

**Trident Technical College  
Affirmative Action Plan  
As of October 1, 2022**

**Agency Head: Dr. Mary Thornley  
EEO/AA Officer: DeVetta Williams Hughes**

## **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 allows all of us to 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 opportunities for all employees and applicants for employment on the basis of merit and without regard to race, color, religion, gender, sexual orientation, age, pregnancy, marital status, veteran status, gender identity, national or ethnic origin or disability. The college promotes 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. The college makes every effort 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 Associate Vice President for Human Resources has overall responsibility for implementation of the college's 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 to 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**

### **MISSION STATEMENT**

**NUMBER:** 2-18-0

**APPROVED DATE:** 10-08-2000

**LEGAL AUTHORITY:** S.C. CODE ANN. §§59-53-410 to -440 (1997); 1996 S.C. ACTS 359

### **MISSION STATEMENT**

#### **Mission**

Educate the individual. Accelerate the economy. Inspire the future.

#### **Values**

- Integrity
- Respect
- Student achievement
- Academic excellence
- Academic freedom
- Excellence in customer service
- Diversity, equity, and inclusion
- Accessibility
- Affordability
- Innovation
- Collaboration
- Community engagement

#### **Role and Scope**

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston, and Dorchester counties. An open-door institution of higher education, and one of the largest institutions in the state, Trident Technical College welcomes and serves students from the rich variety of backgrounds in its service area.

To help students meet their goals, the college offers applied technical associate degrees, diplomas, certificates, and university transfer associate degrees. The curriculum includes programs in arts and sciences; business; culinary and hospitality; education; engineering and manufacturing; health, human and personal services; information technology; law and criminal justice; maintenance and technical trades; and media and visual arts. Additionally, the college offers high school dual enrollment partnerships, apprenticeship programs, customized workforce training, and personal enrichment opportunities. To foster student success, the college provides multiple course delivery methods and comprehensive academic and student support services.

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Approved by TTC Area Commission October 30, 2001

Approved by TTC Area Commission October 15, 2002

Approved by TTC Area Commission October 21, 2003

Reaffirmed by TTC Area Commission October 22, 2004

Approved by TTC Area Commission September 20, 2005

Reaffirmed by TTC Area Commission November 14, 2006

Approved by TTC Area Commission May 27, 2008

Approved by South Carolina Commission on Higher Education August 5, 2008

Reaffirmed by TTC Area Commission March 24, 2009  
Approved by TTC Area Commission March 23, 2010  
Approved by South Carolina Commission on Higher Education May 20, 2010  
Approved by TTC Area Commission September 20, 2011  
Approved by South Carolina Commission on Higher Education January 13, 2012  
Reaffirmed by TTC Area Commission January 15, 2013  
Approved by TTC Area Commission March 19, 2013  
Reaffirmed by TTC Area Commission January 21, 2014  
Approved by TTC Area Commission March 24, 2015  
Approved by TTC Area Commission May 26, 2015  
Approved by TTC Area Commission August 2, 2016  
Approved by TTC Area Commission March 27, 2017  
Approved by South Carolina Commission on Higher Education May 18, 2017  
Approved by TTC Area Commission March 27, 2018  
Approved by South Carolina Commission on Higher Education April 27, 2018  
Approved by TTC Area Commission May 28, 2019  
Approved by South Carolina Commission on Higher Education August 2, 2019  
Due to COVID 19 Pandemic there was no review in 2020  
Approved by TTC Area Commission March 23, 2021  
Approved by South Carolina Commission on Higher Education May 25, 2021  
Approved by TTC Area Commission March 22, 2022  
Approved by South Carolina Commission on Higher Education April 22, 2022  
Approved by TTC Area Commission March 28, 2023

## **DEFINING AFFIRMATIVE ACTION AND EQUAL EMPLOYMENT OPPORTUNITY**

Affirmative Action is an effort to develop a systematic approach to redress past discrimination. It is a 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 advance groups with a disadvantaged history in society into positions equal to those of groups not similarly disadvantaged. The U. S. Supreme Court has upheld Affirmative Action as a permissible method to reach the goal of fair employment. Affirmative Action is not a quota system. Although Affirmative Action is voluntary and not required by any law, each state agency, college, or university is required to submit 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 positive steps the college will take to recruit and employ qualified minorities and women. The Affirmative Action Plan is the guide for a program that should result in fair employment for all race/sex groups.

