



EQUAL EMPLOYMENT OPPORTUNITY EXECUTIVE SUMMARY

Prepared for Board of Trustees

**Based on Workforce of 12/31/09
and
Employment Activities from 10/16/08 to 12/31/09**

**Kendall College of Art and Design
of Ferris State University
Grand Rapids, Michigan**

**Prepared by:
Office of General Counsel
McKessy House**

**Kendall College of Art and Design
Of Ferris State University**

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**Kendall College of Art and Design
Of Ferris State University**

**Equal Employment Opportunity (EEO)
Executive Summary**

**Workforce Date: 12/31/09
Employment Activities: 10/16/08 to 12/31/09**

Introduction

It is the policy of Kendall College of Art and Design of Ferris State University to provide equal employment opportunity to all employees and applicants for employment. (Board-approved Equal Opportunity and Non-Discrimination policy, Part 7) At the forefront is the principle of equal opportunity in employment. Through its Board of Trustees, its president and its employees, Kendall College of Art and Design is committed to equal employment opportunity and full achievement through its Affirmative Action Program. As a part of the University's Affirmative Action Program, an annual report examines workforce and employment activities on the basis of race/ethnicity and gender and is prepared according to federal equal employment opportunity guidelines. This executive summary provides highlights from the Affirmative Action annual report.

The Office of the General Counsel provides leadership responsibility for reporting and monitoring compliance with the Equal Employment Opportunity (EEO) Policy.

The annual report examines the University's employment activities organized into specific job groups (according to function and level.) For purposes of this summary, results of the analyses are presented by major employee groups, i.e., faculty, executive/administrative/managerial, and support staff.

Supporting Charts (attached at end of report)

#	Chart Name
Chart 1	Workforce Analysis: By Division
Chart 2	Total Workforce Summary
Chart 3	Progress Toward Goals: Females
Chart 4	Progress Toward Goals: Minorities
Chart 5	Summary: Employment Activities by Employee Group
Chart 6	Summary of Affirmative Action Goals

Based on: Workforce of 12/31/09 and
Employment Activities from 10/16/08 to 12/31/09

Total Workforce: By Division

See Chart: Total Workforce: By Division (attached at the end of this report)

One feature of an Affirmative Action Annual report is to examine the workforce according to the organizational structure.

12/31/09 Workforce*	Total Employees	Females		Minorities	
		Total #	Total %	Total #	Total %
Academic Affairs	77	40	51.9%	3	3.9%
Administration & Finance	6	1	16.7%	1	16.7%
Executive	5	3	60.0%	1	20.0%
Student Affairs	15	13	86.7%	0	0.0%
TOTAL WORKFORCE	103	57	55.3%	5	4.9%

*Regular and longer duration “temporary” employees

Observations

- Largest division is Academic Affairs (77)
- All four divisions have female representation; with 3 out of the having female representation greater than 50%
- Three divisions have minority representation; two divisions are above 15%

Total Workforce: By Job Group

See Chart: Total Workforce: By Job Group (attached at end of report)

In contrast, the same “snapshot” data is examined according to job groups, which are groups of employees with similar duties and responsibilities, similar opportunities for promotion, and similar wage rates. There are 8 job groups at Kendall: 1 faculty, 4 executive, administrative and managerial, and 3 support staff. For purposes of this executive summary, these job groups have been combined into three major employee groups: Executive/Administrative/Managerial, Faculty, Support Staff.

