

*Student Affairs*



# North Carolina State University

Division of Student Affairs

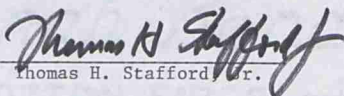
Office of the Vice Chancellor  
Box 7301  
Raleigh, N. C. 27695-7301



May 4, 1989

## Monitoring Procedures for Division of Student Affairs

Copies of goal worksheets will be sent to each unit in the Division and will be discussed in staff meeting. Progress toward meeting or maintaining goals will be reviewed each year in the Vice Chancellor for Student Affairs Office.

  
Thomas H. Stafford, Jr.

Student Affairs

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Professionals

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	5	2	40	3	60	0		0		0		2		3	
B) Availability Profile	.5	1	13	4	85	0	.81	0	1.2	0	.04	3	51	2	49
C) Over or Underrepresentation		+1		-1		0		0		0		-1		+1	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	2	1	50	1	50	0		0		0		1	50	1	50
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	5	2	40	3	60	0		0		0		2		3	

AVAILABILITY DATA:

Blacks: 13

Other\* 2.05

(X) Asian/Pacific Is. .81

(Y) Hispanic 1.2

(Z) American Indian .04

Females 48.7

\*Other = X + Y + Z

Student Affairs

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Secretarial/Clerical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	98	23	23	75	77	0		0		0		7	7	91	93
B) Availability Profile	98	19	19	78	80	0	.49	0	.34	0	.16	22	22	76	78
C) Over or Underrepresentation		+4		-3		0		0		0		-15		15	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	74	17	23	57	77	0	0	0	0	0	0	5	7	69	93
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	98	23	23	75	77	0	0	0	0	0	0	7	7	91	93

## AVAILABILITY DATA:

Blacks: 18.9 Other\* .99 (X) Asian/Pacific Is. .49 (Y) Hispanic .34 (Z) American Indian .16 Females 77.7

\*Other = X + Y + Z

Student Affairs

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Skilled Crafts

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	4	0		4	100	0		0		0		4	100	0	0
B) Availability Profile	4	0	19	4	80	0	.56	0	.32	0	.25	4	91	0	9
C) Over or Underrepresentation		0		0		0		0		0		0		0	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	1	0	0	1	100	0		0		0		1	100	0	0
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	4	1	25	3	75	0		0		0		4	100	0	0

AVAILABILITY DATA:

Blacks: 18.5

Other\* 1.13

(X) Asian/Pacific Is. .56

(Y) Hispanic .32

(Z) American Indian .25

Females 8.6

\*Other = X + Y + Z

Student Affairs

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Service Maintenance

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	92	71	77	21	23	0		0		0		57	62	35	38
B) Availability Profile	92	39	42	50	54	1	.77	0	.46	0	.23	49	53	43	47
C) Over or Underrepresentation		+32		-29		-1		0		0		+8		-8	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	101	78	77	22	22	1	1	0		0		54	53	47	47
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	92	71	77	20	22	1	1	0		0		49	53	43	47

AVAILABILITY DATA:

Blacks: 41.7 Other\* 1.46 (X) Asian/Pacific Is. .77 (Y) Hispanic .46 (Z) American Indian .23 Females 47

\*Other = X + Y + Z

Student Affairs

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Technical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		F	\$	F	\$	F	\$	F	\$	F	\$	MALE		FEMALE	
												F	\$	F	\$
A) 1987-88 Profile Data as of 10/88	39	9	23	29	74	0		0		1	3	1	3	38	97
B) Availability Profile	39	6	16	31	80	1	2.21	0	1.43	0	.21	22	55.7	17	44.3
C) Over or Underrepresentation		+3		-2		-1		0		+1		-21		+21	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	21	5	23	28	72	1	5	0		0		1	3	20	97
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	39	9	23	28	72	1	2	0		1	2	1	3	38	97

AVAILABILITY DATA:

Blacks: 16.23 Other\* 3.85 (X) Asian/Pacific Is. 2.21 (Y) Hispanic 1.43 (Z) American Indian .21 Females 44.25

\*Other = X + Y + Z

*Finance & Business*





# North Carolina State University

Human Resources  
Office of Finance and Business

Box 7210  
Raleigh, NC 27695-7210  
(919) 737-2135

May 5, 1989



## MEMORANDUM

TO: Dr. Lawrence Clark  
FROM: Alice R. Miller *ARM*  
Subject: Affirmative Action Goals for Finance and Business

Based on the availability data on the 10/1/88 profile that your office provided, we have projected hiring goals for Finance and Business. However, both the data and the process of goal formulation are cause for concern:

1. The 10/1/88 profile data that was supplied is not accurate because positions are wrongly designated within the EEO-6 categories. Since Human Resources did not generate nor review the data, we are at a loss when affirmative action officers contact us for guidance on determining goals.

In order to monitor and provide status reports, Institutional Research must utilize active data files.

2. Communication to the Executive level (i.e. Deans and Vice Chancellors) is essential to ensure understanding and support of this process. Responsibility for SPA affirmative action evidently is new to the affirmative action officers. Consequently, they are reluctant and confused about proceeding to set goals and becoming involved in the SPA hiring process.

Please keep me apprised of your progress on developing the plan and let me know how we can assist.

ARM:csw

cc: George Worsley  
William Fleming

An Equal Opportunity/Affirmative Action Employer

North Carolina State University is a land-grant university and a constituent institution of The University of North Carolina.

Hiring Goals for Finance and Business  
10/1/88 - 10/1/93

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
Executive/ Mgr/ Admin	2*							2
Professional	66	17 26%	49 74%		1 1%		34 51%	32 49%
Secretarial	171	44 26%	127 74%				38 22%	133 78%
Service/ Maintenance	343	206 60%	130 38%	3 1%			189 55%	154 45%
Skilled Crafts	101	22 22%	78 77%	1 1%			92 91%	9 9%
Technical	92	16 17%	73 80%	2 2%	1 1%		46 50%	46 50%

\*According to the University Affirmative Action Office, the vacancy estimates in this category are too low to set realizable goals. There are only 10 Finance and Business positions in this category.

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

Executive/ Mgr/ Admin

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	10	1 10%	9 90%				9 90%	1 10%
B) Availability (Inst. Res. 3/89)	10	1 10%	9 89%				7 71%	3 29%
C) OVER/ UNDER Representation	N/A	0	0				2	-2
D) Hiring Goals 10/1/88 - 10/1/93								2
E) Goal Profile for 10/1/93								

## Availability Data:

Blacks 10.3%  
 Other .99%  
     (Assian .55%)  
     (Hispanic .43%)  
     (Amer. Ind. .01%)  
 Females 28.9%

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

According to the University Affirmative Action Office, the vacancy estimates in this category are too low to set realizable goals.

