

# Annual Report Affirmative Action 2021-2022

February 28, 2023



Washtenaw Community College

Prepared by the Office of Human Resources

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# Executive Summary

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## Introduction

It is the policy of Washtenaw Community College to provide equal employment opportunity to all WCC employees and applicants for employment. It is the express policy of Washtenaw Community College that the college shall not discriminate any person based on religion, race, color, national origin, age, sex, height, weight, disability, veteran status, sexual orientation, gender identity, gender expression, or any other protected status per state and federal statutes. ***WCC Board of Trustee policy – 5010 Affirmative Action Policy.***

Through employment practices and procedures, the college will seek and employ the best-qualified personnel and provide equal opportunities during the employment process, without discrimination to any of the protected classes as listed above. In addition, the college will also maintain an Affirmative Action program to ensure that the college’s employment of women and minorities is aligned with the employed population of Washtenaw County. ***WCC Board of Trustee policy – 5010 Affirmative Action Policy.***

The Vice President of Labor Relations & Chief Human Resources Officer is responsible to the President for the management of the Affirmative Action Program and coordinating the total effort. This includes review of the overall program, making periodic audits to measure effectiveness, documenting results, offering and providing advice, and for giving counsel and assistance regarding equal opportunity matters.

The 2021 Affirmative Action Report was delayed pending the release of updated geographical employment data per the 2020 census. As a result, this report combines the College’s employment activity for 2021 and 2022 in comparison to the updated census information. The data tables included on pages 4 to 7 reflect an average of the data for both years. However, more detailed information, separated by year, can be found in the appendix.

## County Workforce Benchmark

Per the Affirmative Action Policy, the goal of the College is to align the employment of women and minorities with the employed population of Washtenaw County. With the updated information from the 2020 census data, the county employed minority population increased to 29% (+3%). Notably, an increase of over 3% was reported for individuals identifying as an “Other” race, along with a slight increase in those identifying as American Indian/Alaskan Native (+.3%), Hispanic or Latino (+.4%) and White (+1.3%). Slight decreases were reported for the Asian (-1.2%) and Black/African American (-1.3%) races.

- Races listed on the Census include American Indian/Alaskan Native, Asian, Black or African American, Native Hawaiian and Other Pacific Islander, Hispanic or Latino, Some Other Race, 2 or More Races, and White.
- The “Other” classification includes those identifying as “2 or More Races” and “Some Other Race”.

For the combined 2021 and 2022 years, the college minority representation among full-time employees was 25%. In relation to the county, the College had a higher minority representation of Black or African American, and American Indian/Alaskan Native employees. The College trailed the employed population of the county in the Asian and Hispanic/Latino categories. While the total minority representation at the College had matched that of the county over the

past decade, with the updated census information, our efforts will be expanded to not only maintain and grow the minority representation that currently matches the county, but also to include a focus on attracting job candidates in the Asian and Hispanic/Latino population.

## **Action Oriented Initiatives and Outcomes**

### **Diversity Consideration with a Declining Workforce**

The college resumed recruitment and hiring efforts in 2021, however, was stunned late that year and into 2022 with resignations/retirements of our own workforce, which was reflective of the declining workforce participation nationwide. Over a two-year period, 160 full-time employees resigned or retired. This constitutes 31% of the total workforce. Despite the challenge with recruiting, over 150 of the vacated positions were filled between 2021 and 2022. Utilizing the talent that existed at WCC, eighty-one (81) employees were promoted during this same time frame. Forty (40) percent of these promotions were of minority employees. The minority representation of promotions included: 35% OPT, 37% Independent Staff, 47% Faculty, and 50% Custodial Maintenance. The minority representation among new hires during 2021 and 2022 was 29%. While this was a drop from previous year efforts, we were able to maintain a five-year trend of meeting or exceeding the minority representation of the county workforce.

