

# Annual Report Affirmative Action 2023

January 23, 2024



Washtenaw Community College

Prepared by the Office of Human Resources

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# Executive Summary

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## Introduction

It is the policy of Washtenaw Community College to provide equal employment opportunity to all WCC employees and applicants for employment. It is the express policy of Washtenaw Community College that the college shall not discriminate any person based on religion, race, color, national origin, age, sex, height, weight, disability, veteran status, sexual orientation, gender identity, gender expression, or any other protected status per state and federal statutes. ***WCC Board of Trustee policy – 5010 Affirmative Action Policy.***

Through employment practices and procedures, the college will seek and employ the best-qualified personnel and provide equal opportunities during the employment process, without discrimination to any of the protected classes as listed above. In addition, the college will also maintain an Affirmative Action program to ensure that the college's employment of women and minorities is aligned with the employed population of Washtenaw County. ***WCC Board of Trustee policy – 5010 Affirmative Action Policy.***

The Vice President of Labor Relations & Chief Human Resources Officer is responsible to the President for the management of the Affirmative Action Program and coordinating the total effort. This includes review of the overall program, making periodic audits to measure effectiveness, documenting results, offering and providing advice, and for giving counsel and assistance regarding equal opportunity matters.

## County Workforce Benchmark

Per the Affirmative Action Policy, the goal of the College is to align the employment of women and minorities with the employed population of Washtenaw County. The 2021 U.S. Census 5-Year Estimate reports the county employed minority population increased by 1% to a total of 30%. The county continued the upward trend with the employed Asian (+.2%), Hispanic or Latino (+1.2%) and Other (+1.2%) populations, while experiencing a slight decrease in employed Black or African American (-.4%) and White (-.9%) populations.

In 2023, the college minority representation among full-time employees also increased by 1% to a total of 26%. In relation to the county, and continuing with the trend, the College had a higher minority representation of Black or African American (+4%) and American Indian/Alaskan Native employees (+.4). In addition, the College also increased employment of the Hispanic or Latino population (+.7%). While this data shows slight improvement, it was accomplished as our county, as well as the nation, continued to grapple with limited workforce participation, which still trails pre-pandemic numbers. However, we recognize there is still work to be done in increasing minority representation, specifically with the Asian and Hispanic or Latino populations. Our plans for addressing this is outlined below.

## Outcomes and Initiatives

### **Outcome from 2023- Targeted Recruitment & Outreach**

As we discussed and committed to last year, Human Resources directed efforts to targeted minority recruiting. We built relationships and began recruiting with: minority fraternities and sororities at a local and national level, industry specific female and minority groups, academic departments and alumni at our partner HBCU's, and local businesses/churches and organizations. In addition, we implemented outbound recruiting, which allows us to proactively search and contact potential

candidates, who have not applied, through multiple social media and professional network sites. Finally, we reorganized our employment staff responsibilities and created a full-time position that is completely dedicated to recruiting and outreach.

This effort resulted in a new hire minority representation of 38%. This is a 9% increase in minority new hires versus last year, and 8% higher than the county's employed minority population. In addition, our supervisors supported these efforts with 22% of promotions occurring with minority employees.

### **Initiatives for 2024**

While we've seen some improvement, we still have work to do. As we continue to be challenged with lagging workforce participation, we recognize the need to further redirect our recruiting efforts from that of a passive to proactive approach. The initiatives below will allow that to happen:

