Office for Equal Opportunity

2010-11 Annual Report
Office for Equal Opportunity Mission Statement

In keeping with the educational mission of the university, the Office for Equal Opportunity (OEO) at NC State works to ensure that the university is a non-discriminatory and harassment-free environment where people can work and learn. To that end, OEO’s mission is four-fold: education, intervention, compliance, and service (outreach). OEO monitors the university’s compliance with applicable federal and state laws, UNC system policies, and NC State University policies in regard to equal opportunity, non-discrimination, and affirmative action. OEO works proactively to move NC State toward embracing the spirit of equal opportunity, affirmative action, and achieving a diverse university community through education of policy and issues, outreach, and service.

Vision

OEO strives to make North Carolina State University an institution where commitment to equal opportunity meets or exceeds legal requirements to create a fair and equitable campus community.

Goals

• To facilitate compliance with federal and state laws regarding equal opportunity and affirmative action.
• To investigate and resolve complaints of discrimination and harassment.
• To create, implement, publicize, and monitor university equal opportunity and affirmative action policies and procedures.
• To educate students, staff, and faculty about their rights and responsibilities with regard to equal opportunity as members of a diverse academic community.
• To assist departments and units in the recruitment and retention processes of employees and students to ensure that equality of opportunity prevails at NC State.
• To advocate for equal opportunity, affirmative action, non-discrimination, and access.
• To foster an academic community where diverse people have an equal opportunity to learn and work to their fullest potential and are judged solely on academic, performance, or job criteria.
Introduction

At NC State, we are committed to creating a non-discriminatory and harassment-free environment where people can work and learn.

The vice provost for equal opportunity and equity directs the activities of the Office for Equal Opportunity (OEO). OEO monitors NC State University’s compliance with federal and state nondiscrimination laws, develops and implements the university equal opportunity and affirmative action plans, and provides education and training to the campus community. The Office for Equal Opportunity interacts with outside agencies (Office for Civil Rights, UNC-GA, Equal Employment Opportunity Commission, Office of Federal Contract Compliance Programs, and Office of State Personnel) in matters relating to equal opportunity and affirmative action. The Disability Services Office (DSO) is a unit within the Office for Equal Opportunity.

Commitment to Equal Opportunity

A commitment to equal opportunity dictates that the university focus its efforts on ensuring that all members of its community enjoy fair competition for jobs, a quality education, and equal access to the university’s resources. Equal opportunity and affirmative action activities foster diversity and increase the satisfaction of faculty, staff, and students at NC State University. The Office for Equal Opportunity, in conjunction with efforts by units such as Human Resources, Diversity & Inclusion and Student Affairs, is a key unit in helping to achieve the university goal of creating a campus environment where a culture of inclusiveness and diversity of people and programs dominates. Effectively managing a diverse work force ensures that under-represented groups (people of color and women) who were recruited through affirmative action are retained, thus saving the university additional recruitment and training costs. A continuing focus will be collaboration with the Office of Diversity and Inclusion to provide leadership for diversity initiatives.

Office for Equal Opportunity & Equity

Staff

- Joanne Woodard
  Vice Provost for Equal Opportunity & Equity
- Amy Circosta
  Assistant Vice Provost & Director of Harassment Prevention & Equity Programs
- Carson Cook
  Assistant Vice Provost & Director of Employment Programs
- Ursula Hairston
  Assistant Equal Opportunity Officer
- Lisa Pierson
  Executive Assistant
- Elizabeth Snively
  Web Designer & Instructional Technologist
- Beverly Williams
  Coordinator of Outreach and Education

Disability Services Office

Staff

- Cheryl Branker
  Associate Vice Provost & Director of Disability Compliance Programs
- Wyona Goodwin
  Executive Assistant
- Thomas Martin
  Assistant Director & Coordinator of Testing Accommodations
- Tonya McCohn
  Administrative Support Associate
- Mark Newmiller
  Assistant Director
- Rebecca Sitton
  Assistant Director & Coordinator of Assistive Technology

On the web:

OEO website: www.ncsu.edu/oeo
DSO website: www.ncsu.edu/dso
OEO Programs

Complaint Processing

In 2010-2011, the Office for Equal Opportunity (OEO) responded to 44 complaints. Of those complaints, 20 presented allegations of harassment, 10 presented allegations of discrimination, 3 presented allegations of retaliation, and the remainder were referred to another resource for resolution.

Complaint Categories

Individuals complained most frequently on the basis of sex (10 complaints), race (7 complaints), and age (6 complaints).

Complaints by Protected Class

OE reponded to 100 percent of the complaints submitted. Of the complaints, 20 were dismissed by administrative closure or determination of no policy violation, 9 were referred to another NC State department for assistance, 8 chose not to file a complaint or failed to respond to OEO’s initial inquiry, 4 individuals reached a satisfactory resolution settlement, and 2 individuals elected to withdraw their complaints.

On the web:
Complaint resolution: www.ncsu.edu/oeo/harassment.html

Complaint Resolution

Although OEO works to reduce incidents of discrimination and harassment within the NC State community, OEO firmly believes that addressing complaints effectively and efficiently supports the university’s strategic plan goals of improving student retention, enhancing institutional pride, and encouraging diversity and inclusion.

