

BUNKER HILL COMMUNITY COLLEGE

AFFIRMATIVE ACTION PLAN

PLAN YEAR

2000-2002

January 2000

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE

PREFACE

The form of this Plan is as required by Revised Order No. 4. This Plan is effective from January 1, 2000 through December 31, 2002.

Definition

An affirmative action program is a set of specific and result-oriented procedures to which a contractor commits itself to apply every good faith effort. The objective of such procedures is equal employment opportunity. Procedures without effort to make them work are meaningless; and effort, undirected by specific and meaningful procedures, is inadequate. An acceptable affirmative action program must include an analysis of areas within which the contractor is deficient in the utilization of minority groups and women, and further, goals and timetables to which the contractor's good faith efforts must be directed to correct the deficiencies and, thus to increase materially the utilization of minorities and women, at all levels and in all segments of its work force where deficiencies exist.

U. S. Department of Labor
Office of Federal Contract Compliance
Revised Order No. 4

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
ADMINISTRATIVE INFORMATION

Bunker Hill Community College
250 New Rutherford Avenue
Boston, MA 02129-2925

Mary L. Fifield, President

Pelonomi K. Khumoetsile-Taylor, Director of Diversity and Inclusion
Affirmative Action Officer

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
ENDORSEMENT

This Affirmative Action Plan has been reviewed and endorsed by:

Mary L. Fifield, Ph.D.
Bunker Hill Community College President

Pelonomi K. Khumoetsile-Taylor, Director of Diversity and Inclusion
Affirmative Action Plan Administrator

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

TABLE OF CONTENTS

SECTION

1. DESCRIPTION OF COLLEGE
2. POLICY
3. REAFFIRMATION OF POLICY
4. PRESIDENT S STATEMENT
5. DESSEMINATION OF POLICY (INTERNALLY & EXTERNALLY)
6. RESPONSIBILITY FOR IMPLEMENTATION
7. DEVELOPMENT AND EXECUTION OF PROGRAMS
8. INTERNAL AUDIT AND REPORTING SYSTEM
9. SEX DISCRIMINATION GUIDELINES
10. AGE AND DISABILITY DISCRIMINATION GUIDELINES
11. COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN GUIDELINES
12. CONSIDERATION OF MINORITIES AND WOMEN NOT CURRENTLY IN THE
WORK FORCE
13. IDENTIFICATION OF AREAS OF CONCERN
14. DETERMINATION WITH RESPECT TO AN AFFECTED CLASS
15. ACCOMPLISHMENTS OF THE PAST YEAR
16. AREA AND COMMUNITY ACTION PROGRAMS
17. JOB TITLES AND JOB GROUPS
18. WORK FORCE/JOB GROUP ANALYSIS
19. AVAILABILITY COMPUTATION
20. UTILIZATION ANALYSIS
21. SUMMARY OF UTILIZATION
22. GOALS

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 1

GENERAL INFORMATION

Bunker Hill Community College is a comprehensive, two-year education institution located in Boston's historic Charlestown. With its Chelsea campus, Bunker Hill Community College serves the Commonwealth of Massachusetts as its third largest community college, gaining international recognition for its creative and innovative approach to learning.

Founded in 1973, Bunker Hill Community College offers eighty associate degree and certificate programs, providing high-quality, affordable education to approximately 6,500 day and evening students in Greater Boston. The college offers a wide variety of programs to meet the needs of those who come to learn, whether it is a student who wants to transfer to a four-year college or university, someone who is preparing for immediate employment, or a person studying at the college level for career advancement or personal enrichment.

The college is next to the Community College subway station on the MBTA Orange Line which provides quick and convenient transportation to downtown Boston and neighboring suburbs. The campus is also easily reached by several of the city's major highways.

Facilities

Bunker Hill Community College's Charlestown campus consists of five connecting buildings encompassing over 400,000 square feet. Tennis courts and playing fields are available; an athletic facility is included in future construction plans. The entire campus is accessible to individuals with disabilities and includes:

Building A - A 400-seat auditorium/lecture hall.

The Harold E. Shively Administration Building (Building B) — General classrooms, laboratories, administrative offices, art gallery, main lobby (around which are located Enrollment Services, Financial Aid, Admission, Academic Records and Bursar's Offices), faculty offices, Counseling, Health Services.

Building C — Student lounge, 200-seat lecture hall, faculty/staff lounge, and academic divisional offices.

Building D — Student lounge, classrooms, laboratories, faculty offices, computer center and administrative offices.

Building E — Library, Bookstore, Cafeteria, Center for Self-Directed Learning, The Multi-Assistance Center, Culinary Arts laboratory/kitchen, The Institute for Corporate and Community Development, Child focus Center, Alumni Affairs, Facilities Management, Audio-Visual Department, Television Studios, The Student Newspaper The Third Rail , Central Receiving, Central Services and Mail and Supply Room.

The Chelsea Campus

The Bunker Hill Community College Chelsea campus was established in 1987 and plays a key role in the social and economic development of the greater Chelsea area. The primary goal for development of the campus was to provide the opportunity for higher education and job training to residents of Chelsea, Revere, East Boston, Malden and Winthrop. In January 1998, the Chelsea campus moved to its new location in Bellingham Square. The beautiful, new state-of-the-art, three-story facility has allowed the college to expand its courses and programs. Comprehensive student services are provided to students who enroll at the Chelsea campus. Prospective students may come directly to the Chelsea campus to apply to the college and to complete the enrollment process.

The Chelsea campus is conveniently located at 175 Hawthorne Street, Bellingham Square, in Chelsea. The campus is easily accessible: a bus stop is located directly outside the front door. Shuttle service is provided from the Charlestown campus to the Chelsea campus, for the convenience of students who enroll at both campuses.

The new Chelsea campus features two computerized classrooms, an Academic Computing Center, a Health Skills Laboratory, Science Laboratory, Multi-Assistance Center/Library, a Distance Learning Room, Student Lounge, Community Room, and additional classroom space. Plans are to have a drop in day care center available during the 1998-99 academic year. As a member in the Massachusetts Consortium for Distance Education, BHCC's Chelsea campus can transmit and receive two-way, fully interactive instruction from member colleges via television. The consortium includes the University of Massachusetts at Lowell, Middlesex Community College, North Shore Community College and Northern Essex Community College, along with the Bunker Hill Community College Charlestown campus.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 2

POLICY

Bunker Hill Community College will make every effort to maintain an employment program that will ensure equal opportunities for people of color and women at all levels of work. This will be accomplished by identifying and analyzing problem areas in recruiting, hiring, upgrading, training, and promoting people of color and women, with the objective of implementing corrective measures where problem areas exist.

