new positions and job descriptions including minimum/preferred qualifications
- ❑ Review replacement job descriptions and verify accuracy with justification
- ❑ Select the chairperson for the interview panel and work with this person to appoint additional members, ensuring diversity
- ❑ Interview candidates
- ❑ Rank the final candidates and submit to the supervising Vice President

Interview Panel Chairperson

- ❑ Work with Human Resources to achieve the AA/EEO goals
- ❑ Appoint members of the interview panel ensuring diversity
- ❑ Coordinate the review of applications/resumes with the Panel. Provide a summary and a record of interview for candidates who were interviewed
- ❑ Collect all interview forms and copies of applications/resumes and return them to Human
- ❑ Encourage compliance with AA/EEO regulations during the interview process
- ❑ Encourage confidentiality by all committee members before, during and after the screening/interview process
- ❑ Panel chair and/or position supervisor conduct reference checks
- ❑ Recommend hiring a candidate using the quantifiable method indicated on the Interview Summary form (this may be performed by a designee)
- ❑ Complete the candidate evaluation forms (this may be performed by a designee)

Interview Panel Members

- ❑ Review complete application packets that meet the minimum advertised requirements prior to interview

- ❑ Develop questions for the candidate and participate in the interview process
- ❑ Work with Human Resources to achieve the AA/EEO goals
- ❑ Participate in recommending the hiring of a candidate using the quantifiable method indicated on the Interview Summary form
- ❑ Assist with completing the candidate evaluation forms
- ❑ Maintain confidentiality of conversations and all materials regarding the screening/interview process with committee members

Human Resources Director

- ❑ Serve as the College's AA/EEO Officer.
- ❑ Recommend changes to policies and procedures related to equal employment opportunity and affirmative action, communicate College AA/EEO efforts both internally and externally, and audit AA/EEO processes. Ensure the hiring processes are conducted consistently according to applicable laws
- ❑ Oversee processing of all paperwork for approved new hires and replacements
- ❑ Maintain and coordinate the advertising process
- ❑ Review with each Interview Panel Chair/Position Supervisor to inform them of the College's AA/EEO commitment and underutilization status
- ❑ Provide orientation and training of supervisors and selection personnel on hiring procedures
- ❑ Work with the Interview Panel to develop screening criteria, interview questions and indices for rating the candidates
- ❑ Oversee screening of all applicants for satisfaction of the minimal/required qualifications and present applicant pool to the Position Supervisor
- ❑ Review material for screening and selection, noting any concerns to General Counsel
- ❑ Oversee preparation of salary analysis for approval
- ❑ Develop internal Human Resource procedures to effectively and efficiently coordinate employment practices
- ❑ Maintain list of identified advertisement media
- ❑ Insure that all correspondence is submitted to applicants in a timely manner and obtain any missing or additional information needed to complete the application process
- ❑ Maintain records for federal, state, and institutional reports
- ❑ Respond to complaints of violations of the AA/EEO Plan. Serves as a resource person regarding AA/EEO information and grievance processes

- ❑ Track EEO information and review diversity and size of applicant pool. If applicant pool is determined not to be diversified, consults with General Counsel, supervising Vice President on re-advertising position
- ❑ Prepare the College's AA/EEO Plan and advise and monitor activities and programs relative to implementation of the Plan
- ❑ Coordinate and promote professional development programs to promote awareness and understanding of AA/EEO
- ❑ Represent the College in matters relative to affirmative action and equal employment opportunity, and advise the President, President's Cabinet, and other identified internal and/or external groups on progress of the College's hiring goals and issues of concern