Equal Employment/Affirmative Action (EO/AA) Compliance

NC State’s 2011 EEO Plan was updated utilizing HR’s J-CAT taxonomy and the Survey of Earned Doctorates to increase accuracy of various data analyses; e.g., workforce data, U.S. census occupational codes, and faculty availability data. The time to generate the plan for the Office of State Personnel (OSP) as been greatly reduced as well. OSP approved the university’s EEO Plan in June 2011.

The 2010 Faculty Exit Interview Report was developed and presented to the NC State Board of Trustees in November 2010.

OEO staff reviewed and approved over 1200 employment actions via NC the State Online Employment System (PeopleAdmin).

Technical assistance was provided to sister institutions (NCUC, ECU, ASU, and UNCG) in preparing an organizational affirmative action plan. OEO also coordinated a technical assistance summit for representatives from UNC system schools, ORCCP, OSP, and PeopleClick Authority.

OEO received a Diversity Mini-Grant ($3000) to partially fund production of a search committee video, “We Make Good Decisions.” Video production will be completed in July 2011.

On the web:
Affirmative action: www.ncsu.edu/oeo/affirmative.html

Equal Opportunity Institute (EOI)

In 2010-11, there were 39 participants and 25 graduates of the Equal Opportunity Institute. The total number of EOI graduates since the program began in 1999 is 310. Program evaluations continue to indicate that participants improved their understanding of equal opportunity issues, gained strategies to apply the information learned, and would highly recommend this program to other students and employees.

Graduates were honored in a celebration featuring Anita Brown-Graham, director of the Institute for Emerging Issues as the keynote speaker. Dewayne Barnes, a 2010 EOI graduate, provided reflections on the learning applied since his EOI graduation.

The EOI Moodle site developed last year was enhanced and utilized more this year. Program evaluations indicate that participants found this site useful.

A mid-year reflection lunch was held on January 26, 2011. Participants commented that they appreciated the opportunity to connect with other program participants and reflect on their learning.

OEO staff and the EOI Advisory Team decided to change the institute workshops from 3 hours to 2. The goal is to provide more flexibility and access for program participants in times when everyone is doing more with less.

On the web:
Equal Opportunity Institute: www.ncsu.edu/eoi

Photo: Equal Opportunity Institute 2011 graduates
May 26, 2011 was the annual NC State NCBI Planning Meeting, held at the NC State Arboretum. The theme was “Persistence in a time of Resistance.” This event included a SWOT analysis, extended workshop practice, discussion on xenophobia, as well as team building and recognition.

The NC State NCBI team continues to be acknowledged as a national leader among NCBI Campus Affiliates and was requested to submit articles to the national newsletter (two submitted), solicited to present at the NCBI National Campus Conference, and solicited to share processes developed.

Disability Services Office (DSO) Compliance

Students
- Sent 206 “early” notifications for 32 students to college deans/department heads due to extensive accommodation needs which could impact the college/department financially.
- Administered 2653 tests/ quizzes to students on behalf of faculty.
- Administered 904 final exams to students on behalf of faculty (686 different students tested for 828 different professors).
- Provided assistive technology (AT) and/or alternate format for 267 exams.
- Provided scribes for 96 exams.
- Sent over 3,948 letters of accommodations/services for 1,058 different students.
- Reviewed documentation for 370 different students.
- Provided AT equipment/consultation to 143 different students.

On the web:
Disability Services: www.ncsu.edu/dso

Employees and their Supervisors
- Provided disability eligibility information for 22 employees/supervisors.
- Processed 7 employee applications.
- Determined disability eligibility for 7 employees and notified them of the decision within an average of 2.14 days of receipt of complete documentation.
- Provided assistive technology (AT) and/or consultation to employees/supervisors resulting in the deployment of 2 AT devices/software for use in the workplace.
- Presented, “iPad + Technologies” at the NC AHEAD Spring Conference, March 2011 at High Point University.
- Hosted college-bound students from the Division of Services for the Blind – Rehabilitation Center, October 2010.
- Delivered an accessible video message with a searchable table of contents to all 67 academic department heads informing them of the role of the DSO for students and employees. This video also provided information about the 2009 Access and Barriers Survey results (see www.screencast.com/FTYQWRG).

Programs
- Hosted the Marcus Engel event: “Change the Things You Can.”

On the web:
Disability Services: www.ncsu.edu/dso

National Coalition Building Institute (NCBI)
The NC State NCBI Team has 31 active team members. Seven new team members were trained at the NCBI Carolina Diversity Coalition Train-the-Trainer (TTT) held on September 24-26, 2010 in Greenville, South Carolina. Valerie Ball and Beverly Williams served as small group facilitators. Ball and Williams attended the NCBI National Campus Conference at Furman University. The theme was “Transforming Campus Climates, Overcoming Stereotypical Representations of Marginalized Identities.” Ball and Williams presented a conference session on “Building a Strong Campus Team: The Team Meeting.”

Photos: 2011 NC State NCBI Team (left), Nathaniel Winfield is honored as most valuable NCBI Team member (right).