12/31/09 Workforce	Total	Females		Minorities	
		#	%	#	%
Exec, Admin & Mgrs	30	21	70.0%	1	3.3%
Faculty	54	25	46.3%	2	3.7%
Support Staff	19	11	57.9%	2	10.5%
Total	103	57	55.3%	5	4.9%

*Regular and long term temporary employees

Observations

- Kendall workforce is primarily faculty (52%), with 29% Executives, Administrators and Managers and 18% Support Staff
- Largest percentage of minorities are employed in Support Staff group (10.5%)
- Percentage of females in all three major employee groups exceeds 45% with females at 70% in the Executive/Administrative/Managerial group

Benchmarks

- Female employment rates (55.3%) at Kendall are above both the National and State averages of females employed at US and Michigan four-year public universities, which was 53% in 2007 for both geographic regions. (US Source: Chronicle of Higher Education Annual Almanac; MI Source: Integrated Postsecondary Education Data System (IPEDS))
- Minority employment rates (4.9%) at Kendall are below both the National and State averages of minorities employed at US and Michigan 4 year public universities, which was 23% and 17%, respectively in 2007. (US Source: Chronicle of Higher Education Annual Almanac; MI Source: Integrated Postsecondary Education Data System (IPEDS))

Workforce Changes Oct 2008 to Dec 2009							
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Year	Total Workforce	Total Female	Total Minority	Black / Afr Am	Hisp	Asian Amer	Native Amer
12/31/09	103	57	5	2	1	1	1
		55.3%	4.9%	2.0%	1.0%	1.0%	1.0%
10/15/08	97	55	7	4	1	1	1
		56.7%	7.2%	4.1%	1.0%	1.0%	1.0%
Difference	6	2	-2	-2	0	0	0
	5.8%	-1.4%	-2.3%	-2.1%	0.0%	0.0%	0.0%

Observations

- Total workforce increased by 5.8% during the '08-'09 time period; at the same time the number of females increased but the number of minorities decreased
 - Females increased (+2); with percentage decrease (-1.4%)
 - Females were hired into Faculty, Professional, and Clerical positions
 - Minorities decreased by 2 in Blacks (-2.3%) but stayed the same in Hispanic, Asian, and Native American race/ethnic categories; and a percentage decrease (-2.3%)
 - Minorities were hired in a Professional position

**Progress Toward Goals
Based on Starting Workforce of 12/31/09**

See Charts: Progress Toward Goals: Females and Progress Toward Goals: Minorities (attached at end of report)

An important feature of the Annual Report for Affirmative Action is to regularly monitor workforce changes in relation to affirmative action goals. Affirmative Action goals are consistent with constitutional and statutory obligations. They are not quotas. They are benchmarks established according to both internal and external estimated availabilities for each job group.

Goals for faculty, administrators and support staff are based on 2000 Census labor force statistics of selected, related occupations from geographic regions that were representative of reasonable recruiting areas for each respective job group.

Definition of Progress Toward Goals: For job groups underutilized at the *beginning of the reporting period, (12/31/09)*, progress toward a goal is achieved when there is: (1) an *opportunity* to hire or promote within a job group with a goal and; (2) a female or minority (Black, Hispanic, Asian American and/or Native American) has been hired or promoted in that job group.

Separate reports are prepared for females and minorities (charts attached). During the past year progress has been achieved in employing and/or promoting both females and minorities in several different job groups. In 2008-09, there were 22 opportunities (hires and/or promotions) in 4 of the 6 job groups. In those 4 groups, progress was achieved in 2 job groups for females and 1 job group for minorities.

For 2008-09, underutilization has been identified in some job groups for females and minorities. (See Summary of Goals chart attached to this report.) With 8 job groups and two categories of analysis, (females and minorities), there are 16 potential categories of underutilization, (8 for females and 8 for minorities). Based on the December 31, 2009 workforce, underutilization of females is identified in 38% (3) of the 8 groups and 25% (2) of the 8 groups for minorities.

Targeted recruitment efforts, without the exclusion of other groups, to increase the rate of minority and female applicants will continue.

Employment Activities: 10/16/08 to 12/31/09

See Summary: Employment Activities by Employee Groups (attached at end of report)

In the Annual Report for Affirmative Action, detailed summary reports are prepared for each employment activity: applicants, new hires, terminations, promotions. Also adverse impact analyses are prepared for each job group comparing rates of activities. (Example: applicant flow rates versus hiring rates.)

The summary of employment activities presents Kendall totals as well as totals by major employee groups: Executive/Administrative/Managerial, Faculty and Support.