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

## Professional

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	120	14 12%	105 88%		1 1%		78 65%	42 35%
B) Availability (Inst. Res. 3/89)	120	16 13%	102 85%		1 1%		61 51%	59 49%
C) OVER/ UNDER Representation	N/A	-2	3				17	-17
D) Hiring Goals 10/1/88 - 10/1/93	(120x55%) 66	17 26%	49 74%		1 1%		34 51%	32 49%
E) Goal Profile for 10/1/93	120	17 14%	102 85%		1 1%		61 51%	59 49%

## Availability Data:

Blacks	13.0%	
Other	2.05%	
(Asian		.81%
(Hispanic		1.20%
(Amer. Ind.		.04%
Females	48.7%	

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (120) multiplied by the estimated annual vacancy percentage over the next five years (11% x 5) or 55%.

## Secretarial/ Clerical

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	228	74 32%	149 65%	3 1%	2 1%		39 17%	189 83%
B) Availability (Inst. Res. 3/89)	228	43 19%	182 80%	1 0%	1 0%		50 22%	178 78%
C) OVER/ UNDER Representation	N/A	31	-33				-11	11
D) Hiring Goals 10/1/88 - 10/1/93	(228*75%) 171	44 26%	127 74%				38 22%	133 78%
E) Goal Profile for 10/1/93	228	52 23%	102 77%				46 20%	182 80%

## Availability Data:

Blacks	18.9%	
Other	.99%	
(Asian	.49%	
(Hispanic	.34%	
(Amer. Ind.	.16%	
Females	77.7%	

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (228) multiplied by the estimated annual vacancy percentage over the next five years (15% x 5) or 75%.

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

Service/ Maintenance

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	343	301 88%	39 11%	2 1%	1 0%		221 64%	122 36%
B) Availability (Inst. Res. 3/89)	343	144 42%	185 54%	3 1%	2 0%		182 53%	161 47%
C) OVER/ UNDER Representation	N/A	157	-146				39	-39
D) Hiring Goals 10/1/88 - 10/1/93	(343*100%) 343	206 60%	130 38%	3 1%			189 55%	154 45%
E) Goal Profile for 10/1/93	343	257 75%	86 25%				196 57%	147 43%

## Availability Data:

Blacks	41.7%	
Other	1.46%	
(Asian	.77%	
(Hispanic	.46%	
(Amer. Ind.	.23%	
Females	47%	

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (343) multiplied by the estimated annual vacancy percentage over the next five years (22% x 5) or 100%

HR 5/89

Skilled Crafts

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	225	54 24%	169 75%	1 1%			215 96%	10 4%
B) Availability (Inst. Res. 3/89)	225	43 19%	180 80%				205 91%	20 9%
C) OVER/ UNDER Representation	N/A	11	-11				10	-10
D) Hiring Goals 10/1/88 - 10/1/93	(225*45%) 101	22 22%	78 77%	1 1%			92 91%	9 9%
E) Goal Profile for 10/1/93	225	50 22%	173 77%	2 1%			209 93%	16 7%

Availability Data:

Blacks	18.5%	
Other	1.13%	
(Asian		.56%
(Hispanic		.32%
(Amer. Ind.		.25%
Females	8.6%	

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (225) multiplied by the estimated annual vacancy percentage over the next five years (9% x 5) or 45%.

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

## Technical

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PI		HISPANIC		AMER. IND.		MALE		FEMALE	
A) 1987-88 Profile Data as of 10/88	167	31	19%	135	81%	1	1%					70	42%	97	58%
B) Availability (Inst. Res. 3/89)	167	27	16%	134	80%	3	2%	2	1%			94	56%	73	44%
C) OVER/ UNDER Representation	N/A	4		1								-24		24	
D) Hiring Goals 10/1/88 - 10/1/93	(167*55%) 92	16	17%	73	80%	2	2%	1	1%			46	50%	46	50%
E) Goal Profile for 10/1/93	167	30	18%	132	79%	3	2%	2	1%			80	48%	87	52%

## Availability Data:

Blacks	16.23%		
Other	3.85%		
(Asian	2.21%		
(Hispanic	1.43%		
(Amer. Ind.	.21%		
Females	44.25%		

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (167) multiplied by the estimated annual vacancy percentage over the next five years (11% x 5) or 55%.



## COLLEGE/DIVISION =M\_UNIV. EXTENSION

F88 OCR SPA PERSONNEL DATA BY DIVISION,  
RACE, AND GENDER,  
EXCLUDING AG EXT. SERVICE PERSONNEL

COLLEGE/DIVISION P_UNIV. EXTENSION	PROFESSIONAL SECRETARIAL TECHNICAL	RACE				GENDER		TOTAL
		1_BLACK		2_WHITE		F	M	
		GENDER		GENDER				
		F	M	F	M	F	M	
		6	1	3	1	3	1	4
		1	2	26	3	32	4	36
		7	3	7	2	8	9	12
<b>TOTAL</b>				36	6	43	9	52

## COLLEGE/DIVISION =K\_FINANCE &amp; BUSINESS

F88 OCR SPA PERSONNEL DATA BY DIVISION,  
RACE, AND GENDER,  
EXCLUDING AG EXT. SERVICE PERSONNEL

COLLEGE/DIVISION K_FINANCE & BUSINESS	EXEC./MGR./ADMIN. PROFESSIONAL SECRETARIAL SERVICE/MAINT. SKILLED CRAFTS TECHNICAL	RACE								GENDER		TOTAL
		1_BLACK		2_WHITE		3_ASIAN		4_HISPANIC		F	M	
		GENDER		GENDER		GENDER		GENDER				
		F	M	F	M	F	M	F	M	F	M	
		6	1	1	8	.	.	.	.	1	9	10
		57	17	36	69	.	.	.	1	42	78	120
		115	186	128	21	3	.	1	1	189	39	228
		3	51	7	162	.	.	2	1	122	221	343
		14	17	82	53	1	1	.	1	10	215	225
<b>TOTAL</b>		195	280	260	346	4	3	2	3	461	632	1093

## COLLEGE/DIVISION =L\_STUDENT AFFAIRS

F88 OCR SPA PERSONNEL DATA BY DIVISION,  
RACE, AND GENDER,  
EXCLUDING AG EXT. SERVICE PERSONNEL

COLLEGE/DIVISION L_STUDENT AFFAIRS	PROFESSIONAL SECRETARIAL SERVICE/MAINT. SKILLED CRAFTS TECHNICAL	RACE					GENDER		TOTAL
		1_BLACK		2_WHITE		5_AMER INDIAN	F	M	
		GENDER		GENDER		GENDER			
		F	M	F	M	F	F	M	
		1	1	2	1	.	3	2	5
		18	5	73	2	.	91	7	98
		44	27	13	8	.	57	35	92
		.	.	.	4	.	.	4	4
		9	.	28	1	1	38	1	39
<b>TOTAL</b>		72	33	116	16	1	189	49	238

AVAILABILITY DATA

Combined Availability Data: Wake, Durham Counties. Extrapolated from Manpower Data Raleigh-Durham Standard Metropolitan Statistical Area.