On the web:
NCBI: www.ncsu.edu/ncbi

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Office for Equal Opportunity News

OEO Programs

Web browsers developed by OEO’s instructional technologist for EOI (applications, individual plans, assessments and evaluations, graduates, programs, courses, supervisor approvals) have been very helpful in increasing the efficiency of coordinating this program. E-Learning continues to be a challenge for EOI because it creates “double work” for those entering data with limited benefits. Destiny OneCE is a new system being implemented in the university that may provide more opportunities for efficiency.

OEO Programs

Office for Equal Opportunity News

OEO Programs
OEO Programs

Title IX Compliance

OEO continued to follow through with its Plan to Improve Title IX Compliance at NC State University, provided to the Office for Civil Rights (OCR) following OCR’s compliance audit in 2009-2010. As in the prior year, OEO conducted training on Title IX for various campus groups, provided a three-hour course on Title IX for the Equal Opportunity Institute, and distributed promotional materials on Title IX for the NC State campus. In addition, OEO provided Title IX training upon request to administrators within sister UNC-system institution Fayetteville State University.

Assessment of Programs & Services

The OEO Assessment Plan, updated annually, can be found on the OEO website at www.ncsu.edu/oeo/pubs.html.

OEO Awareness Survey

Background

In recent years, the Office for Equal Opportunity (OEO) has utilized a variety of tools and measures to assess the extent to which it is achieving its programmatic objectives and their intended outcomes. This assessment data has become an integral part of the decision making process within the OEO with regard to launching new initiatives, program planning, resource allocation, and budget requests.

In 2001, the OEO conducted a pen and paper “customer satisfaction” survey. At that time, 115 paper surveys were mailed to a select group of campus constituents seeking their opinion regarding the effectiveness of the OEO in fulfilling its mission. While the effort generated only 32 responses; in large part, the responses received rated the OEO very favorably in terms of overall effectiveness.

During the OEO Planning Workshop held in August 2010, staff decided to deploy a more comprehensive survey during the 2010-2011 academic year. Rather than a “pen and paper” exercise, an online survey instrument was developed consisting of various multiple choice, matrix, and open-ended questions designed to measure knowledge and awareness of the programs, services, and activities sponsored by the OEO. Guidance and assistance was sought from the Office of University Planning and Analysis (UPA) in developing and testing the instrument. It is important to note that the survey was not intended to be statistically rigorous (i.e., provide precise quantifiable results), but rather it was designed as a tool to identify strong responses, trends and/or patterns in the perception of the OEO among respondents. Deploying an online survey also ensured respondent anonymity, convenience, and the ability to access survey results in real time.

In late January 2011, the survey was tested using a small group of faculty, staff and students who served as a focus group. Participants provided feedback concerning format and length of the survey, relevancy of questions, and overall usability.

The survey instrument was posted online on February 7, 2011, and 2,371 members of the campus community were invited to complete the survey. Survey participants were selected based on a random drawing of names from a database of NC State employees and students maintained by the UPA. While the purpose of the survey was to gather input and feedback from a broad cross section of campus constituencies, completion of the survey was voluntary and the response rate was approximately 17%. Of the 400 individuals who completed the survey, the largest number of respondents (139) identified themselves as SPA employees. One hundred and sixteen (116) students, including 61 graduate students, also completed the survey.

In addition to indicating their level of awareness about the OEO’s mission and responsibilities, survey respondents were asked to rate their level of understanding of the university’s nondiscrimination policies and their level of satisfaction with the training opportunities, programs, and services provided by the OEO and the Office of Disability Services (DSO). The survey instrument and the corresponding results have been posted on the OEO web site at www.ncsu.edu/oeo/OEO_survey.html.

<table>
<thead>
<tr>
<th>Respondent Type</th>
<th>Number of Responses</th>
<th>%</th>
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<tbody>
<tr>
<td>Undergraduate Student</td>
<td>56</td>
<td>14%</td>
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<tr>
<td>Graduate Student</td>
<td>62</td>
<td>18%</td>
</tr>
<tr>
<td>Undergraduate Faculty</td>
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<td>3%</td>
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<td>Tenured/ Tenure Track Faculty</td>
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<td>12%</td>
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<tr>
<td>Staff</td>
<td>74</td>
<td>19%</td>
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<td>SPA Staff</td>
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<td>35%</td>
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<tr>
<td>Dean, Director, Department Head</td>
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<td>4%</td>
</tr>
<tr>
<td>Vice/Associate/Assistant Provost/Chancellor</td>
<td>1</td>
<td>0%</td>
</tr>
<tr>
<td>Total</td>
<td>400</td>
<td>100%</td>
</tr>
</tbody>
</table>

Chart: OEO Awareness Survey respondent characteristics

Due to differences in the construct of the 2001 and 2011 surveys, no comparisons between the two instruments and their associated results can be made.

Every college and major administrative unit on campus was represented among survey respondents. Nearly a third of the respondents were affiliated with either the College of Agriculture & Life Sciences or the College of Engineering, while another third of the respondents were affiliated with the College of Humanities and Social Sciences.

