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Memo Regarding Sub Task Force on Staff Affairs Meeting April, 26 1976

Commission for Blacks

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April 21, 1976

Mr. Edward Bennett
Director of Personnel
1900 Terrace
Campus

Dear Mr. Bennett:

Subsequent to forwarding my recent correspondence to you, the Commission for Blacks' Sub-Task Force on Staff Affairs held their first meeting. At that meeting the Task Force formulated the following questions which we would like you to address at the Commission for Blacks' meeting on Monday, April 26:

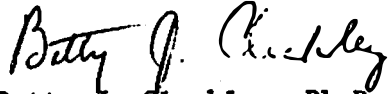
1. Describe the organizational structure of the Personnel Office Supervisory Staff giving the name of the assistants who are responsible for personnel sub-categories, (e.g. clerical, physical plant, etc.)
2. What are the requirements for Equal Employment Opportunity reporting, (frequency of reports, specificity of reports, any quotas or preferred percentages that are announced, etc.)?
3. Is the Office of Personnel responsible for record keeping data on the recruitment, promotions and terminations of blacks or other groups?
4. In terms of Affirmative Action recruitment (or job advertisements), hiring or promotions of blacks, what is the responsibility of the Personnel Office vis-à-vis the various Department Heads. For example, in the case of a 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, Office of 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?
5. Is your office responsible for keeping records on the quality of offers made to black applicants who have been processed through your

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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 who are so responsible.

Thank you for your assistance and we look forward to meeting with you.

Sincerely,


Betty J. Cleckley, Ph.D.
Assistant Dean

BJC/bjw

cc: Ron Belfon, Chairperson,
Sub-Task Force on Staff Affairs