- **Technology Enhancements** – Updated hiring and recruitment software will allow for improvement and efficiency in our employment and recruitment processes. This will create more time for our recruiter to conduct outreach and sourcing of diverse applicants. In addition, we are exploring Human Resources Information Systems (HRIS) options for better data harvesting and alignment of race/ethnicity description with the US Census data.
- **Partnering with Executives on Diversity Focus-** Human Resources will partner with the executive officers to take an active role in the review and interviewing of candidates to ensure diversity consideration with every full-time job opening. Action is currently underway for the anticipated hiring of full-time faculty for the Fall 2024 semester. In collaboration with the Interim Vice President for Instruction, Human Resources will provide training and assistance with the search committee as well as be an active participant on the committee, ensuring the elimination of implicit bias in the interview and hiring decision.
- **Part-Time Faculty Recruiting and Hiring Events-** Our part-time faculty are an asset of the College and we value the ability to promote them to full-time status. We also recognize the need to increase minority representation of our part-time faculty, to ensure we have a diverse pool available for promotion. Within the last year, Human Resources reinstated in-person recruiting events, which allowed interested individuals to meet with our Dean's and department chairs, speak with part-time faculty, explore employment opportunities, and interview and obtain an offer on site. Human Resources will expand this event throughout the year to align with the semester hiring timeline.

### **Comparative Analysis:**

The attached report identifies the representation of minority and female employees, by employment classification, in relation to the total workforce (full time and part time), in addition to full time new hires, promotions, and separations. Employee data utilized in this report was based on the period running January 2023 to January 2024.

## Minority/Female Distribution, Discrete Ethnicity

The tables below provide a comparison of WCC Workforce [including employment activity (promotions and new hires)], Washtenaw County Workforce, and WCC Students during 2023 Reporting Period by ethnicity and female distributions.

2023	White	Minority	Non-Disclosed Ethnicity	Female
<b>WCC Workforce</b>	73%	26%	1%	57%
Promotions	73%	23%	4.5%	59%
New Hires	63%	38%	0%	61%
<b>Washtenaw County Workforce</b>	70%	30%	0%	48%
<b>WCC Students</b>	62%	38%	4%	54%

Sources: WCC Employees - HRIS Report Run Date: 01/02/2024; Washtenaw County - Census ACS 5-year Estimate 2021; WCC Students - Fall 2023 Profile. Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander). Percentages are rounded.

Ethnicity Distribution	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed Ethnicity
<b>WCC Workforce</b>	0.6%	2.9%	14.4%	3.7%	4.0%	73.5%	1.0%
Promotions	0%	0%	9%	9%	5%	73%	4.5%
New Hires	0%	2%	26%	7%	4%	63%	0%
<b>Washtenaw County Workforce</b>	0.2%	8.7%	10.6%	5.6%	5.6%	70.4%	0%
<b>WCC Students</b>	0.3%	7.4%	15.7%	8.3%	6.5%	61.7%	3.8%

Sources: WCC Employees - HRIS Report Run Date: 01/02/2024; Washtenaw County - Census ACS 5-year Estimate 2021; WCC Students - Fall 2023 Profile. Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander).

### Analysis/Observations

- A review of discrete minority/ethnicity distribution shows the college exceeds the county workforce benchmark (14%) for Black or African Americans by almost 4%.
- College New Hires (38%) exceeds the county workforce benchmark for (30%) minority representation.
- The college has increased the employment of Hispanic or Latinos over the last reporting period; the county also experienced an increase in Hispanic or Latino employment.
- The college trails the county statistics with regard to the employment of Asian and Hispanic or Latinos by 5.8% and 1.9% respectively

# Employment Activity Analysis

The tables below provide a comparison of employment activities (promotions, new hires, and separations) across six (6) full time employee categories during the 2023 Reporting Period.

<b>PROMOTIONS</b>	<b>Total Employees</b>	<b>Total Minority</b>	<b>% Minority</b>	<b>Total Female</b>	<b>% Female</b>
Executive/Administrator	3	1	33%	1	33%
Professional/Managerial	16	2	13%	12	75%
Independent/Technical	4	0	0%	2	50%
Faculty	7	1	14%	5	71%
Custodial/Maintenance	8	2	25%	3	38%
OPTA	6	4	67%	3	50%
<b>Totals</b>	<b>44</b>	<b>10</b>	<b>23%</b>	<b>26</b>	<b>59%</b>

Source: HRIS Report Run Date: 01/02/2024. Faculty includes classified.

### Promotions Analysis/Observations

- Full time promotions (23%) minority representation were down overall, however the college consistently maintains a high career path ratio in most employee categories.