On the web:
- OEO survey: www.ncsu.edu/oeo/OEO_Our_survey.html
- OEO Awareness Survey: www.ncsu.edu/oeo/OEO_survey.html
Results indicate:

- 53% of respondents (210 of 400) have a basic understanding of what OEO does.
- 44% of respondents (148 of 334) noted that they first heard about OEO through a New Employee Orientation. (The next largest group (100 respondents) first heard about OEO from a NC State faculty or staff member; and 69 or 31% of respondents first learned about OEO through its website.
- 65% (281 of 334) respondents have never used any of the services or information provided by the OEO.
- 59% of respondents have never visited the OEO website.
- 70% of respondents (279 of 400) indicated that they have read the university's equal opportunity/nondiscrimination policy.
- 86% of respondents (344 of 400) indicated that they have either a basic or good understanding of the university's equal opportunity/nondiscrimination policy.
- 62% of respondents (249 of 398) have never attended an OEO training program or workshop.
- 97% of respondents (91) who have attended an OEO training program or workshop rated the quality of the content as good or excellent.
- 57% of respondents (228 of 400) indicated that they were not very likely or not at all likely to attend an OEO program or workshop in the future.
- Only 19% of survey respondents (74 of 400) have never heard of the Disability Services Office (DSO). Conversely, 64% of survey respondents indicated that they have a basic or very good understanding of what the DSO does.
- 64% of respondents (208 of 326) have never visited the DSO website.
- 88% of respondents (350 of 400) have never attended a DSO training program or workshop.

Conclusions

- Overall, the survey revealed that the majority of respondents hold very favorable views and opinions of the services, programs, and activities offered by the Office for Equal Opportunity and the Disability Services Office. Interestingly, a significant number of respondents believed that EEO/AA training should be mandatory for all employees and students. Respondents also noted the importance of increased outreach efforts and educational programming targeting varying segments of the campus community, particularly students. The majority of respondents indicated that their interactions with OEO/DSO staff were either “good” or “excellent” and that staff were “knowledgeable,” “professional,” “extremely helpful,” and “accessible.”

Based on the open-ended comments proffered by respondents, it appears that, in many instances, whether a respondent would be likely to utilize OEO/DSO services or attend an EEO related training opportunity was largely dependent upon whether the individual believed they had been subjected to discrimination at either NC State or elsewhere.

Several respondents expressed concern(s) regarding OEO’s objectivity when attempting to resolve matters involving senior level administrators inasmuch as the office reports to the Provost. Respondents also suggested that both the OEO and the DSO could do more to market their services and programs to the campus community (e.g., through flyers, e-mail, and partnering with other offices).

Survey results revealed significant actions that OEO and DSO can take to enhance their respective outreach efforts. The information obtained from the survey will be utilized by OEO staff during the strategic planning process. Also, the data and information collected will serve as the basis for developing assessment measures, future initiatives and programming efforts for the office to enhance its efforts to ensure that the university is a nondiscriminatory and harassment-free environment where people can work and learn.

Findings

Survey respondents were asked to indicate their views and opinions on 44 closed and open-ended questions. Survey respondents were asked to comment on OEO’s training initiatives, their interactions with OEO/DSO staff, and to suggest recommendations for how OEO might improve its programming and outreach efforts.

Student Orientations

Under the recently formatted New Student Orientation program, OEO does not participate with a speaking role, but the sessions remain a valuable venue for educating over 5,000 incoming first year and transfer students about what one’s equal opportunity rights are and where to obtain assistance for equal opportunity-related concerns. The Office of International Services (OIS) again included harassment prevention in its new student orientations; a total of approximately 600 international students attended the fall and spring orientations. The Graduate School distributed a flyer to every student at the orientation notifying students of NC State’s harassment-related policies and encouraging the students to participate in the online training module.

OEO serves the NC State University campus through its proactive engagement of faculty, staff, and students in equal opportunity and diversity experiences.

OEO offers:

- Discrimination and Harassment Prevention and Outreach
- OEO Workshop Series
- National Coalition Building Institute (NCBI)
- Disability Compliance

In addition to the above, survey respondents were asked to comment on OEO’s training initiatives, their interactions with OEO/DSO staff, and to suggest recommendations for how OEO might improve its programming and outreach efforts.

On the web:
OEO survey: www.ncsu.edu/oeo/OEO_survey.html
Office for Equal Opportunity

Discrimination & Harassment Prevention & Outreach

Sixty-three (63) live presentations of discrimination and harassment prevention and response (DHPR) were presented to 2,131 participants during 2010-11, not including the material provided within the Equal Employment Opportunity Institute (EEOI). OEO’s prevention efforts contribute to many of NC State’s Strategic Plan initiatives, such as improving student retention, recruiting scholars, enhancing institutional pride, encouraging diversity and inclusion, and increasing students’ global knowledge.

Photo: A group of employees participates in the Equal Employment Opportunity Institute (EEOI), a workshop for supervisors that includes discrimination and harassment prevention and response training and other required topics.