POLICY DISSEMINATION

INTERNAL	Responsible Person	Target Date
College personnel publications contain applicable AA/EEO notices	HR Director and Marketing Staff	Ongoing
Employees are informed when the policy statement is updated and/or re-approved	Internal Auditor	Annual
Human Resources reviews the College's underutilization and commitment to hiring goals with the Position Supervisor/Interview Panel Chair	HR Director	Ongoing
Provide status of AA goals to Cabinet	HR Director	Quarterly
Review EEO/AA policies and procedures	HR Director and Cabinet	Annually
EXTERNAL	Responsible Person	Target Date
Notify appropriate state agencies, state employment agencies, college placement offices to include minority colleges and universities, and media of job opportunities.	HR Staff	Ongoing
Provide status of EEO/AA goals to the College's Area Commission.	General Counsel	Ongoing

UTILIZATION AND AVAILABILITY ANALYSES

Human Affairs Commission Analysis

Trident Technical College provides a chart of its progress toward meeting Affirmative Action goals during the period of October 1 – September 30, of each year, to the South Carolina Human Affairs Commission. (See appendix A for a sample)

The chart contains data provided by the College and the South Carolina Human Affairs Commission. A similar chart is prepared for each State agency, and the South Carolina Human Affairs Commission prepares an annual report, which is submitted to the General Assembly of the State of South Carolina. The annual report examines the progress State Government agencies have made toward achieving the goal of equal employment opportunity through the Affirmative Action program. An explanation of the categories and numbers appearing on the chart is described below.

Section One: Equal Employment Opportunity (EEO) Category Codes

This section has codes for groups of employees who perform jobs having similar work content, pay rates and promotional opportunities. Trident Technical College uses the codes E1 through E8 and T1 through T5. When the number of employees assigned to a category is so small as to prohibit establishing goals, more than one EEO category may be combined to create a larger group of employees. Goals would then be established for the larger group. A general description of the kinds of jobs assigned to each EEO code follows:

E1- Executives:

Includes all employees whose assignments require meeting with the agency head or a designee to set agency policies that affect both internal and external statewide operations. Incumbents are expected to exercise discretion and independent judgment when assessing policy needs and ensuring that policies created are in line with state and federal laws, rules and regulations. Includes all persons whose assignments required the performance of work directly related to management policies and the general business operations of the agency or institution. Person must perform the above functions and should report directly to the agency director or deputy director. Includes director, deputy directors, department heads, division directors, regional directors, district directors and unclassified administrative managerial positions.

E2- Professionals:

Includes employees required to possess specialized and theoretical knowledge that is usually acquired through college training or work experience and other training that provides comparable knowledge.

E3- Technicians:

Includes employees required to possess a combination of basic scientific or technical knowledge and manual skill that can be obtained through specialized post-secondary education or through equivalent on-the-job-training.

E4- Protective Services:

Includes employees entrusted with public safety, security and protection of the public from destructive forces. Includes police, patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, and kindred workers.

E5- Paraprofessionals:

Includes employees who perform some of the duties of a professional or technician in a supportive role and who usually require less formal training and/or experience than normally required for professional or technical positions.

E6- Secretary/Clerical:

Includes employees responsible for internal and external communication, recording and retrieval of data and/or information and other paper work required in an office.

E7- Skilled Craft:

Includes employees performing jobs that require special manual skill and thorough and comprehensive knowledge of the processes involved in the work, which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

E8- Service/Maintenance:

Includes employees performing duties related to the upkeep and care of buildings, facilities and/or grounds. Employees in this group may operate machinery.

T1- Executives (Unclassified Institutional Officers):

Includes all unclassified employees whose assignments require very broad executive management and policy-making responsibility on institution-wide areas. Includes persons who work in positions

requiring the performance of work directly related to management of policies or general business operations of the institution. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise broad policy making, high-level decision making, and very independent and discretionary judgment.

T2- Managerial (Unclassified Level II Education Support Personnel):

Includes all unclassified employees whose assignments require very broad management and policy-making responsibility for an institution-wide basis of a customarily recognized and very broad division or larger unit. Includes people who work in positions that require the performance of work directly related to the management of the institution or division. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise high level decision-making and highly independent judgment, and to direct the work of mid-upper level administrators.

