



12-13-1984

## **Memo: Minority Employment – Resident Assistants, Assistant Head Residents**

Commission for Blacks

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THE UNIVERSITY OF TENNESSEE  
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M E M O R A N D U M

December 13, 1984

TO: Jim Grubb

FROM: Jim Bowles

SUBJECT: Minority Employment - Resident Assistants, Assistant  
Head Residents

The purpose of this memorandum is to respond to your request for a report on the current status of minority employment in the Resident Assistant and Assistant Head Resident positions.

Resident Assistants:

We currently employ a total of 15 minority (black) students at the Resident Assistant level. This represents 9.3% of our total Resident Assistant staff. This percentage is approximately the same for both the east (8 of 86) and west (7 of 76) areas of campus. Black Resident Assistants are currently employed in all but three of our residence halls, the exceptions being Massey, Melrose and North Carrick. Last years selection process added 12 new Black Resident Assistants to the staff, 13% of all Resident Assistants hired.

I believe that these figures represent the positive impact of our minority requirement efforts, especially through last years selection process. As is usually the case, a large number of first year R.A.'s apply for employment a second year. If this trends holds true for our minority staff we should, through this years selection process, easily build on the current percentage of blacks on our Resident Assistant staff. Although I feel that a 9-10% representation of black students on our staff is highly satisfactory (and probably one of the highest levels we have recently had on our staff), we feel our affirmative action efforts this year will build this percentage and result in the hiring of some very qualified and very able black Resident Assistants. Our goal is to at least maintain (if not improve) last years level of participation and, for the first time in many years, have black representation on every Resident Assistant staff on campus. I am very confident that we can reach this goal. Our efforts this year will be enhanced by more accurate identification of minority candidates (affirmative action form) and through the increased involvement of the Office of Minority Student Affairs in our selection process.

Mr. Jim Grubb  
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Assistant Head Residents:

Our affirmative action efforts for our graduate level positions have been less successful than for the Resident Assistant positions. We currently have two black women who are Assistant Head Residents in the West Area, and one black male who is a senior R.A. in the East Area. As far as I know, there were no qualified black Assistant Head Resident candidates in the applicant pool last year.

I believe our real challenge for the coming year is to find qualified blacks not only for graduate level hall positions, but for full time Head Resident positions. Both of our black female Assistant Head Residents will be graduating and at this point we are not sure if any of our current black Resident Assistant staff will be seeking promotions for next year. The fact that we have narrowed our focus in that we are primarily looking for College Student Personnel graduate students will limit our black applicant pool even further. At this point I do not believe there any blacks in the College Student Personnel program.

In order to seek out qualified black candidates for graduate level positions we have sent our graduate staff brochure to predominately black institutions throughout the southeast. We are also asking each applicant to complete the Affirmative Action form to aid us in identifying potential candidates. We have also asked the Office of Minority Student Services to assist us in identifying potential candidates that they might be aware of.

Hopefully, we will see some interested candidates come from our current Resident Assistant staff. I will be asking the Area Coordinators and Head Residents to encourage black staff members, who plan on pursuing a graduate degree at UTK, to apply for a graduate level position with our department.

JKB:hdf

**THE UNIVERSITY OF TENNESSEE**

Residence Halls West Area Office

North Carrick Hall

1021 Francis Street

Knoxville 37916

Area Coordinator

(615) 974-4201

**M E M O R A N D U M**

**TO: Jim Grubb**

**FROM: Lucy Reddick**

**SUBJECT: Minority Recruitment**

**DATE: December 12, 1984**

The following is a compilation of the memorandums the West Area Head Residents sent me on their minority recruitment efforts:

**North Carrick - Finley Knowles**

Each of our RA's were to identify good candidates for RA positions for the fall. There were three black candidates identified (we have 14 blacks living in North Carrick). There was one Iranian encouraged to apply and two English students who attended an informational meeting.

