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**AFFIRMATIVE ACTION PLAN**  
**As of October 10, 2008**

**LOWER COLUMBIA COLLEGE**  
**Longview, Washington**

**Submitted May 2009 by:**

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It is the policy of Lower Columbia College to provide equal opportunity in all facets of education, hiring and continued employment regardless of sex, race, marital status, creed, color, age, national origin, sexual orientation, the presence of any sensory, mental or physical disability, Vietnam era or disabled veteran status, or religious preference.

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## INTRODUCTION

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Lower Columbia College has a longstanding commitment to maintaining an employment policy of nondiscrimination on the basis of characteristics that are not related to the ability of an individual to perform a job. With this Affirmative Action Plan, the College renews its commitment to providing an affirmative action program that recruits and promotes into employment people of color, persons with disabilities, women, persons over the age of 40, and disabled and Vietnam-era veterans. Each year, during the ceremonies that formalize the opening of the school year, the College President declares the college's commitment to the affirmative action policy and plan. The Affirmative Action Policy is renewed and signed each year, and the policy statement on Sexual Harassment is included in the Student Handbook, the college Catalog, and in the college website. Employees are trained and encouraged to respond effectively and promptly to sexual harassment concerns.

This Affirmative Action Plan for Lower Columbia College represents a snapshot of our workforce as of October 10, 2008.

## **A. Total Workforce Profile Roll-up**

The following page reflects the workforce utilization at Lower Columbia College on the census date of October 10, 2008. The first chart reflects and summarizes utilization for the total workforce.

Compared to the October 2004 data for Lower Columbia College, LCC has:

- Two fewer employees
- A higher number and percentage of women
- A higher number and percentage of people of color
- A higher number and percentage of African American employees
- Fewer Hispanic employees
- Fewer Asian/Pacific-Island employees
- Fewer Disabled Veterans
- Fewer 40 and Over employees

**1) Total Workforce Profile Roll-Up**

Year	Total	Women		Total POC*		African American		Hispanic		Asian Pac. Isl.	
		#	%	#	%	#	%	#	%	#	%
2008	279	186	66.67%	20	7.17%	2	0.72%	10	3.58%	5	1.79%

Native American		Persons. With Disabilities.		Disabled Veteran.		Vietnam Veteran		40 and Over*	
#	%	#	%	#	%	#	%	#	%
3	1.08%	6	2.15%	2	0.72%	9	3.23%	221	79.21%

## **B. Utilization and Goals Report**

The following pages reflect, by job group, for each affirmative action affected group, the current utilization number and percent, the availability percent, whether or not a goal has been established, and the goal percent in those instances where the current utilization percent is less than the availability percent.

**Job Group 10: Administrators**

**2) Utilization and Goals Report**

Job Group - Officials & Administrators		Women	Total POC*	African American	Hispanic	Asian Pacific Islander	Native American	Pers. With Disb.	Disb. Vet.	Vietnam Vet.	40 and Over*
1	TOTAL										
Current Utilization #	31	19	3	1	1	0	1	0	1	3	29
Current Utilization %		61.29%	9.68%	3.23%	3.23%	0.00%	3.23%	0.00%	3.23%	9.68%	93.55%
Availability %		39.60%	12.80%	2.30%	3.30%	5.50%	1.70%	5.70%	1.10%	7.80%	
Goals Set (Y/N)		N	Y 12.80%	N	N	Y 5.50%	N	Y 5.70%	N	N	N

Job Group - Professionals (Faculty)		Women	Total POC*	African American	Hispanic	Asian Pacific Islander	Native American	Pers. With Disb.	Disb. Vet.	Vietnam Vet.	40 and Over*
2	TOTAL										
Current Utilization #	79	33	5	1	3	1	0	3	0	4	69
Current Utilization %		41.77%	6.33%	1.27%	3.80%	1.27%	0.00%	3.80%	0.00%	5.06%	87.34%
Availability %		50.60%	14.80%	2.50%	2.90%	7.80%	1.60%	5.20%	1.10%	5.90%	
Goals Set (Y/N)		Y 50.60%	Y 14.80%	Y 2.5%	N	Y 7.80%	Y 1.60%	Y 5.20%	Y 1.1%	Y 5.90%	N

Job Group - Administrative Support		Women	Total POC*	African American	Hispanic	Asian Pacific Islander	Native American	Pers. With Disb.	Disb. Vet	Vietnam Vet.	40 and Over*
5	TOTAL										
Current Utilization #	135	122	11	0	5	4	2	1	0	2	96
Current Utilization %		90.37%	8.15%	0.00%	3.70%	2.96%	1.48%	0.74%	0.00%	1.48%	71.11%
Availability %		68.20%	16.90%	3.50%	4.80%	6.40%	2.20%	7.00%	1.10%	3.90%	
Goals Set (Y/N)		N	Y 16.90%	Y 3.50%	N	Y 6.40%	Y 2.20%	Y 7.00%	Y 1.10%	Y 3.90%	N