Furthermore, Bunker Hill Community College seeks to provide equal employment opportunity to all people without regard to race, color, gender, religion, political affiliation or belief, age, national origin, ancestry, non-job-related disabilities, place of birth, General Education Development Certification (GED), marital status, sexual orientation or veteran status and to ensure this practice of nondiscrimination is applied to every aspect of its activities.

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE

SECTION 3

REAFFIRMATION OF POLICY

1. Bunker Hill Community College s Equal Employment Opportunity (EEO) Policy positively states its President s attitude on the subject matter and designates, specifically, that equal opportunity will be provided in areas of recruiting, hiring, upgrading, training, and promoting.
2. The Policy states that decisions on employment will be based on the principles of Equal Employment Opportunity.
3. Decisions concerning promotions will be based on valid requirements for promotional opportunities.
4. All personnel actions relating to compensation, benefits, transfers, layoffs, training programs, tuition assistance, and social and recreation programs will be administered without regard to race, color, religion, gender, political affiliation or belief, age, national origin, ancestry, non-job-related disabilities, place of birth, General Education Development Certification (GED), marital status, sexual orientation, or veteran status.
5. Bunker Hill Community College has established a program to support local community action programs that aid in employment of people of color and women, which includes encouragement of employee participation in such programs and College participation in program activities.

6. Bunker Hill Community College has established a program to increase its efforts in considering people of color and women who have the requisite skills and are not currently in the work force, which includes contacting professional organizations (operated by people of color and women) using employment services, and recruiting high school and vocational school trainees, as well as graduates not in the work force.

7. Bunker Hill Community College subscribes wholeheartedly to its EEO Policy and will make every effort to carry out the provisions as stated herein.

AFFIRMATIVE ACTION PLAN

STATEMENT OF COLLEGE POLICY

SECTION 4

EQUAL EMPLOYMENT OPPORTUNITY

TO: BUNKER HILL COMMUNITY COLLEGE EMPLOYEES

Bunker Hill Community College follows a policy of nondiscrimination in every facet of its operations. We are committed to the principles of nondiscrimination and equal employment opportunity, not only because it is good business but also to maximize the only ethical and effective way of accomplishing Bunker Hill Community College's mission.

The official implementation of our Equal Employment Opportunity Policy is the Affirmative Action Plan. In the Plan, we mandate that each person at Bunker Hill Community College who is responsible for supervising, recruiting, hiring, and promoting must (1) conscientiously carry out that responsibility without regard of race, color, religion, political affiliation or belief, age, gender, national origin, ancestry, non-job-related disabilities, place of birth, General Education Development Certification (GED), marital status, sexual orientation, or veteran status, (2) base all employment status decisions with the object in mind to further the principles of Equal Employment Opportunity and Bunker Hill Community College's commitment to diversity and multi-cultural initiatives, (3) base all employment status decisions on valid, non-biased requirements, and (4) ensure all personnel actions will be administered in the same spirit as the Equal Employment Opportunity Policy.

We are further committed to being an Equal Opportunity Employer by our status as a Federal Government contractor and by numerous federal, state, and city laws on fair employment practices. To maintain this status, it is imperative that each and every employee supports our Plan and the college with both the spirit and the letter of the law and the official college policy.

Mary L. Fifield, Ph.D.
President

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE

SECTION 5

DISSEMINATION OF POLICY

INTERNALLY

Bunker Hill Community College's EEO Policy is disseminated internally as follows:

1. The EEO Policy is included in the college catalog and Policy and Procedures Manual and will be reviewed with each employee at the time of hire. The President's statement on Equal Employment Opportunity is posted for review by employees and applicants for employment. A copy of the Policy and the President's statement will be provided to new employees during their orientation.
2. Information concerning the hiring and promoting of people of color and women employees at Bunker Hill Community College will be published annually. Items of particular significance are announced during regular staff meetings.
3. The EEO Policy will be reaffirmed annually. The administration will disseminate the Policy annually to reemphasize its importance.
4. The Affirmative Action Officer maintains contact with administrators and supervisors to ensure that personnel actions are in compliance with the college's EEO Policy.
5. Informal postings, the Faculty/Staff Newsletter and the college's computer network contain statements of the EEO Policy, as well as information on people of color and women.

EXTERNALLY

Bunker Hill Community College's EEO Policy is disseminated externally as follows:

1. All recruiting sources are informed, in writing, of the EEO Policy.
2. Employment applications notify all prospective employees of the EEO Policy. All recruitment advertising states Women, people of color, individuals with disabilities and others are strongly encouraged to apply.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 6

RESPONSIBILITY FOR IMPLEMENTATION

The President has assigned overall responsibility for Bunker Hill Community College's Equal Employment Opportunity Policy/Affirmative Action Program to the Director of Diversity and Inclusion, who serves as the college's Affirmative Action Officer, who is responsible for developing local requirements and goals set forth under the Affirmative Action Program and to develop and implement an Affirmative Action Plan (AAP).

Responsibilities of the Affirmative Action Officer shall include the following:

1. Arriving at solutions to problems identified through the periodic review of reported data, employee complaints, and inability to attain established goals.
2. Ensuring adherence to the EEO Policy through regular discussions with supervisors and employees.
3. Auditing hiring and promoting patterns to remove impediments to the attainment of goals and objectives.
4. Counseling employees of color and women employees who may need help in career development.
5. Reviewing AAP compliance in such areas as poster display, integration of facilities, and the participation of people of color and women in college-sponsored educational, social, and recreational activities.
6. Evaluating supervisory personnel performance on EEO efforts and results.
7. Specifying at periodic Executive Staff meetings that each supervisor has the responsibility to ensure employees placed or promoted through affirmative action efforts are not harassed or discriminated against in any way.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 7

DEVELOPMENT AND EXECUTION OF PROGRAMS

1. Detailed analyses of job descriptions are made periodically by the college s administration to ensure the descriptions are accurate and reflect actual duties involved. In accordance with the findings, the college s EEO Coordinator makes modifications to job descriptions, as needed, and ensures that the job descriptions are consistent for the same positions from one area to another.
2. General information concerning work specifications is provided to agencies that are contacted for the purpose of recruitment; the EEO Policy is emphasized to these agencies.
3. The total selection process has been evaluated to ensure freedom from bias and to aid in the attainment of goals and objectives. A Hiring Guidelines Manual was developed to further ensure compliance with applicable hiring guidelines and regulations.
4. The following recruiting techniques are utilized to increase the flow and placement of qualified people of color, women, and individuals with disabilities to the extent of their availability in this geographical area:
 - (a) Bunker Hill Community College will send announcements to organizations serving people of color, women, veterans, and individuals with disabilities in addition to educational institutions, professional and community organizations. Advertisements will be placed in a variety of publications that target specific groups. Organizations will be selected based on the classification of the vacancy and whether recruitment is local, regional, or national. The college will emphasize its commitment to equal employment opportunity.
 - (b) During new hire processing, and on an ongoing basis thereafter, all employees, including people of color and women and employees with disabilities, are actively encouraged to refer applicants for employment.