T3- Faculty/Administrative/Teaching:

Includes all unclassified employees whose assignments require both responsibility for management of a customarily recognized academic division/department and whose other assignments are made for the purpose of providing instruction, conducting research, providing learning resources or performing public service.

T4- Faculty/Teaching:

Includes all unclassified employees whose specific assignments customarily are made for the purpose of conducting instruction.

T5- Professionals (Unclassified Level I Educational Support Personnel):

Includes all unclassified employees whose assignments require the direction and supervision of major related sections/departments.

Section Two: Workforce Totals

The information provided in Section Two shows the race/sex totals by number (#) and percentage (%) of persons employed in each EEO category as of September of the reporting year. For purposes of the report, the following race/sex categories are used:

WM - White Males
BM - Black Males

OM - Other Males
WF - White Females
BF - Black Females
OF - Other Females

The information showing in the number (#) blocks of section two and six is provided by the College. The percentage (%) of each race/sex group is computed by dividing the number (#) of each race/sex group by the total number of persons in the EEO category.

Section Three: Availability

Availability is an estimate of the percentage of the workforce one reasonably expects to be employed based on an analysis of the qualified labor pool. Availability estimates are reported for three groups: black males, white females and black females. Availability is established for any minority group exceeding two percent of the relevant labor market. No other minority groups, other than those appearing, met the two percent threshold. Historically, there has not been a pattern of “underutilization” of white males in the workforce; therefore, no availability is established for white males. However, to determine the availability of white males, one can total the availability shown in Column 3 for any EEO category and subtract the total from 100 -- the difference will be white male availability.

The availability analysis, completed for each job group, is used to determine if minorities or women are “under-represented” in a job group. For example, if an availability analysis shows that 20% of those persons with the required skills for specific job titles listed in a job group are minorities, there is “underutilization” if the College has less than 90% of the 20%, or 18%, available in that job group. The availability analysis is based on eight factors that must be considered, including both internal and external availability data. The South Carolina Human Affairs Commission along with consultation and input from the College collects the statistical data.

Section Four: 90% Of Availability

Section Four indicates a rate that is within 90% of what would be expected based on availability estimates. Use of these percentages is only for reasonable benchmark purposes. The fluctuation is to allow for the possibility that the current workforce disparities may be statistically significant.

Section Five: Underutilization (90%)

These figures are a comparison of the availability (based on 90%), and the actual workforce. If the current workforce is less than 90% of availability, then “underutilization” exists. This process is based on statistical fact, not its cause. However, the mathematical comparison between availability and current workforce may not be the sole consideration in determining “underutilization”.

The underutilization analysis report found in Appendix A indicates the number of people underutilized. Negative numbers indicate that there is no underutilization.

Section Six: New Hires and Promotions of the Reporting Year

This section shows by race and sex the number (#) and percentage (%) of persons who were hired or promoted between October through the following September of the reporting year. The information was obtained and calculated in the same manner as the information in Section Two. Transactions counted in Section Six include positions filled by means of new hires, internal promotions, promotions involving moving from one state agency to a higher job grade in another state agency, reinstatements and transfers from one state agency to another. These transactions have the effect of increasing the representation of race/sex groups in the overall College workforce and within EEO categories.

Section Seven: 90% Goals Met

After completing the availability analysis and the College has identified any “underutilization”, the College must project goals to eliminate the “underutilization”. The goals should not be confused with quotas. They are not rigid and inflexible quotas, but targets that are reasonably attainable through good faith efforts.

The goals component of the plan is not designed to be, nor may it lawfully be, interpreted as permitting unlawful preferential treatment or quotas. Rather, the goals are designed as benchmarks to measure the effectiveness of the plans to eliminate and prevent discrimination. These goals are realistically established based on the availability of qualified applicants.

