



4-8-1976

Memo Regarding Meeting of Sub Task Force on Staff Affairs 4/8/76

Commission for Blacks

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UNIVERSITY OF TENNESSEE
LEGAL CLINIC

Date April 13, 1976

MEMORANDUM

TO: Dr. Betty Cleckley

FROM: Ron Belfon

SUBJECT: Meeting of Sub Task Force on Staff Affairs 4/8/76.

Messrs. Allen, Hammond, Jackson, Scheurer, and myself met to organize the work of our Sub Task Force. I again apologize for not having notified you, (as an ex-officio member of our Sub Task Force), of the meeting in advance.

1. We projected the time available to each of us individually and as a group for Task Force Work for the next few months. Rod Hammond will begin a leave of absence on July 1st. Otherwise, excepting accrude vacation time, those present will be available for the remainder of our Commission appointments.
2. We focused on the forthcoming meeting with Mr. Bennett, and agree that some questions addressed to him in advance of the meeting would help facilitate the work of the Sub Task Force, as well as the entire Commission. They are:
 - a. Describe the organizational structure of the Personnel Office Supervisory Staff giving the name of the assistants who are responsible for personnel subcategories, (e.g. clerical, physical plant, etc.).
 - b. What are the requirements for EEO reporting, (frequency of reports, specificity of reports, any quotas or preferred percentages that are announced, etc.)?
 - c. Is his office responsible for record keeping data on the recruitment, promotions and terminations of blacks or other groups?
 - d. In terms of affirmative action recruitment (or job advertisements), hiring or promotions of blacks, what is the responsibility of the Personnel Office viz the various Department Heads. (e.g. in the case of request by a department for a black job applicant in a given category, who is responsible for the follow-up on the offer or denial of employment to that individual, personnel or the Department Head?). At what point in the described process does responsibility for seeing that a black applicant is afforded equal employment opportunity, transfer from the Office of Personnel to the Department Head.

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- f. Is your office responsible for keeping records of the quality of offers made to black applicants who have been processed through your office? If not, do you know of any person or department which does keep this information? If your office is not responsible for keeping records of offers that are refused or accepted by black applicants, please inform us if you know of the office or persons that is so responsible.
- 3. We also have a request for certain information and data through Institutional Research and/or Dr. Ebersole regarding:
 - a. The model for collection of data that was used for the former Task Force report. If this data collection model can be reused, it might save us some time.
 - b. Data, in percentages as well as actual numbers on the number of blacks recruited or interviewed, promoted, transferred or terminated, by department, under the non-academic personnel category. For the academic year 1974 - 75 and 1975 - 76.
 - c. The numbers or percentages of black and non-faculty staff positions that were projected for the academic years 1974 - 75, 1975 - 76, and are projected for the year of 1977 - 78. The numbers of initial job contacts that were made to black candidates for employment in staff positions, and the number of job offers that were made, refused, and accepted.
- 4. We also felt it necessary to meet with Dr. Ebersole as a Sub Task Force to further discuss the EEO quarterly report, its effectiveness, and its use as a corrective device for affirmative action purposes. At our next meeting we will decide when we would like to invite Dr. Ebersole to meet with us.

Not discussed at our Sub Task Force Meeting, but a concern of mine is that in event that some of the data provided us is either not summarized or comprehensible, whether the services of a graduate teaching assistant will be made available to us for the purpose of codifying or summarizing some of the data that might not be summarized or codified through Institutional Research.

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We attempted to set our next meeting for April 24th at 3:00 p.m. in the Student Center, however, we set that date without the benefit of a calendar, therefore, we would like to have the meeting on or about the 22nd of April to afford us a time to get together before the meeting with Mr. Bennett to discuss his responses to our questions.

RWB:zp