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE

SECTION 7

DEVELOPMENT AND EXECUTION OF PROGRAMS

(continued)

5. Recruiting efforts at schools include emphasizing the college's commitment to extend EEO to all applicants.
6. Bunker Hill Community College's tuition waiver program is available to all eligible employees. (See Employee Handbook.)
7. Administrative staff are given periodic equal employment opportunity training. This training demonstrates why EEO compliance is important, and it gives participants instructions and tools to help them comply with EEO requirements.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 8

INTERNAL AUDIT AND REPORTING SYSTEM

1. The Affirmative Action Officer monitors records of referrals, placements, promotions, and terminations at all levels to ensure that the college's Policy of nondiscrimination is carried out. Placements and promotions require the concurrence of the Affirmative Action Officer; therefore, this monitoring is accomplished on an as occurs basis, rather than on a fixed schedule.
2. A system of internal reporting is used to ensure the effectiveness of the AAP. The Affirmative Action Officer is either actively involved in the internal reporting or is given results in order to be aware of progress or lack of progress under the AAP.
3. Weekly reports on applicant flow, including offers and hires are compiled. The Affirmative Action Officer reviews these, and the resulting analyses, and trends are reviewed with the President, who informs the Executive Staff for their action.
4. The college's Affirmative Action Committee meets quarterly to review recruitment activities, results, and statistics.
5. The college's Affirmative Action Officer regularly informs the President's Executive Staff of the progress and effectiveness of the Affirmative Action Plan and submits recommendations for improvement, as necessary, in the problem areas.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 9

GENDER DISCRIMINATION GUIDELINES

1. Recruitment and Advertisement

- (a) Bunker Hill Community College recruits candidates of both genders for all jobs unless gender is a bona fide occupational qualification.
- (b) Help wanted advertisements in newspapers and other media do not express a gender preference. All advertisements state Women, people of color, individuals with disabilities and others are strongly encouraged to apply.

2. Job Policies and Practices

- (a) Written college policy states there will be no discrimination against employees because of gender.
- (b) Employees of both genders have an equal opportunity for any available job he or she is qualified to perform.
- (c) Bunker Hill Community College does not discriminate between either gender with respect to employment opportunities, wages, hours, and other conditions of employment.
- (d) Employer contributions to employee benefit programs, such as insurance, 403(b) Plan, and other fringe benefits, are the same for both sexes; likewise, the resulting benefits are equal for both sexes.
- (e) Women are not penalized in their condition of employment because they require time away from work for childbearing. College policies are applied equally to both sexes, including policies concerning such items as paid annual leave, leaves of absence, insurance, etc.
- (f) Bunker Hill Community College wage schedules are not related to or based on gender of employees.
- (g) Women are not excluded from employment by the recruiting process.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 9

GENDER DISCRIMINATION GUIDELINES

(continued)

3. Sexual Harassment

Bunker Hill Community College's Policy prohibits any person from using his/her official authority in making sexual advances toward employees over whom the person is authorized to make or recommend personnel actions; to grant, recommend, or refuse to take a personnel action because of sexual favors; or to take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance. Bunker Hill Community College's Policy also prohibits a manager or supervisor from allowing any employee to be sexually harassed, either verbally or physically, by a co-worker.

Bunker Hill Community College will take disciplinary action, up to and including termination, against any employee, whether manager, supervisor, or co-worker, who has violated this Policy.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

STATEMENT OF POLICY ON SEXUAL HARASSMENT

Sexual harassment of a student, an employee or any other person in the college is unlawful, unacceptable, impermissible and intolerable.

Sexual harassment is a form of sex discrimination. It occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work or learning environment. Often sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual behaviors becomes a criterion for granting work, study or grading benefits. However, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behaviors have a harmful effect on a person's ability to study or work in the academic setting.

For general purposes, sexual harassment may be described as unwelcome advances, requests for sexual favors, and other physical conduct and expressive behavior of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance and creating an intimidating, hostile, or demeaning employment or educational environment. Examples of conduct which may, depending on the circumstances, constitute sexual harassment, include:

- 1 repeated offensive sexual flirtations, advances, or propositions
- 1 continued or repeated verbal abuse or innuendo of a sexual nature
- 1 uninvited physical contact such as touching, hugging, patting, or pinching
- 1 display of sexually suggestive objects or pictures
- 1 jokes or remarks of a sexual nature in front of people who find them offensive
- 1 making obscene gestures or suggestions or insulting sounds
- 1 indecent exposure
- 1 the demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment or student status or promises of preferential treatment

In addition to sexual harassment being unlawful, it is also unlawful to retaliate against a student, employee or any other person in the college for filing a complaint of sexual harassment or for cooperating in an investigation of sexual harassment.

A student, employee or any other person in the college who is found to have engaged in sexual harassment is subject to discipline up to and including termination of employment or expulsion. All disciplinary proceedings will be conducted in accordance with applicable collective bargaining agreements and/or personnel policies.

When a student, employee or any other person in the college believes he/she has been the subject of sexual harassment, the grievance procedure is a mechanism for redress. A grievant may seek recourse through informal efforts or by filing a formal grievance in writing. In the latter case, a grievant may obtain an Affirmative Action Grievance Form from the college's Affirmative Action Officer. This form must be completed and returned to the Affirmative Action Officer, thirty (30) days from when the grievant knew or should have known of the alleged discriminatory action. In either case, all grievants must contact the college's Affirmative Action Officer before proceeding under the Affirmative Action Policy's Grievance and Hearing Procedure. If, however, the Affirmative Action Officer is the subject of the sexual harassment complaint, the grievant may report his/her complaint to the supervisor of the Affirmative Action Officer. All reasonable efforts will be made to maintain confidentiality during the grievance process.

The Massachusetts Commission Against Discrimination (MCAD) is responsible for investigating and handling complaints of sexual harassment filed in the Commonwealth. The MCAD is located at One Ashburton Place, Room 601, Boston, MA 02108-1518, and can be reached at 617-727-3990. At the federal level, the Equal Employment Opportunity Commission (EEOC) is charged with investigating and handling complaints of sexual harassment filed under Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. The EEOC is located at the John Fitzgerald Kennedy Federal Building, Government Center, Room 475, Boston, MA 02203 and can be reached at 617-565-3200.