SPA Category	White	Black	American Indian	Hispanic	Asian	Male	Female
Executives & Managers	88.7	10.3	.01	0.43	0.55	71.1	28.9
Professionals	84.78	13	0.04	1.20	0.81	51.3	48.7
Clerical and Secretarial	80.1	18.9	0.16	0.34	0.49	22.3	77.7
Skilled Crafts	80.2	18.5	0.25	0.32	0.56	91.4	8.6
Service Maintenance	54	41.7	0.23	0.46	0.77	53	47
Technical	79.92	16.23	0.21	1.43	2.21	55.75	44.25

Prepared by Institutional Research Office NCSU 3/29/89.

Finance and Business  
Service/ Maintenance

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

I-11

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	343	301 88%	39 11%	2 1%	1 0%		221 64%	122 36%
B) Availability (Inst. Res. 3/89)	343	144 42%	185 54%	3 1%	2 0%		182 53%	161 47%
C) OVER/ UNDER Representation	N/A	157	-146				39	-39
D) Hiring Goals 10/1/88 - 10/1/93	(343*100%) 343	302 88%	38 11%	3 1%			189 55%	154 45%
E) Goal Profile for 10/1/93	343	302 88%	41 12%				196 57%	147 43%

Availability Data:

Blacks 41.7%  
Other 1.46%  
(Asian .77%)  
(Hispanic .46%)  
(Amer. Ind. .23%)  
Females 47%

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (343) multiplied by the estimated annual vacancy percentage over the next five years (22% x 5) or 100%

HR 5/89



Finance and Business

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

A-2-11

Executive/ Mgr/ Admin

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	10	1 10%	9 90%				9 90%	1 10%
B) Availability (Inst. Res. 3/89)	10	1 10%	9 89%				7 71%	3 29%
C) OVER/ UNDER Representation	N/A	0	0				2	-2
D) Hiring Goals 10/1/88 - 10/1/93	10	1 10%	9 90%				7 71%	3 29%
E) Goal Profile for 10/1/93	10	1 10%	9 90%				7 71%	3 29%

Availability Data:

Blacks 10.3%  
Other .95%  
(Asian .55%)  
(Hispanic .13%)  
(Amer. Ind. .01%)  
Females 28.9%

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

According to the University Affirmative Action Office, the vacancy estimates in this category are too low to set realizable goals.

HR 5/89



Finance and Business  
Secretarial/ Clerical

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

F-11

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PI		HISPANIC		AMER. IND.	MALE		FEMALE	
A) 1987-88 Profile Data as of 10/88	228	74	32%	149	65%	3	1%	2	1%		39	17%	189	83%
B) Availability (Inst. Res. 3/89)	228	43	19%	182	80%	1	0%	1	0%		50	22%	178	78%
C) OVER/ UNDER Representation	N/A	31		-33							-11		11	
D) Hiring Goals 10/1/88 - 10/1/93	(228*75%) 171	74	43%	97	57%						29	17%	142	83%
E) Goal Profile for 10/1/93	228	75	33%	152	67%						39	17%	189	83%

Availability Data:

Blacks 18.9%  
Other .99%  
(Asian .49%)  
(Hispanic .34%)  
(Amer. Ind. .16%)  
Females 77.7%

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (228) multiplied by the estimated annual vacancy percentage over the next five years (15% x 5) or 75%.

HR 5/89



Finance and Business

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

H-11

Skilled Crafts

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
A) 1987-88 Profile Data as of 10/88	225	54 24%	169 75%	1 1%			215 96%	10 4%
B) Availability (Inst. Res. 3/89)	225	43 19%	180 80%				205 91%	20 9%
C) OVER/ UNDER Representation	N/A	11	-11				10	-10
D) Hiring Goals 10/1/88 - 10/1/93	(225x45%) 101	54 53%	46 46%	1 1%			92 91%	9 9%
E) Goal Profile for 10/1/93	225	54 24%	169 75%	1 1%			209 93%	16 7%

Availability Data:

Blacks 18.5%  
Other 1.13%  
(Asian .56%)  
(Hispanic .32%)  
(Amer. Ind. .25%)  
Females 8.6%

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (225) multiplied by the estimated annual vacancy percentage over the next five years (9% x 5) or 45%.

HR 5/89



Finance and Business  
Technical

Composition and New Hires of NCSU  
By Race/Ethnic Group and Sex

G-11

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PI		HISPANIC		AMER. IND.	MALE		FEMALE	
A) 1987-88 Profile Data as of 10/88	167	31	19%	135	81%	1	1%				70	42%	97	58%
B) Availability (Inst. Res. 3/89)	167	27	16%	134	80%	3	2%	2	1%		94	56%	73	44%
C) OVER/ UNDER Representation	N/A	4		1							-24		24	
D) Hiring Goals 10/1/88 - 10/1/93	(167*55%) 92	31	34%	58	63%	2	2%	1	1%		39	42%	53	58%
E) Goal Profile for 10/1/93	167	31	19%	132	79%	2	1%	2	1%		70	42%	97	58%

Availability Data:

Blacks 16.23%  
Other 3.85%  
(Asian 2.21%)  
(Hispanic 1.43%)  
(Amer. Ind. .21%)  
Females 44.25%

The availability data and the current profile data were provided by University Institutional Research. The base counties used were Durham and Wake. Adding Johnston County does not significantly affect the availability. Percentages are rounded off to the nearest whole number.

The Hiring Goal is the grand total (167) multiplied by the estimated annual vacancy percentage over the next five years (11% x 5) or 55%.

