Assessment Report Outline for Diversity Goal C - Staff

I. **Goal**: In support of an increasingly diverse student body, Texas State will increase the recruitment and retention rates of faculty and staff and will continue to build a work environment welcoming of diverse people, ideas, and perspectives.

II. **Measures and Data**

**Measures**: Annual workforce analysis reflects an increase in the number of African-Americans and Hispanics/Latinos in each of the EEO categories with a special emphasis on senior administrative levels.

A. Within each division what was the one year (2004 - 2005) increase of underrepresented staff members within EEO categories, specifically African-Americans and Hispanics, at the senior administrative levels (EEO Category 1)?

B. Increase the utilization of HUB products and services annually, as measured by the Texas Building and Procurement Commission goal.

Specifically, what was the utilization of HUB purchases and vendor services last year compared to this year?

**Measure A:**

**EEO Category 1 – Executive, Administrative, and Managerial**

Assignments that require the performance of work directly related to management policies or general business operations of the institution, department, division, etc. Position requires incumbent to exercise discretion and independent judgment and to direct the work of others. People in this category include university officials holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with titles such as associate dean, assistant dean, and managers and supervisors.

There were a total of 171 EEO Category 1 positions at Texas State in 2004.

*The following information will form a baseline to use in future assessment reports:*

- **# of vacancies in this EEO category during 04-05 academic year**
  - University-wide
  - by division

- **Ethnicity of selected applicants by EEO category during 04-05 academic year**
  - University-wide
  - by division

- **Ethnicity of applicant pools by EEO category during 04-05 academic year**
  - University-wide
  - by division

- **Assessment of % increase and analysis against available workforce**
There were a total of 131 EEO Category 2 tenure track positions in fall of 2004. Of the 65 new tenure track faculty hires, 26% (17) were underrepresented minorities, 14 Hispanics and 3 African Americans.

EEO Category 3 - Other Professionals (support/service):
Persons employed for the primary purpose of performing academic support, student services, and institutional support activities, whose assignments would require either college graduation or experience of such kind in and amount as to provide a comparable background. Examples are librarians, accountants, systems analysts, and coaches.

The following information will form a baseline to use in future assessment reports:

- # of vacancies in this EEO category during 04-05 academic year
  - University-wide
  - by division

- Ethnicity of selected applicants by EEO category during 04-05 academic year
  - University-wide
  - by division

- Ethnicity of applicant pools by EEO category during 04-05 academic year
  - University-wide
  - by division

- Assessment of % increase and analysis against available workforce
  - University-wide
  - by division

EEO Category 4 - Clerical and Secretarial:
Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Included are persons who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other administrative work required in an office, such as bookkeepers, stenographers, clerk-typists, payroll clerks, and library clerks who are not recognized as librarians.

The following information will form a baseline to use in future assessment reports:

- # of vacancies in this EEO category during 04-05 academic year
  - University-wide
  - by division
• Ethnicity of selected applicants by EEO category during 04-05 academic year
  o University-wide
  o by division

• Ethnicity of applicant pools by EEO category during 04-05 academic year
  o University-wide
  o by division

• Assessment of % increase and analysis against available workforce
  o University-wide
  o by division

EEO Category 5 - Technical and Paraprofessionals:
Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work. Examples include computer programmers and operators, drafters, engineering aides, photographers, scientific assistants, and technicians (medical, dental, electronic, physical sciences).

The following information will form a baseline to use in future assessment reports:

• # of vacancies in this EEO category during 04-05 academic year
  o University-wide
  o by division

• Ethnicity of selected applicants by EEO category during 04-05 academic year
  o University-wide
  o by division

• Ethnicity of applicant pools by EEO category during 04-05 academic year
  o University-wide
  o by division

• Assessment of % increase and analysis against available workforce
  o University-wide
  o by division

EEO Category 6 - Skilled Crafts:
Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the process involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Included are mechanics and repairers, electricians, skilled machinists, carpenters, etc.

The following information will form a baseline to use in future assessment reports:

• # of vacancies in this EEO category during 04-05 academic year
  o University-wide
EEO Category 7 Service/Maintenance:
Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, protection and hygiene of personnel and the student body, or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Included are facilities maintenance workers and police and security officers.

The following information will form a baseline to use in future assessment reports:

- # of vacancies in this EEO category during 04-05 academic year
  - University-wide
  - by division

- Ethnicity of selected applicants by EEO category during 04-05 academic year
  - University-wide
  - by division

- Ethnicity of applicant pools by EEO category during 04-05 academic year
  - University-wide
  - by division

- Assessment of % increase and analysis against available workforce
  - University-wide
  - by division

Measure B: Increase the utilization of HUB products and services annually, as measured by the Texas Building and Procurement Commission goal.
Increase the utilization of HUB products and services annually, as measured by the Texas Building and Procurement Commission goal.

What was the utilization of HUB purchases and vendor services last year compared to this year?