The goals component of the Plan is not designed to permit unlawful quotas with respect to persons of any race or gender. Rather, the goals target and measure the effectiveness of affirmative action efforts to eliminate and prevent discrimination.

While the goal of equal opportunity principles is to prohibit the consideration of ethnicity and gender, the goal of affirmative action is to identify and remove 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 and Non-Discrimination Policy**

**NUMBER:** 8-1-0      **APPROVED DATE:** 08-27-1979

**BASED ON POLICY NUMBER AND TITLE:** SBTCE POLICY 8-7-100 EMPLOYMENT PRACTICES

It is the policy of Trident Technical College that no discrimination on the grounds of sex, race, color, disability, religion, gender, gender identity, gender expression, sexual orientation, age, marital or family status, services in the uniformed services (as defined in state and federal law), veteran status, political opinions, genetic information, pregnancy, childbirth or related medical conditions, national origin or any other factor protected under applicable federal, state and local civil rights laws, rules and regulations (collectively referred to as "Protected Status") 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. The College will provide reasonable accommodation, consistent with state and federal law, due to a disability, religion, pregnancy, childbirth or related medical conditions, including, but not limited to, lactation.

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 based on Protected Status, 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 based on Protected Status.

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 Associate Vice President for Human Resources serves as the Affirmative Action/Equal Employment Opportunity Officer. 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 Associate Vice President for Human Resources 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.

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Moved to Section 8 - MAY 19, 1998  
Reaffirmed: 03-21-1995  
Reaffirmed: 09-26-1999  
Reaffirmed: 10-08-2000  
Reaffirmed: 02-19-2002  
Reaffirmed: 12-17-2002  
Modified and Approved: 07-22-2003  
Modified and Approved: 10-22-2004  
Reaffirmed: 09-20-2005  
Reaffirmed: 11-14-2006  
Reaffirmed: 10-27-2007  
Reaffirmed: 03-11-2008  
Reaffirmed: 03-24-2009  
Reaffirmed: 03-23-2010  
Reaffirmed: 03-15-2011  
Reaffirmed: 03-20-2012  
Reaffirmed: 01-15-2013  
Reaffirmed: 01-21-2014  
Modified and Approved: 05-26-2015  
Modified and Approved: 05-24-2016  
Reaffirmed: 05-23-2017  
Modified and Approved: 03-27-2018  
Modified and Approved: 09-24-2019  
Reaffirmed: 03-23-2021

As evidenced by the above Trident Technical College policy regarding Affirmative Action, on January 3, 1985, Cabinet appointed the Associate Vice President for Human Resources as the Affirmative Action/Equal Employment Opportunity Officer. The Affirmative Action/Equal Employment Opportunity Officer has overall responsibility for implementation of Affirmative Action and has the full cooperation of all vice presidents, deans, department heads, directors, supervisors, and other employees.

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

### **Overall Responsibilities**

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 TTC employees to eliminate discrimination, take affirmative action and provide for equal opportunity in both employment and education.

## **Employment Responsibilities**

### **President**

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

### **Supervising Vice President**

- Works with Human Resources to achieve the AA/EEO goals
- Approves members of the Interview Panel and selects the chairperson
- Approves requests for new or replacement personnel
- Conducts reference checks or certifies that the appropriate supervisor has conducted them
- Reviews hiring packet material to ensure that the interview panel complied with affirmative action efforts
- Approves final candidate(s) from Interview Panel, and makes recommendations to the President
- May interview candidates

### **Hiring Manager**

- Works with Human Resources to achieve the AA/EEO goals
- Submits requests for the new positions and job descriptions including minimum/preferred qualifications
- Reviews replacement job descriptions and verifies accuracy with justification
- Selects the chairperson for the Interview Panel and works with this person to appoint additional members, ensuring diversity
- Interviews candidates
- May conduct reference checks
- Ranks the final candidates and submits to the supervising Vice President