HR 5/89



Hiring Goals for Finance and Business  
10/1/88 - 10/1/93

	GRAND TOTAL	BLACK	WHITE	ASIAN/ PI	HISPANIC	AMER. IND.	MALE	FEMALE
Executive/ Mgr/ Admin	2*							2
Professional	66	17 26%	49 74%		1 1%		34 51%	32 49%
Secretarial	171	44 26%	127 74%				38 22%	133 78%
Service/ Maintenance	343	206 60%	130 38%	3 1%			189 55%	154 45%
Skilled Crafts	101	22 22%	78 77%	1 1%			92 91%	9 9%
Technical	92	16 17%	73 80%	2 2%	1 1%		46 50%	46 50%

\*According to the University Affirmative Action Office, the vacancy estimates in this category are too low to set realizable goals. There are only 10 Finance and Business positions in this category.



## COLLEGE/DIVISION =M\_UNIV. EXTENSION

FBB OCR SPA PERSONNEL DATA BY DIVISION,  
RACE, AND GENDER,  
EXCLUDING AG EXT. SERVICE PERSONNEL

COLLEGE/DIVISION P_UNIV. EXTENSION	PROFESSIONAL SECRETARIAL TECHNICAL	RACE				GENDER		TOTAL
		1_BLACK		2_WHITE		F	M	
		GENDER		GENDER				
		F	M	F	M	F	M	
		6	1	3	1	3	1	4
		1	2	7	3	32	4	36
TOTAL		7	3	36	2	43	4	12
								52

## COLLEGE/DIVISION =K\_FINANCE &amp; BUSINESS

FBB OCR SPA PERSONNEL DATA BY DIVISION,  
RACE, AND GENDER,  
EXCLUDING AG EXT. SERVICE PERSONNEL

COLLEGE/DIVISION K_FINANCE & BUSINESS	EXEC./MGR./ADMIN. PROFESSIONAL SECRETARIAL SERVICE/MAINT. SKILLED CRAFTS TECHNICAL	RACE								GENDER		TOTAL
		1_BLACK		2_WHITE		3_ASIAN		4_HISPANIC		F	M	
		GENDER		GENDER		GENDER		GENDER				
		F	M	F	M	F	M	F	M	F	M	
		6	1	1	8	.	.	.	.	1	9	10.
		57	17	36	69	.	.	.	1	42	78	120.
		115	186	128	21	3	.	1	1	189	39	228
		3	51	7	182	.	2	1	1	122	221	343
		14	17	82	53	1	1	.	1	10	215	225
TOTAL		195	280	260	346	4	3	2	3	461	632	1097

## COLLEGE/DIVISION =L\_STUDENT AFFAIRS

FBB OCR SPA PERSONNEL DATA BY DIVISION,  
RACE, AND GENDER,  
EXCLUDING AG EXT. SERVICE PERSONNEL

COLLEGE/DIVISION L_STUDENT AFFAIRS	PROFESSIONAL SECRETARIAL SERVICE/MAINT. SKILLED CRAFTS TECHNICAL	RACE					GENDER		TOTAL
		1_BLACK		2_WHITE		5_AMER INDIAN	F	M	
		GENDER		GENDER		GENDER			
		F	M	F	M	F	F	M	
		1	1	2	1	.	3	2	5
		18	5	73	2	.	91	7	98
		44	27	13	8	.	57	35	92
		.	.	.	4	.	.	4	4
		9	.	28	1	1	38	1	39
TOTAL		72	33	116	16	1	189	49	238

AVAILABILITY DATA

Combined Availability Data: Wake, Durham Counties. Extrapolated from Manpower Data Raleigh-Durham Standard Metropolitan Statistical Area.

SPA Category	White	Black	American Indian	Hispanic	Asian	Male	Female
Executives & Managers	88.7	10.3	.01	0.43	0.55	71.1	28.9
Professionals	84.78	13	0.04	1.20	0.81	51.3	48.7
Clerical and Secretarial	80.1	18.9	0.16	0.34	0.49	22.3	77.7
Skilled Crafts	80.2	18.5	0.25	0.32	0.56	91.4	8.6
Service Maintenance	54	41.7	0.23	0.46	0.77	53	47
Technical	79.92	16.23	0.21	1.43	2.21	55.75	44.25

Prepared by Institutional Research Office NCSU 3/29/89.

University

Extension



# North Carolina State University

Office of the Vice Chancellor  
for Extension and Public Service

May 5, 1989

Box 7401  
Raleigh, NC 27695-7401  
(919) 737-2144



## MEMORANDUM

TO: Lawrence M. Clark

FROM: Sallie L. Parker *slp*

SUBJECT: Affirmative Action SPA Goal-Setting and Unit Plan of  
Monitoring Procedures

I have attached three worksheets on SPA Goal-Setting as well as the Monitoring Procedures Plan for University Extension.

If you have any questions, please give me a call at 2144.

Attachments

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSUCATEGORY Secretarial/Clerical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	36	7	19.4	29	80.5	0		0		0		4	11.1	32	88.8
B) Availability Profile	36	7	19	29	80.5	0		0		0		8	22	28	77.7
C) Over or Underrepresentation		0		0		0		0		0		-4		+4	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	27	7	25	20	75	0		0		0		6	22	21	77.7
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	36	9	25	27	75							5	15	31	85

## AVAILABILITY DATA:

Blacks: 18.9% Other\* 2.05% (X) Asian/Pacific Is. .49% (Y) Hispanic .34% (Z) American Indian .16% Females 77.7%

\*Other = X + Y + Z

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSUCATEGORY Technical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	12	3	25	9	75	0		0		0		4	33	8	66.6
B) Availability Profile	12	2	16.6	10	83	0		0		0		7	58	5	41.6
C) Over or Underrepresentation		+1		-1		0		0		0		-3		+3	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	7	2	25	5	75	0		0		0		4	55.75	3	44.25
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	12	3	25	9	75							4	36	8	64

## AVAILABILITY DATA:

Blacks: 16.23% Other\* \_\_\_\_\_ (X) Asian/Pacific Is. 2.21% (Y) Hispanic 1.43% (Z) American Indian .21% Females 44.25%

\*Other = X + Y + Z

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSUCATEGORY Professional

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	4	0		4	100	0		0		0		1	25	3	75
B) Availability Profile	4	1	25	3	75	0		0		0		2	50	2	50
C) Over or Underrepresentation		-1		+1		0		0		0		-1		+1	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	2	1	50	1	50	0		0		0		1	50	1	50
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	4	1	25	3	75							2	50	2	50

## AVAILABILITY DATA:

Blacks: 13%

Other\* \_\_\_\_\_

(X) Asian/Pacific Is. .81%(Y) Hispanic 1.20%(Z) American Indian .04%Females 48.7%

\*Other = X + Y + Z

AFFIRMATIVE ACTION MONITORING PROCEDURES FOR SPA EMPLOYEES  
UNIVERSITY EXTENSION

When positions become available in University Extension, the usual notices of vacancy are filed with Human Resources. Applications are received from Human Resources and in almost all cases blacks and females are among those applications received. If additional candidates are needed to help meet the Affirmative Action Plan, advertising is done off campus. The Division of Human Resources handles the placing of the ads. Current staff members will be encouraged to inform external friends and other individuals when vacancies arise. Blacks and females in all instances will be given careful review and all qualified candidates will be given an opportunity to interview for the positions available. Employment decisions will be made keeping in mind any minority deficiencies in the SPA employment profile.