In keeping with these regulations, a concerted effort will be made to protect employees, students, and others from sexual harassment as defined. The final authority and ultimate responsibility for the prevention of sexual harassment will rest with the President of each Community College. The President or his/her designee will take reasonable measures to prevent sexual harassment and will act positively to investigate alleged harassment and to effect a remedy when an allegation is determined to be valid, whether or not a formal grievance has been filed. However, the Affirmative Action Officer will have the responsibility for the overall development, administration and monitoring of all programs, policies, procedures and regulations related to sexual harassment.

The college's policies and procedures on sexual harassment shall be distributed to all College community members. In addition to formal procedures, each College shall ensure that appropriate opportunities are available to students and employees to obtain counseling concerning their rights under the law and effective means of informally resolving grievances.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 10

AGE AND DISABILITY DISCRIMINATION GUIDELINES

1. Recruitment and Advertisement

- (a) Bunker Hill Community College recruits employees without regard to age or non-job-related disability.
- (b) Help wanted advertisements in newspapers and other media for employment do not express an age preference or physical condition unless required as a bona fide occupational qualification. All advertisements state Equal Opportunity Employer.

2. Job Policies and Practices

- (a) Written college policy states there will be no discrimination because of age or non-job-related disabilities.
- (b) Individuals are afforded equal opportunity for any available job which they are qualified to perform without regard to age or non-job-related disability.
- (c) Bunker Hill Community College provides facilities which are nondiscriminatory in nature. Every effort is made to ensure that full accessibility to buildings and facilities is provided for individuals with disabilities.
- (d) Bunker Hill Community College will take affirmative action to employ and advance all qualified persons as employment opportunities arise.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 11

COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN GUIDELINES

Bunker Hill Community College is in compliance with OFCCP's Religion and National Origin Guidelines 60-50.2 and 60-50.3. Bunker Hill Community College's Equal Opportunity Policy expresses its commitment to prohibit discrimination based on religion against applicants for employment and against employees in any of the following actions:

- Upgrade
- Demotion
- Transfer
- Recruitment
- Recruitment Advertising
- Layoff
- Termination
- Rates of Pay
- Other Forms of Compensation
- Selection for Training

Efforts will be made to accommodate the religious observances and practices of an employee, subject to consideration of such factors as business necessity, financial costs and expenses, and resulting personnel problems.

Bunker Hill Community College does not discriminate or deny equal opportunity on the basis of national origin, i.e., because of an individual's place of origin or his/her ancestor's place of origin; because an individual possesses the physical, cultural, or linguistic characteristics of a national origin group; or because of association with persons and/or organizations identified with a national origin group.

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE

SECTION 12

**CONSIDERATION OF PEOPLE OF COLOR AND WOMEN NOT CURRENTLY
IN THE WORK FORCE**

Bunker Hill Community College will take the appropriate steps to recruit people of color and women not currently in the work force.

1. When applicable, the college will solicit referrals from those organizations as cited in Order 4, 41CFR 60-2.24 (e) (1).
2. As required by law, the college will report job openings and reiterate our ongoing affirmative action commitment to the Massachusetts Department of Employment and Training.
3. The college will establish contacts with local affirmative action organizations for the recruitment of people of color and women.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 13

IDENTIFICATION OF AREAS OF CONCERN

1. Bunker Hill Community College has complied with all technical phases of compliance. Posters are prominently displayed and applications are retained for appropriate periods of time. Subcontractors will be informed of the college's EEO Policy.
2. Application forms are in compliance with Federal and State regulations.
3. The selection process for open positions does not exclude people of color and women.
4. Bunker Hill Community College does not discriminate for any reason protected by law.
5. Position titles and relative rankings are provided in the Work Force Analysis (Section 18).
6. No tests are given for positions with the exception of clerical/keyboarding/editing tests/computer related tests.
7. There is union representation at Bunker Hill Community College.
8. All Bunker Hill Community College training programs, formal or informal, are available to all employees regardless of race, color, religion, political affiliation or belief, age, gender, national origin, ancestry, non-job-related disabilities, place of birth, General Education Development Certification (GED), marital status, sexual orientation, or veteran status.
9. The Tuition Waiver Program is available to all eligible employees.
10. Recreational, social, and educational activities sponsored by Bunker Hill Community College are available to all employees.
11. De facto segregation does not exist at Bunker Hill Community College.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 13

IDENTIFICATION OF AREAS OF CONCERN

(continued)

12. Specifications for positions are developed depending on the requirements of the job.
13. Job descriptions are reviewed periodically by Bunker Hill Community College administration to ensure accuracy.
14. Seniority is not the sole factor in job assignments and promotions at Bunker Hill Community College.
15. Formal reporting methods have been established at Bunker Hill Community College to report on the progress of the Affirmative Action Program and EEO objectives.
16. Public transportation is available in the area.
17. Purchase orders will include Equal Employment Opportunity clauses, as required, through statement or reference.
18. Where applicable, subcontractors will be notified of their responsibilities under the various regulations.
19. Composition of the work force, including people of color and women, is included in the Work Force Analysis (Section 18).
20. The selection process does not discriminate based on political affiliation or citizenship.
21. Administrators, supervisors, and employees are supportive of Bunker Hill Community College's Affirmative Action Plan. Each group is made aware of Bunker Hill Community College's EEO Policy on a formal basis at least once a year.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 13

IDENTIFICATION OF AREAS OF CONCERN

(continued)

22. In job groups where underutilization of people of color or women exists, goals have been established (Section 22). In addition, operating objectives have been established as follows:

- (a) Bunker Hill Community College will identify local organizations serving women, people of color, and individuals with disabilities that provide referral or placement services. When job opportunities are available, in addition to advertising, the Director of Human Resources, or authorized representative, will contact these organizations for referrals.
- (b) The Affirmative Action Officer will advise the administration of progress or lack of progress under this Plan.
- (c) The Affirmative Action Officer will identify opportunities for recruiting people of color, women and people with disabilities when job openings occur in job groups where there is underutilization, and set informal hiring goals.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 14

DETERMINATION WITH RESPECT TO AN AFFECTED CLASS

No Affected Class exists at Bunker Hill Community College. There is no group of people of color or women with long seniority who, by virtue of past discrimination, continue to suffer the present effects of that discrimination.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 15

ACCOMPLISHMENTS OF THE PAST YEAR

INTERNALLY

- 1 A half-day workshop was offered for faculty and staff regarding working with students with disabilities.
- 1 Two Days of Dialogue were offered as a luncheon series on issues of racial equity.
- 1 BHCC significantly expanded outreach via minority, community and specialty publications and agencies when posting notices of vacancy.
- 1 There is an increased awareness by screening committees and Human Resources of the need to include people of color/members of the Affirmative Action Committee on screening committees.
- 1 The college secured and implemented an assistive technology grant and hired an assistive technology educator.