Summary of Employment Activities

Activity	Total	Females	Minorities
Oct 2008 workforce*	97	56.7%	7.2%
Dec 2009 workforce*	103	55.3%	4.9%
Applicant rate (self-identified)**	185	72.4%	0.0%
Hire rate***	20	50.0%	5.0%
Separation rate***	14	57.1%	21.4%
Promotion rate***	2	100.0%	0.0%

* Regular and long term temporary employees

** Total applicants = 411; applicant self-identification rate is 45.0%

*** For period from 10/16/08 to 12/31/09

Observations by Major Employee Groups *(See: Summary of Employment Activities)*

- 20 new hire opportunities, with the majority being Exec/Adm/Prof hires = 8 (40%), plus Support = 7 (35%) and Faculty = 5 (25%) of total new hires
- 14 separations occurred at all levels of employment: Exec/adm/prof = 5 (36%); Faculty = 5 (36%); Support = 4 (29%)
- 2 promotions, both female promotions (100%) and no minority promotions

Strengths - Females

- Females hired in all three major groups; female hire rate was highest in Support group (57.1%) and lowest in the Faculty group (40.0%)
- Female promotion rate is above female employment rate and occurred in both Exec/Adm/Prof (1) and Support (1) groups

Challenges - Females

- Female hire rate was below their application rate; (females hires: 50.0% v female applicants: 72.4%);
- Female hire rate is below their separation rate; (female hires: 50.0% v. female separations: 57.1%);

Strengths - Minorities

- Minority hired into the Exec/Adm/Prof group
- Minority hire rate was higher than their application rates; (minority hires:5.0% v. minority applicants: 0.0%)

Challenges - Minorities

- Minority hire rate is below their separation rates; (minority hires: 5.0% v. minority separations: 21.4%)

Conclusion

The workforce statistics presented in this executive summary are highlights from the Annual Report for Affirmative Action. Tracking workforce changes and noting trends in employment activities on the basis of race/ethnicity and gender is an essential and legally required feature of the College's Affirmative Action Plan.

Kendall experienced some growth overall in the total workforce (+6 employees); and both females (+2) and minorities (+1) were hired. However, the rate of retention was less, resulting in an overall decline the percentage of both females (-1.4%) and minorities. (-2.3%)

Specifically:

- Total workforce increases included an increase in number of females but a decrease in the number of minorities employed
- The rate of hiring minorities is higher than their rate of applying for positions
- The total number of females increased from 55 to 57; minorities declined from 7 to 5
- For Exec/Adm/Mgr and Support employees, 50% of the promotions were females

Future employment activities will continue to focus on:

- Recruitment strategies that attract larger numbers of highly qualified and richly diverse groups of applicants for all openings
- Kendall implemented the on-line application system in March of 2010. It is anticipated that self-identification will increase substantially, yielding more helpful information to evaluate recruitment strategies.
- Targeted recruitment strategies will continue for women and minorities, that are not at the exclusion of others, especially for openings that occur in those departments or job groups where few or no minorities or females are employed
- Continuation of efforts to improve the University's system of preparing the annual federally required annual update of the Affirmative Action Plan

Equal Employment Opportunity Executive Summary

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Based on: Workforce of 12/31/09
Employment Activities from 10/16/08 to 12/31/09

Ferris State University - Kendall

2 - Workforce Analysis: By Division

Printed: 12/12/2010

Workforce: 12/31/2009

Division	Females			Minorities		Males					Females				
	Total	Total #	Total %	Total #	Total %	WM	BM	AM	NA	HM	WF	BF	AF	NA	HF
Academic Affairs	77	40	51.9%	3	3.9%	34	1	1	0	1	40	0	0	0	0
Administration & Finance	6	1	16.7%	1	16.7%	4	0	0	1	0	1	0	0	0	0
Executive	5	3	60.0%	1	20.0%	1	1	0	0	0	3	0	0	0	0
Student Affairs	15	13	86.7%	0	0.0%	2	0	0	0	0	13	0	0	0	0
Totals	103	57	55.3%	5	4.9%	41	2	1	1	1	57	0	0	0	0
						39.8%	1.9%	1.0%	1.0%	1.0%	55.3%	0.0%	0.0%	0.0%	0.0%