<b>NEW HIRES</b>	<b>Total Employees</b>	<b>Total Minority</b>	<b>% Minority</b>	<b>Total Female</b>	<b>% Female</b>
Executive/Administrator	1	0	0%	1	100%
Professional/Managerial	27	13	48%	18	67%
Independent/Technical	1	0	0%	0	0%
Faculty	2	0	0%	0	0%
Custodial/Maintenance	4	1	25%	2	50%
OPTA	12	4	33%	8	67%
<b>Totals</b>	<b>47</b>	<b>18</b>	<b>38%</b>	<b>29</b>	<b>62%</b>

Source: HRIS Report Run Date: 01/02/2024. Faculty includes classified.

### New Hire Analysis/Observations

- Despite the tightest labor market seen in decades, the total number of minority new hires (38%) exceeds the county workforce benchmark (30%).
- The largest group hired during the reporting period (more than half of all new hires) Professional/Managerial achieved nearly 50% minority representation.

<b>SEPARATIONS</b>	<b>Total Employees</b>	<b>Total Minority</b>	<b>% Minority</b>	<b>Total Female</b>	<b>% Female</b>
Executive/Administrator	4	1	25%	2	50%
Professional/Managerial	33	6	18%	23	70%
Independent/Technical	2	2	100%	0	0%
Faculty	8	1	13%	6	75%
Custodial/Maintenance	5	4	80%	1	20%
OPTA	14	4	29%	10	71%
<b>Totals</b>	<b>66</b>	<b>18</b>	<b>27%</b>	<b>42</b>	<b>64%</b>

Source: HRIS Report Run Date: 01/02/2024. Faculty includes classified.

### Separations Analysis/Observations

- Minority retention increased with the total number of minority separations (27%) decreasing from the last reporting period by 6 percent.

## Full time Data – Utilization

The table below shows areas with five or more full-time employees reviewed for minority representation for the 2023 Reporting Period

Department Name	Total	% Minority	% Female
Behavioral Sciences	8	75%	88%
Enrollment Services	7	43%	86%
Custodial Services	31	42%	42%
HVAC	5	40%	20%
Health Sciences	5	40%	80%
Arts & Sciences - Admin	5	40%	100%
Unified Testing	5	40%	80%
Financial Aid - Admin	8	38%	75%
Recruitment & Student Enrollment	8	38%	75%
Transportation Technologies	12	33%	8%
Physical Sciences	9	33%	67%
Buildings Maintenance	10	30%	10%
Computer Science & Information Technology Dept	7	29%	14%
Advanced Manufacturing Department	7	29%	0%
Campus Security	15	27%	27%
Landscape & Grounds	12	25%	8%
Financial Services	17	24%	76%
Business	9	22%	56%
Human Resources Management	9	22%	78%
English & College Readiness	14	21%	57%
Nursing	10	20%	100%
Communications, Media & Theatre Arts	5	20%	80%
Career Transitions	5	20%	80%
United Association - Lessons UA Sprinkler Fitters	5	20%	60%

Source: WCC Employees - HRIS Report Run Date: 01/02/2024

## Total Full time Workforce

One feature of an Affirmative Action annual report is to examine the workforce by employee classifications. The tables below provide a comparison of total workforce across full time employee classifications for the 2021-2022 and 2023 Reporting Period.

<b>2023 FULL TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Executive Administrator	26%	52%
Professional Managerial	25%	65%
Independent Technical	20%	60%
Faculty	23%	51%
Custodial Maintenance	29%	26%
OPTA	31%	85%
<b>Totals</b>	<b>26%</b>	<b>57%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/02/2024 Percentages are rounded. Faculty includes classified.*

<b>2021-2022 FULL TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Executive Administrator	25%	48%
Professional Managerial	23%	69%
Independent Technical	33%	52%
Faculty	23%	52%
Custodial Maintenance	35%	24%
OPTA	28%	85%
<b>Totals</b>	<b>25%</b>	<b>58%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/16/2023 Percentages are rounded. Faculty includes classified.*

### Analysis/Observations

- The total number of full-time employees increased by .5% during the 2023 Affirmative Action reporting period from the previous period.
- The overall minority staff composition increased by 1% from the previous reporting period.
- The overall female staff composition decreased by 1% from the previous reporting period.
- The overall minority faculty composition was unchanged from the previous reporting period.