EXTERNALLY

- 1 Dr. Albert Curtis attended a statewide ADA conference.
- 1 Assistive technology software and special keyboards were purchased for both campuses.

AFFIRMATIVE ACTION PLAN

BUNKER HILL COMMUNITY COLLEGE

SECTION 16

AREA AND COMMUNITY ACTION PROGRAMS

Over the past year, Bunker Hill Community College has supported equal opportunity in education, community activities, health, and welfare. All these actions were designed to improve the employment opportunities for people of color, individuals with disabilities and women. We believe that equal employment opportunity is an integral part of our responsibility for good community citizenship.

Bunker Hill Community College is involved in various outreach activities, as follows:

- 1 Metro North Tech Prep Consortium
- 1 Adult Basic Education Programs
- 1 Campus Performance Improvement Programs
- 1 Allied Health Certificate Programs (Mass. Department of Education/Perkins/Single Parent Funds)
- 1 Carl Perkins Allocation
- 1 MEOP (Mass. Educational Opportunity Program) (Mass. Board of Higher Education)
- 1 TRIO/Student Support Services (U.S. Department of Education)
- 1 Scholarships for Disadvantaged Nursing Students (U.S. Department of Health and Human Services)
- 1 Health Careers Opportunity Program: Gateway to Health Care Professions (U.S. Department of Health and Human Services)
- 1 Disadvantaged Student Program (MA Board of Higher Education, McNair Reserve Allocations)

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
SECTION 17
JOB TITLES AND JOB GROUPS

BHCC JOB TITLES ASSIGNED TO EEO-1 CATEGORIES AND JOB GROUPS

- 1 Executive/Managerial
- 1 Professionals
- 1 Faculty
- 1 Secretarial/Clerical
- 1 Skilled Craft
- 1 Service/Maintenance
- 1 Technical

Note: For the current availability factor computation and work force analysis, Job Groups are considered to be the same as EEO-1 Categories.

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
SECTION 18
WORKFORCE/JOB GROUP ANALYSIS

**2000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS**

Job Category	MALE									FEMALE							
	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Others	Total Females
Executive/Managerial	35	0	1	2	1	0	9	0	13	0	1	3	1	0	17	0	22
Professionals	63	1	1	4	0	0	11	0	17	1	3	6	2	0	34	0	46
Faculty	127	1	3	6	0	1	42	0	53	0	2	9	2	0	61	0	74
Secretarial/Clerical	38	0	1	0	0	0	1	0	2	0	3	4	4	0	23	2	36
Technical	40	1	5	2	1	0	9	0	18	0	3	3	0	2	14	0	22
Skilled Craft	6	0	0	0	0	0	5	0	5	0	0	0	0	0	1	0	1
Service/Maintenance	23	0	1	1	4	1	12	0	19	1	0	0	0	0	3	0	4
TOTALS	332	3	12	15	6	2	89	0	127	2	12	25	9	2	153	2	205

000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS

Job Category	MALE									FEMALE							
	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Females
Executive/Managerial																	
President	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Vice Presidents/ Executive Deans	5	0	0	1	1	0	1	0	3	0	0	0	0	0	2	0	2
Deans/Assoc. Deans/ Assistant Deans	11	0	1	0	0	0	2	0	3	0	0	1	1	0	6	0	8
Executive Director	2	0	0	0	0	0	1	0	1	0	0	1	0	0	0	0	1
Directors/Assistant Directors	12	0	0	0	0	0	5	0	5	0	0	0	0	0	6	0	7
Comptroller	1	0	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0
Bursar	1	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
Registrar	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Librarian	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
TOTALS	35	0	1	2	1	0	9	0	13	0	1	3	1	0	17	0	22

2000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS

Job Category	MALE									FEMALE							
	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Others	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Others	Total Females
Professionals																	
Coordinators	15	0	0	1	0	0	2	0	3	0	1	2	0	0	9	0	12
Counselors/Advisors	9	0	0	1	0	0	1	0	2	0	0	2	0	0	5	0	7
Specialists	5	0	0	1	0	0	1	0	2	0	1	0	1	0	1	0	3
Program Directors	12	0	1	0	0	0	3	0	4	0	0	1	0	0	7	0	8
Staff Associates	3	0	0	0	0	0	1	0	1	0	1	0	0	0	1	0	2
Staff Assistants/ Program Assistants	8	1	0	1	0	0	1	0	3	0	0	0	0	0	5	0	5
System Administrator	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Engineer	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Payroll Manager	1			0		0	0		0	0	0	1	0	0	0	0	1
Assistant Registrar	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
Assistant Bursar	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Eve Tutoring Super	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Graphic Designer	1	0	0	0	0	0		0	0	1	0	0	0	0	0	0	1
Staff Librarian	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Public Service Librarian	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Reference Librarian	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Library Cataloger	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
TOTALS	64	1	1	4	0	0	11	0	18	1	3	6	2	0	34	0	46

**2000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS**

Job Category	MALE									FEMALE							
	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Others	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Others	Total Females
Faculty																	
Professor	89	1	1	5	0	1	32	0	40	0	2	8	1	0	38	0	49
Associate Professor	17	0	1	0	0	0	6	0	7	0	0	0	1	0	9	0	10
Assistant Professor	18	0	1	1	0	0	4	0	6	0	0	1	0	0	11	0	12
Instructor	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3
TOTALS	127	1	3	6	0	1	42	0	53	0	2	9	2	0	61	0	74

**2000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS**

	MALE									FEMALE							
Job Category Secretarial/Clerical	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Females
Administrative Asst. I	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
Administrative Asst. II	7	0	0	0	0	0	0	0	0	0	0	1	1	0	4	1	7
Clerk VI	11	0	0	0	0	0	0	0	1	0	0	1	0	0	9	0	10
Clerk V	11	0	1	0	0	0	0	0	0	0	2	0	3	0	5	1	11
Clerk IV	5	0	0	0	0	0	0	0	0	0	1	2	0	0	2	0	5
Clerk III	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Library Assistant	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
TOTALS	38	0	1	0	0	0	1	0	2	0	3	4	4	0	23	2	36

**2000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS**

Job Category	MALE									FEMALE							
	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Females
Technical																	
Electronic Technician	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Technical Assistant II	3	0	1	0	1	0	0	0	2	0	0	0	0	0	1	0	1
Technical Assistant III	10	0	3	1	0	0	3	0	7	0	0	1	0	0	2	0	3
Graphic Arts Technician	4	1	0	0	0	0	1	0	2	0	0	0	0	0	2	0	2
Bookkeeper II	6	0	0	0	0	0	1	0	1	0	3	1	0	0	1	0	5
Accountant I	2	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	2
Accountant III	3	0	0	1	0	0	0	0	1	0	0	0	0	0	2	0	2
Accountant IV	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Accountant V	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
EDP Systems Analyst I	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
EDP Systems Analyst III	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2
EDP Systems Analyst IV	2	0	1	0	0	0	1	0	2	0	0	0	0	0	0	0	0
Computer Operator	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Reproduction Services Supervisor	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Buyer	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Offset Duplicate Machine Operator	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
TOTALS	40	1	5	2	1	0	9	0	18	0	3	3	0	2	14	0	22

