West Virginia Northern Community College
An Equal Opportunity Employer

AFFIRMATIVE ACTION PLAN
2010 - 2012
Overview of West Virginia Northern Community College

West Virginia Northern Community College is a public, comprehensive community college with campus locations in Wheeling, Weirton, and New Martinsville, was created on May 9, 1972, and has grown into the largest institution of higher education in the Upper Ohio Valley. WVNCC currently is undergoing a years-long expansion and remodeling effort at all three campuses.

The College tuition schedule remains among the lowest in the state of West Virginia. Along with its service area of Hancock, Brooke, Ohio, Marshall, Wetzel and Tyler counties, WVNCC has a tuition reciprocity agreement that serves students in four neighboring Ohio counties: Jefferson, Harrison, Belmont and Monroe. A lowered metro rate is offered to students in the Pennsylvania counties of Allegheny, Beaver, Butler, Washington and Greene as well as to students from Columbiana and Washington counties in Ohio.

As a comprehensive community college, Northern offers a wide variety of more than 70 programs in the arts and sciences and career-technical education, and dozens of continuing education offerings. There are nearly 20 specialized two plus two transfer programs with numerous four-year institutions. Online education offerings continue to expand and Northern graduates also have direct access to some master’s degree programs.

Recent highlights at the College include the following: the nursing graduate pass rate for the National Council Licensure Examination continues to improve, with Northern students consistently bettering state and national averages; the Culinary Arts department again earned it national reaccreditation; and students continue to receive the highest accolades for their many community service projects ranging from Military Mail Call to raising funds for several charitable causes.
Statement of Commitment

West Virginia Northern Community College (WVNCC) is firmly committed to maintaining equal employment opportunity and affirmative action efforts.

West Virginia Northern Community College is committed to supporting policies which do not discriminate against employees or applicants or those eligible for job opportunities on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation or age.

West Virginia Northern Community College is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan.

West Virginia Northern Community College is committed to the retention of all qualified, talented employees including protected group employees.

It is the policy of the West Virginia Northern Community College to provide an employment environment free of any form of discriminatory harassment as prohibited by federal, state, and local human rights laws.

Peggy Carmichael
Affirmative Action Officer

Martin J. Olds
President
## Protected Group: Women

<table>
<thead>
<tr>
<th>Job Group</th>
<th>A. Total</th>
<th>B. Total Number of Females in Group</th>
<th>C. % Females in the Group</th>
<th>D. Availability as a % of Qualified</th>
<th>E. Availability % from Applicant Pool</th>
<th>F. Number Underutilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Instructor</td>
<td>52</td>
<td>34</td>
<td>65.38%</td>
<td>48.13%</td>
<td>71.55%</td>
<td>0</td>
</tr>
<tr>
<td>Executive/Mgmt</td>
<td>20</td>
<td>7</td>
<td>35.00%</td>
<td>28.04%</td>
<td>41.67%</td>
<td>1</td>
</tr>
<tr>
<td>Professional</td>
<td>41</td>
<td>26</td>
<td>63.41%</td>
<td>60.22%</td>
<td>75.65%</td>
<td>0</td>
</tr>
<tr>
<td>Non-Professional</td>
<td>40</td>
<td>28</td>
<td>70.00%</td>
<td>64.29%</td>
<td>71.75%</td>
<td>0</td>
</tr>
</tbody>
</table>

## Protected Group: Minorities

<table>
<thead>
<tr>
<th>Job Group</th>
<th>A. Total</th>
<th>B. Total Number of Females in Group</th>
<th>C. % Females in the Group</th>
<th>D. Availability as a % of Qualified</th>
<th>E. Availability % from Applicant Pool</th>
<th>F. Number Underutilized</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty/Instructor</td>
<td>52</td>
<td>5</td>
<td>9.62%</td>
<td>6.93%</td>
<td>10.34%</td>
<td>0</td>
</tr>
<tr>
<td>Executive/Mgmt</td>
<td>41</td>
<td>0</td>
<td>0%</td>
<td>.28%</td>
<td>0%</td>
<td>1</td>
</tr>
<tr>
<td>Professional</td>
<td>40</td>
<td>1</td>
<td>2.44%</td>
<td>3.04%</td>
<td>2.07%</td>
<td>0</td>
</tr>
<tr>
<td>Non-Professional</td>
<td>20</td>
<td>3</td>
<td>7.50%</td>
<td>6.28%</td>
<td>5.66%</td>
<td>0</td>
</tr>
</tbody>
</table>

### Analysis:

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Protected Group</th>
<th>Number Underutilized</th>
<th>Goal</th>
<th>Considerations</th>
<th>Timetable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive/Mgmt</td>
<td>Female and Minority</td>
<td>2</td>
<td>2</td>
<td>Potential retirements and/or expand recruitment area</td>
<td>By 2012</td>
</tr>
</tbody>
</table>

According to the utilization analysis, the workforce is underutilized in the Executive/Managerial job group by one female and one minority. Based on the analysis of the conditions, we expect this job group to change because of potential retirements and expanded recruitment efforts by 2012.
Affirmative Action Officer and Duties

The Human Resources Director will act as the Affirmative Action Officer and will be responsible for ensuring proper documentation, implementation and completing biennial Affirmative Action Plan reviews as well as directing and implementing the Affirmative Action Plan.

