North Carolina Central University

2011 EQUAL EMPLOYMENT OPPORTUNITY PROGRAM AND PLAN

EXECUTIVE SUMMARY

February 28, 2011

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TO: Charlie Nelms, Chancellor

FROM: Paul Forté, Jr., Director of Equal Employment, and

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DATE: February 28, 2011

SUBJECT: Executive Summary ~ 2011 NCCU EEO Program

and Plan

EXECUTIVE SUMMARY

OVERVIEW

MINORITIES:

In comparison to the Civilian Labor Force (CLF), the FY 2011 representation of minorities at NCCU continues to exceed in all Job Groups.

<u>Observation:</u> NCCU continues to utilize minorities (84.5%) an overall rate higher than the **CLF** (32.1%) (Table II).

FEMALES:

In comparison to the **CLF**, the FY 2011 representation of females continues to exceed in all Job Groups but Executive/Administrative/Managerial, Technical and Paraprofessional, Skilled Crafts.

<u>Observation</u>: NCCU continues to utilize females (56.7%) at an overall rate higher than the CLF (50.85) (Table III).

The North Carolina Central University work force reported in the 2011 EEO Program and Plan 1,279 full-time equivalent (*FTE: An FTE of 1.0 means that the person is equivalent to a full-time worker.*) employees in its 104 departments. This reflects an increase of 37 FTE employees (+3.8%) from 1,242 reported in the NCCU 2010 EEO/AA Plan. Comparative figures for all 104 departments in the 2011 NCCU EEO Program and Plan as of October 1, 2010 are listed below in Table I:



NCCU Work Force Representation (Table I)

Race*	Male	Female	Total	Percent
W	110	88	198	15.48
В	383	571	954	74.59
Н	9	15	24	1.87
A	21	25	46	3.59
AMIND	2	2	4	0.32
NHOPI	О	0	0	0.00
Totals**	525	701	1226	95.85
	(29**)	(24**)	(53**)	(4.14)
	554	725	1279	100.00
Percent of Totals	43.32	56.68		

^{*}W=White, B=Black, H=Hispanic, A=Asian, AMIND=American Indian, NHOPI=Native Hawaiian or Other Pacific Islander

MINORITY EMPLOYMENT

As of October 1, 2010, minority employees in the NCCU work force totaled 1,081. This reflects an increase of 27 employees or +2.5% from the 1,054 reported during this same period one year ago. The following table (Table II) lists the distribution of minorities across the Job Groups:

^{**}Did not self-identify



Minority Representation by EEO Job Groups (Table II)

EEO Job Group*	FY 2010	2010 Percent of Job Group	FY 2011	2011 Percent of Job Group	CLF* Comparison
10	68	94.2	26	100.0	20.3
20	247	72.6	319	73.5	20.0
30	432	86.6	227	87.0	54.0
40	77	87.2	129	83.7	59.6
50	112	95.0	227	95.0	60.0
60	43	93.5	34	79.1	58.2
70	75	98.7	119	97.5	47.4
Totals	1054	89.7	1081	84.5	32.1

* 10 Executive/Administrative/Managerial, 20 Faculty, 30 Professional, 40 Technical and Paraprofessional, 50 Clerical and Secretarial, 60 Skilled Crafts, 70 Service/Maintenance

Comparing FY-2011 percentages to those for FY-2010, minorities are represented at a lower rate (84.5 vs. 89.7) even though the raw numbers indicated an overall increase of 27 employees (1081 vs. 1054). Minority representation decreased, significantly, in the Executive/Administrative/Managerial (10), and Professional (30) Job Groups. Minority representation increases were moderate to significant in the Faculty (20), Technical and Paraprofessional (40), Clerical and Secretarial (50), and Service/Maintenance (70) Job Groups. The significant increases were more than likely due to the differences in data that was used to develop the 2010 EEO/AA Plan versus the 2011 EEO Program and Plan. That is, NCCU's 2010 EEO and Affirmative Action Plan was developed using the Personnel Management Information System (PMIS), 2000 Census Special EEO File of *Civilian Labor Force (CLF) data by Sex & Race, and National Center for Educational Statistics Employees in Degree-Granting Institutions data. NCCU converted its employment data from the Personnel Management Information System to Personnel Data Files (PDF) after the 2010 EEO and Affirmative Action Plan was prepared.