**2000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS**

Job Category	MALE									FEMALE							
	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Females
Service/Maintenance																	
Maintenance Working Supervisor	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Maintainer I	5	0	0	1	1	0	3	0	5	0	0	0	0	0	0	0	0
Maintainer II	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Maintainer III	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Tradesworker	2	0	0	0	1	0	1	0	2	0	0	0	0	0	0	0	0
Painter	2	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0
Mail Clerk I	2	0	0	0	1	0	0	0	1	0	0	0	0	0	0	0	0
Store Room Clerk	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	2
Switchboard Operator	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Campus Police Officer	7	0	1	0	1	1	3	0	6	0	0	0	0	0	1	0	1
TOTALS	23	0	1	1	4	1	12	0	19	1	0	0	0	0	3	0	4

**2000-2002
AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
FULL-TIME JOB GROUP ANALYSIS**

Job Category	MALE									FEMALE							
	Total Males & Females	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Males	American Indian	Asian	African American	Hispanic	Cape Verdean	White	Other	Total Females
Skilled Craft																	
Electrician	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Plumber	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0
Steam Fire Tech	2	0	0	0	0	0	1	0	1	0	0	0	0	0	1	0	1
Power Plant Engineer	2	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0
TOTALS	6	0	0	0	0	0	5	0	5	0	0	0	0	0	1	0	1

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE
SECTION 19
AVAILABILITY COMPUTATION

AVAILABILITY FACTOR COMPUTATION FORM

JOB GROUP: EXECUTIVE/MANAGERIAL

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1.a. Population in the specified labor or recruitment area.	12.90%	52%	0.25	0.032	0.130	1990 Boston, MA PMSA Tables 1 & 1A (1.b. included in 1.a.)
1.b. Woman among those seeking employment in labor or recruitment area.	----	----	----	----	----	See 1.a.
2. Unemployment in the specified labor or recruitment area.	10.90%	5.50%	0.125	0.014	0.007	1990 Boston PMSA Table 2
3. People of color/women in total work force in specified area.	14.30%	47.40%	0.125	0.018	0.059	1990 Boston PMSA Table 2
4. Availability of people of color// women with requisite skills in specified labor area.	13%	59.20%	0.125	0.016	0.074	1990 Boston PMSA Table 3A
5. Availability of people of color/ women with requisite skills in area in which contractor can reasonably recruit.	16.90%	16.30%	0.125	0.021	0.020	1977 US data Employed civilians by detailed occupations, sex, race, and Hispanic origin

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
6. People of color/women promotable and transferable Within the organization.	23.1%	76.9%	0.25	0.058	0.192	Senior Professional feeder group
7. Estimate of existence of training institutes for requisite skills.	N/A	N/A	----	N/A	N/A	Work experience as a Manager is important at this level; difficult to recruit from institutes.
8. Estimate of training efforts contractor is reasonably able to provide to make job group available to people of color/women.	N/A	N/A	----	N/A	N/A	Work experience is important at this level; in-house training is difficult.
FINAL AVAILABILITY FACTOR ---Minority = 15.9% Female = 48.3%						

AVAILABILITY FACTOR COMPUTATION FORM

JOB GROUP: PROFESSIONAL

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1.a. Population in the specified labor or recruitment area.	12.9%	52%	0.25	0.032	0.130	1990 Boston, MA PMSA Tables 1 & 1A
1.b. Woman among those seeking employment in labor or recruitment area.	----	----	----	----	----	See 1.a.
2. Unemployment in the specified labor or recruitment area.	10.90%	5.50%	0.125	0.014	0.007	1990 Boston PMSA Table 2
3. People of color/women in total workforce in specified labor area.	14.30%	47.40%	0.125	0.018	0.059	1990 Boston PMSA Table 2
4. Availability of people of color/women with requisite skills in specified labor area.	9.8%	52.40%	0.125	0.012	0.066	1990 Boston PMSA Table 3
5. Availability of people of color/women with requisite skills in area in which contractor can reasonably recruit.	9.10%	53.70%	0.125	0.011	0.067	Massachusetts PMSA Table 3

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1. People of color/women promotable and transferable within the organization.	34.8%	65.2%	0.25	0.087	0.163	Professional feeder group.
7. Estimate of existence of training institutes for requisite skills.	N/A	N/A	----	N/A	N/A	Specific education and experience are important at this level; difficult to recruit from institutes.
8. Estimate of training efforts contractor is reasonably able to provide to make job group available to people of color/women.	N/A	N/A	----	N/A	N/A	Work experience is important at this level; variety and level of skills make in-house training difficult.
FINAL AVAILABILITY FACTOR —Minority = 17.4% Female = 49.2%						
*See labor Market Information Sources						

AVAILABILITY FACTOR COMPUTATION FORM

JOB GROUP: FACULTY

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1.a. Population in the specified labor or recruitment area.	12.90%	52%	0.25	0.032	0.13	1990 Boston PMSA Tables 1 & 1A (1.b. included in 1.a.)
1.b. Woman among those seeking employment in labor or recruitment area.	----	----	----	----	----	See 1.a.
2. Unemployment in the specified labor or recruitment area.	10.90%	5.50%	0.125	0.014	0.007	1990 Boston PMSA Table 2
3. People of color/women in total work force in specified area.	14.30%	47.40%	0.125	0.018	0.059	1990 Boston PMSA Table 2
4. Availability of people of color/women with requisite skills in specified labor area.	16.0%	40.30%	0.125	0.020	.050	Boston PMSA Table 3A
5. Availability of people of color/women with requisite skills in area in which contractor can reasonably recruit.	15.60%	41.70%	0.125	0.020	0.052	Massachusetts PMSA Table 3A
6. People of color/women promotable and transferable within the organization.	33.3%	44.8%	0.25	0.083	0.112	Instructors, adjunct faculty, professional staff *

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
7. Estimate of existence of training institutes for requisite skills.	N/A	N/A	----	N/A	N/A	Specific education and experience is important at this level; difficult to recruit from institutes.
8. Estimate of training efforts contractor is reasonably able to provide to make job group available to people of color/women.	N/A	N/A	----	N/A	N/A	Variety and level of skills and the contract status of employees make in-house training difficult.
FINAL AVAILABILITY FACTOR — Minority = 18.7% Female = 41.1%						
* Race/ethnicity data are not available for adjunct faculty, which constitutes more than 90% of this feeder group.						

