

PORTLAND COMMUNITY COLLEGE

WORKFORCE
ANALYSIS
REPORT

NOVEMBER 2009

AFFIRMATIVE ACTION/EQUITY OFFICE
HUMAN RESOURCE MANAGEMENT
INSTITUTIONAL EFFECTIVENESS

PORTLAND, OREGON



**Portland
Community
College**

INTRODUCTION

This report constitutes Portland Community College's assessment of its workforce as of November 2009. It is intended to assist the college in developing affirmative action activities in the areas where women and minorities are under represented.

The Affirmative Action Office and the Department of Institutional Effectiveness annually receive a workforce analysis from the Department of Human Resource Management, which is compared with labor market availability data as a means to determine utilization of protected class individuals. This process provides the basis for the establishment of placement goals and time tables to correct utilization.

METHODOLOGY

In summary, the college establishes goals and time tables for the selection of protected class individuals by obtaining a workforce analysis, comparing it with labor market availability data, and determining the utilization of women and ethnic minorities.

WORKFORCE ANALYSIS

This analysis is basically a "snapshot" taken of our workforce on November 1, 2009. It includes a separate listing of full-time and part-time employees organized by job group category, gender and ethnic identity. We continue to look at positions in four major categories: full-time hard money (General Fund), full-time soft money (Non-General Fund), part-time permanent hard money and part-time permanent soft money. Additionally, data is presented broken down into female and total minority: African American, Hispanic, American Indian/Alaskan Native and Asian/Pacific Islander.

AVAILABILITY ANALYSIS

This analysis is based on minority and female representation in the relevant labor area from which the college hires its employees. Specifically, this process includes the following two availability factors:

1. The availability of minorities or women having the requisite skills in an area in which the contractor can reasonably recruit.
2. Percentage of minorities or women promotable, transferable and trainable within the contractor's organization in the specified labor area.

Subsequently, each factor is given a value weight (as a percent of 1.00). This discretionary criterion reflects the importance of the particular factor as it relates to each job group. Consequently, the value weights for each factor may differ between job groups. That is, in order to fairly determine availability for each of the job groups, these have to be properly matched with national, regional, or local area census data. This methodology enables us to use both different values and national census data for the Administrator/Manager and Faculty job groups, and regional census data (Washington, Idaho, Oregon and California) for the Professional Non-Faculty job group. Moreover, the applicant flow data for faculty is further sub-divided to match each of the faculty subgroups: Instructors, Counselors and Librarians.

The AA Planner software lets us customize availability data according to the representation of faculty by academic subject area taught at PCC. This enables us to identify the areas actually being taught and the number of faculty teaching in each area, allowing us to match those numbers by academic area to the availability data.

UTILIZATION ANALYSIS

The utilization of women and minorities is determined by comparing their representation in our workforce with their availability in the labor market. That is, based on the difference in percentages between our current workforce and availability in the labor market, we calculate the number of women and minority positions needed to reach parity. This constitutes the college's goals.

Because labor market availability data is updated annually and because the college workforce changes from year to year, utilization figures also change and goals are adjusted accordingly. (See Appendix C for an illustration of how this occurs.) As a result, you will find as you review the data on the following pages that some goals are lower and some are higher than those established in the last Workforce Analysis. (See Appendix A for comparisons.) As we move close to parity, however, these goals will gradually be replaced by zeros in all categories.

It is important to remember that new hires alone will not necessarily reduce a placement goal in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and minorities in the college workforce, typically by:

- Hiring qualified women to replace men and/or hiring minorities to replace non-minorities when vacancies occur in existing position or
- Hiring qualified women and minorities to fill new positions. (See Appendix B)

The following sections outline current workforce, labor market availability, utilization information and goals for each job group category broken down by ethnic group and gender.

ADMINISTRATOR / MANAGER

As illustrated in this table, the comparison of the workforce with availability data yielded full utilization of American Indian/Alaskan Natives in all analyzed categories: Full-Time Employees/General Fund, Full-Time Employees/Non-General Fund, Part-Time Permanent Employees/General Fund and Part-Time Permanent Employees/Non-General Fund.

In the Full-Time Employees/General Fund the placement goal for Females is three (3), African-Americans is four (4) and for Hispanics the placement goal is three (3). In the Full-Time Employees/Non-General Fund the placement goal for African-Americans is two (2) and the placement goal for Asian/Pacific Islanders is one (1).

In the Part-Time Permanent Employees/General Fund a placement goal of one (1) for females exists, all other categories are at parity. In the Part-Time Permanent Employees/Non-General Fund categories Females and ethnic minorities are all at parity.

