Affirmative Action Program

Amended August 23, 2013
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East Central University
Statement of Administrative Policy

The President and staff of East Central University reaffirm the policy that no discrimination on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures will exist in any area of the employment practices of the University. Further, it is the policy of East Central University to maintain an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for an individual because of a prohibited basis in this policy.

The administration at East Central University is committed to a continuing and positive program which will assure the strengthening of this policy not only to the legal requirements of compliance but also to further employment opportunities and promotions for all ages, minorities, and women. The President assures that this commitment will embrace the maintenance of our Affirmative Action Program, and will involve efforts with respect to the selection, placement, training, and promotion of all employees and with respect to personnel actions such as compensation, transfers, layoffs, education, tuition assistance, and other appropriate programs.

To indicate institutional compliance with the various laws and regulations that require a Nondiscrimination, Equal Opportunity and Affirmative Action Policy, the following statement is intended to reflect that East Central University shall, in all manner and respects, continue to be an Equal Opportunity Employer, and offer programs of Equal Education Opportunity. This institution in compliance with Title VI and VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state laws does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

It is the policy of East Central University to take every available opportunity to assure that each applicant who is offered a position at the University shall have been selected on the basis of qualification, merit and professional capability alone.

It is further the policy of the University to be in voluntary compliance with any and all statutes, regulations, and executive orders which deal with equal opportunity and nondiscrimination regardless of whether such statutes, regulations, or executive orders are of federal or state origin.
East Central University
Affirmative Action Compliance Statement

The following statement shall be included on relevant brochures, recruiting materials, contracts, the University website and other documents distributed by the institution:

East Central University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state laws, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

Institutional Affirmative Action Compliance Committee

The East Central University Institutional Affirmative Action Compliance Committee is comprised of the President's Council and the Affirmative Action Officer. The President's Council includes the President, Vice President for Administration & Finance, Vice President for Student Development and the Provost and Vice President for Academic Affairs.
East Central University
Dissemination of the Administrative Policy

1. East Central University shall disseminate the Affirmative Action Compliance Statement internally as follows:
   a. Include in all faculty, staff and student handbooks.
   b. Conduct special meetings with vice presidents, deans, and supervisory personnel to explain intent of policy and each individual's responsibility for effective implementation.
   c. Discuss the policy thoroughly in employee orientation.
   c. Include nondiscrimination clauses and review all contractual provisions to ensure they are nondiscriminatory.
   e. Post the policy on institutional bulletin boards and the University website.
   f. Communicate to employees the existence of the institution's Affirmative Action Policy.
   g. Disseminate the Affirmative Action Compliance Statement within the institution with reference copies readily available to staff and students upon request.

2. East Central University shall disseminate the policy externally as follows:
   a. Incorporate the equal opportunity clause in all procurement, bid documents, leases, contracts, etc., covered by Executive Order 11246, as amended, and its implementing regulations.
   b. Disseminate affirmative action policies to secondary schools and other colleges, preferably in writing.
   c. Communicate to prospective employees the existence of the institution's affirmative action policy.
East Central University
Fixing Implementation Responsibility

The University President assumes primary responsibility for the implementation of this plan, and he has appointed the Employment Services Director as affirmative action compliance officer. In matters of affirmative action, the Employment Services Director reports directly to the President.

The compliance officer's identity appears on all internal and external communications concerning the affirmative action compliance program. The compliance officer’s responsibilities include but are not necessarily limited to:

1. Developing policy statements, affirmative action programs, and internal and external communication techniques.

2. Assisting in the identification of problem areas.

3. Assisting staff in arriving at solutions to problems.

4. Designing and implementing audit and reporting systems that will:
   a. Measure effectiveness of the University's programs.
   b. Indicate need for remedial action.
   c. Determine the degree to which the University's goals and objectives have been attained.

5. Serving as liaison between the University, the Board of Regents of the Regional University System of Oklahoma, the State Regents' office and enforcement agencies on matters of affirmative action compliance.

6. Keeping University administration informed of latest developments in the entire equal opportunity area.

7. Assistance in the identification of problem areas and establishment of goals and objectives at the division level.

8. Periodic audit of training programs, hiring and promotion patterns to remove impediments to the attainment of goals and objectives.