AVAILABILITY FACTOT COMPUTATION FORM

JOB GROUP: SERVICE/MAINTENANCE

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1.a. Population in the specified labor or recruitment area.	12.9%	52%	0.25	0.032	0.130	1990 Boston PMSA Tables 1 & 1A (1.b. included in 1.a.)
1.b. Woman among those seeking employment in labor or recruitment area.	----	----	----	----	----	See 1.a.
2. Unemployment in the specified labor or recruitment area.	10.90%	5.50	0.125	0.014	0.007	1990 Boston PMSA Table 2
3. People of color/women in total work force in specified area.	14.30%	47.40%	0.125	0.018	0.059	1990 Boston PMSA Table 2
4. Availability of people of color/women with requisite skills in specified area.	16.0%	17.4%	0.25	0.040	0.044	Boston PMSA Table 3
5. Availability of people of color/women with requisite skills in specified area.	16.00%	17.4%	0.25	0.040	0.044	Table 3

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
6. People of color/women promotable and transferable within the organization.	N/A	N/A	----	N/A	N/A	No feeder groups available.
7. Estimate of existence of training institutes for requisite skills.	N/A	N/A	----	N/A	N/A	Work experience is important at this level; difficult to recruit from institutes.
8. Estimate of training efforts contractor is reasonably able to provide to make job group available to people of color/women.	N/A	N/A	----	N/A	N/A	Variety and level of skills and the contract status of employees make in-house training difficult.
FINAL AVAILABILITY FACTOR — Minority = 14.4% Female = 28.3%						
* See Labor Market Information Sources						

AVAILABILITY FACTOR COMPUTATION FORM

JOB GROUP: SKILLED CRAFT

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1.a. Population in the specified labor or recruitment area.	12.9%	52%	0.25	0.032	0.130	1990 Boston PMSA Tables 1 & 1A (1.b. included in 1.a.)
1.b. Women among those seeking employment in labor or recruitment area.	----	----	----	----	----	See 1.a.
2. Unemployment in the specified labor or recruitment area.	10.90%	5.50%	0.125	0.014	0.007	1990 Boston PMSA Table 2
1. People of color/women in total work force in specified area.	14.30%	47.40%	0.125	0.018	0.059	1990 Boston PMSA Table 2
2. Availability of people of color/women with requisite skills in specified area.	10.4%	10.0%	0.25	0.026	0.025	1990 Boston PMSA Table 3
3. Availability of people of color/women with requisite skills in specified area which contractor can reasonably recruit.	10.40%	10.0%	0.25	0.026	0.025	Massachusetts PMSA Table 3

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
4. People of color/women promotable and transferable within the organization.	N/A	N/A	----	N/A	N/A	No feeder groups available.
5. Estimate of existence of training institutes for requisite skills.	N/A	N/A	----	N/A	N/A	Work experience is important in this group.
6. Estimate of training efforts contractor is reasonably able to provide to make job group available to people of color/women.	N/A	N/A	----	N/A	N/A	Variety and level of skills and the contract status of employees make in-house training difficult.
FINAL AVAILABILITY FACTOR — Minority = 11.6% Female = 24.6%						
* See Labor Market Information Sources						

AVAILABILITY FACTOR COMPUTATION FORM

JOB GROUP: TECHNICAL

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1.a. Population in the specified labor or recruitment area.	12.90%	52%	0.25	0.032	0.130	1990 Boston PMSA Tables 1 & 1A (1.b. included in 1.a.)
1.b. Women among those seeking employment in labor or recruitment area.	----	----	----	----	----	See 1.a.
2. Unemployment in the specified labor or recruitment area.	10.90%	5.50%	0.125	0.014	0.007	1990 Boston PMSA Table 2
3. People of color/women in total workforce in specified area.	14.30%	47.40%	0.125	0.018	0.059	1990 Boston PMSA Table 2
4. Availability of people of color/women with requisite skills in specified area.	12%	74.60%	0.125	0.015	0.093	1990 Boston PMSA Table 3
5. Availability of people of color/women with requisite skills in specified labor area.	12.30%	74.60%	0.125	0.015	0.093	1990 Boston PMSA Table 3

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
6. People of color/women promotable and transferable within the organization.	N/A	N/A	----	N/A	N/A	No feeder groups available.
7. Estimate of existence of training institutes for requisite skills.	N/A	N/A	----	N/A	N/A	Work experience is important in this level; difficult to recruit from institutions.
8. Estimate of training efforts contractor is reasonably able to provide to make job group available to people of color/women.	N/A	N/A	----	N/A	N/A	Variety and level of skills and the contract status of employees make in-house training difficult.
FINAL AVAILABILITY FACTOR — Minority = 9.5% Female = 38.3%						

AVAILABILITY FACTOR COMPUTATION FORM

JOB GROUP: SECRETARIAL/CLERICAL

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
1.a. Population in the specified labor or recruitment area.	12.90%	52%	0.25	0.032	0.130	1990 Boston PMSA Tables 1 & 1A (1.b. included in 1.a.)
1.b. Women among those seeking employment in labor or recruitment area.	----	----	----	----	----	See 1.a.
2. Unemployment in the specified labor or recruitment area.	10.90%	5.50%	0.125	0.014	0.007	1990 Boston PMSA Table 2
3. People of color/women in total work force in specified area.	14.30%	47.40%	0.125	0.018	0.059	1990 Boston PMSA Table 2
4. Availability of people of color/women with requisite skills in specified labor area.	12.3%	74.60%	0.25	0.031	0.187	1990 Boston PMSA Table 3
5. Availability of people of color/women with requisite in specified labor area.	15.60%	41.70%	0.125	0.020	0.052	1990 Boston PMSA Table 3

FACTOR	PERCENTAGE		WEIGHTING FACTOR	AVAILABILITY		SOURCES AND REASON FOR STATISTIC WEIGHTING FACTOR
	PEOPLE OF COLOR	WOMEN		PEOPLE OF COLOR	WOMEN	
6. People of color/women promotable and transferable within the organization.	N/A	N/A	----	N/A	N/A	No feeder groups available.
7. Estimate of existence of training institutes for requisite skills.	N/A	N/A	----	N/A	N/A	
8. Estimate of training efforts contractor is reasonably able to provide to make job group available to people of color and women.	N/A	N/A	----	N/A	N/A	
FINAL AVAILABILITY FACTOR — Minority = 11.4% Female = 43.5%						
* See Labor Market Information Sources						

BUNKER HILL COMMUNITY COLLEGE

SECTION 20

UTILIZATION ANALYSIS

UTILIZATION ANALYSIS

JOB GROUP: EXECUTIVE/MANAGERIAL

- A. INCUMBENTS: There are 35 employees in this group; nine (25.7%) are people of color and 22 (62.9%) are women.

