

2021 Affirmative Action Plan Executive Summary

Maricopa County Community College District

September 2021

Table of Contents

Section 1: Background	3
Section 2: Key Definitions	6-7
Section 3: Overview and objectives of the 2021 AAP	7
Section 4: Job Group Placements	9
Section 5: MCCC CD Workforce - Where is our Diversity?	9
Subsection 5.1 Management	10-13
Subsection 5.2 Faculty	14
Subsection 5.3 Adjunct Faculty	15-16

Section 1: Background

As a federal contractor, Maricopa County Community College District (MCCCD) is subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974, Section 4212. Because MCCCD has \$50,000 or more in annual contracts with the federal government and employs 50 or more employees, MCCCD is required to prepare an annual written Affirmative Action Plan (AAP) for minorities, women, protected veterans, and individuals with disabilities. Failure to comply with these laws and regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment from future contracts and subcontracts with the federal government. Biddle Consulting Group, a premier leader in equal employment opportunity and affirmative action plans, was retained by the MCCCD EEO/Legal Department to assist with the preparation of this year's AAP.

Over the years, MCCCD recruitment and outreach efforts have resulted in an overall increase in the hiring of women, minorities, protected veterans, and individuals with disabilities. However, there are certain occupations and academic disciplines in which these groups continue to be underrepresented based on a comparison of incumbency to availability data. If there is underutilization of protected groups in a federal contractor/subcontractor's workforce, OFCCP regulations requires the federal contractor/subcontractor to establish action-oriented programs to achieve specific affirmative action goals to increase the hiring and retention of qualified women, minorities, veterans, and individuals with disabilities.

This AAP Executive Summary will discuss the purpose of the AAP, the AAP data, the AAP review process, and the groups covered by the AAP. It will also highlight the definitions, AAP objectives, goals accomplished, and the diversity of MCCC'D's workforce.

Purpose of the Affirmative Action Plan

The purpose of the AAP is to provide equal employment opportunity and to remove any real or artificial barriers in the workplace in hiring, promotion, and the retention of minorities and women, protected veterans, and individuals with disabilities. The AAP is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people. The AAP provides an analysis of the applicant, hire, promotion, and retention data of minorities, women, protected veterans, and individuals with disabilities over a one-year period to assess and evaluate MCCC'D's outreach and recruitment efforts, identify any problem areas, and to establish an action plan.

The AAP Data

For purposes of the AAP and to satisfy OFCCP's AAP requirements, the data was organized by job title, job group, and broken down by gender and race. A workforce analysis was also included to identify employees by gender and race/ethnicity in each job title. The data was collected from payroll records dated September 30, 2020. The data was also pulled from MCCC'D Human Capital Management (HCM) System. The data collection transaction period for the 2021 AAP is October 1, 2019 – September 30, 2020. To determine if underutilization exists in a job group in MCCC'D, the 80% rule and standard deviation were applied which are

commonly used statistical measurements in higher education to determine if there is adverse impact or disparate impact against any group.

Review process of the AAP

Before the AAP is posted on the MCCCCD Legal Department's website, it is reviewed annually by the EEO/AA Office and the Office of General Counsel to make sure it meets legal sufficiency requirements and that the data is reliable and accurate. The Chancellor and the Chief Human Resources Officer also review the AAP to see what progress has been made in diversifying our workforce and the areas where further work is needed.

Covered Groups under Affirmative Action Laws and Regulations

Coverage under affirmative action laws and regulations applies to:

Women and minorities who are recognized as belonging to or identifying with the following race or ethnic groups: Blacks/African Americans, Hispanics/Latinos, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

Any veteran 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 who was discharged or released from active duty because of a service-connected disability.

Recently separated veterans: any veteran currently within three years of discharge or release from active duty.

Veterans who served on active duty in the U.S. military during a war or campaign or expedition for which a campaign badge is awarded.

Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

An individual with a disability: 1) a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is regarded as having such an impairment.

Section 2: Key Definitions

Executive Management: Chancellor, College Presidents, Vice Presidents, Chief of Human Resources, Provost, Vice Chancellors, Associate Vice Chancellors.

