

MOTT COMMUNITY COLLEGE
Office of Human Resources
February 25, 2004

KEY POINTS IN AFFIRMATIVE ACTION PLAN – INFORMATION FOR MANAGEMENT

Responsibilities

- The College **President** is the senior-most manager responsible for the organization's EEO and diversity initiatives.
- The Human Resources department is responsible for the day-to-day implementation of this plan. Accordingly, the **Chief Human Resources Officer (CHRO)**, who reports directly to the President, has overall responsibility for implementation and monitoring of policies and procedures related to affirmative action and equal employment.
- The CHRO is required to report to the Executive Cabinet (EC) whenever candidate flow is inconsistent with the availability data contained in this plan for recruitment efforts where underutilization exists; activity related to filling such vacancies will cease until a decision is made by the EC about whether and how to proceed. The Executive Cabinet will determine the appropriate action to take in such circumstances which may include, for example, continuing recruitment efforts, modifying the recruiting strategy, starting the hiring process over, etc.
- All supervisors and managers are designated as **Affirmative Action Administrators** at MCC and will be responsible for initiating, administering and controlling activities within their areas of responsibility so that full implementation of these policies can be ensured.

Duties of MCC Leaders as Affirmative Action Administrators

Supervisors and other management personnel are responsible for working with the Chief Human Resources Officer and other HR staff to implement this written Affirmative Action Plan and the Board's policies contained in this document. Supervisors' and managers' responsibilities include, but are not necessarily limited to, the following:

- Helping to evaluate EEO progress and the development of alternative recruitment approaches.
- Periodically discussing EEO matters where appropriate, to ensure that the College's policies are being followed.
- Making suggestions to improve the effectiveness of the College's plan.
- Reviewing the qualifications of applicants and candidates for selection, transfer or promotion to make a good-faith effort to ensure that minorities and women are being given full opportunity with respect to such personnel actions.
- Encouraging employees to raise EEO-related questions and complaints to their supervisor or any other supervisor/manager so that, to the extent possible, issues, concerns and complaints may be resolved quickly.

Policies / Processes

- The CHRO is required to report to the Executive Cabinet (EC) whenever candidate flow is inconsistent with the availability data contained in this plan for recruitment efforts where underutilization exists; activity related to filling such vacancies will cease until a decision is made by the EC about whether and how to proceed. The Executive Cabinet will determine the appropriate action to take in such circumstances which may include, for example, continuing recruitment efforts, modifying the recruiting strategy, starting the hiring process over, etc.
- Interview committees must be diverse both in terms of gender and ethnicity.
- Postings must clearly state the consideration that will be given to candidates in relationship to submission of required materials and then this procedure must be consistently applied. For example, if candidates will be screened on the basis of resume alone but all required materials must be submitted prior to interview, then this would need to be explicitly stated in the posting.
- The College only accepts applications for advertised/open positions. Any materials received outside of this framework are immediately destroyed.
- Applicant materials are initially reviewed by the HR staff person in charge of recruiting to determine if the applicant may be a qualified candidate, based on the requirements for the position (i.e., if the applicant meets the minimum requirements for the position). The resumes of qualified applicants are forwarded to the hiring manager for additional review. In the event there is a difference between the evaluation of HR and the hiring manager, this difference is resolved prior to interviews being held.
- All questions asked during the interview are reviewed by HR prior to the identification of applicants to ensure that they are job-related.
- Except for date-certain interim appointments, no position on the regular or supplemental TAP that is underutilized will be filled temporarily for longer than a year without posting the position using the normal, full recruitment process.
- When the College has the ability to choose external over internal postings (our non-faculty labor agreements provide for initial preferential consideration to current unit members), the College will consider whether the position is underutilized when making this decision.