ADMINISTRATOR / MANAGER

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African-American</u>	<u>Hispanic</u>	<u>Amer Indian/Alaskn Ntv</u>	<u>Asian/Pacific Isd</u>
Full-Time Employees/	143	75	27	11	5	2	6
General Fund \$	%	52.45	18.88	7.69	3.50	1.40	4.20
Full-Time Employees/	24	17	4	1	3	0	0
Non-General Fund \$	%	70.83	16.67	4.17	12.50	0.00	0.00
Part-Time Permanent Employees/	1	0	0	0	0	0	0
General Fund \$	%	0.00	0.00	0.00	0.00	0.00	0.00
Part-Time Permanent Employees/	2	2	0	0	0	0	0
Non-General Fund \$	%	100.00	0.00	0.00	0.00	0.00	0.00
Casual Employees/	9	8	1	1	0	0	0
All Funding Sources	%	88.89	11.11	11.11	0.00	0.00	0.00
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority</u>	<u>African-American</u>	<u>Hispanic</u>	<u>Amer Indian/Alaskn Ntv</u>	<u>Asian/Pacific Isd</u>
Full-Time Employees		54.50	19.50	10.70	5.40	0.20	3.20
Part-Time Employees		58.10	11.00	2.60	3.60	0.00	4.80
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African-American</u>	<u>Hispanic</u>	<u>Amer Indian/Alaskn Ntv</u>	<u>Asian/Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		-2.94	-0.89	-4.30	-2.72	1.71	1.42
GOAL: Number of positions		3	7	4	3	0	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		3.92	-0.68	-1.57	1.70	-0.05	-0.77
GOAL: Number of positions		0	3	2	0	0	1
Part-Time Permanent Employees/General Fund \$							
Placement Goal		-0.58	-0.11	-0.03	-0.04	0.00	-0.05
GOAL: Number of positions		1	0	0	0	0	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		0.84	-0.22	-0.05	-0.07	0.00	-0.10
GOAL: Number of positions		0	0	0	0	0	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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PROFESSIONAL NON-FACULTY

In the Full-Time Employees/General Fund and Non-General Fund category Females are at parity. A placement goal exists in the Full-Time Employees/General Fund at the rate of one (1) for African-Americans and three (3) for American Indian/Alaskan Natives. In the Full-Time Employees/Non-General Fund the placement goal for American Indian/Alaskan Natives is two (2). All other categories in the Full-Time Employees/Non-General Fund are at parity.

In the Part-Time Permanent Employees/General Fund a placement goal of one (1) exists for Hispanics, and also one (1) for Asian/Pacific Islanders. In the Part-Time Permanent Employees/Non-General Fund all categories are at parity.

PROFESSIONAL NON-FACULTY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	119	88	26	5	11	0	10
	%	73.95	21.85	4.20	9.24	0.00	8.40
Full-Time Employees/ Non-General Fund \$	86	66	31	12	10	0	8
	%	76.74	36.05	13.95	11.63	0.00	9.30
Part-Time Permanent Employees/ General Fund \$	18	13	2	2	0	0	0
	%	72.22	11.11	11.11	0.00	0.00	0.00
Part-Time Permanent Employees/ Non-General Fund \$	26	22	6	1	3	0	1
	%	84.62	23.08	3.85	11.54	0.00	3.85
Casual Employees/ All Funding Sources	67	53	8	2	4	0	2
	%	79.10	11.94	2.99	5.97	0.00	2.99
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees		61.40	17.10	5.10	4.60	2.50	4.90
Part-Time Employees		66.00	13.20	4.50	3.60	1.40	3.60
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		14.93	5.65	-1.07	5.53	-2.98	4.17
GOAL: Number of positions		0	4	1	0	3	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		13.20	16.29	7.61	6.04	-2.15	3.79
GOAL: Number of positions		0	2	0	0	2	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		1.12	-0.38	1.19	-0.65	-0.25	-0.65
GOAL: Number of positions		0	2	0	1	0	1
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		4.84	2.57	-0.17	2.06	-0.36	0.06
GOAL: Number of positions		0	0	0	0	0	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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FACULTY – INSTRUCTORS ONLY

A Placement goal exists in the Full-Time Employees/General Fund for African-Americans at the rate of twenty one (21), Hispanics at the rate of seven (7) and American Indian/Alaskan Natives at the rate of four (4). In the Full-Time Employees/Non-General Fund all categories are at parity. In the Part-Time Casual Employees/All Funding Sources Females have a placement goal of three (3), African-Americans have a placement goal of one (1) and American Indian/Alaskan Natives have a placement goal of twenty three (23).