We have experienced no major difficulty in recruiting and employing blacks, females and other minorities. We fully anticipate that we will meet our hiring goals over the next five-year period.

May 5, 1989



Library

Clerical

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

C-10

CATEGORY

Whole SPA - Library

BY RACE/ETHNIC GROUP AND SEX

delivered by Nell Walther

CATEGORY	GRAND TOTAL	BLACK		WHITE		ASIAN/PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	129	39	30	81	63	5	4	4	3			19	15	110	85
B) Availability Profile	129	24	19	104	80	1.34	.01	.5	--			31	24	99	76
C) Over or Underrepresentation		+15		-23		+3.66		+3.5				-12		+11	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	97	29	30	61	63	4	4	3	3			15	15	82	85
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	129	39	30	81	63	5	4	4	3			19	15	110	85

AVAILABILITY DATA:

Blacks: 18.9% Other\* 2.05%(X) Asian/Pacific Is. 1.20% (Y) Hispanic .81% (Z) American Indian .04% Females 77%

\*Other = X + Y + Z

Mostly Clerical -  
other categories are too small to provide significant data.

The library plan for monitoring: Will put on a spreadsheet and keep profiles current to monitor.

Approved by Directors  
Council, NCSU Libraries  
5-2-89 Nell Walther



02

Athletics

14.1



# North Carolina State University

Box 8501, Raleigh 27695-8501  
(919) 737-2109

Department of Athletics

Office of the Director

## DEPARTMENT OF ATHLETICS

### Monitoring Procedures for Affirmative Action Plan - SPA Employees

The administrative staff of the Athletics Department and the Personnel Representative for the department will review on a quarterly basis the results of the hiring goals as outlined in the attached worksheets. If a review of the plan indicates that results are unsatisfactory, recruiting efforts of minorities will be intensified. Job vacancy information will be mailed specifically to colleges with large minority populations and the hiring process will involve search procedures designed to reach qualified minorities. Every effort will be made to comply with the Affirmative Action Plan.



Department of Athletics

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Professional

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
												MALE		FEMALE	
		#	%	#	%	#	%	#	%	#	%	#	%	#	%
A) 1987-88 Profile Data as of 10/88	1	0	0	1	100.	0	0	0	0	0	0	1	100.	0	0
B) Availability Profile	1	0	13%	1	84%	0	.81%	0	1.2%	0	.04%	1	51.30%	0	48.70%
C) Over or Underrepresentation		0		0		0		0		0		0			
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	1	1	100%	0	0%							0		1	100%
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	1	1	100%	0	0%	0	0%	0	0%	0	0%	0	0%	1	100%

AVAILABILITY DATA:

Blacks: 13% Other\* 1.28% (X) Asian/Pacific Is. .81% (Y) Hispanic .43% (Z) American Indian .04% Females 48.7%

\*Other = X + Y + Z

Department of Athletics

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Secretarial/Clerical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	22	3	13.64%	19	86.36%	0	0%	0	0%	0	0%	5	22.73%	17	77.27%
B) Availability Profile	22	4	18.9%	18	80.10%	0	.49%	0	.34%	0	.16%	5	22.30%	17	77.7%
C) Over or Underrepresentation		-1		1		0		0		0		0		0	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	17	4	23.53%	13	76.47%	0		0		0		3	17.65%	14	82.35%
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	22	5	22%	17	78%	0		0		0		5	23%	17	77%

AVAILABILITY DATA:

Blacks: 18.9% Other\* .99% (X) Asian/Pacific Is. .49% (Y) Hispanic .34% (Z) American Indian .16% Females 77.7%

\*Other = X + Y + Z

Department of Athletics

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Service - Maintenance

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	25	20	80%	4	16%	0	0%	1	4%	0	0%	15	60%	10	40%
B) Availability Profile	25	10	41.7%	14	54%	0	.77%	0	.46%	0	.23%	13	53%	12	47%
C) Over or Underrepresentation		10		-10		0		1		0		2		-2	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	25	11	44%	14	56%	0		0	0%	0	0%	13	52%	12	48%
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	25	11	44%	14	56%	0	0%	0	0%	0	0%	13	52%	12	48%

AVAILABILITY DATA:

Blacks: 41.7% Other\* 1.46% (X) Asian/Pacific Is. .77% (Y) Hispanic .46% (Z) American Indian .23% Females 47%

\*Other = X + Y + Z



Department of Athletics

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Skilled Crafts

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	5	0	0%	5	100%	0	0%	0	0%	0	0%	5	100%	0	0%
B) Availability Profile	5	1	18.5%	4	80.2%	0	.56%	0	.32%	0	.25%	5	91.4%	0	8.6%
C) Over or Underrepresentation		-1		1		0		0		0		0		0	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	2	2	100%	0	0%	0		0		0		1	50%	1	50%
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	5	2	40%	3	60%	0	0%	0	0%	0	0%	4	80%	1	20%

AVAILABILITY DATA:

Blacks: 18.5% Other\* 1.13% (X) Asian/Pacific Is. .56% (Y) Hispanic .32% (Z) American Indian .25% Females 8.6%

\*Other = X + Y + Z

Department of Athletics

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Technical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%
B) Availability Profile	1	0	16.23%	1	79.92%	0	2.21%	0	1.43%	0	.21%	1	55.75%	0	44.25%
C) Over or Underrepresentation		0		0		0		0		0		-1		1	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	1	0	0%	1	100%	0		0		0		0	0%	1	100%
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	1	0	0%	1	100%	0	0%	0	0%	0	0%	0	0%	1	100%

AVAILABILITY DATA:

Blacks: 16.23% Other\* 3.85% (X) Asian/Pacific Is. 2.21% (Y) Hispanic 1.43% (Z) American Indian .21% Females 44.25%

\*Other = X + Y + Z

Cooperative  
Education

14.2



# North Carolina State University

Cooperative Education Program  
(919) 737-2199

Box 7110  
Raleigh, NC 27695-7110



## MEMORANDUM

DATE: May 5, 1989  
TO: Carolyn Maidon  
FROM: Djuna Acker  
RE: SPA Employees

List below are the Cooperative Education Program's positions as of October 1, 1988.