**South Carrick - Missy Mashburn**

In an effort to recruit quality minority students, I have discussed strategies for identifying these students with my staff in several staff meetings. We have had the following results:

1. R.A. Barbara Woy has given an application and talked to a former South Carrick resident who now lives in Andy Holt. Barbara is also working closely with another minority student who is a freshman and would be very interested in applying next year. She has been very active in our hall government.
2. Several members of the South Carrick staff actively recruited a resident until we discovered she is going to physical therapy school in Memphis next year.
3. A minority student in Architecture has picked up an application, and I sent her a letter informing her of our R.A. interest meeting and encouraged her to attend.
4. Francine Nettles who is a minority student has talked to several residents. She, however, has not received a definite response from anyone.
5. Several of our residents are athletes and cannot afford to devote the time to the R.A. job.

Memo to Jim Grubb on Minority Recruitment

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South Carrick - Missy Mashburn

We will continue with our search and discuss the R.A. job and application process with all qualified students identified.

Residence Hall Apartments - Melissa McWhite

In order to successfully recruit minority candidates for the 1985-86 process, I asked each R.A. to submit a list of at least three candidates for R.A. I asked them to concentrate especially on the identification of minority candidates.

I sent letters to the residents whose names were submitted. Ed Jordan was especially helpful in identifying several candidates that he thought were qualified.

I'm not sure how many candidates we will have from Andy Holt due to the large number of seniors that we house.

Reese Hall - Steve Bisese

The following are the steps I have taken in addressing the issue of Minority R.A. Recruitment:

1. I mentioned the importance of this issue to my staff. Each were instructed to turn in three names of students they thought would make "good" R.A.'s with consideration made to the minority issue.
2. I have spoken with both of my black R.A.'s about the possibility of identifying minority candidates.
3. Marco Binj, a newly hired minority R.A. here in Reese is President of The International Club. I have spoken with him about identifying candidates within the club membership.
4. At the initial staff meeting, next quarter I plan to follow up on these students and personally address minority students within the building.

Morrill Hall - Beth Edwards

The recruitment of quality minority R.A. candidates from Morrill began with each R.A. identifying the minority students on their floor. We then discovered that a large number of minorities in Morrill were seniors. Two black students attended the Informational Meeting--Patrick Stewart and Susan Phelps. To my knowledge these are the only minorities applying for R.A. positions from Morrill.

Humes Hall - Kris Fillbach

We have very few minority students in Humes Hall; in fact, I would guess between 8 and 10. I asked my R.A.'s to specifically approach any minority residents who they feel would have the potential to be R.A.'s. (We discussed the reluctance on the part of some minorities to apply and the need, therefore, for an extra boost of encouragement). Of the minority residents in Humes Hall, the R.A.'s found none were interested in becoming R.A.'s. The R.A.'s were asked, also to recommend candidates with an emphasis on identifying minorities, who may not live in Humes Hall,

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in order that these people could be sent letters encouraging them to apply.  
Not one of the names received were minority candidates.

Please Note: Many of the minority residents in Humes are members of UT athletic teams and therefore do not have the time needed to become an R.A.

12/14/84

Minority recruitment action plan - *EAST AREA*  
*TIM MORINAR*

1. Discuss with the hall staff the need and importance of recruiting qualified minority candidates.
2. Ask current staff members (RA's & AHR's) to help identify qualified minority applicants.
3. Ask current minority staff members to recommend other potential qualified minority candidates.
4. Head Residents would personally contact interested minority candidates in their hall with the purpose of:
  - A. soliciting their interest
  - B. explaining the position
  - C. explaining the selection process
  - D. providing them with an application
  - E. writing recommendations if appropriate
5. Head Residents will personally follow-up and contact all minority candidates that have been recommended to them by the members of the hall staff.

# REPORT OF SUB-COMMITTEE ~~FOR~~ FOR RESIDENCE HALLS

I Department or Project: Residence Halls

II Director of Project/Department Head: Jane Redmond

III. Information Requested of Department  
of Project:

- 
- a. Give a breakdown by sex and race of all employees (include job titles).
  - b. List the number of Residence Assistants also by sex and race.
  - c. Indicate the various types of campus housing available to male and female students.
  - d. Indicate the percentage of blacks that live in dormitories.
  - e. General statement on the complaints received from black students living in the dorms.
  - f. Any other information not requested above that you believe would be important to our study.



