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Memo Regarding Affirmative Action Plan Revisions

Commission for Blacks

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M E M O R A N D U M

TO: Ronald Belfon,
Commission on Blacks Representative
to Affirmative Action Revision Plan
Advisory Committee

FROM: Betty J. Cleckley, *BJC*
Chairperson, Commission on Blacks

DATE: May 26, 1976

RE: Affirmative Action Plan Revisions

Here are some suggestions and recommendations that reflect some members' of the Commission on Blacks thinking relative to the Equal Employment Opportunity Policy, the Affirmative Action Plan, and their implementation. As you know, we were just informed that the deadline date for submitting the recommendations is Wednesday, May 26. With this short notice it is not possible to submit a detailed report; however, we have identified certain sections for consideration:

Objectives--page 7 & 8

Item 2 Because of the importance of the Equal Employment Opportunity Policy, we recommend that a procedure be established to advise all directors, managers, etc. more frequently than once per year. Further, it is recommended that the Equal Employment Opportunity Policy statement be included in the Faculty Handbook, Staff Stuff, the "Chancellor's Newsletter," Hilltopics, and "Personnel News."

Item 5 It would be useful to indicate that "an employment decision shall be based solely upon an individual's qualifications for which he/she is being considered and every effort will be made to refer black candidates for consideration."

Item 7 In the third sentence of this item it is recommended that mandatory be added before the word review.

Item 8 It is recommended that these reports include documentation that Blacks have been sought and/or considered and if not selected the reason should be clearly set forth in the reports.

Dissemination--Equal Employment Opportunity Policy--page 9

- a. During Orientation, all new employees should be fully informed of the policy, process, and procedure for implementing the AA Plan.

- b. All Vice Chancellors should have greater responsibility, involvement, and activity in the Affirmative Action Plan. Therefore it is recommended that All Vice Chancellors be designated by upper case letters.
- d. Responsibility--Vice Chancellor Student Affairs should be added and designated by upper case letters.

III. Equal Employment Opportunity Committee--pg 13

To make the best possible use of the Committee and to contribute to its effectiveness it is recommended that with the exception of the Affirmative Action Coordinator persons who have responsibility for monitoring and implementing the plan should not serve on the EEOC. For example, since the Director of Personnel has considerable responsibility for the AA Plan it is recommended that the Director not serve on the EEOC. The main advantage of this recommendation if implemented is that it would contribute to a freer atmosphere for handling complaints.

As you are aware these recommendations are being made in addition to the recommendations which have been forwarded to Chancellor Reese regarding the Affirmative Action Coordinator position.

Thank you for your assistance and the Commission on Blacks looks forward to your providing information about the Affirmative Action revision plans.

BJC/bw

cc: Dr. Bertha Williams,
Affirmative Action Coordinator
Vice Chancellor Luke Ebersole