The Affirmative Action Officer will also be responsible for ensuring that the Affirmative Action Plan is communicated to internal and external persons through job postings, internal and external Web sites, and recruitment efforts.

The Affirmative Action Officer will ensure the Affirmative Action Plan is in compliance with existing laws, federal regulations, and state rules.

The Affirmative Action Officer shall maintain records of all pertinent information including documents of alleged discrimination. Any changes to the Affirmative Action Plan must be signed by the Affirmative Action Officer and the College President.

Goals and Objectives

After evaluation of the initial analysis, the goals for the Affirmative Action Plan for 2010 through 2012 are as follows:

As WVNCC experiences increased turnover with the “baby boomers” retiring, it may provide WVNCC with an increased opportunity to diversify its workforce. WVNCC will strive to reach the goals outlined in this plan by:

1. Expanding recruitment area as needed
2. Continuing to use job Web sites
3. Using Social Media (i.e. LinkedIn, Facebook) in recruitment
4. Seeking qualified women and minorities by placing recruitment ads in specialized publications and Web sites
Evaluating and Reporting Program Success

The Human Resources Director will closely monitor the hiring process. For each vacancy where there is an underutilization for a protected group the Affirmative Action Plan form will be completed. The form will contain the following information:

1. Identify the underutilized protected group for the vacancy
2. The recruitment methods used
3. The recruitment costs
4. Who was involved in the recruitment process
5. The total number of people in the applicant pool
6. Number of qualified protected group members in the applicant pool
7. The final decision with appropriate documentation as to the result

The special hiring form must be signed by the Human Resources Director/Affirmative Action Officer, the hiring supervisor and the President of WVNCC.

Reporting periods will be the last business day of June and December of each year. The Affirmative Action Officer will submit a semi-annual report to the President of WVNCC in efforts to meet affirmative action goals and the resulting progress. The report details and totals vacancies where there is an underutilization for a protected group and a goal is to be met or exceeded during the current Affirmative Action Plan timetable. The report must be signed by the President of WVNCC within ten (10) business days of the date it was submitted.

The Affirmative Action Officer will review the Affirmative Action Plan biennially in the month of January and shall include a full review of previous goal success, comprehensive review of available statistics for all job groups and applicant pool, recommendations for improvement in area of unsatisfactory improvement and any other changes deemed necessary to ensure non-discriminatory compliance with federal, state and local laws.
**Equal Employment Opportunity and Affirmative Action**

**Rule:** West Virginia Northern Community College is morally and legally committed to a rule of equal opportunity and prohibits discrimination with respect to race, sexual orientation, gender, age, color, religion, disability, veteran status and national origin for all employees, students, prospective students and applicants for employment.

West Virginia Northern Community College neither affiliates with nor grants recognition to any individual, group or organization having such discriminatory policies or practices. This rule extends to all West Virginia Northern Community College activities related to the management of its educational, employment, financial, business and other affairs. It applies to all personnel management practices including, but not limited to, recruiting, hiring, transfer, promotion, training, compensation, benefits, layoff and termination.

West Virginia Northern Community College is committed to maintaining an atmosphere that is free of discrimination and harassment in any form. West Virginia Northern Community College will continue to take affirmative action measures to ensure the entry of qualified minorities, women, veterans and persons with disabilities as defined by law into the faculty, staff and student bodies. In education, equal opportunity on a merit basis is fundamental to equality in all other forms of human behavior; therefore, commitment to this goal is required of every College employee.

**Discrimination or Harassment Complaint**

Employees or applicants for employment who believe they have been discriminated against or harassed are encouraged to submit a complaint through the Human Resources office and/or request the Discrimination or Harassment Complaint Form and follow the procedures for filing a complaint.

**Inquiries:**

**Human Resource Director**

304-214-8901

or

Room 125B

1704 Market Street

Wheeling, WV

Statistics used for WV, PA and OH counties were derived from US Census Bureau information projected and estimated for 2008, current employee information and applicant information from 2008 and 2009.