Job Group - Skilled Crafts		Women	Total POC*	African American	Hispanic	Asian Pacific Islander	Native American	Pers. With Disb.	Disb. Vet	Vietnam Vet.	40 and Over*
6	TOTAL										
Current Utilization #	3	1	0	0	0	0	0	0	0	0	2
Current Utilization %		33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	66.67%
Availability %		7.30%	15.40%	2.40%	5.70%	4.70%	2.60%	8.40%	1.10%	11.70%	
Goals Set (Y/N)		N	Y 15.40%	Y 2.40%	Y 5.70%	Y 4.70%	Y 2.60%	Y 8.40%	Y 1.10%	Y 11.70%	N



Job Group - Service maintenance		Women	Total POC*	African American	Hispanic	Asian Pacific Islander	Native American	Pers. With Disb.	Disb. Vet	Vietnam Vet.	40 and Over*
7	TOTAL										
Current Utilization #	31	11	1	0	1	0	0	2	1	0	25
Current Utilization %		35.48%	3.23%	0.00%	3.23%	0.00%	0.00%	6.45%	3.23%	0.00%	80.65%
Availability %		42.50%	27.90%	4.10%	12.80%	7.90%	3.10%	9.30%	1.10%	5.20%	
Goals Set (Y/N)		Y 42.50%	Y 27.90%	Y 4.10%	Y 12.80%	Y 7.90%	Y 3.10%	Y 9.30%	N	Y 5.20%	N

Note: No goal is set for underutilization of less than .5 person.

### **C. Strategies Planned to Address Underutilization**

Lower Columbia College, along with all of state government in Washington, is in the midst of budget cuts, hiring freezes, layoffs, and poor economic forecasts, while at the same time serving record numbers of students. This year, LCC has taken a ten-plus percent budget cut, and enrollment is up by thirty-two percent over last year at this time. At the same time, we are concerned about equity and affirmative action. Underutilization will be addressed in the following ways:

- A. Long-term efforts are in process to encourage students of color to pursue appropriate education to become staff of color. We have had some success in this area already.
- B. Lower Columbia College will conduct systematic and direct recruitment by building relationships with sources of potential people of color candidates that would likely yield qualified candidates. This includes advertising in appropriate professional publications, in newsletters aimed at specific ethnic/racial groups, and in publications of professional organizations for persons of color, as well as creating a two-way channel of communication with ethnic or racial minority groups and professional organizations for referral purposes. Some of our best staff recruiting is done by the staff in our Human Resources Office, as they encourage candidates through the process and let them know that LCC is a welcoming environment for all.
- C. Screening committees and hiring officials will make every effort to include among the applicants a diversity of candidates. After review of application packets, screening committees assisted by the Director of Human Resources will ensure that applicants of color and applicants with disabilities are treated the same as all other candidates.
- D. Lower Columbia College maintains a strong supportive environment for female employees; currently three of the four top leadership positions at the college are females, leading each of the three major administrative divisions. Their power and presence provides a strong supportive environment for females.
- E. We will continue to build relationships with local agencies that serve individuals of color, including the K-12 districts, Ethnic Support Council, churches that serve populations of color, WorkSource, etc.
- F. When feasible, search committees should include members of the campus community who are of color so that candidates see that there are staff/faculty who represent diversity.
- G. Outreach to students of color attending high schools in our district will be improved and enhanced. Efforts will focus on getting students to participate in on-campus educational events coupled with information about the value of higher education to achieve a secure and pleasant future.
- H. We will send position announcements to organizations that serve persons with disabilities.

- I. Lower Columbia College is seeing increased numbers of students of color. We have made important leadership and educational changes in the English as a Second Language program. We have an active Multicultural Student Club that has blossomed under the advisorship of one of our Educational Planners. We intentionally hire students of color to work in key Student Services areas to create a comfortable and welcoming environment for students of color.
- J. Lower Columbia College is a key partner in a grant designed to recruit and serve veterans into high-demand occupations, which will allow us to expand services to veterans. During the fall of 2008, an expert in serving veterans returning after service in combat theaters spoke to college staff; the presentation was popular and was made available electronically to those unable to attend in person.
- K. Lower Columbia College has instituted a Parent Opportunity Program with Headstart to encourage Headstart parents, who are a very ethnically diverse group, to begin and complete education at LCC. Class funding is provided.

**D. Response to Previous GAAPCOM Recommendations**

No GAAPCOM recommendations at this time.

**E. Supporting Documentation requested by the DOPRep and/or GAAPCOMRep.**

None requested at this time.