Faculty: Residential, Adjunct.

Staff: All employees other than executive management and faculty.

New Hires: Faculty or staff hired between October 1, 2019 – September 30, 2020.

Workforce: The makeup of executive management, faculty, and staff broken down by job group, gender, and race.

Race and Ethnicity Definitions¹

White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American – A person having origins in any of the Black racial groups of Africa.

American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

¹ Definitions were taken from the United States Census Bureau, dated April 21, 2020.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Note: The 1997 OMB standards permit the reporting of more than one race. An individual's response to his or her race affiliation is based upon self-identification.

Section 3: Overview and objectives of the 2021 AAP

Over the last 20 to 30 years, the MCCCCD EEO/AA Office has prepared an annual AAP in compliance with the Office of Federal Contract Compliance Programs (OFCCP).

The AAP's objectives are to:

- Increase the representation of minorities, women, protected veterans, and individuals with disabilities by establishing hiring and promotional goals that promote affirmative action principles;
- Highlight MCCCCD's efforts in creating a workforce that mirrors the community through its efforts in promoting diversity, equity, and inclusion for all groups;
- Remove any artificial or real barriers to equal employment opportunity for protected veterans and individuals with disabilities;
- Identify any problem areas in recruitment, hiring, promotion, and retention;
- Continue to improve outreach and recruitment efforts to increase the representation of minorities, women, protected veterans, and individuals with disabilities in job groups where they are underutilized.

Goals

Goals are established annually in the AAP to address areas of underutilization in MCCC'D's workforce for minorities, women, protected veterans, and individuals with disabilities. The workforce analysis lists all of MCCC'D's job categories by location (college, district office) broken down by gender and race. In determining whether a goal is needed, the MCCC'D EEO/AA Office reviews each job category and looks at incumbency and availability for any disparities based on gender and race. While goals are aspirational and are created to increase the representation of minorities, women, protected veterans, and individuals with disabilities in underrepresented job groups in MCCC'D's workplace, goals are not quotas or set-asides.

Program Goals: What goals were accomplished since the 2020 AAP?

Goal #1: There was an increase of minorities in Residential Faculty positions.

Goal #2: There was an increase of minorities in Faculty-Adjunct Summer positions.

Goals for the 2021 AAP

Goal #1: Increase the representation of minorities in Faculty-Adjunct Evening positions.

Goal #2: Increase the representation of minorities in Counseling/Social Service/Legal positions.

Goal #3: Increase the representation of women in Service-Public Safety positions.

Goal #4: Increase the representation of protected veterans in MCCC'D's workforce.

Goal #5: Increase the representation of individuals with disabilities in MCCC'D's workforce.

Section 4: Job Group Placements

Job Group	Representation as of Previous AAP				Goal/Availability from Previous AAP	Placements			Achieved?
	Total Employees	Gender/Race Groups	#	%		Total Placements	#	%	
B1 - Faculty	1,821	Females	904	49.6%	25.6%	177	92	52.0%	YES
		Minority	363	19.9%			52	29.4%	
B3 - Faculty - Adjunct Evening	2,421	Females	1,337	55.2%	27.0%	71	36	50.7%	NO
		Minority	472	19.5%			16	22.5%	
B4 - Faculty - Adjunct Summer Day	977	Females	581	59.5%	27.0%	1	1	100.0%	YES
		Minority	194	19.9%			1	100.0%	
B5 - Faculty - Adjunct Summer Evening	929	Females	572	61.6%	27.0%	1	0	0.0%	YES
		Minority	150	16.1%			1	100.0%	
G2 - Counseling/Social Service/Legal	97	Females	78	80.4%	47.2%	9	5	55.6%	NO
		Minority	32	33.0%			4	44.4%	
K1 - Service - Public Safety	20	Females	1	5.0%	14.7%	0	0	0.0%	NO
		Minority	7	35.0%			0	0.0%	

Section 5: MCCCDC Workforce² - Where is our Diversity?

MCCCDC's workforce comprises over 14,000 employees (Includes Executive Management, Senior Management, Associate Dean/Dean, First/Mid-Level Management, Residential Faculty,

² Workforce data is from the period of October 31, 2019-September 30, 2020.