Entry into this group has been generally accomplished by internal promotions and new hires.

- B. This job group IS NOT underutilized in terms of people of color who currently represent 25.7% of the incumbents; availability of people of color for this group is 15.9%. This job group IS NOT underutilized in terms women who currently represent 62.9% of the incumbents; availability of women for this group is 48.3%.

- C. COMMENTS:

UTILIZATION ANALYSIS

JOB GROUP: PROFESSIONAL

- A. INCUMBENTS: There are 63 employees in this group; 18 (28.6%) are people of color and 46 (73.0%) are women.

Entry into this group has been by new hires and internal promotions. New hires resulted from internal postings and newspaper and Internet advertisements.

- B. This job group IS NOT underutilized in terms of people of color who currently represent 28.6% of the incumbents; availability of people of color for this group is 17.4%. This job group IS NOT underutilized in terms of women who currently represent 73.0% of the incumbents; availability of women for this group is 49.2%.

- C. COMMENTS:

UTILIZATION ANALYSIS

JOB GROUP: FACULTY

- A. INCUMBENTS: There are 127 full-time employees in this group; 24 (18.9 %) are people of color and 74 (58.3%) are women.

Entry into this group has been by new hires and internal promotions. New hires resulted from specialty journal and newspaper advertisements.

- B. This job group IS NOT underutilized in terms of people of color or women. People of color currently represent 18.9% of the incumbents; availability of people of color for this group is 10.3%. Women currently represent 58.3% of the incumbents; availability of women for this group is 41.1%.
- C. COMMENTS:

UTILIZATION ANALYSIS

JOB GROUP: SECRETARIAL/CLERICAL

- A. INCUMBENTS: There are 38 Clerical personnel in this group; 14 (36.8%) are people of color and 36 (94.7%) are women.

Entry into this group has been by new hires, which resulted from internal postings and newspaper advertisements.

- B. This job group IS NOT underutilized in terms of people of color or women. People of color currently represent 36.8% of the incumbents; availability of people of color for this group is 11.4%. Women currently represent 94.7% of the incumbents; availability of women for this group is 43.5%.

- C. COMMENTS:

UTILIZATION ANALYSIS

JOB GROUP: TECHNICAL

- A. INCUMBENTS: There are 40 Technical Personnel in this group; 17 (42.5%) are people of color and 22 (55.0%) are women.

Entry into this group has been by new hires, which resulted from internal postings and newspaper advertisements.

- B. This job group IS NOT underutilized in terms of people of color or women. People of color currently represent 42.5% of the incumbents; availability of people of color for this group is 9.5%. Women currently represent 55.0% of the incumbents; availability of women for this group is 38.3%.

- C. COMMENTS:

UTILIZATION ANALYSIS

JOB GROUP: SERVICE/MAINTENANCE

- A. There are 23 employees in the service/maintenance group; 8 (34.8%) are people of color and 4 (7.4%) are women.

Entry into this group has been by new hires, which resulted from internal postings and newspaper advertisements.

- B. This job group IS NOT underutilized in terms of people of color, who currently represent 34.8% of the incumbents; availability of people of color for this group is 14.4%. This group IS NOT underutilized in terms of women, who currently represent 17.4% of the incumbents; availability of women for this group is 28.3%.

- C. COMMENTS:

UTILIZATION ANALYSIS

JOB GROUP: SKILLED CRAFT

- A. INCUMBENTS: There are 6 in the skilled craft group; 0 (0%) are people of color and 1 (16.7%) is woman.

Entry into this group has been by new hires, which resulted from employee referrals and newspaper advertisements.

- B. This job group IS underutilized in terms of people of color, who currently represent 0% of the incumbents, availability of people of color for this group is 11.6%. This job group IS underutilized in terms of women, who currently represent 16.7% of the incumbents; availability of women for this group is 24.6%.

- C. COMMENTS:

The Affirmative Action Committee recommends advertising any vacancies in this job group in trade journals which target people of color and women.

The Affirmative Action Committee recommends that Human Resources work with supervisors and screening committees when vacancies arise with an eye to reaching the goals outlined in Section 22 of this plan.

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE

SECTION 21

SUMMARY OF UTILIZATION

PEOPLE OF COLOR EMPLOYMENT

Job Group	Total Employees	# People of Color	% People of Color	Availability	Underutilized
Executive/Managerial	35	9	25.7%	15.9%	NO
Faculty	127	24	18.9%	18.7%	NO
Professional	63	18	28.6%	17.4%	NO
Technical	40	17	42.5%	9.5%	NO
Secretarial/Clerical	38	14	36.8%	11.4%	NO
Skilled Craft	6	0	0.0%	11.6%	YES
Service/Maintenance	23	8	34.8%	14.4%	NO

WOMEN EMPLOYMENT

Job Group	Total Employees	# Women	% Women	Availability	Underutilized
Executive/Managerial	35	22	62.9%	48.3%	NO
Faculty	127	74	58.3%	41.1%	NO
Professional	63	46	73.0%	49.2%	NO
Technical	40	22	55.0%	38.3%	NO
Secretarial/Clerical	38	36	94.7%	43.5%	NO
Skilled Craft	6	1	16.7%	24.6%	YES
Service/Maintenance	23	4	17.4%	28.3%	YES

AFFIRMATIVE ACTION PLAN
BUNKER HILL COMMUNITY COLLEGE

SECTION 22

GOALS

PEOPLE OF COLOR EMPLOYMENT

Job Group	Total Employees	# People of Color	% People of Color	Goal	Goal to be Achieved
Executive/Managerial	35	9	25.7%	*	*
Faculty	127	24	18.9%	*	*
Professional	63	18	28.6%	*	*
Technical	40	17	42.5%	*	*
Secretarial/Clerical	38	14	36.8%	*	*
Skilled Craft	6	0	0.0%	11.6%	Add 1
Service/Maintenance	23	8	34.8%	*	*

* Maintain at present level

WOMEN EMPLOYMENT

Job Group	Total Employees	# Women	% Women	Goal	Goal to be Achieved
Executive/Managerial	35	22	62.9%	*	*
Faculty	127	74	58.3%	*	*
Professional	63	46	73.0%	*	*
Technical	40	22	55.0%	*	*
Secretarial/Clerical	38	36	94.7%	*	*
Skilled Craft	6	1	16.7%	24.6%	Add 1
Service/Maintenance	23	4	17.4%	28.3%	Add 2

* Maintain at present level