

**Affirmative Action Program for
Minorities & Women**

Glenville State College

**Affirmative Action Plan
for
Minorities and Women**

**May 1, 2017 through April 30, 2018
Plan Year**

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Glenville State College

AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

**May 1, 2017 through April 30, 2018
Plan Year**

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Introduction

Glenville State College (Glenville State) has prepared this Affirmative Action Plan (AAP) for the period of May 1, 2017 through April 30, 2018, reaffirming its commitment to the spirit and letter of affirmative action law, including those administered by the U. S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP). Through the implementation of this AAP Glenville State continues its efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this AAP Glenville State recognizes its duty to ensure equal employment opportunity. The following statement of policy reinforces that belief.

Reaffirming Commitment to Equal Employment Opportunity

In setting forth this AAP Glenville State reaffirms its belief in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment.

Dr. Peter B. Barr, President of Glenville State, designated Krystal Smith as the Equal Employment Opportunity Administrator (EEO Administrator). Krystal Smith oversees the AAP development, modification, implementation, and reporting requirements and conducts management updates. The EEO Administrator also analyzes Glenville State's selection process in order to further the principles of equal employment opportunity.

As part of Glenville State's commitment to this overall process, it will seek to ensure affirmative action to provide equality of opportunity in all aspects of employment, and that all personnel activities, such as the recruitment, selection, training, compensation, benefits, discipline, promotion, transfer, layoff and termination processes remain free of illegal discrimination and harassment based upon race, color, religion, sex and national origin. Regular review by Glenville State, as described in this AAP, helps to ensure compliance with this policy.

Internal Dissemination of EEO Policy

41 C.F.R. § 60-1.42

Glennville State posts copies of the equal employment opportunity notices that comply with 41 C.F.R. § 60-1.42(a) in conspicuous places (including, where applicable, electronic websites) available to employees, applicants for employment, and (if applicable) representatives of each labor union or other organization representing its employees with which Glennville State has a collective-bargaining agreement or other contract or understanding. The following exemplify the methods and locations Glennville State may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although Glennville State may not always use each or any of the below methods, and it may use other methods not listed below:

1. Internal employee manuals contain the policy statement.
2. The policy statement is posted on bulletin boards accessible to employees.
3. Publicizes the policy in Glennville State's newspaper, magazine, annual report and other media;
4. Orientation meetings for new employees and in-house employment-related training include references to Glennville State's policy.
5. Glennville State publications, if any, including those with photographs, generally feature individuals of diverse gender, race, color, sexual orientation, gender identity, and national origin, where feasible.
6. Pertinent portions of Glennville State's Affirmative Action Plan are available during regular business hours for inspection by employees and applicants for employment.

External Dissemination of EEO Policy

41 C.F.R. § 60-1.41; 41 C.F.R. § 60-1.5

1. In solicitations or advertisements for employees placed by or on its behalf, Glennville State complies with at least one of the following methods regarding the dissemination of its equal employment opportunity clause:
 - a. Glennville State states expressly in the solicitations or advertising that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. 41 C.F.R. § 60-1.41(a).
 - b. Glennville State uses display or other advertising that includes an appropriate insignia prescribed by the Deputy Assistant Secretary, subject to the provisions of 18 U.S.C. § 701. 41 C.F.R. § 60-1.41(b).

- c. Glenville State uses a single advertisement, and the advertisement is grouped with other advertisements under a caption which clearly states that all employers in the group assure all qualified applicants equal consideration for employment without regard to race, color, religion, sex, sexual orientation, or national origin. 41 C.F.R. § 1.41(c).
 - d. Glenville State uses a single advertisement in which appears in clearly-distinguishable type the phrase “an equal employment opportunity employer.” 41 C.F.R. § 1.41(d). When pictures are included in these media, where feasible, efforts will be made to include pictures of individuals of diverse gender, race, sexual orientation, gender identity, and national origin.
2. The following exemplify the methods and locations Glenville State may use in its ongoing efforts to ensure continuing dissemination of its policy and AAP, although Glenville State may not always use all of the below methods, and it may use other methods not listed below:
 - a. Glenville State notifies subcontractors, suppliers and vendors of the policy about both its obligations to equal employment opportunity and about Glenville State’s AAP.
 - b. Glenville State advises recruitment sources, minority and female organizations, community agencies, leaders, secondary schools and colleges annually in writing of its commitment to this policy and AAP. Glenville State informs these sources that job applicants will be treated fairly without regard to their race, color, religion, sex, sexual orientation, gender identity, and national origin.
 - c. Glenville State communicates with the state employment security office in writing regarding the policy.
 - d. Glenville State advises prospective employees of the existence of the AAP and makes pertinent portions of it available upon request, during regular business hours.
3. In addition, Glenville State incorporates by reference the equal employment opportunity and affirmative action clauses into each of its covered Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes and such other contracts and subcontracts as required by law, purchase orders, lease agreements, Government contracts, and other covered contracts (and modifications thereof if not included in the original contract) in accordance with 41. C.F.R. § 60-1.4 (a) – (c) (unless exempted under 41 C.F.R. § 60-1.5).

Establishment of Responsibility for Implementation of the AAP

41 C.F.R. § 60-2.17(a)

A. Identification and Responsibilities of EEO/AA Administrator

Overall responsibility for Glenville State's AAP rests with the EEO Administrator, Krystal Smith. Krystal Smith ensures that the AAP complies with all applicable laws, orders and regulations, including but not limited to, Executive Orders 11246, 13496, and their progeny. Specifically, Krystal Smith or the designated representative's duties include:

1. Developing, maintaining and, where appropriate, modifying Glenville State's AAP to ensure compliance with the EEO/AA law.
2. Developing and, where appropriate, modifying procedures for effectively communicating the AAP and its elements both internally and externally.
3. Advising management on EEO/AA progress, reporting potential EEO/AA problem areas, and assisting management in finding equitable solutions, where feasible, to any identifiable EEO/AA problem areas.
4. Evaluating the effectiveness of Glenville State's AAP on a regular basis, and reporting to management.
5. Designing, implementing, and overseeing audit and reporting systems that periodically measures the effectiveness of the total affirmative action program. 41 C.F.R. § 60- 2.17 (d) (1)-(4), identifying need for remedial action, and determining the degree to which objectives have been achieved.
6. Acting as College representative and liaison with any government agencies regarding this AAP.
7. Monitoring College policies and procedures with regard to terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
8. Auditing the content of Glenville State's bulletin board and electronic policies, as appropriate, to ensure compliance information is posted and up to date.
9. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
10. Serving as a liaison between Glenville State and organizations, such as minority organizations and women's organizations.
11. When necessary, developing sales and management training programs to increase protected-group participation.
12. Assisting in the investigation, handling and disposition of employee harassment and discrimination complaints.

13. Discussing EEO/AA policies with all personnel, including management, to ensure that Glenville State's policies and the need for their support are understood at all levels.
14. Reviewing Glenville State's AAP for qualified women and minorities with all managers and supervisors to ensure the policy is understood and followed in all personnel actions.
15. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, comparable facilities for both sexes, and opportunity for participation in College-sponsored recreational, educational and social activities.
16. Auditing training programs, hiring, and promotion patterns.

B. Management Responsibilities

Line and upper management share responsibility for the AAP, including but not limited to the following:

1. Assisting in auditing AAP progress, including identifying problem areas, formulating solutions, establishing appropriate goals, and developing necessary training programs.
2. Reviewing the qualifications of applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner in hiring, promotion, transfers, and termination actions.
3. Making available career counseling, when appropriate.
4. Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee and his or her duties.
5. Reviewing position descriptions of the jobs in the manager's area or department to see that they adequately reflect the job to be performed.
6. Assisting subordinates and upper management in the prevention of harassment.

Identification of Areas for Discussion

41 C.F.R. § 60-2.17(b)

Glennville State's commitment to fully implement this policy and AAP include periodic reviews of mission critical workforce factors in a number of ways, including performing an in-depth analysis of its total employment process to determine whether and where impediments to equal employment opportunity exist. These analyses include:

1. The workforce by organizational unit and job group of minority or female utilization and distribution;
2. Personnel activity to determine whether there are selection disparities;
3. Compensation systems to determine if there are gender-, race-, or ethnicity-based disparities;
4. Selection, recruitment, referral, and other personnel procedures to determine whether they result in employment or placement disparities of minorities or women; and,
5. Any other areas that might impact the success of the affirmative action program. 41 C.F.R. § 2.17 (b)(1)-(5), including, for example, Glennville State's review of:
 - a. The workforce composition by race and sex to compare it to the availability of these groups;
 - b. Glennville State's applicant flow compared to the availability for the protected groups;
 - c. A comparison of hires to applicants pertaining to minorities and women;
 - d. Compensation system(s) to determine whether there are gender-, race-, or ethnicity-based disparities;
 - e. Selection forms, such as applications for employment, to ensure they comply with federal and state employment laws;
 - f. Processes to ensure there are no artificially-created barriers or restrictive seniority provisions; and,
 - g. Training opportunities to ensure they are available to minorities and women.

Identification of problem areas are discussed in the next section titled Narrative Discussion of Goals.

Narrative Discussion of Goals

The Glenville State College plan has 282 employees, including 17 minorities and 130 females. The following goals exist for minorities and/or women:

- 1 - Executive/Administrative/Managerial - This group consists of 20 employees, of whom 2 are minorities and 9 are females. There is a goal of 23% for minorities, but there is no need to set a placement goal at this time for females.
- 2 - Professors - This group consists of 60 employees, of whom 4 are minorities and 20 are females. There is a goal of 24% for minorities and a goal of 53% for females.
- 2A - Instructors/Lecturers - This group consists of 9 employees, of whom none are minorities and 4 are females. There is no need to set a placement goal at this time for minorities or females.
- 2B - Adjunct Faculty - This group consists of 32 employees, of whom none are minorities and 17 are females. There is a goal of 14% for minorities, but there is no need to set a placement goal at this time for females.
- 3 - Professional Non-Faculty - This group consists of 75 employees, of whom 10 are minorities and 27 are females. There is no need to set a placement goal at this time for minorities, but there is a goal of 51% for females.
- 4 - Clerical and Secretarial - This group consists of 24 employees, of whom none are minorities and 22 are females. There is no need to set a placement goal at this time for minorities or females.
- 5 - Technical and Paraprofessional - This group consists of 11 employees, of whom none are minorities and 11 are females. There is no need to set a placement goal at this time for minorities or females.
- 6 - Skilled Crafts - This group consists of 3 employees, of whom none are minorities and none are females. There is no need to set a placement goal at this time for minorities or females.
- 7 - Service/Maintenance - This group consists of 48 employees, of whom 1 is a minority and 20 are females. There is no need to set a placement goal at this time for minorities or females.

Glenville State will use alternate recruitment sources when necessary to attract more qualified external applicants. In those instances where statistical adverse impact is indicated, Glenville State will take action as outlined in the Action-Oriented Programs Section to monitor and eliminate any problem areas, as well as other similar actions.

Development & Execution of Action-Oriented Programs

41 C.F.R. § 60-2.17(c)

Glennville State has instituted action-oriented programs designed to eliminate any problem areas, should they exist, in accordance with § 60-2.17(b), and to help achieve specific affirmative action goals. Glennville State also makes a good-faith effort to remove identified barriers, expand employment opportunities, and produce measurable results. These programs may include items such as:

1. Conducting periodic reviews of job descriptions attempting to ensure they accurately reflect job-related duties and responsibilities.
2. Annually reviewing job qualifications by department and job title for job-relatedness, and using job performance criteria.
3. Making job descriptions and qualifications available to recruiting sources and to all members of management involved in the recruiting, screening, selection, and promotion processes.
4. Making good-faith efforts to select the most qualified candidates. Glennville State recognizes the duty, should the need arise, to make good faith efforts to remedy any statistically significant underutilization of minorities and women. Accordingly, Glennville State commits to evaluating the total selection process to ensure decisions are made in a nondiscriminatory manner through:
 - a. Reviewing the job applications and other pre-employment forms to ensure information requested is job-related;
 - b. Evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity;
 - c. Providing assistance, such as training and guidance on proper interviewing techniques and EEO training, to employees, management, and supervisory staff, including, but not limited to, those who are involved in the recruitment, selection, discipline and other related processes, so that personnel actions remain neutral to race, color, religion, sex, sexual orientation, gender identity, and national origin; and
 - d. Reviewing selection techniques and employment standards.
5. Glennville State employs appropriate methods to attempt to improve recruitment and increase the flow of qualified minorities and women applicants in its recruiting process, including a number of the following actions:
 - a. Including the phrase, "Equal Opportunity/Affirmative Action Employer" in printed employment advertisements;
 - b. Placing help-wanted advertisements, when appropriate, in local minority news media and women's interest media;

- c. Disseminating information on job opportunities to organizations representing minorities, women, and employment development agencies when job opportunities occur;
 - d. Encouraging all employees to refer qualified applicants;
 - e. Actively recruiting in secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments where underutilization exists in such areas, and
 - f. Requesting employment agencies to refer qualified minorities and women.
 - g. Glenville State considers using special employment programs designed to deal with underutilization. Business conditions and other feasibility matters remain the key factor in any decision to develop/implement such programs.
 - h. Whenever feasible and appropriate, Glenville State participates in job fairs, career days, youth-motivation programs and other programs that foster exposure for qualified minorities and women.
 - i. Glenville State encourages minorities and women to participate in College-sponsored activities and programs.
 - j. Glenville State utilizes various community organizations and schools as referral sources.
6. Glenville State reviews promotion criteria and procedures so that job qualifications form the basis for the promotional decisions without regard to race, color, sex, religion, sexual orientation, gender identity, or national origin. Glenville State monitors promotion rates for minorities and women and, when necessary, may employ one or more of the following procedures:
- a. Maintaining an inventory of current minority and women employees to determine special job-related talents, skills and experience.
 - b. Providing job training, job-related courses or certificate programs.
 - c. Reviewing work specifications and job qualifications to ensure job-relatedness.
 - d. Reviewing promotion decisions for possible impact on women or minorities.
 - e. Conducting career counseling, where appropriate, during performance evaluations.
 - f. Informing employees about educational programs and other opportunities available to improve their employment prospects.
 - g. Reviewing seniority practices for possible impact on women and minorities.
 - h. Reviewing College-sponsored social and recreational activities to ensure non-discriminatory participation and availability.

- i. Ensuring that all employees are given equal opportunity for promotion. This is achieved by:
 1. Generally posting or otherwise announcing most promotional opportunities.
 2. Offering counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer; and
 3. Evaluating job requirements for promotion.

Internal Audit and Reporting System

41 C.F.R. § 60-2.17(d)

1. Krystal Smith, Glenville State's EEO/AA Administrator, maintains an internal audit system to attempt to oversee Glenville State's Affirmative Action Plan and assess progress. The EEO Administrator is responsible for ensuring that the formal AAP documents are developed and prepared and for the effective AAP implementation; however, responsibility is likewise vested with each department manager and supervisor, depending upon the specific responsibility. The audit system is designed and implemented to measure the effectiveness of the total affirmative action program [41 C.F.R. § 2.17 (d)(1)-(4)], including:
 - a. Monitoring records of all personnel activity, including: referrals, placements, transfers, promotions, terminations, and compensation, at all levels, to ensure the nondiscriminatory policy is carried out,
 - b. Requiring internal reporting on a scheduled basis as to the degree to which equal employment opportunity and organizational objectives are attained,
 - c. Reviewing reports at all levels of management; and
 - d. Advising top management of the program's effectiveness and submitting recommendations to improve unsatisfactory performance. 41 C.F.R. § 2.17 (d)(1)-(4).
2. Glenville State reviews various employment decisions, such as job referrals, hiring decisions, transfers, promotions, and terminations. Glenville State maintains summary data where necessary and feasible, and conducts regular reviews at least annually.
3. There is no "de facto" (in practice without being officially established) segregation. Further, Glenville State ensures that facilities, as broadly defined in 41 C.F.R. § 60-1.8, provided for employees are provided in such a manner that segregation on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin cannot result, provided that separate or single-user restrooms and necessary dressing or sleeping areas shall be provided to ensure privacy between the sexes.