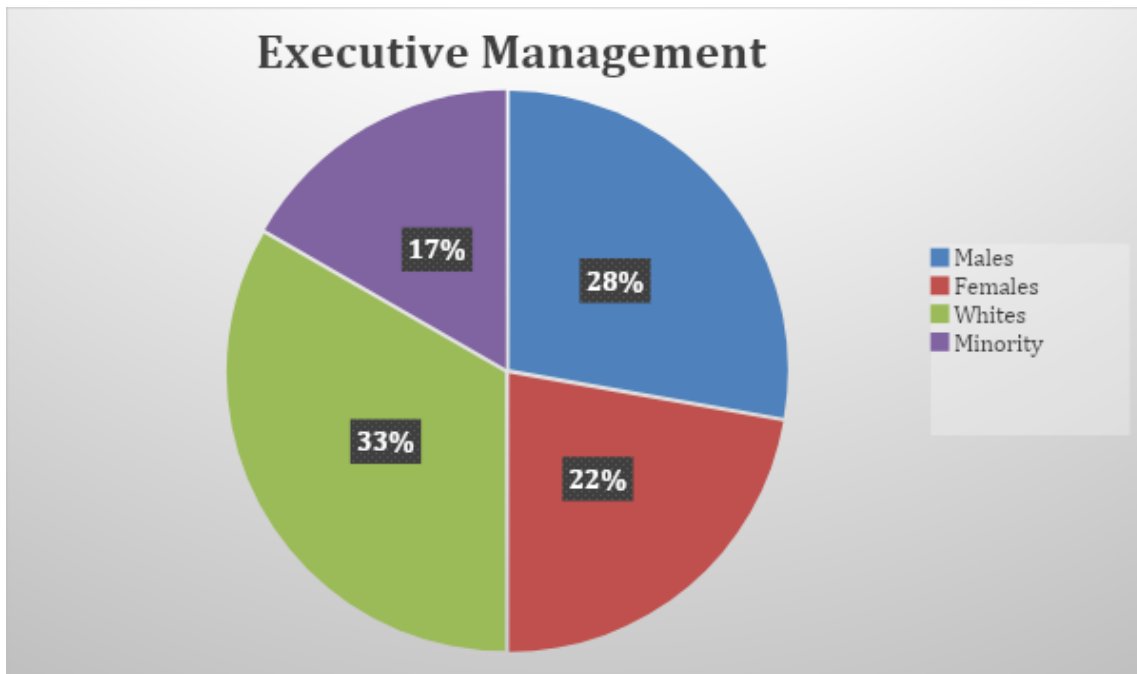
Adjunct Faculty (Day), Adjunct Faculty (Evening), Adjunct Faculty (Summer Day), Adjunct Faculty (Summer Evening), and temporary employees). The following charts illustrate the diversity within identified subgroups of the workforce.

