The Dependent of Labor regulations may 1976, and HEW regulationer. Rehabilition Net of 1973 became effective 1977

September 1, 1977

MEMORANDUM

TO: University Steering Committee For the Handicapped

SUBJECT: Compliance Activities Under Section 503 and 504 of the

Rehabilitation Act of 1973

I would appreciate your serving on the Steering Committee for our compliance activities to accommodate handicapped students and employees.

NEW regulations implementing section 504 of the Rehabilitation Act of 1973 became effective sume 3, 1977. The regulations were promulgated to ensure that no recipient of federal financial assistance will discriminate against a qualified handicapped person solely on the basis of his handicap in any of its programs or activities. To comply with the 504 regulations, NCSU must take the following action:

- 1. Within 180 days, December, 1977, prepare a plan listing in detail the steps necessary to complete structural changes in facilities required to meet the program accessibility component of the regulations.
- 2. Within one year, (June, 1978), conduct a self-study evaluating all policies and practices affected by this regulation, making necessary modifications, and taking remedial action where required.

We have asked each unit on campus to appoint a coordinator and establish a task force to deal with the self-evaluation and other compliance activities.

Your responsibilities, as the Steering Committee for these compliance activities, will include:

- 1. reviewing the current policies, practices, and programs of the University to ascertain compliance or lack of compliance under sections 503 and 504;
- 2. providing the necessary expertise to the units for handling the technical aspects of the regulations;
- 3. recommending to the administration the formulation of new policies, practices, and programs which may aid the University in meeting the requirements of the regulations;
- 4. monitoring the overall effect of our architectural barrier removal plan and the major structural changes to be made in existing facilities, necessary for compliance.

Dr. Lawrence M. Clark, Assistant Provost, will serve as the University Compliance Officer for all activities relating to the Rehabilitation Act of 1973. In addition, Mr. Clifford C. Coles has been appointed to assist Dr. Clark in coordinating the compliance activities, and will serve as the Chairman of the Steering Committee.

If you have any questions, please contact Dr. Clark or Mr. Coles at Ext. 3148.

> Joab L. Thomas Chancellor

cc:

Vice Chancellors

Vice Chancellors

I. T. Littleton

A. C. Barefoot B. M. Parramore

S. C. Mayo

E. F. Harris

R. E. Cook

Il glavel

Suggested List of Persons to Serve on the Steering Committee

Donald A. Iddings

Robert K. White

Cathy C. Mahmoud

William A. Jenkins

Murray S. Downs

Donald H. Solomon

William L. Ballenger

Don S. Keener

Idonna E. Russell

John R. Lambert

Gary E. Stevenson

George F. Needham

(Facilities & Planning)

(Counseling Center)

(Curriculum & Instruction)

(Business Affairs)

(Provost's Office)

(Student Affairs)

(School of Education)

(Library)

(Sociology & Anthropology)

(University Studies)

(Poultry Science)

(Counseling Center)

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

OFFICE OF THE CHANCELLOR Box 5067 ZIP 27607 TELEPHONE: 919, 737-2191

September 24, 1976

TO: Affirmative Action Committee

Lawrence M. Clark, Chairman Barbara H. Baines A. C. Barefoot John F. Bogdan Phyllis C. Bradbury William R. Calloway Virginia G. Cowgell Carl J. Dolce John F. Ely Beth Gardner Francis J. Hassler Mary Frances Hester Linda T. Holley Linda Tewell Cyrus B. King John Loss R. A. Mabry Jasper D. Memory Sandra O. Paur Tames R. Peeler LeRoy C. Saylor Donald H. Solomon Banks C. Talley, Tr. Elizabeth C. Theil Robert O. Tilman Nellie L. Waltner Tommy E. Wynn

(EEO Officer) (Faculty Senate) (Special Units) (Textiles) (Member-at-large) (Business Affairs) (Education) (Education) (Engineering) (Business Affairs) (Agriculture & Life Sciences) (University Extension) (Liberal Arts) (Design) (Library) (Design) (University Extension) (PAMS) (PAMS) (Graduate School) (Forest Resources) (Student Affairs) (Student Affairs) (Agriculture & Life Sciences) (Liberal Arts) (Library) (Member-at-large)

I would appreciate your serving or continuing to serve on the Affirmative Action Committee. The Committee has been expanded to reflect the growth of Federal Equal Employment Opportunity law and its extension into the area of sex-based discrimination.

