

UNIVERSITY OF ARKANSAS AT MONTICELLO
COLLEGE OF TECHNOLOGY-CROSSETT
COLLEGE OF TECHNOLOGY-MCGEHEE

AFFIRMATIVE ACTION PLAN

Revised May 20, 2009

The University of Arkansas at Monticello is committed to the policy of providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class.

Inquiries concerning the applications of federal and state laws and regulations regarding discrimination should be directed to the Affirmative Action Officer, Babin Business Center Room 205-C, UAM, phone 870-460-1522.

I. Purpose and Intent of the Affirmative Action Plan

The purpose of the Affirmative Action Plan is to affirm and to communicate the University's program of positive action to preclude discrimination in educational and employment opportunities at the University on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class.

The University is committed to maintaining diversity of its faculty, staff, and student enrollment. In 1973, this institution adopted an affirmative action plan to recruit minority students and personnel. This plan has been communicated to the campuses and has been periodically reviewed and revised by the Executive Council. The members of the Executive Council are listed in Attachment A of this Plan. Objectives, strategies, and initiatives of the Minority Retention Plan supplements the purpose and intent of the Affirmative Action Plan.

II. Plan Administration

A. Responsibilities

To assure the coordination and application of the Affirmative Action Plan of the University of Arkansas at Monticello, the Executive Council is the delegated authority by the Chancellor to implement the procedures and actions described in this plan and to monitor and report as to its progress. The Executive Council is composed of the Chancellor, the Provost, Vice Chancellor for Finance and Administration, Vice Chancellor for Student Affairs, Vice Chancellor for University Advancement, Vice Chancellor

College of Technology-Crossett, and Vice Chancellor College of Technology-McGehee. The current Affirmative Action Officer for the University of Arkansas at Monticello is listed in Attachment A of this Plan.

The Office of the Vice Chancellor for Student Affairs has been designated to coordinate efforts to comply with all federal and state laws and regulations applicable to qualified disabled individuals. The current Vice Chancellor for Student Affairs is also listed in Attachment A of this Plan.

Through the joint and/or separate actions of the Executive Council, other officers of the University are involved in the process. Ultimately, all supervisors and all academic officers are responsible for supporting and following the Affirmative Action Plan.

B. Human Relations Committee

To ensure continuing evaluation and review of the Affirmative Action Plan, an advisory committee on affirmative action has been established. This committee has been named the Human Relations Committee and has functioned since 1980. This committee, which is appointed by the Chancellor, is diverse in composition and includes students, academic employees, and non-academic employees. The Affirmative Action Officer serves as chairperson of this committee. The committee is charged with the following responsibilities: (a) participate in the review and evaluation of the Affirmative Action Plan; (b) assist in the implementation of the Plan; and (c) identify any problem areas in the Plan's implementation and recommend alternative solutions.

C. Plan Communication

Communication of the University's Equal Employment Opportunity (EEO) policy and of the Student Recruitment Plan is an essential part of the University's Affirmative Action Plan. Internal and external knowledge of the University's policy of non-discrimination is critical to its effective implementation. The following measures have been included as affirmative actions:

1. An annual memorandum in the spring semester from the Chancellor to the University reaffirming the Affirmative Action Plan of the University will be circulated to all academic and non-academic unit heads.
2. All supervisory personnel and personnel involved in student recruitment and related processes will be advised of the

Affirmative Action Plan in writing and in meetings at least once a year.

3. All University publications will include the University's statement on affirmative action.
4. All standard University publications will include the following non-discrimination statement: The University of Arkansas at Monticello is firmly committed to complying with all applicable federal, state and local laws, and regulations, which provide educational and employment opportunities to all persons, regardless of their economic or social status. The University will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class.
5. All position announcements will include the phrase "UAM is an Affirmative Action/ Equal Opportunity Employer" AA/EOE.
6. All orientation sessions for new faculty and new staff will include in the agenda a statement and explanation of the University's policy regarding affirmative action.
7. These communication procedures will be evaluated periodically to determine their adequacy in disseminating information about the Affirmative Action Plan of the University of Arkansas at Monticello and in encouraging positive attitudes and active support for the plan.