Subsection 5.1 Management

Executive Management: 45 employees

Gender: 25 Males, 20 Females

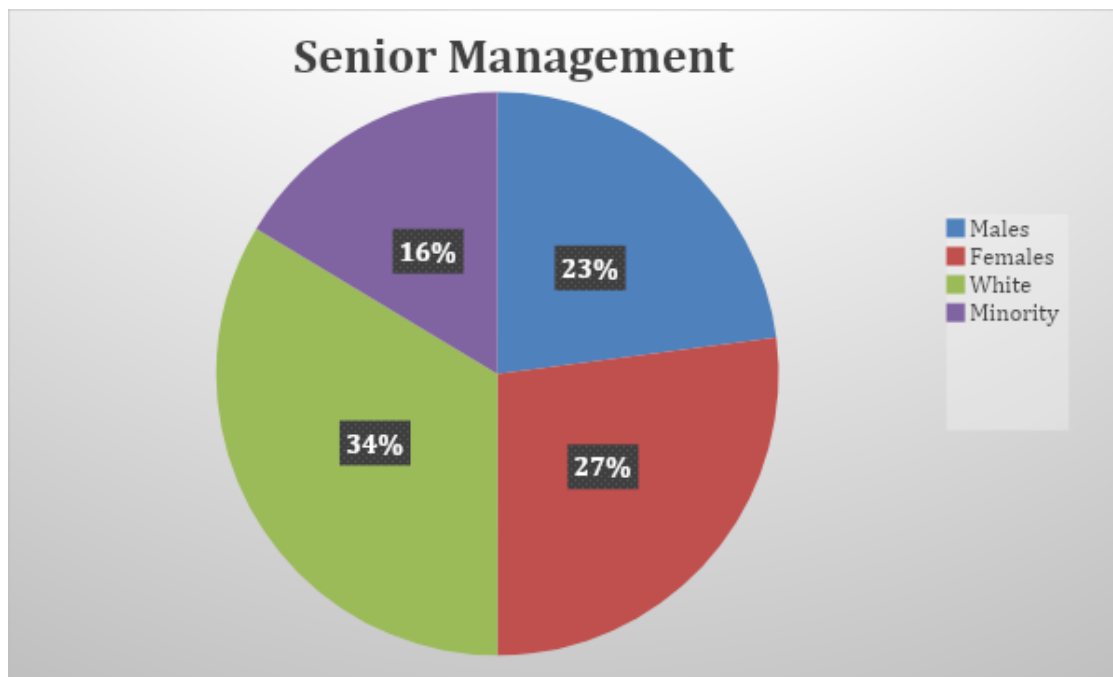
Race: 30 White, 15 Minority



Senior Management: 183 employees

Gender: 84 Males, 99 Females

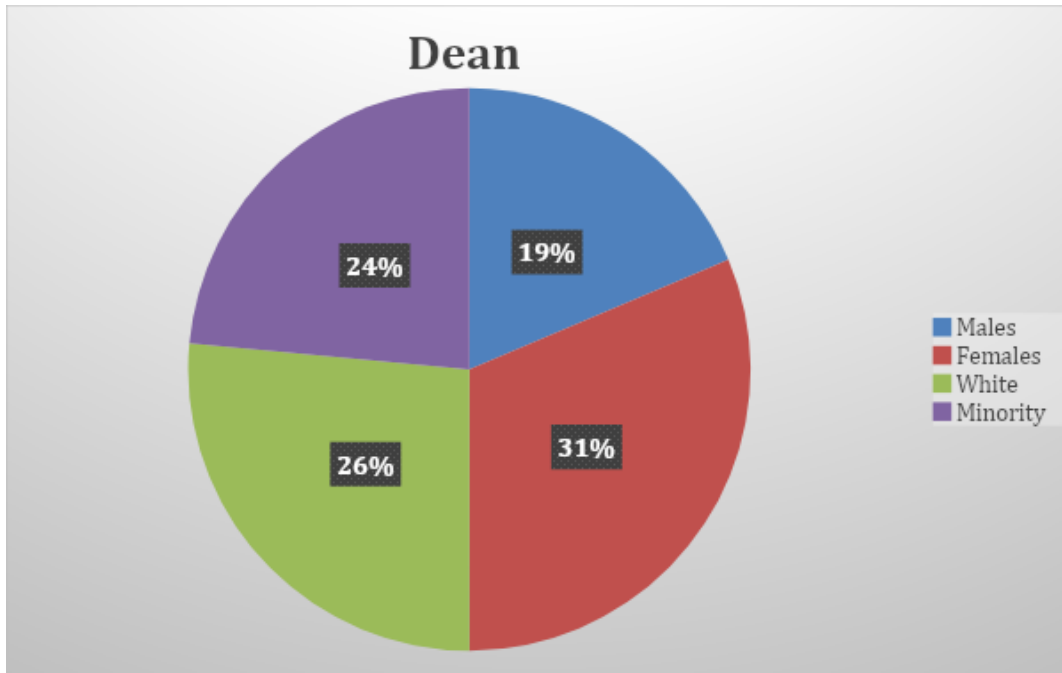