Ferris State University - Kendall

7 - Total Workforce Summary

Printed: 12/13/2010

Workforce: 12/31/2009

Job Group Number	Job Group Name	Total Employees	Females		Minorities		Males					Females				
			Total #	Total %	Total #	Total %	WM	BM	AM	NA	HM	WF	BF	AF	NA	HF
104	Executives - FSU-GR	2	1	50.0%	0	0.0%	1	0	0	0	0	1	0	0	0	0
216	KCAD/Full Time - Faculty	54	25	46.3%	2	3.7%	27	1	1	0	0	25	0	0	0	0
309	Professionals - KCAD/FSU-GR	26	19	73.1%	1	3.8%	6	0	0	0	1	19	0	0	0	0
310	Support Para-Pro - KCAD/FSU-GR	1	1	100.0%	0	0.0%	0	0	0	0	0	1	0	0	0	0
401	Supervisors & Managers	1	0	0.0%	0	0.0%	1	0	0	0	0	0	0	0	0	0
501	Technicians - Non-Union	2	1	50.0%	0	0.0%	1	0	0	0	0	1	0	0	0	0
601	Clerical Administrative	12	10	83.3%	1	8.3%	1	1	0	0	0	10	0	0	0	0
802	Service - KCAD/FSU-GR	5	0	0.0%	1	20.0%	4	0	0	1	0	0	0	0	0	0
Total Workforce		103	57	55.3%	5	4.9%	41	2	1	1	1	57	0	0	0	0
							39.8%	1.9%	1.0%	1.0%	1.0%	55.3%	0.0%	0.0%	0.0%	0.0%

FERRIS STATE UNIVERSITY - KENDALL

Progress Toward Goals: Females

Date Range: 10/16/08 to 12/31/09

Progress "X" - When placement rate equals or exceeds % goal

Progress "+" - Placement occurred but below % goal

Warning "X" - With opportunities, placement rate is 0%

JobGrp#	Job Group Name	Workforce (10/15/2008)	Total			Females						If Underutilized	
			New Hires	Promos	Opportunity	% Goal (10/15/2008)	Goal? (10/15/2008)	New Hires	Promos	Total	Placement Rate	Progress	Warning
104	Executives - FSU-GR	3				50.2%							
216	KCAD/Full Time - Faculty	53	5		5	57.1%	Yes	2		2	40.0%	+	
309	Professionals - KCAD/FSU-GR	23	8	1	9	59.6%		4	1	5	55.6%		
310	Support Para-Pro - KCAD/FSU-GR	1				52.2%							
401	Supervisors & Managers	1				35.0%							
501	Technicians - Non-Union	4				45.9%	Yes					no opportunity	
601	Clerical Administrative	9	4	1	5	97.5%	Yes	4	1	5	100.0%	+	
802	Service - KCAD/FSU-GR	3	3		3	30.7%	Yes						X
Totals		97	20	2	22			10	2	12	54.5%		
Rate of Activities			20.6%	2.1%	22.7%	# Groups Underutilized	4						