D. Monitoring and Reporting Systems

To ensure (a) that the affirmative actions of this Plan are being taken, (b) that there is continuing evaluation and review of the Affirmative Action Plan, and (c) that there is accurate and comprehensive student, personnel, and employment data available to enable evaluation-review of the program, the following structures and procedures have been developed.

To ensure affirmative actions are being taken, a copy of all correspondence—internal and external—relating directly to affirmative action matters will be forwarded to the Affirmative Action Officer. These copies will be maintained in files for use in validating the University's implementation of its Affirmative Action Plan and compliance with federal and state laws, executive orders, and other EEO rules and regulations.

To ensure that there is accurate and comprehensive student, personnel, and employment data available to enable evaluation/review of the program, a number of procedures will be used. These include inspections of physical facilities, monitoring of student recruitment and activities, and continued scrutiny of employment practices. All of these measures are described further in this document.

E. Physical Facilities and Activities

Under the direction of the Vice Chancellor for Student Affairs, periodic inspections of all physical facilities will be conducted by the Coordinator of Special Student Services to ensure non-discrimination in the area of accessibility for disabled individuals.

All institutional activities available to students and personnel in general will be monitored by the supervisors of these activities to ensure non-discrimination. These activities include, but are not limited to, ticket purchases for athletic events, concerts, and lectures; participation in the credit union; health services; and any programs and/or facilities receiving University support.

Any problems revealed in the areas of physical facilities and activities will be reported to the individuals responsible for the management of these facilities and/or activities and will be made a matter of record and brought to the attention of those responsible for evaluating and implementing affirmative action at the University.

III. Affirmative Action in the Recruitment and Retention of Students

As an institution of higher education and in accord with its policy of equal employment opportunity, the University hereby declares its policy of equal educational opportunity. All applicants for admission will be considered solely on the basis of individual qualifications. All available student scholarships, grants, loans, and job opportunities will be distributed without regard to an applicant's race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class.

This policy is noted in all student handbooks, and the complaint or grievance of any student or prospective student who has reason to feel he/she has been affected by discrimination will be considered through appropriate procedures.

In assuring equal educational opportunity, the University of Arkansas at Monticello will pursue the following objectives:

- A. The University will continue efforts to eliminate any disparity between African-American, other minorities, and Caucasian students entering as

first-time enrollees at this institution by utilizing its Office of Admissions, which has responsibilities for the recruitment of students. The Office of Admissions will continue to revise and intensify the recruitment program to assure equal educational opportunities for all students. It is the intent of the recruitment program to include the following:

1. A professional staff that is committed to maintaining diversity of the student enrollment.
 2. Regular contact with organizations and groups, African-American and other minority leadership, and high school personnel to identify prospective minority students. Also, potential transfer students are included.
 3. African-American and other minority representation in the Student Ambassador program and professional staff in the Office of Admissions.
 4. African-American and other minorities shall have student worker opportunities on all campuses.
- B. The Director of Admissions will coordinate high school visits for the institution and, where possible, will utilize diverse recruitment teams composed of professional staff and students.
- C. All brochures for the campus will be reviewed by unit/department supervisors to ensure that they reflect a diverse population in photographs and graphics. Before brochures and other public documents are printed, they must be approved by the Affirmative Action Officer. Advertisements and promotions (written and broadcast) and videos will have diverse representation.
- D. A diverse Student Recruitment Committee will be appointed by the Chancellor at Monticello, Crossett, and McGehee. The membership of these committees will include faculty, professional staff, and students. There will be at least one minority faculty or staff member on the committee and one minority student member. These committees will meet at least once each semester and will have as a primary duty to review the student recruitment program for the institution. The Monticello committee will also include in its membership all professional staff members in the Office of Admissions. The Director of Admissions shall serve as the chairperson of the Monticello committee. The chairperson of this committee in Crossett and McGehee will be appointed by the supervising Vice Chancellor.