Technical Colleges AA/EEO Ranking

The South Carolina Human Affairs Commission provides a status of each State agency’s affirmative action program based on the Level of Goal Attainment

through various charts. This following is a summary of Trident Technical College's Ranking Status of Goal Attainment for the past five years in several areas. The information demonstrates the College's rankings of goal attainment "Among All State Agencies", "Among Agency Size of 501-1000 Employees", and "Among All Technical Colleges", as listed below:

As noted previously, statewide availability estimates are reported for only the three groups: Black Males, White Females and Black Females.

Ranking Among All State Agencies:

2004 17th among 77 agencies
2003 12th among 76 agencies
2002 11th among 78 agencies
2001 12th among 76 agencies
2000 9th among 72 agencies

Ranking By Agencies of 501+ Employees:

2004 6th among 15 agencies (for size 501 – 1000 employees)
2003 3rd among 13 agencies (for size 501 – 1000 employees)
2002 3rd among 17 agencies (for size 501 – 1000 employees)
2001 4th among 30 agencies
2000 3rd among 28 agencies

Ranking Among All Technical Colleges: (Williamsburg Technical and Technical College of the Low-country are exempt from reporting)

2004 10th among 15 agencies
2003 8th among 15 agencies
2002 7th among 15 agencies
2001 6th among 15 agencies
2000 5th among 15 agencies

Trident Technical College has ranked within the top ten of all medium-sized agencies (501 – 1000 employees) in South Carolina in its "Goal Attainment" for the past five years. To achieve these high rankings for the past five years is a significant achievement for the College and indicates a serious commitment to affirmative action/equal employment opportunities.

Summary

An analysis of the College's Annual Report from the South Carolina Human Affairs Commission for the reporting period October 1, 2003 – September 30,

2004 indicates two EEO areas remain underrepresented based on established criteria with the South Carolina Human Affairs Commission. Listed below are the identified EEO Categories and groups:

- Black Males
T3 and T4 (Faculty/Administrative/Teaching and Faculty/Teaching)

- White Females
E6 (Secretary/Clerical)

In keeping with the College's commitment to affirmative action and equal opportunity, and a standard of excellence, the College should develop and implement institutional goals, which exceed the State's minimum hiring goals. Therefore, the information stated above is the College's "underrepresented" status, for each EEO Category, based on the criteria set forth by the South Carolina Human Affairs Commission.

The College must make reasonable and forthright progress in its hiring of a more diverse faculty and staff as well as entry level administrative personnel. The findings within our EEO/AA Plan sets forth employment goals and is not designed to be, nor should be interpreted to be, permitting unlawful quotas with the respect to persons of any race or gender. Rather, these goals are used to target and measure the effectiveness of affirmative action efforts to provide for a diverse faculty and staff.

IDENTIFICATION of AREAS for IMPROVEMENT

The identification of areas for improvement and their improvement plan is essential to an affirmative action plan and program. Listed below are areas identified for improvement and the improvement plan that the College will take in an effort strengthen and promote equal employment opportunities and affirmative action.

Area for Improvement:

An underutilization of minority males in the T3/T4 EEO job groups and white females in the E6 job group.

Improvement Plan:

Develop a plan to recruit, hire, retain and reach parity in the workforce in all EEO categories.

Conduct an aggressive recruitment search for those positions identified in the AA/EEO Plan as “underrepresented”, utilizing additional publications and outreach efforts when recruiting.

The College will utilize the expertise of the President’s Cabinet and other sources to assist in advancing recruiting of minorities and women.

Review applicant tracking reports, which will provide AA/EEO data.

Develop a tracking system that evaluates best method(s) of advertising vacant positions.

Responsible Party:

Human Resources Department, Cabinet, and Hiring manager

Area for Improvement

Ensure the selection process eliminates any discrimination.

Improvement Plan:

Continuous review of the Hiring Procedure for effectiveness through surveys, evaluations, or interviews with hiring managers and new employees.

The Human Resources Director reviews with each Interview Panel Chair/Position Supervisor to inform them of the College’s affirmative action/equal employment opportunity commitments.