Pos. # 043059 0565-Administrative Secretary V Grade 61  
Pos. # 043594 0563-Secretary III Grade 57

If I can be of further assistance, please let me know.

dha

International  
Programs

14.2



# North Carolina State University

Office of International Programs

Box 7112  
Raleigh, NC 27695-7112  
(919) 737-3201  
Telex: 4996937



May 5, 1989

## MEMORANDUM

TO: Dr. Larry Clark

FROM: J. Lawrence Apple *J. Lawrence Apple*

Below is the information you requested for the revised affirmative action plan on the one secretarial position in this office:

Secretary IV - Grade level 59 - Position #044291

jb

RACE/ETHNIC IDENTIFICATION AND SEX

OCCUPATIONAL ACTIVITY	BLACK		AMERICAN INDIAN OR ALASKAN		ASIAN OR PACIFIC ISLANDER		HISPANIC		WHITE		TOTAL			
	M	F	M	F	M	F	M	F	M	F	MALE	FEMALE	MALE & FEMALE	
Secretarial														
Provost Office		4								3	0	7	7	
Computing Center		3							1	10	1	13	14	
Radiation Protection										1	0	1	1	
Admissions		3								8	0	11	11	
Academic Skills		3								2	0	5	5	
Cooperative Educat.		1								1	0	2	2	
Graduate School		3								8	0	11	11	
International Office										1	0	1	1	
Faculty Senate										1	0	1	1	
Archives													NONE	
Grand Totals	0	17	0	0	0	0	0	0	1	35	1	52	53	

Alumni

Affairs

14.3



North Carolina State University  
Alumni Association

Box 7503 NCSU  
Raleigh NC 27695-7503  
919 737-3375



May 9, 1989

To: Lawrence M. Clark  
Associate Provost

From: Bryce R. Younts *Bryce*  
Director of Alumni Relations


Subject: Revision of NCSU Affirmative Action Plan

Here are our worksheets in goal setting for the Affirmative Action Plan for the next five years. As the report indicates, our members in both the "Technical" and "Service/Maintenance" categories are too small to compute goals.

We have established goals for the "Clerical/Secretarial" category that reflect our continued effort to employ minorities in these key positions on our staff. We are always cognizant of our situation and review the figures carefully at the time we employ a person to fill any vacancy on our staff.

If you need additional information, please let me know.

BRY:phb



Built in 1925, the "State College" smokestack is part of the University's third power plant. The brick structure is 175 feet tall and 16 feet in diameter at the base.

CATEGORY Operational/Secretarial

BY RACE/ETHNIC GROUP AND SEX

F-14.4

Alumni Affairs

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	8	2	25	6	75	0		0		0		0	0	8	100
B) Availability Profile	8	2	19	6	80	0		0		0		2	22	6	79
C) Over or Underrepresentation		0		0		0		0		0		-2		+2	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	6	1	<i>16.7</i> 22	5	<i>83.3</i> 75	0		0		0		1	<i>16.7</i> 22	5	<i>83.3</i> 79
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	8	2	25	6	75	0		0		0		0	0	8	100

AVAILABILITY DATA:

Blacks: 18.9 Other\* 99 (X) Asian/Pacific Is. 49 (Y) Hispanic 34 (Z) American Indian 16 Females 77.7

\*Other = X + Y + Z

CATEGORY Service/Maintenance

BY RACE/ETHNIC GROUP AND SEX

Alumni Affairs

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX					
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE			
												#	\$	#	\$		
A) 1987-88 Profile Data as of 10/88	1	1															
B) Availability Profile			THIS GROUP IS TOO SMALL TO SET ANY GOALS.										1	100			
C) Over or Underrepresentation																	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93																	
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)																	

AVAILABILITY DATA:

Blacks: \_\_\_\_\_ Other\* \_\_\_\_\_ (X) Asian/Pacific Is. \_\_\_\_\_ (Y) Hispanic \_\_\_\_\_ (Z) American Indian \_\_\_\_\_ Females \_\_\_\_\_

\*Other = X + Y + Z

CATEGORY Technical

BY RACE/ETHNIC GROUP AND SEX

Alumni Affairs

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX				
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE		
												#	%	#	%	
A) 1987-88 Profile Data as of 10/88	1			1		THIS GROUP IS TOO SMALL TO SET ANY GOALS.						1	100			
B) Availability Profile																
C) Over or Underrepresentation																
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93																
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)																

AVAILABILITY DATA:

Blacks: \_\_\_\_\_ Other\* \_\_\_\_\_ (X) Asian/Pacific Is. \_\_\_\_\_ (Y) Hispanic \_\_\_\_\_ (Z) American Indian \_\_\_\_\_ Females \_\_\_\_\_

\*Other = X + Y + Z

North Carolina State University  
Alumni Association

Box 7503 NCSU  
Raleigh NC 27695-7503  
919 737-3375



May 9, 1989

To: Lawrence M. Clark  
Associate Provost

From: Bryce R. Younts *Bryce*  
Director of Alumni Relations

Subject: Revision of NCSU Affirmative Action Plan

Here are our worksheets in goal setting for the Affirmative Action Plan for the next five years. As the report indicates, our members in both the "Technical" and "Service/Maintenance" categories are too small to compute goals.

We have established goals for the "Clerical/Secretarial" category that reflect our continued effort to employ minorities in these key positions on our staff. We are always cognizant of our situation and review the figures carefully at the time we employ a person to fill any vacancy on our staff.

If you need additional information, please let me know.

BRY:phb

Chancellor's

Office

14.3



# North Carolina State University

Office of the Chancellor

Box 7001  
Raleigh 27695-7001  
(919) 737-2191

May 10, 1989



## MEMORANDUM

TO: Larry Clark

FROM: Beth McGee

In response to your April 27 memo regarding revision of the North Carolina State University Affirmative Action plan, I am not comfortable with the arbitrary grouping of units. The Chancellor's Office prefers either to be grouped with all the units reporting to this office or with none of the units which report to this office.

The Chancellor's Office is dedicated to hiring and promoting minorities and will make every effort to do so in the future.