The Title IX Unit Coordinators and the Affirmative Action Officers will be consolidated into the Affirmative Action Committee, and as such shall

have responsibilities under Executive Order 11246, Title IX, of the Education Amendments of 1972, and 503 and 504 of the Rehabilitation Act $\,$ of 1973.

North Carolina State University believes in equal opportunity practices which conform to both the spirit and letter of all laws against discrimination. To this end the Committee should function to aid in implementing the "good faith effort" component of our Affirmative Action Programs.

Lawrence M. Clark, Assistant Provost, will serve as our Equal Employment Opportunity Officer and Chairman of this Committee.

Joale & Stores

Chancellor



AT RALEIGH

OFFICE OF THE CHANCELLOR BOX 5067 ZIP 27607 TELEPHONE: 919, 737-2191

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I would appreciate your serving or continuing to serve on the Affirmative Action Committee. At this time we have not been informed by HEW of the status of our Revised Affirmative Action Plan which was submitted in February 1974. However, North Carolina State University believes in equal opportunity practices which conform to both the spirit and letter of all laws against discrimination. To this end, the Committee should function to aid in implementing the "good faith effort" component of our Affirmative Action Program.

The responsibilities of the Committee include:

- Reviewing the current policies, practices, and programs of the University to determine their impact upon the opportunities for minority group members and women;
- (2) Advising the Administration about the revision of current policies, practices, and programs which have had a disparate impact upon minority group members and women;

Affirmative Action Committee Page 2 September 24, 1975

- (3) Recommending to the Administration the formulation of new policies, practices, and programs which may aid the University in meeting its responsibilities for minority affairs and affirmative action;
- (4) Facilitating the communications of their divisions, colleges, and/or schools with respect to the affirmative action guidelines provided by the Equal Opportunity Officer;
- (5) Aiding in the implementation of affirmative action programs as they relate to their divisions, colleges, and/or schools;
- (6) Acting as special assistants to their Deans or Directors with respect to problems and programs of affirmative action;
- (7) Being available as initial contacts for counseling and referral services to employees in their unit;
- (8) Screening complaints which imply discrimination and referring the same to appropriate grievance bodies.

Lawrence M. Clark, Assistant Provost, will serve as our Equal Employment Opportunity Officer and Chairman of this Committee.

A. Rigney
Acting Chancellor

CC: Provost Winstead
Dr. William B. Toole

AT RALEIGH

P. O. Box 5067, RALEIGH, N. C. 27607

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

October 12, 1976

MEMORANDUM

TO: Affirmative Action Officers

FROM: Lawrence M. Clark &M Elak

RE: Meeting of the Affirmative Action Committee

The Affirmative Action Committee will have its first meeting of the 1976-1977 Academic Year on Friday, October 22, 1976 at 12:00 noon in the Holladay Hall Conference Room.

Over the summer, there were several developments in the federal equal employment opportunity laws, and in our campus affirmative action programs. We shall discuss the most important of these at this meeting.

Our agenda will cover the following:

- The NCSU 1976 Revised Affirmative Action Plan and our new goals for 1978-1979.
- The establishment of a University Equal Opportunity Committee.
- Affirmative Action requirements for the Handicapped: Section 503 and 504 of the Rehabilitation Act of 1973.
- Proposed Revision of HEW Regulations implementing Executive Order 11246.

I look forward to seeing you on October 22. As the meeting is at noon, please feel free to bring your lunch.