4. Glenville State complies with required records retention provisions set forth in 41 C.F.R. §60-1.12 and elsewhere in the applicable OFCCP regulations, and maintains a) employment applications (generally for two years); b) summary data of applicant flow by identifying, at least, total applicants, total minority applicants, and total female applicants, where necessary and feasible, and conducts regular reviews at least annually; c) applicant flow showing the name, race, sex, date of application, job title, interview status, and the action taken for all individuals applying for job opportunities, and the relevant applicant/hire decisions; d) summary data of external job offers and hires, promotions, resignations, terminations, and layoffs by job group and by sex and minority group identification; e) and records pertaining to its compensation system.
5. Provide needed reports to managers and supervisors regarding the results of the audit as well as Glenville State's overall progress in the area of EEO/AA. Any recommended actions should be made as well. Reports shall be made to senior management on at least an annual basis.

Guidelines for Prevention of Sex Discrimination

41 C.F.R. § 60-20.1 et seq.

Glenville State supports the promotion and ensuring of equal employment opportunity of its employees and applicants without regard to sex, and endorses and complies with the following policy statements.

1. Glenville State employment advertisements do not express a sex preference nor does Glenville State place advertisements in columns designated "males" or "females", unless sex is a bona fide occupation obligation. 41 C.F.R. §60-20.2(a).
2. Employees of both sexes at Glenville State shall have an equal opportunity to any available job that he or she is qualified to perform, unless sex is a bona fide occupation obligation. 41 C.F.R. §60-20.2.
3. Glenville State maintains gender-neutral personnel policies that expressly indicate that there shall be no gender discrimination against employees. The terms and conditions of any written collective bargaining agreements shall not be inconsistent with these guidelines. 41 C.F.R. §60-20.3(a).
4. Glenville State makes no distinction based upon sex in employment opportunities, wages, hours, or other conditions of employment. 41 C.F.R. §60-20.3(c).
5. Glenville State will not make any distinction between married and unmarried persons of one sex that is not made between married and unmarried persons of the opposite sex, or deny employment to women with young children unless it has the same exclusionary policies for men, or terminate the employment of an employee of one sex in a job classification upon reaching a certain age unless the same rule is applicable to members of the opposite sex. 41 C.F.R. § 60.20.3(d).

6. Glenville State has policies and practices to ensure appropriate physical facilities to both sexes. 41 C.F.R. § 60-20.3(e).
7. Glenville State will not deny a female employee the right to any job she is qualified to perform in reliance on a State “protective” law regarding, for example, prohibiting women from performing work such as a bartender, or for working at jobs requiring more than a certain number of hours or lifting above a certain weight. 41 C.F.R. § 60-20.3(f).
8. Glenville State endorses and complies with the 1978 Pregnancy Discrimination Act, as it amended Title VII of the Civil Rights Act of 1964. Glenville State applies any leave of absence policy uniformly, regardless of sex. 41 C.F.R. § 60-20.3(g).
9. Glenville State must not specify any differences for male and female employees on the basis of sex in either mandatory or optional retirement age. 41 C.F.R. § 60-20.3(h).
10. Glenville State's seniority lines and lists must not be based on sex. 41 C.F.R. § 60-20.4.
11. Glenville State's wage schedules are not related to or based on the sex of an employee. 41 C.F.R. § 60-20.5(a). Further, Glenville State does not discriminatorily restrict one sex to certain job classifications, and instead must take steps to make jobs available to all qualified employees in all classifications without regard to sex. 41 C.F.R. § 60-20.5(b).
12. When appropriate, Glenville State makes affirmative efforts to increase the number and percentage of women in the workforce, including, but not limited to the following:
 - a. Glenville State recruits women and encourages existing women employees to apply for positions historically labeled by society as "traditionally male".
 - b. Glenville State guarantees equal, gender-neutral access to training and tuition reimbursement programs, including management training, and other types of workplace training programs.
 - c. Glenville State informs management of its affirmative action responsibilities. 41 C.F.R. § 60-20.6.

Policy with Respect to Religion/National Origin

41 C.F.R. § 60-50.1 et seq.

Pursuant to the guidelines prohibiting discrimination on the basis of religion or national origin, 41 C.F.R. § 60-50.1, et seq., Glenville State hereby reaffirms that it does not discriminate against employees, or applicants for employment, because of religion or national origin. Glenville State takes affirmative action to seek to ensure that employees or applicants for employment are treated without regard to their religion or national origin in all aspects of the terms and conditions of employment, such as upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay (or other forms of compensation), and selection for training.

Glenville State has reviewed its employment practices and determined that its employees, including those who belong to religious or ethnic groups, have received fair consideration for job opportunities. Based upon its review, and depending upon the circumstances, Glenville State will undertake appropriate actions, which may include one or more of the following activities:

1. Issuing a policy directive to employees reaffirming the Glenville State's obligation to provide equal employment opportunity without regard to religion or national origin. This policy will be communicated in such a manner as to foster understanding, acceptance, and support among executives, managers, supervisors, and other employees, and to encourage such persons to take the necessary action to aid Glenville State in meeting its obligations.
2. Developing internal procedures to seek to ensure that Glenville State's obligation to provide equal employment opportunity, without regard to religion or national origin, is being fully implemented. Specifically, employment activities are reviewed by the EEO Administrator.
3. Informing management annually of its commitment to equal employment opportunity, without regard to religion or national origin.
4. Enlisting the assistance and support of recruitment sources for this commitment.

Glenville State acknowledges its responsibility to make reasonable accommodations for the religious observances and practices of its existing or prospective employees under the terms of Title VII of the Civil Rights Act of 1964. An accommodation for religious purposes will be denied should Glenville State determine that it would have to suffer undue hardship. During this accommodation evaluation, the following factors will continue to be considered by Glenville State:

1. Business necessity;
2. Financial costs and expenses; and
3. Resulting personnel problems.

Organizational Profile

Contractors and subcontractors are required to include in their AAPs an organizational profile of their workforce using either a “workforce analysis” or “organizational display” that provides detailed data reflecting staffing patterns within the establishment. 41 C.F.R. § 60-2.11. An organizational profile shows the staffing pattern within a contractor’s establishment. This profile assists an employer in identifying where, in the workforce of its site which is the subject of this AAP, women or minorities are underrepresented or concentrated. A workforce analysis is used in this AAP, which lists each job title from the lowest paid to the highest paid within each department or similar organizational unit.

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Academic Affairs

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Institutional Programs Coordinator	3	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Executive Secretary	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Manager, Database Admin. D	1	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Interim VP for Academic Affairs	1	1	1	0	0	1	0	0	0	0	1
			0	0	0	0	0	0	0	0	
Summary of Academic Affairs		4	3	2	0	1	0	0	0	0	1
			1	1	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Admissions</i>												
Lines of Progression: NO												
Title	EEO	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
PT Admin Secretary	4	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Program Assistant I	5	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Admissions Counselor	3	2	1	1	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Admissions Counselor (6/1/16)	3	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Supervisor of Residence Life and Intramurals (6/1/16)	3	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Admissions Counselor Senior	3	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Director of Admissions	1	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Vice President for Enrollment	1	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Summary of Admissions		9	5	5	0	0	0	0	0	0	0	0
			4	4	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Alumni Relations</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Director of Alumni Affairs III (8/17/11)	1	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Summary of Alumni Relations		1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Aramark Dining Services

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Food Service Lead Worker II	7	1	0	0	0	0	0	0	0	0	0
Summary of Aramark Dining Services		1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Athletics</i>												
Lines of Progression: NO												
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority	
Associate Professor of Music	2	1	1	1	0	0	0	0	0	0	0	
			0	0	0	0	0	0	0	0	0	
Summary of Athletics		39	31	24	6	0	1	0	0	0	9	
			8	6	1	0	1	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Business</i>												
Lines of Progression: NO												
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority	
Global Marketing	2	1	0	0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		
Principles of Accounting I	2	1	1	1	0	0	0	0	0	0	0	
			0	0	0	0	0	0	0	0		
Principles of Management	2	1	0	0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		
The Financial System & Economy	2	1	1	1	0	0	0	0	0	0	0	
			0	0	0	0	0	0	0	0		
Accounting Assistant I	5	1	0	0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		
Accounting Assistant II (6/1/13)	5	1	0	0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		
Visiting Assistant Professor of Business	2	1	1	1	0	0	0	0	0	0	0	
			0	0	0	0	0	0	0	0		
Visiting Instructor of Business & Coordinator of HCC Pell Pilot	2	1	0	0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		
Visiting Instructor of Computer Science	2	1	0	0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		
Assistant Professor of Business	2	2	1	1	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		
Assistant Professor of Business Administration	2	1	0	0	0	0	0	0	0	0	0	
			1	1	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Business</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Associate Professor of Business Administration and tenure	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Associate Professor of Business (Business Dept. Chair 08/11)	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Associate Professor of Business ; Chair, Dept. of Business	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Professor of Economics	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Summary of Business		16	7	7	0	0	0	0	0	0	0
			9	9	0	0	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Business and Finance

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Accounting Assitant I	5	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Accounting Assistant I	5	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Program Assistant II	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Accountant pt	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Accountant (7/1/11)	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Director, Purchasing	1	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Business and Finance		6	0	0	0	0	0	0	0	0	0
			6	6	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Criminal Justice

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Crime Scene Management	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Cross-Gender Supervision	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Visiting Assistant Professor of Criminal Justice	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Assistant Professor of Criminal Justice	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Assistant Professor of Criminal Justice; Chair	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Assistant Professor of Criminal Justice; Chairperson - Dept. of CJ	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Summary of Criminal Justice		6	5	5	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Disabilities Services</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Program Coordinator Academic Support Center	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Summary of Disabilities Services		1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Education</i>												
Lines of Progression: NO												
Title	EEO	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
intern supervision (3)	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
intern supervision (8)	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Tchg Soc Stu Mdl/Ad (5-Adult)	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Admin. Secretary - Sr.	4	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Associate Professor of Education	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Instructor of English (visiting)/Media Specialist for Recruitment	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Director of Teacher Education Field Placement (8/1/14)	1	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Professor of Education	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Associate Professor of Education; Dean of Teacher Education; Chairperson, D	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Summary of Education		9	3	3	0	0	0	0	0	0	0	0
			6	6	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

External Relations

Lines of Progression: NO

Title	EEO	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Secretary	4	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Admistrative Asst. for External Relations	4	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Executive Assistant to President	4	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Senior Vice President for External Relations & Morris Endowed Professor	1	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Summary of External Relations		4	2	2	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Financial Aid</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Financial Aid Assistant II	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Student Loan Officer	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Student Loan Officer (2/1/2015)	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Financial Aid Counselor	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Financial Aid Manager	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
PT Dir. Financial Aid	1	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Financial Aid		6	0	0	0	0	0	0	0	0	0
			6	6	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Fine Arts

Lines of Progression: NO

Title	EEO	Total									Minority	
			Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian		Two or More
Applied Trumpet II	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Art Methods - Elem Educ Major	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Administrative Secretary - Fine Arts	4	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Assistant Professor of Art	2	2	2	2	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Assistant Professor of Music	2	3	1	1	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Associate Professor of Music Education	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Associate Professor of Art (9/14/2015)	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Associate Professor of Music; Chair, Department of Fine Arts; Director of M	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Summary of Fine Arts		11	8	8	0	0	0	0	0	0	0	0
			3	3	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

GSC Foundation											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Program Assistant II (eff. 8/1/13)	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Annual Fund Coordinator/Staff Accountant, GSC Foundation	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Visiting Assitant Professor of English	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
VP for Advancement/Exec.Dir. GSC Foundation	1	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Summary of GSC Foundation		4	1	1	0	0	0	0	0	0	0
			3	3	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Health and PE

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Applied Nutrition	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
First Aid and Safety	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Motor Learning/Development	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
PE for Elem Schools	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Assistant Professor of Physical Education	2	1	1	0	0	0	1	0	0	0	1
			0	0	0	0	0	0	0	0	
Associate Professor of Nursing; Chair, Dept. of Heath & Physical Education	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Professor of Health and Special Education	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Summary of Health and PE		7	3	2	0	0	1	0	0	0	1
			4	4	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Hidden Promise

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
PT Hidden Promise Liason	3	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Hidden Promise ELA, Math Coord	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Educational Outreach Counselor	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Hidden Promise Scholar Coordinator	3	2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Hidden Promise		5	2	2	0	0	0	0	0	0	0
			3	3	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Human Resources</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Chief Human Resources Officer (10/17/11)	1	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Summary of Human Resources		1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>HumanResources</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Human Resources Rep (07/25/14)	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Summary of HumanResources		1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Land Resources</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
<i>Summary of Land Resources</i>		11	8	7	0	0	1	0	0	0	1
			3	3	0	0	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Language and Literature												
Lines of Progression: NO												
Title	EEO	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
~Critical Reading & Wrtnng/Lab	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
~Intro to Public Speaking	2	3	1	1	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
~Survey of American Lit I	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
English Foundations	2	2	0	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Administrative Secretary Lang & Lit	4	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Assistant Professor of English	2	2	1	1	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Associate Professor of Special Education	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Associate Professor of English	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0	
Associate Professor of English and tenure	2	2	0	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0	
Associate Professor of Developmental English	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Associate Professor of Spanish; Chair Lang. Lit	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Language and Literature</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Professor of Communications	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Professor of English	2	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Summary of Language and Literature		18	6	6	0	0	0	0	0	0	0
			12	12	0	0	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Marketing and Public Relations

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Public Relations Specialist (8/17/14)	3	1	1	1	0	0	0	0	0	0	0
Summary of Marketing and Public Relations		1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Off-Campus Programming</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Assistant Coordinator of Off-Campus Programming (12/17/12)	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Coordinator of Off-Campus Programming/JASON Learning Coordinator/RBA/IDS	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Off-Campus Programming		2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Office of Technology

Lines of Progression: NO

Title	EEO	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Program Assistant II	4	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Information Technology Consultant	3	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0		
Data Network Specialist I	3	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0		
Data Network Specialist I (Eff. 9/16/13)	3	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0		
Information Systems Specialist (5/1/10)	3	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0		
Administrative Applications Software Specialist Senior (5/1/13)	3	1	0	0	0	0	0	0	0	0	0	1
			1	0	0	0	1	0	0	0		
Visiting Instructor of Developmental Mathematics/Data Base Admin.	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0		
Information Systems Manager (8/1/11)	1	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0		
Summary of Office of Technology		8	5	5	0	0	0	0	0	0	0	1
			3	2	0	0	1	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Physical Plant</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Secretary Senior (eff. 12/1/11)	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Trades Specialist I (1/18/11)	7	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
PT Maintenance Helper	7	7	7	7	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Physical Plant Helper	7	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Manager, Physical Plant II (2/16/09)	1	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Executive Director of Physical Plant (12/1/11)	1	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Summary of Physical Plant		44	27	27	0	0	0	0	0	0	1
			17	16	0	1	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Pioneer Media</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Director of Media Operations (11/1/15)	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Summary of Pioneer Media		1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Post Office</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
PT Post Office Assistant	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Postal Worker Lead (8/1/06)	7	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Post Office		2	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>President's Office</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Executive Assistant to President	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0
Summary of President's Office		1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Print Shop</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Printing Services Specialist (interim basis eff. 11/16/13)	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		
Printing Services Specialist	3	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0		
Summary of Print Shop		2	1	1	0	0	0	0	0	0	0
			1	1	0	0	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Public Safety</i>													
Lines of Progression: NO													
Title	EEO	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	Minority
												More	
Security Guard	7	6	4	4	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0		
Campus Police Officer	7	1	1	1	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0			
Campus Police Officer Senior	7	1	1	1	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0			
Associate Director of Public Safety	1	1	1	1	0	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0			
Summary of Public Safety		9	7	7	0	0	0	0	0	0	0	0	0
			2	2	0	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Registrar's Office

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
PT records assistant	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Records Assistant III	4	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Certification Analyst	5	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Registrar (eff. 9/1/13)	3	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Registrar's Office		4	0	0	0	0	0	0	0	0	0
			4	4	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Science and Math

Lines of Progression: NO

Title	EEO	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Associate Professor of Biology; Chair	2	1	0	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	0	
Professor of Chemistry	2	2	2	2	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0		
Professor of Physical Science	2	1	1	1	0	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0		
Summary of Science and Math		16	11	9	0	0	2	0	0	0	0	2
			5	5	0	0	0	0	0	0		

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Social Science</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Professor of History; Chair - Dept. of Social Science	2	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	0
Summary of Social Science		13	6	6	0	0	0	0	0	0	0
			7	7	0	0	0	0	0	0	0

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Student Life

Lines of Progression: NO

Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
PT Fitness Center	3	1	1	0	1	0	0	0	0	0	1
			0	0	0	0	0	0	0	0	
PT Program Assistant	5	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Director of Campus Health Services	5	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Director of Student Activities (3/1/12)	1	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Student Life		4	1	0	1	0	0	0	0	0	1
			3	3	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

<i>Student Support Services</i>											
Lines of Progression: NO											
Title	EEO	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Assistant for Student Support Services (12 month 11/1/13)	4	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Teacher/Counselor	3	1	1	1	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Student Support Services Teacher/Counselor	3	2	2	2	0	0	0	0	0	0	0
			0	0	0	0	0	0	0	0	
Project Director Student Support Services	1	1	0	0	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	
Summary of Student Support Services		5	4	4	0	0	0	0	0	0	0
			1	1	0	0	0	0	0	0	

Workforce Analysis

Plan Date: 05/01/2017

Glenville State College

Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
<i>Summary</i>	282	152	139	7	1	5	0	0	0	17
		130	126	1	1	2	0	0	0	

Job Group Analysis

Contractors and subcontractors are required to include in their AAPs a “job group analysis” by combining jobs at the establishment with similar content, wage rates, and opportunities to form job groups. 41 C.F.R. § 60-2.12. The job group analysis is a contractor’s first comparison of the representation of minorities and women in its workforce with the estimated availability of minorities and women to be employed. The job group is created by first sorting the various jobs at the establishment into job groups, which is a collection of jobs in an organization with similar job content (field of work and/or skill level), similar promotional opportunities, and similar compensation. The job groups then are developed to fit the unique characteristics of each organizational unit, taking into account the size, type, and complexity of the work performed. Contractors, after combining the job titles for the job group analysis, must then separately provide the percentage of minorities and the percentage of women they employ in each job group.