~~IV. Comp~~

# IV Compilation of Data Received:

Response to Item #a, and b

1. As of 9/28/83, the Department of Residence Halls (DORH) had 159 Resident Assistants (09500) employed: 68 Non-Black Males; 8 Black Males; 80 Non-Black Females; and 3 Black Females.
2. As of 9/28/83, the DORH had 16 Assistant Head Residents (09500) employed: 7 Non-Black Males; 1 Black Male; 6 Non-Black Females; and 2 Black Females.
3. As of 9/28/83, the DORH had 5 Graduate Assistants (02850) employed: 2 Non-Black Males and 3 Non-Black Females.
4. As of 9/28/83, the DORH had 11 Head Residents (04800) employed: 6 Non-Black Females; 1 Black Female; and 4 Non-Black Males.
5. As of 9/28/83, the DORH had one Non-Black Female employed as a Receptionist (58200).
6. As of 10/17/83, the DORH had 18 Housing Clerks (53100) employed; 6 Black Females, 11 Non-Black Females, and one Non-Black Male.
7. As of 10/3/83, the DORH had one Non-Black Female employed as a Data Entry Operator (70800).
8. As of 9/28/83, the DORH employed 4 Non-Black Female Secretaries (58500).
9. As of 9/28/83, the DORH employed one Non-Black Female Senior Secretary (58510).
10. As of 9/28/83, the DORH employed one Non-Black Female Assistant Assignment Supervisor (36010).

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11. As of 9/28/83, the DORH employed one Non-Black Female Principle Secretary (58520).
12. As of 10/3/83, the DORH employed three Non-Black Female Senior Bookkeepers (51310).
13. As of 10/3/83, the DORH employed three Coordinators; 2 Non-Black Females and 1 Non-Black Male (02790).
14. As of 10/14/83, the DORH had 8 Housekeeping Supervisors (35950) employed: 5 Black Females and 3 Non-Black Females.
15. As of 10/14/83, the DORH had 2 Assistant Custodial Foremen (92110) employed: both are Non-Black Females.
16. As of 10/14/83, the DORH had 8 Senior Custodians (91510) employed: 2 Black Males, 1 Non-Black Male, 3 Black Females, and 2 Non-Black Females.
- X 17. As of 10/14/83, the DORH had 78 Custodians (91500) employed: 18 Black Males, 16 Non-Black Males, 29 Black Females, and 15 Non-Black Females.
18. As of 10/17/83, the DORH employed one Non-Black Male Assistant Director (03210).
19. As of 10/17/83, the DORH employed one Non-Black Male Associate Director (03220).
20. As of 10/17/83, the DORH employed one Non-Black Female Supervisor of Assignments (08000).
- X 21. As of 10/17/83, the DORH employed one Non-Black Male Director (03200).
- X 22. As of 10/17/83, the DORH employed two Non-Black Male Managers (05300).

Concerning the types of campus housing which we have available to our male and female students, I have enclosed a Handbook for Residence Hall Life. On the first inside page is a breakdown of all our facilities according to sex. I have also enclosed a copy of our most recent occupancy report for your information.

Concerning items "d" and "e" of your memorandum, our office does not have this information available. We do not collect "race" as part of our application process and thus, it is not possible for us to make this determination. Also, there is currently no general statement on the complaints

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received from any Black students in the residence halls. Perhaps the Commission or staff in Jane Redmond's office would be better able to respond to this aspect of your concern.

Initially, I submit the information with this memorandum in response to the request that has been made. If additional information is desired, please let me know.

KLS:cs

cc: Jim Grubb

Enclosures (2)

1983

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# RESIDENCE HALLS

RESIDENT ASSISTANTS		
	WHITE	BLACKS
MALE	68	8
FEMALE	80	3

HOUSING CLERKS		
	WHITE	BLACK
MALE	1	
FEMALE	11	6

CUSTODIANS		
	WHITE	BLACK
MALE	16	18
FEMALE	15	29

## RESIDENCE HALLS

### COMMENDATION:

The Residence Halls director should be Commended for increasing the number of black students employed as Resident Assistants.

### RECOMMENDATION:

- (a) The ~~S~~ Resident Halls director should make an effort to ~~em~~ hire black Resident Assistants at Massey, Melrose and North ~~to~~ Carrick Halls.
- (b) The director should hire additional black housing Clerks, Supervisors and possibly a manager.