LMC/stl

AT RALEIGH

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NORTH CAROLINA STATE UNIVERSITY AT RALEIGH
P. O. Box 5067, Raleigh, N. C. 27607
Office of the Provost and Vice-Chancellor

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LMC/stl

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

OFFICE OF THE CHANCELLOR Box 5067 Zip 27607 TELEPHONE: 919, 737-2191

October 6, 1976

Mrs. Anna Keller Director of Admissions

Dear Mrs. Keller:

I would like to request that you serve as a member of the Affirmative Action Committee for the current academic year. Your service on this committee would be in place of Dr. Banks C. Talley who has requested to be relieved of this responsibility. The committee for this year has been expanded somewhat to reflect the growth of Federal Equal Employment Opportunity law and its extension into the area of sex discrimination.

This has become a very important and a very sensitive committee for this institution and I certainly appreciate your willingness to serve in this capacity.

Dr. Lawrence M. Clark, Assistant Provost, will continue to serve as our Equal Employment Opportunity officer and as Chairman of this committee.

Sincerely,

Joab L. Thomas Chancellor

CC: Dr. Lawrence M. Clark Mr. W. H. Simpson Dr. Banks C. Talley

Dec. 9th affirmative Action Comm. Meeting Replacing Will Not Attend John Ely Arthur Eckles 3 Dr. Mabry

NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

OFFICE OF THE CHANCELLOR Box 5067 Zip 27607 TELEPHONE: 919, 737-2191

September 24, 1976

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Joab L. Thomas
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AT RALEIGH

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DR. Downs

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anna P. Keller admissions

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Elizabeth C. Theil- Directore of.

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Nellie L. Waltner

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AT RALEIGH

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OFFICE OF THE PROVOST AND VICE-CHANCELLOR

November 22, 1976

MEMORANDUM

TO:

Affirmative Action Committee

FROM:

Lawrence M. Clark ADECark

SUBJECT: Committee Meeting

The Affirmative Action Committee will meet at 12:00 noon, Thursday, December 9, 1976 in the Holladay Hall Conference Room.

There are two topics of particular importance to be discussed. They are:

- (1) EPA Employment Procedures, and
- (2) Our affirmative action plan for the employment of handicapped persons and veterans of the Vietnam era.

As usual, please feel free to bring your lunch.

I look forward to meeting with you; if you should have any questions, please contact me.

LMC/stl

cc: Dr. Downs, Asst. Provost

AT RALEIGH

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cc: Dr. Downs, Asst. Provost

NCSU AFFIRMATIVE ACTION RECRUITMENT REPORT (Fill out for each EPA position prior to final approval)

EPA positi	ion fill	ed:	1.1.				
•			(rank and	d area of	speciali	zation)	Stephen and
Full-time		Part-		Date			
Central Fa	culty P	osition L		vice Number			
Number	of written a	pplications rec	eived:			ates invited to	
	Male	Female			Male	Female	
			Black				Black
			White				White
			Other				Other
fer to be made	to:						
	Name		Sex	Race		Present Emp	loyer
	Ivaine						
Person: (In ord	s seriou	asly consi	dered but	not recom	mended f	or the ap	ppointment down offer
(In ore	s seriou	offers to	dered but be made 1 Sex	not recom st choice Race	Formal	e turns	ppointment down offer Interview
(In ore	s seriou der of c	offers to	be made 1	st choice	Formal	campus 1	down offer
(In ore	s seriou der of c	offers to	be made 1	st choice	Formal	campus 1	down offer

NCSU AFFIRMATIVE ACTION RECRUITMENT REPORT

(Fill out for each EPA position prior to final approval)

	t of: _					7	
EPA posit	ion fill	ed:	,				
				area of	speciali	zation)	
Full-time		Part-	time	Dat	e employ	ment effe	ective
Central F	aculty P	osition L	isting Ser	vice Numb	er		
I							
Number	of written a	pplications rec	eived:			dates invited t iewed elsewhe	
	Male	Female			Male	Female	
			Black				Black
			White				White
			Other				Other
Offer to be mad	e to:						
	Name		Sex	Race		Present Em	ployer
(In o	ns serion rder of o	usly cons offers to	idered but be made 1	not reco	candida	te turns	appointment down offer.
						es or No)	