On the web:
Discrimination and harassment prevention and response: www.ncsu.edu/oeo/harassment.html
OEO Trainings & Presentations

Equal Employment & Affirmative Action

Staff conducted nearly 70 EEO related training sessions for various campus units, including 48 search committee orientations for NC State departments recruiting new employees in 2010-11.

OEO staff facilitated 17 training sessions of the Office of State Personnel’s Equal Employment Opportunity (EEOI) certificate program on the NCSU campus resulting in exposing more than 309 EPA and SPA managers and supervisors to this Office of State Personnel mandated training.

OEO Workshop Series

This year OEO offered 23 workshops, excluding NCBI, to 223 participants from the campus community. This includes such sessions as The Protected Class Series; Lenses + Legacies = Layers; Title IX: Gender Equity in Higher Education; Affirmative Action in Employment; and Exploring Oppression.

Discrimination & Harassment Prevention Training & Response Online Training

This year, 534 participants completed the Discrimination and Harassment Prevention and Response online training module (calculated from May 1, 2010 through April 30, 2011). The number of participants decreased dramatically from the previous year, and OEO is exploring the reason(s) for decreased participation.

Open Enrollment & HR Academy

Training sessions on unlawful workplace harassment were provided through Open Enrollment and HR Academy (a Human Resources program); the programs were entitled “Discrimination and Harassment Prevention and Response.” Nine (9) employees were trained in unlawful workplace harassment as part of HR Academy and 36 additional participants completed a training session through Open Enrollment, most of whom were Equal Opportunity Institute participants.

Presentations

OEO staff presented to NC State University Academic & Administrative Units (including faculty, staff, and students) Many university departments requested DHPR training, including: Campus Police, Cooperative Extension, and Facilities Operations. In addition, OEO conducted training for student groups, such as: University Tutorial Center, Orientation Counselors, Resident Advisors, and Sexual Assault Peer Educators.

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In 2010-11, the NC State National Coalition Building Institute (NCBI) team facilitated 36 workshops for 1,004 participants. This included open enrollment sessions through OEO and the Leadership Development Series as well as customized requests for the Department of Social Work, PAMS’s first year student classes, Facilities, the College of Management, New Student Orientation counselors, and University Housing. New groups included the College of Education, Student Diversity Advisory Council, Women’s Track Team, Colleges of Natural Resources, and Textiles Student Diversity Retreat, and Student Government. This year the team fully implemented integration into the Bachelor of Social Work curriculum.

Disability Compliance

DSO accepted 44 invitations to present its work to approximately 13,600 people. The trainings were designed to increase the awareness of the work of DSO and the university’s obligation to students, faculty, staff, and visitors with disabilities.

Presentations

NC State University Academic & Administrative Units including faculty, staff, and students

- New Student Orientation counselors
- Quad Honors Village residence hall directors and area directors
- FirstYear Writing Program
- Cates Crawl
- FirstYear College Community Project
- Livescribe pen orientation training
- USC 101
- DSOOn-Site – Department of English
- ECD 543: The American College Student
- West Campus resident advisors’ in-service
- A Taste of NC State
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On the web:

- NCBI: www.ncsu.edu/ncbi
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DSO accepted 44 invitations to present its work to approximately 13,600 people. The trainings were designed to increase the awareness of the work of DSO and the university’s obligation to students, faculty, staff, and visitors with disabilities.

Presentations

NC State University Academic & Administrative Units including faculty, staff, and students

- New Student Orientation counselors
- Quad Honors Village residence hall directors and area directors
- FirstYear Writing Program
- Cates Crawl
- FirstYear College Community Project
- Livescribe pen orientation training
- USC 101
- DSOOn-Site – Department of English
- ECD 543: The American College Student
- West Campus resident advisors’ in-service
- A Taste of NC State
- Advisors’ Institute

On the web:

- NCBI: www.ncsu.edu/ncbi
- Disability Services: www.ncsu.edu/dso
OEO staff continues to enhance its skills while it serves our campus and professional communities through its knowledge and knowledge transfer.

Staff Activities

- Recognitions
- Staffing Changes
- Advisory Committees for the Office for Equal Opportunity
- Partnerships
- Committee Memberships
- Staff Development & Professional Activities
- Webinar & Audioconference Participation

Recognitions

Cheryl Branker, Sabina Vermeulen, and Rebecca Sitton participated in the Access Computing Capacity Building Institute in Arlington, VA with other universities to discuss how to increase the participation and success of students with disabilities, including post-9/11 veterans, in computing and IT academic programs and careers.

Amy Circosta earned her certification as a Certified Affirmative Action Professional (CAAAP) through the American Association for Affirmative Action. Ms. Circosta co-facilitated a session on “Creating An Inclusive Environment” at the presented at North Carolina Central University’s “Hearing the Call” Conference in April 2011.

Carson Cook completed the 40-hour certified mediation training course at the NC Central University School of Law in August 2010. Mr. Cook conducted five mediations for the Office of State Personnel and three mediations for the Wake County District Court during the past year.