*Chancellor's Office*

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NUMBERS OF NCSU

**F-14.4**

CATEGORY Secretarial/Clerical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	5	1	20	4	80	0		0		0		0		5	100
B) Availability Profile	5	1	18.9	4	80.1	0		0		0		1	22.3	4	77.7
C) Over or Underrepresentation		0		0		0		0		0		-1		+1	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	3	1	33.3	2	66.7	0		0		0		0		3	100
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	5	1	20	4	80	0		0		0		0		5	100

AVAILABILITY DATA:

Blacks: 18.9 Other\* .99 (X) Asian/Pacific Is. .49 (Y) Hispanic .34 (Z) American Indian .16

Females 77.7

\*Other = X + Y + Z

MaFes 22.3



WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEEDS OF NCSU

6-14.4

CATEGORY Technical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Date as of 10/88	6	0		6	100	0		0		0		0		6	100
B) Availability Profile	6	1	16.23	5	79.92	0		0		0		3	55.75	3	44.25
C) Over or Underrepresentation		-1		+1		0		0		0		-3		+3	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	4	1	25	3	75	0		0		0		1	25	3	75
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	6	1	17	5	83	0		0		0		1	17	5	83

AVAILABILITY DATA:

Blacks: 16.23

Other\* 3.85

(X) Asian/Pacific Is. 2.21

(Y) Hispanic, 1.43

(Z) American Indian .21

Females 44.25

\*Other = X + Y + Z

Males 55.75

Research

Administration

Research Administration will make all supervisors aware of this affirmative action plan. We will discuss at staff meetings and will review our progress at least once a year.

CATEGORY SECRETARIAL

*14.4*

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	4	0		4	100	0		0		0		0		4	100
B) Availability Profile	4	1	25	3	75	0		0		0		1	22.3	3	77.7
C) Over or Underrepresentation		-1		+1		0		0		0		-1		+1	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	3	1	33	2	67	0		0		0		0		3	100
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	4	1	25	3	75	0		0		0		0		4	100

AVAILABILITY DATA:

Blacks: 18.9 Other\* .99 (X) Asia/Pacific Is. .49 (Y) Hispanic .34 (Z) American Indian .16 Females 77.7

\*Other = X + Y + Z

CATEGORY TECHNICAL

BY RACE/ETHNIC GROUP AND SEX

G-14.4

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX					
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE			
												#	\$	#	\$		
A) 1987-88 Profile Data as of 10/88	2	THIS GROUP TOO SMALL TO SET GOALS															
B) Availability Profile																	
C) Over or Underrepresentation																	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93																	
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)																	

## AVAILABILITY DATA:

Blacks: \_\_\_\_\_ Other\* \_\_\_\_\_ (X) Asian/Pacific Is. \_\_\_\_\_ (Y) Hispanic \_\_\_\_\_ (Z) American Indian \_\_\_\_\_ Females \_\_\_\_\_

\*Other = X + Y + Z

Sea

Grants

14.3

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND HIRING OF NCSU

E-14.4

CATEGORY Professional

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX				
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE		
												#	\$	#	\$	
A) 1987-88 Profile Data as of 10/88	2	too small to set goals														
B) Availability Profile																
C) Over or Underrepresentation																
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93																
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)																

AVAILABILITY DATA:

Blacks: \_\_\_\_\_ Other\* \_\_\_\_\_ (X) Asian/Pacific Is. \_\_\_\_\_ (Y) Hispanic \_\_\_\_\_ (Z) American Indian \_\_\_\_\_ Females \_\_\_\_\_

\*Other = X + Y + Z

UNC Sea Grant College Program  
Box 8605  
105 1911 Bldg.  
B.J. Copeland, Director

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

E-14.4

CATEGORY Secretarial/Clerical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	5	0	0	5	100	0		0		0		0		5	100
B) Availability Profile	5	1	19	4	80	0		0		0		1	22	4	78
C) Over or Underrepresentation		-1		+1								-1		+1	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	4	1	25	3	75	0		0		0		0		4	100
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	5	1	20	4	80	0		0		0		0		5	100

AVAILABILITY DATA:

Blacks: 18.9 Other\* .99 (X) Asian/Pacific Is. .49 (Y) Hispanic .34 (Z) American Indian .16 Females 78

\*Other = X + Y + Z

UNC Sea Grant College Program  
Box 8605  
105 1911 Bldg.  
B.J. Copeland, Director



WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

G14.4

CATEGORY Technical

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	1	too small to set goals													
B) Availability Profile															
C) Over or Underrepresentation															
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93															
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)															

AVAILABILITY DATA:

Blacks: \_\_\_\_\_ Other\* \_\_\_\_\_ (X) Asian/Pacific Is. \_\_\_\_\_ (Y) Hispanic \_\_\_\_\_ (Z) American Indian \_\_\_\_\_ Females \_\_\_\_\_

\*Other = X + Y + Z

UNC Sea Grant College Program  
Box 8605  
105 1911 Bldg.  
B.J. Copeland, Director

University

Development

14.3



# North Carolina State University

Office of the Vice Chancellor  
University Development



Box 7501  
Raleigh, NC 27695-7501  
(919) 737-2846

May 3, 1989

## MEMORANDUM

TO: Dr. Lawrence M. Clark  
FROM: John T. Kanipe, Jr. *John T. Kanipe*  
SUBJECT: Revision of NCSU Affirmative Action Plan

As requested in your memo of April 27, attached is the Office of University Development's worksheet on goal-setting in the categories of secretarial and technical.

Please let us know if we can be of further assistance.

Enc.

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Secretarial

BY RACE/ETHNIC GROUP AND SEX

F 14.4

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	11	1	9	9	82	0	0	0	0	1	9	0	0	11	100
B) Availability Profile	11	2	18.9	8	72.1	0		0		1	9	2	22.3	9	77.7
C) Over or Underrepresentation		-1		+1		0		0		+1		-2		+2	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	8	2	25	5	62.5	0		0		1	12.5	0	0	8	100
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	11	2	19	8	72	0		0		1	9	0	0	11	100

AVAILABILITY DATA:

Blacks: 18.9

Other\* .99

(X) Asian/Pacific Is. .49

(Y) Hispanic .34

(Z) American Indian .16

Females 77.7

\*Other = X + Y + Z

Special Units  
 Century Endowment Campaign

WORKSHEET ON GOAL-SETTING  
 COMPOSITION AND NEW HIRES OF NCSU

CATEGORY Technical  
 Vice Chancellor - University Development

BY RACE/ETHNIC GROUP AND SEX *6-14-4*

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	THIS GROUP IS TOO SMALL TO SET ANY GOALS. THEY DO BELONG TO OUR OFFICE.														
B) Availability Profile															
C) Over or Underrepresentation															
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93															
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)															

AVAILABILITY DATA:

Blacks: \_\_\_\_\_ Other\* \_\_\_\_\_ (X) Asian/Pacific Is. \_\_\_\_\_ (Y) Hispanic \_\_\_\_\_ (Z) American Indian \_\_\_\_\_ Females \_\_\_\_\_