9. Regular discussions with faculty and staff to be certain the University's policies are being followed.

10. Review of the qualifications of all employees to ensure that minorities and women are given full opportunities for transfers and promotions.
11. Periodic audit to ensure that each location is in compliance in areas such as:
   a. Posters are properly displayed.
   b. All facilities, including housing, are in fact desegregated, both in policy and use. Facilities such as dormitories, locker rooms and rest rooms, must be comparable for both sexes.
   c. Minority and female employees are afforded a full opportunity and are encouraged to participate in all University sponsored educational training, recreational and social activities.

12. It shall be a responsibility of supervisors to take actions to prevent harassment of employees under our affirmative action program.

East Central University
Monitoring of Implementation Procedures

The compliance officer has responsibility for monitoring the hiring procedures as adopted under the original State Plan for Civil Rights Compliance. These procedures are outlined below:

I. The following hiring procedures have been established and monitored by the compliance officer at East Central University.

   A. Identify position (by vice president or supervisor)
      1. Title (set by vice president)
      2. Minimum qualifications (set by vice president)
         (a) Job description (set by vice president)
         (b) Education (requirements set by position)
         (c) Equivalent qualifications (set by vice president or supervisor)
      3. Establish salary range (determined by position)
      4. Conditions of employment (determined by position)

   B. Identify appropriate search procedures (determined by vice president or supervisor)
      1. Individual
      2. Committee
C. Recruitment of applicants
   1. Announcements (determined by vice president, supervisor, and compliance officer)
      (a) Internally (done by compliance officer)
      (b) Externally (done by compliance officer)
         - Placement Services of colleges and universities that pertain to opening
         - State Employment Service
   2. Advertising
      (a) Publications (determined by position to be filled)
      (b) Locally (local newspaper and group publications)
      (c) Regionally (done in major newspapers and professional publications)
      (d) Nationally (Chronicle of Higher Education, professional journals, and organizational newsletters)
      (e) Internet sites (Higheredjobs.com, EIMS and other relevant sites)
   3. Applicant pool with representatives of other race and other gender

D. Screen applications (done by committee, vice president or supervisor)
   1. Compare minimum qualifications to applicant's qualifications
   2. Identify applicants for interview
   3. Interview selected applicants
   4. Select best-qualified applicant

E. Reasons for selections and rejections (done by vice president or supervisor)
   1. Identify and record reasons for selecting the successful applicant
   2. Identify and record reasons for the rejection of all applicants not selected

F. Review and notification
   1. Review selections procedures to ascertain affirmative action compliance prior to actual appointment of applicant (done by compliance officer)
   2. Notify all applicants not selected that position has been filled.

II. Methods of monitoring by President and compliance officer

The compliance officer is notified of positions open at the University. After the position has been identified, the compliance officer will brief the vice president, or supervisor of the correct hiring procedures, and they shall be given a copy of the outline to follow. The compliance officer will monitor the procedure. If any problems arise, the compliance officer will then attempt to resolve the problem with the supervisor. If the problem cannot be resolved, the University President will be asked to take part. Before the final selection, the University President must approve proceedings based upon the recommendation of the vice president or supervisor.
East Central University
Measures and Programs to Attain Objectives

East Central University is committed to increasing the number of minority employees. In order to do this, East Central University has implemented the following measures:

Internal Upgrading of Minority Employees

Effort is made to increase the skill level of minority employees at East Central University. A number of specific opportunities are made available, including:

a. Full-time employees may receive a tuition waiver for credit classes on campus.

b. Leaves of absence are available for faculty wishing to pursue doctoral degrees.

c. Travel money is available to employees wishing to attend professional meetings, training seminars, or other programs to upgrade their skills.

d. Flexible class scheduling while working on advanced degree programs.

In addition to the measures discussed above, East Central University actively encourages supervisors at all levels to seek out qualified minority applicants for jobs. This includes maintaining contact with graduate programs at universities where minority students might be enrolled and contacting existing minority faculty to find out if they are aware of other minority faculty seeking employment.