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

1 - Executive/Administrative/Managerial										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Director of Student Activities (3/1/12)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Director of Admissions	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Chief Human Resources Officer (10/17/11)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Project Director Student Support Services	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Manager, Physical Plant II (2/16/09)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Associate Director of Public Safety	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Director of Teacher Education Field Placement (8/1/14)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Director, Purchasing	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Director of Athletics	1	1	0	1	0	0	0	0	0	1
		0	0	0	0	0	0	0	0	
Information Systems Manager (8/1/11)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Executive Director of Physical Plant (12/1/11)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Director of Alumni Affairs III (8/17/11)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

<i>1 - Executive/Administrative/Managerial</i>											
Title	Total	Male	Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Director of Residence Life (effective 6/3/13)	1	1	0	1	0	0	0	0	0	0	0
		0	1	0	0	0	0	0	0	0	
Director, Library I	1	0	1	0	0	0	0	0	0	0	0
		1	0	1	0	0	0	0	0	0	
Manager, Database Admin. D	1	1	0	1	0	0	0	0	0	0	0
		0	1	0	0	0	0	0	0	0	
PT Dir. Financial Aid	1	0	1	0	0	0	0	0	0	0	0
		1	0	1	0	0	0	0	0	0	
Interim VP for Academic Affairs	1	1	0	0	0	1	0	0	0	0	1
		0	1	0	0	0	0	0	0	0	
VP for Advancement/Exec.Dir. GSC Foundation	1	1	0	1	0	0	0	0	0	0	0
		0	1	0	0	0	0	0	0	0	
Vice President for Enrollment	1	1	0	1	0	0	0	0	0	0	0
		0	1	0	0	0	0	0	0	0	
Senior Vice President for External Relations & Morris Endowed Professor	1	1	0	1	0	0	0	0	0	0	0
		0	1	0	0	0	0	0	0	0	
Summary of 1 - Executive/Administrative/Managerial	20	11	9	9	1	1	0	0	0	0	2
		9	11	9	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

2 - Professors										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Professor of History	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Associate Professor of Biology; Chair	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Associate Professor of Art (9/14/2015)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Professor of Forestry	1	1	0	0	0	1	0	0	0	1
		0	0	0	0	0	0	0	0	
Professor of Chemistry	2	2	2	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Associate Professor of Nursing; Chair, Dept. of Heath & Physical Education	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Professor of History; Chair - Dept. of Social Science	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Professor of Education	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Professor of Health and Special Education	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Associate Professor of Business (Bussiness Dept. Chair 08/11)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Associate Professor of Music; Chair, Department of Fine Arts; Director of M	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Associate Professor of Business ; Chair, Dept. of Business	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

2 - Professors										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Professor of Economics	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Professor of Communications	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Professor of English	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Associate Professor of Education; Dean of Teacher Education; Chairperson, D	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Professor of Physical Science	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Summary of 2 - Professors	60	40	36	0	0	4	0	0	0	4
		20	20	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

2A - Instructors/Lecturers										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Visiting Instructor of Physical Education; Asst. Football Coach	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Visiting Instructor of Developmental Math	2	1	1	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Visiting Instructor of Developmental Mathematics	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Visiting Instructor of Business & Coordinator of HCC Pell Pilot	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Visiting Instructor of Computer Science	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Visiting Instructor of Developmental Mathematics/Data Base Admin.	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Head Men's Basketball Coach/Instructor	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Instructor of English (visiting)/Media Specialist for Recruitment	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Summary of 2A - Instructors/Lecturers	9	5	5	0	0	0	0	0	0	0
		4	4	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

2B - Adjunct Faculty

Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
~Critical Reading & Wrtnng/Lab	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
~Intro to Public Speaking	3	1	1	0	0	0	0	0	0	0
		2	2	0	0	0	0	0	0	
~Survey of American Lit I	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
~United States Hist Since 1877	2	1	1	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
~World Regional Geography	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Applied Nutrition	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Applied Trumpet II	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Art Methods - Elem Educ Major	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Case Management	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Crime Scene Management	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Cross-Gender Supervision	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
English Foundations	2	0	0	0	0	0	0	0	0	0
		2	2	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

<i>2B - Adjunct Faculty</i>										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Social Studies Erly-Mdle Educ	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Soils/Land Reclamation (Lab)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Tchg Soc Stu Mdl/Ad (5-Adult)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
The Financial System & Economy	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Summary of 2B - Adjunct Faculty	32	15	15	0	0	0	0	0	0	0
		17	17	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

3 - Professional Non-Faculty										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Head Women's Softball Coach	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Student Loan Officer (2/1/2015)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Program Coordinator Academic Support Center	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Printing Services Specialist (interim basis eff. 11/16/13)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Head Women's Volleyball Coach	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Public Relations Specialist (8/17/14)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Data Network Specialist I	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Educational Outreach Counselor	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Admissions Counselor	2	1	1	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Data Network Specialist I (Eff. 9/16/13)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Financial Aid Counselor	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Head Coach, Acro & Tumbling	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

<i>3 - Professional Non-Faculty</i>													
Title	Total	Male	Female	White	Black	Hispanic	Asian	Native	Hawaiian	Indian	Two or	More	Minority
Academic Coordinator	1	1	1	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0		
Registrar (eff. 9/1/13)	1	0	0	0	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	0	0		
Professional Counselor	1	1	1	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0		
Head Women's Basketball Coach	1	0	0	0	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	0	0		
Assistant Vice President for College Advancement	1	1	1	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0		
Head Football Coach	1	1	1	0	0	0	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	0	0		
Summary of 3 - Professional Non-Faculty	75	48	41	6	0	1	0	0	0	0	0	0	10
		27	24	1	0	2	0	0	0	0			

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

4 - Clerical and Secretarial										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Administrative Secretary	2	0	0	0	0	0	0	0	0	0
		2	2	0	0	0	0	0	0	
PT records assistant	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Administrative Secretary - Land Resources	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Administrative Secretary Lang & Lit	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Administrative Secretary - Fine Arts	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Administrative Secretary - Social Science	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
PT Admin Secretary	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
PT Post Office Assistant	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
PT Library Assistant	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Human Resources Rep (07/25/14)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Financial Aid Assistant II	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Program Assistant II	2	0	0	0	0	0	0	0	0	0
		2	2	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

4 - Clerical and Secretarial										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Program Assistant II (eff. 8/1/13)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Records Assistant III	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Administrative Assistant for Student Support Services (12 month 11/1/13)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Admistrative Asst. for External Relations	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Admin. Secretary - Sr.	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Administrative Secretary Senior (eff. 12/1/11)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Executive Secretary	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Administrative Assistant (eff. 5/1/08)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Executive Assistant to President	2	1	1	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Summary of 4 - Clerical and Secretarial	24	2	2	0	0	0	0	0	0	0
		22	22	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

<i>5 - Technical and Paraprofessional</i>										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Accounting Assitant I	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Library Technical Assistant II	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Accounting Assistant I	2	0	0	0	0	0	0	0	0	0
		2	2	0	0	0	0	0	0	
Program Assistant I	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
PT Program Assistant	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Director of Campus Health Services	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Accounting Assistant II (6/1/13)	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Library Associate	2	0	0	0	0	0	0	0	0	0
		2	2	0	0	0	0	0	0	
Certification Analyst	1	0	0	0	0	0	0	0	0	0
		1	1	0	0	0	0	0	0	
Summary of 5 - Technical and Paraprofessional	11	0	0	0	0	0	0	0	0	0
		11	11	0	0	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

7 - Service/Maintenance										
Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
Trades Specialist I (1/18/11)	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Campus Police Officer Senior	1	1	1	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
PT Maintenance Helper	7	7	7	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Physical Plant Helper	2	2	2	0	0	0	0	0	0	0
		0	0	0	0	0	0	0	0	
Summary of 7 - Service/Maintenance	48	28	28	0	0	0	0	0	0	1
		20	19	0	1	0	0	0	0	

Job Group Analysis

Plan Date: 05/01/2017

Glenville State College

Title	Total	Male Female	White	Black	Hispanic	Asian	Native Hawaiian	Indian	Two or More	Minority
<i>Summary</i>	282	152	139	7	1	5	0	0	0	17
		130	126	1	1	2	0	0	0	

Availability Analysis

Contractors and covered Federal subcontractors, after aggregating individual jobs into job groups, are then required to determine the availability of women and minorities for those job groups. 41 C.F.R. § 60-2.14. "Availability" is a percentage estimate of the women and minorities who have the skills required to perform the jobs within the job groups. To determine the availability percentages, contractors are required to consider two factors: 1) factors reflecting the availability outside the contractor's workforce (such as people in the immediate labor area or reasonable recruitment area); and, 2) factors affecting the availability inside the contractor's own workforce (such as people who are qualified and available by transfer, promotion, or training). Contractors typically rely on the most current U.S. Census data to develop their external availability factors, and on their own workforce numbers to develop their internal availability factors. Both external and internal factors must be considered, but contractors may "weight" each of the two factors according to each factor's relevance to the job group in question. Such weighting is included in the following availability statistics for each job group.

After a contractor has formulated job groups and determined the minority and female availability percentages for each job group, it must then compare the actual utilization of minorities and women in each job group with their estimated availability, and identify those job groups where the percentage of women and/or minorities employed is less than would reasonably be expected given their availability. 41 C.F.R. § 60-2.15.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

1 - Executive/Administrative/Managerial								
Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	24	48	95	23	46	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	7	38	5	0	2	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 20		100						
		Final Availability (%)			23	47		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

1 - Executive/Administrative/Managerial

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value					
United States		1					
Census Codes used for RRA			Raw Statistics (%)		Value		
			Minority	Female			
0100	Administrative services managers		23	35	2		
0110	Computer and information systems managers		23	30	2		
0120	Financial managers		24	54	1		
0136	Human resources managers		28	59	1		
0150	Purchasing managers		21	45	1		
0230	Education administrators		25	64	7		
0340	Lodging managers		31	51	1		
0430	Miscellaneous managers, including funeral service managers a		22	35	5		
			Raw Statistics (%)		Weight	Weighted Factor (%)	
			Minority	Female		Minority	Female
Final Statistics for External Availability			24	48	95%	23	46

Factor 2: Internal Availability

Source Description	Raw Statistics (%)		Value
	Minority	Female	
2 - Professors	7	33	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

1 - Executive/Administrative/Managerial

Factor 2: Internal Availability

Source Description	Raw Statistics (%)		Value	Weighted Factor (%)	
	Minority	Female		Minority	Female
3 - Professional Non-Faculty	13	36	1		
2A - Instructors/Lecturers	0	44	1		
Final Statistics for Internal Availability	7	38	5%	0	2

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2 - Professors

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	24	53	100	24	53	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	0	0	0	0	0	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 60		100						
		Final Availability (%)			24	53		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2 - Professors

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value			
United States		1			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	
I009	A&S--Humanities - All Units		16	54	1
I016	A&S--Natural Science - All Units		17	33	1
I021	A&S--Social Science - All Units		21	63	1
I028	Biomedical Sciences - All Units		25	48	1
I037	Business - All Units		26	39	1
I039	Education - All Units		26	67	1
I043	Law - All Units		24	48	1
I044	Law (Doctoral) - All Units		37	47	1
I046	Medical M.D. - All Units		34	48	1
I048	Nursing - All Units		14	93	1
I052	Pastoral Studies - All Units		20	37	1
I053	Pastoral Studies (Divinity) - All Units		29	44	1
I055	Social Work - All Units		28	75	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2 - Professors

	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for External Availability	24	53	100%	24	53

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2A - Instructors/Lecturers								
Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	14	44	98	14	43	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	13	36	2	0	1	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 9		100						
		Final Availability (%)			14	44		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2A - Instructors/Lecturers

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Census Codes used for RRA			Minority	Female	Value
Harrison+Taylor	7				
2200 Postsecondary teachers			0	22	9
Barbour+Pocahontas+Randolph+Tucker	9				
2200 Postsecondary teachers			3	48	9
Charleston WV	13				
2200 Postsecondary teachers			6	44	9
Jackson and Nearby Counties	23				
2200 Postsecondary teachers			0	33	9
Braxton+Gilmer+Lewis+Upshur	190				

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2A - Instructors/Lecturers						
Census Areas for RRA		Value				
Braxton+Gilmer+Lewis+Upshur		190				
Census Codes used for RRA		Raw Statistics (%)		Value		
		Minority	Female			
2200 Postsecondary teachers		17	46	9		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for External Availability		14	44	98%	14	43
Factor 2: Internal Availability						
Source Description		Raw Statistics (%)		Value		
		Minority	Female			
3 - Professional Non-Faculty		13	36	1		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for Internal Availability		13	36	2%	0	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2B - Adjunct Faculty

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	14	44	98	14	43	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	13	36	2	0	1	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 32		100						
		Final Availability (%)			14	44		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2B - Adjunct Faculty

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Census Codes used for RRA			Minority	Female	Value
Harrison+Taylor	7				
2200 Postsecondary teachers			0	22	24
Barbour+Pocahontas+Randolph+Tucker	9				
2200 Postsecondary teachers			3	48	24
Charleston WV	13				
2200 Postsecondary teachers			6	44	24
Jackson and Nearby Counties	23				
2200 Postsecondary teachers			0	33	24
Braxton+Gilmer+Lewis+Upshur	190				

