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# Cultural Diversity Plan

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**January 2015**

## CULTURAL DIVERSITY POLICY STATEMENT

Wilkes Community College is committed to a policy of cultural diversity and openness in preventing any form of discrimination.

As part of our commitment to eliminate any possible discrimination, we have established the goal that the proportion of minority employees should be representative of the relevant labor market for faculty and staff positions. This commitment extends to taking action to correct any failure to meet this goal. Wilkes Community College's Board of Trustees and President fully endorse this Cultural Diversity plan. The College President will oversee and monitor the implementation of this plan in cooperation with the staff and faculty throughout the College.

Cultural diversity, Affirmative Action, and equal educational opportunity are viewed as integral parts of the mission of Wilkes Community College.



Chairman, Board of Trustees



President

## **OVERVIEW OF CULTURAL DIVERSITY**

This document represents Wilkes Community College's plan to provide an atmosphere of cultural diversity, equal opportunities for employment, and access to educational training to all Wilkes Community College employees. This plan will ensure that the College is in compliance with federal laws, regulations, executive orders, the mission of Wilkes Community College, and commitments made by the North Carolina Community College System.

This document should not be construed to acknowledge any past or present discriminatory practice by Wilkes Community College. This document represents the good faith efforts of the President, the Board of Trustees, and the administrative staff and faculty to ensure equal education and employment opportunities for all protected classes, including the correction of the under-utilization of any protected class, and an environment demonstrating acceptance and respect for all participants.

## **EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT**

The Board of Trustees, administrators, faculty, and staff of Wilkes Community College recognize their responsibility for the development of equal employment opportunities that do not discriminate against employees or applicants for employment because of age, disability, gender, national origin, political affiliation, race, religion, sexual orientation, or any other characteristic protected by law. The college will insure that all applicants have equal opportunity for employment and that disciplinary action taken during employment will be taken without regard to any discriminatory factor.

Furthermore, Wilkes Community College's recruitment, employment, and promotion policies shall provide opportunities for a diverse pool of qualified candidates.

## **ADMINISTRATION OF CULTURAL DIVERSITY**

The responsibility for the administration and ongoing evaluation of the College's Cultural Diversity Program resides with the President and the senior administrators. The President is authorized to delegate authority and fix responsibility for the organization and management of the program to any staff member of the College, provided that adequate notice is given to all staff, faculty, and students. This designated staff member will serve as

the College's Cultural Diversity Officer and as the initial contact for cultural diversity and administrative review of grievances under this program. At the present time, Wilkes Community College's Cultural Diversity Officer is the Administrator of Human Resources.

## **PLAN FOR ADMINISTERING THE CULTURAL DIVERSITY PROGRAM**

### **A. Advertising**

Wilkes Community College will comply with and follow the procedures of notifying the North Carolina Community College System when a professional job vacancy is available. These procedures are assured on pages 6 and 7 of the North Carolina Community College System's Response to the Office of Civil Rights' letter of June 30, 1983, and need not be repeated here. In addition to that procedure, the College will expand its outreach and recruiting efforts in order to recruit and employ minority individuals. The position vacancy announcement will include the following:

1. Position title
2. The minimum qualifications
3. Proposed salary range for the position
4. Deadline for applying
5. Procedure for applying

The College will advertise on Wilkes Community College's human resources website. Wilkes Community College sends job vacancy announcements to the North Carolina Community College System, which places the advertisements on their website ([www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu)) and sends job vacancy notifications to the other fifty-eight community or technical colleges. At times, Wilkes Community College may send special announcements directly to the fifty-eight community colleges. Position vacancies are listed on the internet ([www.wilkescc.edu](http://www.wilkescc.edu)) and on occasion with other newsgroups as needed.

#### **B. Monitoring**

Wilkes Community College has an Application for Employment which requests optional statistical data on a separate page of the application. As such, the College has the necessary data to increase or renew its advertising and recruiting efforts and provide the backup data for various reports, as needed.

The College's applicant assessment and interview procedure provides for the Administrator of Human Resources or his/her designee to review all applications for an advertised vacancy, in order to qualify applicants by a subcommittee or designee(s). Qualifying for positions is completed without regard to race, gender, or age. Demographic information is not provided to the hiring manager.

### **C. Responsibility for Plan**

The President of Wilkes Community College is responsible for the goals and mission of the College including this cultural diversity plan. The College President uses a well-defined administrative structure to accomplish the goals and mission of the College. While The College President has the overall responsibility, the day-to-day responsibilities for hiring plans and practices have been assigned to the Administrator of Human Resources under this administrative structure. The Administrator of Human Resources is in a staff position reporting to the Senior Vice President of Finance and Administration and bears the authority of the President in maintaining this plan. The Administrator of Human Resources has direct access to the College's vice presidents and other departmental and divisional directors and managers. In addition, the Dean of Student Services has been designated as the diversity contact for student matters.

### **D. Dissemination of the Plan**

This plan is internally disseminated as follows:

1. The plan is in the Office of Human Resources, and included in the College's Annual Institutional Effectiveness Plan.
2. Periodically, notice is placed on the College's WCC Insider (an employee website) indicating that the plan is on the College's website encouraging all employees to read it.

3. The President of the College and the Administrator of Human Resources, at times, meet with the deans of the various academic divisions and with the managers (directors) of other hiring departments and divisions to discuss and finalize the ways managers can assist the College in meeting the goals of this plan. As position vacancies occur, one-on-one consultations with departmental and divisional managers are conducted to encourage and promote our commitment to this plan.

The College takes several actions to insure that this cultural diversity plan is disseminated. These actions include, but are not limited to, the following:

1. Copies of the plan are reviewed by auditors of the North Carolina Community College System Office.
2. The Affirmative Action/Equal Opportunity Policy Statement is published in all issues of the College's General Catalog and other appropriate documents (i.e. College Catalog, Policies and Procedures Manual, etc.).
3. Copies of the plan are available on the Wilkes Community College website ([www.wilkescc.edu](http://www.wilkescc.edu)).

## **CLOSING STATEMENT**

This plan is periodically reviewed by the Board of Trustees of Wilkes Community College. It will be revised, updated, and amended periodically. Persons having suggestions for improving this plan are encouraged to provide their suggestions, in writing, to the Administrator of Human Resources.