An evaluation form is made available in the hiring packet to gather feedback from the hiring manager/interview panel regarding the hiring process.

Continue a process for the effective review and revision of College policies and procedures.

Responsible Parties:

Human Resources Department Cabinet, and Hiring manager

Area for Improvement

Continue to incorporate a high level of accountability among Vice Presidents utilizing the performance evaluation process.

Improvement Plan:

The President continues to require documentation of each Vice President's efforts in hiring and promotional efforts in his/her area of responsibility. Each Vice President is expected to include a goal attainment report for their division in the evaluation materials submitted for review. Every supervisor within the Vice President's chain of command will be expected to produce the same and be evaluated similarly.

Responsible Parties:

President, Vice Presidents, hiring manager and other supervisors in the chain of command.

Area for Improvement

Increase level of communication regarding current goal attainment status to Vice Presidents.

Improvement Plan:

The Human Resources Director will continue to report directly to the President regarding matters of Affirmation Action and Equal Employment Opportunity.

The Human Resources Director will continue to present statistics on goal attainment at a Cabinet meeting on at least a quarterly basis. Additional information and resources on outreach possibilities will be developed and discussed at these meetings.

Responsible Parties:

President, Vice Presidents, and Human Resources Director

Area for Improvement

Some departments do not have employees in categories with unmet goals; however these departments may not be diverse. Therefore we will work with these departments with no or low diversity to develop additional recruiting and outreach strategies to attract minorities and/or females for employment or promotional opportunities within these departments.

Improvement Plan:

The Human Resources Director will inform Vice Presidents of these situations when presenting statistics on goal attainment to Cabinet. The Vice President will ensure that this is an additional area of review during the hiring process.

The Human Resources Director will work with the hiring manager during the recruiting phase to ensure that additional outreach strategies are discussed and implemented.

Responsible Parties:

President, Vice Presidents, hiring manager and Human Resources Director



INTERNAL AUDIT AND REPORTING SYSTEM

The Human Resources Department has developed an internal tracking and reporting system for EEO data. Internal tracking and reporting data is compiled for applicants, new hires, promotions/demotions, transfers and terminations.

Applicants

When a position becomes available, an Applicant List is created and all applicants are entered by name, race and gender. The race and gender are indicated upon receipt of the EEO Reporting and Personnel Research Form, which is included with the Employment Application.

When the position deadline occurs, the Human Resources Department pre-screens all applications for minimum education and experience requirements. The Human Resources Department then forwards the files of all qualified applicants to the Hiring Manager along with a list of minority applicants. If diversity is not found in the applicant pool the Human Resources Department in consultation with supervising Vice President and Hiring Manager will make a determination as to whether or not to re-advertise the position.

Once a pool of applicants has been identified by the Human Resources Department, the Interview Panel then reviews the files and determines the candidates to be interviewed and schedules them for interviews. If it is determined that the interview pool is not diversified, the Human Resources Department will consult with the Interview Panel Chair to determine why minority/female applicants were not selected. After the selection process is complete, the applicants' files are returned to the Human Resources Department with the Employee Selection Summary that includes a quantified justification for hiring a particular candidate as well as the other candidates interviewed

A compilation of all applicant data is transferred to the Applicant Report worksheet. The tracking report provides a summary of the applicants and the information is used to complete the annual Applicant Report to the South Carolina Human Affairs Commission. In addition, this information may be used in preparing status reports for various internal and external sources.

New Hires, Promotions/Demotions, Transfers and Terminations

The Human Resources Department maintains EEO records for new hires, promotions/demotions, transfers and terminations. The Human Resource Director presents a quarterly EEO report to the President and Cabinet.

In October, the Applicant Report, along with the College's current workforce, number of New Hires and Promotions Report are submitted to the South Carolina

Human Affairs Commission for its review and development of its annual report to the General Assembly.