### **Expanded Focus**

While we initiated a concentrated effort to recruit and hire minority candidates for faculty positions prior to COVID, the decline in workforce has caused us to redirect our efforts. In collaboration with the Office of Diversity and Inclusion, we are expanding our recruitment efforts to include targeted recruiting with our partner HBCU's. Also, HR is growing our spotlight on campus diversity activities and awareness, as well as sharing our faculty and staff stories on our jobs website, and developing partnerships with local minority organization. Below is a sample of the organizations with whom we have extended our recruitment efforts. We plan to broaden our recruitment and outreach further to include various national and state wide college Alumni groups, as well as additional local and national sororities and fraternities.

- National Association of Women Law Enforcement Executives (NAWLEE)
- National Organization of Black Law Enforcement Executives (NOBLE)
- National Association for the Advancement of Colored People (NAACP)
- United Negro College Fund (UNCF)- Detroit
- American Association of Hispanics in Higher Education
- We Hire Heroes - Veterans Employment and Business Group
- US Military Veterans Network
- Sororities & Fraternities:
  - African American: Alpha Kappa Alpha, Zeta Phi Beta, Kappa Alpha Psi
  - Hispanic/Latino: Lambda Theta Alpha, Lambda Theta Phi
  - Asian: alpha Kappa Delta Phi, Pi Alpha Phi

### **Comparative Analysis:**

The attached report identifies the representation of minority and female employees, by employment classification, in relation to the total workforce (full time and part time), in addition to full time new hires, promotions, and separations. Employee data utilized in this report was based on a two-year period running January 16, 2021 through January 16, 2023.

## Minority/Female Distribution, Discrete Ethnicity

The tables below provide a comparison of WCC Workforce [including employment activity (promotions and new hires)], Washtenaw County Workforce, and WCC Students during 2021-2022 Reporting Period by ethnicity and female distributions.

2021-2022	White	Minority	Non-Disclosed Ethnicity	Female
<b>WCC Workforce</b>	74%	25%	1%	58%
Promotions	57%	40%	3%	64%
New Hires	71%	29%	0%	58%
<b>Washtenaw County Workforce</b>	71%	29%	0%	48%
<b>WCC Students</b>	64%	36%	3%	55%

Sources: WCC Employees - HRIS Report Run Date: 01/16/2023; Washtenaw County - Census ACS 5-year Estimate 2020; WCC Students - Fall 2022 Profile. Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander). Percentages are rounded.

Ethnicity Distribution	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed Ethnicity
<b>WCC Workforce</b>	0.6%	3.2%	14.7%	3.0%	4.0%	73.6%	1.0%
Promotions	1.2%	3.7%	19.8%	8.6%	6.2%	56.8%	3.7%
New Hires	1.3%	2.6%	17.1%	5.3%	2.6%	71.1%	0.0%
<b>Washtenaw County Workforce</b>	0.3%	8.5%	11.0%	4.4%	4.5%	71.3%	0%
<b>WCC Students</b>	0.4%	6.1%	15.4%	8.3%	6.1%	64%	3.1%

Sources: WCC Employees - HRIS Report Run Date: 01/16/2023; Washtenaw County - Census ACS 5-year Estimate 2020; WCC Students - Fall 2022 Profile. Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander).

### Analysis/Observations

- A review of discrete minority/ethnicity distribution shows the college exceeds the county workforce benchmark (11%) for Black or African Americans by almost 4%.
- College employment activity (New Hires and Promotions) meets or exceeds the county workforce benchmark for (29%) minority representation.
- The college trails the county statistics with regard to the employment of Asian and Hispanic or Latinos by 5.3% and 1.4% respectively.

## Employment Activity Analysis

The tables below provide a comparison of employment activities (promotions, new hires, and separations) across six (6) full time employee categories during the 2021-2022 Reporting Period.

