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The Department of Labor regulations implementing section 503 became effective May, 1976, and HEW regulations implementing section ~~503~~ 504 of the Rehabilitation Act of 1973 became effective <sup>July</sup> 1977.

D R A F T

September 1, 1977

MEMORANDUM

TO: University Steering Committee <sup>①</sup> ~~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.

*insert* ~~503 employment & 504 regulations~~ <sup>Department of Labor regulations implementing 504</sup>  
NEW regulations implementing section 504 of the Rehabilitation Act of 1973 became effective June 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. <sup>By</sup> ~~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. <sup>By</sup> ~~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*

Deans

~~Vice Chancellors~~

I. T. Littleton  
A. C. Barefoot  
B. M. Parramore  
S. C. Mayo  
E. F. Harris  
R. E. Cook

~~Joab L. Thomas~~  
~~Chancellor~~

*up*  
*cleared*  
*cleared w/ Deans*

~~Suggested List of Persons~~ to Serve on the Steering Committee

- Donald A. Iddings (Facilities & Planning)
- Robert K. White (Counseling Center)
- Cathy C. Mahmoud (Curriculum & Instruction)
- William A. Jenkins (Business Affairs)
- Murray S. Downs (Provost's Office)
- Donald H. Solomon (Student Affairs)
- William L. Ballenger (School of Education)
- Don S. Keener (Library)
- Idonna E. Russell (Sociology & Anthropology)
- John R. Lambert (University Studies)
- Gary E. Stevenson (Poultry Science)
- George F. Needham (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	(EEO Officer)
Barbara H. Baines	(Faculty Senate)
A. C. Barefoot	(Special Units)
John F. Bogdan	(Textiles)
Phyllis C. Bradbury	(Member-at-large)
William R. Calloway	(Business Affairs)
Virginia G. Cowgell	(Education)
Carl J. Dolce	(Education)
John F. Ely	(Engineering)
Beth Gardner	(Business Affairs)
Francis J. Hassler	(Agriculture & Life Sciences)
Mary Frances Hester	(University Extension)
Linda T. Holley	(Liberal Arts)
Linda Jewell	(Design)
Cyrus B. King	(Library)
John Loss	(Design)
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Jasper D. Memory	(PAMS)
Sandra O. Paur	(PAMS)
James R. Peeler	(Graduate School)
LeRoy C. Saylor	(Forest Resources)
Donald H. Solomon	(Student Affairs)
Banks C. Talley, Jr.	(Student Affairs)
Elizabeth C. Theil	(Agriculture & Life Sciences)
Robert O. Tilman	(Liberal Arts)
Nellie L. Waltner	(Library)
Tommy E. Wynn	(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

September 24, 1976

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.



Joab L. Thomas  
Chancellor



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September 24, 1976

TO: Affirmative Action Committee

- ✓ Lawrence M. Clark, Chairman (EEO Officer)
- Barbara H. Baines (Faculty Senate)
- A. C. Barefoot *Univ. Studies* (Special Units)
- Textiles* - John F. Bogdan (Textiles)
- Phyllis C. Bradbury (Member-at-large)
- Business* - William R. Calloway (Business Affairs)
- Ed* - Virginia G. Cowgell (Education)
- Carl J. Dolce (Education)
- John F. Ely (Engineering)
- Beth Gardner (Business Affairs)
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- Donald H. Solomon (Student Affairs)
- Banks C. Talley, Jr. *Anna Keller* (Student Affairs)
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September 24, 1975

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John F. Ely	(Engineering)
Carl J. Dolce	(Education)
Richard A. King	(Human Relations Council)
Francis J. Hassler	(Agriculture and Life Sciences)
Randolph T. Hester	(Design)
Charles B. Lynam	(Business Affairs)
Cyrus B. King	(Library)
R. A. Mabry	(University Extension)
Jasper D. Memory	(PAMS)
LeRoy C. Saylor	(Forest Resources)
Samuel C. Schlitzkus	(Business Affairs)
Thomas H. Stafford	(Student Affairs)
A. C. Barefoot	(Administration)
Robert O. Tilman	(Liberal Arts)
Banks C. Talley, Jr.	(Student Affairs)
Elizabeth C. Theil	(At large member)
Barbara H. Baines	(Faculty Senate)
Tommy E. Wynn	(At large member)

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:

- (1) 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;

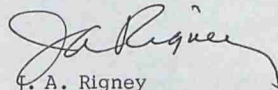
Affirmative Action Committee

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.



J. A. Rigney  
Acting Chancellor

CC: Provost Winstead  
Dr. William B. Toole

NORTH CAROLINA STATE UNIVERSITY | 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 *L.M. Clark*  
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:

1. The NCSU 1976 Revised Affirmative Action Plan and our new goals for 1978-1979.
2. The establishment of a University Equal Opportunity Committee.
3. Affirmative Action requirements for the Handicapped: Section 503 and 504 of the Rehabilitation Act of 1973.
4. 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

cc: Dr. Clauston Jenkins

NORTH CAROLINA STATE UNIVERSITY | AT RALEIGH

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

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

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NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

Your copy

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

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

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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

Will Not Attend

Replacing

①

John Ely

Arthur Eckles

②

De. Mabrey

# NORTH CAROLINA STATE UNIVERSITY AT RALEIGH

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September 24, 1976

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September 24, 1976

TO: Affirmative Action Committee

*Dr. Downs*

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*Anna P. Keller*  
*Director of Admissions*

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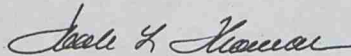
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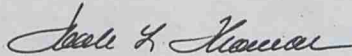
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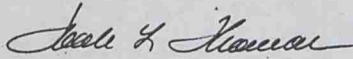


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P. O. Box 5067, RALEIGH, N. C. 27607

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

November 22, 1976

MEMORANDUM

TO: Affirmative Action Committee  
FROM: Lawrence M. Clark *L.M. Clark*  
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

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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

NORTH CAROLINA STATE UNIVERSITY | AT RALEIGH

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

OFFICE OF THE PROVOST AND VICE-CHANCELLOR

November 22, 1976

MEMORANDUM

TO: Affirmative Action Committee

FROM: Lawrence M. Clark *LMC*

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





III Visiting Appointments (Check Appropriate Box)

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.

IV Do you have files documenting your efforts to take affirmative action to locate female and minority candidates for this position?                    
Yes No

2 Can you provide an explanation for the offers made by explicitly comparing the qualifications of those offered the position with those not offered the position?                    
Yes No

3 List below specific efforts to locate females and minorities (number of groups, institutions and individuals notified about vacancy).

Signed: \_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Dean Date

\_\_\_\_\_

\_\_\_\_\_

E.E.O. Officer Date

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 Code Number \_\_\_\_\_

Offer Made To:

Name	Sex	Race	Present Employer
_____	_____	_____	_____

Others persons seriously considered but not recommended for the appointment:

Name	Sex	Race	Present Employer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Visiting Appointments Only Check the Appropriate Box

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.

Signed:

\_\_\_\_\_

Department Head

\_\_\_\_\_

Date

\_\_\_\_\_

Dean/Director

\_\_\_\_\_

Date



The visitor will not be considered for a non-visiting appointment during or after the term of the temporary assignment.

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d Can you provide an explanation for the offers made by explicitly comparing the qualifications of those offered the position with those not offered the position?            Yes            No

3. List below specific efforts to locate females and minorities (number of groups, institutions and individuals notified about vacancy).

Signed:

Department Head

Date

Dean

Date

E.E.O. Officer

Date