East Central University
Meeting the Objectives

East Central University is committed to affirmative action objectives. Supervisors at all levels are encouraged to seek out minority applicants for all positions as they become available. Existing employees are encouraged to upgrade their skills. Full-time employees may take East Central University credit classes utilizing the University’s tuition waiver program. Short courses of special topics (technical software utilization, maintenance, etc.) are offered to employees in various areas of the University on approval of the immediate supervisor. Upon approval of the immediate supervisor, employees are given the opportunity to make-up time when they take credit classes during the normal work day. There is an emphasis on identifying minority students completing their degrees who might qualify for permanent employment.
East Central University  
Retrenchment Committee  

The President of East Central University established an ad hoc committee on retrenchment a number of years ago. This committee developed a retrenchment policy which is published in the Faculty Handbook. The retrenchment policy is consistent with the affirmative action statement that no discrimination on the grounds of race, color, national origin, gender, age, religion, disability, or status as a veteran are considering factors in retrenchment process.

Report on Plan Programs

East Central University participates in various plan programs which are pertinent to our institution and promote the objectives of Affirmative Action.

1. Counseling toward the Doctorate

The Graduate Dean takes responsibility for counseling students toward the doctorate. Master's degree programs exist in education, psychological services, and human services. Students in the programs are made aware of opportunities for doctoral study.

2. High School Recruitment Data Assistance

The Student Services Office coordinates the recruitment of high school seniors and utilizes the high school recruitment data provided by the Regents to target particular high schools in the region with significant minority populations.

3. Enhanced Cooperative Transfer Recruitment

The Office of Enrollment Management and the Transfer Enrollment Manager in the Academic Advising Center coordinate the recruiting of students at two year colleges, including minority students who are second semester sophomores to encourage their transfer to East Central University after completing their associate degrees.

4. Coordinated Professional School Recruitment

Professional schools are encouraged to recruit at East Central University including: University of Oklahoma's Law School and Health Sciences Center, Oklahoma State University College of Osteopathic Medicine, and Oklahoma State University College of Veterinary Medicine.

5. Environmental Research Apprenticeship Program (ERAP)

The purpose of the Environmental Research Apprenticeship Program (ERAP) is to provide East Central University minority students and students from other groups underrepresented in Environmental Science and related fields the opportunity to train with research technical monitors in a facility which focuses on environmental research.
6. McNair Scholars Program

The Oklahoma McNair Scholars Program addresses the need to prepare low income, first generation college students and minority students for doctoral study. The students served have declared majors in mathematics, computer science, biology, cartography, chemistry, environmental science, or physics.

7. Student Support Services

The sECUre Success Program provides supportive services to low income, first semester and physically disabled students to enhance their potential for successfully completing their college education program. Such services include specially designed workshops, tutoring, personal and career counseling, academic advisement and assistance in obtaining financial aid, and specialized assistance for the physically disabled.

8. Upward Bound Math/Science Center

The Upward Bound Math/Science Center is a federally funded program which serves low income, first generation high school students from specific target schools in the State of Oklahoma. The schools included in the target area are: Ada, Allen, Asher, Calvin, Mason, Maud, Maysville, Roff, and Wetumka. The purpose of the Upward Bound Math/Science Center is to motivate participants to excel in math and science course work while in high school, graduate, enroll in college, and earn a degree which is math or science oriented.

9. Upward Bound

The Upward Bound program at East Central University provides services for 110 eligible participants in eleven high schools located within a twelve-county area in south-central Oklahoma. The project is designed to generate in participants the skills and motivation necessary to complete a program of secondary education and to enter and succeed in a program of post-secondary education.

10. Educational Opportunity Center

The Educational Opportunity Center provides low-income adults, 19 years of age and above, with information about the following areas: educational and career opportunities, admissions requirements to post-secondary programs, available financial aid programs, and assistance with the preparation of admission and financial aid applications.

The Educational Opportunity Center promotes post-secondary education in communities with low-income populations and offers information and counseling on educational and career opportunities. Professional career and education counselors assist participants in applying to schools suited to career interests, identify grants and loans to help pay for educational expenses, and help applicant’s complete admissions and financial aid applications. Counselors provide information about the available post-secondary programs at local colleges, universities and vo-tech schools, including adult night courses and General Equivalent Degree testing programs.
11. Educational Talent Search

Educational Talent Search is an outreach program of information, educational guidance and counseling services, academic support and cultural activities for low-income, first generation students, in grades 7-12. The Talent Search program has been available at East Central University since 1973 and serves more than 1100 students per year in an 11 county service area.

Talent Search services are designed to improve retention rates, high school graduation rates, post-secondary enrollment rates and completion rates. In addition to educational counseling, Talent Search projects provide information about college admission requirements, scholarships, ACT preparation, tutoring resources and financial literacy. Students also receive help in completing and submitting admission and financial aid applications.