Hiring Procedure

The Trident Technical College procedure regarding employment and personnel records is available at http://www.tridenttech.edu/4958_5253.htm.

AFFIRMATIVE ACTION PLAN SUPPORT DOCUMENTS

The following supporting documentation is available and accessible for review in order to provide for complete understanding of the College's EEO/AA Plan.

Trident Technical College Employee Handbook
Trident Technical College Policy and Procedure Manual
Organizational Charts
Evaluation Documents (FPMS and EPMS)
Employment Application
EEO/AA Policy Statement
Trident Technical College Hiring Procedure
Annual Report to the General Assembly - South Carolina Human Affairs Commission

Laws Governing Affirmative Action and Equal Opportunity

Equal Pay Act of 1963:

Purpose: Makes it unlawful to pay wages to members of one gender at a rate lower than paid members of the other gender for equal work on jobs that require equal skill, effort and responsibility under similar working conditions in the same establishment.

1964 Civil Rights Act:

This most significant piece of federal EEO legislation includes:

Title VI: Prohibits discrimination based on race, color or national origin in federally assisted programs. It does not specifically ban employment discrimination based on gender, but some federal agencies nonetheless have barred such discrimination in their regulations.

Title VII: Prohibits employment or membership discrimination by employers, employment agencies and unions on the basis of race, color, religion, sex or national origin.

Title IX: Attorney General to intervene in civil rights cases of general public importance.

Title XI: Miscellaneous provisions, including the right to jury trial and the prohibition against double jeopardy.

The Age Discrimination in Employment Act of 1967: Prohibits, in general, discrimination against employees or applicants for employment between 40 and

70 years of age, subject to exception for employees covered by collective bargaining contracts.

The Age Discrimination Act of 1975: Prohibits "unreasonable discrimination on the basis of age" by recipients of federal financial assistance, including revenue-sharing funds.

Title I of the Civil Rights Act of 1968: Provides criminal penalties for interference with an individual's employment rights because of his or her race, color, religion or national origin.

Title I of the Education Amendments of 1972: Prohibits sex discrimination in education programs or activities that receive federal financial assistance.

The State and Local Fiscal Assistance Act of 1972: State and local governments receiving federal revenue sharing are not to discriminate in employment on the basis of race, color, national origin, sex, religion, age or handicapped status.

The Vocational Rehabilitation Act of 1973:

Section 503: Requires federal contractors to take affirmative action to employ and promote qualified handicapped persons.

Section 504: Prohibits discrimination against handicapped persons in any program or activity receiving federal financial assistance.

The Vietnam Era Veteran's Readjustment Assistance Act of 1974: Requires employers with government contracts of \$10,000 or more to take affirmative action to employ and advance disabled veterans and qualified veterans of the Vietnam era.

The Civil Rights Attorney's Fee Awards Act of 1976: Provides attorney's fees under various civil rights statutes.

Pregnancy Discrimination Act of 1978: Prohibits discrimination in employment against women affected by pregnancy or related conditions.

Americans with Disabilities Act of 1990: Protects people who are disabled. An employer cannot discriminate against disabled people who can perform the essential functions of a job, and are required to make reasonable accommodations to allow them to do so, if necessary. The law protects both job applicants and employees.

The Civil Rights Act of 1991: This Act amends Title VII of the Civil Rights Act of 1964, Sect. 1981 of the Civil Rights Act of 1976, the Attorney's Fees Awards Act

of 1976, the Americans with Disabilities Act of 1990 and the Age Discrimination in Employment Act of 1967. It addresses such subjects as disparage impact, business necessity, bias after hiring, challenges to consent decrees, timeliness of challenges to seniority systems, mixed-motive damages, jury trials, interest and filing time in actions against the federal government and "race harmony" of test scores.

Executive Order 11246: Requires Federal contractors to include a nondiscrimination clause in all contracts and subcontracts in excess of \$110,000 and all construction projects financed, even in part, with Federal funds. Revised Order No. 4 requires a written affirmative action program from contractors with 50 or more employees and contracts of \$50,000 or more. This order is enforced by the U. S. Department of Labor.