FY 2004 Annual Report Top 50 Agencies by Total Expenditures: 9/1/03 - 8/31/04

12/6/2007
Texas State Ranking: 27
Total Expenditures $47,329,165.54
Total HUB Expenditures $7,641,725.91
HUB % of Expenditures 16.14%

FY 2005 Semi-Annual Report Top 50 Agencies by Total Expenditures: 9/01/04 - 2/28/05

Texas State Ranking: 18
Total Expenditures $43,538,209.99
Total HUB Expenditures $5,949,025.47
HUB % of Expenditures 13.66%

III. Initiatives/Strategies Implemented

Measure A:

VPAA:
- A recruitment and hiring partnership was developed between the office of Equity and Access and the Office of the Provost to enhance recruitment and hiring strategies.
- Partnered with Multicultural and Gender Studies to fund the Multicultural Curriculum Transformation workshop. Additionally, 65 newly developed courses contained elements to create a more diverse curriculum. These initiatives help address campus climate issues.

VPSA:
- Implementing a “grown our own” initiative by partnering with Criminal Justice Department to target underrepresented students to participate in the Basic Peace Officer training program

VPFSS:
- A permanent divisional diversity committee was established to work with Human Resources.
- A division diversity statement and logo was developed which may help address climate issues.

VPUA:
- A development officer position for campus-wide diversity and HSI initiatives was created

Measure B: Established the following HUB Good Faith Effort Goals

- 11.9% for heavy construction other than building contracts
- 26.1% for all building construction, including general contractors and operative builders contracts
- 57.2% for all special trade construction contracts

12/6/2007
- 20% for professional services contracts
- 33% for all other services contracts
- 12.6% for commodities contracts

IV. Accomplishments

A. VPIT
   1. Maintained staff retention through staff development & training initiatives
   2. Refined job groups to accommodate clear vertical and horizontal career path opportunities

B. VPSA
   1. Continues to lead the University in the collection and analysis of data with regard to progress toward diversity goals.
   2. Each department with this division monitors progress towards diversity goals with specific data (e.g. matrices showing departmental ethnic distribution, etc.)
   3. Many programs have been developed to inculcate a stronger awareness of ethnic minorities, their contribution and value in the University.

C. VPUA
   1. Assigned a professional position specifically designated to address the H.S.I. initiative.
   2. Departments within the division are encouraged to focus on diversity initiatives. E.g. alumni chapters in areas with large minority presence; relevant articles in Hillviews
   3. Community Relations Department partners with community leaders to make the University accessible to a diverse population.

D. VPFSS
   1. Established a professional position devoted to development and increasing the use of HUB Vendors at Texas State.
   2. Recognizes the value of increasing minority business relationships at Texas State.

V. Challenges

1. Difficulty in extracting EEO category information to cross reference with demographic data.
2. Divisions don’t seem to have developed plans or strategies related to recruitment and hiring of underrepresented minority staff members, specifically within the EEO 1 and 2 categories.

VI. Recommendations

1. The following information should be maintained and readily available to Human Resources in an effort to better assess progress related to hiring efforts, strategies and progress as it relates to the university’s diversity goal:
A. The increase in the recruitment of underrepresented staff members within the EEO categories, specifically those at the senior administrative levels.

B. Of the applicant pools, the number of candidates interviewed.

C. Of those within the pool, the number which met the minimum requirements.

D. The number from underrepresented populations.

E. The number of hires from underrepresented populations within each category.

2. Division vice presidents should review demographic information of their staffs within EEO categories in an effort to see where diversity is well represented and where it is lacking, specifically within the EEO Categories 1 and 7. These categories are often where disparity and overrepresentation exists.

3. Human Resources or Institutional Research need longitudinal climate survey information reported by Texas State University by staff members related to climate specifically reported by or related to underrepresented staff members.

4. Division VPs should have department heads maintain and utilize 2004/05 data as baseline information for subsequent years to measure progress and assess effectiveness of the strategies they implement related to recruitment and hiring of underrepresented staff members.

5. Division VPs need to appoint a liaison to work closely with Human Resources and Equity and Access to develop strategies and initiatives to hire, promote or grow their own senior level administrators, specifically those within EEO Categories 1 and 2.

- **VPIT**
  a. Network with minority professional organizations in order to increase the number of viable ethnic minority candidates
  b. With other Texas State departments to identify viable ethnic minority candidates, e.g. Alumni Association, Career Services
  c. Shape student employment opportunities in such a way that ethnic minorities are specifically trained for long term employment

- **VPSA**
  a. Continue to utilize the departmental measures
  b. Offer professional development classes regarding the value of diversity to other University departments.

- **VPUA**
  a. The division needs to monitor the ethnic distribution of its employee base.
  b. Publicize the ethnic makeup of UA staff; elevate and develop existing ethnic minorities within the division.
  c. Aim at diversifying key roles in the division with ethnic minorities.

- **VPFSS**
  a. Aim at diversifying key roles in the division with ethnic minorities.
b. Network with minority professional organizations in order to increase the number of viable ethnic minority candidates for new positions within the division.