FACULTY - INSTRUCTORS ONLY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	404 %	226 55.94	48 11.88	7 1.73	17 4.21	3 0.74	20 4.95
Full-Time Employees/ Non-General Fund \$	7 %	6 85.71	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
Part-Time Permanent Employees/ General Fund \$	0 %						
Part-Time Permanent Employees/ Non-General Fund \$	0 %						
Casual Employees/ All Funding Sources	1,125 %	639 56.80	120 10.67	27 2.40	32 2.84	4 0.36	54 4.80
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees		49.60	18.50	6.90	5.90	1.70	4.00
Casual Employees		57.10	8.20	2.50	1.90	2.40	1.40
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		25.62	-26.74	-20.88	-6.84	-3.87	3.84
GOAL: Number of positions		0	32	21	7	4	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		2.53	-1.30	-0.48	-0.41	-0.12	-0.28
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Casual Employees/All Funding Sources							
Placement Goal		-3.38	27.75	-1.13	10.63	-23.00	38.25
GOAL: Number of positions		3	24	1	0	23	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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FACULTY – COUNSELORS ONLY

In the Full-Time Employees/General Fund the placement goal for African-Americans is three (3). All other groups are at parity in this category.

FACULTY - COUNSELORS ONLY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	17	13	3	0	2	0	0
	%	76.47	17.65	0.00	11.76	0.00	0.00
Full-Time Employees/ Non-General Fund \$	0	%					
Part-Time Permanent Employees/ General Fund \$	0	%					
Part-Time Permanent Employees/ Non-General Fund \$	0	%					
Casual Employees/ All Funding Sources	23	13	2	1	1	0	0
	%	56.52	8.70	4.35	4.35	0.00	0.00
 <u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees		71.90	29.40	17.40	8.40	1.30	2.30
 <u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		0.78	-2.00	-2.96	0.57	-0.22	-0.39
GOAL: Number of positions		0	3	3	0	0	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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FACULTY – LIBRARIANS ONLY

The data reveals that in the only category funded, Full-Time Employees/General Fund, the placement goal for Females is one (1). Parity has been achieved in all other groups.

FACULTY - LIBRARIANS ONLY

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	7 %	5 71.43	1 14.29	1 14.29	0 0.00	0 0.00	0 0.00
Full-Time Employees/ Non-General Fund \$	0 %						
Part-Time Permanent Employees/ General Fund \$	0 %						
Part-Time Permanent Employees/ Non-General Fund \$	0 %						
Casual Employees/ All Funding Sources	15 %	12 80.00	2 13.33	0 0.00	1 6.67	0 0.00	1 6.67

<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees	82.60	13.60	6.10	3.40	0.70	3.40

<u>UTILIZATION ANALYSIS AND GOALS</u>	<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$						
Placement Goal*	-0.78	0.05	0.57	-0.24	-0.05	-0.24
GOAL: Number of positions	1	0	0	0	0	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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SECRETARIAL / CLERICAL

The data indicates in the Full-Time Employees/General Fund Females have a placement goal of five (5), the placement goal for American Indian/Alaskan Natives is two (2). In the Full-Time Employees/Non-General Fund all groups are at parity.

In the Part-Time Permanent Employees/General Fund and in the Part-Time Permanent Employees/Non-General Fund all groups are at parity.

SECRETARIAL / CLERICAL

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	230 %	195 84.78	47 20.43	12 5.22	11 4.78	1 0.43	20 8.70
Full-Time Employees/ Non-General Fund \$	32 %	32 100.00	8 25.00	2 6.25	4 12.50	0 0.00	2 6.25
Part-Time Permanent Employees/ General Fund \$	59 %	44 74.58	13 22.03	2 3.39	3 5.08	5 8.47	3 5.08
Part-Time Permanent Employees/ Non-General Fund \$	8 %	7 87.50	2 25.00	1 12.50	0 0.00	0 0.00	1 12.50
Casual Employees/ All Funding Sources	258 %	192 74.42	72 27.91	13 5.04	28 10.85	4 1.55	27 10.47
 <u>JOB GROUP AVAILABILITY ANALYSIS</u>							
(Percent)		<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Job Group Availability		86.80	12.40	2.40	3.60	1.50	4.90
 <u>UTILIZATION ANALYSIS AND GOALS</u>							
		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		-4.64	18.48	6.48	2.72	-2.45	8.73
GOAL: Number of positions		5	2	0	0	2	0
Full-Time Employees/Non-General Fund \$							
Placement Goal		4.22	4.03	1.23	2.85	-0.48	0.43
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		-7.21	5.68	0.58	0.88	4.12	0.11
GOAL: Number of positions		7	0	0	0	0	0
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		0.06	1.01	0.81	-0.29	-0.12	0.61
GOAL: Number of positions		0	0	0	0	0	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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TECHNICAL / PARAPROFESSIONAL

In the Full-Time Employees/General Fund the placement goal for Hispanics is one (1), for American Indian/Alaskan Natives the goal is one (1), and for Asian/Pacific Islanders the placement goal is four (4).

