

Clark

U.S. Department of Labor

Employment Standards Administration
Office of Federal Contract
Compliance Programs
P.O. Box 471-Century P.O. Bldg.
Raleigh, North Carolina 27602



CERTIFIED MAIL
RETURN RECEIPT REQUESTED

September 13, 1985

Reply to the Attention of:

Dr. Bruce Poulton
Chancellor
Office of the Chancellor
North Carolina State University
Post Office Box 7001
Raleigh, North Carolina 27695-7001

Dear Dr. Poulton:

This office has been directed to conduct a preaward compliance review of the entire University to determine its compliance with Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, 38 USC 2012, (Vietnam Era Veterans Readjustment Assistance Act of 1974), and their implementing regulations.

In order to expedite the review process, and as agreed to by Carolyn Hawkins-Brown, Equal Opportunity Specialist and Dr. Lawrence Clark of your staff, Ms. Hawkins-Brown will arrive at your facility on September 17, 1985 at 1:00pm to commence the review. It is, therefore, requested that you have available the Affirmative Action Programs (AAP) stated in the above paragraph and supporting documentation prepared in accordance with the requirements set forth in CFR 60-1 and 60-2.10 through 60-2.32. We are particularly interested in the AAPs contents and supporting data such as that indicated in the enclosed itemized listing.

If you have any questions concerning this compliance review, you may contact Ms. Hawkins-Brown at 919-856-4090.

Sincerely,

James L. Simms

CURTIS L. SIMMS, DIRECTOR
Charlotte Area Office
and Raleigh Field Office
ESA/OFCCP

RECEIVED

SEP 16 1985

CHANCELLORS OFFICE
NCSU

Enclosure: Itemized Listing

cc: Dr. Lawrence M. Clark
Associate Provost
and University Affirmative Action Officer

Required AAP contents, including supporting documentation, such as those indicated by check (✓) mark are essential to us in performing the desk audit phase of the compliance review.

X a. Copies of your Employer Information Reports EEO-1 (Standard Form 100 Rev.) for the years X 1980

X 1981 X 1982 X 1983 X 1984 (See 41 CFR 60-1.40(c) and 60-2.11).

X b. Workforce Analysis (41 CFR 60-2.11(a)).

X c. Copies of progression line charts. (41 CFR 60-2.12(m)).

X d. Job group and availability analysis. (41 CFR 60-2.11(b)).

X e. Documentation that areas of underutilization have been identified and goals and timetables have been established to correct any deficiencies, together with a plan of action to achieve those goals and timetables. (41 CFR 60-2.13(d)(e) and (f)).

X f. Summary data and information which indicate the numerical and other results of your affirmative action goals for each job group for the current goal year and the preceding goal year. For each goal not attained/being attained, describe the good faith efforts which were/are being made to achieve them. (41 CFR 60-1.40(c) 60-2.12).

X g. An analysis of your selection process, including a determination of whether it eliminates a significantly higher percentage of minorities or women than non-minorities or men. (41 CFR 60-1.40(b)(2), 60-2.23(b)(3) and 60-2.25.) This analysis may consist of a summary of applicant and hire activity identified by race and sex for each job group for the (a) present goal year and (b) the previous goal year and include: total applicants, total offers of employment, total hires, total rejections. However, if you do not have the data arranged in that manner, you may choose to submit it in the form in which it is available.

X h. Analysis of your transfer and promotion practices to determine if lateral and/or vertical movement of minority or female employees are occurring at a lesser rate (compared to workforce mix) than non-minority or male employees. (41 CFR 60-1.40(b)(2), 60-2.23(b)(2) and 60-2.25.) The analysis may consist of a summary of promotion and transfer activity during the (a) present goal year and (b) previous goal year, identified by race and sex, including the department/job group/job title into which employees were promoted and each department/job group/title from which promoted. However, if you have performed the analyses under a different arrangement you may choose to submit it in the manner in which it is available.

X i. Summary of monitoring reports which reflect the degree to which the nondiscriminatory policy is carried out with respect to terminations of employment. (41 CFR 60-2.25.) This information may consist of a summary of employee terminations with identifications of race and sex and the departments and job titles from which they were terminated. However, if you have not compiled the data in that form you may choose to submit it in the form in which it is available.

Although it is not specified as one of the required contents of the AAP, it would assist us in conducting the desk audit if you would also attach a copy of your collective bargaining agreement, if any, or other available information indicating your policies and procedures governing employee mobility (i.e. promotions, transfers, etc.)

Please send top p. to
Claudia Pettison in L Clark's office at
JEFFREY H. ORLEANS NCSU
ATTORNEY

SPECIAL ASSISTANT TO THE PRESIDENT
THE UNIVERSITY OF NORTH CAROLINA

BOX 2688, CHAPEL HILL, N.C. 27514

919-962-6981

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Clark
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VITAL ISSUES:

The Future of Affirmative Action and Desegregation in Higher Education

CLEMSON UNIVERSITY
REGIONAL CONFERENCE
SEPTEMBER 17-20, 1985
CLEMSON, SOUTH CAROLINA

Is affirmative action effective in higher education? Where are we and what does the future hold? What about desegregation plans? And women, there are so few in administration! Is there a lack of commitment or is there another explanation?

Such is the focus of a two-and-a-half-day conference to be hosted by Clemson University, Clemson, South Carolina, on **September 17-20, 1985**. Conference registration materials will be mailed in June.

Call for Proposals

Proposals are needed describing programs, activities, ideas or techniques which have been successful in identifying or attracting blacks and women to the faculty, staff or student body. Selected proposals will be presented at the conference and/or reproduced as part of a resource booklet for conference attendees. Your ideas are welcomed and encouraged.


Submit proposals in a format appropriate for reproduction. Be sure to include your name, address and phone number.

The deadline for proposals is **May 15, 1985**.

For further information, contact:
Frank Mauldin
Executive Assistant to the President
Director, Office of Human Resources
E-103 Martin Hall
Clemson University
Clemson, South Carolina 29631
Phone: (803) 656-3181

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