Beverly Jones Williams was recognized by the Student Diversity Council in April 2011 for her work with the NCBI campus team. This is the second time that Ms. Williams has received an award for outstanding contributions by a staff employee at the annual diversity awards sponsored by the Office for Diversity and Inclusion. Beverly facilitated a session on “Building A Strong Campus Team” at the Annual NCBI Campus Conference held November 2010 in Greenville, SC. She also co-facilitated “Creating An Inclusive Environment” at the North Carolina Central University “Hearing the Call” Conference in April 2011.

Ursula Hairston began employment as an assistant equal opportunity officer in December 2010. Before joining OEO, Ms. Hairston worked as HR director in the Office of the Governor and the State Budget Office.

Janet Howard, Coordinator of the Moving from Dialogue to Action Program (MDAP), funded by a two-year grant from the Z. Smith Reynolds Foundation, separated from the university in October 2010.

Gloria Hunt, Executive Assistant, separated from the university in July 2010 to assume a position at UNC-P.

Lisa Pierson was hired in August 2010 as the new Executive Assistant in OEO. Ms. Pierson previously worked as a program coordinator with the Center for Family and Community Engagement, a unit of NCSU’s Department of Social Work.

Advisory Committees for the Office for Equal Opportunity

Advisory Committee for Harassment Prevention

The Office for Equal Opportunity chairs the Advisory Committee for Harassment Prevention. The advisory committee, comprised of 14 members representing diverse NC State units and departments, works to enhance and expand harassment prevention efforts throughout the campus community. Committee members advise OEO on existing prevention efforts as well as generate ideas for future prevention programs.

Disability Compliance Advisory Team (DCAT)

The Disability Compliance Advisory Team held two meetings during 2010-2011, on September 17, 2010 and February 11, 2011.

On the web:

OEO staff: www.ncsu.edu/oeo/staff.html

Staffing Changes

Equal Opportunity Institute Advisory Committee (EEOAC)

The Equal Employment Opportunity Advisory Committee (EEOAC), an essential component of the university’s results-oriented affirmative action program, serves to provide insight and feedback to the Office for Equal Opportunity in its efforts to eliminate any artificial barriers that may exist for qualified individuals seeking employment or promotional opportunities at NC State.

The EEOAC membership represents the diverse demographic and occupational groups within the University’s faculty and staff workforce. The committee is charged with (1) providing recommendations regarding policies, procedures, and programs of the university as they relate to equal opportunity areas, (2) advising the vice provost for Equal Opportunity and Equity on administrative measures to improve the university’s performance in these areas, and (3) creating awareness of equal opportunity issues by serving as a vital communication link to the campus community.

During the reporting year, the advisory committee met on September 9, 2010 and April 22, 2011. These meetings provided OEO staff with the opportunity to solicit feedback regarding the university’s EEO Plan, the realignment of OEO with the Office of Diversity and Inclusion, the Equal Employment Opportunity Institute, the launching of the OEO Awareness survey, and other programmatic issues.

Equal Opportunity Institute Advisory Team

The EOI Advisory Team met June 30, 2010 and via email in January 2011 to review program feedback and make recommendations. The group recommended revisions to program assessments, integrating the EOI website and Moodle site, and recruitment strategies. The recommendations were successfully implemented.
OEO and DSO partnered with the following university administrative units, campus student organizations, and external partners to co-sponsor programming for NC State faculty, staff, and students:

- AHEAD Special Interest Group – Student Athletes with Disabilities
- Campus Police
- Center for Student Leadership, Ethics & Public Service (CSELPS)
- College of Management (Student Networking Groups)
- D.H. Hill Libraries
- DELTA
- First Year College
- Human Resources—Employee Relations
- Human Resources—Training & Organizational Development
- NCBi Carolina Coalition
- New Student Orientation
- North Carolina Diversity and Inclusion Partners
- Office of International Services
- Office of Information Technology (Assisitive Technology)
- Office for Diversity and Inclusion
- Office of State Personnel
- Office for Student Conduct
- Society for Human Resource Management/College of Management
- Student Government
- University Housing
- The NCSU Women’s Center

**Committee Memberships**

OEO staff members provide service to the campus community by serving on myriad university committees. For those committees that are advisory to the office, an OEO staff member serves as committee chair.

- African American Coordinating Committee
- AHEAD Special Interest Group—Student Athletes with Disabilities
- Alliance for Sexual Assault Prevention
- Athletics Department Minority & Equity Committee
- Assessor for Selection of Chief of Police
- BRIDGES Board
- Campus Culture and Community Strategic Planning Task Force
- Campus LANTechs
- Campus Planning & Design Subcommittee
- Classroom Environment Committee (CEC)
- College of Management’s Diversity Advisory Board
- Committee on Student Life, Ethics & Sportsmanship
- Council on Athletics
- Destiny OneCE Implementation & Steering Teams
- Disability Compliance Advisory Team (DCAT)
- Educational Technology Fee Committee
- Equal Employment Opportunity Advisory Committee
- Equal Opportunity Institute Advisory Team
- Faculty Well-Being Advisory Committee
- Group Insurance & Benefits Committee
- Harassment Prevention Advisory Committee
- Human Resources Advisory Committee
- IT Accessibility Advisory Work Group
- Mediation Training-Evaluator
- NCBi Campus Team and Leadership Team
- New Employee Orientation Committee
- New Student Orientation Committee/Family Values Program Committee
- NC Assistive Technology Expo
- NCSU Web Developers Network
- NCAHEAD—Educational Outreach and Representation Efforts

