

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION
Policy 3-42
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Effective November 15, 2012

(A) PURPOSE

It is the policy of Columbus State Community College to provide equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity and expression, age, national origin, ancestry, genetic information (GINA) disability, or veteran status.

Further, Columbus State Community College shall take affirmative action to ensure that the college's policies and practices are non-discriminatory and to advance employment opportunities for veterans, individuals with disabilities, women, and minorities.

The college shall also promote equal educational opportunities to students and student applicants for admission and enrollment and participation in athletics or other college programs and services.

(B) DEFINITIONS

As used in this policy, the following terms are defined and will be adhered to as follows:

AFFIRMATIVE ACTION – A process used to analyze current practices, policies, and procedures, identify areas for improvement, and adopt new practices, policies and procedures to eliminate past and present discrimination and to ensure there are equal opportunities for qualified individuals from underrepresented groups.

UNDERREPRESENTED – Means there are lower numbers of qualified veterans, individuals with disabilities, women, and minorities employed than would reasonably be expected based upon their availability.

AVAILABILITY – Refers to the numbers of qualified veterans, individuals with disabilities, women, and minorities who are available for employment in a recruitment area.

(C) EEO/AFFIRMATIVE ACTION PRINCIPLES OF THE COLLEGE

- (1)** Ensure the utilization of fair recruitment, selection, training retention, and promotion processes to attract a diverse pool of qualified applicants, with due consideration of persons from underrepresented groups.

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- (2) Undertake good faith efforts to reach underrepresented groups with information about the college's Equal Opportunity/Affirmative Action Policy and about employment opportunities at the college.
- (3) Establish and maintain an affirmative action plan to measure progress in employing qualified individuals from underrepresented groups.
- (4) Create proactive initiatives, employment practices, and policies and procedures that are designed to prevent discrimination and harassment.
- (5) Provide equal educational and athletic opportunities to all individuals who meet the college's admission and enrollment requirements.

(D) EEO/TITLE IX COORDINATOR OBJECTIVES:

- (1) Maintain and implement an affirmative action plan and ensure good faith efforts to meet affirmative action goals.
- (2) Provide administrators and managers with affirmation action, EEO, non-discrimination and anti-harassment information, training and resources, as defined in this policy and in the Non-Discrimination and Anti-Harassment Policy 3-43.
- (3) Investigate complaints and reports of discrimination and harassment utilizing the EEO Reporting and Investigation Procedure 3-42 (A).

(E) ADMINISTRATOR OBJECTIVES

- (1) Support equal opportunities and affirmative action by hiring, training and promoting diverse pools of qualified applicants.
- (2) Ensure that management practices prevent discrimination and/or harassment and support affirmative action and equal opportunities in both employment and academic environments.
- (3) Model and encourage inclusive environments.

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- (F) The President shall establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.

**New Policy (Approved by the Board of Trustees 11-15-12)(clh)
Rescind current Policy 3-28, Affirmative Action, Effective August 15, 1995*