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

2B - Adjunct Faculty						
Census Areas for RRA		Value				
Braxton+Gilmer+Lewis+Upshur		190				
Census Codes used for RRA		Raw Statistics (%)		Value		
		Minority	Female			
2200 Postsecondary teachers		17	46	24		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for External Availability		14	44	98%	14	43
Factor 2: Internal Availability						
Source Description		Raw Statistics (%)		Value		
		Minority	Female			
3 - Professional Non-Faculty		13	36	1		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for Internal Availability		13	36	2%	0	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	14	47	85	12	40	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	4	76	15	1	11	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 75		100						
		Final Availability (%)			13	51		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Harrison+Taylor		7	Minority	Female	Value
Census Codes used for RRA					
0120	Financial managers		0	54	1
0230	Education administrators		7	48	2
0740	Business operations specialists, all other		0	71	2
0800	Accountants and auditors		13	66	3
0850	Personal financial advisors		0	0	3
1020	Software developers, applications and systems software		16	36	1
1050	Computer support specialists		0	24	1
1105	Network and computer systems administrators		12	0	2
1107	Computer occupations, all other		0	59	1
2000	Counselors		0	65	11
2430	Librarians		0	100	1
2550	Other education, training, and library workers		0	100	8
2720	Athletes, coaches, umpires, and related workers		0	100	28
2825	Public relations specialists		0	100	1
2860	Miscellaneous media and communication workers		0	100	2
3060	Physicians and surgeons		51	19	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty				
Census Areas for RRA		Value		
Harrison+Taylor		7		
Census Codes used for RRA		Raw Statistics (%)		Value
Minority	Female			
3535 Miscellaneous health technologists and technicians	0	62	3	
4620 Recreation and fitness workers	14	43	1	
5800 Computer operators	0	33	2	
Barbour+Pocahontas+Randolph+Tucker		9		
Census Codes used for RRA		Raw Statistics (%)		Value
Minority	Female			
0120 Financial managers	0	55	1	
0230 Education administrators	0	61	2	
0740 Business operations specialists, all other	0	0	2	
0800 Accountants and auditors	0	74	3	
0850 Personal financial advisors	0	0	3	
1050 Computer support specialists	0	0	1	
1107 Computer occupations, all other	0	0	1	
2000 Counselors	7	56	11	
2430 Librarians	0	100	1	
2550 Other education, training, and library workers	0	100	8	

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty					
Census Areas for RRA		Value			
Barbour+Pocahontas+Randolph+Tucker		9			
Census Codes used for RRA		Raw Statistics (%)		Value	
Minority	Female				
2720 Athletes, coaches, umpires, and related workers	0	46	28		
3060 Physicians and surgeons	13	73	1		
3535 Miscellaneous health technologists and technicians	0	0	3		
4620 Recreation and fitness workers	10	80	1		
4640 Residential advisors	0	100	1		
5800 Computer operators	0	0	2		
Charleston WV		13			
Census Codes used for RRA		Raw Statistics (%)		Value	
Minority	Female				
0120 Financial managers	0	70	1		
0230 Education administrators	10	45	2		
0740 Business operations specialists, all other	0	68	2		
0800 Accountants and auditors	13	55	3		
0850 Personal financial advisors	8	20	3		
1020 Software developers, applications and systems software	10	25	1		
1050 Computer support specialists	15	49	1		

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty

Census Areas for RRA		Value			
Charleston WV		13			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	
1105	Network and computer systems administrators		18	0	2
1107	Computer occupations, all other		11	30	1
2000	Counselors		19	82	11
2430	Librarians		16	69	1
2550	Other education, training, and library workers		0	60	8
2720	Athletes, coaches, umpires, and related workers		11	42	28
2825	Public relations specialists		0	80	1
2860	Miscellaneous media and communication workers		0	100	2
3060	Physicians and surgeons		29	22	1
3535	Miscellaneous health technologists and technicians		19	36	3
4620	Recreation and fitness workers		7	68	1
4640	Residential advisors		0	0	1
5800	Computer operators		0	37	2
Jackson and Nearby Counties		23			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty

Census Areas for RRA		Value			
Jackson and Nearby Counties		23			
Census Codes used for RRA			Raw Statistics (%)		Value
			Minority	Female	
0120	Financial managers		0	68	1
0230	Education administrators		0	42	2
0740	Business operations specialists, all other		0	75	2
0800	Accountants and auditors		0	55	3
0850	Personal financial advisors		0	100	3
1020	Software developers, applications and systems software		0	100	1
1050	Computer support specialists		0	0	1
1105	Network and computer systems administrators		0	0	2
2000	Counselors		0	48	11
2430	Librarians		0	100	1
2550	Other education, training, and library workers		0	100	8
2860	Miscellaneous media and communication workers		0	31	2
3060	Physicians and surgeons		0	0	1
3535	Miscellaneous health technologists and technicians		0	0	3
4620	Recreation and fitness workers		0	100	1
4640	Residential advisors		0	0	1

RRA = Reasonable Recruitment Area

Availability Analysis

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Glenville State College

3 - Professional Non-Faculty				
Census Areas for RRA		Value		
Jackson and Nearby Counties	23			
Census Codes used for RRA		Raw Statistics (%)		
		Minority	Female	Value
5800 Computer operators		0	0	2
Braxton+Gilmer+Lewis+Upshur	190			
Census Codes used for RRA		Raw Statistics (%)		
		Minority	Female	Value
0120 Financial managers		0	59	1
0230 Education administrators		0	63	2
0740 Business operations specialists, all other		0	27	2
0800 Accountants and auditors		0	82	3
0850 Personal financial advisors		0	0	3
1050 Computer support specialists		0	33	1
1105 Network and computer systems administrators		60	60	2
1107 Computer occupations, all other		0	0	1
2000 Counselors		0	81	11
2430 Librarians		0	100	1
2550 Other education, training, and library workers		0	100	8
2720 Athletes, coaches, umpires, and related workers		39	15	28

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty						
Census Areas for RRA		Value				
Braxton+Gilmer+Lewis+Upshur		190				
Census Codes used for RRA		Raw Statistics (%)		Value		
		Minority	Female			
2825	Public relations specialists	0	50	1		
2860	Miscellaneous media and communication workers	0	0	2		
3060	Physicians and surgeons	0	44	1		
3535	Miscellaneous health technologists and technicians	0	40	3		
4620	Recreation and fitness workers	25	50	1		
4640	Residential advisors	0	20	1		
5800	Computer operators	0	82	2		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for External Availability		14	47	85%	12	40
Factor 2: Internal Availability						
Source Description		Raw Statistics (%)		Value		
		Minority	Female			
3	Professional Non-Faculty	13	36	1		
5	Technical and Paraprofessional	0	100	1		

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

3 - Professional Non-Faculty

Factor 2: Internal Availability

Source Description	Raw Statistics (%)		Value	Weighted Factor (%)	
	Minority	Female		Minority	Female
4 - Clerical and Secretarial	0	92	1		
Final Statistics for Internal Availability	4	76	15%	1	11

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

4 - Clerical and Secretarial

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	3	89	70	2	62	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	0	92	30	0	28	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 24		100						
		Final Availability (%)			2		89	

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

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Glenville State College

4 - Clerical and Secretarial

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Census Codes used for RRA			Minority	Female	Value
Harrison+Taylor		7			
5360 Human resources assistants, except payroll and timekeeping			0	100	1
5420 Information and record clerks, all other			0	100	2
5540 Postal service clerks			0	10	1
5700 Secretaries and administrative assistants			0	97	15
5940 Miscellaneous office and administrative support workers, inc			0	33	3
Barbour+Pocahontas+Randolph+Tucker		9			
5165 Financial clerks, all other			0	100	1
5320 Library assistants, clerical			0	67	1
5420 Information and record clerks, all other			0	100	2
5540 Postal service clerks			0	50	1
5700 Secretaries and administrative assistants			2	94	15
5940 Miscellaneous office and administrative support workers, inc			0	100	3

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

4 - Clerical and Secretarial					
Charleston WV		13	Raw Statistics (%)		
Census Codes used for RRA		Minority	Female	Value	
5165 Financial clerks, all other		57	71	1	
5320 Library assistants, clerical		0	87	1	
5360 Human resources assistants, except payroll and timekeeping		0	100	1	
5420 Information and record clerks, all other		16	93	2	
5540 Postal service clerks		0	36	1	
5700 Secretaries and administrative assistants		8	95	15	
5940 Miscellaneous office and administrative support workers, inc		3	78	3	
Jackson and Nearby Counties		23	Raw Statistics (%)		
Census Codes used for RRA		Minority	Female	Value	
5165 Financial clerks, all other		0	50	1	
5320 Library assistants, clerical		0	100	1	
5360 Human resources assistants, except payroll and timekeeping		0	57	1	
5420 Information and record clerks, all other		0	100	2	
5540 Postal service clerks		0	0	1	
5700 Secretaries and administrative assistants		4	99	15	
5940 Miscellaneous office and administrative support workers, inc		0	50	3	

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

4 - Clerical and Secretarial						
Braxton+Gilmer+Lewis+Upshur		190				
Census Codes used for RRA		Raw Statistics (%)		Value		
		Minority	Female			
5165 Financial clerks, all other		0	100	1		
5320 Library assistants, clerical		0	100	1		
5540 Postal service clerks		0	0	1		
5700 Secretaries and administrative assistants		3	98	15		
5940 Miscellaneous office and administrative support workers, inc		0	68	3		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for External Availability		3	89	70%	2	62
Factor 2: Internal Availability						
Source Description		Raw Statistics (%)		Value		
		Minority	Female			
4 - Clerical and Secretarial		0	92	1		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for Internal Availability		0	92	30%	0	28

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

5 - Technical and Paraprofessional

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	1	86	70	1	61	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	0	96	30	0	29	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 11		100						
		Final Availability (%)			1		89	

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

5 - Technical and Paraprofessional

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Census Codes used for RRA			Minority	Female	Value
Harrison+Taylor		7			
2440 Library technicians			0	100	1
5000 First-line supervisors of office and administrative support			10	70	1
5120 Bookkeeping, accounting, and auditing clerks			8	92	4
5940 Miscellaneous office and administrative support workers, inc			0	33	3
Barbour+Pocahontas+Randolph+Tucker		9			
5000 First-line supervisors of office and administrative support			0	58	1
5120 Bookkeeping, accounting, and auditing clerks			0	87	4
5320 Library assistants, clerical			0	67	2
5940 Miscellaneous office and administrative support workers, inc			0	100	3
Charleston WV		13			
2440 Library technicians			15	100	1
5000 First-line supervisors of office and administrative support			5	67	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

5 - Technical and Paraprofessional

Census Areas for RRA		Value			
Charleston WV		13			
Census Codes used for RRA			Raw Statistics (%)		
			Minority	Female	Value
5120 Bookkeeping, accounting, and auditing clerks			8	87	4
5320 Library assistants, clerical			0	87	2
5940 Miscellaneous office and administrative support workers, inc			3	78	3
Jackson and Nearby Counties		23			
Census Codes used for RRA			Raw Statistics (%)		
			Minority	Female	Value
2440 Library technicians			0	100	1
5000 First-line supervisors of office and administrative support			18	72	1
5120 Bookkeeping, accounting, and auditing clerks			0	100	4
5320 Library assistants, clerical			0	100	2
5940 Miscellaneous office and administrative support workers, inc			0	50	3
Braxton+Gilmer+Lewis+Upshur		190			
Census Codes used for RRA			Raw Statistics (%)		
			Minority	Female	Value
2440 Library technicians			0	100	1
5000 First-line supervisors of office and administrative support			5	68	1

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

5 - Technical and Paraprofessional						
Census Areas for RRA		Value				
Braxton+Gilmer+Lewis+Upshur		190				
Census Codes used for RRA		Raw Statistics (%)		Value		
		Minority	Female			
5120 Bookkeeping, accounting, and auditing clerks		0	98	4		
5320 Library assistants, clerical		0	100	2		
5940 Miscellaneous office and administrative support workers, inc		0	68	3		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for External Availability		1	86	70%	1	61
Factor 2: Internal Availability						
Source Description		Raw Statistics (%)		Value		
		Minority	Female			
5 - Technical and Paraprofessional		0	100	1		
4 - Clerical and Secretarial		0	92	1		
		Raw Statistics (%)		Weight	Weighted Factor (%)	
		Minority	Female		Minority	Female
Final Statistics for Internal Availability		0	96	30%	0	29

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

6 - Skilled Crafts

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	0	7	60	0	4	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	0	0	40	0	0	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 3		100						
		Final Availability (%)			0		4	

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

6 - Skilled Crafts

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value	Raw Statistics (%)		
Census Codes used for RRA			Minority	Female	Value
Harrison+Taylor	7				
7340 Maintenance and repair workers, general			0	0	3
Barbour+Pocahontas+Randolph+Tucker	9				
7340 Maintenance and repair workers, general			0	5	3
Charleston WV	13				
7340 Maintenance and repair workers, general			3	2	3
Jackson and Nearby Counties	23				
7340 Maintenance and repair workers, general			0	0	3
Braxton+Gilmer+Lewis+Upshur	190				

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

6 - Skilled Crafts					
Census Areas for RRA		Value			
Braxton+Gilmer+Lewis+Upshur		190			
Census Codes used for RRA		Raw Statistics (%)		Value	
Minority	Female	Minority	Female	Weight	Weighted Factor (%)
7340 Maintenance and repair workers, general		0	8	3	
Final Statistics for External Availability		Minority	Female	Weight	Weighted Factor (%)
		0	7	60%	0 4
Factor 2: Internal Availability					
Source Description		Raw Statistics (%)		Value	
Minority	Female	Minority	Female	Weight	Weighted Factor (%)
6 - Skilled Crafts		0	0	1	
Final Statistics for Internal Availability		Minority	Female	Weight	Weighted Factor (%)
		0	0	40%	0 0

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

7 - Service/Maintenance

Factor	Description	Raw Statistics (%)			Weighted Factor (%)		Source of Statistics	Reason for Weighting
		Minority	Female	Weight	Minority	Female		
1	The percentage of minorities or women with requisite skills in the RRA. The RRA is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.	1	24	90	1	22	2010 Census EEO Special File for appropriate Occupational Titles. See supporting documents.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
2	The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees that, with reasonably provided training, become qualified during the AAP year.	2	42	10	0	4	Incumbent work force for those Job Groups that constitute "feeders" to this Job Group.	Reasonable recruiting practices and business necessity. Consideration given to past practices and current demands.
Job Group Size: 48		100						
		Final Availability (%)			1	26		

NOTE: Census values displayed are estimates and are rounded to the nearest whole number.

Availability Analysis

Plan Date 05/01/2017

Glenville State College

7 - Service/Maintenance

Factor 1: External Availability

External Availability from the RRA

Census Areas for RRA		Value			
Harrison+Taylor		7			
Census Codes used for RRA			Raw Statistics (%)		
			Minority	Female	Value
3850	Police officers		0	9	2
3930	Security guards and gaming surveillance officers		2	20	6
4220	Janitors and building cleaners		0	26	17
5540	Postal service clerks		0	10	1
7340	Maintenance and repair workers, general		0	0	6
7610	Helpers--installation, maintenance, and repair workers		0	0	10
9130	Driver/sales workers and truck drivers		2	6	5
Barbour+Pocahontas+Randolph+Tucker		9			
Census Codes used for RRA			Raw Statistics (%)		
			Minority	Female	Value
3850	Police officers		0	0	2
3930	Security guards and gaming surveillance officers		0	22	6
4220	Janitors and building cleaners		1	34	17
5540	Postal service clerks		0	50	1
7340	Maintenance and repair workers, general		0	5	6
9130	Driver/sales workers and truck drivers		1	2	5

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

7 - Service/Maintenance					
Charleston WV		13	Raw Statistics (%)		
Census Codes used for RRA		Minority	Female	Value	
3850 Police officers		13	7	2	
3930 Security guards and gaming surveillance officers		10	17	6	
4220 Janitors and building cleaners		7	29	17	
5540 Postal service clerks		0	36	1	
7340 Maintenance and repair workers, general		3	2	6	
7610 Helpers--installation, maintenance, and repair workers		0	0	10	
9130 Driver/sales workers and truck drivers		4	2	5	
Jackson and Nearby Counties		23	Raw Statistics (%)		
Census Codes used for RRA		Minority	Female	Value	
3850 Police officers		0	0	2	
3930 Security guards and gaming surveillance officers		2	2	6	
4220 Janitors and building cleaners		0	36	17	
5540 Postal service clerks		0	0	1	
7340 Maintenance and repair workers, general		0	0	6	

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

7 - Service/Maintenance					
Census Areas for RRA		Value			
Jackson and Nearby Counties	23				
Census Codes used for RRA		Raw Statistics (%)		Value	
		Minority	Female		
7610 Helpers--installation, maintenance, and repair workers		0	0	10	
9130 Driver/sales workers and truck drivers		6	6	5	
Braxton+Gilmer+Lewis+Upshur	190				
Census Codes used for RRA		Raw Statistics (%)		Value	
		Minority	Female		
3850 Police officers		0	10	2	
3930 Security guards and gaming surveillance officers		5	30	6	
4220 Janitors and building cleaners		0	42	17	
5540 Postal service clerks		0	0	1	
7340 Maintenance and repair workers, general		0	8	6	
9130 Driver/sales workers and truck drivers		2	9	5	
		Raw Statistics (%)		Weight	Weighted Factor (%)
		Minority	Female		Minority Female
Final Statistics for External Availability		1	24	90%	1 22

RRA = Reasonable Recruitment Area

Availability Analysis

Plan Date 05/01/2017

Glenville State College

<i>7 - Service/Maintenance</i>					
Factor 2: Internal Availability					
Source Description	Raw Statistics (%)		Value		
	Minority	Female			
7 - Service/Maintenance	2	42	1		
	Raw Statistics (%)		Weight	Weighted Factor (%)	
	Minority	Female		Minority	Female
Final Statistics for Internal Availability	2	42	10%	0	4

RRA = Reasonable Recruitment Area

Placement Goals

Contractors and subcontractors must compare the percentage of minorities and women in each job group with the availability for those job groups as calculated in this AAP. 41 C.F.R. § 60-2.13 to 60.2.15. When the percentage of minorities or women in a job group is less than would be reasonably expected given their availability, contractors are required to establish placement goals, which also serve as reasonably attainable objectives to measure progress toward achieving equal employment opportunity. 41 C.F.R. § 60-2.16.

