



Project Overview Statement

Executive Summary

Project Title: Affirmative Action Plans
Project ID: 124
Project Leader: Lesley Higgins
Department: Human Resources
Executive Sponsor: Dr. Edna Chun

PROJECT BUSINESS CASE

Project Overview

Broward Community College is required to submit an annual Affirmative Action Plan (AAP) in order to comply with audits conducted by the OFCCP (Office of Federal Contract Compliance Programs). As an employer with over 50 employees and \$50,000 or more in government contracts, BCC is required to develop a written Affirmation Action Plan. The OFCCP is part of the Department of Labor's Employment Standards Division. Any employers doing business with the Federal government must comply with the laws and regulations requiring nondiscrimination and affirmative action. The underlying principle states employment opportunities generated by Federal dollars should be available to all Americans on an equitable and fair basis. There is software that is available that will create an AAP. However, appropriate HR and IT staff must properly trained. Due to the time constraints involved in the creation and implementation of the plan, the first AAP plan (Jan 2007) will be outsourced.

Key HR and IT staff have assessed and evaluated proposals from various affirmative action plan (AAP) vendors. Berkshire Associates Inc was selected as the outsource provider. After the first year, HR staff, along with the assistance of IT staff, will create the annual plan.

Resources are needed to map the data requirements for Berkshire Associates Inc. (BAI). The template has been provided, and the information needed resides in CID. BCC staff will shadow BAI during the first year. IT staffing resources are needed to meet with HR and BAI staff to see how the process occurs and how the plan evolves. Business Intelligence staff will be evaluating the software, analytical tools provided, as well as the produced output to determine if other report solutions exist.

Tasks to complete:

- Select Affirmative Action Plan outsource provider (completed – 9/06)
- Determine data mapping requirements

- Create batch extracts to produce report template required by vendor
- Meet regularly to review data and status of AAP plan during creation process
- Analyze affirmative action plan data generated by vendor
- Purchase client server lite software to place on a HR staff's workstation
- Evaluate software to determine future year's needs
- Submit SPD proposal to send 2-3 HR/IT staff to comprehensive on-site training for software and future plan creation

Business Goals

The creation of an Affirmation Action Plan will ensure compliance with the OFCCP. A written affirmative action program will help the college identify and analyze potential problems in the participation and utilization of women and minorities in our workforce. Expanded efforts in recruitment, outreach, training, transfers, promotions, and other areas will be established as a result of implementing the plan. Specific and result-oriented procedures will be developed to assist in future self-audits of the institution.

Goals to complete:

- Establish time-frame and cost analysis for an Affirmative Action Plan (completed)
- Create AAP Task Force (completed)
- Select outsource vendor for 2007 AAP (completed)
- Publish AAP in January 2007
- Analyze results found in AAP
- Implement changes as necessary for affirmative action compliance
- Train appropriate staff on software purchased
- Prepare college to self-audit affirmative action compliance areas, and to generate future AAP's

Success Factors

The success of this project relies heavily on educating and training appropriate staff to understand the role of affirmative action and it's impact on our employment processes. Communication efforts will be key, and must be consistently and properly maintained. The accuracy of the initial mapping of data will also impact the success of the plan. Recruitment efforts must be tied to the results of the plan, and all staff participating in the college's recruitment activities must be keenly aware of and fully appreciate affirmative action policies and procedures. Policies and procedures will need to be modified and amended to address affirmative action statements and actions.

- Initial funding need to outsource 2007 AAP: \$9,605 (Fall 2006) – (secured; 9/06)
- Second phased funding to purchase AAP software: \$4,995 (Jan 2007)
- SPD travel request to send appropriate staff for on-site training in Maryland: \$3,400 (Mar/April 2007)
- HR Staff: training and mapping data fields
- IT Staff: training, mapping data fields, programming batch reports, shadowing BAI staff to determine if future reports can be generated in-house
- Senior Management: communicate affirmation action philosophy; formulate and

recommend policies and procedures regarding affirmative action; set future recruitment plans and goals by adhering to affirmation action plan results

- Hiring Supervisors / Managers: training; adhering to recruitment plans and goals set by Senior Management