- E. The University campuses will continue to provide student development services that will include academic support as well as career and personal counseling. These services will assist in the retention and development of students. At particular risk are those students who are first generation college students, who are low income, and/or who are disabled. Specifically, the services will provide the following activities for minority students:
1. Coordinating placement with academic units and making referrals to the Office of Financial Aid and other resources such as the UAM Writing Center and academic advisors.
 2. Counseling of minority students to attend graduate and professional schools.
 3. Inviting students who complete a withdrawal form to visit with a student development services professional who may be able to assist the student in resolving problems.
- F. The institution will continue offering remedial programs to better prepare students who are academically deficient. In addition, services are available to assist any student who is in academic difficulty. Tutors are provided for all general education courses and for a limited number of upper-level courses.
- G. The institution will continue programs with area high schools to bring economically and educationally disadvantaged students to the campus on a weekly basis and for an extended program during the summer. These programs enable a large number of minority students to experience the opportunities of post secondary education and to provide basic skill instruction that will better prepare the minority student for admission to institutions of higher education. These programs are totally dependent upon federal grants, and these grants must be maintained in order for the programs to continue.
- H. The institution will continue to expand the mobility of minority students between two- and four-year institutions through the following activities:
1. An active recruitment program with two-year institutions will be continued.
 2. The Office of Academic Affairs will continue to study and implement cooperative programs with two-year and vocational institutions. These programs encourage the acquisition of associate degrees and lay the groundwork for the transfer of these students to the University for additional skills or degrees.

- I. The Office of Financial Aid will continue to review each student aid request on a case-by-case basis. Financial aid will continue to be awarded according to stated objective criteria; no financial aid will be awarded on any arbitrary basis such as race, color, gender, creed, disability, age, veteran status, or any legally protected class. There will continue to be an annual review of student financial aid resources. Awards of all aid, including institutional scholarships, will be categorized by ethnicity and gender. Copies of the annual review are forwarded to the Office of Civil Rights and to the UAM Human Relations Office.
 - J. Student development services continue to acquaint minority students with the GRE Minority Student Listing and other available opportunities and encourage minority participants. Participation in the GRE Minority Student Listing gives minority students a chance to acquire financial aid to attend graduate school.
 - K. The institution will continue promotion of an educational and social atmosphere that will be conducive to the educational, social, and psychological well-being of all students and will encourage minority students to become equal partners in all institutional activities and programs. This objective will be enhanced through the following activities:
 1. Support will be given to special programs such as Black History Month, special speaker series, and dances/concerts with minority entertainers.
 2. The Student Activities Board will fund events which will be of special interest to minority students.
 3. The Vice Chancellor for Student Affairs will file an annual report with the Affirmative Action Officer that will indicate the activities completed that were of special interest to minority students and the participation of minority students in campus activities and organizations. This report will be submitted by June 1 of each year.
- IV. Affirmative Action in the Employment of Personnel

UAM positively reaffirms its policy of equal employment opportunity. The University is expressly committed to a program of affirmative action in maintaining and promoting non-discrimination in all aspects of recruitment, retention, and employment of individuals at all levels and throughout the University. It is the specific intent of the University Administration to recruit, hire, and promote all faculty and staff without regard to race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any

legally protected class. The decision to employ any individual will be based upon that individual's qualifications, merit, and professional ability. All personnel actions within the institution are guided by a set of written procedures that are available to all employees. Such specific policies are contained in a campus document named the UAM Operating Procedures Manual. A copy of the specific policies related to affirmative action is found in the Appendix attached to this Plan.

While University employees and applicants for employment are to be protected from discrimination in all aspects of employment, it is not feasible to address the entire range of personnel actions in this Plan. Personnel policies and procedures are established by federal and state laws and the University policies and procedures for the purpose of regularizing all elements of personnel practice so as to preclude discrimination.

In assuring equal employment opportunity, the University of Arkansas at Monticello will pursue the following objectives:

- A. The University will recruit and employ classified and non-classified minority employees. Race, color, religion, creed, gender, ethnic or national origin, disability, age, veteran status, or any legally protected class will not be factors in determining duty assignments, financial remuneration, or institutional benefits.
- B. The University will continue to recruit minorities through broad-based public advertising and through announcements to predominately African-American colleges and universities.
- C. Advertising, recruiting, and monitoring of all vacancies and positions will be processed through the Human Relations Office, which is headed by the Affirmative Action Officer.
- D. Efforts will be made to assist minority employees to achieve academic credentials and/or specific technical skills necessary for promotion at the University.
- E. The University staff and faculty will assist new employees when possible in securing non-discriminatory housing. All staff housing owned by the University will be administered by stated policies to ensure non-discrimination.
- F. The University will assist employees through the Human Relations Office in identifying appropriate agencies to help them determine their rights and recourse should an instance of housing discrimination occur.