Contractors may use a number of methods to determine whether their actual employment percentage of minorities and/or females is lower than would reasonably be expected, including the need to set a placement goal when: 1) there is “any difference” between the availability percentage and the employment percentage; 2) actual employment is less than 80 percent of calculated availability (which is the expected representation); or, 3) the difference between the actual and expected employment is statistically significant. Any reasonable method, as long as it is uniformly applied, is acceptable to the OFCCP.

Placement goals are established as a percentage equal to the calculated availability and serve as objectives or targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work. 41 C.F.R. § 60-2.16. **Although a contractor is required to make good faith efforts to meet its goals, the goals are not allowed under law to be quotas (with the exception of a few circumstances, such as when there is a court order to remedy prior unlawful discrimination.)**

Placement Goals

Plan Date: 05/01/2017

Glenville State College

Job Group	Group Size	Employment (%)		Availability (%)		Placement Goals* Needed		Annual Goal (%)	
		Minority	Female	Minority	Female	Minority	Female	Minority	Female
1 - Executive/Administrative/Managerial	20	10	45	23	47	Yes ¹	No ¹	23	
2 - Professors	60	7	33	24	53	Yes ²	Yes ²	24	53
2A - Instructors/Lecturers	9	0	44	14	44	No ^{* 1}	No ¹		
2B - Adjunct Faculty	32	0	53	14	44	Yes ¹	No ¹	14	
3 - Professional Non-Faculty	75	13	36	13	51	No ¹	Yes ²		51
4 - Clerical and Secretarial	24	0	92	2	89	No ^{* 1}	No ¹		
5 - Technical and Paraprofessional	11	0	100	1	89	No ^{* 1}	No ¹		
6 - Skilled Crafts	3	0	0	0	4	No ^{* 1}	No ^{* 1}		
7 - Service/Maintenance	48	2	42	1	26	No ¹	No ²		

1 - 80% Rule

2 - Two Standard Deviations

* Underutilized by less than a whole person

*The establishment of a "Placement Goal" does not amount to an admission of impermissible conduct. It is neither a finding of lawful discrimination nor a finding of a lack of a good faith affirmative action efforts. Nor does the establishment of a Placement Goal permit unlawful discrimination. Rather the establishment of a "Placement Goal" is a technical targeting term used exclusively by affirmative action planners who seek to apply good faith efforts to increase in the future the percentage employment of minorities and women in the workforce.

Progress Toward Goals Report

Contractors and subcontractors must maintain its current affirmative action plan (AAP) and documentation of good faith efforts, and must preserve its AAP and documentation of good faith efforts for the immediately preceding AAP year. 41 C.F.R. § 60-1.12 (b).

One of the key components to the effective implementation of an AAP is the acknowledgement of progress toward the goals established in the utilization analysis of the preceding year. As such, this is one of the items requested by OFCCP during a routine compliance evaluation.

To compare progress toward goals, the contractor must measure the employment activity that has occurred during the plan year. The variable here is opportunities which are defined by OFCCP as total placements (hires plus promotions) into the job group.

Progress Toward Goals Report

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

Job Group	Prior Year - 2016			Prior Year Goals (%)		Number of Opportunities (#)			Actual Placement		Goal Met?	
	Total	Minority	Female	Minority	Female	Total	Minority	Female	Minority	Female	Minority	Female
									%	%		
1 - Executive/Administ	21	1	9	23	N/A	2	0	0	0	0	N	N/A
2 - Professors	55	5	17	24	53	6	0	3	0	50	N	N
2A - Instructors/Lectu	9	0	2	N/A	44	1	0	1	0	100	N/A	Y
2B - Adjunct Faculty	52	4	30	14	N/A	0	0	0	--	--	N	N/A
3 - Professional Non-F	61	5	22	N/A	70	8	1	1	13	13	N/A	N
4 - Clerical and Secre	23	0	22	N/A	N/A	2	0	2	0	100	N/A	N/A
5 - Technical and Para	14	0	13	N/A	N/A	0	0	0	--	--	N/A	N/A
6 - Skilled Crafts	2	0	0	N/A	N/A	1	0	0	0	0	N/A	N/A
7 - Service/Maintenanc	39	1	17	N/A	N/A	5	0	3	0	60	N/A	N/A

In the case where goals were not met, it was due to a limited number of openings and a lack of qualified applicants. The college will continue to monitor its activity and apply good faith measures designed to alleviate these goals.

Disparity Analysis

Contractors and subcontractors are required to include personnel activity (applicant flow, hires, terminations, promotions, and any other personnel actions) to determine whether there are selection disparities. 41 C.F.R. § 60-2.17 (b) (2).

The Disparity Analysis is a tool to measure the statistical relationship between two selected groups. The following report identifies whether the rates of those hired, promoted, or terminated are similar without regard to race or gender.

Disparity Analysis - Hires

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

1 - Executive/Administrative/Managerial											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	2	85	26	0	20	2	65	0.00%	3.08%	0.79	No
Black vs White	2	66	42	0	6	2	60	0.00%	3.33%	0.45	No
Hispanic vs White	2	61	42	0	1	2	60	0.00%	3.33%	0.19	No
Asian vs White	2	61	42	0	1	2	60	0.00%	3.33%	0.19	No
Am. Indian vs White	2	61	42	0	1	2	60	0.00%	3.33%	0.19	No
Hawaiian vs White	2	60	42	0	0	2	60	N/A	3.33%	N/A	No
Two or More vs White	2	60	42	0	0	2	60	N/A	3.33%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

2 - Professors											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	6	130	68	3	66	3	64	4.55%	4.69%	0.04	No
Black vs White	6	97	82	0	2	6	95	0.00%	6.32%	0.37	No
Hispanic vs White	6	98	82	0	3	6	95	0.00%	6.32%	0.45	No
Asian vs White	6	110	82	0	15	6	95	0.00%	6.32%	1.00	No
Am. Indian vs White	6	96	82	0	1	6	95	0.00%	6.32%	0.26	No
Hawaiian vs White	6	95	82	0	0	6	95	N/A	6.32%	N/A	No
Two or More vs White	6	95	82	0	0	6	95	N/A	6.32%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

2A - Instructors/Lecturers											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	1	6	5	0	4	1	2	0.00%	50.00%	1.55	No
Black vs White	1	6	5	0	0	1	6	N/A	16.67%	N/A	No
Hispanic vs White	1	6	5	0	0	1	6	N/A	16.67%	N/A	No
Asian vs White	1	6	5	0	0	1	6	N/A	16.67%	N/A	No
Am. Indian vs White	1	6	5	0	0	1	6	N/A	16.67%	N/A	No
Hawaiian vs White	1	6	5	0	0	1	6	N/A	16.67%	N/A	No
Two or More vs White	1	6	5	0	0	1	6	N/A	16.67%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

3 - Professional Non-Faculty

Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	8	131	29	1	48	7	83	2.08%	8.43%	1.46	No
Black vs White	8	121	34	1	25	7	96	4.00%	7.29%	0.59	No
Hispanic vs White	7	98	34	0	2	7	96	0.00%	7.29%	0.40	No
Asian vs White	7	98	34	0	2	7	96	0.00%	7.29%	0.40	No
Am. Indian vs White	7	97	34	0	1	7	96	0.00%	7.29%	0.28	No
Hawaiian vs White	7	96	34	0	0	7	96	N/A	7.29%	N/A	No
Two or More vs White	7	96	34	0	0	7	96	N/A	7.29%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

4 - Clerical and Secretarial

Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	2	46	12	0	10	2	36	0.00%	5.56%	0.76	No
Black vs White	2	44	14	0	4	2	40	0.00%	5.00%	0.46	No
Hispanic vs White	2	40	14	0	0	2	40	N/A	5.00%	N/A	No
Asian vs White	2	40	14	0	0	2	40	N/A	5.00%	N/A	No
Am. Indian vs White	2	40	14	0	0	2	40	N/A	5.00%	N/A	No
Hawaiian vs White	2	40	14	0	0	2	40	N/A	5.00%	N/A	No
Two or More vs White	2	40	14	0	0	2	40	N/A	5.00%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

6 - Skilled Crafts											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	1	8	2	0	2	1	6	0.00%	16.67%	0.62	No
Black vs White	1	7	2	0	1	1	6	0.00%	16.67%	0.44	No
Hispanic vs White	1	6	2	0	0	1	6	N/A	16.67%	N/A	No
Asian vs White	1	7	2	0	1	1	6	0.00%	16.67%	0.44	No
Am. Indian vs White	1	6	2	0	0	1	6	N/A	16.67%	N/A	No
Hawaiian vs White	1	6	2	0	0	1	6	N/A	16.67%	N/A	No
Two or More vs White	1	6	2	0	0	1	6	N/A	16.67%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Hires

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

7 - Service/Maintenance											
Non-Favored vs Favored	Total Hires	Total Apps	Total Unknowns	Non-Favored Hires	Non-Favored Apps	Favored Hires	Favored Apps	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	5	77	7	2	46	3	31	4.35%	9.68%	0.93	No
Black vs White	5	68	13	0	5	5	63	0.00%	7.94%	0.65	No
Hispanic vs White	5	64	13	0	1	5	63	0.00%	7.94%	0.29	No
Asian vs White	5	65	13	0	2	5	63	0.00%	7.94%	0.41	No
Am. Indian vs White	5	63	13	0	0	5	63	N/A	7.94%	N/A	No
Hawaiian vs White	5	63	13	0	0	5	63	N/A	7.94%	N/A	No
Two or More vs White	5	63	13	0	0	5	63	N/A	7.94%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

Disparity Analysis - Terminations

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

1 - Executive/Administrative/Managerial										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	1	21	1	9	0	12	11.11%	0.00%	1.18	No
Hispanic vs Black	0	1	0	0	0	1	N/A	0.00%	N/A	No
Asian vs Black	0	1	0	0	0	1	N/A	0.00%	N/A	No
Am. Indian vs Black	0	1	0	0	0	1	N/A	0.00%	N/A	No
Hawaiian vs Black	0	1	0	0	0	1	N/A	0.00%	N/A	No
Two or More vs Black	0	1	0	0	0	1	N/A	0.00%	N/A	No
White vs Black	1	21	1	20	0	1	5.00%	0.00%	0.23	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 05/01/2016

Disparity Analysis - Terminations

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

2 - Professors										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	9	55	4	17	5	38	23.53%	13.16%	0.96	No
Black vs White	8	50	0	0	8	50	N/A	16.00%	N/A	No
Hispanic vs White	8	51	0	1	8	50	0.00%	16.00%	N/A	No
Asian vs White	9	54	1	4	8	50	25.00%	16.00%	0.46	No
Am. Indian vs White	8	50	0	0	8	50	N/A	16.00%	N/A	No
Hawaiian vs White	8	50	0	0	8	50	N/A	16.00%	N/A	No
Two or More vs White	8	50	0	0	8	50	N/A	16.00%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 05/01/2016

Disparity Analysis - Terminations

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

2A - Instructors/Lecturers										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	2	9	1	2	1	7	50.00%	14.29%	1.07	No
Black vs White	2	9	0	0	2	9	N/A	22.22%	N/A	No
Hispanic vs White	2	9	0	0	2	9	N/A	22.22%	N/A	No
Asian vs White	2	9	0	0	2	9	N/A	22.22%	N/A	No
Am. Indian vs White	2	9	0	0	2	9	N/A	22.22%	N/A	No
Hawaiian vs White	2	9	0	0	2	9	N/A	22.22%	N/A	No
Two or More vs White	2	9	0	0	2	9	N/A	22.22%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 05/01/2016

Disparity Analysis - Terminations

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

3 - Professional Non-Faculty										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Male vs Female	13	61	9	39	4	22	23.08%	18.18%	0.45	No
Black vs Asian	2	5	2	2	0	3	100.00%	0.00%	2.24	Yes
Hispanic vs Asian	0	3	0	0	0	3	N/A	0.00%	N/A	No
Am. Indian vs Asian	0	3	0	0	0	3	N/A	0.00%	N/A	No
Hawaiian vs Asian	0	3	0	0	0	3	N/A	0.00%	N/A	No
Two or More vs Asian	0	3	0	0	0	3	N/A	0.00%	N/A	No
White vs Asian	11	59	11	56	0	3	19.64%	0.00%	0.85	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 05/01/2016

Disparity Analysis - Terminations

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

4 - Clerical and Secretarial										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	1	23	1	22	0	1	4.55%	0.00%	0.22	No
Black vs White	1	23	0	0	1	23	N/A	4.35%	N/A	No
Hispanic vs White	1	23	0	0	1	23	N/A	4.35%	N/A	No
Asian vs White	1	23	0	0	1	23	N/A	4.35%	N/A	No
Am. Indian vs White	1	23	0	0	1	23	N/A	4.35%	N/A	No
Hawaiian vs White	1	23	0	0	1	23	N/A	4.35%	N/A	No
Two or More vs White	1	23	0	0	1	23	N/A	4.35%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 05/01/2016

Disparity Analysis - Terminations

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

5 - Technical and Paraprofessional										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	2	14	2	13	0	1	15.38%	0.00%	0.42	No
Black vs White	2	14	0	0	2	14	N/A	14.29%	N/A	No
Hispanic vs White	2	14	0	0	2	14	N/A	14.29%	N/A	No
Asian vs White	2	14	0	0	2	14	N/A	14.29%	N/A	No
Am. Indian vs White	2	14	0	0	2	14	N/A	14.29%	N/A	No
Hawaiian vs White	2	14	0	0	2	14	N/A	14.29%	N/A	No
Two or More vs White	2	14	0	0	2	14	N/A	14.29%	N/A	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 05/01/2016

Disparity Analysis - Terminations

Date Range: May 1, 2016 through April 30, 2017

Glenville State College

7 - Service/Maintenance										
Non-Favored vs Favored	Total Terms	Total Pool	Non-Favored Terms	Non-Favored Pool	Favored Terms	Favored Pool	Non-Favored Selection Rate (%)	Favored Selection Rate (%)	Standard Deviation	Disparity
Female vs Male	7	39	4	17	3	22	23.53%	13.64%	0.80	No
Black vs Hispanic	0	1	0	0	0	1	N/A	0.00%	N/A	No
Asian vs Hispanic	0	1	0	0	0	1	N/A	0.00%	N/A	No
Am. Indian vs Hispanic	0	1	0	0	0	1	N/A	0.00%	N/A	No
Hawaiian vs Hispanic	0	1	0	0	0	1	N/A	0.00%	N/A	No
Two or More vs Hispanic	0	1	0	0	0	1	N/A	0.00%	N/A	No
White vs Hispanic	7	39	7	38	0	1	18.42%	0.00%	0.47	No

Standard Deviation will trigger a flag when the result is larger than two standard deviations.