### **Interview Panel Chairperson**

- Works with Human Resources to achieve the AA/EEO goals
- Appoints members of the Interview Panel, ensuring diversity
- Coordinates the review of applications/resumes with the Panel. Provides a summary and a record of interview for candidates who were interviewed.
- Collects all interview forms and copies of applications/resumes and returns them to Human Resources
- Encourages compliance with AA/EEO regulations during the interview process

- Encourages confidentiality by all committee members before, during and after the screening/interview process
- May conduct reference checks
- Recommends hiring a candidate using the quantifiable method indicated on the Employment Selection Summary (this may be performed by a designee)

### **Interview Panel Members**

- Reviews application packets that meet the minimum advertised requirements prior to interview
- Develops interview questions and participates in the interview process
- Works with Human Resources to achieve the AA/EEO goals
- Participates in selections of a candidate using the quantifiable method indicated on the Employment Selection Summary
- Assists with completing the Record of Interview Forms
- Maintains confidentiality of conversations and all materials regarding the screening/interviewing process with committee members

### **Associate Vice President for Human Resources**

- Serves as the College's AA/EEO Officer
- Recommends changes to policies and procedures related to the equal employment opportunity and affirmative action, communicates College AA/EEO efforts both internally and externally and audits AA/EEO processes. Ensures the hiring managers conduct the hiring processes consistently according to applicable laws.
- Oversees all paperwork processing for approved new hires and replacements
- Oversees and coordinates the advertising process
- Informs each Interview Panel Chair/Hiring Manager of the College's AA/EEO commitment and underutilization status
- Provides orientation and training to supervisors and selection personnel on hiring procedures
- Works with the Interview Panel to develop screening criteria, interview questions and scale for rating the candidates
- Oversees screening of all applicants and presents applicant pool to the hiring manager
- Reviews material for screening and selection addressing any concerns with the hiring manager
- Oversees preparation of salary analysis for approval
- Develops Internal Human Resources procedures to effectively and efficiently coordinate employment practices
- Maintains and coordinates the advertising process
- Insures that all correspondence is submitted to applicants in a timely manner and obtains any missing or additional information needed to complete the application process
- Maintains records for federal, state and institutional reports
- Responds to complaints of violation of the AA/EEO Plan. Serves as a resource regarding AA/EEO information and grievance processes
- Tracks EEO information and reviews diversity and applicant pool. If applicant pool is not diversified, consults with supervising Vice President on re-advertising position
- Prepares the College's AA/EEO Plan and advises and monitors activities and programs relative to implementation of the Plan

- Coordinates and promotes professional development programs to promote awareness and understanding of AA/EEO
- Represents the College in matters relative to affirmative action and equal employment opportunity and advises 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

<b>INTERNAL</b>	<b>Responsible Person</b>	<b>Target Date</b>
College personnel publications contain applicable AA/EEO notices	AVP for HR 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	AVP for HR	Ongoing
Provide status of AA/EEO goals to Cabinet	AVP for HR	Quarterly
Review AA/EEO policies and procedures	AVP for HR and Cabinet	Annually
<b>EXTERNAL</b>	<b>Responsible Person</b>	<b>Target Date</b>
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 AA/EEO goals to the College's Area Commission	AVP for HR	Ongoing

## UTILIZATION AND AVAILABILITY ANALYSES

### Human Affairs Commission Analysis

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

This chart contains data provided by the college and the South Carolina Human Affairs Commission. Each State agency prepares a similar chart 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 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 below.

### Column 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 are then 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 employees whose assignments require the performance of work directly related to management policies and the general business operations of the agency or institution.

Employees must perform the above functions and should report directly to the agency director or deputy director. Includes directors, deputy directors, department heads, division directors, regional directors, district directors and unclassified administrative managerial positions.

NOTE: Supervisory personnel of the professional, technical, clerical, skilled craft and service/maintenance workforce will be reported within the specific categories of the personnel they supervise unless they set broad policies described above.

#### **E2- Professionals:**

Includes all 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. Includes personnel specialists, social workers, doctors, registered nurses, systems analysts, accountants, counselors, teachers, police captains and lieutenants, classified professional non-faculty employees and kindred workers.