Race: 123 White, 60 Minority



Dean: 51 employees³

Gender: 19 Males, 32 Females

Race: 27 White, 24 Minority

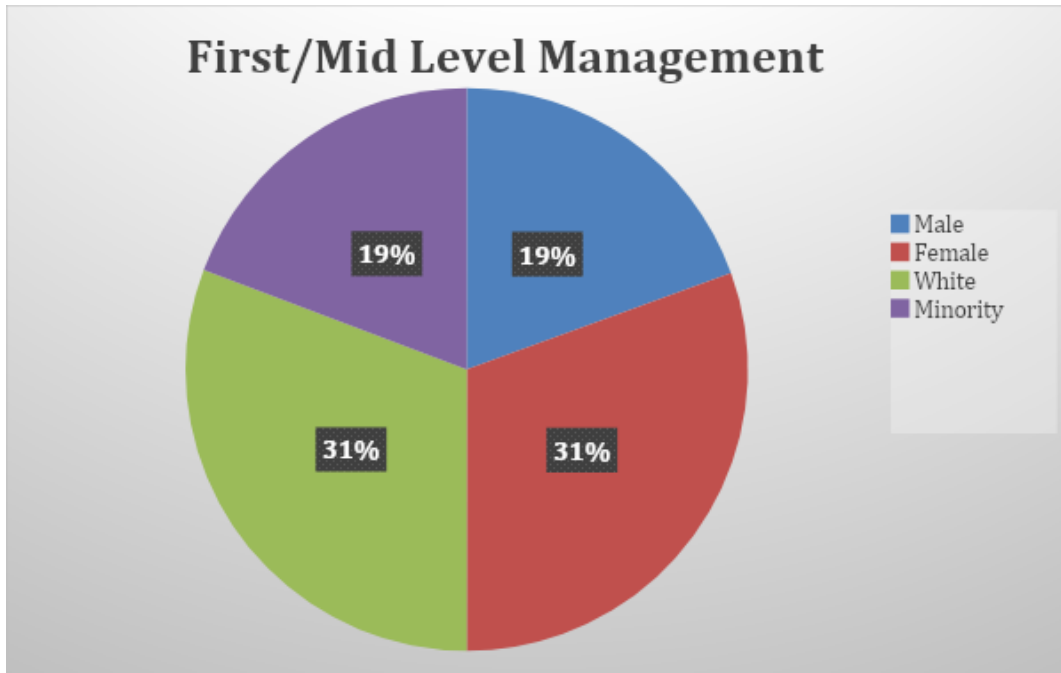


³ Associate Deans were not broken down in the AAP; they are grouped with the Deans.