The pool consists of those employees present in the job group on 05/01/2016

**Affirmative Action Program for
Protected Veterans**

Glenville State College



**Affirmative Action Program
For Protected Veterans**

**May 1, 2017 through April 30, 2018
Plan Year**

CONFIDENTIAL, TRADE SECRET, AND PRIVATE MATERIAL

For the purposes of this report, the term Glenville State includes any of its divisions or subsidiaries. This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of Glenville State which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to Glenville State or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), and (6) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

Glenville State College

AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS

**May 1, 2017 through April 30, 2018
Plan Year**

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Introduction

Glennville State College (Glennville State) sets forth this affirmative action program (“AAP”) for the year from May 1, 2017 through April 30, 2018, reaffirming its commitment to the spirit and letter of affirmative action law. Through the implementation of this plan Glennville State continues its efforts to comply with appropriate government regulations and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this AAP, Glennville State recognizes its duty to ensure equal employment opportunity. The following statement of policy reinforces that belief.

Equal Employment Opportunity Policy Statement

41 C.F.R. § 60-300.44(a)

In setting forth this plan Glennville State reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment. Krystal Smith, as the EEO Administrator, oversees the plan development, modification, implementation, and reporting requirements and conducts management updates. Glennville State’s College President supports Glennville State’s AAP.

Glennville State provides for an audit and reporting system regarding Glennville State’s affirmative action responsibilities under the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended (“VEVRAA”) regulations, and assigns overall responsibility for the implementation of affirmative action responsibilities under these regulations.

Glennville State recruits, hires, trains and promotes persons in all job titles, and ensures that all personnel actions are administered without regard to protected veteran status; and ensures that all employment actions are based only on valid job requirements. Glennville State’s employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint with Glennville State or with Federal, state, or local agencies regarding the status covered under this AAP;
2. assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any Federal, State, or local requiring equal employment opportunity for protected veterans;
3. opposing any act or practice made unlawful by Section 503 or its implementing regulation, or any other Federal, State or local law requiring equal opportunity for protected veterans; or
4. exercising any other right protected by VEVRAA or its implementing regulations.

Glenville State's full AAP, absent the data metrics required by 41 CFR § 60-300.44(k), is available for inspection upon request at the location and during the hours that are posted at Glenville State's establishment [or during regular working hours] at Glenville State's Human Resources Office.

Definitions. For the purposes of this AAP, the term "Protected Veteran" shall be defined as follows, according to the VEVRAA regulations:

Active Duty Wartime or Campaign Badge Veteran means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the U. S. Department of Defense.

Armed Forces Service Medal Veteran means any veteran who, while serving on active duty in the U.S. military, ground, naval, or air service, participated in a United States military operation to which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Disabled Veteran means:

1. A veteran of the U. S. military, ground, naval, or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or
2. A person who was discharged or released from active duty because of a service-connected disability.

Protected Veteran means a veteran who is protected under the non-discrimination and affirmative action provisions of VEVRAA; specifically, a veteran who may be classified as a "disabled veteran," "recently-separated veteran," "active duty wartime or campaign badge veteran," and/or an "Armed Forces Service Medal Veteran" as defined by this AAP and VEVRAA.

Recently-Separated Veteran means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

Pre-JVA veterans are those who would be protected by 41 C.F.R. Part 250 if it were not rescinded, but would not be protected under 41 C.F.R. Part 300.

Review of Personnel Processes

41 C.F.R. § 300.44(b)

1. Glenville State ensures its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees who are known protected veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.
2. Glenville State also ensures that when a protected veteran is considered for employment opportunities, Glenville State relies only on that portion of the individual's military record, including his or her discharge papers, relevant to the requirements of the opportunity in issue.
3. Glenville State ensures that its personnel processes do not stereotype protected veterans in a manner which limits their access to all jobs for which they are qualified.
4. Glenville State periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. A description of the review and any necessary modifications to personnel processes or development of new processes is included in this AAP.
5. Glenville State designs procedures that facilitate a review of the implementation of this requirement by Glenville State and the Government. The procedures Glenville State uses are as follows:
 - a. the application or personnel form of each known applicant who is a protected veteran is annotated to identify each vacancy for which the applicant was considered, and the form will be quickly retrievable for review by the Department of Labor and Glenville State's personnel officials for use in investigations and internal compliance activities.
 - b. The personnel or application records of each known protected veteran includes (i) the identification of each promotion for which the protected veteran was considered, and (ii) the identification of each training program for which the protected veteran was considered.
 - c. In each case where an employee or applicant who is a protected veteran is rejected for employment, promotion, or training, Glenville State prepares a statement of the reason as well as a description of the accommodations considered (for a rejected disabled veteran). The statement of the reason for rejection (if the reason is medically related), and the description of the accommodations considered, is treated as confidential medical records in accordance with § 60-300.23(d). These materials are available to the applicant or employee concerned upon request.
 - d. Where applicants or employees are selected for hire, promotion, or training and Glenville State undertakes any accommodation which makes it possible for it to place a disabled veteran on the job, Glenville State makes a record containing a

description of the accommodation. The record is treated as a confidential medical record in accordance with § 60-300.23(d).

Physical and Mental Job Qualifications

41 C.F.R. § 300.23 and 44(c)

1. Glenville State adheres to a schedule for the periodic review of all physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified disabled veterans, they are job-related for the position and are consistent with job necessity.
2. Whenever Glenville State applies physical or mental qualification standards in the selection of applicants of employees for employment or other change in employment status such as promotion, demotion or training, to the extent that qualification standards tend to screen out qualified disabled veterans, the standards shall be related to the specific job or jobs for which the individual is being considered and consistent with business necessity. Glenville State reviews its job descriptions and qualifications to ensure they accurately reflect job duties and responsibilities. The schedule is as follows annually; as new job qualifications are established; and/or, when new equipment is installed.
3. No pre-employment physical examinations or questionnaires are used by Glenville State prior to a job offer contingent on such examinations and other requirements.
4. Glenville State may use as a defense to a violation of its obligations in Paragraph 2 above that an individual poses a direct threat to the health or safety of the individual or others in the workplace.
5. When Glenville State conducts a medical examination or inquiry of a protected veteran it will do so according to the terms and conditions of the VEVRAA and Section 503 regulations, and the results of such an examination or inquiry are kept confidential according to federal regulations, which includes the following exceptions:
 - a. Supervisors and managers may be informed regarding restrictions on the work or duties of the applicant or employee and necessary accommodations;
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and,
 - c. Government officials engaged in enforcing the laws administered by the OFCCP regarding individuals with disabilities or protected veterans, or enforcing The Americans with Disabilities Act (“ADA”) and The Americans with Disabilities Act Amendment Act of 2008 (“ADAAA”), shall be provided relevant information on request.

Reasonable Accommodation

41 C.F.R. § 41 C.F.R. §60-300.44(d)

1. It is Glenville State's policy as a matter of nondiscrimination to make reasonable accommodation to the known physical and mental limitations of all otherwise qualified disabled veterans unless it can demonstrate that the accommodation would impose an undue hardship on Glenville State's business, in accordance with the terms and conditions of Section 503 regulations. Undue hardship will be determined by its definition under applicable regulations under Section 503 including, but not limited to the following: Undue hardship means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the contractor, when considered in light of the factors set forth in 41 CFR § 741.2 (aa)(2), such as the overall financial resources of the facility and the impact of the accommodation upon the operation of the facility (this is not an all-inclusive list).
2. As a matter of affirmative action, if an employee who is known to be a disabled veteran is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, Glenville State confidentially notifies the employee of the performance problem and inquires whether the problem is related to the employee's disability.
3. If the employee responds affirmatively, Glenville State confidentially inquires whether the employee is in need of a reasonable accommodation.

Anti-Harassment Procedures

41 C.F.R. § 60-300.44(e)

Glenville State has developed and implemented procedures to ensure its employees are not harassed because of their status as a protected veteran.

External Dissemination of Policy, Outreach, and Positive Recruitment

41 C.F.R. § 300.44(f)

1. Glenville State sends written notification of its policy related to affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
2. Glenville State undertakes appropriate outreach and positive recruitment activities such as some of those listed below that are reasonably designed to effectively recruit protected veterans. It is not contemplated that Glenville State will necessarily undertake all the activities listed below or that its activities will be limited to the items listed below. The scope of Glenville State's efforts shall depend upon all circumstances, including Glenville State's size and resources and the extent to which existing employment practices are adequate.
 - a. Enlisting the assistance and support of the following persons and organizations in recruiting, and developing on-the-job training opportunities for veterans, in order to fulfill its commitment to provide meaningful employment opportunities for such veterans:
 - i. The Local Veterans' Employment Representative in the local employment service office (i.e. the One-Stop) nearest Glenville State's establishment;
 - ii. The Department of Veterans Affairs Regional Office nearest Glenville State's establishment;
 - iii. The veterans' counselors and coordinators ("Vet-Reps") on college campuses;
 - iv. The service officers of the national veterans' groups active in the area of Glenville State's establishment;
 - v. Local veterans' groups and veterans' service centers near Glenville State's establishment;
 - vi. The Department of Defense Transition Assistance Program (TAP), or any subsequent program that, in whole or in part, might replace TAP; and
 - vii. Any organization listed in the Employer Resources section of the National Resource Directory (<http://www.nationalresourcedirectory.gov/>), or any future service that replaces or complements it.
 - b. Glenville State also considers taking the actions listed below, as appropriate, to fulfill its commitment to provide meaningful employment opportunities to protected veterans:
 - i. Formal briefing sessions should be held, preferably on Glenville State's premises, with representatives from recruiting sources.

- ii. Glenville State's facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of the institution's selection process, and recruiting literature are an integral part of the briefing. At any such briefing sessions, the Glenville State official in charge of its affirmative action program is in attendance when possible. Formal arrangements should be made for referral of applicants, follow up with sources, and feedback on disposition of applicants.
 - iii. Glenville State's recruitment efforts at all educational institutions incorporate special efforts to reach students who are protected veterans.
 - iv. An effort is made to participate in work-study programs with Department of Veterans Affairs rehabilitation facilities which specialize in training or educating disabled veterans.
 - v. Protected veterans are made available for participation in career days, youth motivation programs, and related activities in their communities.
 - vi. Glenville State takes any other positive steps it deems necessary to attract qualified protected veterans not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These persons may be located through the local chapters of organizations of and for any of the classifications of protected veterans.
 - vii. Glenville State, in making hiring decisions, considers applicants who are known protected veterans for all available positions for which they may be qualified when the position(s) applied for is unavailable.
 - viii. Glenville State considers listing its job openings with the National Resource Directory's Veterans Job Bank, or any future service that replaces or complements it.
3. **Assessment of external outreach and recruitment efforts.** Glenville State, on an annual basis, reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate their effectiveness in identifying and recruiting qualified protected veterans. Glenville State documents each evaluation, including at a minimum the criteria it used to evaluate the effectiveness of each effort and Glenville State's conclusion as to whether each effort was effective. Among these criteria shall be the data collected pursuant to 41 C.F.R. § 60-300.44(k) for the current year and the two most recent previous years. If Glenville State concludes the totality of its efforts were not effective in identifying and recruiting qualified protected veterans, it shall identify and implement alternative efforts listed in paragraphs (f)(1) or (f)(2) of this section in order to fulfill its obligations.
4. **Recordkeeping obligation.** Glenville State documents all activities it undertakes to comply with the obligations of this section, and retain these documents for a period of three (3) years.

Internal Dissemination of Policy

C.F.R. § 60-300.44(g)

1. Glenville State recognizes that a strong outreach program will be ineffective without adequate internal support from supervisory and management personnel and other employees.
2. Glenville State implements and disseminates this policy internally as follows:
 - a. includes it in Glenville State's policy manual or otherwise make the policy available to employees; and
 - b. if Glenville State is party to a collective bargaining agreement, it notifies union officials and/or employee representatives to inform them of Glenville State's policy, and request their cooperation.
3. Further, in order to assure greater employee cooperation and participation in Glenville State's efforts, Glenville State has developed the internal procedures listed in this section of the AAP for communication of its obligation to engage in affirmative action efforts to employ and advance in employment qualified protected veterans. It is not contemplated that Glenville State's activities will be limited to those listed. These procedures shall be designed to foster understanding, acceptance and support among Glenville State's executive, management, supervisory and other employees and to encourage such persons to take the necessary actions to aid Glenville State in meeting this obligation. Glenville State additionally considers implementing and disseminating this policy internally as follows:
 - a. Informing all employees and prospective employees of its commitment to engage in affirmative action to increase employment opportunities for protected veterans;
 - b. Publicizing it in Glenville State's newspaper, magazine, annual report and other media;
 - c. Conducting special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation, making clear the chief executive officer's support for the affirmative action policy;
 - d. Discussing the policy thoroughly in both employee orientation and management training programs; and
 - e. When employees are featured in employee handbooks or similar publications for employees, including disabled veterans.

Audit and Reporting System

C.F.R. § 60-300.44(h)

1. Glenville State has designed and implemented an audit and reporting system that:
 - a. Measures the effectiveness of Glenville State's AAP;
 - b. Indicates any need for remedial action;
 - c. Determines the degree to which Glenville State's objectives have been attained;
 - d. Determines whether known protected veterans have had the opportunity to participate in all of Glenville State 's sponsored educational, training, recreational and social activities;
 - e. Measures Glenville State 's compliance with the AAP's specific obligations; and
 - f. Documents the actions taken to comply with the obligations of paragraphs (i) through (v) above, and retain these documents as employment records for three years subject to the recordkeeping requirements of § 60-300.80.
2. Where the affirmative action program is found to be deficient, Glenville State undertakes necessary action to bring the program into compliance.

Responsibility for Implementation of the Plan

1. Identification and Responsibilities of EEO/AA Administrator 41 C.F.R. § 60-250.44(i); 41 C.F.R. § 60-300.44(i)

In furtherance of Glenville State's commitment to Affirmative Action and Equal Employment Opportunity, overall responsibility for implementing Glenville State's AAP rests with its EEO/AA Administrator, whose identity should appear on all internal and external communications regarding Glenville State's AAP. The EEO/AA Administrator shall be given top management support and staff to manage the implementation of this program as it pertains to all applicable laws, orders and regulations, including VEVRAA. Specifically, Krystal Smith or the designated representative's duties include:

- a. Ensures that Glenville State lists its job openings in accordance with the requirements of 41 C.F.R. § 300.5.
- b. Ensuring Glenville State posts in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the OFCCP Director provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as Glenville State's obligation under the law to take

affirmative action to employ and advance in employment qualified employees and applicants who are protected veterans.

- c. Ensuring Glenville State's applicants or employees who are disabled veterans are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Braille or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair) when an applicant or employee requests the poster in an alternative format, or when Glenville State knows that an applicant or employee is unable to read the poster because of a disability. Glenville State may also provide the poster to an applicant or employee who is a disabled veteran in other alternate means, such as on disc or in audio recording, as long as the format provided enables the individual who is a disabled veteran to access the contents of a poster.
- d. Ensuring that, with respect to employees, if any, who do not work at a physical location of Glenville State, Glenville State satisfies its posting obligations by posting such notices in an electronic format, provided that Glenville State provides computers, or access to computers, that can access the electronic posting to such employees, or Glenville State has actual knowledge that such employees otherwise are able to access the electronically posted notices.
- e. Ensuring electronic notices for employees are posted in a conspicuous location and format on Glenville State's intranet or sent by electronic mail to employees. An electronic posting is used by Glenville State to notify job applicants of their rights if Glenville State utilizes an electronic application process. Such electronic applicant notice are conspicuously stored with, or as part of, the electronic application.
- f. Ensuring that to the extent this requirement is applicable to Glenville State, Glenville State notifies labor organizations of its EEO policy as required by 41 C.F.R. § 60-300.44(g).
- g. Ensuring Glenville State includes the provisions of this clause in every subcontract or purchase order in excess of \$100,000, unless exempted by the rules, regulations, or orders of the Secretary of Labor pursuant to VEVRAA, so that such provisions will be binding upon each subcontractor or vendor, under the terms and conditions of 41 CFR 60-741.5(a).
- h. Ensuring that all solicitations or advertisements for employees placed by or on behalf of Glenville State, state that all qualified applicants will receive consideration for employment without regard to their protected veteran status.
- i. Developing, maintaining and, where appropriate, modifying Glenville State's AAP for protected veterans, policy statements, personnel policies, internal and external communication techniques including discussions with managers, supervisors and employees to ensure Glenville State's policies are followed, and monitoring the effectiveness of these actions.
- j. Advising supervisors that they are responsible to prevent harassment of employees due to their status as a protected veteran.

