

2-3 Diversity Plan

College of The Albemarle's Diversity Plan represents a commitment to create and foster equal opportunities for employment and educational training. The plan helps to ensure that the college is in compliance with various federal laws, regulations, and executive orders, as well as the philosophy of the North Carolina State Board of Community Colleges.

The Diversity Plan enhances the college's Civil Rights/Nondiscrimination Policy and represents the good faith efforts of the President, Board of Trustees, and the administrative staff and faculty to ensure equal educational and employment opportunities for the citizens of its service area.

A. Philosophy

College of The Albemarle is committed to nondiscrimination, to equality of opportunity and treatment, and to a leadership role in achieving equality and diversity, thereby enhancing the quality of the career and educational experience of all.

College of The Albemarle is committed to the assurance of a truly integrated governing board, faculty, staff, and student body within which all people are able to enjoy full and equal participation in all aspects of college life.

College of The Albemarle is committed to creating and fostering an environment which is conducive to the inclusion of females, minorities, and the disabled in leadership roles. The college believes that the essence of diversity enhancement is creating a climate in which the needs of the individuals of different cultures, backgrounds, and abilities are recognized and appreciated.

Given the changing demographics of the college's service area as well as the changing North Carolina workforce, the college recognizes the importance of a student body, faculty, and staff that reflect the composition of its constituency.

Therefore, the college is committed to the principals and practices of civil rights by providing the administrative leadership, the needed resources, and the follow-through required to achieve equality and diversity.

B. Administration/Evaluation

Responsibility for the administration and ongoing evaluation of the college's diversity plan resides with the President and his or her senior administrators. The President is authorized to delegate authority and assign responsibility for the

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Policy 2-3

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organization and management of the diversity plan to any staff member of the college, provided adequate notice is given to all staff, faculty, and students. This staff member will serve as the college's Affirmative Action Officer and as the initial contact for administrative review or grievance under this plan. While the President has the overall responsibility, the day-to-day responsibility has been assigned to the college's personnel officer, who is the Director, Human Resources. The Director, Human Resources is in a staff position, which reports to the President and bears the authority of maintaining this plan. The Director, Human Resources has access to the college's Vice Presidents and other administrators.

C. Accountability Statement

The Diversity Plan is reviewed annually by the President's Leadership Team as a component of the college's Planning and Evaluation Process (COA Annual Plan and Annual Assessment Report). Attainment of employment goals and student enrollment are reviewed additionally by College of The Albemarle's Board of Trustees. Persons with suggestions for improving the plan are encouraged to provide their suggestions, in writing, to the Director, Institutional Effectiveness.

D. Determination of Employment Goals

Goals for recruiting women and minorities in the professional categories of administrative, instructional, and other professional employees are established by using the North Carolina Community College System's Methods of Administration Guidelines. For nonprofessional categories of technical/paraprofessional, clerical/secretarial/office staff, skilled crafts, and service/maintenance staff, goals are determined by using the North Carolina Community College System's formula that provides an availability percentage. Periodic updates are available in the Human Resources Office. Analysis of sexual and racial composition of the college's faculty and staff and progress reports on attainment of employment goals are updated annually and included in the Annual Assessment Report.