**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 school education or through equivalent on-the-job training. Includes computer programmers and operators, draftspersons, surveyors, licensed practical nurses, photographers, radio operators, technical illustrators, technicians (medical, dental, electronic, physical sciences), assessors, inspectors, police and fire sergeants and kindred workers.

**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. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes library assistants, administrative assistants, research assistants, medical aides, child support workers, police auxiliary, welfare service aides, recreation assistants, homemaker's aides, home health aides, and kindred workers.

**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. Includes bookkeepers, messengers, office machines operators, clerk-typists, stenographers, court transcribers, secretaries, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, and kindred workers.

**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.

Includes mechanics and repairers, electricians, heavy equipment operators, stationary engineers, skilled machinists, carpenters, compositors and typesetters and kindred workers.

**E8- Service/Maintenance:**

Includes workers performing duties related to the upkeep and care of buildings, facilities, or grounds. Workers in this group may operate machinery. Includes chauffeurs, laundry and dry-cleaning operators, truck drivers, bus drivers and garage laborers, custodial personnel, gardeners and grounds keepers, refuse collectors, construction laborers and kindred workers. 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 unclassified employees whose assignments require very broad executive management and policy-making responsibility on institution-wide areas. Includes employees 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. They also direct the work of high-level professions. Includes officers holding such titles as President, Executive Vice President, Vice-President Education, Vice-President Business, Vice-President Student Affairs and Vice-President Development.

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

Includes unclassified employees whose assignments require very broad management and policy-making responsibility on an institution-wide basis of a customarily recognized and very broad division or larger unit. Includes employees 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. Includes positions holding such titles as Dean of Instruction, Dean of Continuing Education, Dean of Students, Dean of Learning Resources II and Educational Support Manager II.

**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. Includes academic deans, assistant deans, division chairpersons, department heads, librarians, program coordinators, and other faculty positions, if their responsibilities are both administrative and instructional or administrative only.

**T4- Faculty/Teaching:**

Includes all unclassified employees whose specific assignments customarily are made for the purpose of conducting instruction. Includes instructors and vocational teachers. Does not include student teachers or research assistants.

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

Includes all unclassified employees whose assignments require the direction and supervision of major related sections/departments. Includes positions titled Educational Support Manager I, Assistant Dean of Students, Assistant Dean of Continuing Education and Dean of Learning Resources.

## **Column 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 five 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. \* = Underutilization less than one whole person. Please note that percentages may not add up to exactly 100% due to rounding.

## **Column Three: Adjusted Availability**

Availability is an estimate of the percentage of the workforce one reasonably expects to be employed based on the employer's 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. The Availability is then adjusted to a rate that is within 90.0 percent of what would be expected (a fluctuation of 10 percent). The Availability adjustment is to allow for the possibility that the current workforce disparities may not be statistically significant. If you add the availability percentages and subtract from 100, you will have the availability for white males and all the other racial groups not depicted on this form. Historically, there has not been a pattern of underutilization of white males in employer workforces. No other race or ethnic group was over the 2 percent threshold.

## **Column Four: Underutilization (90%)**

These figures are a comparison of the Adjusted Availability (Column Three) percentages, and the actual workforce (Column Two). If the current workforce is less than the Adjusted Availability, then underutilization exists. The underutilization is expressed as a percentage (percentages are rounded to the nearest 0.1%). If there is no underutilization a "No" appears in the block.

In any job group where the percent of underutilization is so small that it would compute to less than one who person, an asterisk will appear in the appropriate block indicating that no goals are required.

*This process is based on statistical fact, not its cause.* However, the mathematical comparison between availability and current workforce should not be the sole consideration indetermining underutilization.

## **Column Five: New Hires and Promotions of the Reporting Year**

This section displays 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 Column Two. Again, percentages may not add up to exactly 100% due to rounding. Transactions counted in Column Five 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.

The reclassification of an already filled position is not counted in Column Five.

**Column Six: Goals Met**

When an agency has achieved the Adjusted Availability displayed on the form for a race/sex group, a YES is indicated in the appropriate block. If not, the percentage (%) achieved is displayed. The overall percentage of the goals achieved is noted at the bottom of each agency’s chart.