\*Other = X + Y + Z

University

Relations

14.3

CATEGORY PROFESSIONAL

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	1	0	0	1	100	0	0	0	0	0	0	0	0	1	100
B) Availability Profile	1	.13	13	.85	85	.01	1	.01	1	0	0	.51	51	.49	49
C) Over or Underrepresentation	0	-.13		-.85		-.01		-.01		0		-.51		-.49	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	.55	PROJECT PROFILE IN FIVE YEARS TO BE THE SAME; THEREFORE, NO NEED TO SET GOALS.													
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	1	0	0	1	100	0	0	0	0	0	0	0	1	100	

## AVAILABILITY DATA:

Blacks: 13.00Other\* 2.05 (X) Asian/Pacific Is. .81 (Y) Hispanic 1.20 (Z) American Indian .04 Females 48.7

\*Other = X + Y + Z

CATEGORY SECRETARIAL

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	4	0	0	4	100	0	0	0	0	0	0	0	0	4	100
B) Availability Profile	4	1	19	3	80	0	49	0	34	0	16	1	22	3	78
C) Over or Underrepresentation	0	-1		1	0		0		0		-1		1		
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	3	1	33	2	67	0		0		0		0		3	100
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	4	1	25	3	75	0		0		0		0		4	100

## AVAILABILITY DATA:

Blacks: 18.9Other\* .99 (X) Asian/Pacific Is. .49 (Y) Hispanic .34 (Z) American Indian .16Females 77.7

\*Other = X + Y + Z



	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	5	0	0	5	100	0	0	0	0	0	0	3	60	2	40
B) Availability Profile	5	1	16	4	80	0	2	0	1	0	0	3	56	2	44
C) Over or Underrepresentation	0	-1		1		0		0		0		0			0
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	3	1	33	2	67	0	0	0	0	0	0	2	67	1	33
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	5	1	20	4	80	0		0		0		3	60	2	40

AVAILABILITY DATA:

Blacks: 16.23 Other\* 3.85 (X) Asian/Pacific Is. 2.21 (Y) Hispanic 1.43 (Z) American Indian .21 Females 44.25

\*Other = X + Y + Z

Water  
Resources  
Institute

14.3

THE UNIVERSITY OF NORTH CAROLINA  
WATER RESOURCES RESEARCH INSTITUTE

North Carolina State University  
Box 7912  
Raleigh, North Carolina 27695-7912  
Telephone: 919-737-2815

May 5, 1989

TO: Dr. Lawrence M. Clark  
Associate Provost

FROM: Linda Lambert *Linda Lambert*  
WRRRI Affirmative Action Officer

SUBJECT: NCSU Affirmative Action Plan



Attached are the completed affirmative action plan forms requested in your April 27 memorandum. As I discussed with you immediately following the workshop, the Water Resources Research Institute has so few employees that the percentages are really negligible. Furthermore, it is difficult to put any reasonable determination on anticipated number of vacancies for these positions since the current employees have been here from 11-20 years. At the present time, we know of no immediate plans for anyone leaving nor do we anticipate establishing new SPA positions.

Please be assured that it is not our intention to file a negative report and we will certainly assist in this affirmative action endeavor to the extent we can. You may call me (x2815) if you have questions on the enclosed material.

LL:et

enclosures

WORKSHEET ON GOAL-SETTING  
COMPOSITION AND NEW HIRES OF NCSU

E-74.4

Water Resources Research Institute

CATEGORY Professionals

BY RACE/ETHNIC GROUP AND SEX

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	1	0		1	100	0		0		0		0		1	100
B) Availability Profile	.1	.13	13.0	.85	84.78	.01	.81	.01	1.20	0	0.04	.51	51.3	.49	48.7
C) Over or Underrepresentation		-.13		+.15		-.01		-.01		0		-.51		+.51	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	.55	0		1	100	0		0		0		0		1	100
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	1	0		1	100	0		0		0		0		1	100

AVAILABILITY DATA:

Blacks: 13%

Other\* 2.05%

(X) Asian/Pacific Is. 0.81%

(Y) Hispanic 1.20%

(Z) American Indian 0.04%

Females 48.7%

\*Other = X + Y + Z

C-14.4

	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	%	#	%	#	%	#	%	#	%	MALE		FEMALE	
												#	%	#	%
A) 1987-88 Profile Data as of 10/88	2	0		2	100	0		0		0		0		2	100
B) Availability Profile	2	0.38	18.9	1.60	80.1	0.1	0.49	0.07	0.34	0.03	0.16	0.45	22.3	1.55	77.7
C) Over or Underrepresentation		-0.38		+0.40		-0.1		-0.07		-0.03		-0.45		+0.45	
D) Hiring Goals 1988-1989-1992-1993 Expiration 10/1/93	1.5	0		2	100	0		0		0		0		2	100
E) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	2	0		2	100	0		0		0		0		2	100

## AVAILABILITY DATA:

Blacks: 18.9% Other\* 2.05% (X) Asian/Pacific Is. 1.20% (Y) Hispanic .81% (Z) American Indian .04% Females 77.7%

\*Other = X + Y + Z

## COMPOSITION AND NEW HIRES OF NCSU

Secretarial/Clerical

BY RACE ETHNIC GROUP AND SEX

EEO-6 CATEGORY :	GRAND TOTAL	BLACK		WHITE		ASIAN/ PACIFIC IS.		HISPANIC		AMERICAN INDIAN		SEX			
		#	\$	#	\$	#	\$	#	\$	#	\$	MALE		FEMALE	
												#	\$	#	\$
A) 1987-88 Profile Data as of 10/88	2	0		2	100	0		0		0		0		2	100
B) Hiring Goals 1988-1989-1992-1993 Exoiration: 10/1/93	2 1.5	0		2	100	0		0		0		0		2	100
C) Goal Profile 1988-1989-1992-1993 (October 1, 1993)	2	0		2	100	0		0		0		0		2	100
D) New Hires 1988-89															
E) Profile 1988-89 (October 1, 1989)															
F) New Hires 1989-90															
G) Profile 1989-90 (October 1, 1990)															
H) New Hires 1990-91															
I) Profile 1990-91 (October 1, 1991)															
J) New Hires 1991-92															
K) Profile 1991-92 (October 1, 1992)															
L) New Hires 1992-93															
M) Profile 1992-93 (October 1, 1993)															
N) New Hires 1987-1988-1993															
SUM: D+F+H+J+L=N															

## AVAILABILITY DATA:

Blacks: 18.9% Other\* 2.05% (X) Asian/Pacific Is. 1.20% (Y) Hispanic .81% (Z) American Indian .04% Females 77.7%

\*Other = X + Y + Z