First/Mid-Level Management: 252 employees

Gender: 98 Males, 154 Females

Race: 155 White, 97 Minority

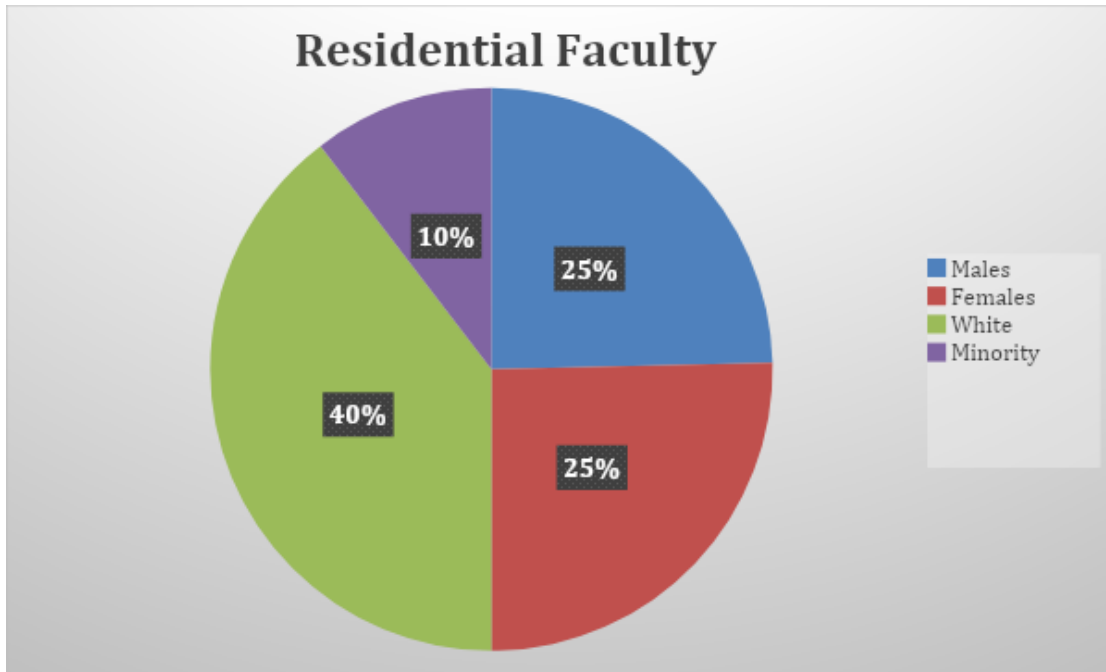


Faculty

Residential Faculty: 2,092 employees

Gender: 1,030 Males, 1,062 Females

Race: 1,657 White, 435 Minority

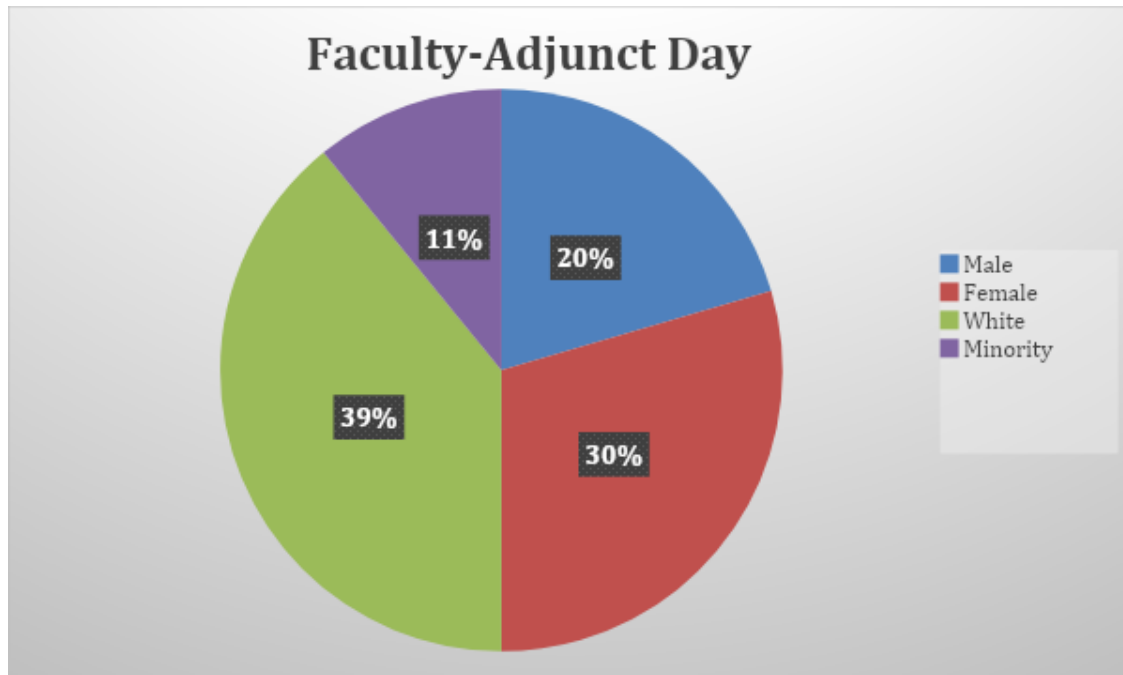


Adjunct Faculty⁴

Adjunct Faculty (Day): 5,394 employees

Gender: 2,206 Males, 3,188 Females

Race: 4,218 White, 1,176 Minority



⁴ Summer Faculty were not broken down in the AAP.

Adjunct Faculty (Evening): 2,097 employees

Gender: 906 Males, 1,101 Females

Race: 1,650 White, 357 Minority