V. Reports and Review

The purpose of this plan is to demonstrate the University’s commitment to equal employment opportunity and equal educational opportunity, and to establish the means most suited to insuring the fulfillment of that commitment. While this plan addresses the most critical issues of affirmative action at the University, it cannot be considered final. This plan will require periodic review and evaluation to provide needed improvements or changes.

The Affirmative Action Officer will prepare a report to the Arkansas Legislative Council as required detailing the categories of employees by ethnicity. The report will also include a brief recital of affirmative action employment efforts during the preceding period.

VI. Timetable

Spring
Semester

An annual memorandum from the Chancellor to the University reaffirming the Affirmative Action Plan of the University will be circulated to all academic and non-academic unit heads.

June

The Vice Chancellor for Student Affairs will file an annual report with the Affirmative Action Officer that will indicate the activities completed that were of special interest to minority students and the participation of minority students in campus activities and organizations.

The Affirmative Action Officer will prepare a report to the Arkansas Legislative Council detailing the categories of employees by ethnicity and reciting affirmative action employment efforts during the reporting period.

August

All orientation sessions for new faculty and new staff will include in the agenda a statement and explanation of the University’s policy regarding affirmative action.

The members of the Human Relations Committee will be appointed by the Chancellor.

The members of the Student Recruitment Committee will be appointed by the Chancellor.

November

The Office of Financial Aid will conduct an annual review of student financial aid resources.

Periodically The Executive Council will review and revise the Affirmative Action Plan.

The Coordinator of Special Student Services will make inspections of all physical facilities to ensure non-discrimination in the area of accessibility for disabled students.

All supervisory personnel and personnel involved in student recruitment and related processes will be advised of the Affirmative Action Plan in writing and in meetings at least once a year.

Continually Supervisors of institutional activities available to students and personnel in general will monitor these activities to ensure non-discrimination.

The Human Relations Committee will also continue to review, plan, and monitor activities and make recommendations to the Executive Council.

All brochures for the campus will be reviewed by unit/department supervisors to ensure that they reflect a diverse population in photographs and graphics.

Attachment A

UNIVERSITY OF ARKANSAS AT MONTICELLO
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 COLLEGE OF TECHNOLOGY-MCGEHEE

AFFIRMATIVE ACTION PLAN

Revised October 16, 2008-Draft

Executive Council Members:

Chancellor	Dr. Jack Lassiter lassiter@uamont.edu	870-460-1020
Provost and Vice Chancellor for Academic Affairs	Mr. David Ray ray@uamont.edu	870-460-1032
Vice Chancellor for Finance & Administration	Mr. Jay Jones jonesj@uamont.edu	870-460-1022
Vice Chancellor for Student Services and University Relations	Dr. Clay Brown browncl@uamont.edu	870-460-1053
Vice Chancellor for College of Technology- Crossett	Ms. Linda Rushing rushingl@uamont.edu	870-364-6414
Vice Chancellor for College of Technology- McGehee	Mr. Bob Ware wareb@uamont.edu	870-222-5360
Affirmative Action Office	Lathan C. Hairston hairston@uamont.edu	870-460-1522
Coordinator of Special Student Services	Ms. Mary Whiting whitingm@uamont.edu	870-460-1026
Student Recruitment Committee	Monticello Crossett McGehee	

Human Relations Committee

Dr. Michael Alexander, Faculty
Ms. Lanee Dunlap, Non-Classified
Mr. Lathan C. Hairston, Non-Classified
Mr. Charles Rocconi, Non-Classified
Ms. Brooke Rodgers, Classified
Dr. Jamie Schuler, Faculty
Ms. Linda Tucker, Faculty
Student Representative