<b>PROMOTIONS</b>	<b>Total Employees</b>	<b>Total Minority</b>	<b>% Minority</b>	<b>Total Female</b>	<b>% Female</b>
Executive/Administrator	1	0	0%	1	100%
Professional/Managerial	30	11	37%	21	70%
Independent/Technical	4	1	25%	3	75%
Faculty	19	9	47%	10	53%
Custodial/Maintenance	10	5	50%	2	20%
OPTA	17	6	35%	15	88%
<b>Totals</b>	<b>81</b>	<b>32</b>	<b>40%</b>	<b>52</b>	<b>64%</b>

Source: HRIS Report Run Date: 01/17/2021-01/16/2023

### Promotions Analysis/Observations

- Full time promotions (40%) minority representation outpaced the county workforce benchmark while consistently maintaining a high career path ratio in most employee categories.
- Faculty promotions achieved (47%) minority representation during the reporting period.

<b>NEW HIRES</b>	<b>Total Employees</b>	<b>Total Minority</b>	<b>% Minority</b>	<b>Total Female</b>	<b>% Female</b>
Executive/Administrator	5	1	20%	1	20%
Professional/Managerial	41	15	37%	25	61%
Independent/Technical	2	0	0%	1	50%
Faculty	7	1	14%	4	57%
Custodial/Maintenance	6	3	50%	1	17%
OPTA	15	2	13%	12	80%
<b>Totals</b>	<b>76</b>	<b>22</b>	<b>29%</b>	<b>44</b>	<b>58%</b>

Source: HRIS Report Run Date: 01/17/2021-01/16/2023

### New Hire Analysis/Observations

- Despite the tightest labor market seen in decades, the total number of minority new hires (29%) meets the county workforce benchmark (29%).
- The largest group hired during the reporting period (more than half of all new hires) Professional/Managerial achieved (37%) minority representation.

<b>SEPARATIONS</b>	<b>Total Employees</b>	<b>Total Minority</b>	<b>% Minority</b>	<b>Total Female</b>	<b>% Female</b>
Executive/Administrator	6	2	33%	3	50%
Professional/Managerial	60	23	38%	40	67%
Independent/Technical	4	1	25%	2	50%
Faculty	36	13	36%	23	64%
Custodial/Maintenance	13	4	31%	5	38%
OPTA	41	9	22%	33	80%
<b>Totals</b>	<b>160</b>	<b>52</b>	<b>33%</b>	<b>106</b>	<b>66%</b>

Source: HRIS Report Run Date: 01/17/2021-01/16/2023

## Full time Data – Utilization

The table below shows areas with five or more full-time employees reviewed for minority representation.

Department Name	Total Employees	Percentage Minority
Behavioral Sciences	8	75%
Curriculum and Assessment	5	60%
Recruitment & Student Enrollment	7	43%
Custodial Services	28	43%
Health Sciences	5	40%
Arts & Sciences - Admin	5	40%
Unified Testing	5	40%
Financial Aid - Admin	10	40%
Transportation Technologies	11	36%
Business	6	33%
Advanced Manufacturing Department	6	33%
Physical Sciences	9	33%
Landscape & Grounds	12	33%
Buildings Maintenance	10	30%
Computer Science & Info Technology Dept	7	29%
Enrollment Services	7	29%
Campus Security	11	27%
English & College Readiness	15	27%
Financial Services	19	26%
Human Resources Management	9	22%
Communications, Media & Theatre Arts	5	20%
Health & Applied Technology - Admin	5	20%
Learning Support Services	5	20%
Career Transitions	5	20%
Campus Services	5	20%
Mechanical Systems	5	20%
UA - Lessons UA Sprinkler Fitters	5	20%
Counseling & Career Planning	15	20%
Nursing	11	18%
Chemistry	6	17%
Design & Construction Services	6	17%
Welding & Fabrication Dept	7	14%
Mathematics & Engineering Studies	15	13%
Social Sciences	8	13%
Student Records	9	11%
Library	10	10%
Distance Learning - Admin	10	10%
Budget Admin	5	0%
Human Social Science - Admin	6	0%
Admissions	6	0%
United Association - Administration	6	0%
Humanities, Languages, & the Arts	7	0%
Life Sciences	9	0%
Digital Media Arts	10	0%

Source: HRIS Report Run Date: 01/16/2023

## Total Full time Workforce

One feature of an Affirmative Action annual report is to examine the workforce by employee classifications. The tables below provide a comparison of total workforce across full time employee classifications for the 2020 and 2021-2022 Reporting Period.