*The percentage of goals achieved is calculated by dividing the percent employed (in Column Two) by the percent available (in Column Three).*

*In race/sex groups where underutilization is less than one who person, an asterisk will appear in the appropriate blocks.*

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.

The following is a summary of Trident Technical College’s Ranking for Goal Attainment for the past five years:

Ranking Among all State Agencies:

2022	3 <sup>rd</sup> among 79 agencies
2021	10 <sup>th</sup> among 79 agencies
2020	5 <sup>th</sup> among 79 agencies
2019	4 <sup>th</sup> among 79 agencies
2018	3 <sup>rd</sup> among 79 agencies



### Ranking Among all Technical Colleges:

2022	2 <sup>nd</sup> among 16 agencies
2021	3 <sup>rd</sup> among 16 agencies
2020	3 <sup>rd</sup> among 16 agencies
2019	2 <sup>nd</sup> among 16 agencies
2018	2 <sup>nd</sup> among 16 agencies

Trident Technical College has ranked in the top three of all Technical Colleges 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, 2021 – September 30, 2022, indicates EEO areas remain underrepresented based on established criteria. Listed below are underrepresented EEO Categories and groups:

- White Females  
T1, T2, E1 Executives
- White Females  
T5 and E2 Professionals (Unclassified Level I Educational Support Personnel)
- White Females  
E4 Public Safety

TTC continues to advertise vacant positions using NeoGov, South Carolina’s on-line recruiting website. We list vacancies on the college’s website ([www.tridenttech.edu](http://www.tridenttech.edu)) and Inside Higher Ed (<https://www.insidehighered.com>). TTC also advertises the location of job postings weekly in the Post & Courier, the largest circulating newspaper in the Tri-County area. Additional recruiting efforts include working with local community organizations by sending weekly advertisements and actively representing the college at local career fairs as appropriate.

### **IDENTIFICATION OF AREAS FOR IMPROVEMENT**

Listed below are areas the college identified for improvement and the plans for improvement that the college will implement in an effort to strengthen and promote equal employment opportunities and affirmative action.

#### ***Area for Improvement:***

The college is underutilized in white females in the following areas:

- T1, T2, and E1 (combined group)
- T5 and E2 (combined group)
- E4 job group

**Improvement Plan:**

The college will 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 recruitment of minorities and women. The college will also review applicant tracking reports, which will provide AA/EEO data and 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:**

The college will continually review the Hiring Procedure for effectiveness through surveys, evaluations, or interviews with hiring managers and new employees. The Associate Vice President for Human Resources will continue to review the College’s affirmative action/equal employment opportunity commitments and underutilization data with each Interview Panel Chair/Position Supervisor. HR includes an evaluation form in the hiring packet to gather feedback from the hiring manager/interview panel regarding the hiring process. The college will continue reviewing and revising the college’s hiring policies and procedures.

**Responsible Parties:**

Human Resources Department, Cabinet, and Hiring Manager

***Area for Improvement***

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

**Improvement Plan:**

The President will continue to require documentation of each Vice President’s efforts in hiring and promotional efforts in their area of responsibility, including a goal attainment report for their division in their evaluation materials submitted for review. The President will also continue to require every supervisor within the Vice President’s chain of command to produce the same report and be similarly evaluated by their reviewer.

**Responsible Parties:**

President, Vice Presidents, Hiring Manager and other supervisors in the chain of command.

***Area for Improvement***

The college will continue to require a high level of accountability among Vice Presidents utilizing the performance evaluation process.

**Improvement Plan:**

The Associate Vice President for Human Resources will continue to report directly to the President regarding matters of affirmative action and equal employment opportunity. The Associate Vice President for Human Resources will continue to present statistics on goal attainment to Cabinet on at least a quarterly basis, where they will discuss and develop additional information and resources on outreach possibilities.

**Responsible Parties:**

President, Vice Presidents, and Associate Vice President for Human Resources

***Area for Improvement***

Some departments do not have employees in categories with unmet goals; however, these departments may not be diverse, such as T3 and T4 categories.