**Staff Activities**

- Pack Promise Scholars Academic Coach
- Physical Environment Committee (PEC)
- Provost’s Advisory Council on the Status of Women
- Search Committee for African American Cultural Center Executive Assistant
- Search Committee for Deputy General Counsel
- Search Committee for IT Accessibility Coordinator
- Search Committee for Office for Equal Opportunity Executive Assistant
- Search Committee for Office for Equal Opportunity Assistant Equal Opportunity Officer
- Study Abroad Scholarship Application Reader
- Survivor Fund Advisory Council
- Task Force on Staff Diversity
- University Diversity Advisory Committee
- University Open House
- University Values and Ethics Administrative Advisory Committee
- “Wolfe Awards” Selection Committee

**Staff Development & Professional Activities**

- AHEAD/PEPNet Conference (Denver, CO)
- AHEAD Special Interest Group – Student Athletes with Disabilities
- Campus Dialogue on Diversity (NCSU):
  - Immigration Debate
  - Confronting Hate: Understanding the Law and Historical Development of Federal Hate Crime Legislation (NCSU)
- Conducting Workplace Investigations (Raleigh, NC)
- Developing and Delivering Effective Courses for GEP US Diversity Regulation (NCSU)
- Diversity in Higher Education Conference (Durham, NC)
- Effective Strategies for Dealing with Sensitive Issues in the Classroom (NCSU)
- EEOC-Technical Assistance Seminar (Chapel Hill, NC)
- How to Be a Sighted Guide (NCSU)
- Marcus Engel campus presentation: “Change the Things You Can” (NCSU)
- Legal Framework: Diversity in Student Body Admissions and Scholarships Post-Grutter and Gratz (NCSU)
- National Coalition Building Institute Annual National Campus Conference, (Greenville, SC)
- National Conference on Race and Ethnicity – NCORE (San Francisco, CA)
- NC AHEAD Spring Conference (Cullowhee, NC)
- NC Assistive Technology Expo (Raleigh, NC)
- TILG-Technical Assistance Seminars (Raleigh, NC)
  - The Disabled and Veterans: Affirmative Action and Outreach
- EEOC – Raleigh Area Office Update
- Lessons Learned? EEOC Litigation Trends
- Waking Up to Privilege System: The Surprising Journey (NCSU)
Staff Activities

Webinar & Audioconference Participation

Whether to keep current on recent changes to federal laws or to take advantage of effective, low cost in-service training on specific equal opportunity compliance issues, OEO and DSO staff participated in numerous webinars and audioconferences. Some programs were downloaded by employees on desktop computers while other programs were downloaded in larger venues and open to other campus partners in the Office of General Counsel, HR-Employment, Benefits, Office of the University Architect, and the Office of the University Architect. Below is a listing of webinars and audioconferences in which staff participated:

- EEOC’s New Regulations: Implementing the ADA Amendments Act
- ELT Employment Law Updates
- ELT: How to Provide Superior Diversity Training
- ELT: How to Provide the Best Harassment Training to Your Workforce
- Guidelines for Identifying Students in Distress
- Individuals with Cochlear Implants in Educational and Employment Settings
- Instructional Design for the Real World
- Management of Agitation Following Brain Injury
- NACUA ADA/FMLA Regulatory and Compliance Update
- New ADA regulations
- Reasonably Accommodating Everyone? Proposed ADA Expansion and its Impact on Disability Services Management, a practical guide
- Recruiting a Racially Diverse, Culturally Competent Faculty
- Sexual Assault, Sexual Harassment and Title IX: Managing the Risk on Campus
- The Influential Trainer
- The Internet & Social Networking in the Workplace
- Threat Management: Domestic Violence, Stalking & Dealing with Distressed and Distressing Students
- Title IX: Responding to OCR’s New “Dear Colleague” Letter on Sexual Violence
- Transforming Law Into Policy and Practice
- Understanding and Advising First-Year Students with Executive Function Disorders
- Universal Design and Online Training Learning: Ensuring Access & Engagement for all Students
- Using Speech Recognition Technology to Improve Productivity & Reduce Injuries
- Virtual Classroom Webinar
- Web Accessibility Demystified

Policies, Regulations & Rules Activity

OEO develops new PRRs or revises existing PRRs, as needed.

At the request of the Chancellor, current university policies, regulations and rules are under review for the following: source of authority for issuance; necessity and purpose; decision to maintain, consolidate or repeal; relevant updates; and refreshment for clarity.

OEO plans to consolidate the Affirmative Action Policy Statement into the Equal Opportunity and Non-Discrimination Policy Statement. In addition, OEO has proposed updates to the Interpersonal Relationships Policy among Faculty, Staff, and Students and a possible consolidation of disability accommodation-related policies and regulations.