<b>2021-2022 FULL TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Executive Administrator	25%	48%
Professional Managerial	23%	69%
Independent Technical	33%	52%
Faculty	23%	52%
Custodial Maintenance	35%	24%
OPTA	28%	85%
<b>Totals</b>	<b>25%</b>	<b>58%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/16/2023 Percentages are rounded.*

<b>2020 FULL TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Executive Administrator	26%	57%
Professional Managerial	21%	68%
Independent Technical	40%	50%
Faculty	25%	52%
Custodial Maintenance	34%	25%
OPTA	28%	87%
<b>Totals</b>	<b>26%</b>	<b>59%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/16/2021 Percentages are rounded.*

### Analysis/Observations

- The total number of full-time employees decreased by 4.8% (-26) during the 2021-2022 Affirmative Action reporting period from the previous period.
- The overall minority staff composition decreased by 1% from the previous reporting period.
- The overall female staff composition decreased by 1% from the previous reporting period.

## Total Part time Workforce

One feature of an Affirmative Action annual report is to examine the workforce by employee classifications. The tables below provide a comparison of total workforce across part time employee classifications for the 2020 and 2021-2022 Reporting Period.

<b>2021-2022 PART TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Student Worker	33%	53%
Support Staff	28%	53%
Independent	28%	54%
Faculty	18%	51%
<b>Totals</b>	<b>20%</b>	<b>52%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/16/2023 Percentages are rounded.*

<b>2020 PART TIME WORKFORCE</b>	<b>Minority Percent</b>	<b>Female Percent</b>
Student Worker	48%	48%
Support Staff	34%	54%
Independent	35%	61%
Faculty	18%	46%
<b>Totals</b>	<b>21%</b>	<b>47%</b>

*Minority Includes: American Indian or Alaskan Native, Asian, Black or African American, Hispanic or Latino, Other (Other, Two or More, and Native Hawaiian/Other Islander) Source: HRIS Report Run Date: 01/16/2021 Percentages are rounded.*

### Analysis/Observations

- The total number of the part time staff (non-faculty) decreased by 15 percent from the last reporting period. This decrease is a result of staffing adjustments made during the pandemic.
- A review of minority composition by employee classification showed an increase in part time faculty minority representation during the reporting period by 1%, but the college continues to have the opportunity to ensure that its part time faculty and staff are representative of the county workforce benchmark. The college is currently engaging in a diversity initiative focused on faculty for Fall 2023. The college is also continuing to provide training programs, increase outreach efforts, and take other positive steps.

## Appendix

		Female							Male							
<b>2021 New Hire Ethnicity Distribution (detail) by Employee Classifications</b>		<b>Total Employees</b>	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed
Executive/Administrator	<b>4</b>	0	0	0	0	0	1	0	0	0	1	0	0	0	2	0
Professional/Managerial	<b>20</b>	0	1	3	1	1	8	0	0	0	3	1	0	2	0	
Independent/Technical	<b>1</b>	0	0	0	0	0	1	0	0	0	0	0	0	0	0	
Faculty	<b>4</b>	0	0	0	0	0	2	0	1	0	0	0	0	1	0	
Custodial/Maintenance	<b>4</b>	0	0	0	0	0	1	0	0	0	2	0	0	1	0	
OPTA	<b>7</b>	0	0	2	0	0	4	0	0	0	0	0	0	1	0	
<b>Totals</b>	<b>40</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>7</b>	<b>0</b>	