All groups are at parity in the Full-Time Employees/Non-General Fund.

In the Part-Time Permanent Employees/General Fund the placement goal for Asian/Pacific Islanders is one (1). All other groups are at parity. In the Part-Time Permanent Employees/Non-General Fund all groups are at parity.

TECHNICAL / PARAPROFESSIONAL

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	164 %	72 43.90	28 17.07	5 3.05	4 2.44	1 0.61	16 9.76
Full-Time Employees/ Non-General Fund \$	7 %	3 42.86	3 42.86	1 14.29	0 0.00	1 14.29	1 14.29
Part-Time Permanent Employees/ General Fund \$	28 %	19 67.86	6 21.43	1 3.57	3 10.71	0 0.00	2 7.14
Part-Time Permanent Employees/ Non-General Fund \$	4 %	3 75.00	0 0.00	0 0.00	0 0.00	0 0.00	0 0.00
Casual Employees/ All Funding Sources	396 %	202 51.01	52 13.13	4 1.01	19 4.80	1 0.25	25 6.31
<u>JOB GROUP AVAILABILITY ANALYSIS (Percent)</u>		<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Job Group Availability		21.50	17.50	1.50	3.10	1.00	11.90
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		36.74	-0.70	2.54	-1.08	-0.64	-3.52
GOAL: Number of positions		0	6	0	1	1	4
Full-Time Employees/Non-General Fund \$							
Placement Goal		1.50	1.78	0.90	-0.22	0.93	0.17
GOAL: Number of positions		0	0	0	0	0	0
Part-Time Permanent Employees/General Fund \$							
Placement Goal		12.98	1.10	0.58	2.13	-0.28	-1.33
GOAL: Number of positions		0	1	0	0	0	1
Part-Time Permanent Employees/Non-General Fund \$							
Placement Goal		2.14	-0.70	-0.06	-0.12	-0.04	-0.48
GOAL: Number of positions		0	0	0	0	0	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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SKILLED CRAFT

In the only funded category, Full-Time Employees/General Fund, there exists a placement goal of one (1) for Hispanics. All other groups are at parity.

SKILLED CRAFT

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	11	0	1	0	0	0	1
	%	0.00	9.09	0.00	0.00	0.00	9.09
Full-Time Employees/ Non-General Fund \$	0						
	%						
Part-Time Permanent Employees/ General Fund \$	0						
	%						
Part-Time Permanent Employees/ Non-General Fund \$	0						
	%						
Casual Employees/ All Funding Sources	3	1	2	1	0	1	0
	%	33.33	66.67	33.33	0.00	33.33	0.00
<u>JOB GROUP AVAILABILITY ANALYSIS</u> (Percent)		<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Job Group Availability		4.00	15.80	1.10	8.50	2.20	4.00
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskn Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/General Fund \$							
Placement Goal*		-0.44	-0.74	-0.12	-0.94	-0.24	0.56
GOAL: Number of positions		0	1	0	1	0	0

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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SERVICE / MAINTENANCE

As indicated by the data, in the Full-Time Employees/General Fund the placement goal for Females is three (3) and for Hispanics is four (4). All other groups are at parity. In the Full-Time Employees/Non-General Fund all groups are at parity.

In the Part-Time Permanent Employees/General Fund, the placement goal is one (1) for African-Americans, four (4) for Hispanics, and American Indian/Alaskan Natives have a placement goal of one (1). All other groups are at parity.