FERRIS STATE UNIVERSITY - KENDALL

Progress Toward Goals: Minorities

Date Range: 10/16/08 to 12/31/09

Progress "X" - When placement rate equals or exceeds % goal

Progress "+" - Placement occurred but below % goal

Warning "X" - With opportunities, placement rate is 0%

JobGrp#	Job Group Name	Workforce (10/15/2008)	Total			Minorities						If Underutilized		
			New Hires	Promos	Opportunity	% Goal (10/15/2008)	Goal? (10/15/2008)	New Hires	Promos	Total	Placement Rate	Progress	Warning	
104	Executives - FSU-GR	3				17.1%	Yes						no opportunity	
216	KCAD/Full Time - Faculty	53	5		5	14.6%	Yes							X
309	Professionals - KCAD/FSU-GR	23	8	1	9	13.8%	Yes	1		1	11.1%	+		
310	Support Para-Pro - KCAD/FSU-GR	1				11.7%								
401	Supervisors & Managers	1				6.7%								
501	Technicians - Non-Union	4				7.7%								
601	Clerical Administrative	9	4	1	5	6.6%								
802	Service - KCAD/FSU-GR	3	3		3	20.2%								
Totals		97	20	2	22			1	0	1	4.5%			
Rate of Activities			20.6%	2.1%	22.7%	# Groups Underutilized	3							

FERRIS STATE UNIVERSITY - KENDALL
Summary: Employment Activities by Employee Group
Workforce: 01/01/10 Employment Activities 10/16/08 - 12/31/09

Total Workforce		Employment Activities: 10/16/2008 to 12/31/09			
Group	Employed Rate (12/31/09)	Applicant Self-ID Rate*	New Hire Rate	Separation Rate	Promotion Rate
Total	103	185	20	14	2
Females	57 55.3%	134 72.4%	10 50.0%	8 57.1%	2 100.0%
Minorities	5 4.9%	0 0.0%	1 5.0%	3 21.4%	0 0.0%

Exec, Admin & Managers		Employment Activities: 10/16/2008 to 12/31/09			
Group	Employed Rate (12/31/09)	Applicant Self-ID Rate*	New Hire Rate	Separation Rate	Promotion Rate
TOTAL	30	84	8	5	1
Females	21 70.0%	72 85.7%	4 50.0%	3 60.0%	1 100.0%
Minorities	1 3.3%	0 0.0%	1 12.5%	1 20.0%	0 0.0%

Faculty		Employment Activities: 10/16/2008 to 12/31/09			
Group	Employed Rate (12/31/09)	Applicant Self-ID Rate*	New Hire Rate	Separation Rate	Promotion Rate
TOTAL	54	18	5	5	0
Females	25 46.3%	8 44.4%	2 40.0%	3 60.0%	0 #DIV/0!
Minorities	2 3.7%	0 0.0%	0 0.0%	0 0.0%	0 #DIV/0!

Support Staff		Employment Activities: 10/16/2008 to 12/31/09			
Group	Employed Rate (12/31/09)	Applicant Self-ID Rate*	New Hire Rate	Separation Rate	Promotion Rate
TOTAL	19	83	7	4	1
Females	11 57.9%	54 65.1%	4 57.1%	2 50.0%	1 100.0%
Minorities	2 10.5%	0 0.0%	0 0.0%	2 50.0%	0 0.0%

***Applicant Self-Identification Rate = 45.0%**

Ferris State University - Kendall

6 - Summary of Affirmative Action Goals

Printed: 12/12/2010

Workforce: 12/31/2009

Job Grp #	Job Group Name	Total Employees	Utilization %		Availability %		Under Utilized		Differences	
			Females	Minorities	Females	Minorities	Females	Minorities	Females	Minorities
104	Executives - FSU-GR	2	50.0%	0.0%	50.2%	17.1%	NO	NO	0	0
216	KCAD/Full Time - Faculty	54	46.3%	3.7%	57.1%	14.6%	YES	YES	6	6
309	Professionals - KCAD/FSU-GR	26	73.1%	3.8%	59.6%	13.8%	NO	YES	0	3
310	Support Para-Pro - KCAD/FSU-GR	1	100.0%	0.0%	52.2%	11.7%	NO	NO	0	0
401	Supervisors & Managers	1	0.0%	0.0%	35.0%	6.7%	NO	NO	0	0
501	Technicians - Non-Union	2	50.0%	0.0%	45.9%	7.7%	NO	NO	0	0
601	Clerical Administrative	12	83.3%	8.3%	97.5%	6.6%	YES	NO	2	0
802	Service - KCAD/FSU-GR	5	0.0%	20.0%	30.7%	20.2%	YES	NO	2	0
Total		103	55.34%	4.85%						