## Total Part time Workforce

One feature of an Affirmative Action annual report is to examine the workforce by employee classifications. The tables below provide a comparison of total workforce across part time employee classifications for the 2021-2022 and 2023 Reporting Period.

<b>2023 PART TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Student Worker	33%	50%
Support Staff	30%	53%
Independent	27%	50%
Faculty	18%	51%
<b>Totals</b>	<b>20%</b>	<b>51%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/02/2024 Percentages are rounded.*

<b>2021-2022 PART TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Student Worker	33%	53%
Support Staff	28%	53%
Independent	28%	54%
Faculty	18%	51%
<b>Totals</b>	<b>20%</b>	<b>52%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/16/2023 Percentages are rounded.*

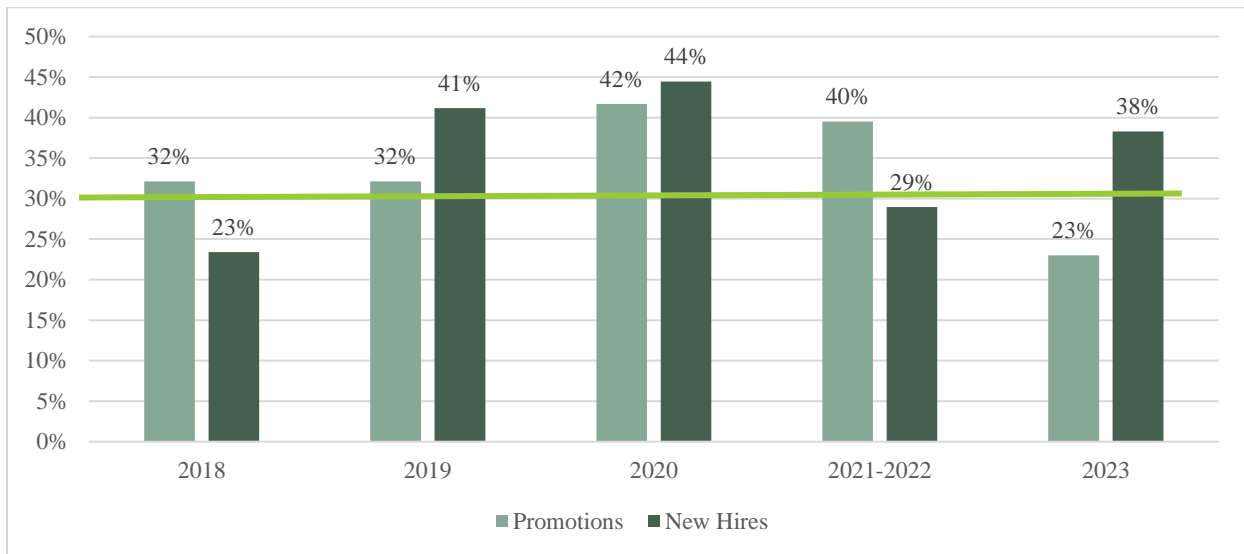
### Analysis/Observations

- The total number of the part time staff and faculty increased by 2% from the last reporting period.
- A review of minority composition by employee classification showed part time faculty minority representation unchanged from the previous reporting period, but the college continues to have the opportunity to ensure that its part time faculty and staff are representative of the county workforce benchmark.

## Graphic Data

One feature of an Affirmative Action annual report is to examine the workforce by employee classifications and activity. The graphs below provide visual representations of key components of the report.

The Graph below provides a comparison of 2018-2023 employment activity (Promotions and New Hires) in all six (6) of the full-time employee classifications. Line represents the County benchmark (30%).



The Graph below provides a Comparison between the College and Washtenaw County Workforce Ethnicity Distribution in the 2023 Reporting Period.