- k. Identifying problem areas with line management in the implementation of the program, and helping management develop solutions to any identifiable problem area.
- l. Designing, implementing and overseeing an audit and reporting system to monitor the progress of the College and the AAP's effectiveness, including auditing the contents of Glenville State's electronic and hard copy bulletin boards on a regular basis to ensure that compliance information that is posted is up to date.
- m. Serving as liaison between Glenville State and governmental enforcement agencies, community groups, vocational rehabilitation organizations, and organizations for protected veterans.
- n. Evaluating the effectiveness of Glenville State's plan on a regular basis, and reporting to management.
- o. Monitoring policies and procedures including the selection, evaluation, promotion and training process with regard to the various terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
- p. Assisting in ensuring that Glenville State has processes and procedures: a) to ensure career counseling for employees who are protected veterans, when requested and appropriate; and, b) to review personnel actions, policies, procedures, and employee and applicants' qualifications to ensure protected veterans are treated in accordance with anti-discrimination laws when hiring, promotion, transfer, and termination actions occur.
- q. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
- r. Assisting in the investigation, handling and disposition of employee discrimination and harassment complaints.
- s. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, and opportunity for participation in College-sponsored recreational, educational and social activities.
- t. Overseeing and ensuring that the below self-identification procedures are conducted as set forth in the VEVRAA regulations, using the language and manner prescribed by the OFCCP Director and published on the OFCCP Web site, as follows:
 - i. Pre-offer self-identification invitation procedures for Glenville State's job applicants as set forth in 41 C.F.R. § 60-300.42 (a); and
 - ii. Post-offer identification procedures for Glenville State's job applicants as set forth in 41 C.F.R. § 60-300.42 (a).

Further, Glenville State does not compel or coerce an individual to self-identify as a protected veteran. Glenville State keeps all information on self-identification confidential, and maintains it in a data analysis file (rather than in the medical files of individual employees) as set forth in 41 C.F.R. § 60-741.23(d). Glenville State only uses the self-identification information may be used only in accordance with the VEVRAA regulations.

- u. Ensuring that Glenville State complies with its obligations under 41 C.F.R. § 60-300.45, which requires that Glenville State establish benchmarks, the purpose of which is to create a quantifiable method by which Glenville State can measure its progress toward achieving equal employment opportunity for protected veterans. The benchmarks will be set on an annual basis by using one of two mechanisms described in this AAP, and will be documented also as set forth in this AAP.
- v. If an applicant identifies himself or herself as a disabled veteran in the post-offer self-identification detailed in Paragraph 20 above, Glenville State inquires of the applicant whether an accommodation is necessary, and, if so, engages with the applicant regarding reasonable accommodation. Glenville State may make such inquiries to the extent they are consistent with the Americans with Disabilities Act. Glenville State maintains a separate file in accordance with Section 60-300.23(d) on persons who have self-identified as disabled veterans.

2. Management Responsibilities
41 C.F.R. § 60-300.44(i)

Line and upper management are advised of their responsibilities for Glenville State's AAP regarding protected veterans within his or her area of responsibility, including but not limited to their obligations to:

- a. Review Glenville State's AAP for protected veterans with subordinate managers and supervisors to ensure they are aware of the policy, understand their obligation to comply with it in all personnel actions and understand the need for support at all levels.
- b. Assist in the auditing of plan progress, identification of problem areas, formulation of solutions, establishment of departmental goals and objectives, and development of training programs, when appropriate.
- c. Review the qualifications of applicants and employees in their area of responsibility to ensure protected veterans are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur; and
- d. Review employees' performance to ensure that illegal discrimination regarding protected veterans does not occur.
- e. Make available career counseling to employees who are protected veterans, when so requested, and as appropriate.
- f. Review position descriptions to see that they adequately reflect the job to be performed.
- g. Audit training programs, hiring, and promotion patterns.
- h. Assist subordinates and upper management in the prevention of harassment.

- i. Show support for this AAP.

Affirmative Action Training

41 C.F.R. § 60-300.44(j)

Glenville State provides training to all personnel involved in the recruitment, screening, selection, promotion, disciplinary and other related processes to ensure that its AAP commitments are implemented.

ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS

Assessment: Glenville State evaluated the effectiveness of outreach and recruitment efforts for qualified veterans during its prior AAP year. During that period, of the applicants who chose to complete the self-identification form, 4.73% self-identified as a protected veteran. As a result, Glenville State will continue to review and analyze its existing outreach efforts and commit to continue to identify viable partners throughout the year.

DATA COLLECTION ANALYSIS 41 C.F.R. § 60-300.44(k)

Glennville State documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintains them for a period of three (3) years:

1. The number of applicants who self-identified as protected veterans pursuant to § 60-300.42(a), or who are otherwise known as protected veterans;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of protected veteran applicants hired; and
5. The total number of applicants hired.

See Protected Veterans Three Year Data Collection

Protected Veterans Three Year Data Collection

Glenville State College

Required Data	May 1, 2014 through April 30, 2015	May 1, 2015 through April 30, 2016	May 1, 2016 through April 30, 2017
Number of applicants who self-identify as protected veterans pre-offer	0	37	32
Total number of job openings	28	16	25
Total number of jobs filled	28	16	25
Total number of applicants for all jobs	439	835	677
Total number of protected veteran applicants hired	0	0	0
Total number of applicants hired	19	16	25

BENCHMARKS FOR HIRING 41 C.F.R. § 60-300.45

Benchmark: The purpose of establishing benchmarks is to create a quantifiable method by which Glenville State can measure its progress toward achieving equal employment opportunity for protected veterans.

The benchmark is not a rigid and inflexible quota which must be met, nor is it considered either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden.

Hiring benchmarks are set by Glenville State on an annual basis. Glenville State documents the hiring benchmark it has established each year. Glenville State retains these records for a period of three (3) years.

The current benchmark for protected veterans for this location is set at 6.7%, which matches the national protected veteran benchmark.

Protected Veteran Hiring Ratio

Total Hires	25
Total Protected Veteran Hires	0
Percentage of Protected Veterans Hires	0%

This location will continue to implement additional recruitment efforts to attract qualified applicants, including protected veterans, for all job openings.

**Affirmative Action Program for
Individuals with Disabilities**

Glenville State College

**Affirmative Action Program
for
Individuals with Disabilities**

**May 1, 2017 through April 30, 2018
Plan Year**

CONFIDENTIAL, TRADE SECRET, AND PRIVATE MATERIAL

For the purposes of this report, the term Glenville State College (Glenville State) includes any of its divisions or subsidiaries. This Affirmative Action Plan contains confidential, trade secret, commercial, and private information of Glenville State, which is protected from disclosure by the Office of Federal Contract Compliance Programs pursuant to the Trade Secrets Act, 18 U.S.C. § 1905. The release of this information could cause substantial harm to Glenville State or its employees within the meaning of the Freedom of Information Act ("FOIA"), 5 U.S.C. §§ 552 (b)(3), (4), and (6) and the Trade Secrets Act. FOIA protects information in this document from mandatory disclosure to FOIA requestors. See, e.g., *Chrysler v. Brown*, 441 U.S. 281 (1979). Furthermore, release of any trade secret, confidential statistical or commercial information would be arbitrary and capricious in violation of the Administrative Procedure Act. See, e.g., *CNA Financial Corp. v. Donovan*, 830 F.2d 1132, 1144 (D.C. Cir.), cert. denied, 485 U.S. 977 (1988).

Glenville State College

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

**May 1, 2017 through April 30, 2018
Plan Year**

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Introduction

Glenville State College (Glenville State) sets forth this Affirmative Action Program (“AAP”) for the year from May 1, 2017 through April 30, 2018, reaffirming its commitment to the spirit and letter of affirmative action law. Through the implementation of this plan Glenville State continues its efforts to comply with Section 503 of the Rehabilitation Act of 1973 (“Section 503”) and its implementing regulations, as amended, and to make the best possible use of personnel while contributing to the betterment of society and the community.

In developing this plan, Glenville State recognizes its duty to ensure equal employment opportunity for, and to prevent discrimination against, individuals with disabilities. The following statement of policy reinforces that belief.

Equal Employment Opportunity Policy Statement 41 C.F.R. § 60-741.44(a)

In setting forth this plan Glenville State reaffirms its belief and commitment in equal employment opportunity for all employees and applicants for employment in all terms and conditions of employment. Krystal Smith, as the EEO Administrator, oversees the plan development, modification, implementation, and reporting requirements and conducts management updates.

Glenville State provides for an audit and reporting system regarding Glenville State’s affirmative action responsibilities under Section 503 regulations, and assigns overall responsibility for the implementation of affirmative action responsibilities under these regulations.

Glenville State recruits, hires, trains and promotes persons in all job titles, and ensures that all personnel actions are administered without regard to disability; and ensures that all employment actions are based only on valid job requirements. Glenville State’s employees and applicants are not subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in or may engage in any of the following activities:

1. filing a complaint with Glenville State or with Federal, state, or local agencies regarding the status covered under this AAP;
2. assisting or participating in any investigation, compliance review, hearing, or any other activity related to the administration of any Federal, State, or local requiring equal employment opportunity for individuals with disabilities;
3. opposing any act or practice made unlawful by Section 503 or its implementing regulation, or any other Federal, State or local law requiring equal opportunity for individuals with disabilities; or
4. exercising any other right protected by section 503 or its implementing regulations in this part.

Glenville State’s full AAP, absent the data metrics required by 41 CFR § 60-741.44(k), shall be available for inspection upon request at the location and during regular working hours at Glenville State’s Human Resources Office.

Review of Personnel Processes 41 C.F.R. § 741.44(b)

1. Glenville State ensures its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of applicants and employees with known disabilities for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available.
2. Glenville State also ensures its personnel processes do not stereotype individuals with disabilities in a manner which limits their access to jobs for which they are qualified.
3. Glenville State also ensures its applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communications technologies.
4. Glenville State provides necessary reasonable accommodation to ensure applicants and employees with disabilities receive equal opportunity in the operation of personnel processes. Glenville State periodically reviews such processes and makes any necessary modifications to ensure that these obligations are carried out. Glenville State designs procedures that facilitate a review of the implementation of this requirement by Glenville State and the Government. A description of the review and any necessary modifications to personnel processes or development of new processes are included in this AAP, and are as follows:
 - a. The application or personnel form of each known applicant who is an individual with a disability is annotated to identify each vacancy for which the applicant was considered, and the form is quickly retrievable for review by the Department of Labor and Glenville State's personnel officials for use in investigations and internal compliance activities.
 - b. The personnel or application record of each known individual with a disability includes: (i) the identification of each promotion for which the individual with a disability was considered, and (ii) the identification of each training program for which the individual with a disability was considered.
 - c. In each case where an employee or applicant who is an individual with a disability is rejected for employment, promotion, or training, Glenville State prepares a statement of the reason as well as a description of the accommodations considered. The statement of the reason for rejection (if the reason is medically related), and the description of the accommodations considered, are treated as confidential medical records in accordance with 41 C.F.R. § 60-741.23(d). These materials are available to the applicant or employee concerned upon request.
 - d. Where applicants or employees are selected for hire, promotion, or training and Glenville State undertakes any accommodation which makes it possible for him or her to place an individual with a disability on the job, Glenville State makes a record containing a description of the accommodation. The

record is treated as a confidential medical record in accordance with § 60-741.23(d).

Review of Physical and Mental Job Qualifications 41 C.F.R. § 60-741.44(c)

1. Glenville State has the following schedule for its review of physical and mental job qualification standards to ensure that, to the extent qualification standards tend to screen out qualified people with disabilities, such qualifications are job-related for the position in question and consistent with business necessity, and adheres to this schedule. The schedule is as follows annually; as new job qualifications are established; and/or, when new equipment is installed.
2. Whenever Glenville State applies physical or mental qualification standards in the selection of applicants or employees for employment or other changes in employment status such as promotion, demotion or training, to the extent that qualification standards tend to screen out qualified individuals on the basis of disability, the standards are related to the specific job or jobs for which the individual is being considered and consistent with business necessity.
3. Glenville State may use as a defense to a violation of its obligations in Paragraph 2 above that an individual poses a direct threat to the health or safety of the individual or others in the workplace.
4. No pre-employment physical examinations or questionnaires are used by Glenville State prior to a job offer contingent on such examinations and other requirements.
5. When Glenville State conducts a medical examination or inquiry of a person with a disability, it will do so according to the terms and conditions of the Federal Regulations implementing Section 503, and the results of such an examination or inquiry are kept confidential according to Federal regulations, which includes the following exceptions:
 - a. Supervisors and managers may be informed regarding restrictions on the work or duties of the applicant or employee and necessary accommodations;
 - b. First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and,
 - c. Government officials engaged in enforcing the laws administered by the OFCCP regarding individuals with disabilities, or enforcing The Americans with Disabilities Act (“the ADA”) and The Americans with Disabilities Act Amendment Act of 2008 (“the ADAAA”), shall be provided relevant information on request.

Reasonable Accommodation to Physical and Mental Limitations 41 C.F.R. § 60-741.44(d)

1. It is Glenville State's policy, as a matter of nondiscrimination, to make reasonable accommodation to the known physical and mental limitations of all otherwise qualified individuals with a disability, unless Glenville State can demonstrate that the accommodation would impose an undue hardship on Glenville State's business. Undue hardship will be determined by its definition under applicable regulations under Section 503 including, but not limited to the following: Undue hardship means, with respect to the provision of an accommodation, significant difficulty or expense incurred by the contractor, when considered in light of the factors set forth in 41 CFR § 741.2 (aa)(2), such as the overall financial resources of the facility and the impact of the accommodation upon the operation of the facility (this is not an all-inclusive list).
2. As a matter of affirmative action, if an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, Glenville State shall confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, Glenville State shall confidentially inquire whether the employee is in need of a reasonable accommodation.

Anti-Harassment Procedures 41 C.F.R. § 60-741.44(e)

Glenville State has developed and implemented procedures to ensure that its employees are not harassed on the basis of disability.