SERVICE/MAINTENANCE

<u>WORKFORCE ANALYSIS</u>	<u>Total PCC Employees</u>	<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
Full-Time Employees/ General Fund \$	134	34	51	17	17	4	13
	%	25.37	38.06	12.69	12.69	2.99	9.70
Full-Time Employees/ Non-General Fund \$	0	%					
Part-Time Permanent Employees/ General Fund \$	42	31	18	1	3	0	13
	%	73.81	42.86	2.38	7.14	0.00	30.95
Part-Time Permanent Employees/ Non-General Fund \$	0	%					
Casual Employees/ All Funding Sources	35	13	13	4	5	0	4
	%	37.14	37.14	11.43	14.29	0.00	11.43
<u>JOB GROUP AVAILABILITY ANALYSIS</u>		<u>Female</u>	<u>Total Minority</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
<u>(Percent)</u>							
Job Group Availability		27.60	25.40	3.70	15.60	2.10	4.00
<u>UTILIZATION ANALYSIS AND GOALS</u>		<u>Female</u>	<u>Total Minority*</u>	<u>African- American</u>	<u>Hispanic</u>	<u>Amer Indian/ Alaskan Ntv</u>	<u>Asian/ Pacific Isd</u>
<u>Full-Time Employees/General Fund \$</u>							
Placement Goal*		-2.98	16.96	12.04	-3.90	1.19	7.64
GOAL: Number of positions		3	4	0	4	0	0
<u>Full-Time Employees/Non-General Fund \$</u>							
Placement Goal		0.00	0.00	0.00	0.00	0.00	0.00
GOAL: Number of positions		0	0	0	0	0	0
<u>Part-Time Permanent Employees/General Fund \$</u>							
Placement Goal		19.41	7.33	-0.55	-3.55	-0.88	11.32
GOAL: Number of positions		0	6	1	4	1	0
<u>Part-Time Permanent Employees/Non-General Fund \$</u>							
Placement Goal							
GOAL: Number of positions							

* **Note:** In the calculation of placement goals Total Minority excludes the multi-racial category. A negative number (-x.xx) indicates a needed placement goal in the current work force, based on a comparison of the PCC workforce to labor market availability. Goals are established only when utilization is less than -0.50.

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APPENDIX A-1

**AFFIRMATIVE ACTION GOALS
FULL-TIME EMPLOYEES / GENERAL FUND \$**

GOALS BASED on WORKFORCE as of	Female		African -American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09
ADMINISTRATOR/MANAGER	1	3	3	4	3	3	0	0	0	0
PROFESSIONAL NON-FACULTY	0	0	2	1	0	0	1	3	0	0
FACULTY:										
INSTRUCTOR	0	0	23	21	7	7	5	4	0	0
COUNSELOR	0	0	3	3	0	0	0	0	0	0
LIBRARIAN	1	1	0	0	0	0	0	0	0	0
SECRETARIAL/CLERICAL	11	5	0	0	0	0	1	2	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	2	1	1	1	2	4
SKILLED CRAFT	1	0	0	0	1	1	0	0	0	0
SERVICE MAINTENANCE	4	3	0	0	3	4	0	0	0	0

Goals based on workforce data as of November 2008:

Placement Goals for women and minorities based on college workforce data as of November 2008 compared to availability data updated for 2007-2008.

Goals based on workforce data as of November 2009:

Placement Goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Note:

Goals are established only when utilization is less than -0.50.

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APPENDIX A-2

**AFFIRMATIVE ACTION GOALS
FULL-TIME EMPLOYEES / NON-GENERAL FUND \$**

GOALS BASED on WORKFORCE as of	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09
ADMINISTRATOR/MANAGER	0	0	2	2	0	0	0	0	1	1
PROFESSIONAL NON-FACULTY	0	0	0	0	0	0	2	2	0	0
FACULTY:										
INSTRUCTOR	0	0	1	0	1	0	0	0	0	0
COUNSELOR	-	-	-	-	-	-	-	-	-	-
LIBRARIAN	-	-	-	-	-	-	-	-	-	-
SECRETARIAL/CLERICAL	0	0	0	0	0	0	1	0	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	0	0	0	0	0	0
SKILLED CRAFT	-	-	-	-	-	-	-	-	-	-
SERVICE MAINTENANCE	-	-	-	-	-	-	-	-	-	-

Goals based on workforce data as of November 2008:

Placement Goals for women and minorities based on college workforce data as of November 2008 compared to availability data updated for 2007-2008.

Goals based on workforce data as of November 2009:

Placement goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Note:

Goals are established only when utilization is less than -0.50.

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APPENDIX A-3

**AFFIRMATIVE ACTION GOALS
PART-TIME PERMANENT EMPLOYEES
ALL FUNDING SOURCES**

GOALS BASED on WORKFORCE as of	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09
ADMINISTRATOR/MANAGER	0	1	0	0	0	0	0	0	0	0
PROFESSIONAL NON-FACULTY	0	0	0	0	0	1	0	0	0	1
FACULTY (see Appendix A-4)										
SECRETARIAL/CLERICAL	3	7	0	0	0	0	0	0	0	0
TECHNICAL/ PARAPROFESSIONAL	0	0	0	0	0	0	0	0	1	1
SKILLED CRAFT	-	-	-	-	-	-	-	-	-	-
SERVICE MAINTENANCE	0	0	1	1	3	4	1	1	0	0

Goals based on workforce data as of November 2008:

Placement goals for women and minorities based on college workforce data as of November 2008 compared to availability data updated for 2007-2008.