Changes made resulting from the PRR review process are anticipated to go into effect during the 2011-2012 fiscal year.
The staff of the Office for Equal Opportunity looks forward to joining new colleagues in creating the Office for Institutional Equity and Diversity. We hope to use the synergy created by the merger of academic affairs and student affairs units to enhance the university’s diversity efforts by providing direction for campus diversity initiatives that help to achieve the university’s strategic goals, offering innovative programming to increase the cultural competence of our faculty, staff, and students and engaging the entire campus community in the robust exchange of ideas that is the hallmark of a diverse and inclusive campus community.

- Create a vision and develop a strategic plan for the new Office for Institutional Equity and Diversity (OIED) to promote effectiveness, visibility, cohesion, and cooperation within OIED units/divisions.
- Develop branding/marketing and communication plans for the new OIED.
- Continue to explore online course delivery methods.
- Continue to work with HRIM to satisfy our data reporting needs from eLearning.
- Design a new website to meet the needs of the new OIED with a deployment date of July 1, 2011.
- Increase the university community’s awareness of discrimination and harassment within its student population. One way to increase awareness would be through mandatory student DHPR training. OEO’s proposal of mandatory student DHPR training was identified by the Office for Civil Rights as a “promising practice” during a Title IX compliance audit. A redesign of the current Discrimination and Harassment Prevention and Response online training module for the student audience is in the planning phase.

Effective July 1, 2011, the Office for Equal Opportunity and the Office for Diversity and Inclusion will merge to form the Office for Institutional Equity and Diversity (OIED). Joining this new unit will be offices from the Division of Student Affairs—the Office of Multicultural Student Affairs, the GLBT Center and the Women’s Center. The new office will be headed by Joanne Woodard, who will become the vice provost for Institutional Equity and Diversity. This merger and realignment was one of the recommendations for strategic reorganization and realignment approved by Chancellor Randolph Woodson in March 2011. Also, effective July 1, 2012, the Office of Disability Services will be “imported” into the new division created by the merger of the Division of Student Affairs and the Division of Undergraduate Academic Programs as recommended by the task force charged with providing options for the merger. Movement of DSO from OEO so as to “change the role of the office from a more static regulatory compliance role to a more dynamic focus on student success” while at the same time “exporting” the Office of Multicultural Student Affairs and the Women’s Center seems contradictory. The reason cited for exportation of the three Student Affairs Programs to the new OIED is the same argument that can be used for retaining DSO within the OIED.

- Continue to identify fiscal resources for the new OIED to ensure its strong compliance work and enhanced diversity and inclusion activities, even during a time of budget restrictions. One strategy to accomplish this will be through aggressive grantsmanship.
- Increase compliance outreach measures with Civil Rights laws (following information gleaned from Title IX audit), including departmental compliance reviews of policies and training completion.
- Continue cross training opportunities for OIED staff under the guidance and direction of the Vice Provost for Institutional Equity & Diversity.
- “Importing” of DSO into the new division created by the merger of the Division of Student Affairs and the Division of Undergraduate Academic Programs as recommended by the task force charged with providing options for the merger is a major concern. Movement of DSO from OEO so as to “change the role of the office from a more static regulatory compliance role to a more dynamic focus on student success” while at the same time “exporting” the Office of Multicultural Student Affairs and the Women’s Center seems contradictory. The reason cited for exportation of the three Student Affairs Programs to the new OIED is the same argument that can be used for retaining DSO within the new OIED.
- Increase understanding by the campus community that the DSO should continue to have the level of visibility and importance it currently has by being a unit within OEO. Since the working group believes that OEO is a “division focused on diversity and equity at the university level,” then it is appropriate for DSO to remain within that division since equal access to university programs is fundamental to the success of our students, faculty, staff, and institution.
Office for Equal Opportunity (OEO)
231 Winslow Hall
Campus Box 7530
Main: 919-515-3148
TTY: 919-515-9617
Fax: 919-513-1428
www.ncsu.edu/oeo

Disability Services Office (DSO)
Third Floor - First Year College Commons
Campus Box 7509
Main: 919-515-7653
TTY: 919-515-8830
Fax: 919-513-2840
www.ncsu.edu/dso

Disability Hotline
To report campus-wide access concerns, send an email to ADAHotline@ncsu.edu.

Discrimination or Harassment Concerns
For help with a discrimination or harassment concern, contact Amy Circosta at 919-513-1234 or amy_circosta@ncsu.edu. You can also submit a harassment complaint online at www.ncsu.edu/oeo/harassment/harassment_complaint_form.html, or send email to report_harassment@ncsu.edu.

Hiring Procedures & Search Committee Orientations
For NC State's hiring procedures for academic personnel, see www.ncsu.edu/oeo/hiring/hpm.html. If you are beginning a new search for a position, OEO encourages you to call 919-515-3148 to schedule a search committee orientation.

Faculty Exit Interviews
If you are a separating faculty member, please contact Carson C. Cook at 919-513-2099 to schedule your exit interview.

Workshops & Course Offerings
For information about our workshops and course offerings, please see www.ncsu.edu/oeo/education.php or contact Beverly Jones Williams at 919-513-3836. We offer online training versions of some of our workshops. See www.ncsu.edu/project/oeo-training.