		Female							Male							
<b>2021 Promotions Ethnicity Distribution (detail) by Employee Classifications</b>		<b>Total Employees</b>	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed
Executive/Administrator	<b>0</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Professional/Managerial	<b>13</b>	0	1	2	0	1	6	0	0	0	0	1	0	2	0	
Independent/Technical	<b>3</b>	0	0	0	0	0	2	0	0	0	0	0	0	1	0	
Faculty	<b>16</b>	0	1	2	1	1	5	0	0	0	2	1	0	3	0	
Custodial/Maintenance	<b>4</b>	0	0	0	0	0	1	0	0	0	3	0	0	0	0	
OPTA	<b>6</b>	0	0	0	0	0	5	1	0	0	0	0	0	0	0	
<b>Totals</b>	<b>42</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>2</b>	<b>19</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>0</b>	

## Appendix

	Total Employees	Female							Male						
		American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed
<b>2021 Separations Ethnicity Distribution (detail) by Employee Classifications</b>															
Executive/Administrator	2	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Professional/Managerial	28	0	1	3	1	0	12	2	0	0	3	0	0	5	1
Independent/Technical	2	0	0	0	0	0	1	0	0	0	1	0	0	0	0
Faculty	21	0	0	5	0	0	8	0	0	0	3	1	1	3	0
Custodial/Maintenance	6	0	0	0	0	0	1	0	0	1	0	0	0	3	1
OPTA	27	0	0	4	0	0	19	2	0	0	0	0	0	2	0
<b>Totals</b>	<b>86</b>	<b>0</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>0</b>	<b>42</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>13</b>	<b>2</b>

## Appendix

		Female							Male							
<b>2022 New Hire Ethnicity Distribution (detail) by Employee Classifications</b>		<b>Total Employees</b>	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed
Executive/Administrator	<b>1</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Professional/Managerial	<b>21</b>	0	1	1	1	0	8	0	0	0	0	1	1	8	0	0
Independent/Technical	<b>1</b>	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Faculty	<b>3</b>	0	0	0	0	0	2	0	0	0	0	0	0	1	0	0
Custodial/Maintenance	<b>2</b>	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0
OPTA	<b>8</b>	0	0	0	0	0	6	0	0	0	0	0	0	2	0	0
<b>Totals</b>	<b>36</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>14</b>	<b>0</b>	<b>0</b>

		Female							Male							
<b>2022 Promotions Ethnicity Distribution (detail) by Employee Classifications</b>		<b>Total Employees</b>	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed
Executive/Administrator	<b>1</b>	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Professional/Managerial	<b>17</b>	0	0	3	1	2	4	1	0	0	0	0	0	0	6	0
Independent/Technical	<b>1</b>	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Faculty	<b>3</b>	0	0	0	0	0	0	0	0	0	1	0	0	2	0	0
Custodial/Maintenance	<b>6</b>	0	0	0	0	0	1	0	1	0	1	0	0	2	1	0
OPTA	<b>11</b>	0	1	1	2	1	4	0	0	0	0	1	0	1	0	0
<b>Totals</b>	<b>39</b>	<b>0</b>	<b>1</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>11</b>	<b>1</b>	<b>0</b>

## Appendix

	Total Employees	Female							Male						
		American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed	American Indian Alaskan Native	Asian	Black or African American	Hispanic or Latino	Other	White	Non-Disclosed
<b>2022 Separations Ethnicity Distribution (detail) by Employee Classifications</b>															
Executive/Administrator	4	0	0	1	0	0	0	0	0	0	0	0	0	3	0
Professional/Managerial	32	0	1	3	0	2	15	0	0	0	4	1	1	5	0
Independent/Technical	2	0	0	0	0	0	1	0	0	0	0	0	0	1	0
Faculty	15	0	0	1	0	0	8	1	0	0	1	0	0	4	0
Custodial/Maintenance	7	0	0	2	0	0	2	0	0	0	0	0	0	3	0
OPTA	14	0	0	0	1	0	7	0	0	0	2	0	0	4	0
<b>Totals</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>33</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>20</b>	<b>0</b>