The Office of Equal Employment Opportunity was assisted by the ITS Department to extract personnel data in the form of an Excel spreadsheet from the Banner information system. The spreadsheet was available the second week of February 2011 and enabled the Office of EEO to import the PDF into People Click AA Planner 7 software, used exclusively for preparing the NCCU EEO Program and Plan.

FEMALE EMPLOYMENT

Overall female representation remained consistent at 57% of the NCCU work force even though raw numbers indicate a 1% increase from 716 in FY 2010 to 725 in FY 2011 (+9 employees). Table III, below, lists the female distribution within EEO Job Groups:

Female Representation by EEO Job Groups (Table III)

EEO Job Group*	FY 2010	2010 Percent of Job Group	FY 2011	2011 Percent of Job Group	CLF Comparison
10	46	55.8	13	50.0	56.0
20	175	49.0	224	51.6	46.4
30	329	61.6	167	64.0	61.5
40	30	34.8	77	50.0	66.0
50	108	91.5	208	87.0	81.3
60	2	4.4	2	4.7	17.6
70	26	34.2	34	28.0	27.1
Totals	716	47.3	724	56.7	50.85

^{* 10} Executive/Administrative/Managerial, 20 Faculty, 30 Professional, 40 Technical and Paraprofessional, 50 Clerical and Secretarial, 60 Skilled Crafts, 70 Service/Maintenance

Comparing FY-2011 percentages to those for FY-2010, females are represented at a higher rate (56.7 vs. 47.3) consistent with the raw numbers, which indicated an overall



increase of 8 employees (724 vs. 716). Female representation decreased, significantly, in the Executive/Administrative/Managerial (10), and Professional (30) Job Groups. Female representation increases were moderate to significant in the Faculty (20), Technical and Paraprofessional (40), and Clerical and Secretarial (50) Job Groups. There was little to no change in the Service/Maintenance (70), Skilled Craft (60) Job Groups.

In comparison to the Civilian Labor Force, the FY 2011 representation of females at NCCU continues to exceed the Faculty (20), Professional (30), Clerical and Secretarial (60), and Service/Maintenance (70) Job Groups. In comparison to the Civilian Labor Force, the FY 2011 representation of females at NCCU, in the Executive/Administrative/Managerial (10), Technical and Paraprofessional (40), and Skilled Crafts Job Groups there is underrepresentation.

The degree of increases and decreases are more than likely due to the differences in data that was used to develop the 2010 EEO/AA Plan versus the 2011 EEO Program and Plan. That is, NCCU's 2010 EEO and Affirmative Action Plan was developed using the Personnel Management Information System (PMIS), 2000 Census Special EEO File of *Civilian Labor Force (CLF) data by Sex & Race, and National Center for Educational Statistics Employees in Degree-Granting Institutions data. NCCU converted its employment data from the Personnel Management Information System to Personnel Data Files (PDF) after the 2010 EEO and Affirmative Action Plan was prepared. The differences in data use were affected by the fact that the Director of EEO and Affirmative Action resigned, and the Associate Vice Chancellor for HR and EEO retired. These two individuals were responsible for preparation of NCCU's 2010 EEO/AAP. Since that time, the current Associate Vice Chancellor for HR and EEO was hired October 2010. The current Director of EEO was hired January, 2011. As a result the EEO/Affirmative Action Office was reorganized December 2010.

The Office of Equal Employment Opportunity was assisted by the ITS Department to extract personnel data in the form of an Excel spreadsheet from the Banner information system. The spreadsheet was available the second week of February 2011 and enabled the Office of EEO to import the PDF into People Click AA Planner 7 software, used exclusively for preparing the NCCU EEO Program and Plan.

The OSP deadline is March 1, 2011 for submitting the 2011 NCCU EEO Program and Plan. In consideration of the foregoing, 2000 Census Special EEO File of Civilian Labor Force data by Sex & Race and PDF was used, exclusively, to develop availability data to determine underutilization in all NCCU job groups.

CONCLUSION

The University continues to develop initiatives for sustainable process improvement. Measurable metrics will continue to be developed to enable substantive evaluation of meeting and exceeding the desired goals.