**Improvement Plan:**

The Associate Vice President for Human Resources will inform Vice Presidents of these situations when presenting statistics on goal attainment to Cabinet. The appropriate Vice President will ensure that this is an additional area of review during the hiring process. The Associate Vice President for Human Resources will work with the hiring manager during the recruiting phase to discuss and implement additional outreach strategies.

**Responsible Parties:**

President, Vice Presidents, Hiring Manager and Associate Vice President for Human Resources.

**INTERNAL AUDIT AND REPORTING SYSTEM**

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

**Applicants**

When Human Resources advertises an available position, NeoGov creates an applicant listing, which includes all applicants by name, race and gender. Applicants indicate race and gender on the Employment Application.

The Human Resources Department pre-screens all applications for minimum education and experience requirements. The Human Resources Department then forwards the application packets of all qualified applicants to the Hiring Manager along with an applicant listing. If the applicant pool is not diverse, 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 Human Resources identifies a pool of qualified applicants, the Hiring Manager reviews the applications and selects which candidates to interview. If the interview pool is not diverse, the Human Resources Department will consult with the Interview Panel Chair to determine why they did not select minority/female applicants. After the selection process is complete, the Hiring Manager submits a hiring packet to Human Resources. The hiring packet includes applications for interviewed candidates, Record of Interview Forms, Employment Recommendation Form, Applicant Listing and an Employment Selection Summary, which includes a quantified justification for hiring a particular candidate, rather than the other candidates interviewed.

Human Resources compiles and transfers all applicant data to the Applicant Listing. 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, Human Resources may use this information while 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 Associate Vice President for Human Resources presents a quarterly EEO report to the President and Cabinet. In October, Human Resources submits the Applicant Report, along with the college's current workforce, number of new hires and Promotions Report to the South Carolina Human Affairs Commission for its review.

### **Hiring Procedure**

The Trident Technical College procedure regarding employment practices is available at [https://www.tridenttech.edu/about/policies/8\\_hr/8-1-1.htm](https://www.tridenttech.edu/about/policies/8_hr/8-1-1.htm)

## **AFFIRMATIVE ACTION PLAN SUPPORT DOCUMENTS**

The following supporting documentation is available and accessible for review:

- 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 or 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

## Trident Technical College

President: Dr. Mary Thornley  
EEO Officer: Devetta Williams-Hughes

EEO CATEGORY	ACTUAL WORKFORCE ON 9/30/2022							Adjusted Availability% (Qualified Labor Pool)			UNDERUTILIZATION			HIRES AND PROMOTIONS - 10/1/2021 - 9/30/22							% OF Goals Met Based on Adjusted Availability		
	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 and E1	5	4		6	3	1	19	8.0	32.4	11.1	NO	0.8	NO				100.0			1	YES	97.5%	YES
T3 and T4	85	13	5	108	24	9	244	2.9	35.4	4.8	NO	NO	NO	14	1	1	16	6	3	41	YES	YES	YES
T5 and E2	40	17	6	62	50	8	183	6.1	37.5	12.9	NO	3.6	NO	8	5	1	8	9	1	32	YES	90.4%	YES
E3, E5 and E6	19	6	1	39	19	4	88	3.9	43.4	16.7	NO	NO	NO	7	2		11	5	3	28	YES	YES	YES
E4	3	3		1	2		9	18.9	12.3	3.6	NO	1.2	NO	2			1	2		5	YES	90.2%	YES
E7 and E8	15	16	2	5	8	2	48	14.6	10.0	8.3	NO	NO	NO	3	3		3			9	YES	YES	YES
	31.3	33.3	4.2	10.4	16.7	4.2	100							33.3	33.3		33.3			100			

**NOTE:** See section entitled "Understanding the Report" for a detailed explanation of how the above information was computed.

**LEGEND:** WM = White Male    BM = Black Male    OM = Other Male    T = Total    % = Percentage  
WF = White Female    BF = Black Female    OF = Other Female    # = Number

**If an agency is not employing any race/sex group at a rate equal to the Adjusted Availability percentage, the underutilization is noted in Column # 4.**

\*No goal established because the underutilization is less than one whole person.

Level of Goal Attainment for 2020:    97.5 percent  
Level of Goal Attainment for 2021:    95.5 percent  
Level of Goal Attainment for 2022:    98.8 percent