Goals based on workforce data as of November 2009:

Placement goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Notes:

Data reflects the sum of goals for Part-Time Permanent (General Fund) and Part-Time Permanent (Non-General Fund) categories.

Goals are established only when utilization is less than -0.50.

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APPENDIX A-4

**AFFIRMATIVE ACTION GOALS
PART-TIME FACULTY / ALL FUNDING SOURCES**

GOALS BASED on WORKFORCE as of	Female		African- American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander	
	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09	11/08	11/09
FACULTY:										
INSTRUCTOR	9	3	1	1	0	0	17	23	0	0
COUNSELOR	-	-	-	-	-	-	-	-	-	-
LIBRARIAN	-	-	-	-	-	-	-	-	-	-

Goals based on workforce data as of November 2008:

Placement goals for women and minorities based on college workforce data as of November 2008 compared to availability data updated for 2007-2008.

Goals based on workforce data as of November 2009:

Placement goals for women and minorities based on college workforce data as of November 2009 compared to availability data updated for 2008-2009.

Note:

Goals are established only when utilization is less than -0.50.

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APPENDIX B-1

**HIRING ACTIVITY 2008-2009
FULL-TIME EMPLOYEES – GENERAL FUND**

GOALS BASED ON WORKFORCE AND AVAILABILITY DATA	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander		Total Hires
	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	
AMINISTRATOR/MANAGER	1	1	3	1	3	0	0	0	0	0	4
PROFESSIONAL NON-FACULTY	0	12	2	1	0	2	1	0	0	0	18
FACULTY:											
INSTRUCTOR	0	17	23	1	7	0	5	1	0	1	24
COUNSELOR	0	*	3	*	0	*	0	*	0	*	0
LIBRARIAN	1	*	0	*	0	*	0	*	0	*	0
SECRETARIAL/CLERICAL	11	15	0	0	3	1	1	0	0	1	22
TECHNICAL/ PARAPROFESSIONAL	0	6	0	1	2	0	1	0	2	0	9
SKILLED CRAFT	1	*	0	*	1	*	0	*	0	*	0
SERVICE MAINTENANCE	4	6	0	1	3	0	0	0	0	0	16

* No positions advertised

**GOALS AS OF
NOVEMBER 2008**

Hiring placement goals based on college workforce data as of November 2008 compared to availability data for 2007-2008.

**HIRING ACTIVITIES
DURING 2008-2009**

To more closely relate hiring activity to goals, the 2008-2009 hiring activity indicates the number of hires between November 2008 and November 2009 for all employee groups.

NOTE:

It is important to remember that new hires alone will not necessarily reduce the placement goals in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and minorities in the college workforce, typically by

- Hiring qualified women to replace men and/or hiring minorities to replace non-minorities when vacancies occur in existing positions OR

- Hiring qualified women and minorities to fill new positions.

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APPENDIX B-2

HIRING ACTIVITY 2008-2009 FULL-TIME EMPLOYEES – NON-GENERAL FUND

GOALS BASED ON WORKFORCE AND AVAILABILITY DATA	Female		African-American		Hispanic		American Indian/ Alaskan Native		Asian/ Pacific Islander		Total Hires
	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	Goals as of Nov.08	Hiring Activity 2008-09	
AMINISTRATOR/MANAGER	0	1	2	0	0	0	0	0	1	0	1
PROFESSIONAL NON-FACULTY	0	11	0	2	0	0	2	0	0	0	16
FACULTY:											
INSTRUCTOR	0	*	1	*	1	*	0	*	0	*	0
COUNSELOR	-	-	-	-	-	-	-	-	-	-	-
LIBRARIAN	-	-	-	-	-	-	-	-	-	-	-
SECRETARIAL/CLERICAL	0	3	0	0	0	0	1	0	0	0	5
TECHNICAL/ PARAPROFESSIONAL	0	1	0	0	0	1	0	0	0	0	4
SKILLED CRAFT	-	-	-	-	-	-	-	-	-	-	-
SERVICE MAINTENANCE	-	-	-	-	-	-	-	-	-	-	-

- * No positions advertised
- No positions funded in this category

**GOALS AS OF
NOVEMBER 2008**

Hiring placement goals based on college workforce data as of November 2008 compared to availability data for 2008-2009.