External Dissemination of Policy, Outreach, and Positive Recruitment 41 C.F.R. § 60-741.44(f)

1. Glenville State undertakes appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified individuals with disabilities. It is not contemplated that Glenville State will necessarily undertake all the activities listed in Paragraph (f)(2) of this section or that its activities will be limited to those listed. The scope of Glenville State's efforts shall depend upon all the circumstances, including the contractor's size and resources and the extent to which existing employment practices are adequate.
2. Examples of outreach and recruitment activities. Below are examples of outreach and positive recruitment activities referred to in Paragraph 1 of this section conducted by Glenville State, including: [list the activities conducted by Glenville State]
 - a. Enlisting the assistance and support of the following persons and organizations in recruiting, and developing on-the-job training opportunities for individuals with disabilities, in order to fulfill its

commitment to provide equal employment opportunity for such individuals:

- i. the State Vocational Rehabilitation Service Agency (“SVRA”), State mental health agency, or State developmental disability agency in the area of the contractor's establishment;
 - ii. the Employment One-Stop Career Center (One-Stop) or American Job Center nearest the contractor's establishment;
 - iii. the Department of Veterans Affairs Regional Office nearest Glenville State’s establishment (www.va.gov);
 - iv. entities funded by the Department of Labor that provide recruitment or training services for individuals with disabilities, such as the services currently provided through the Employer Assistance and Resource Network (EARN) (www.earnworks.com);
 - v. local Employment Network (“EN”) organizations (other than Glenville State, if Glenville State is an EN) listed in the Social Security Administration's Ticket to Work Employment Network Directory (www.yourtickettowork.com/endir);
 - vi. local disability groups, organizations, or Centers for Independent Living (CIL) near the contractor's establishment;
 - vii. placement or career offices of educational institutions that specialize in the placement of individuals with disabilities; and
 - viii. private recruitment sources, such as professional organizations or employment placement services that specialize in the placement of individuals with disabilities.
- b. In addition, Glenville State has considered taking the actions listed below to fulfill its commitment to provide equal employment opportunities to individuals with disabilities. It is not contemplated that Glenville State will necessarily undertake all of the activities listed below.
- i. Formal briefing sessions held, preferably on Glenville State’s premises, with representatives from recruiting sources. Glenville State’s facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of Glenville State’s selection process, and recruiting literature are an integral part of any such briefing. At any such briefing sessions, Glenville State’s official in charge of Glenville State’s AAP should be

in attendance when possible. Formal arrangements are made for referral of applicants, follow up with sources, and feedback on disposition of applicants, from any such briefings.

- ii. Glenville State's recruitment efforts at all educational institutions incorporate special efforts to reach students who are individuals with disabilities.
 - iii. Glenville State makes an effort to participate in work-study programs for students, trainees, or interns with disabilities in programs found through outreach, such as to State and local schools and universities, and through EARN.
 - iv. Individuals with disabilities may be made available for participation in Glenville State's career days, youth motivation programs, and related activities in Glenville State's communities.
 - v. Glenville State takes any other positive steps it deems necessary to attract individuals with disabilities not currently in the work force who have requisite skills and can be recruited through affirmative action measures. These individuals may be located through State and local agencies supported by the U.S. Department of Education's Rehabilitation Services Administration (RSA) (<http://rsa.ed.gov/>), local Ticket-to-Work Employment Networks, or local chapters of groups or organizations that provide services for individuals with disabilities.
 - vi. Glenville State, in making hiring decisions, considers applicants who are known to have disabilities for all available positions for which they may be qualified when the position(s) applied for is unavailable.
3. Assessment of external outreach and recruitment efforts. Glenville State on an annual basis, reviews the outreach and recruitment efforts it has taken over the previous twelve months to evaluate its effectiveness in identifying and recruiting qualified individuals with disabilities. Glenville State documents each evaluation, including at a minimum the criteria it used to evaluate the effectiveness of each effort and Glenville State's conclusion as to whether each effort was effective. Among these criteria shall be the data Glenville State collected pursuant to 41 C.F.R. § 741.44(k) for the current year and the two most recent previous years. If Glenville State concludes the totality of its efforts were not effective in identifying and recruiting qualified individuals with disabilities, it identifies and implements alternative efforts listed in Paragraph 3 above in order to fulfill its obligations.

4. Glenville State sends written notification of its policy relating to its affirmative action efforts to all subcontractors, including subcontracting vendors and suppliers, requesting appropriate action on their part.
5. Glenville State documents all activities it undertakes to comply with the obligations of this section, and retains these documents for a period of three (3) years.

Internal Dissemination of Policy 41 C.F.R. § 60-741.44(g)

1. Glenville State recognizes that even a strong outreach program for individuals with disabilities may be ineffective without adequate internal support from its supervisors and employees. Therefore, to ensure greater employee cooperation and participation in Glenville State's efforts regarding its obligation to engage in affirmative action efforts to employ and advance in employment qualified individuals with disabilities, Glenville State has developed the following internal procedures. These procedures have been designed to foster understanding, acceptance and support among Glenville State's executive, management, supervisory, and other employees to encourage such persons to take the necessary actions to aid the contractor in meeting this obligation.
2. Glenville State implements and disseminates this policy internally as follows:
 - a. includes the policy in Glenville State's policy manual or otherwise makes the policy available to employees; and
 - b. where Glenville State is a party to a collective bargaining agreement, it notifies union officials and/or employee representatives of the contractor's policy and request their cooperation;
3. Below are some of the other methods Glenville State may additionally use to implement and disseminate this policy internally:
 - a. informs all employees and prospective employees of Glenville State's commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities;
 - b. periodically schedules special meetings with all employees to discuss the policy and explain individual employee responsibilities;
 - c. publicizes the policy in Glenville State's newspaper, magazine, annual report and other media;
 - d. conducts special meetings with executive, management, and supervisory personnel to explain the intent of the policy and individual responsibility for effective implementation making clear Glenville State's chief executive officer's support for the affirmative action policy;

- e. discusses the policy thoroughly in both employee orientation and management training meetings;
- f. includes articles on accomplishments of individuals with disabilities in Glenville State's publications; and
- g. when employees are featured in employee handbooks and similar publications, includes individuals with disabilities.

Audit and Reporting System 41 C.F.R. § 60-741.44(h)

Glenville State has designed and has implemented an audit and reporting systems that:

1. Measures the effectiveness of Glenville State's affirmative action program.
2. Indicates any need for remedial action.
3. Determines the degree to which Glenville State's affirmative action objectives have been attained.
4. Determines whether known individuals with disabilities have had the opportunity to participate in all Glenville State sponsored-educational, training, recreational and social activities.
5. Measures Glenville State's compliance with the AAP's specific obligations.
6. Documents the actions taken to comply with the obligations of Paragraphs (1) through (5) of this section, and retain these documents as employment records for a period of three years from the date of making of the record.
7. Where Glenville State, upon its review, finds its AAP to be deficient and need further progress, Glenville State undertakes necessary action to bring the program into compliance.

Responsibility for Implementation of the Plan 41 C.F.R. § 60-741.44(i)

1. Identification and Responsibilities of the EEO/AA Administrator. 41 C.F.R. § 60-741.44(i)

In furtherance of Glenville State's commitment to Affirmative Action and Equal Employment Opportunity, overall responsibility for implementing Glenville State's AAP rests with its EEO/AA Administrator, whose identity appears on all internal and external communications regarding Glenville State's AAP. The EEO/AA Administrator has been given the necessary senior management support and staff to manage the implementation of this AAP. Specifically, Krystal Smith or the designated representative's duties include the following, all of which are administered in accordance with the Section 503 regulations:

- a. Ensuring Glenville State posts in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the OFCCP Director provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as Glenville State's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities.
- b. Ensuring Glenville State's applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (e.g., providing Braille or large print versions of the notice, or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair) when an applicant or employee requests the poster in an alternative format, or when Glenville State knows that an applicant or employee is unable to read the poster because of a disability. Glenville State may also provide the poster to an applicant or employee with a disability in other alternate means, such as on disc or in audio recording, as long as the format provided enables the individual with a disability to access the contents of a poster.
- c. Ensuring that, with respect to employees, if any, who do not work at a physical location of Glenville State, Glenville State satisfies its posting obligations by posting such notices in an electronic format, provided that Glenville State provides computers, or access to computers, that can access the electronic posting to such employees, or Glenville State has actual knowledge that such employees otherwise are able to access the electronically posted notices.
- d. Ensuring electronic notices for employees are posted in a conspicuous location and format on Glenville State's intranet or sent by electronic mail to employees. An electronic posting is used by Glenville State to notify job applicants of their rights if Glenville State utilizes an electronic application process. Such electronic applicant notice are conspicuously stored with, or as part of, the electronic application.
- e. Ensuring that to the extent this requirement is applicable to Glenville State, Glenville State notifies labor organizations of its EEO policy as required by 41 C.F.R. § 60-300.44(g).

- f. Ensuring Glenville State includes the provisions of this clause in every subcontract or purchase order in excess of \$10,000 under the terms and conditions of 41 CFR 60-741.5(a).
- g. Ensuring that all solicitations or advertisements for employees placed by or on behalf of Glenville State, state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.
- h. Developing, maintaining and, where appropriate, modifying Glenville State's AAP for individuals with disabilities, policy statements, personnel policies, internal and external communication techniques including discussions with managers, supervisors and employees to ensure Glenville State's policies are followed, and monitoring the effectiveness of these actions.
- i. Advising supervisors that they are responsible for preventing harassment of employees due to their status as individuals with disabilities.
- j. Ensuring affirmative action training is conducted in accordance with 41 C.F.R. § 60-300.44(g).
- k. Identifying problem areas with line management in the implementation of the program, and helping management develop solutions to any identifiable problem area.
- l. Designing, implementing and overseeing an audit and reporting system to monitor the progress of Glenville State and the AAP's effectiveness, including auditing the contents of Glenville State's electronic and hard copy bulletin boards on a regular basis to ensure that compliance information that is posted is up to date and accessible to applicants and employees with disabilities.
- m. Serving as liaison between Glenville State and governmental enforcement agencies, community groups, vocational rehabilitation organizations, and organizations for individuals with disabilities.
- n. Evaluating the effectiveness of Glenville State's plan on a regular basis, as described in this AAP, and reporting to management.
- o. Monitoring policies and procedures including the selection, evaluation, promotion and training process with regard to the various terms and conditions of employment to attempt to ensure compliance with affirmative action obligations.
- p. Overseeing Glenville State's processes and procedures: a) to ensure that career counseling for employees with known disabilities, when requested and appropriate; and, b) to review personnel actions, policies, procedures, and employee and applicants' qualifications to ensure individuals with disabilities are treated in accordance with anti-discrimination laws when hiring, promotion, transfer, and termination actions occur.
- q. Keeping management up to date on the latest developments in the areas of EEO and affirmative action.
- r. Assisting in the investigation, handling and disposition of employee discrimination and harassment complaints.

- s. Conducting periodic reviews of offices to ensure compliance in the areas of proper display of posters and notices, and opportunity for participation in Glenville State-sponsored recreational, educational and social activities.
- t. Overseeing and ensuring that the below self-identification procedures are conducted as set forth in the Section 503 regulations, using the language and manner prescribed by the OFCCP Director and published on the OFCCP Web site, as follows:
 - i. Pre-offer self-identification invitation procedures for Glenville State's job applicants as set forth in 41 C.F.R. § 60-741.42 (a);
 - ii. Post-offer identification procedures for Glenville State's job applicants as set forth in 41 C.F.R. § 60-741.42 (a); and
 - iii. Self-identification invitation procedures for Glenville State's employees as set forth in 41 C.F.R. § 60-741.42 (a).

Ensuring that Glenville State does not compel or coerce an individual to self-identify as an individual with a disability, and that Glenville State keeps all information on self-identification confidential, and maintains it in a data analysis file (rather than in the medical files of individual employees) as set forth in 41 C.F.R. § 60-741.23(d). Glenville State only uses the self-identification information may be used only in accordance with the Section 503 regulations.

- u. Ensuring that Glenville State annually evaluates its utilization of individuals with disabilities in each job group, or in its entire workforce in accordance with 41 C.F.R. § 60-741.45, including the following:
 - i. Ensuring that when the percentage of individuals with disabilities in one or more job groups, or in Glenville State's entire workforce, as applicable, is less than the utilization goal established in the Section 503 regulations, Glenville State takes steps to determine whether and where impediments to equal employment opportunity exist. When making this determination, Glenville State assesses its personnel processes, the effectiveness of its outreach and recruitment efforts, the results of its affirmative action program audit, and any other areas that might affect the success of its AAP.
 - ii. Ensuring that Glenville State develops and executes action-oriented programs designed to correct any identified problem areas. These action-oriented programs may include the modification of personnel processes to ensure equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts from among those listed in 41 CFR § 60-741.44 (f)(1) and (f)(2), and/or other actions designed to correct the identified problem areas and attain the established goal.

2. Management Responsibilities 41 C.F.R. § 60-741.44(i)

Line and upper management are advised of their responsibilities for Glenville State's AAP regarding individuals with disabilities within his or her area of responsibility, including but not limited to their obligations to:

- a. Review Glenville State's AAP for individuals with disabilities with subordinate managers and supervisors to ensure they are aware of the policy, understand their obligation to comply with it in all personnel actions and understand the need for support at all levels.
- b. Assist in the auditing of plan progress, identification of problem areas, formulation of solutions, establishment of departmental goals and objectives, and development of training programs, when appropriate.
- c. Review the qualifications of applicants and employees in their area of responsibility to ensure qualified individuals with disabilities are treated in a nondiscriminatory manner when hire, promotion, transfer, and termination actions occur.
- d. Review employees' performance to ensure that illegal discrimination regarding individuals with disabilities does not occur.
- e. Make available career counseling to employees with known disabilities, when so requested, and as appropriate.
- f. Review position descriptions to see that they adequately reflect the job to be performed.
- g. Audit training programs, hiring, and promotion patterns.
- h. Assist employees and other members of management in the prevention of harassment.
- i. If an employee with a known disability is having significant difficulty performing his or her job and it is reasonable to conclude that the performance problem may be related to the known disability, confidentially notify the employee of the performance problem and inquire whether the problem is related to the employee's disability. If the employee responds affirmatively, Glenville State shall confidentially inquire whether the employee is in need of a reasonable accommodation.
- j. Show support for Glenville State's AAP.

Affirmative Action Training 41 C.F.R. § 60-741.44(j)

Glenville State provides training and guidance to all personnel who are involved in the recruitment, screening, selection, promotion, disciplinary and other related processes to ensure that its AAP commitments are implemented.

ASSESSMENT OF EXTERNAL OUTREACH AND RECRUITMENT EFFORTS

Assessment: Glenville State evaluated the effectiveness of outreach and recruitment efforts for qualified individuals with disabilities during its prior AAP year. During that period, of the applicants who chose to complete the self-identification form, 0.00% self-identified as an individual with disability. As a result, Glenville State will continue to review and analyze its existing outreach efforts and commit to continue to identify viable partners throughout the year.

DATA COLLECTION ANALYSIS 41 C.F.R. § 60-741.44(k)

Glennville State documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintains them for a period of three years:

1. The number of applicants who self-identified as individuals with disabilities pursuant to § 60-741.42(a), or who are otherwise known to be individuals with disabilities;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of applicants with disabilities hired; and
5. The total number of applicants hired.

See Individuals with Disabilities Three Year Data Collection

Individuals with Disabilities Three Year Data Collection

Glenville State College

Required Data	May 1, 2014 through April 30, 2015	May 1, 2015 through April 30, 2016	May 1, 2016 through April 30, 2017
Number of applicants who self-identify as individuals with disabilities pre-offer	0	0	0
Total number of job openings	28	16	25
Total number of jobs filled	28	16	25
Total number of applicants for all jobs	439	835	677
Total number of applicants with disabilities hired	0	0	0
Total number of applicants hired	19	16	25

UTILIZATION ANALYSIS 41 C.F.R. § 60-741.45

41 CFR § 60-741.45 Utilization goals. The utilization goal is not a rigid and inflexible quota which must be met, nor is it considered either a ceiling or a floor for the employment of particular groups. These goals are not quotas.

Goal: OFCCP has currently established a utilization goal of 7 percent for employment of qualified individuals with disabilities for each job group in Glenville State's workforce.

Purpose. The purpose of the utilization goal is to establish a benchmark against which Glenville State measures the representation of individuals with disabilities within each job group in its workforce. The utilization goal serves as an equal employment opportunity objective that should be attainable by complying with all aspects of the affirmative action requirements of the applicable Section 503 regulations.

Utilization Analysis (Individuals with Disabilities)

Plan Date: 05/01/2017

Glenville State College

Job Group	Group Size	IWD Employment Count	IWD Employment %	7% Goal Met?	Problem Areas (if any) and Action - Oriented Programs (where utilization goal not met)
1 - Executive/Administrative/Managerial	20	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
2 - Professors	60	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
2A - Instructors/Lecturers	9	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
2B - Adjunct Faculty	32	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
3 - Professional Non-Faculty	75	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
4 - Clerical and Secretarial	24	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
5 - Technical and Paraprofessional	11	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
6 - Skilled Crafts	3	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.
7 - Service/Maintenance	48	0	0	No	Will review outreach and recruitment effort and adjust accordingly to attract more qualified applicants.