South Carolina Human Affairs Law: Prohibits discrimination based on race, religion, color, age, sex, disability and national origin.

Sexual Harassment: The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

Submission to such conduct is a condition for employment and/or promotion; submission to or rejection of such conduct is used as the basis for employment; and/or such conduct has the purpose of effect of interfering unreasonably with the individual's work performance, or creates an offensive, hostile, or intimidating working environment.

Sexual harassment has been recognized as a form of sexual discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by all state fair employment practice acts.

APPENDIX A

Agency Head: Dr. Mary Thornley



Reporting Year
10/01/03 - 9/30/04

UTILIZATION ANALYSIS - GOALS AND TIMETABLES
(AS REQUIRED BY SECTION 60-2.11(B) AND 60.212 OF REVISED ORDER #4)

AGENCY # H6A	AGENCY TRIDENT TECHNICAL COLLEGE	DEPARTMENT COLLEGE	PREPARED BY CHRIS MARTINO-LAMBERT	DATE October 27,2004	PERIOD COVERED Q4 = October 1, 2003 - September 30, 2004
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Section 1	Section 2							Section 3			Section 4			Section 5							Section 6			
EEO Cat	Actual Workforce as of 09/30/04							Adjusted Availability (%)			# Underutilized at 90%			New Hires/Promotions 10/1/03 - 09/30/04							Percentage of Goals Met @90%			
	WM	BM	OM	WF	BF	OF	TOTAL	BM	WF	BF	BM	WF	BF	WM	BM	OM	WF	BF	OF	TOTAL	BM	WF	BF	
T1, T2, E1	#	4	1	0	9	2	0	16						0	0	0	1	0	0	1				
	%	25.00	6.25	0.00	56.25	12.50	0.00	100	4.6	41.8	10.9	-0.27	-2.32	-0.25	0	0	0	100	0	0	100	137.36	134.67	114.26
T3 & T4	#	113	5	2	120	18	2	260						5	0	1	11	0	1	18				
	%	43.46	1.92	0.77	46.15	6.92	0.77	100	2.7	36.7	5.7	2.02	-24.58	-3.18	27.78	0	5.556	61.11	0	5.556	100	71.23	125.76	121.46
T5 & E2	#	30	8	1	57	24	1	121						4	0	0	9	7	0	20				
	%	24.79	6.61	0.83	47.11	19.83	0.83	100	6.5	39.8	14.3	-0.14	-8.84	-6.70	20	0	0	45	35	0	100	101.72	118.36	138.70
E3 & E5	#	18	5	3	42	20	1	89						3	1	1	8	1	2	16				
	%	20.22	5.62	3.37	47.19	22.47	1.12	100	2.8	42.7	10.4	-2.53	-4.00	-10.74	18.75	6.25	6.25	50	6.25	12.5	100	202.82	110.52	216.08
E4	#	9	8	0	2	0	0	19						1	1	0	1	1	0	4				
	%	47.37	42.11	0.00	10.53	0.00	0.00	100	17.8	14.3	4.7	-4.62	0.72	0.90	25	25	0	25	25	0	100	236.81	73.61	0.00
E6	#	1	2	0	16	21	3	43						0	0	0	3	5	0	8				
	%	2.33	4.65	0.00	37.21	48.84	6.98	100	5.0	54.6	12.8	0.15	7.47	-15.48	0	0	0	37.5	62.5	0	100	93.21	68.17	380.35
E7 & E8	#	19	6	0	6	1	1	33						0	1	0	0	0	1	2				
	%	57.58	18.18	0.00	18.18	3.03	3.03	100	15.1	11.4	5.2	-1.02	-2.24	0.72	0	50	0	0	0	50	100	120.41	159.49	58.28

Total Employees: 581

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