**HIRING ACTIVITIES
DURING 2008-2009**

To more closely relate hiring activity to goals, the 2008-2009 hiring activity indicates the number of hires between November 2008 and November 2009 for all employee groups.

NOTE:

It is important to remember that new hires alone will not necessarily reduce the placement goals in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and minorities in the college workforce, typically by

- Hiring qualified women to replace men and/or hiring minorities to replace non-minorities when vacancies occur in existing positions OR
- Hiring qualified women and minorities to fill new positions.

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WHY AFFIRMATIVE ACTION GOALS CHANGE**APPENDIX C**

Following is a brief illustration of how Affirmative Action goals can change (sometimes quite dramatically) as a result of fluctuations in both labor market availability data and college workforce data. Figures used below are taken directly from the Workforce Analysis as of November 1, 2008 and from the current report as of November 1, 2009.

STEP 1: Calculate the percentage of Females in the PCC workforce for a particular employee group -- in this case SECRETARIAL/CLERICAL.

	As of 11-1-2008	As of 11-1-2009
TOTAL PCC employees	228	230
Number of Females	187	195
% in PCC Workforce	82.02%	84.78%

STEP 2: Compare the percentage of Females in the PCC workforce to labor market availability for the appropriate job group.

% in PCC Workforce	82.02%	84.78%
% in Labor Market	86.80%	86.80%
DIFFERENCE	-4.78%	-2.02%

STEP 3: Calculate the placement goal by multiplying the DIFFERENCE from Step 2 above times the TOTAL number in the job group (from Step 1).

PLACEMENT GOAL	-10.90	-4.64
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STEP 4: Convert to a GOAL by rounding.

GOAL	11 positions	5 positions
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The primary change that has occurred since the previous year was the increased total of PCC employees in the employee group by 2. This, along with changes within the original group, resulted in a net increase of 2.76% in the PCC workforce for female secretarial/clerical employees between 11-1-2008 and 11-1-2009. While the labor market availability remained the same; the total number of full-time female secretarial/clerical employees increased causing the percentage of total secretarial/clerical employees in the PCC workforce to increase. As a result, the calculated placement goal decreased by 5 positions. Parity would be reached if 5 additional female secretarial/clerical employees were hired and no changes occurred in the number of total full-time secretarial/clerical employees or labor market availability.

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APPENDIX D-1

**HIRING ACTIVITY 2006-2007, 2007-2008 and 2008-2009
FULL TIME EMPLOYEES - GENERAL FUND \$**

	HIRING ACTIVITY during 2006-2007 11/01/06 - 10/31/07						HIRING ACTIVITY during 2007-2008 11/01/07-10/31/08						HIRING ACTIVITY during 2007-2008 11/01/07 - 10/31/08					
	Fem	Afr Am	Hisp	Aml ANtv	Asn Plsl	Tot Hires	Fem	Afr Am	Hisp	Aml ANtv	Asn Plsl	Tot Hires	Fem	Afr Am	Hisp	Aml ANtv	Asn Plsl	Tot Hires
Administrator/Mgr	3	1	0	0	0	6	4	0	0	0	0	5	1	1	0	0	0	4
Prof. Non-Faculty	7	0	1	1	2	7	15	0	1	0	2	17	12	1	2	0	0	18
Faculty:																		
Instructor	11	0	1	0	1	25	14	0	3	0	2	22	17	1	0	1	1	24
Counselor	2	0	0	0	0	3	1	0	1	0	0	1	*	*	*	*	*	0
Librarian	1	0	0	0	0	1	*	*	*	*	*	0	*	*	*	*	*	0
Secretarial/Clerical	9	1	1	1	1	12	24	2	4	2	3	35	15	0	1	0	1	22
Technical/ Paraprofessional	10	1	0	0	3	12	8	1	1	0	2	16	6	1	0	0	0	9
Skilled Craft	0	0	0	0	0	2	0	0	0	0	0	1	*	*	*	*	*	0
Service Main.	3	2	1	0	1	17	3	1	1	0	1	13	6	1	0	0	0	16

* No positions advertised

NOTE:

To more closely relate hiring activity to goals, the 2008-09 hiring activity indicates the number of hires between November 2008 and November 2009 for all employee groups.

It is important to remember that new hires alone will not necessarily reduce the placement goals in a given job group. For example, if a woman is hired to replace a retiring instructor who is also a woman, the representation of women in that job group will not change (assuming the total number of positions remains the same). Over time, however, parity is achieved and goals are met by redistributing the representation of women and minorities in the college workforce, typically by

- Hiring qualified women to replace men and/or hiring minorities to replace non-minorities when vacancies occur in existing positions OR
- Hiring qualified women and minorities to fill new positions.