12. Veterans Upward Bound Program

The Veterans Upward Bound Program provides the veteran population of this area with information about the following areas: educational and career opportunities, admissions requirements to post-secondary programs, available financial aid, and assistance with the preparation of admission and financial aid applications.

The Veterans Upward Bound Program promotes post-secondary education in a thirteen-county target area and offers assessment and counseling on educational and career opportunities. Professional career and education counselors assist veteran participants in selecting and applying to schools suited to career interest, identify grants and loans to help fund educational expenses, and help applicant’s complete admissions and financial aid applications. Counselors provide information about the available post-secondary programs at local colleges, universities and vov-tech schools, including adult night courses, basic skills remediation classes, and General Equivalent Degree (GED) testing programs.

13. Veterans Workforce Investment Program

The Veterans Workforce Investment Program (VWIP) is a competitive grant program offered by the Veterans Employment and Training Service of the Department of Labor. VWIP funded programs are intended to meet the workforce investment needs of veterans, to perform outreach and public information activities to develop and promote employment and job training opportunities in the green job industry.
14. Robert Noyce Scholarship Program

The Robert Noyce Scholarship Program is funded from a grant from the U.S. National Science Foundation to provide scholarships, colloquia, master-mentor teachers, research opportunities and travel expenses to attend conferences for ECU students majoring in the Math Teacher Certification Option. The scholarship recipients commit to teach high school mathematics, for two years for each year of scholarship money received, in a high-need school district in the United States.

15. Native American Program

The Native American Academic Services (NAAS) provides programs and services to Native American students. The NAAS partners with tribal governments in an effort to better serve the students of East Central University. The program provides academic advisement and enrollment, retention efforts, scholarship assistance, referrals, student advocacy, liaison between the University and tribal programs, and cultural learning opportunities.
East Central University

Report on Multiculturalism Progress 2009 to 2011

East Central University has made a commitment to developing priorities and goals emphasizing awareness of human diversity and culture. One high priority is increasing minority student enrollment, retention and graduation. In a comparison of full-time undergraduate students from 2009 to 2011 Hispanic student enrollment increased 27 percent, Asian student enrollment increased 50 percent, and African American students increased 5 percent. While Native American student enrollment decreased 12 percent, the new category of two or more races increased significantly (159 percent); probably accounting for this change. Overall, minority student enrollment increased 15 percent from 2009 to 2011. For the purpose of this comparison minority students include nonresident aliens, Blacks, American Indians and Alaska native, Asians, Hispanics, race and ethnicity unknown, two or more races and native Hawaiians or other Pacific Islanders. The University’s current graduation rate is 31 percent. One contributing factor to these increases is that the University has been the recipient of grants providing services for minority students and students at risk.

I. Increase Minority Student Enrollment, Retention, and Graduation

1. Continued to recruit at high schools having a high percentage of minority students. Identified specific schools in larger cities and geographical minority areas within the state as prime recruitment areas.

2. Provided financial assistance and other services during the fifth year of study for minority students needing an additional semester or year of study to complete a degree program.

3. Continued recruiting minorities participating in special programs. Placed special emphasis on recruiting students participating in the National Achievement Scholarship Program for Outstanding Black Students, National Hispanic Scholar Awards Program and the Talent Roster of Outstanding Students from Two-year colleges.

4. Recruitment of minority students to enter the teaching field. Attended many career days at various area schools for recruiting minority students to enter the teaching profession.
Other Policies

East Central University maintains and actively promotes various policies and/or programs that are directly or indirectly related to the Affirmative Action Program. The policies and how they may be accessed are noted below. The Affirmative Action Program is included on the University’s website and on file in the Linscheid Library for reference. To obtain these policies or contact the Affirmative Action Officer:

Lynn Lofton, Employment Services Director
Room 160 Administration
(580) 559-5217
llofton@ecok.edu

Physical Disability Facilities Policy
East Central University

This policy is included in the East Central University Student Handbook, the University catalog and other publications and agreements.

Sexual Assault Policy
East Central University

This policy is included in the East Central University Student Handbook, the University catalog and other publications and agreements.

Sexual Harassment Policy and Grievance Procedure

This policy is included in the East Central University Faculty, Staff and Student Handbooks.