Visiti	ng Appointments (Check Appropriate Box)
and the	
Ĺ	The visitor will not be considered for a non-visiting appointment during or after the term of the temporary assignment.
	The visitor will be considered for a non-visiting appointment during or after the term of the temporary appointment and regular affirmative action procedures have been followed.
	The visitor may be considered for a non-visiting appointment during the term of the temporary appointment. At such time the visitor will be considered as only one member of the potential pool of applicants.
Do you ha	twe files documenting your efforts to take affirmative action to locate female and minority candidates for Yes No
2 Can you position v	orvide an explanation for the offers made by explicity comparing the qualifications of those offered the vith those not offered the position?
	Yes No
Signed:	
	epartment Head Date
D	Date Date
*	
E.	E.O. Officer

CENTRAL FACULTY POSITION LISTING SERVICE

The Central Faculty Position Listing Service Form is to be filled out in Quadruplicate. The original and the gold copy should be forwarded to the Provost Office.

The department or unit must assign a numerical number in the space provided at the upper right corner of the form. In assigning numerical numbers please utilize the following numerical scheme:

NCSU	Form	No.	./	/	
			 -	 	 -

- (A) The first two digits (reading from left to right) should indicate the School Division Identification Number.
- (B) The middle two digits should indicate the Department/ Unit identification number (if not appropriate use 00).
- (C) The last two digits should indicate the department or unit's numerical system in utilizing the forms.

The identification numbers are given as follows: ched sheet.

Example A: NCSU Form No. 04-29-02

Example A indicates the School of Engineering and the Electrical Engineering Department

Example Example B: NCSU Form No. 63-00-01

Example B identifies the Division of Student Affairs

Budget Co	de Number			
Offer Made	e To:			
N	ame	Sex	Race	Present Employer
Others pe	rsons seriously considere	d but not	recommended	for the appointment:
N	ame	Sex	Race	Present Employer
Visiting A	Appointments Only Check to	he Approp	riate Box	
	The visitor will not be during or after the te			
	The visitor will be conduring or after the teaffirmative action pro-	rm of the	temporary ap	pointment and regular
	The visitor may be conduring the term of the visitor will be consider pool of applicants.	temporar	y appointment	at such time the
Signed:	Department Head			Date
	Dean/Director			Date

NCSU AFFIRMATIVE ACTION RECRUITMENT REPORT [Fill out for each EPA position prior to final approval]

D3	6177	-				N. Harris
PA positio	on fills	ed:	(rank and ;	rea of s	pecialization	· · · · · · · · · · · · · · · · · · ·
ull-time		Part-t			employment o	
entral Fac	culty Po	osition Li	sting Servi	ce Numbe	r	
		pullentions rec		Numb	er of candidates inv	
	Male	Female.			Male Fem	ale
			Black			Black
			White			White
			Other			Other
ffer to be made	to:		Sex	Ruce	Preser	nt Employer
	1340		ijex			43439
Person (In or	r coric	ously cons	idered but	not recor	candidate ti	the appointmen
(In or	r coric	ously cons	idered but	not recor	candidate ti	npus Interview
(In or	s seric	ously cons offers to	idered but be made la	not record to choice	Formal Car	npus Interview
(In or	s seric	ously cons	idered but be made la	not record to choice	Formal Car	npus Interview
(In or	s seric	ously cons offers to	idered but be made la	not record to choice	Formal Car	npus Interview

• ATPT CT	ing Appointments (Cr	eck Appropria	te Box)	
Ĺ	The visitor will during or after	not be considered the term of the te	for a non-visiting mporary assignment.	appointmen
E	during or after t	be considered for the term of the te on procedures have	a non-visiting appointment been followed.	intment and regula
	during the term	of the temporary a considered as only	a non-visiting appointment At such to one member of the p	ime the
Do you h this posit	ave files documenting your efforts to tion? Yes No	take affirmative action to lo	cate female and minority cand	idates for
Can you position	provide an explanation for the offers with those not offered the position?	made by explicity comparis	ng the qualifications of those o	ffered the
Signed:	Department Head		Date	
	Dean		Date	
	E.E.O. Officer		Date	