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2005-2009 WORKFORCE HISTORY
Full Time General Fund Positions

APPENDIX D-2, Page 1

Areas highlighted in white indicate needed placement goals.

JOB GROUP	Total Employees	Female			Minority		
		Total	% Total	Availability	Total	% Total	Availability
Administrator/Manager							
2009	143	75	52.5%	54.50	27	18.9%	19.50
2008	135	73	54.1%	54.50	23	17.0%	19.50
2007	128	68	53.1%	54.50	21	16.4%	19.50
2006	132	72	54.6%	54.50	17	12.9%	19.50
2005	134	69	51.5%	54.50	18	13.4%	19.50
Professional Non-Faculty							
2009	119	88	73.9%	61.40	** 26	21.9%	17.10
2008	107	79	73.8%	59.20	** 27	25.2%	17.60
2007	95	66	69.5%	61.10	** 23	24.2%	17.10
2006	83	56	67.5%	59.10	** 15	18.1%	17.60
2005	76	57	75.0%	60.50	12	15.8%	17.30
Faculty - Instructors Only							
2009	404	226	55.9%	49.60	48	11.9%	18.50
2008	414	228	55.1%	49.60	48	11.6%	18.50
2007	396	214	54.0%	49.60	44	11.1%	18.50
2006	386	212	54.9%	49.60	44	11.4%	18.50
2005	379	202	53.3%	49.60	38	10.0%	18.50
Faculty - Counselors Only							
2009	17	13	76.5%	71.90	3	17.6%	29.40
2008	18	14	77.8%	71.90	3	16.7%	29.40
2007	18	14	77.8%	71.90	2	11.1%	29.40
2006	17	13	76.5%	71.90	3	17.7%	29.40
2005	18	12	66.7%	71.90	4	22.2%	29.40
Faculty - Librarians Only							
2009	7	* 5	71.4%	82.60	* 1	14.3%	13.60
2008	7	* 5	71.4%	82.60	* 1	14.3%	13.60
2007	6	* 4	66.7%	82.60	* 0	0.0%	13.60
2006	7	* 5	71.4%	82.60	* 0	0.0%	13.60
2005	7	* 5	71.4%	82.60	* 0	0.0%	13.60

* **Note:** Although figures indicate the need for a placement goal, the total population in this job group is too small to serve as a basis for calculating measurable goals.

** **Note:** Although the calculation for total minorities indicates no need for a placement goal, specific minority populations are underrepresented in the college workforce.

2005-2009 WORKFORCE HISTORY
Full Time General Fund Positions

APPENDIX D-2, Page 2

Areas highlighted in white indicate needed placement goals.

JOB GROUP	Total Employees	Female			Minority		
		Tot Fem	% Tot	Availability	Tot Min	% Tot	Availability
Secretarial/Clerical							
2009	230	195	84.8%	86.80	** 47	20.4%	12.40
2008	228	187	82.0%	86.80	** 42	18.4%	12.40
2007	216	187	86.2%	86.80	** 36	16.5%	12.40
2006	206	181	87.9%	86.80	** 32	15.5%	12.40
2005	212	183	86.3%	86.80	** 35	16.5%	12.40
Technical/Paraprofessional							
2009	164	72	43.9%	21.50	28	17.1%	17.50
2008	155	69	44.5%	21.10	27	17.4%	17.50
2007	156	68	43.6%	21.10	26	16.7%	17.50
2006	171	77	45.0%	21.10	28	16.4%	17.50
2005	148	66	44.6%	21.10	22	14.9%	17.50
Skilled Craft							
2009	11	0	0.0%	4.00	1	9.1%	15.80
2008	13	0	0.0%	4.00	1	7.7%	15.80
2007	12	0	0.0%	4.00	1	8.3%	15.80
2006	10	0	0.0%	4.00	1	10.0%	15.80
2005	13	0	0.0%	4.00	1	7.7%	15.80
Service/Maintenance							
2009	134	34	25.6%	27.60	** 51	38.1%	25.40
2008	129	32	24.8%	27.60	** 50	38.8%	25.40
2007	129	34	26.4%	27.60	** 49	38.0%	25.40
2006	128	38	29.7%	27.60	** 49	38.3%	25.40
2005	126	32	25.4%	27.60	** 50	39.7%	25.40

* **Note:** Although figures indicate the need for a placement goal, the total population in this job group is too small to serve as a basis for calculating measurable goals.

** **Note:** Although the calculation for total minorities indicates no need for a placement goal, specific minority populations are underrepresented in the college workforce.